



# Minute-By-Minute

Minute-By-Minute is the Monthly Newsletter of the

North Carolina Association of Municipal Clerks

January  
2015

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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](mailto: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](http://www.iimc.com)

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

[thatley@ci.king.nc.us](mailto:thatley@ci.king.nc.us)

President Kelly's January Message:

## HAPPY NEW YEAR!



I trust everyone had a wonderful Christmas holiday. Looking back, we all aspire to make each holiday more memorable than the last, but let's also be mindful that the "Spirit of Christmas" should live in our hearts year round.



Speaking of the heart, I attended Fleming Bell's retirement reception at the School of Government on October 17<sup>th</sup>. I and a representative from the County Clerk's Association were given an opportunity to make brief remarks. The event was well attended and included several current and retired City and County Clerks. Fleming, surrounded by his family, SOG colleagues and some NCLM staff was overjoyed and displayed his usual "Fleming humor". In his very touching remarks he reminded all of us that we should strive to "slow down" and do

what matters. I was able to obtain a link to the video from Random Gott, Media Tech at the School of Government. I think you'll be inspired (once again) by Fleming's closing remarks.

Here's the link: <http://vimeo.com/109499462>.

Continued on page 2—President's Message

As we start 2015, many of us are already gearing up for another busy year. It seems as though a "Clerk's work is never done!" There's always something to do and something more to learn. As we contemplate learning more, some will kick off the New Year by attending the IIMC Region III meeting in Jacksonville, Florida. This meeting will be held January 14-16, 2015 at the Hyatt Regency Riverfront Hotel. Our friends from the Sunshine State are excited and eager to welcome as many from Region III as can attend. And you must admit, warmer weather in January is very inviting. In addition, North Carolina will host the Region III Meeting in February 2016. Stay tuned for more information as a location is chosen and plans finalized.

Another learning opportunity is just around the corner. The 2015 City and County Clerks Academies, sponsored by the School of Government will be held January 21-23, 2015 at the Sheraton Imperial Hotel and Convention Center in Research Triangle Park. There will also be a New Clerks' Workshop on January 21, 2015. This is a wonderful day-long session for those new to "clerking". It is also a great way to meet and begin networking. You can find the itinerary and registration information at: <http://www.sog.unc.edu/node/1265>.

In addition to learning about open meetings, oaths and prayer at local government meetings, there will be a session presented by trainer, facilitator and coach, Nicole Greer. I look forward to seeing you there!

Looking to learn even more? The Program and Education Committee is finalizing plans for the Spring Master Municipal Clerk Regional Academies. The tentative dates and locations are April 10 in Vanceboro, April 17 in Apex, April 24 in Cornelius and May 1 in Jonesville. The topics for discussion include Closed Sessions, Notary, Electronic Communications and Records Management and Workplace Safety. Remember to put these dates on your calendar and plan to attend one of the sessions closest to you. More information about registration is forthcoming.

Education is such an important part of what NCAMC stands for; in as much we also want to acknowledge the special accomplishments of all those that have obtained their certifications since September:

Wendy S. Morton, MMC, Town of LaGrange  
Sabrina Y. McDonald, CMC, City of Rockingham  
Pamela J. Megill, MMC, City of Fayetteville  
Bonnie J. Brock, CMC, Town of Apex

**Happy New Year to Everyone! Wishing you all the best in 2015. Remember, we are "PEARLS"**

Professional  
Ethical  
Adaptable  
Resilient  
Loyal  
Successful

**Stephanie**

# Leaving a **Green Legacy** in Rural Hall



Rural Hall Mayor Larry Williams and 2014 Clerk of the Year, Dora Moore

The Leaving a Green Legacy Committee is proud to announce the planting of the first tree in honor of the 2014 Clerk of the Year Dora Moore, the Clerk of the Town of Rural Hall.

On Monday, November 24, 2014, the Town of Rural Hall held a dedication ceremony in front of Town Hall. Mayor Larry Williams opened the ceremony and welcomed those in attendance. Immediate Past President Dale Martin presented remarks on behalf of the NCAMC and Leaving a Green Legacy Committee.

Continued on page 4—Legacy



Dale gave a brief history of the Clerk of the Year and Leaving a Green Legacy Programs and explained the significance of planting a tree in the Clerk’s honor thereby leaving a legacy in their community for years to come.

The Town of Rural Hall went above and beyond to support Dora and this program by donating a Crepe Myrtle tree and having Town Staff plant it on our behalf. The Committee is working diligently to purchase a dedication plaque and once received will be delivered to the Town of Rural Hall to be placed in front of the tree.

The Committee has been concentrating on fundraising efforts and educating our membership and announced in the fall that we had the funds available to begin planting trees in the communities of the Clerk of the Year. The Committee’s intention is to go back and plant a tree in each of the communities that have had their Clerk awarded Clerk of the Year and then for each year moving forward: We’ve had four winners so far:



- Angela Stadler in the City of Reidsville
- Sue Rowland in the Town of Cary (now retired)
- Jenny Larson in the Town of Fairmont
- Dora Moore in the Town of Rural Hall



It is the continued support of our Clerks and their Cities and Towns, such as the support given by the Town of Rural Hall that will provide the NCAMC with the resources to continue this very worthwhile program for many years to come. The Committee is hard at work working with the other communities to plant another tree. Stay tuned!

What better way to honor the Clerk of the Year than to plant a tree, improving our environment and leaving a green legacy in their community for years to come.



# Remembering the 1<sup>st</sup> NCAMC President



Margaret Rollins, former City Clerk of Durham, and the 1<sup>st</sup> President of our Association died September 4, 2014.

Margaret worked for the City of Durham for 30 years, many of those as City Clerk. She also demonstrated her dedication to our Association and profession by having served as President from 1975-1977.

In memory of her service as President, the Board of Directors voted at the December meeting to make a \$100 donation to the Leaving a Green Legacy Fund.

**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 Tippett

**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

**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

# January Birthday Calendar





Evergreens are a staple in winter pots. Start with a ring of cedar and pine around the edge of the container, then pushed the birch logs into the center to create a focal point. Magnolia, seeded eucalyptus and Italian cotoneaster fill in any gaps. It is helpful if you take a step back from time to time to see how the pot is taking shape.

**Plant material list:**

- Birch logs
- Magnolia tips
- Seeded eucalyptus
- Ontario cedar
- Red pine
- B.C. hemlock
- Italian cotoneaster

<http://www.canadiangardening.com/gardens/container-gardening/create-an-elegant-evergreen-planter/a/28890>

**MAY I HAVE YOUR ATTENTION PLEASE!** Clerks in District 2 located in the Counties of Beaufort, Carteret, Craven, Hyde, Jones, Onslow, Pamlico. The position of District 2 Director is currently vacant and needs to be filled at a Special Meeting of the Board of Directors during the January Clerk's School. This appointment will be to fill an unexpired term to end August 2015. District 2 Director is also slated to be filled this year for a full two year term 2015-17. Anyone being appointed to fill this unexpired term may be eligible to apply for the full term. Application deadline for consideration to fill this vacant position is **Friday, January 16<sup>th</sup> at 5:00 PM**. The application is included in this newsletter and can also be found on the NCAMC website. Don't hesitate to contact me if you have any questions: Immediate Past President Dale Martin at [dmartin@toknc.com](mailto:dmartin@toknc.com) or 336-992-0404.

Qualifications and Duties are listed below:

## **QUALIFICATIONS**

Members of the Board of Directors shall have been active members of the Association for at least three years. It is desirable but not required that they have achieved CMC designation from the International Institute of Municipal Clerks or NCCMC designation through the Association.

## **RESPONSIBILITY**

Attend all board meetings and other meetings sponsored by the Association. It is an honor to have been chosen a director by your peers. Make yourself available to serve. When given a duty, do it promptly and professionally.

## **COMPOSITION**

One director from each of the twelve districts as outlined by the N.C. League of Municipalities. As provided by the Constitution, the Immediate Past President shall also serve as a voting member of the Board of Directors; all other past presidents shall be non-voting, ex-officio members.

## **SPECIFIC DUTIES**

Before taking office attend the workshop for new Officers and Board of Directors conducted by the Past President's Committee.

Attendance at all Board of Directors and Business Meetings is required. In the event an emergency arises the President should be notified at least 24 hours in advance of the scheduled meeting.

Promote membership through district membership representatives and general membership chairperson. Review the membership roster.

*Continued on page 9—Directors*

**Assist regional chairperson in coordinating regional schools.**

**Contact all clerks within district and inform them of the Association's functions and urge them to attend. Joint travel is recommended, if feasible.**

**Promote general goodwill among clerks within district. Suggested ways of doing this may include but are not limited to establishing county or district meetings, and making a special effort to talk to clerks from your district at Association functions. Publicize clerk-related events within district. Promote clerk-related educational opportunities.**

**Keep officers and board informed on clerk-related news such as new appointments, retirees, etc. Keep Newsletter Coordinator informed on clerks' news within your district. You may want to appoint a clerk from each county to keep you informed.**

**Perform all other duties as assigned by the President.**

## 2015-16 Board of Directors and Officers

**CALLING ALL CLERKS!** Your Association needs your Help. Please considering apply for the Board of Directors for Districts 2, 4, 6, 8, 10 and 12, 2<sup>nd</sup> Vice President and Recording Secretary for the 2015-16 year. It takes many volunteers to keep our wonderful Association moving forward and I hope that you will consider serving your fellow Clerks in this capacity. The 2015-16 application is included in this newsletter and will be posted to the NCAMC website. The deadline for submitting your application will be April 15, 2015. Check out the NCAMC website for a full description of the District Director and Officer positions. Don't hesitate to contact me if you have any questions: Immediate Past President Dale Martin at [dmartin@toknc.com](mailto:dmartin@toknc.com) or 336-992-0404.



## 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.):

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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:

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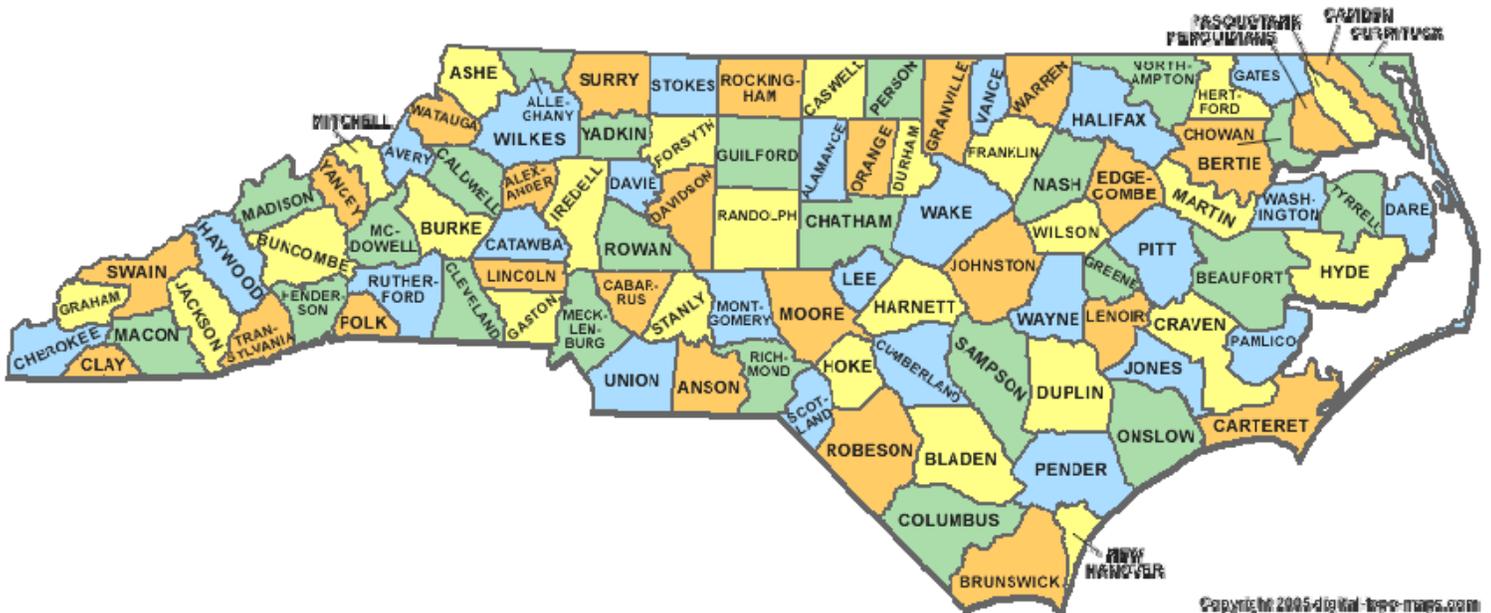
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Send Completed Interest Form by **April 15, 2015** to:  
Dale Martin, MMC, NCCMC  
Town of Kernersville, P.O. Box 728, Kernersville, NC 27284  
Email: [dmartin@toknc.com](mailto:dmartin@toknc.com)  
Office: 336-992-0404  
Fax: 336-996-4822



## FY 2015-2016 BOARD OF DIRECTORS [Even Numbered Districts]



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**District 2:** Counties of Beaufort, Carteret, Craven, Hyde, Jones, Onslow, Pamlico

**District 4:** Counties of Greene, Johnston, Lenoir, Pitt, Wayne, Wilson

**District 6:** Counties of Alamance, Caswell, Chatham, Durham, Granville, Orange, Person, Vance, Wake

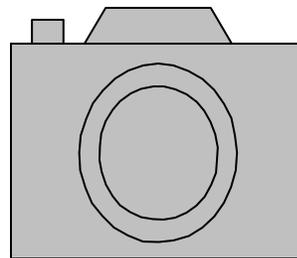
**District 8:** Counties of Anson, Cabarrus, Mecklenburg, Montgomery, Richmond, Stanly, Union

**District 10:** Counties of Alexander, Alleghany, Ashe, Avery, Caldwell, Iredell, Surry, Watauga, Wilkes, Yadkin

**District 12:** Counties of Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Polk, Swain, Transylvania, Yancey

If you have photos from any of our NCAMC events please consider sharing them with our members. Melody Shuler of Waxhaw is currently compiling an annual scrapbook and would love to include your photos. Please send copies to:

**Melody Shuler**  
**Town Clerk**  
**Town of Waxhaw**  
**P.O. Box 6**  
**Waxhaw, NC 28173**  
[mshuler@waxhaw.com](mailto:mshuler@waxhaw.com)



## NC Clerk earns CMC Designation

### Brock earns CMC designation

North Carolina Clerk, Bonnie J. Brock has received the International Institute of Municipal Clerks Certified Municipal Clerk (CMC) designation.

Bonnie Brock, CMC began her career on August 28, 1995, at the Town of Apex as a Customer Service Representative in the Finance Department. In February 1998 she became an Administrative Assistant in the Planning Department where she was promoted to the positions of Senior Administrative Assistant in 2000 and Development Specialist in January of 2003. Since January 2012, Bonnie has served as Deputy Town Clerk/Development Specialist. She has also received the 2001 Town of Apex S.T.A.R. Award (Service, Teamwork, Assistance and Respect), 2003 Employee of the Year Award, 2006 APA-NC Marvin Collins Planning Award, 2008 Town of Apex S.T.A.R. Award, and 2012 Town of Apex CORE Award.

Bonnie began collecting government/development-related comics and opinion articles in 2001 and now has an entire wall in her office dedicated to her collection. She feels a sense of humor about your work is paramount, especially when things get stressful!

Bonnie Brock, CMC joined NCAMC in August of 2012, and IIMC in January of 2012, and was notified on November 12, 2014, that she had obtained her CMC designation.

Congratulations to Bonnie Brock, CMC!

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### JANUARY FOLKLORE

- *Fog in January brings a wet spring.*
- *A favorable January brings us a good year.*
- *If grass grows in January, it will grow badly the whole year.*
- *January's birthstone, the garnet, is thought to keep the wearer safe during travel.*



## January 4, 2015 is National Spaghetti Day and National Trivia Day.



In honor of this most auspicious occasion we pay our respects by offering trivia about spaghetti

- ◆ Did you know that in the year 2000, 1.3 million pounds of spaghetti were sold in American grocery stores? If all of those packages were lined up, they would circle the Earth nine times!
- ◆ The first historical reference to boiled noodles (found in the Jerusalem Talmud) suggests that the Arabs invented the dish thousands of years ago. What's remarkable about this record is that it actually refers to dried noodles purchased from a vendor, which means that pasta has been sold in stores since at least the 5th century!
- ◆ Today we associate pasta with the Italians, who have revolutionized the dish and invented a wide variety of pasta shapes. These include farfalle, conchiglie, rotini, penne, tortellini, and, of course, spaghetti. Spaghetti is the most common round-rod type of pasta and in Italian, "spaghetti" means "little lines." Spaghetti is traditionally served with tomato sauce and Parmesan cheese, but you can also add meat, garlic, oil, and pepper for extra flavor.
- ◆ According to Miss Manners (a.k.a. Judith Martin), a fork is the only utensil that may be used to eat spaghetti while anyone is looking.
- ◆ The first American pasta factory was opened in Brooklyn, New York, in 1848, by a Frenchman named Antoine Zerega. Mr. Zerega managed the entire operation with just one horse in his basement to power the machinery. To dry his spaghetti, he placed strands of the pasta on the roof in the sunshine.
- ◆ Consumers enjoy pasta for dinner more than 40 times a year (approximately once a week), with dry pasta as their favorite form, according to Harry Balzer, NPD Group, Chicago, IL.
- ◆ The word "pasta" comes from the Italian word for paste, meaning a combination of flour and water. It includes the many forms of spaghetti, macaroni and egg noodles. The term pasta has always been used on Italian restaurant menus to encompass all the various pasta offerings.
- ◆ Speaking of spaghetti...and meatballs: the Italians only ate meat a few times a month. So, when they came to America, where meat was so plentiful, they incorporated meat into their cooking more often, making meatballs an American invention.
- ◆ Pasta can come in different colors. Squid ink colors the black pasta, saffron for yellow pasta, spinach for green, saffron for yellow and tomatoes for red.
- ◆ Flat pasta is best with cream sauces while tomato sauces will cling to pasta shapes.
- ◆ Cooked *al dente* literally means "to the tooth," which is how to test pasta to see if it is properly cooked. The pasta should be a bit firm, offering some resistance to the tooth, but tender.
- ◆ One cup of cooked spaghetti provides about 200 calories, 40 grams of carbohydrates, less than one gram of total fat, no cholesterol and only one gram of sodium (when cooked without salt).
- ◆ In 18th century England, macaroni was a synonym for perfection and excellence. That's why, for example, the feather in Yankee Doodle's cap was called "macaroni." In fact, the word macaroni means *dearest darlings* in Italian. Trendy men during the 18th century were called Macaronis. They wore fashionable clothes with very "high" hair and all the latest accoutrements of the time.
- ◆ In March of 2009 the world record for the largest bowl of spaghetti was set and then reset in March of 2010 when a Garden Grove California Buca di Beppo restaurant successfully filled a swimming pool with more than 13,780 pounds of pasta.
- ◆ Sung to the tune of "On Top of Old Smoky", the fun children's song, "On Top of Spaghetti" was written and originally sung by folk singer Tom Glazer with the Do-Re-Mi Children's Chorus in 1963.
- ◆ To celebrate National Spaghetti Day, make spaghetti and meatballs for dinner or head to your favorite Italian restaurant. Enjoy!

# Favorite Baked Spaghetti

## INGREDIENTS

- 1 package (16 ounces) spaghetti
- 1 pound ground turkey or beef
- 1 medium onion, chopped
- 1 jar (24 ounces) meatless spaghetti sauce
- 1/2 teaspoon seasoned salt
- 2 eggs
- 1/3 cup grated Parmesan cheese
- 5 tablespoons butter, melted
- 2 cups (16 ounces) 4% cottage cheese
- 4 cups (16 ounces) part-skim shredded mozzarella cheese



## DIRECTIONS

1. Cook spaghetti according to package directions. Meanwhile, in a large skillet, cook beef and onion over medium heat until meat is no longer pink; drain. Stir in spaghetti sauce and seasoned salt; set aside.
2. In a large bowl, whisk the eggs, Parmesan cheese and butter. Drain spaghetti; add to egg mixture and toss to coat.
3. Place half of the spaghetti mixture in a greased 3-qt, baking dish. Top with half of the cottage cheese, meat sauce and mozzarella cheese. Repeat layers.
4. Cover and bake at 350° for 40 minutes. Uncover; bake 20-25 minutes longer or until cheese is melted. Yield: 10 servings.

Read more: <http://www.tasteofhome.com/recipes/favorite-baked-spaghetti#ixzz35lpJarPq>

## Rosemary Olive Oil Bread

### INGREDIENTS

- 1 cup warm water (100-110 F)
- 1 Tbsp. organic cane sugar
- 2 tsp. active dry yeast
- 1 tsp. salt
- 2 Tbsp. fresh rosemary, chopped (or 2 tsp. dried)
- 1/4 tsp. Italian seasoning (or pinch of each ground garlic, dried oregano, and dried basil)
- 1/4 tsp. freshly ground black pepper
- 2 Tbsp. extra virgin olive oil
- 1-1/2 cups white whole wheat flour
- 1/2 cup bread flour + extra for kneading
- 1 egg, whisked + 1 Tbsp. water, for egg wash
- dried rosemary, for sprinkling



### DIRECTIONS

1. In a large bowl, combine the warm water, sugar, and yeast. Let sit 10 minutes to proof.
  2. Stir in the salt, rosemary, seasonings, olive oil, and whole wheat flour. Add the bread flour and stir until the dough forms a ball. Knead on a lightly floured surface for about 5 minutes, adding more flour as necessary to prevent sticking, until smooth.
  3. Place the dough in a lightly greased bowl; cover; and let rise until doubled in size, about 1 hour.
  4. Punch down the dough and form it into a round loaf. Place it on a cornmeal dusted pizza peel or parchment paper; cover; and let rise until doubled in size, about 45 minutes.
  5. Meanwhile, preheat oven (and pizza stone) to 400 F. Once the dough has risen, gently brush the top with egg wash and sprinkle with dried rosemary.
  6. Bake on preheated stone for 20-25 minutes until the top is golden brown and sounds hollow when tapped.
- Makes 1 round loaf.

## BLT Salad

### INGREDIENTS

- 2 romaine lettuce hearts
- 1 large avocado
- 2 handfuls of cherry tomatoes
- Half a cucumber
- Handful of cilantro
- 4 slices of bacon
- Half a handful of feta cheese
- Salad dressing of your choice

### DIRECTIONS

1. Cook your bacon until it's nice & crispy.
2. While the bacon is sizzling away, chop everything else up into bite-sized squares.
3. Throw it all in a bowl, followed by your bacon (chopped) when it's done.
4. Crumble your feta over the top.
5. Top with dressing of your choice.

