



Minute-By-Minute

Minute-By-Minute is the Monthly Newsletter of the

North Carolina Association of Municipal Clerks

April
2014

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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 April Message: Spring is in the air!



What a winter we have had! I'm writing this a few days after the latest and biggest storm Kernersville had this winter. Snow, ice and wind brought trees and power lines down in town and in many of our surrounding communities. The good news is that daffodils are blooming all around us which means that spring must be on its way. I've said before that I love snow probably more than most, but I've had my fill this winter and am ready for some warmer weather.

Your **Board of Directors and Program & Education Committee** met on March 14th and put the final touches on the Regional Schools. By the time this is published the school in Cedar Point may have already been held. If you missed that one you can still attend: Wilson's Mills on April 11th hosted by Leighanna Worley & Shannan Williams of the Town of Smithfield, Davidson on April 25th hosted by Heather James or travel to Highlands on May 2nd hosted by Rebecca Schuler. These schools offer great "back to the basics" topics that we all use on a daily basis. Make your plans now before it's too late.

The **Program & Education Committee** is in full swing planning for the August Academy in Wrightsville Beach at the Blockade Runner on August 21st through 23, 2014. Specific topics were discussed at the March meeting and now the Committee is working towards securing instructors to cover those topics. This event promises to be packed with lots of educational opportunities and fun events. Mark your calendar and watch for registration information to come out in the spring. **Don't forget about the Silent Auction.** Help us make this year's event the best one ever!

The **Past President's Committee** was asked to formalize an idea that was approved by the Board last year, which was to put together an orientation session for the Officers and Board of Directors. The Board is committed to educating our Clerks about the duties and responsibilities of serving the Association. We have improved on informing you about our committees and now we want to focus on the officers and directors. Look for more information about this in the coming months.

One last reminder, the deadline for serving on one of the Association's committees is fast approaching. Please send your interest form to 1st Vice President Stephanie Kelly at the address shown on the form by April 30th. If you are currently serving on a committee and want to continue serving on that committee you must reapply. Committee terms are for one year. If you have any questions, don't hesitate to contact 1st Vice President Kelly or myself. Forms can be obtained from the website at www.ncamc.com.

If you are interested in serving on the Board of Directors and are located in district 1, 3, 5, 7, 9 or 11 please submit your application to Past President Kim Worley by April 15th. If you have served on the Board of Directors and are interested in serving as the Recording Secretary or 2nd Vice President send the application to Past President Worley by April 15th as well. If you have any questions about serving on the Board don't hesitate to contact Past President Worley or myself. We are here to serve you! Forms can be obtained from the website at www.ncamc.com.

The **Leaving a Green Legacy Committee** Chair Sue Powell proudly reports that progress is being made to have the first tree planted in the Town of Fairmont in honor of the 2013 Clerk of the Year recipient, Jenny Larson. Once that tree has been planted, the Committee will begin the process to plant a tree for the first Clerk of the Year. If you haven't made a donation towards this fund, please consider making one. The benefits are two-fold: to honor a fellow clerk and to help the environment by planting a tree. Donations can be mailed to: NCAMC, FBO Legacy Committee, 306 West Jones St., Raleigh, NC 27603.

In the March newsletters, I reported that the Clerk's Certification Institute will not be held in 2014; therefore, no scholarships will be awarded this year. However, we will still be reviewing and awarding the two \$1,000 College Scholarships as we have done in the past. College Scholarships are due by April 15th at the address listed on the application form. Forms can be obtained from the website at www.ncamc.com.

Dates to Remember:

April Regional Schools as noted above

April 15th Deadline for submitting an Application for Director or Officer

April 15th Deadline for College Scholarship Applications

April 30th Deadline for submitting an Interest Form for serving on a Committee

May 18-22 IIMC Annual Conference in Milwaukee, WI

June 1st Deadline for Clerk of the Year Nominations

June 13th Board of Directors meeting

August 21-23 NCAMC Annual Academy in Wrightsville Beach at the Blockade Runner

Thanks for all you do!

Dale Martin, MMC, NCCMC

President

Clerk's Working in Harmony

SPRING IS IN THE AIR – GET OUT INTO YOUR COMMUNITY

By Lisa Markland
District VI Director

This has been an incredibly strange winter, when it comes to the weather. It would be in the 60's or 70's one day and then there would be snow and ice the next day, winter thunderstorms, and copious amounts of rain. You name it we had it in our wonderful state.

But now that spring is in the air we have that anticipation of everything that comes with it. Things like outdoor festivals, Easter, summer vacations, baseball, roadside markets and warm weather. Zebulon does so much in the warmer months that causes residents to come together to show our sense of community.

Our community has several events called “Market on the Lawn” where local bands play music, local vendors sell their plants, crafts and produce and the children come to dance and put on a show. There is a 5k race, community cleanup day, baseball starts at Five County Stadium, the Easter bunny shows up for an Easter egg hunt and pictures and so much more. These are times when we can come out and spend time together and celebrate Zebulon and who we are as a community.

We all have things happening in our communities that bring us together and these are times to cherish and celebrate. These are great opportunities to teach the children about the importance of being a part of their community and giving back to the community in which they live.

Spring is a great time to begin to be an active member of your community. What will you do to take that step of becoming an active member of your community? Who will you teach what it means to be a part of a community?



APRIL Birthday Calendar

2 Debbie Talbert
3 Lettie Navarrette
6 Sharon Vick
8 Yolanda Prince
Penelope Spicer-Sidbury
9 Ann Sessom
10 Carmen Miracle
12 Thelda Rhoney
Robin Reif
13 Mary Magee
Nancy Huntley
15 Debra McNeill
17 Marsha Sucharski
20 Easter
25 Karen Gray
Betsey Richardson



26

Misty Gledinske
Charlena Alston

27

Shyrl Hansil
Bernadette Parduski
Lynn Prusa

28

Janet Pope
Joy McRoy
Gail Smith

29

Sue Rowland
Sandra Mayse



*If you have any additions or corrections to the birthday calendar,
please contact Biscoe Town Clerk Laura Morton, at laura.morton@townofbiscoe.com.*

2014 New Clerks Academy



Professor Fleming Bell taught his last New Clerk's Academy at the January City & County Clerks Academy which was held January 22-24, 2014. Professor Bell has been an invaluable resource to clerks throughout his long career and will be missed greatly. We wish him safe travel, good barbeque, and much happiness during his well deserved retirement.

It's That Time!!!

The Nominating Committee is seeking interest forms for Second-Vice President, Recording Secretary and Board of Directors (odd numbered districts).

So please get an application, fill it out and proudly serve your Association!

Applications are available on the Clerk's website www.ncamc.com. Or you can email me at kworley@franklintonnc.us and I will gladly send you one.

If you have any questions please don't hesitate to contact me.

Kim Worley
Immediate Past President
919-494-7147 - work
919-495-2617 - cell
kworley@franklintonnc.us



NCAMC DIRECTOR AND OFFICER APPLICATION FORM

NAME _____ TITLE _____

MUNICIPALITY _____

PHONE _____ FAX _____

NCAMC DISTRICT NUMBER: _____ CMC? _____ MMC? _____

YEARS AS MUNICIPAL CLERK _____ YEARS AS NCAMC MEMBER _____

Activities in which you have been involved in NCAMC (committees etc.):

I am interested in serving in the following capacity (check all that apply):

Second Vice President | Recording Secretary | District Director

If interested in serving as an **Officer** (Second Vice President or Recording Secretary), the NCAMC Constitution requires that you be an active member of the Association for at least five years and that you have served one full term on the Board of Directors. List years you have served in this capacity: _____

Candidates for the Board of Directors shall have been active members of the Association for at least three years. It is desirable, but not required, that candidates for the Board of Directors have achieved CMC or NCCMC designation.

I feel that I am qualified to serve in this office because: _____

Send Completed Interest Form by April 15, 2014 to:
Kim Worley, MMC, NCCMC
Town of Franklinton, P.O. Box 309, Franklinton, NC 27525
Email: kworley@franklintownnc.us
Office: 919-494-2888 ext 22
Fax: 919-494-7804

NCAMC Needs You!



In this issue of Minute-by-Minute you will find the 2014-2015 Committee Volunteer Form. If you are interested in serving on any of the Association's committees, please complete the form and return it to Stephanie Kelly, 1st Vice President, at the address shown on the bottom of the form. ***If you are currently on a committee and wish to be reappointed, please resubmit an application expressing your interest.*** The deadline for submitting applications is **April 30, 2014**.

Committee work provides the foundation of the organization. The majority of decisions approved by the Board of Directors are reviewed and recommended by one of the committees. Service to the Association may be two-fold: 1. Helps to make NCAMC bigger, better, and stronger; 2. For those earning points toward certification---committee work counts.

Some may think they can't serve on a committee because their municipality has travel restrictions or they simply can't afford to be out of the office. Please keep in mind that most committee work is done by telephone or email, so serving on a committee would not require out-of-office travel. If you have questions regarding a specific Committee, please go to the NCAMC website at www.ncamc.com, click on the "Leadership" tab for information.

In addition to the Committees for the NCAMC, the Association recommends Clerks to serve on various Committees for the NCLM. Those committees are: Tax & Finance Legislative Action Committee, Planning & Environment Legislative Action Committee, General Government Legislative Action Committee and Regulatory Advisory Committee. Information on those committees can be found on the NCLM's website at www.nclm.org.

The 2014 application will soon be available on the NCAMC website, the Clerk's Listserv or by emailing Stephanie directly. The deadline is **April 30, 2014**.

Thank you for your willingness to serve our Association.

NCAMC is me!



North Carolina Association of Municipal Clerks
NCAMC Committee Volunteer Form

Please submit the volunteer form to First Vice President Stephanie Kelly at the contact information listed below. If you are currently serving on a committee and wish to be considered for reappointment, please resubmit an application. The deadline for submitting applications is **April 30, 2014**.

Name: _____ Title: _____

Municipality: _____ Address: _____

Telephone: _____ Fax: _____ Email: _____

Years as a Municipal Clerk: _____ Deputy Clerk: _____ Certifications: CMC MMC NCCMC

I am interested in serving on the following committee(s). Please list in order of preference:

1) _____

2) _____

3) _____

Have you ever served on a NCAMC Committee(s)? If so, please list them:

*Choose from the following list of NCAMC Committees**

- Finance Committee
- Leaving a Green Legacy Committee
- Legislative Committee
- Membership Committee
- Program and Education Committee
- Publicity: (Includes the *Newsletter Coordinator, News Release Coordinator, Birthday/Event Calendar Coordinator, Annual Report Coordinator, and Scrapbook Coordinator*)
- Site Selection Committee for 2017 (*only volunteers from the coast of NC*)
- State Certification Committee
- We Share Our Services (WSOS) Committee
- Web Site Committee

**For detailed information about the Committees, please visit our website at www.ncamc.com
Click on the Leadership Tab and then click on Committees.*

NCLM Committees

NCLM has transitioned to three legislative committees and one regulatory advisory committee. These seats are appointed by the League President of the NCLM. If you are interested in serving on one of these Committees, please indicate your interest below. You may check more than one. Your interest in serving will be provided to the NCAMC Board of Directors when these seats come up for appointment.

- Tax & Finance Legislative Action Committee*
- Planning & Environment Legislative Action Committee*
- General Government Legislative Action Committee*
- Regulatory Advisory Committee*

Please submit your completed form to First Vice President Stephanie C. Kelly. You may mail, fax, or email the form to Stephanie C. Kelly, 600 E. Fourth Street, 7th floor, Charlotte, NC 28202; fax: 704-336-7588; email: skelly@charlottenc.gov or call Stephanie at 704-336-4515 if you have questions.

Nominations Sought for 2014 Clerk of the Year

The North Carolina Association of Municipal Clerks is accepting nominations for the “Clerk of the Year” Award, an annual award presented to an outstanding North Carolina Clerk or Deputy Clerk at the NCAMC Summer Academy in August.

To be eligible, the nominee must meet the following criteria:

- Active member of the NCAMC for at least four years.
- Brings innovative ideas to the Association.
- Active in municipal, state and national associations.
- Demonstrates commitment to professional development.
- Demonstrates commitment to community involvement.
- Extraordinary individual job performance.
- Positive on-the-job attitude.

You do not have to be a Clerk to submit a nomination. Nominations will be accepted and encouraged from Mayors, Supervisors, Presidents, Managers, Council members, Board members, staff, etc.

Submissions must be made and mailed or e-mailed by June 1, 2014 to:

John Phelps
NCAMC
215 North Dawson Street
Raleigh, NC 27603
Or
jphelps@nclm.org



**CLERK OF THE YEAR AWARD
NOMINATION FORM**

Nominee: _____

Title: _____

Municipality: _____

NCAMC Member for _____ Years.

Nomination

The nomination is based on significant contributions or outstanding service made by the Nominee in all of the following areas:

Leadership (leadership roles in the profession and/or community)

Community Relations (includes involvement in civic, charitable, and church
Organizations, positions held, community projects, etc.)

Involvement in Professional Associations (contributions made for the betterment of the association, positions held, committee involve-
ment, newsletter contributions, etc.)

Innovation (unique initiative to enhance municipality, profession or community)

Supporting Statements

List other significant offices, honors, and awards Nominee has received.

Include two (2) letters of support limited to two (2) double-spaced, typed pages.

Nomination prepared and submitted by:

Name:

Signature

Title:

Municipality:

Mailing Address:

Submittal Deadline: June 1st



NC Clerks earn CMC & MMC Designations

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Finnell earns CMC designation

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

Heather Finnell, CMC began her career at the Town of Holden Beach as Planning & Inspections Secretary in November 2004. In May 2006 she was appointed as the Town Clerk. In January 2014 she received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Heather Finnell joined NCAMC and IIMC in 2006, and was notified on January 31, 2014, that she had obtained her CMC designation.

Danner earns MMC designation

North Carolina Clerk, Jayne Danner has received the International Institute of Municipal Clerks Master Municipal Clerk (MMC) designation.

Jayne Danner, MMC began her career at the Town of Kernersville in July 2005. In July 2006 she was appointed as Deputy Clerk. In January 2010 she received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation. In February 2014 she received the International Institute of Municipal Clerks Master Municipal Clerk (MMC).

Jayne Danner joined NCAMC and IIMC in 2008, and was notified on February 26 2014, that she had obtained her MMC designation.

Rackley earns CMC designation

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

Janet Rackley, CMC began her career at the Town of Harrisburg as Water/Sewer Clerk in May 2000. In March 2003 she was promoted as Office Manager. In August 2008 she was appointed as the Town Clerk. In February 2014 she received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Janet Rackley joined NCAMC and IIMC in 2008, and was notified on February 15, 2014, that she had obtained her CMC designation.

Easter Hand Dipped Strawberries



INGREDIENTS

- Strawberries
- 1 pkg. white chocolate chips
- Red and yellow food coloring

DIRECTIONS

1. Wash and dry strawberries.
2. In microwave safe bowl, heat white chocolate chips until melted.
3. Add red and yellow food coloring until orange color desired is achieved.
4. Dip strawberries into melted chocolate and place on waxed or parchment paper to cool. Drizzle left over chocolate in thin lines over strawberries with a spoon.

Ham with Apple Raisin Sauce

INGREDIENTS

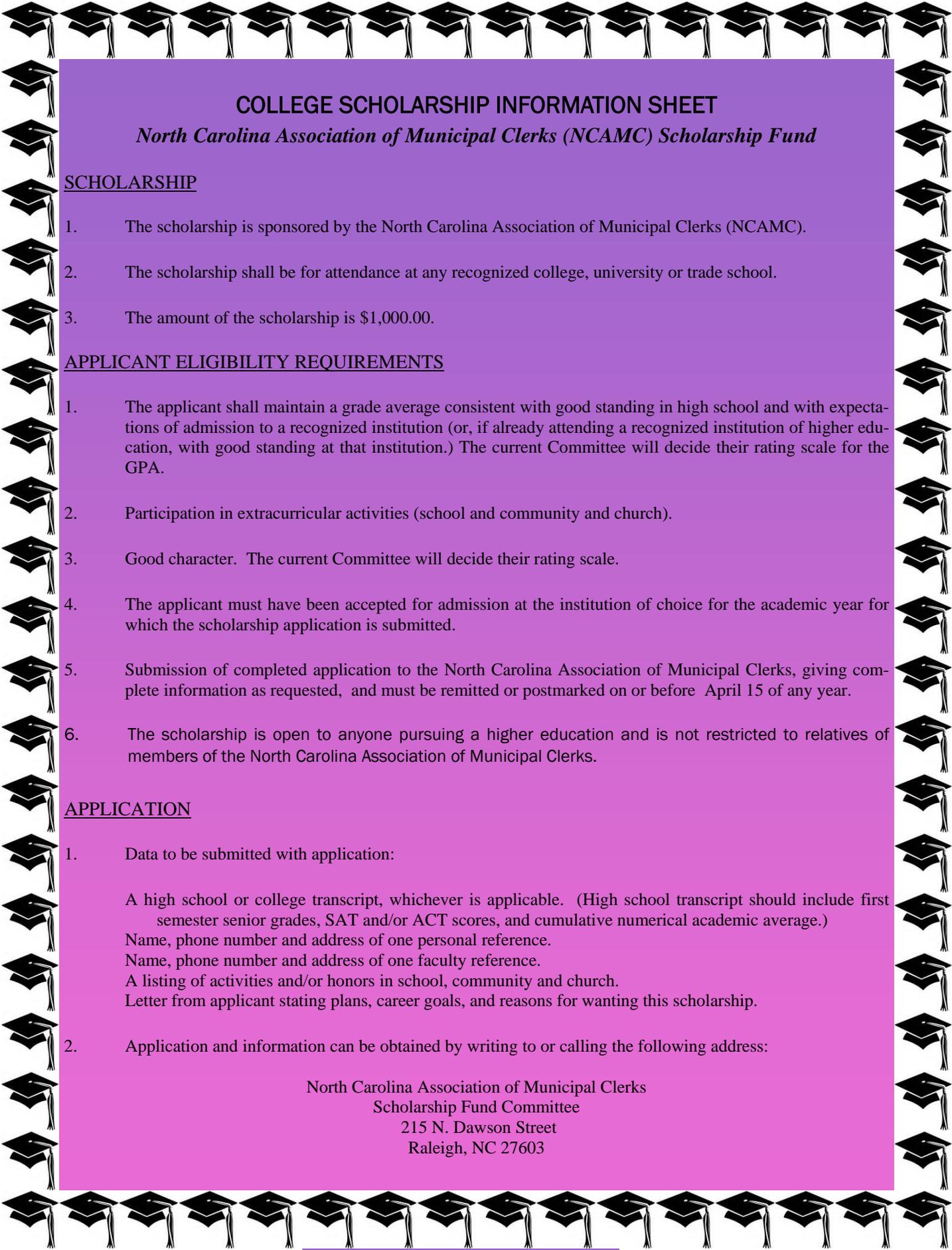
- 1 Tbsp. All-purpose flour
- 1 large oven roasting bag
- 4 medium tart apples, peeled and chopped
- 2 cups apple juice
- 1 cup raisins
- 1/2 cup packed brown sugar
- 1 tsp. ground cinnamon
- 1 boneless fully cooked ham (about 6 pounds)



DIRECTIONS

1. Shake flour in the oven roasting bag. Place in an ungreased 13x9 inch baking pan. Place the apples, apple juice, raisins, brown sugar and cinnamon in the bag; mix well. Place ham in bag. Close bag. Cut six 1/2 inch slits in top of bag.
2. Bake at 350° for 2 to 2-1/4 hours or until a thermometer reads 140°. Serve with sauce. Yield: 16 servings.

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COLLEGE SCHOLARSHIP INFORMATION SHEET

North Carolina Association of Municipal Clerks (NCAMC) Scholarship Fund

SCHOLARSHIP

1. The scholarship is sponsored by the North Carolina Association of Municipal Clerks (NCAMC).
2. The scholarship shall be for attendance at any recognized college, university or trade school.
3. The amount of the scholarship is \$1,000.00.

APPLICANT ELIGIBILITY REQUIREMENTS

1. The applicant shall maintain a grade average consistent with good standing in high school and with expectations of admission to a recognized institution (or, if already attending a recognized institution of higher education, with good standing at that institution.) The current Committee will decide their rating scale for the GPA.
2. Participation in extracurricular activities (school and community and church).
3. Good character. The current Committee will decide their rating scale.
4. The applicant must have been accepted for admission at the institution of choice for the academic year for which the scholarship application is submitted.
5. Submission of completed application to the North Carolina Association of Municipal Clerks, giving complete information as requested, and must be remitted or postmarked on or before April 15 of any year.
6. The scholarship is open to anyone pursuing a higher education and is not restricted to relatives of members of the North Carolina Association of Municipal Clerks.

APPLICATION

1. Data to be submitted with application:

A high school or college transcript, whichever is applicable. (High school transcript should include first semester senior grades, SAT and/or ACT scores, and cumulative numerical academic average.)
Name, phone number and address of one personal reference.
Name, phone number and address of one faculty reference.
A listing of activities and/or honors in school, community and church.
Letter from applicant stating plans, career goals, and reasons for wanting this scholarship.
2. Application and information can be obtained by writing to or calling the following address:

North Carolina Association of Municipal Clerks
Scholarship Fund Committee
215 N. Dawson Street
Raleigh, NC 27603

COLLEGE SCHOLARSHIP APPLICATION
NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
(NCAMC)

Applicant's Name
Phone:
Email:
Address:
Parent/Guardian's Name:
Parent/Guardian's Place of Employment:
Institutions to which you have applied for admission (if already attending the institution, please indicate):
First Choice:
Accepted: Yes _____ No _____
Second Choice:
Accepted Yes _____ No _____
Expected Major/Concentration:
If referred by a Clerk, Please list name of the Clerk and how you know the Clerk:

Each applicant should attach the following:

- A high school or college transcript, whichever is applicable. (High school transcript should include first semester senior grades, SAT and/or ACT scores, and cumulative numerical academic average.)
- Name, phone number, email and address of one personal reference.
- Name, phone number and, email and address of one faculty reference.
- A listing of activities and/or honors in school, community and church.
- Letter from applicant stating plans, career goals, and reasons for wanting this scholarship.

Signature _____ Date _____

Application to be submitted and postmarked on or before April 15 of any year to:

North Carolina Association of Municipal Clerks
 Scholarship Fund Committee
 215 N. Dawson Street
 Raleigh, NC 27603

REGISTER NOW FOR UPCOMING REGIONAL SCHOOLS

Registration is now open for the spring regional schools being held across the state! Each regional school will have the same agenda so pick the location that works for your schedule. Just click here to get the process started <http://www.cvent.com/d/c4qzv8>.

All hostesses continue to work diligently to ensure your visit to their community will be an enjoyable day! We look forward to seeing you!

Friday, April 4, 8:30 a.m. - 4:15 p.m.

Advanced registration must be received by March 28.

Western Park Community Center
275 Old Highway 58
Cedar Point, NC 28584

Friday, April 11, 8:30 a.m. - 4:15 p.m.

Advanced registration must be received by April 4.

Double Barley Brewing
3174 US HWY 70 W
Smithfield, NC

Friday, April 25, 8:30 a.m. - 4:15 p.m.

Advanced registration must be received by April 18.

Davidson College Presb. Congregation House
208 Concord Road
Davidson, NC 28036

Friday, May 2, 8:30 a.m. - 4:15 p.m.

Advanced registration must be received by April 25.

First Presbyterian Church - Coleman Hall
471 Main Street
Highlands, NC 28741



News from around the Clerk's Association

- Please keep the family of Ronda Clerk **Lahoma O'lague**, in your prayers following her passing on March 4, 2014.
- We extend our best wishes to **Lydia R. Larios**, Town Clerk/Human Resources Officer, who's last day with the Town of Granite Quarry was March 27, 2014.
- Congratulations to Cary Clerk, **Sue Rowland**, who has announced her retirement effective August 1,

Special Delivery

Audrey Jane McDevitt
Born February 17, 2014

Granddaughter of King City Clerk Tammy Hatley



Please keep Cody Clark and his family in your prayers as he continues six weeks of inpatient physical therapy which will help him with physical, occupational and speech therapy, before he begins four months of chemotherapy.

Cody will return to Duke on April 17th to have his catheter put in for his chemotherapy treatments. His first chemo treatment will be the following Monday, April 21.

Cody's grandmother is Brenda Clark of the Town of White Lake.

You may mail cards and letters of encouragement to Cody at the address listed below:

Cody Clark
3036 Bull St.
Garland, NC 28441



EASTER TRIVIA

- The name Easter derived its name from the Anglo-Saxon goddess Eastre, which symbolizes hare and egg.
- Easter always falls between March 22 and April 25.
- The first Easter baskets were designed to give it an appearance of a bird's nest.
- The custom of giving eggs at Easter time has been traced back from Egyptians, Gaul, Persians, Greeks and Romans, to whom the egg was a symbol of life.
- Easter eggs are painted with bright colors because they represent the sunlight of spring. The act of painting eggs was originally called Pysanka.
- During the medieval times, a festival of egg throwing was held in church, during which the priest would throw a hard-boiled egg to one of the choirboys. It would then be tossed from one choirboy to the next and whoever held the egg when the clock struck 12 was the winner and retained the egg.
- About 90 million chocolate bunnies are produced each year. When it comes to eating chocolate bunnies 76% of people prefer to eat the ears first.
- Peeps © are the most popular non-chocolate candy bought during the Easter season.

