



January 2019

MINUTE BY MINUTE

"Clerks...The Measure of Success"

Fellow Clerks and Colleagues,



Wow! It's 2019!! Is everyone getting back into the swing of your normal routine after the busy holiday season? I hope you all had a wonderful Christmas and New Year's with family and friends! I'm so excited about the opportunities for our association this year for your continued growth as municipal clerks!

Your Officers and Board of Directors met in Raleigh on December 14th and had an agenda full of topics. I would like to thank everyone who makes the journey from your cities, towns, and villages to meet with the Program & Education Committee, as well as your Board of Directors every quarter. I really feel that these in-person meetings are essential to going about the business of the association, and is another great avenue for networking with colleagues.

During our meeting, the Board mentioned the possibility of holding these meetings in various areas around the state next year to accommodate everyone a little better. This is on our agenda to discuss further in March! ***So if you'd like to be more involved with these meetings, and location has been an obstacle for you in the past,*** please feel free to reach out to 1st Vice President Amy Miller, any of your board members, or me with comments or suggestions in preparation for our March 8th meeting discussion.

Secretary/Treasurer John Phelps reviewed the 2018 NCAMC Conference totals from Pinehurst, NC with the Board and noted that we came out with a little over \$3,500 in revenues over expenditures. This is wonderful news, and we thank John and Athena from NCLM for their hard work in making sure we stayed under budget on these items! Finance Committee Chair Karen Wingo reported to the Board of Directors that the Fiscal Year 2017-2018 audit was successfully conducted remotely this year for the first time, and that there were no audit findings. Our sincere thanks to John Phelps and the entire Finance Committee for their hard word in ensuring our association's financial stability!

Locations for the 2019 Spring Regional Acadamies are in place!!

- ❖ ***April 5th – Holden Beach (Heather Finnell)***
- ❖ ***April 12th – Garner (Stella Gibson)***
- ❖ ***April 26th – Wallburg (Donna Alwine)***
- ❖ ***May 3rd – Columbus (Monica Greene)***

Thank you to all of our 2019 Regional Academy hosts! I hope you will all find a location convenient for you to attend. Hopefully you can plan to stay a while before or after the academies and visit these beautiful cities and towns while you're there. These one-day sessions are always full of information and networking. I'm looking forward to seeing you all at these locations!

In the coming months, you will receive information regarding District Director and Officer positions that will be open this year. I hope you will consider serving on the Board if you are in District 2, 4, 6, 8, 10, or 12. Applications will also be accepted for Second Vice President and Recording Secretary. Descriptions for these positions can be found on our website at www.ncamc.com. If you're not ready to take the step to serve on the Board, I hope you will consider serving on one of our many committees. Look for information to come from 1st Vice President Amy Miller on these applications and the deadline!

I'm looking forward to seeing everyone in the coming months at one or all of our events planned for 2019!

*Leighanna Worley, MMC, NCCMC
NCAMC President
Clerks: The Measure of Success*

"If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do, you have to keep moving forward."

– Martin Luther King, Jr.



District 12 Report

January

New Year's resolutions: That's what I think about when I think about January. It's like a "do-over" month. Perhaps, an "un-do" button in a sense. We may have new hopes and new goals for a new year – and what a great time to start something new. I like this acrostic for resolution from S. Blake Horton:

Resolve
Evolve
Sacrifice
Overcome
Love
Understand
Try
Inspire
Opportunity
New-Year



January was originally the eleventh month, not the first, until at least 153 B.C. The month was thought to be named for Janus, the Roman god, the protector of gates and doorways. Janus is depicted with two faces, one looking into the past, the other into the future. I, for one, want to look more toward the future!

Snow! I happen to be one of "those" who love snow. If you don't have to get out, it's an unplanned vacation day to invest in your favorite activities. U.S. Climate data shows Hendersonville averages eight inches of snowfall per year. The 16 inches we had in November may skew that average somewhat. Like snowflakes, no two are exactly alike. Like us, each uniquely made for a purpose.

The night skies of January are great for stargazing. There will be a total lunar eclipse on January 20, visible from the entire United States and Canada with totality starting at 11:41 p.m. This will be the last total lunar eclipse until May 26, 2021 so look up at this celestial phenomenon. *SOURCE: The Old Farmer's Almanac.*

The United States has more than 175 days related to awareness of specific foods or drinks and many are in January. From Bloody May Day on January 1 to National Chocolate Cake Day on January 27, here are some worth mentioning and celebrating:

January is National Hot Tea Month and National Soup Month in the U.S.

Classic Homemade Soup Recipes [here](#)

My favorite soup is The [Pioneer Woman Chicken Tortilla Soup](#)

hello
january

Thoughts worth contemplating:

- January 1st is both the furthest away and closest day to December 31st.
- January is the coldest month in the northern hemisphere; making it the warmest month of the Southern hemisphere.
- January 6 Epiphany: The date that the Magi—the three wise men or kings—recognized and brought gifts to baby Jesus.
- January 21 is Dr. Martin Luther King, Jr. Day - observed to honor the principles of the civil rights leader and Nobel Prize Winner dedicated to nonviolence.

I hope this January, the start of a new year, will be the beginning of a wonderful year for you all! Happy New Year!

Tammie Drake, City Clerk
City of Hendersonville
District 12 Director



JUST A LITTLE *Reminder*

The deadline for NCAMC Certification and Recertification is quickly approaching. Please follow this link to the ncamc.com for the information brochure and forms:

The Deadline is March 31, 2019.

Overview

The North Carolina Certified Municipal Clerks program is a **voluntary** accreditation program for North Carolina municipal clerks. It was initiated under the sponsorship of the North Carolina Association of Municipal Clerks and in cooperation with the School of Government of The University of North Carolina at Chapel Hill. This program is designed as an alternative to the Certified Municipal Clerk and Master Municipal Clerk program sponsored by the International Institute of Municipal Clerks (IIMC); however, municipal clerks will still have the option of participating in the IIMC programs.

An effort to design such a program evolved from the realization that municipal clerks wanted educational and professional growth, but limited budgets and reduced staff placed a hardship on the municipalities.

Objectives

The primary objective of this program is to professionalize the office of the municipal clerk by:

- Establishing a minimum level of competence;
- Establishing a method of measuring the knowledge of North Carolina's municipal clerks regarding their duties, both statutory and general, along with their administrative and managerial competence;
- Recognizing professional achievement through the award of certificates of accreditation;
- Maintaining focus on training that is germane to North Carolina issues for the initial certification; and
- Broadening areas of focus to include more generalized professional and management training for advanced levels of certification.

The secondary objective is to enable North Carolina's municipal clerks to perform their duties more efficiently and effectively.

Criteria for Certification

To qualify as a North Carolina Certified Municipal Clerk through the North Carolina Association of Municipal Clerks, a candidate must be a member of the North Carolina Association of Municipal Clerks for two years. All candidates must 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 a minimum of five years experience as a part-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.

Passing scores will be determined by the State Certification Committee and the Association's liaison at the University of North Carolina at Chapel Hill School of Government.

How Does It Work?

The certification examinations will be administered at least once annually. The subject areas will be determined by the State Certification Committee in consultation with the Association's liaison at the University of North Carolina at Chapel Hill School of Government.

Criteria for Recertification

Recertification will be required every five years.

The five year recertification period will begin on July 1st of the year the recipient is scheduled to receive certification at the annual North Carolina Association of Municipal Clerks Academy.

- Clerks will need a minimum of 30 continuing education hours within a five year period following certification to recertify.
OR
- Clerks unable to attend continuing education classes will need a letter of hardship signed by the manager or mayor reflecting the restrictions on the Clerk's travel and training and will need to take an exam every five years to recertify.

Clerks are required to keep track of their own continuing education hours. Transcripts or copies of certificates will need to be submitted at the same time as the recertification application. Below is a list of acceptable recertification courses.

List of Acceptable Courses

- Courses offered by the School of Government of The University of North Carolina at Chapel Hill.
- Courses offered by agencies of the State of North Carolina; i.e. Secretary of State, Department of Transportation (DOT), Department of Environment and Natural Resources (DENR), Board of Elections, etc.
- Courses offered by agencies of the federal government; i.e. Federal Emergency Management Association (FEMA), Census Bureau, etc.
- Courses offered by the North Carolina League of Municipalities (NCLM).
- Other courses approved by the NCAMC State Certification Committee.

District 6 Luncheon at Maggiano's at Southpoint



**SAVE
THE DATES!**

Regional Conferences

- ❖ *April 5th – Holden Beach (Heather Finnell)*
- ❖ *April 12th – Garner (Stella Gibson)*
- ❖ *April 26th – Wallburg (Donna Alwine)*
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WHAT SHOULD I
READ NEXT?

*Fish! Stephen C. Lundin, Ph.D., Harry Paul and
John Christensen*

*Fish! For Life Stephen C. Lundin, Ph.D., Harry Paul
and John Christensen*

Who Moved My Cheese? Spencer Johnson, M.D.

Freedom A Novel Jonathan Frazen

I HAVE DECIDED
TO STICK WITH *Love.*
HATE IS TOO GREAT A BURDEN TO BEAR.

- Martin Luther King, Jr.



ABILITY
IS WHAT YOU'RE CAPABLE OF DOING

MOTIVATION
DETERMINES WHAT YOU DO

ATTITUDE
DETERMINES HOW WELL YOU DO IT

the power of *encouragement*



JANUARY BIRTHDAYS

1 Mary Ellen Brown
Dora Moore
Pat Prescott

2 Ann Burgess

3 Kim Hensley
Robin Watts

4 Jeanne Martin
Janice Thomas
Angela Young

5 Jenny Tippett

7 Debbie Ogle

8 Katherine Cathey

9 Jim Byrd
Mary Boggs
Jane Dreher
Joan Sykes

11 Bruce Creech
April Williamson

12 Letha Hines

13 Denise Dale
Deborah Holland

15 Elizabeth Krige

16 Scott Baillargeon
Leighanna Worley

18 Donna Hosch

19 Teresa Boykin
Brenda Ingram
Vickie Weant

20 Teresa Vaught

21 Janice Costner

23 Donna Flowers
Cara Reed

24 Sharman Veger

25 Charlotte Graham

26 Laura Morton

27 Heather Finnell
Michael O'Dell

28 Sandy Marsh
Minerva Williams

29 Sharon Lee
Rebecca Shuler

30 Dorothy Bridges
Jonnie S. Driver
Elar Homes
Bettie McDuffie

31 Robin Key





NORTH CAROLINA Red Oak

The Town of Red Oak, NC hosted their first Christmas Tree Lighting Festival on December 1, 2018. The Town Council voted to purchase a 35 foot Christmas Tree to be located next to the Fire Department and W. B. Ennis Park. The festival was a huge success in spite of the rain hosting a crowd of over 600 residents throughout the event. The festival included a craft fair, food vendors, live music, horse drawn carriages and train rides. The Red Oak Clerk is already busy making plans for an even bigger festival next year.

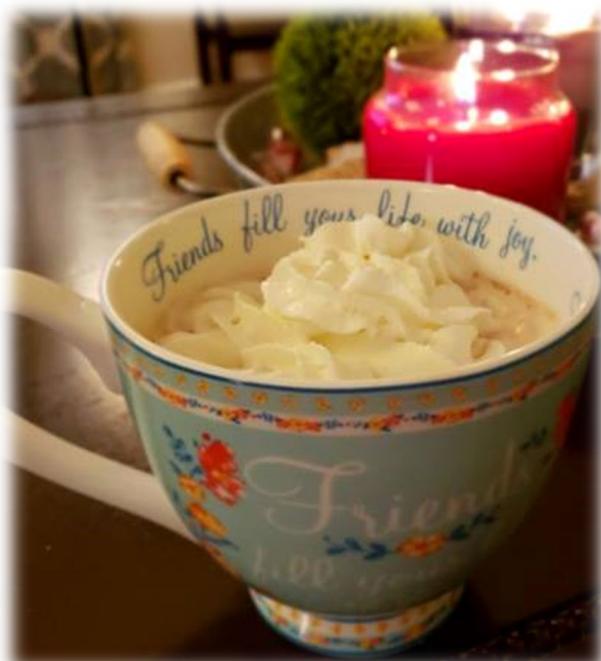
On Friday December 21st a freak storm blew through town and destroyed our beautiful tree. The town was heartbroken over the loss and quickly rallied together to salvage the tree. The final product was much shorter and a little crooked but it still shone brightly thru Christmas. The best part is the whole town focused on the true meaning of Christmas and restored the tree as a beacon of hope to all that passed it during the season.

We are blessed to have such a wonderful community and very fortunate that insurance will replace our tree for next year.

Tracy Shearin
Town Administrator, CFO, Clerk, Zoning Officer
Red Oak, NC



Classic Hot Chocolate



- 3 cups milk
- 1 cup heavy cream
- ½ cup of sugar
- ¼ cup unsweetened cocoa powder
- Kosher salt
- 6 ounces milk chocolate, chopped
- 1 teaspoon pure vanilla extract
- Marshmallows or whipped cream, for topping

Combine the milk, heavy cream, sugar, cocoa powder and a pinch of salt in a medium saucepan. Cook over medium heat, whisking occasionally, until the sugar and cocoa powder dissolve and the milk is steaming; do not boil.

Whisk in half of the chopped chocolate until melted, then whisk in the remaining chocolate until smooth. Remove from the heat and whisk in the vanilla. Pour into mugs and top with marshmallows or whipped cream.