Minute-By-Minute is the Monthly Newsletter of the

North Carolina Association of Municipal Clerks

September 2013

Inside this Issue:

President's Message	1
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City of Lenoir 3

September Calendar 4

Committees 7

New CMC's 9

Join NCAMC

Know a clerk or deputy clerk who wants to join NCAMC? For membership information, email committee chair Jim Byrd, CMC, NCCMC of Wilkesboro at the following address:

jbyrd@wilkesboronorthcarolina.com

Now, join IIMC

If you have joined the North Carolina Association of Municipal Clerks and are wondering what else you can do to grow in your profession, you definitely need to consider joining the International Institute of Municipal Clerks. IIMC is the certifying arm for clerks worldwide. For more information go to the website:

www.iimc.com

If you would like to submit an article of interest for the newsletter, email committee chair Tammy Hatley, CMC, NCCMC of King at the following address:

thatley@ci.king.nc.us



President Martin's September Message:

Clerks: Working in Harmony



Dear Fellow Clerks,

Let me begin by saying Thank You! Thank you all for your support in allowing me to serve as President of this great Association. It is truly an honor and a privilege to serve you over the next year. All of you have become dear friends to me over the years and I will cherish that friendship for the rest of my life.

My goal is to work closely with the Officers, Board of Directors and the many many volunteers serving on our committees to make this Association the best it can be. My hope is to carry on the excellent job from past President Kim Worley as well as those great Presidents that served before her. My door is always open and I welcome your comments and suggestions.

I hope everyone had a great time at this year's Summer Academies in Cherokee. A great big thank you to Dora Moore and the Program and Education Committee for the fabulous job they did "PuttingThe Pieces" together for this Academy. I hope you had fun putting the puzzles together, an idea that went right along with the theme for this year's Academy. I'd also like to thank Janet Anderson and Cynthia Richardson for stepping up when we found out there was no Clerk from Cherokee to serve as Host. Without a doubt, we could not pull this off without our three best supporters: John Phelps and Athena Banks from the NCLM and Professor Fleming Bell from the School of Government. Thank you all from the bottom of my heart!

I would also like to thank our vendors for participating and supporting the NCAMC. Many of the vendors have supported the Association for years and are like "family." We welcomed the newcomers with open arms and hope they will come back. The IIMC continued their support of the Association and we especially appreciate Dyanne Reese, IIMC Past President for taking the time from her busy schedule to join us once again this year.

Thursday's Master Municipal Academy started off with a review of Parliamentary Procedures, a topic all Clerks' must know. The afternoon session provided tools to take back home and put to good use working more effectively with co-workers from different generations.

Friday's Sessions brought to light the Top 10 issues most important to the 21st Century Professional Clerk. Our own Professor Bell led this timely discussion as we all strive to do more with less as our cities and towns struggle with shrinking budgets. The ever popular 2013 Legislative Update finished up the morning. There were two afternoon sessions on topics that every Clerk deals with on some level. The NCLM Staff provided an excellent program on the laws and procedures surrounding Workers Compensation and Cherie Berry, NC Commissioner of Labor and Bill Best, NC Department of Labor ended the day with a workshop on OSHA reporting.

Following a full day of educational sessions, Clerks were treated to dinner followed by the amazing drama production of "Unto These Hills."

The Clerk's Annual Business Meeting was held on Saturday morning and the details of that meeting are covered in a separate article in this newsletter.

The Academy ended with an interactive session on Drop Box Technology. Clerks brought in laptops, iPads or tablets to set up Drop Box accounts and to examine applications needed to effectively use this valuable tool.

The Annual Banquet was held Saturday night. The meal was excellent as was the fellowship and entertainment. The 2013-14 Officers and Board of Directors were installed with the Oath being administered by Dyanne Reese, Past President of the IIMC and City Clerk for Savannah, GA.

I was no different than many of the Clerks before me, I was nervous! With lots of deep breaths and the smiling faces of the many family and friends in attendance, I made it through the night. Last year, I started thinking about my theme and it didn't take me long to decide on "Working in Harmony." As some of my closest friends know, my husband Jerry has played bluegrass music for years. About two years ago, I decided to take up a new hobby and am learning to play the mountain dulcimer, an instrument known for its "sweet music". To make "sweet music" musicians must play and sing in "Harmony" with one another. Each member has a clearly defined role to play and when those roles are played successfully you have beautiful music. As a Municipal Clerk – is that not what we do – Are we not the "Music Conductor" helping create the harmony with our Board members, our citizens, our co-workers and even among our fellow Clerks?

In closing, my pledge is to be the best President I can be and my challenge to you is to go out and "Work in Harmony" with EVERYONE you come in contact with and let's do our part in making our Communities and this Association a better place!

Clerks: Working in Harmony!
Dale F. Martin, MMC, NCCMC
NCAMC President

City of Lenoir: A "Cool" and "Growing" Place to Be

Shirley M. Cannon, MMC, NCCMC Former District 10 Director

The City of Lenoir has experienced much success over the past several years namely being designated as a "Cool Community" by the Alliance of Innovation Group in 2012. Lenoir was chosen for this prestigious award for its Community Gardens which were also featured nationwide in *Parade* Magazine in August 2012.

The idea first originated with a group of local gardeners who asked the City Manager in 2009 for assistance in locating a plot of land to grow vegetables for the purpose of making donations to various food pantries in our community. As a result, the Beall Street gardens were formed and turned into a thriving, successful garden of 30 raised beds at the site of an abandoned playground owned by the City. These gardens later grew into a unique partnership among the gardeners, the City of Lenoir, and the local hospital, Caldwell Memorial. The goal of the partnership is to continue to grow food for those less fortunate as well as to educate the public about the importance of healthy eating to combat obesity in our community.

This innovative idea to help feed the hungry and assist people with choosing a healthier lifestyle led to the City to transform an abandoned industrial site into Unity Park and Community Gardens which are comprised of a 5.6 acre park, featuring 75 raised garden beds, a walking path, berry patch, and orchard with over 150 apple, pear, and plum trees.

Not to be outdone by adults, a 12 year-old student, Daniela Berry, an avid gardener herself, sought permission from her father who is the principal at one of our elementary schools, to create a garden plot for the students who attended the after school program. A 1,700 square foot plot of land and a slogan ("Plant a Row for the Hungry") soon turned 30 young students into knowledgeable gardeners who learned how to tend their own garden beds from lessons given by Daniela.

From this young girl's desire to help others, the small garden plot at Daniela's school grew to five other county schools planting their own vegetable plots. Daniela is also featured on the cover of the August 2012 *Parade* Magazine article.

Lenoir continues to receive recognition from this amazing project, the most recent being featured on UNC-TV Black Issues Forum/Urban Farming: Food for Life in June by a panel of three residents on the success of the gardens. This informative and educational program may be viewed at http://video.unctv.org/video/2365036029. The segment on Lenoir is shown in the second half of the video.

So, if you ever have a "cool" idea that you are unsure of how to cultivate, just remind yourself that sometimes it only takes a small seed of faith to "grow" into a harvest for many. What is your community doing to be "cool" and "grow"?

Additional information about Lenoir and the *Parade* article may be found on our website at www.cityoflenoir.com.





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1	Dianne Berry Barbara Barrett	23	Al Matthews
		25	Lori Williams
3 4	Stephanie Shaw Roweena Sweezy		Elizabeth Cox
5 6	Elizabeth Jenkins Kim Deason	26	Adora Alford
7	Mary Jackson	20	Janet Hill
8	Tammy Kellis Bobbie Broady	27	Genie Russell
		28	Brenda Clark
9	Lynn McKinnie		Nancy Jenkins
10 11	Jane Smith Sandra Sartom	29	Debra Holmes
12	Mary Lou Todd		Nancy Henderson
	Paula Webb	30	Sherry Hicks
14	Jean Bailey		1. 1
	Nancy Bowden Phyllis Lowery		
	Kim Mayo		



If you have an addition or correction to the birthday calendar, please contact Biscoe Town Clerk Laura Morton, at laura.morton@townofbiscoe.com.

20 Georgia Evangelist21 Bobbie Jordan

Sharon Gordon

Joleatha Chestnut

Pamela Pate

JoAnne Gentry Wendy Gilliam

15

16

19



Annual Business meeting held in Cherokee



The North Carolina Association of Municipal Clerks held their Annual Business meeting on Saturday, August 17, 2013. President Kim Worley promptly called the meeting to order and recognized John Phelps, Recording Secretary/Treasurer to present the Association's favorable Finance Report.

President Worley then recognized the Association's Committee Chairs and presented certificates to their members in appreciation for their efforts in serving the Association this past year.

Clerks that have obtained their CMC and MMC certifications were recognized. This being the second year of the NC Certified Municipal Clerk program, Professor Bell presented awards to 28 Clerks from across the State that obtained their NCCMC certification. Past Presidents and Honorary members in attendance were also recognized during the meeting.

Retirement Resolutions were presented to those Clerks that retired last year. Memorial Resolutions were presented to Clerks who lost a loved one this past year.

The NCAMC proudly awarded two \$1,000 scholarships this year to the following: Michael Bell, son of Susan Bell, who will be attending UNC-W; and to Brenda Thorne, the Deputy Clerk for the Town of Selma, who will be attending Johnston Community College. The Association also awarded three \$300 scholarships to the following Clerks attending the SOG Clerk's Certification Program: Donna Alwine, Town of Wallburg; Sabrena Reinhardt, Town of Leland and Heather Birch, Town of Davidson.

Amendments to the Association's Constitution were presented and approved. It was amended to include a recommendation that Officers and Board of Directors have obtained the NC Certified Municipal Clerk designation as well as the IIMC Certified Municipal Clerk designation. Article VIII Committees and Duties section was amended to include the following Standing Committees: State Certification Committee, Website Committee, Leaving a Green Legacy Committee and We Share our Services Committee. Other minor names changes were also included in the amendments.

The Membership considered and approved a resolution in support of Vincent Buttiglier, MMC as Vice President of the IIMC in 2014. Mr. Buttiglieri is the Municipal Clerk from the Township of Ocean, NJ.

Last but certainly not least, the following slate of Officers and Directors for 2013-14 was approved by the membership.

Directors: Barbara Sandlin (District 2) Leighanna Worley (District 4)

Lisa Markland (District 6) Nancy Boyden (District 8)
Vacant** (District 10) Maggie Burleson (District 12)

Recording Secretary: Regina Alexander

Second Vice President: Jeanne Giblin

First Vice President: Stephanie Kelly President: Dale Martin

President Worley opened the floor for nominations for District 10 Director but unfortunately, none were presented. If you are located in District 10 and meet the qualifications to serve as a District Director, please consider applying. The Association needs you. Applications can be printed from the website and remitted to President Martin at dmartin@toknc.com as soon as possible. All applications received will be considered at the September 13th Board of Directors meeting.





For more information about how to be a North Carolina Certified Municipal Clerk please see the Brochure on the NCAMC Website under the Education Tab or contact Leighanna Worley, State Certification Chair @ lworley@wilsonsmillsnc.org. The 2014 Application will be available soon on the NCAMC Website also under the Education Tab.

President Martin Announces Committees

President Dale Martin, MMC, NCCMC was installed at President of the NCAMC during the annual banquet on August 17th in Cherokee.

Serving with Martin are the following officers: 1st Vice President Stephanie Kelly, MMC, NCCMC, Charlotte; 2nd Vice President Jeanne Giblin, MMC, NCCMC, Morehead City, Recording Secretary Regina Alexander, MMC, South Port; Secretary/Treasurer John Phelps, NCLM and Immediate Past President Kim Worley, MMC, NCCMC, Franklinton. Professor Fleming Bell will continue to serve as Advisor to the Association.

We currently have one vacancy on the Board of Directors. A Director for District 10 has yet to be named.

Directors for the even numbered Districts were installed at the Banquet on August 17th. Below is the list of the current Board of Directors for all districts:

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District 1: Joleatha Chestnutt, NCCMC, Ahoskie District 2: Barbara Sandlin, CMC, Cedar Point District 3: Elaine Hunt, MMC, NCCMC, Clinton

Region 2

District 4: Leighanna T. Worley, CMC, NCCMC, Wilson's Mills

District 5: Jannie Burnette, CMC, Enfield District 6: Lisa Markland, CMC, NCCMC, Zebulon

Region 3

District 7: Melissa Adams, MMC, Hope Mills District 8: Nancy Boyden, CMC, Midland

District 9: Dora Moore, MMC, NCCMC, Rural Hall

Region 4

District 10: Vacant

District 11: Donna Flowers, CMC, Lincolnton

District 12: Maggie Burleson, MMC, NCCMC, Asheville

NCAMC Committee Members are as follows:

Finance Committee

Rebecca Shuler, CMC, NCCMC, Highlands - Chair

Karen Wingo, CMC, NCCMC, Wingate Melissa Adams, MMC, Hope Mills

John Phelps, Secretary/Treasurer, NCLM

Advisor: 1st Vice President Stephanie C Kelly, MMC, NCCMC, Charlotte

Legislative Committee

TBA - Chairperson; NCLM Board Member to be appointed by the Board in September 2013.

The following clerks have submitted a volunteer application to serve on the Committee: Pamela Megill, Scott Sherrill, Myra Heard, Rhonda Webb and Carolyn Lampe.

Immed. Past President Kim Worley, MMC, NCCMC, Franklinton - Chair

Nominating Committee

Sherry Scoggins, MMC, NCCMC, Clayton, Past President Lisa Vierling, MMC, NCCMC, High Point, Past President

Elaine Hunt, MMC, NCCMC, Clinton, Board Member at Large

Lori Kopec, CMC, NCCMC, Duck, Member at Large

Darlene Johnson, MMC, NCCMC, Spruce Pines, Member at Large

Advisor: 2nd Vice President Jeanne Giblin, MMC, NCCMC, Morehead City

Membership Committee

Jim Byrd, CMC, Wilkesboro - Chair

Janet Hill, CMC, Morehead City Carolyn Lampe, Jacksonville

Cindy Ezzell, Harrells

Shannon L. Williams, Smithfield

Lisa Vincent, MMC, Roanoke Rapids

Deeda Harris, CMC, NCCMC, Wake Forest

Rhonda Webb, MMC, Spring Lake

Nancy Boyden, CMC, Midland

Heather Birch, CMC, Davidson

Renee L. Phillips, MMC, NCCMC, Winston-Salem

Beth Usery, CMC, Stanly

Kimberly Hensley, CMC, NCCMC, Laurel Park

Advisor: 2nd Vice President Jeanne Giblin, MMC,

NCCMC, Morehead City

Past President Committee

Sherry Scoggins, MMC, NCCMC, Clayton - Chair

Kim Worley, MMC, NCCMC, Franklinton

Penelope (Penny) Spicer-Sidbury, MMC, Wilmington

Carmen Miracle, MMC, NCCMC, Jacksonville Beverly Bigley, MMC, Retired, Indian Beach Lisa Vierling, MMC, NCCMC, High Point

Janet Anderson, MMC, Franklin

Dianne Pierce-Tamplen, MMC, Elizabeth City

Eva Brown, MMC, Retired, Richlands Wanda Elks, MMC, Retired, Greenville

Patricia (Pat) Brunell, MMC, Retired, Oak Island

Beth Hamrick, MMC, Retired, Mint Hill

Janice Thomas, MMC, Retired, Foxfire Village

Connie Spell, MMC, Retired, Hope Mills Josann Campanello, MMC, Saint James

Gail Smith, CMC, Raleigh Mary Lou (Rand) Todd, Garner

Dolores "Dee" A. Hammond, MMC, Retired, Laurinburg

Jean Bailey, Retired, Rocky Mount

Program and Education

Dora Moore, MMC, NCCMC, Rural Hall - Chair

Lori Kopec, CMC, NCCMC, Duck

Rhonda Webb, MMC, Spring Lake

Regina Alexander, MMC, Southport

Melissa Corser, CMC, Goldsboro

Kim Worley, MMC, NCCMC, Franklinton

Lisa Stites, Oak Island

Cynthia Bennett, CMC, Washington

Trevie Adams, CMC, NCCMC, Roxboro

Deeda Harris, CMC, NCCMC, Wake Forest

Karen Barnett, CMC, NCCMC, Maggie Valley Sanitary District

Penelope (Penny) Spicer-Sidbury, MMC, Wilmington

Leighanna Worley, CMC, NCCMC, Wilson's Mills

Monica Pace, CMC, NCCMC, Saluda

Myra Heard, CMC, NCCMC, Salisbury

Pamela Megill, CMC, Fayetteville

Diana Schreiber, NCCMC, Greensboro

Dee Hammond, MMC, Retired

Advisors

Advisor: 1st Vice President Stephanie C Kelly, MMC, NCCMC, Charlotte

John Phelps, NCLM

Professor Fleming Bell, SOG

Publicity Committee

Tammy Hatley, CMC, NCCMC, King – Newsletter Coordinator – Chair Janet Hill, CMC, Morehead City – Scrapbook Coordinator/Photographer

Laura Morton, Biscoe – Birthday/Event Calendar Coordinator/Annual Report

Tracey Sisk, King - News Release Coordinator

Karen Wingo, CMC NCCMC, Wingate – Website Coordinator Advisor: 2nd Vice-President Jeanne M. Giblin, MMC, NCCMC, Morehead City

Scholarship Committee

Dale Martin, MMC, NCCMC, Kernersville - President

Stephanie C Kelly, MMC, NCCMC, Charlotte, 1st Vice-President

Jeanne M. Giblin, MMC, NCCMC, Morehead City, 2nd Vice-President

Kim Worley, MMC, NCCMC, Franklinton, Immediate Past President

Dora Moore, MMC, NCCMC, Rural Hall, Prog. & Ed Chair

Professor Fleming Bell, School of Government

2014 Site Selection Committee (Wrightsville Beach)

Paula Webb, CMC, Swansboro - Chair

Lori Kopec, CMC, NCCMC, Duck

Cynthia Bennett, CMC, Washington

Jackie Nicholson, CMC, Wallace

John Phelps, NCLM

2015 Site Selection Committee (Piedmont/Central)

Trevie Adams, CMC, NCCMC, Roxboro - Chair

Sue Powell, MMC, NCCMC, Mills River

Holly Doerr, Asheboro

Linda Christopher, Whispering Pines

John Phelps, NCLM

2016 Site Selection Committee (Western/Mountains)

Monica Pace, CMC, NCCMC, Saluda - Chair

Donna Flowers, CMC, Lincolnton

Christine Thompson, CMC, NCCMC, Fletcher

Karen Barnett, CMC, NCCMC, Maggie Valley Sanitary District

John Phelps, NCLM

Website Committee

Karen C. Gray, MMC, Cary - Chair

Karen Wingo, CMC, NCCMC, Wingate

Rebecca Shuler, CMC, NCCMC, Highlands

Rhonda Ferebee, CMC, NCCMC, Emerald Isle

Pamela Casey, CMC, Rocky Mount

Advisor: 2nd Vice- President Jeanne M. Giblin, MMC, NCCMC,

Morehead City

We Share Our Services (WSOS)

Lisa Stites, Oak Island - Chair

Barbara Sandlin, CMC, NCCMC, Cedar Point

Cindy Ezzell, Harrells

Wendy Morton, CMC, LaGrange

Kim Worley, MMC, NCCMC, Franklinton, Immed. Past President

Lisa Markland, CMC, NCCMC, Zebulon

Jenny Larson CMC, Fairmont

Nancy Boyden, CMC, Midland

Lisa Vierling, MMC, NCCMC, High Point, Past President

Kelly Russell, Morganton

Bernadette Parduski, MMC, NCCMC, Shelby

Ann Sessom, Kings Mountain

Sue Powell, MMC, NCCMC, Mills River

Advisor: 2nd Vice-President Jeanne M. Giblin, MMC, NCCMC, Morehead

City

State Certification Committee

Leighanna Worley, CMC, NCCMC, Wilson's Mills - Chair

Jayne Danner, CMC, NCCMC, Kernersville

Monica Pace, CMC, NCCMC, Saluda

Lisa Stites, Oak Island

Vacant - at Large Member Appointed by Board

Professor Fleming Bell, School of Government

1st Vice-President Stephanie C Kelly, MMC, NCCMC, Charlotte - Ex-officio

2nd Vice-President Jeanne M. Giblin, MMC, NCCMC, Morehead City - Ex-

officio

Advisor: Kim Worley, MMC, NCCMC, Franklinton, Immediate Past Presi-

dent

Sue Powell, MMC, NCCMC, Mills River - Chair

Bernadette Parduski, MMC, NCCMC, Shelby

Rhonda Ferebee, CMC, NCCMC, Emerald Isle

Christine Thompson, CMC, NCCMC, Fletcher

Kim Worley, MMC, NCCMC, Franklinton, Immediate Past President

Diana Schreiber, NCCMC, Greensboro

Advisor: 2nd Vice-President Jeanne M. Giblin, MMC, NCCMC, Morehead City



NC Clerks earn CMC Designation

Alston earns CMC designation

North Carolina Clerk, Michelyn Alston has received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Michelyn Alston, CMC began her career at the Town of Navassa as Assistant Clerk in 2003. In 2007 she was appointed the Administrative Assistant at the Town of Navassa.

Michelyn joined NCAMC in 2005, she joined IIMC in 2007, and was notified in July 2013 that she had obtained her CMC designation.

Smith earns CMC designation

North Carolina Clerk, Jasman Smith has received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Jasman Smith, CMC began her career with the Town of Winterville in July 2008 as Temporary Executive Assistant. In December 2008 she was appointed as Executive Assistant and Acting Town Clerk. In July 2011 she was appointed as Town Clerk.

Jasman joined NCAMC and IIMC in 2009 and was notified on June 26, 2013, that she had obtained her CMC designation.





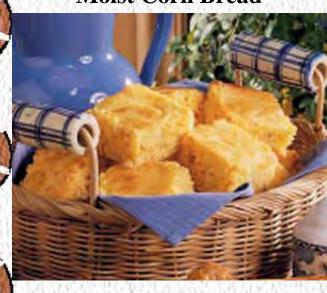
- 2 pounds lean ground beef (90% lean)
- 2 cans (16 ounces each) kidney beans, rinsed and drained
- 2 cans (14-1/2 ounces each) no-salt added tomatoes, undrained and cut up
- 1 can (8 ounces) no-salt-added tomato sauce
- 2 medium onions, chopped
- 1 green pepper chopped
- 2 garlic clove, minced
- 2 tablespoons chili powder
- 2 teaspoons salt-free seasoning blend
- 1 teaspoon pepper

DIRECTIONS

- In a skillet, brown beef; drain. Transfer to a 5-qt. slow cooker. Add the next nine ingredients. Cover and cook on low for 8-10 hours or on high for 4 hours. Garnish individual servings with cheese. Yield: 10 servings.
 - Prep: 15 min. Cook: 4 hours
- Yield: 10 Servings

Originally published as Slow-Cooked Chili in <u>Taste of Home's Down-Home Diabetic Cookbook</u> Annual 2000, p72

Moist Corn Bread



- Prep: 10 min. Bake: 35 min. + standing
- Yield: 9 Servings

Easy Slow Cooker Chili



INGREDIENTS

- 1 egg, lightly beaten
- 1-1/2 cups fresh or frozen corn, thawed
- 1 can (8-1/4 ounces) cream-style corn
- 1 package (8-1/2 ounces) corn bread/muffin mix
- 1 cup (8 ounces) fat-free plain yogurt
- 1/4 cup reduced-calorie stick margarine, melted

DIRECTIONS

- In a large bowl, combine all the ingredients. Pour into an 8-in. square baking dish coated with cooking spray.
- Bake at 350° for 35-40 minutes or until edges are lightly browned and a toothpick inserted near the center comes out clean. Let stand for 10 minutes before cutting. Serve warm. **Yield:** 9 servings.

Originally published as Moist Corn Bread in Country Woman July/August 2003 p36





