



Minute-By-Minute

Minute-By-Minute is the Monthly Newsletter of the

North Carolina Association of Municipal Clerks

March
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

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, MMC, NCCMC of King at the following address:

thatley@ci.king.nc.us

President Kelly's March Message:

Reasons to Celebrate March



Hello **NCAMC PEARLS**,

March is here and hopefully spring is just around the corner. Thank goodness we have been spared the mounds of snow such as we've seen in New England, while the blistery cold temperatures have helped put a little pep in our steps. As we are still experiencing winter, we can't help but eagerly anticipate the beginning of Daylight Saving Time, the appearance of daffodils, jonquils, St. Patrick's Day, spring and Palm Sunday.

Not only do we celebrate March for all the obvious signs of spring, we can also celebrate March for its food holidays. There's a food to celebrate for each of the 31 days of the month. In addition, March is also National Celery Month, National Flour Month, National Frozen Food Month, National Nutrition Monday, National Noodle Month, National Peanut Month, National Sauce Month and finally, National Caffeine Awareness Month. Who knew there was so much to celebrate in the third month of the year?! All I'm saying is I'll be celebrating on March 4th and March 17th, National Pound Cake Day and National Corned Beef & Cabbage Days, respectively. Yummy!

So now that your interest has been peaked, how about other reasons to celebrate March? We can celebrate all the plans being finalized for our upcoming April and May Regional Academies. The four host clerks and the Program and Education Committee is hard at work to make the day-long sessions the best yet. The agenda will include topics of interest to all Clerks, whether new or more experienced. As professional clerks, we are always learning or seeking opportunities to do so. I hope everyone makes the time to attend one or more of these sessions. By attending these sessions, you'll not only have the chance to

Continued on Page 2—President's message

enhance your knowledge, but also have the chance to meet new friends and build upon your ever-important network of professionals. Registration for the academies will be forthcoming. The dates of the regional academies, locations and host clerks are:

April 10	Vanceboro	Renee Ipock	Region 1
April 17	Cornelius	Lori Harrell	Region 3
April 24	Apex	Donna Hosch	Region 2
May 1	Jonesville	Lynn Trivette	Region 4

See you there!

In news around the state:

Sunshine Day 2015 will be held at the Durham Convention Center in Downtown Durham. The day will include a public records workshop in which Greensboro's [Public Information Request Tracking](#) system will be highlighted. N.C. Attorney General Roy Cooper will be the keynote speaker following an inaugural Sunshine Day awards luncheon. The afternoon will include panel sessions on police videos as public records and transparency in the courts, with participants from the ACLU of North Carolina, Charlotte-Mecklenburg Police Department, Charlotte Observer, and more.

Our heartfelt condolences go out to Jacksonville City Clerk Carmen Miracle. She lost her mother, Mrs. Daisy Boillat, of Raleigh on Saturday, January 24th. Services were held in Jacksonville. Please keep Carmen and her family in your thoughts and prayers.

Let's remember to think of those that are less fortunate. And, if an opportunity presents itself, pay it forward. It will come back to you.

Stephanie Kelly
NCAMC President



TOWN OF JONESVILLE

IN THE HEART OF THE YADKIN VALLEY

Lynn Trivette, CMC

The Yadkin Valley wine label now features more than 30 unique vineyards and wineries, a dozen of which are located within Yadkin County. For visitors or area residents, these wineries offer quiet places to reflect, beautiful scenic views, dining options and of course, wines to suit all personalities.

At Divine Llama Vineyards visitors not only get a chance to sample wines, but can spend some time making friends with Soldier Boy and Bandit, two of the llamas that live right next to the tasting room. There are 59 llamas on the property at the winery as well as alpacas, miniature horses, chickens and a miniature donkey by the name of Bucky. The winery also hosts special Llama Treks where visitors can enjoy a two-and-half mile hike with one of the llamas assisting in carrying a picnic lunch. They cannot be ridden, but are traditionally used as pack animals. The wines called, "In a Heartbeat" and "Mustang Sally" are the "crowd pleasers" and these wines are both named after llamas that live on the property. You don't have to go far to have fun, Divine Llama is a great place to enjoy the animals and the wines.

Sanders Ridge winery serves lunch Thursday through Sunday and dinner Thursday through Saturday, including a family-style meal on Thursday evenings, with live entertainment. I love eating lunch on their deck overlooking the lake, just relaxing and socializing. Sanders Ridge is also home to The Big Woods Zipline located on "155 of the most serene and secluded acres" in Yadkin County.

Shadow Springs winery boasts one of the most unusual wines in the entire Yadkin Valley, a chocolate wine called Dark Shadow. The idea came from the fact that they often served chocolate with certain wines during a tasting and it became sort of a joke to create a chocolate wine. It took about a year to get the perfect blend and now the wine is a big hit.

Dobbins Creek Vineyards is not only known for their wines, but their amazing views. On any given day you can see 50 miles in every direction and on a clear day you can see Grandfather Mountain and Winston-Salem. The property has been in the family since 1946 and the owner is particularly proud of the "big rock" his vineyard sits atop.

Visitors or locals can enjoy a little bit of nature, a gourmet meal and award winning wines all within Yadkin County. For more information on the wineries of the Yadkin Valley, visit www.yadkinvalleywinecountry.com.



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NC Clerk earns CMC Designation

Reinhardt earns CMC designation



Sabrena Reinhardt recently received the Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks.

Reinhardt began her municipal administration career in April 2012 when she became Executive Assistant to the Town Manager of the Town of Leland. In January 2013, she was named Deputy Clerk, followed by the move to Clerk in August 2013. In October 2014, she was named Administrative Manager/Town Clerk.

Reinhardt joined NCAMC in January 2013. She earned her CMC designation in January 2015 and joined IIMC that same month.

She and her husband, William, moved to North Carolina in 2005 from New York; they have a 6-year-old son, Maximus.



Professor Trey Allen and our 2015 New Clerks





News from around the Clerk's Association

♣ Please keep NCAMC Past President and Jacksonville City Clerk, **Carmen Miracle** and her family in your thoughts and prayers following the passing of her mother, Mrs. Daisy Boillat, of Raleigh, on Saturday, January 24th.

NCCMC Applications Now Being Accepted

Applying for state certification this year? Applications must be postmarked by March 31 to be considered by the Committee. Certifications will be awarded at the summer conference in Durham. To qualify for certification, you must have been a member of the Association for two years and meet one of the following criteria:

- Have successfully completed all of the course requirements of the IIMC Clerks' Certification Institute of the School of Government of The University of North Carolina, including completion of the Institute's written examinations with passing scores; **or**
- Have a minimum of three years' experience as a full-time municipal clerk, deputy municipal clerk, assistant municipal clerk or secretary for an independent authority and complete the written examination with a passing score; **or**
- Have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks (IIMC); **or**
- Have successfully completed the Municipal and County Administration Course at the School of Government of The University of North Carolina at Chapel Hill.

Applications are available online at <http://www.ncamc.com>. Applications should be sent to Lisa Stites, c/o Town of Oak Island, 4601 E. Oak Island Drive, Oak Island, NC 28465. For more information, please email Lisa at lstites@ci.oak-island.nc.us.



The keys to true happiness are: having something to do, having someone or something to love, and having something to hope for.

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, 2nd 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 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.):

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, 2015** to:

Dale Martin, MMC, NCCMC

Town of Kernersville, P.O. Box 728, Kernersville, NC 27284

Email: dmartin@toknc.com

Office: 336-992-0404

Fax: 336-996-4822





The North Carolina Association of Municipal Clerks Needs You!!!!

In this issue of MINUTE-BY-MINUTE, you will find the 2015/2016 Committee Volunteer Form. If you are interested in serving on any of the Association's Committees, please complete the form and return it to Jeanne Giblin, First 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 Committees are the backbone of our Association. The Board of Directors depends on recommendations from the Committees for many of their decisions. Service to the Association helps make NCAMC stronger and better and for those earning points toward Certified Municipal Clerk or Master Municipal Clerk certification, active Committee work counts.

Many of the Committees meet by e-mail and/or phone and do not require out of office travel. If you have any questions regarding the duties and responsibilities of any of the Committees, information is available on the NCAMC website under the Leadership Tab at www.ncamc.com or call me at 252-726-6848, Extension 139. I will do my best to explain.

In addition to the NCAMC Committees, I highly recommend serving on one of the North Carolina League of Municipality Committees. These are: Tax & Finance Legislative Action Committee, Planning & Environment Legislative Action Committee, General Government Legislative Action Committee and Regulatory Advisory Committee. Serving on any of these Committees also contributes points toward Clerk certification. Information on these Committees can be found on the League's website at www.nclm.org. Under the Legislative Advocacy drop down box, click on "Get Involved," Policy Committees.

Please give your involvement in your Association serious consideration and submit your application by April 30th. The 2015/2016 application is also on our website. I look forward to hearing from you soon and thank you for your willingness to make our Association the best it can be!

Jeanne Giblin, First Vice President

**North Carolina Association of Municipal Clerks
Committee Volunteer Form**

Please submit the volunteer form to First Vice President Jeanne Giblin 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, 2015.

Name: _____ Title: _____

Municipality: _____ Address: _____

Telephone: _____ Fax: _____ E-Mail: _____

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] _____ 4] _____

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	State Certification Committee
We Share Our Services [WSOS] Committee	Web Site Committee
Site Selection Committee for 2018 <u>[only volunteers]</u> from the Piedmont/Central Area of N.C.]	
Publicity Committee [Includes Newsletter Coordinator, News Release Coordinator, Birthday/Events Calendar Coordinator, Annual Report Coordinator, and Scrapbook Coordinator]	

*For detailed information about the Committees, please visit our website at www.ncamc.com.

Click on the Leadership Tab and then click on Committees.

North Carolina League of Municipalities [NCLM] Committees

NCLM has transitioned to three [3] Legislative Committees and one [1] Regulatory Advisory Committee. These seats are appointed by the NCLM President. 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 are available 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 Jeanne M. Giblin. You may mail, fax, or email the form to Jeanne M. Giblin, Town of Morehead City, 706 Arendell Street, Morehead City, N.C. 28557; fax: 252-222-3082; Email: mcclerk@bizec.rr.com or call Jeanne at 252-726-6848, Ext. 139, if you have questions.



WSOS (We Share Our Services)

Help is only a Phone Call, Fax or Click Away!

Are you a new clerk, feeling a little overwhelmed with all you have to learn? Or are you a clerk with at least three years' experience who is willing to take a new clerk under your wing? The North Carolina Association of Municipal Clerks has just what you need. The We Share Our Services (WSOS) Mentoring Program matches new clerks with experienced clerks in cities and towns of comparable size and with similar duties for a year of mentoring. These clerk mentors are willing, ready and able to share their expertise with those who are new to the world of clerks. Help is just a phone call, fax, or e-mail away.

Mentors can help new clerks with a variety of questions or concerns dealing with agendas, minutes, ordinances, resolutions, and many other clerk responsibilities. In order to serve as a mentor you must have at least three years' experience as a municipal clerk or deputy clerk and be committed to offering moral and professional help when needed.

If you are willing to serve as a mentor/volunteer or if you are a new clerk who would like to have a mentor assigned to you, please complete the WSOS Mentor/New Clerk Interest Form below. Completed forms should be returned to Deeda Harris, Town of Wake Forest, 301 S. Brooks St. Wake Forest, NC 27587 or via email: dharris@wakeforestnc.gov.

If you're a new clerk, we hope you will take advantage of this wonderful service. If you're a clerk with experience, we hope you'll consider volunteer to serve as a mentor.

☐ I would like to mentor/share my experience with another clerk.
I have been a clerk/deputy clerk for _____ years. I have been in my current position for _____ years.

☐ I would like to be paired with a mentor clerk.
I have been a clerk for _____ months/years.

I am (check one) ☐ hired by the town manager ☐ appointed by council/board

Municipal Population: _____ NCLMDistrict # _____

My other duties are:

Name: _____ Title: _____

Municipality: _____ Phone: _____

Address:

Email:

WSOS Committee Members

2014-2015					
Name	Address	Municipality	Phone	Email	District
Deeda Harris	301 S. Brooks St., Wake Forest, NC 27587	Wake Forest	919-435-9413	dharris@wakeforestnc.gov	6
Debra McNeil	P.O. Box 55, Parkton, NC 28371	Parkton	910-858-3360	townofparkton@yahoo.com	7
DiAnne Enoch	P.O. Box 595, Elon, NC 27244	Elon	336-584-3601	denoch@ci.elon.nc.us	6
Heather James	216 S. Main Street, Davidson, NC 28036	Davidson	704-940-9610	jhames@townofdavidson.org	8
Joyce Walker	P.O. Box 547, Lewisville, NC 27023	Lewisville	336-945-1022	townclerk@lewisvillenc.net	9
Kim Worley	P.O. Box 309, Franklinton, NC 27525	Franklinton	919-494-2520	kworley@franklintonnc.us	5
Nancy Boyden	P.O. Box 589, Midland, NC 28107	Midland	704-888-2232 x10	nboyden@midlandnc.us	8
Sandra Smith	P.O. Box 374, Oak Ridge, NC 27310	Oak Ridge	336-644-7009	ssmith@oakridgenc.com	9
Dora Moore, Second Vice President Advisor	P.O. Box 549, Rural Hall, NC 27045	Rural Hall	336-969-6856	townclerk@ruralhall.com	9



Members of the NCAMC Board of Directors getting ready to tackle the business of the NCAMC at a meeting during the January Academy.

Lucky Facts about St. Patrick's Day

Have you ever wondered... why should I wear green on Saint Patrick's Day? What is a Leprechaun? Are Irish people really lucky? You're in luck B'gosh and Begorrah! Here are the answers.

Is the color green lucky?

In the 19th century, green became a symbol of Ireland and it became known as the "Emerald Isle". Wearing green is patriotic and considered especially lucky on Saint Patrick's Day. The tradition of pinching those not wearing green began in Ireland many years ago. The City of Chicago dyes the Chicago River green by using 40 pounds of dye each Saint Patrick's Day.

Are leprechauns lucky?

In Irish folklore, the Leprechauns are cranky fairies who mend the shoes of other fairies. They have magical powers and delight in mischief and trickery, which they use to guard their fabled treasures. If you catch a Leprechaun he must grant 3 wishes. Good luck!

Are Irish people really lucky?

The phrase "Luck of the Irish" can be traced to the 1800's during the U.S. gold rush where a high number of Irish people found gold and silver. Since Irish immigrants were viewed as incapable, any success they had was deemed as luck, hence "Luck of the Irish."

Is green beer safe to drink?

Many pubs serve green beer on Saint Patrick's Day. Don't worry, it's safe to drink.

Source: DegreeSearch.org

Quick and easy Saint Patrick's Day gifts



Irish Beef Stew



Ingredients

3 tablespoons olive oil, divided
3 pounds beef chuck, excess fat trimmed, cut in 1 1/2 inch pieces
Salt
Freshly ground black pepper
4 cloves garlic, chopped
1/3 cup tomato paste
2 cups beef stock
1 1/2 cups stout beer
2 teaspoons dried thyme
2 bay leaves
3 large carrots, sliced 1/4-inch thick
1 large yellow onion, cut in 1-inch pieces
1 large rutabaga, cut in 3/4-inch pieces
1 large parsnip, cut in 3/4-inch pieces

Directions

Preheat oven to 325 F. (170 C.) Heat 2 tablespoons oil over medium-high heat in an oven-proof pot or Dutch oven. Season the beef all over with salt and pepper. Add beef in batches to pot in one layer, without overcrowding. Brown on all sides, 6 to 8 minutes. Transfer to a plate. Repeat with remaining beef. Return beef to pot and add the garlic. Saute 2 minutes. Add tomato paste and cook stirring, one minute. Add stock, beer, thyme, bay leaves, 1 teaspoon salt and 1 teaspoon black pepper. The meat should be just covered with liquid. If not, add additional stock or beer to cover. Bring to a boil; reduce heat to a simmer and cover. Transfer pot to oven. Bake until meat is tender, 1 1/2 to 2 hours.

While the meat is cooking heat 1 tablespoon olive oil in a deep skillet or large pot over medium heat. Add vegetables and lightly sprinkle with salt. Saute the vegetables until they brighten in color and begin to take on a golden hue, 2 to 3 minutes.

Remove beef from oven. Skim any fat on the surface of the liquid with a spoon. Add vegetables to the beef, stirring to combine. Return beef to the oven, uncovered. Bake one hour, stirring once or twice, until the sauce is slightly reduced, the vegetables are tender and the meat is fork-tender. Remove and taste for seasoning. Serve hot with mashed potatoes.

The Pioneer Woman's Creamy Mashed Potatoes



Ingredients

- 5 pounds Russet Or Yukon Gold Potatoes
- 3/4 cup Butter
- 1 package (8 Oz.) Cream Cheese, Softened
- 1/2 cup (to 3/4 Cups) Half-and-Half
- 1/2 teaspoon (to 1 Teaspoon) Lawry's Seasoned Salt
- 1/2 teaspoon (to 1 Teaspoon) Black Pepper

Directions

- Peel and cut the potatoes into pieces that are generally the same size. Bring a large pot of water to a simmer and add the potatoes. Bring to a boil and cook for 30 to 35 minutes. When they're cooked through, the fork should easily slide into the potatoes with no resistance, and the potatoes should almost, but not totally, fall apart.
- Drain the potatoes in a large colander. When the potatoes have finished draining, place them back into the dry pot and put the pot on the stove. Mash the potatoes over low heat, allowing all the steam to escape, before adding in all the other ingredients.
- Turn off the stove and add 1 1/2 sticks of butter, an 8-ounce package of cream cheese and about 1/2 cup of half-and-half. Mash, mash, mash! Next, add about 1/2 teaspoon of Lawry's Seasoning Salt and 1/2 a teaspoon of black pepper.
- Stir well and place in a medium-sized baking dish. Throw a few pats of butter over the top of the potatoes and place them in a 350-degree oven and heat until butter is melted and potatoes are warmed through.
- Note: When making this dish a day or two in advance, take it out of the fridge about 2 to 3 hours before serving time. Bake in a 350-degree oven for about 20 to 30 minutes or until warmed through.

Pistachio Cake



INGREDIENTS

- 1 pkg. white cake mix. (Regular size)
- 1 package (3.4 ounces) instant pistachio pudding mix
- 1 cup lemon-lime soda.
- 1 cup vegetable oil
- 3 eggs
- 1 cup chopped walnuts

FROSTING

- 1-1/2 cups cold milk
- 1 package (3.4 ounces) instant pistachio pudding mix
- 1 carton (8 ounces) frozen whipped topping, thawed
- 1/2 cup pistachios, toasted

DIRECTIONS

- In a large bowl, combine the first five ingredients; beat on low speed for 30 seconds. Beat on medium for 2 minutes; stir in walnuts.
- Pour into a greased 13-in. x 9-in. baking pan. Bake at 350° for 45-50 minutes or until a toothpick inserted near the center comes out clean. Cool on a wire rack.
- For frosting, in a large bowl, beat milk and pudding mix on low speed for 2 minutes. Fold in whipped topping. Spread over cake. Sprinkle with pistachios. Refrigerate for about 30 minutes before cutting. Garnish with whole pistachios and mint if desired. Refrigerate leftovers. **Yield:** 12-15 servings

Originally published as Pistachio Cake in Taste of Home December/January 2002, p35

MARCH Birthday Calendar

2 Clara Jones-Manning
Brenda Padgett

3 Beverly Bigley
Dianne White

4 Linda Harper
D. Ann Gray
Amanda Owens

5 Debbie West
Lessa Hopper

6 Ashleigh Huffman

7 Gwendolyn Spicer

9 Barbie Blackwell

10 Michelle Barber
Alama Whitley

11 Melissa Adams
Kathy Johnson
Wanda Yow

13 Joyce Valley

14 Deborah Wagenhaurser

15 Loretta Lanier
Linda Bratcher

16 Kelly Richmond
Shelia Vince

17 St. Patrick's Day

18 Brenda Robbins
Karen Wingo
Kendra Martin

19 Melody Shuler
Robin Keller
Marcy Little

20 Donna Strickland

22 Michelyn Alston

23 Dawn Sparks

24 Jannie Burnette

25 Donna Alwine

26 Carolyn Morris

27 Janet Pierson

28 Patricia Sugg

29 Sylvia Holleman
Kelly Russell

31 Penny Weiss



2015 January Academy





2015 January Academy