



Minute-By-Minute

Minute-By-Minute is the Monthly Newsletter of the

North Carolina Association of Municipal Clerks

January
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 January Message:

Planning for a Successful 2014



Happy New Year! I hope you had a wonderful and restful holiday season with your family and friends. 2013 was a great year for the Association with a lot of accomplishments. The beginning of a new year is the perfect time to set goals and implement new ideas. Let's continue that success and make 2014 just as successful.

Your Board of Directors met on December 13th to discuss a full agenda of topics. The Finance Committee reported on a successful audit again this year and much of that success goes to John Phelps and his leadership on our financial matters. The Membership Chair reported that the Membership Committee is hard at work contacting Clerks across the State that are not members of the Association. The State Certification Committee has provided updates to the brochure for the NC State Certification program and has begun to fine tune the requirements for the re-certification process. The Leaving a Green Legacy Committee proudly announced that funds are available to start their first project of securing and planting a tree in honor of the 2013 Clerk of the Year: Jenny Larson. The membership will be notified when this project is well underway.

Past President Josann Campanello was sworn-into Office as the Clerk's Representative on the NCLM Board of Directors on November 8th. Among the highlights of the business conducted by the League Board was the announcement that Paul Meyer has been appointed as the League's next Executive Director and will assume the position when Ellis Hankins retires in January 2014.

Following a thorough review by the Staff at the School of Government, the Board adopted revisions to Chapter 12: Notary Public section of the More Manual. These revisions will be made available to the membership in the near future.

The Program & Education Committee met immediately prior to the Board of Director's meeting to put the final touches on the Annual Clerk's School Agenda. A full agenda has been presented with the New Clerk's School and the Master Municipal Academy being held on Wednesday, January 22nd and the Annual Clerk's Winter Academy held on Thursday and Friday, January 23rd -24th. I hope you have already registered and are planning to attend the 2 ½ days of instructions. The agendas for both sessions can be found at <http://www.sog.unc.edu/Node/1265>.

The Program & Education Committee discussed a host of topics for the 2014 spring Regional meetings. The host locations have been set and the schedule is as follows:

April 4th – Cedar Point (Barbara Sandlin)

April 11th – Wilson's Mills (Leighanna Worley & Shannan Williams –Town of Smithfield)
Double Barley Brewing Conference Rooms

April 25th – Davidson (Heather James)
Davidson College Presbyterian Church Congregation

May 2nd – Highlands (Rebecca Schuler)
First Presbyterian Church – Coleman Hall

More information will be distributed once speakers have been secured and the final details become available.

The Program & Education Committee has already started planning for the Summer Academy in Wrightsville Beach at the Blockade Runner, August 21-23, 2014. It takes a great deal of planning and coordination to make this event a success and we have to start early. Many of the topics chosen for our annual academies and regional schools are pulled from the Clerk's Listserv. Keep the questions and suggested topics coming across the listserv so the Board and the Program & Education Committee will know what you need to know more about to be successful in your towns, cities and villages.

At the September Board of Director's meeting a concern was brought up about our Silent Auction held at the Annual Academy. The Silent Auction is very important since this is what helps us fund our annual College scholarships and Clerk's Institute Scholarships. We would like to see this event grow so that we can continue to offer scholarships to those that need help. Funds are tight and we need to find ways to stretch those dollars. If you have ideas or suggestions on how to improve the Silent Auction, please share them with me or a member of the Board of Directors. We hope to implement new ideas at this year's Summer Academy.

Coming up in the first part of 2014, you will be receiving information about the District Directors and Officer positions that will be open this year. Please consider serving on the Board if you are in District 1, 3, 5, 7, 9 or 11. Applications will also be accepted for 2nd Vice President and Recording Secretary. If you are not ready to take that step, then consider serving on one of the many committees that serve the Association. Committee interest forms will be coming out shortly as well. Check out the NCAMC website for descriptions of the committees, District Directors and Officers positions.

I hope to see you all at the January Winter Clerk's Academy in Research Triangle Park. There is a lot going on with the Association and it takes us all "working in harmony" to continue moving this Association forward. It is hard to believe that half of my year serving as your President is almost gone. It truly has been a pleasure to work for and with you this year. I am excited about many of the things coming up and welcome each and every suggestion and comment you have. 2014 will be a good year because I know all of you will work hard to make it so!

Dale Martin, MMC, NCCMC
President



New Beginnings

*Donna C. Flowers, MMC, NCCMC
Director, District 11*



The month of January for many will be a month of new beginnings. The calendar year 2014 begins, new terms of office for our elected officials begin, and the winter season really emerges. For me this year in January I will be 50 years young. I will begin a new chapter in my life. I thank God for my family, good health, my career, great friends, and co-workers, and most of all for his unending love for all of us.

As you think about your new beginnings, whatever they may be in 2014, I ask that you think about all that you have to be thankful for, and that you as a Clerk continue to foster relationships for your City or Town, showing compassion to all those we serve daily. Remain positive in your daily endeavors, rely on friends and colleagues for support and advice in this constantly changing world.

We serve as a direct link between our citizens and government and continued education is crucial for us to perform our duties well. I am proud to be a City Clerk and I am most proud of the friends and acquaintances I have made through the NC Association of Municipal Clerks. For me, I would not want to do my job without you as a resource. I would like to say THANK YOU to all of you and to our Association, the NCLM and the School of Government for your continued support.

In closing, those of you that know me well know I enjoy planning one evening of fun while attending our January conference. Catching the shuttle to dinner and then returning to relax in the lobby spending quality time with peers. If I am fortunate enough to get to attend our upcoming Clerks Conference this month.....let's celebrate our new beginnings!!



Ice Skating in Morehead City

On a day that broke all records for high temperatures, City Clerk Jeanne Giblin and Deputy City Clerk Janet Hill put on their ice skates and went ice skating in Downtown Morehead City!

The Morehead City Parks & Recreation Department will operate an artificial ice skating rink from December 6th to January 1st right on the Morehead City Waterfront. Now, I know to all you folks in the mountains this is not a BIG DEAL! But, to us on the coast, who never really experience a snowfall, let alone have a pond freeze, it is a unique experience. We are all very excited about this new opportunity to help celebrate the Holiday Season on the coast!



JANUARY Birthday Calendar

1 Dora Moore
Pat Prescott
Mary Ellen Brown

2 Ann Burgess

3 Robin Watts
Kim Hensley

4 Janice Thomas
Jeanne Martin
Angela Young

5 Jenny Tippet

7 Debbie Ogle
8 Katherine Cathey

9 Jane Dreher
Peggy Piontek
Mary Boggs
Jim Byrd

12 Letha Hines

13 Denise Dale

16 Leighanna Worley

17 Ella Caudle

18 Donna Hosch

19 Teresa Boykin
Vickie Weant

20 Teresa Vaught

21 Janice Costner

23 Donna Flowers
Cara Reed

24 Sharman Veger

26 Laura Morton

27 Heather Finnell

28 Minerva Williams
Sandy Marsh

29 Sharon Lee
Rebecca Shuler

30 Dorothy Bridges
Bettie McDuffie
Elar Homes
Jonnie S. Driver

31 Robin Key





NC Clerks earn CMC Designation

Farrar earns CMC designation

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

Michelle Farrar, CMC began her career at the Town of Mint Hill as the Program Support Assistant in 2002. In December, 2012 she was promoted to the Interim Town Clerk. In November 2013 she received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Michelle Farrar joined NCAMC in 2011, and IIMC in 2011, and was notified on November 21, 2013, that she had obtained her CMC designation.

LaFromboise earns CMC designation

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

Devon LaFromboise, CMC began her career at the Town of Columbus as a Temporary Associate in April 2011. In July, 2011 she was hired full time as the Assistant Town Clerk. In January 2012 she was promoted as the Town Clerk. In November 2013 she received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Devon LaFrombosie joined NCAMC in 2011, and IIMC in 2011, and was notified on November 26, 2013, that she had obtained her CMC designation.

Moffett earns CMC designation

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

Kimberly Moffett, CMC began her career at the Town of Garner as Deputy Town Clerk in January 2011 and still holds that title. In November, 2013 she received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Kimberly Moffett joined NCAMC in 2011, and IIMC in 2011, and was notified on November 7, 2013, that she had obtained her CMC designation.

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NC Clerks earn CMC Designation

Shuler earns CMC designation

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

Melody Shuler, CMC began her career at the Town of Wingate as a Customer Service Clerk in 2008. In 2011 she was promoted to Assistant Town Clerk. In December 2013 she received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Melody Shuler joined NCAMC in 2012, and IIMC in 2011, and was notified on December 5, 2013, that she had obtained her CMC designation.

Stites earns CMC designation

North Carolina Clerk, Lisa P. Stites has received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Lisa P. Stites, CMC began her career at the Town of Oak Island as Town Clerk in August 2010. In December 2013 she received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Lisa P. Stites joined NCAMC in 2010, and IIMC in 2010, and was notified on December 5, 2013, that she had obtained her CMC designation.

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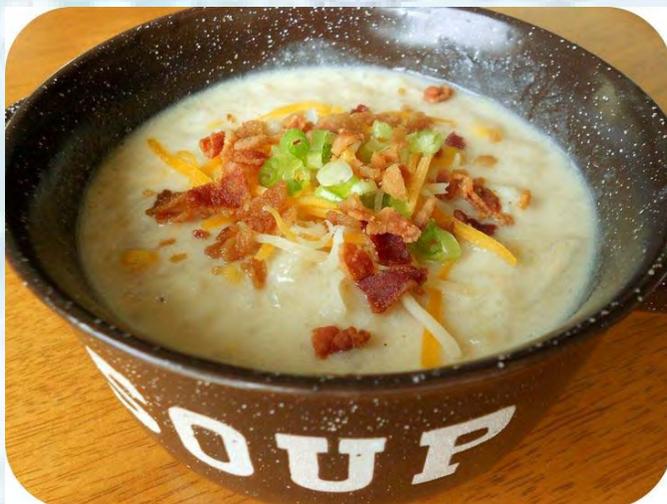


Becky Breiholz (center), Master Municipal Clerk of the Town of Manteo, was recognized for 15 years of service to the Town. Breiholz was honored by Mayor Jamie Daniels (right) and the Board at the Town’s mid-November meeting. Town Manager Kermit Skinner (left) said Breiholz is the glue that holds the Town together. (Submitted by Town Manager Skinner)

12 Trendy Ways To Tie A Scarf



Baked Potato Soup



INGREDIENTS

- ◆ 1 pound bacon, roughly chopped
- ◆ 1 medium yellow onion, diced
- ◆ 1 large carrot, peeled and diced
- ◆ 3/4 cup diced celery
- ◆ 8 medium or large potatoes, diced
- ◆ 1/4 cup flour
- ◆ 2 cups chicken stock
- ◆ Salt and pepper to taste
- ◆ 4 cups heavy whipping cream

DIRECTIONS

1. In a 6 to 8-quart stockpot over medium heat, fry bacon until crisp.
2. Remove bacon and drain on paper towels., reserving half for garnish. In bacon fat, cook onions, carrots, and celery until the onions are translucent. Add potatoes and cook for 4 minutes, stirring occasionally.
3. Whisk in flour and stir constantly over low heat until the flour is cooked and the mixture has thickened slightly, about 5 to 7 minutes. Add chicken stock and half of the bacon. Season with salt and pepper.
4. Over medium-high heat, bring the soup to a simmer and cook for 25 minutes or until the potatoes are soft. Mash some of the potatoes for thicker, creamier texture. Add whipping cream (and can of corn if you want it) and simmer for 5 minutes.
5. Adjust thickness by adding water or stock. Soup should have a cream consistency.
6. Season to taste and garnish with toppings.

One Hour Rolls

INGREDIENTS

- 1 c. warm water
- 1/4 c. sugar
- 1/3 c. oil
- 2 Tbsp. yeast
- 1 tsp. salt
- 1 egg, beaten
- 3 1/3 c. flour



DIRECTIONS

1. In a kitchenaid mixer bowl, mix together warm water, sugar, oil, and yeast. Let stand for 15 minutes until yeast mixture is bubbly.
2. Stir in salt and beaten egg to yeast mixture.
3. Gradually add flour. Dough will be kind of sticky, but add enough flour until it's manageable. Let dough rest in the kitchenaid bowl for 10 minutes.
4. Spray hands with non-stick cooking spray and form dough into balls. Place balls so they don't touch on a cookie sheet (18" x 26" pan). Let rise for 20 minutes.
 - Bake in a 375 degree oven for 10 minutes.

UPDATES

Membership Directory & Upgrades to Website

The NCLM and our website host, Web Full Circle are in discussion on the technical aspects of updating the NCAMC's Membership Directory. Once that has been worked out, we hope to move forward with upgrading the Association's website. Hopefully, we will see the benefits on the upgrades and a new Membership Directory in early 2014.

NCAMC License Plate Update:

Discussions are on-going between our John Phelps with NCLM and the NCDMV regarding the Clerk's license plate. Several questions have been posed by the DMV and Mr. Phelps is waiting to hear back from them on the actual number of applications needed for this project. Once that question along with some design questions have been finalized and if the project is still a possibility, information will be pushed out to both the Municipal Clerks and County Clerks. This project has been in the works for about 3 years now and we would like to see it come to fruition. As information becomes available it will be sent out on the Clerk's listserv.

Little-Known Facts About Snow & Snowflakes



The largest snowflake recorded in the Guinness Book of World Records fell at Fort Keogh, Montana and was 15 inches wide and 8 inches thick.



Scientists study snowflakes by spreading a chemical compound over a glass plate and waiting until a snowflake lands there. The compound immediately covers the snowflake and hardens. When the snowflake melts, it leaves behind a plastic case that shows its exact structure!



When combined, windblown snow and black dirt make what is called snirt.



A snow storm becomes a blizzard when visibility is under 1/4 mile and the storm continues for more than 3 hours with winds of 35 mph.