



Minute-By-Minute

Minute-By-Minute is the Monthly Newsletter of the

North Carolina Association of Municipal Clerks

October
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 Giblin's October Message:

Welcome Autumn!!!



Today is the first day that there is a hint of autumn in the air!!! Soon pumpkins and mums will be adorning our front porches....can Halloween be just around the corner? Now is the start of our Fall Festivals.....Morehead City plays host to the North Carolina Seafood Festival....three full days of music, arts and crafts, scrumptious seafood and thousands of people enjoying autumn in Eastern North Carolina.

My first month as your President has been extremely busy. The transition from President Stephanie Kelly's term to President Jeanne Giblin's term went very smoothly thanks to all the help from clerks both on past and present committees and boards.

The Board of Directors held their first meeting of the New Year [for us anyway] on Friday, September 11, 2015. First Vice President Dora Moore offered the invocation and we remembered 9/11 and all those who were lost on that tragic day 14 years ago. Becky Breiholz of Manteo, Recording Secretary and Lynn Trivette of Jonesville, District 10 Director both took their Oaths of Office. Secretary/Treasurer John Phelps gave a very favorable Treasurer's Report. All the bills from the conference have at this time not been received so it remains to be seen if our revenue covered our expenses. The Washington Duke Hotel was a premier place for our conference and I know that we all enjoyed the chance to learn and network in the beautiful surroundings. The silent auction took in \$1,187 and the merchandise sales were \$83. The Finance Committee conducted an audit that afternoon.

Two Board Members, Melissa Adams of Hope Mills [District 7 Director] and Melody Shuler of Waxhaw [District 8 Director] both were nominated and appointed to serve on the Board of Directors Executive Committee. The Board received requests from two individuals from our Organization to be nominated to the North Carolina League of Municipalities [NCLM] Board. These individuals will be recommended to the League.

The Board of Directors will also send recommendations to the North Carolina League of Municipalities on those individuals who expressed interest in serving on the Legislative Action Committees [LAC]. It is very much appreciated for your willingness to represent our Association on these very important committees. Being placed on a Legislative Action Committee is both an honor and a most interesting experience which I highly recommend. It is a bird's eye view of advocacy and democracy in action!

The Board also considered the establishment of a fund raiser for Leaving a Green Legacy as a way to cover the costs of the plantings and plaques which are placed in the township of the recipient of the Clerk of the Year Award. Some time ago, the Leaving a Green Legacy Committee approached the Board requesting to hold a 50/50 chance drawing at our academies and conferences. This matter was reviewed by the Past-Presidents Committee with many different opinions. At their meeting the Board agreed to allow the Leaving a Green Legacy Committee the opportunity to fund raise as they saw fit during the Regional Schools in the spring and at our Annual Conference in August.

Under "Other Business" the Board discussed the question of "NCAMC Members in Transition" meaning those members who are no longer employed by a municipality remaining as members of our organization. It was determined that no change was necessary because the membership in the NCAMC is under the town's registration, not the individual clerk. Any clerk who has left the respective municipality has the opportunity to pay the NCAMC dues and be an Associate Member. No action was necessary by the Board.

Immediate Past President Stephanie Kelly suggested that as a way of thanking the host city of our annual conference, that those clerks attending the conference donate nonperishable goods to that clerk for her dispersal to a needy organization. Also, in conjunction with this that those who donate would be allowed to select an item from the NCAMC's surplus merchandise inventory as long as supplies last and that the practice of this donation program be carried beyond the end of our surplus merchandise. The Board agreed with implementing this program.

The BIGGEST and BEST news at the meeting was that Stephanie Kelly, City Clerk of Charlotte announced her candidacy for Vice President of the International Institute of Municipal Clerks [IIMC] in 2016 [see attachment]. North Carolina has had two members attain the distinguished office of President of IIMC; Mary Lou Rand of Garner and Jean Bailey of Rocky Mount. I know we will all give Stephanie our every support to help her attain this honor!

On Friday, October 16th at 12:00 noon the Clerk of the Year Tree Dedication for Sue Rowland , the retired Clerk of Cary will be held. Cary Town Hall is located at 316 North Academy Street. It would be nice if as many of us Clerks as possible could be there in support of the many years that Sue dedicated to both Cary and to our Association.

Prior to the Board of Directors Meeting the Program and Education Committee met. The members are diligently working on educational topics for the January Clerk School, the February IIMC Region III Conference and the Spring Academies. The Program & Education members are busier than Santa's elves right before Christmas! More information will be forthcoming on these educational opportunities. The Clerk's Breakfast at the North Carolina League of Municipalities Conference will be held on Monday, October 12, 2015 at 7:30 a.m. in the Hearn Ballroom D at the Marriott Hotel.

Thank you to all who traveled last week to attend the Board and Committee Meetings. I thank you for your graciousness to me and for the fellowship we shared.

Jeanne M. Giblin
"Clerks - Leading Stars of their Communities"



**RESOLUTION SUPPORTING THE CANDIDACY OF
STEPHANIE C. KELLY, MMC, NCCMC
AS VICE PRESIDENT OF THE
INTERNATIONAL INSTITUTE
OF
MUNICIPAL CLERKS**

***WHEREAS**, Stephanie C. Kelly, MMC, NCCMC, City Clerk for the City of Charlotte, North Carolina has announced her candidacy for Vice president of IIMC in 2016; and*

***WHEREAS**, Stephanie she has been an active member of the IIMC since 1996 and is a strong advocate for municipal clerk education and the municipal clerk profession; she holds the Certified Municipal Clerk and Master Municipal Clerk designations from IIMC, as well as the North Carolina Certified Municipal Clerk designation; and*

***WHEREAS**, during her involvement as an IIMC member, she was elected and served as IIMC Region III Director from 2007-2010; served as a member of the Public Relations & Marketing Committee from 2007-2008, a member of the Program and Certification Committee from 2008-2009; a member of the Records Management Committee from 2009-2010; a member of the Associate Member Task Force from 2011-2013; a member of the Conference Committee from 2011-2012 and 2015-2016; Vice Chairperson of the Conference Committee from 2012-2013; Chairperson of the Conference Committee from 2013-2014; a member of the Constitution Task Force from 2015-2016; Stephanie has further demonstrated her commitment to IIMC by volunteering to be a convener and scanner at numerous IIMC Annual Conferences; and*

***WHEREAS**, since becoming a member in 1995, Stephanie has readily volunteered in various capacities to support the municipal clerk profession by her service on various committees of the North Carolina Association of Municipal Clerk and has demonstrated her willingness to make a difference by serving in several leadership roles, including District Director, Recording Secretary, Second Vice President, First Vice President and most recently as President from August 2014 to August 2015; and*

***WHEREAS**, Stephanie graduated from the University of North Carolina at Greensboro with a Bachelor of Science degree in Communications, Gardner Webb University with a Master of Business Administration and is a 31-year veteran of local government service; and*

***WHEREAS**, she was appointed as City Clerk of the City of Shelby, her hometown, in 1987, where she proudly served until 2004, when she was appointed as Deputy City Clerk of the City of Charlotte; she was appointed as City Clerk of the City of Charlotte in 2008, where she currently serves; and*

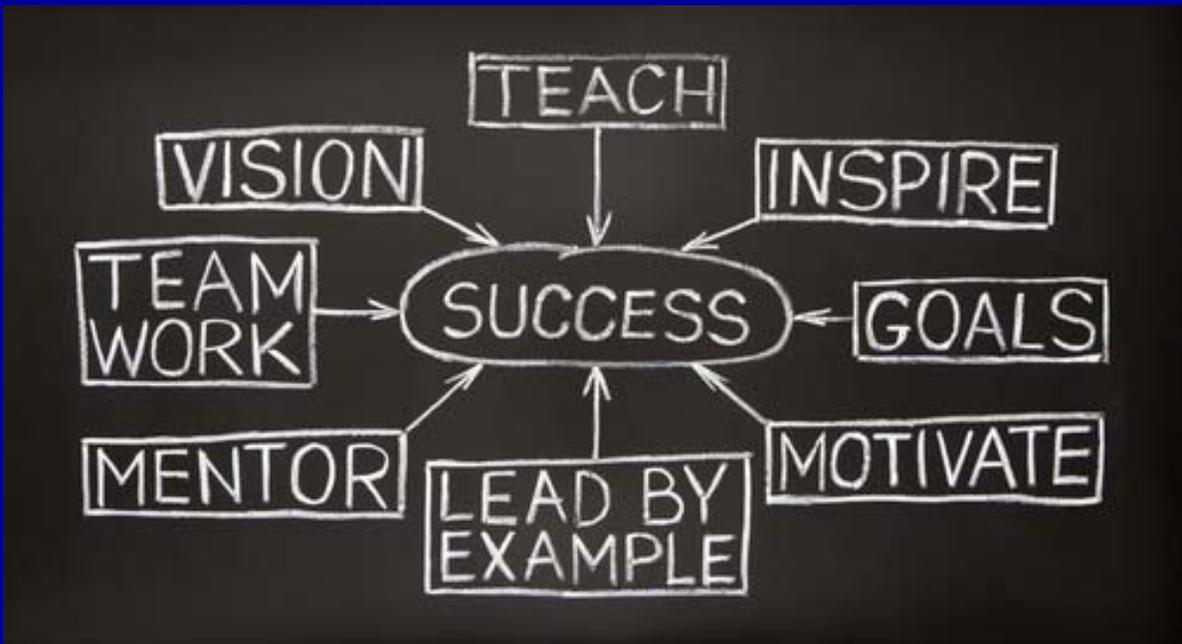
WHEREAS, Stephanie is committed to working with the qualified IIMC staff, Board of Directors and members to support the mission and goals of promoting continuing education and professional development; dedicated to openness and transparency in decision making by the President, Executive Committee and the Board of Directors; is a strong believer in fiscal responsibility and to promoting inclusiveness among IIMC's membership by ensuring the organization reflects diversity in leadership positions and is at all times responsive to the growing needs of existing membership and to attracting and welcoming new members.

NOW, THEREFORE, BE IT RESOLVED, that the Officers and Board of Directors of the North Carolina Association of Municipal Clerks, on behalf of its membership, does hereby endorse Stephanie C. Kelly, MMC, NCCMC, as she actively seeks the position of Vice President of IIMC in 2016 at the Annual Conference in Omaha, Nebraska.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to Stephanie C. Kelly, MMC, NCCMC, in recognition of our support and that a copy be hereby incorporated as a permanent part of the proceedings of this meeting.

DULY ADOPTED BY THE NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS BOARD OF DIRECTORS AT ITS REGULARLY SCHEDULED MEETING HELD ON THE 11TH DAY OF SEPTEMBER, 2015 IN RALEIGH, NORTH CAROLINA.

Jeanne M. Giblin
Jeanne M. Giblin, MMC
President





Happy Birthday



October

- 17 Jeanette Newbern
- 18 Carol Barwick
Marilyn Smith
- 19 Barbara Bounds
Karen Fink
Kimberly Mitchell
Sabrina Oliver
- 20 Cheryl Feinberg
Joy Garland
Lynn Trivette
- 22 Taniata Howard
Emily Kunze
Peggy Smith
- 23 Bridgette Belle
Juanita Faircloth
Cora Nunes
- 25 Kaye Foster
- 26 Kimberly Cochran
Vickie Wilson
Jennifer Wilson-Kersh
- 29 Michelle Gray
- 30 Phyllis Register
- 31 Halloween
Lolla Andrews
Cynthia Brake
Stephanie Kelly



November

- 1 Talece Hunter
Kay Minton
- 2 Jennifer Broderick
Nancy Jackson
- 3 Ann Katsuyoshi
- 4 Cathy Whittington
- 5 Phyllis McClure
- 7 Elaine Bryan
Terry Bullock
- 8 Angela Easter
Tammy Hatley
Ronda Lambert
Jennifer Richardson
Martha Wolfe
- 9 Jennifer Casstevens
Juanita Owens
- 11 Vickie Brooks
Tamara Swanson
- 12 Staci Ventura
- 13 Cheryl Bennett
Wilene Cunningham
- 14 Regina Alexander
Janis Moore
- 15 Tammy Drake
Mary Lucas
Rhonda Webb

Breiholz & Trivette Take Oaths of Office



During the September 11, 2015, NCAMC Board of Directors Meeting, President Jeanne Giblin administered oaths of office to Becky Breiholz of Manteo, as NCAMC Recording Secretary and Lynn Trivette of Jonesville as NCAMC District 10 Director.

NCAMC President Jeanne Giblin (l) and NCAMC Recording Secretary Becky Breiholz (r).



NCAMC President Jeanne Giblin (l) and NCAMC District 10 Director Lynn Trivette (r).



Tippett earns MMC Designation

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Jenny Tippett has earned her Master Municipal Clerk (MMC) designation from IIMC. Tippett began working for the City of Laurinburg in 1999, where she served as administrative support assistant for the Community Development Department. In January 2012, she was promoted to city clerk. She earned the Certified Municipal Clerk (CMC) designation in September 2004 and the MMC in July 2015. She has been a member of both NCAMC and IIMC since 2002.

Tippett says she is proud to be a city clerk and to serve the citizens of the City of Laurinburg.

News from around the Clerk's Association



- * We extend our sympathy to the family of former Town of Mount Olive Clerk and Finance Officer, **Arlene Talton**, who passed away on August 25th.



“Poison” Toffee Apples for Halloween



Prep time

5 mins

Cook time

20 mins

Total time

25 mins

INGREDIENTS

- ◆ 2 cups granulated sugar
- ◆ $\frac{3}{4}$ cups water
- ◆ $\frac{1}{2}$ cup light corn syrup
- ◆ few drops black gel food coloring
- ◆ 6 Granny Smith apples (or 12 small apples) (Ensure your apples are fresh and haven't been waxed)

DIRECTIONS

1. Grease a piece of baking paper and place on a tray/baking sheet.
2. Insert bamboo skewers in all the apples and set aside.
3. In a medium pot, combine the sugar, corn syrup and food coloring and stir over medium heat until the sugar has dissolved and the mixture feels smooth when you rub it between your fingers.
4. When the sugar has dissolved, turn the heat up and wash the sides of the pot down with a pastry brush dipped into clean water to prevent crystals from forming.
5. Allow the candy to boil until it reaches the hard crack stage (150°C/310°F).
6. Carefully dip the apples into the hot candy mixture and place on the baking paper to set and cool for approximately an hour before serving.



FALL



We are shifting from the summer season and into the Fall! This is one of my favorite seasons because it is time to bring out the boots, leggings, coats, hats, spices, and fall colors!

According to the Fashion Color Report for 2015. The trendy and popular Fall colors for this year are:



Listed below are a few tips to help in preparing your wardrobe for the upcoming Fall/Winter Season.

Prepare Your WARDROBE

- ✓ STOCK AWAY OUT-OF-SEASON CLOTHES
- ✓ DONATE DATED CLOTHES
- ✓ PLACE FALL & WINTER ITEMS BACK INTO YOUR WARDROBE
- ✓ DONATE FALL & WINTER ITEMS THAT YOU ARE NOT GOING TO WEAR OR NO LONGER FIT
- ✓ IF YOU WANT TO ADD TO YOUR WARDROBE, THE BEST TIME IS TO PURCHASE ITEMS IS AT THE BEGINNING OF THE FALL SEASON

But don't get too carried away about your Wardrobe! Please remember to prepare your home for the upcoming Fall/Winter weather!

Prepare Your HOME

- ✓ CLEAR OUT THE GUTTERS
- ✓ CLEAN THE FIREPLACE
- ✓ CHECK THE HEATING SYSTEM
- ✓ STORE AIR CONDITIONERS (if removable)
- ✓ CHECK THE INSULATION & SEAL WINDOWS
- ✓ PUT UP STORM WINDOWS
- ✓ GET THE WATER HEATER READY
- ✓ SERVICE YOUR CARBON MONOXIDE DETECTORS AND SMOKE ALARMS
- ✓ INSTALL A PROGRAMMABLE THERMOSTAT

FINAL THOUGHT: Preparation, planning, and organizing for the future is imperative to avoid harsh weather or conditions that may arise. --*Jasman J. Smith, CMC, NCCMC*

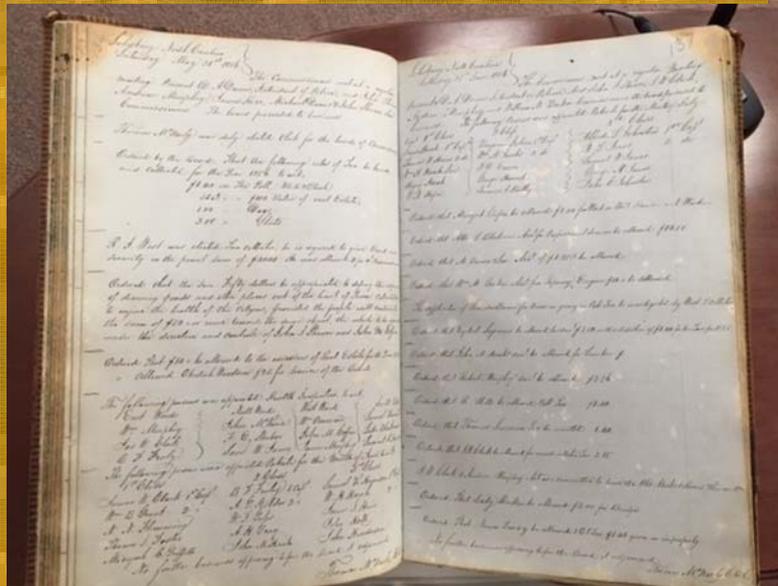
“A Few of My Favorite Things”

Myra Heard, CMC, NCCMC
City of Salisbury
District IX Director

One of my favorite things is history. I love history. World history, American history, and especially our local government history. When I first became City Clerk, I had no prior government experience. It took a few years for me to gain a thorough understanding of all of the responsibilities of a municipal clerk.

One of the many responsibilities of Clerks is to serve as the City's historian. I am mindful of this responsibility each week as I consider what must be recorded in the minutes regarding Council's discussions and actions. The clerks who served before me did an outstanding job preserving the City of Salisbury's history and were able to keep minutes books dating back to 1849. WOW! Just imagine, these minutes date back nearly 15 years before the start of the Civil war! Amazing. These minutes are beautifully hand-written, include ledgers and surprising facts and accounts of our City's history.

Several years ago my office began what I refer to as "The Minutes Project." Because these old minutes were hand-written and fragile, we were unable to scan them into our laserfiche to be preserved and searchable. We began to transcribe these hand-written minutes to typed pages in order to scan them into laserfiche for retrieval and search purposes. The Minutes Project took us several years to complete, transcribing two to five pages each week to be proof-read and scanned. Such close review of these old minutes brought to light many amazing accounts of our local history.



Below is a sampling of what we found:

- In 1884 a group of females petitioned the town commissioners to remove certain females of ill fame from their midst. The Board sent the women away and told them the head of household must return to file the complaint.
- In 1855 the City organized the Salisbury Vigilance Company and appointed 20 men to serve attending fires to help remove and preserve belongings.

- In 1858 the City was illuminated with its first gas lamps. The city appointed its first lamplighter to light lamps each evening, except moonlit nights. Anyone else caught lighting lamps faced a \$10 fine.
- In 1865 an Ordinance was adopted that called for the enrollment of all male inhabitants over the age of 18 to organize a Town Police or Watchmen Force.
- In 1887 the City adopted an Ordinance authorizing the Water Works Company to provide water.
- December 27, 1899, the City was first lighted electrically by Salisbury Light, Heat and Power Company. The Commissioners were not convinced that electrical was the way to go and had much discussion regarding waiting to see what other towns did first.
- In 1900 the City purchased its first cemetery for \$1000. Residents were coming from many different geographical locations and the absence of traditional, personally connected family or church cemeteries created the need for a city-owned Cemetery.
- In 1901 an ordinance was adopted to require building permits for the first time for all buildings constructed in the City limits.
- In 1967 Ozell K. Beatty was the first African-American to serve on the Council, serving 5 terms, including two as Mayor Pro Tem.
- In 1968 Karen Young was the first female to serve on City Council.
- In 1981 Wiley Lash was the first African-American Mayor elected to Council.
- In 2007 Susan W. Klutz was elected Mayor for her 7th term and became the longest serving Mayor in our history.

At the end of the project, we knew a lot more about the rich history of our City and have had the opportunity to share some of the most interesting facts with our citizens and staff.

I love history. It's important to keep in mind the importance of the Clerk's role in keeping the town's history. I often wonder what someone might find noteworthy in the minutes, during my time serving as City Clerk, 250 years from now. How awesome to have this opportunity to preserve history for our towns.