



# TMCA NEWS

TEXAS MUNICIPAL CLERKS ASSOCIATION, INCORPORATED

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## President's Message

### TELLING OUR STORY—CHAPTER TWO

### *Leadership—With PASSION!*

At the annual awards banquet held in Austin on October 7, 2004, I challenged every municipal clerk in Texas to join me in telling the story of the Texas municipal clerk—the Stars of Texas Local Government. I mentioned that one mechanism we can use to tell our story is through our role as a leader in our city government and communities. I've spent a lot of time the past few months thinking about the role and characteristics of effective leaders, because the responsibility you have bestowed upon me to serve as your 2005 president is not one I take lightly. What makes a person an effective leader? What characteristics does a good leader possess? What do great leaders have in common? I've had municipal clerks tell me that they do not consider themselves to be leaders. I contend that each and every one of us is a leader. Our leadership styles may vary, but we share similar goals, hopes and dreams because of the common denominator we all share—our role as city secretary and a municipal manager in our cities.

I had the great pleasure of taking my 85-year-old father to Washington, D.C., in August. He is a World War II veteran, and his dream was to see the World War II Memorial that opened in late May. While in Washington, we of course toured the various monuments, museums and other tributes to the history of this great country. I have always loved American history and have long been fascinated by the different leadership styles of past US Presidents. As I stood at the foot of several of these tributes to our former leaders, including the grave of President John F. Kennedy, I was struck more than once with the realization that all of our presidents shared one common characteristic. They all loved this country with every ounce of passion in their bodies and souls, and they led our nation with PASSION!

Our sixth US President, John Quincy Adams, once said, "If your actions inspire others to dream more, learn more, do more and become more, you are a leader." There are several leaders in TMCA and in our profession who have inspired me to do just that. Their leadership styles vary greatly. Some are quiet leaders. Some lead by example. Their service itself is a form of leadership. Luckily for me, a great number of them lead by sharing their wealth of knowledge and experience with others. I decided to ask the 2005 TMCA Executive Board Members to share their thoughts about the leaders in TMCA who have inspired them to "dream more, learn more, do more and become more." Their comments are listed below.

"Martha Stanton, TRMC, city administrator, Groesbeck, fought for me and encouraged me to want to be a part of the executive team."



Mary Lynne Stratta, TRMC,  
President, TMCA, Inc.

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**PRESIDENT'S MESSAGE Continued**

“Nana Cornwell, TRMC, former Waco city secretary, took me to my first seminar in Wichita Falls, introducing me to EVERYONE! She was a TMCA Board Member and knew a lot of clerks and their cities. She often talked about how she learned from networking with other clerks.

Nana left the seminar early and from there I was in the hands of Betty

Brown, TRMC, former deputy city clerk, Austin. It was hard for me to get out of Betty’s sight and I think she adopted me after that seminar. Nana and Betty continue to be a spotlight in my profession!”

“I was greatly influenced by Alice Church, TRMC (former Fort Worth city secretary), and Ranette Larsen, TRMC (Garland city secretary), because they both seemed to be so strong in their role and exuded such great self confidence. I watched as these great ladies taught during seminars and speeches. They were constantly hammering home the importance of continued education and being well informed about law changes. Alice Church was strong and self confident in working with councilmembers, mayors and city managers, and I wanted to grow in confidence so I could be more like her. Ranette also had that quiet confidence and a gracious and warm personality. She was and is still so sincere and I want the people I touch and know to experience that feeling. The longer I stayed in the profession, the more I understood the importance of what they did in their leadership role as a board member and the more I understood the importance of what the organization does for city secretaries throughout the state, and I wanted to be a part of that.”

“Dorothy Byrd (former TMCA executive director) and Marian Benson (former TMCA co-director) were both very influential in my decision to get started in the TMCCP and to become a member of TMCA. Dorothy and Marian talked to me and other new clerks about becoming a member and the importance of getting certified. They didn’t just make me feel welcome; they made me feel wanted. The other person who had a great influence on me was Janice Carroll, TRMC, city secretary, Irving. I met her at a seminar and she invited me to sit next to her. She encouraged me to be more active in my chapter and I am thankful I followed that encouragement. Marty Hendrix, TRMC (Fort Worth city secretary), exudes strength of knowledge and confidence in herself and in our organization, and on top of that, she is a friendly person. It has also been my great privilege and honor to know Alyce Deering, TRMC (Hurst

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*Clockwise from top left:* **Dorothy Byrd**, former TMCA executive director; **Marian Benson**, former TMCA co-director; **Martha Stanton**, TRMC, city administrator, Groesbeck; **Alice Church**, city secretary (ret.), Fort Worth; **Ranette Larsen**, TRMC, city secretary, Garland; **Barbara Cabe**, TRMC, city secretary (ret.), Tullia; **Mary Hicks**, TRMC, city secretary (ret.), Muleshoe; **Alyce Deering**, TRMC, city secretary, Hurst; **Marty Hendrix**, TRMC, city secretary, Fort Worth; and **Janice Carroll**, TRMC, city secretary, Irving.

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city secretary). She was always kind, gracious and warm to anyone who wanted to speak with her and she always showed great respect.”

“Our executive director, Joyce Snay, TRMC, is someone I try to emulate. She is strong, caring, has high personal standards, and expects the same from others. I do not want to disappoint her. I want to meet her expectations and not only build upon it, but pass on the desire to others. The others that influence me are the new city secretaries and clerks that are coming on board. They encourage me to continue working for them and hopefully they will experience the same great feelings and accomplishments that I have.”

“I became aware of TMCA through former Muleshoe City Secretary Mary Hicks, TRMC, and Barbara Cabe, TRMC, former city secretary of Tulia. Through the years, I would hear Mary and Barbara speak of people who I came to admire strictly through the things that Mary and Barbara had to say about them—people like Ranette Larsen, Alyce Deering, Patti Hicks, Marty Hendrix, Dr. Joyce Snay (all TRMC) to name a few. Many in the TMCA organization seemed to take me under their wing to include me in TMCA.”

“The one person in our organization who influenced me to be on the TMCA Board was Dr. Joyce Snay, TRMC. She approached me with the idea several years before I was considered and it totally blew me away that she had that kind of confidence in me. I was a ‘new kid,’ relatively speaking, considering all the experienced clerks to choose from. Dr. Snay made me believe in myself, that I could serve in that capacity and was valuable to our association.”

“Terri Johnson, TRMC, city administrator/secretary in Friona, is responsible for my involvement on our board and also fulfilling my certification commitment. She encouraged me to get involved in my local chapter. I am thankful for the ‘push’ she gave and I have tried to pass that on down to others. Our group has so many wonderful people who are always ready to help. Since I didn’t choose this career (not many of us did, I think), I would still encourage anyone to pursue their career in local government as a city secretary/clerk.”

“The clerk that made me feel welcome and a part of the organization when I first joined was Alyce Deering, TRMC. I was very new and at a social event at one of my first seminars. Overwhelmed, I was sitting by myself and Alyce came over and talked with me. Her warm smile and genuine interest put me at ease and I started to feel a part of this wonderful group of professionals. I will never forget Alyce and that first impression.”

“Several years ago I met a quiet and unassuming woman that seemed so knowledgeable and answered many of my basic questions and didn’t think I was stupid. Her confident attitude and willingness to share information made a deep impression. That was Terri Johnson, TRMC.”

“She is not a clerk but she could be. I have been and am still impressed by the dedication of Joyce Snay to this organization and her commitment to make it better.”



From top to bottom: **Patti Hicks, TRMC**, city secretary (ret.), The Colony; **Dr. Joyce Snay, TRMC**, executive director, TMCCP/TMCA; **Terri Johnson, TRMC**, city manager/city secretary, Friona; and **Jean Crawley**, executive director of administration (ret.), Burleson.

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*From left to right: Deloris McKenzie, TRMC, city secretary, Friendswood; Norma S. Rodriguez, city secretary (ret.), San Antonio; and Ruby White, TRMC, city secretary, Luling.*

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**PRESIDENT'S MESSAGE** Continued from page 3

“I was fortunate to have several of our leaders that welcomed me to my first chapter meeting and introduced me to others at the TMCCP seminars. Alyce Deering, TRMC, and Marty Hendrix, TRMC, come to mind as those who welcomed me in and tried to include me in conversations at larger seminars. Barbara Cabe, TRMC, was another who made me feel a part of things. Jean Crawley, TRMC (former director of administration/city

secretary, Burleson), was my mentor and encouraged me to get involved in the local and state association. Her support was critical for me to feel comfortable expending the time necessary to do the job of serving the association well.”

“One of my most vivid memories is of Ranette Larsen, TRMC. She was, and is, professional, gracious and kind. It was her demeanor that first caught my attention, but it was her ability to put you at ease and to truly make you feel that she would help you in any way she could that I remember so well. She was and is a constant... always steady and calm. I believe she is an excellent example of what a public servant should be.”

“Deloris McKenzie, TRMC, has always been there to answer any questions I have.”

“I was so impressed with Alice Church, TRMC. Alice was a wealth of knowledge and it seemed as if she should have been unapproachable. But, she not only shared her knowledge with me and others in whatever session she was teaching, she did the most remarkable thing. She talked to me, and not only that, she asked me to share what knowledge I had, and she did that in a manner that made me feel worthy. Alice brought home to me that city secretaries learn from each other, and that we all have something important to share.”

“There is one clerk who sticks out in my mind to this day. That special clerk is no longer a city secretary. Her name is Norma O. Rodriguez, who was the city secretary in League City. She was directly instrumental in helping me with my first election. She helped with all the forms, wording, everything! She literally ran my election from several miles away! She gave of her time, her knowledge and most of all – her unwavering spirit. Her spirit is what lives in all of us – the desire to help one another to make city business run smoothly.”

“I can’t forget Ruby White, TRMC (city secretary, Luling). I’ll always be grateful to her for encouraging me to serve on the board.”

“Deloris McKenzie, TRMC, is the past president who really made me feel a part of the association. The year she was president, she ‘opened up’ the association to everyone and made a special effort to make the ‘newbies’ feel welcome and part of the organization.”

“Betty Brown, TRMC, in her quiet, caring manner, took me under her wing from the day I was hired. She has always been a wealth of knowledge for me. She leads and guides you in such a loving, motherly way, you feel more confident and better equipped to deal with anything.”

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*From left to right: Betty Brown, TRMC, local government election specialist, Bickerstaff Heath; Nana Cornwell, TRMC, city secretary (ret.), Waco; and Norma O. Rodriguez, city secretary (ret.), League City.*



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"Ruby White, TRMC, was one of my earliest mentors and role models. She leads and guides in such a kind, quiet manner. She is the kind of person I hope to be someday."

"Ranette Larsen, TRMC, was my earliest mentor, and I still call her to this day to seek her advice and guidance on complicated issues. When I was new to the profession, I know I must have driven her crazy, tapping her for guidance on election issues, records management, and later about leadership issues. She has never complained and has always encouraged me to spread my wings and dare to lead by giving back to the association and our profession."

"Norma Rodriguez, TRMC, former San Antonio city clerk, has always been someone I admire greatly. She is gracious, kind and compassionate. She is also very politically astute and has been a great advisor to me about sticky situations."

"Nana Cornwell, TRMC, saw something in me I didn't even know existed – the ability to lead, teach and be a mentor to others. She had more confidence in me than I had in myself. Her belief in me taught me to believe in myself."

"I have had two role models and have been encouraged by what they have accomplished and done in our organization - Ranette Larsen, TRMC, and Norma Rodriguez, TRMC. From the first time I saw both of them serving our organization without limitations and how well they presented themselves, I said to myself I want to be like them when I grow up! I told both of them this, at different times, and continue to follow their examples of how a person who really cares about a cause should give untiringly. They are both very devoted and committed to our organization and our certification program and this is not just in words but in their deeds and actions. They both encouraged me to continue to serve the organization and to get involved and here I am! The best advice was to obtain my certification and that is something that cannot be said enough to all the Texas clerks."

Buck Rodgers said, "Leadership is the ability of a single individual, through his or her actions, to motivate others to higher levels of achievement." I think that you can tell by reading the testimonials above that we have been blessed with many great leaders. You don't have to look far to find a leader in our profession and our association. Usually, they are only a city, phone call or email away. I personally believe, with all my heart, that because you are your city's municipal clerk and because you belong to TMCA and are probably enrolled in our certification program (or a graduate already), a true leader is even closer. All you have to do is look in the mirror! Recognize that you are indeed a leader in your city, our profession and our association. Then, follow in the path of the municipal clerks mentioned above and celebrate the gift of leadership—WITH PASSION!

I've heard it said that a leader is one who knows the way, goes the way, and shows the way. I can't think of a better way to describe the municipal clerks of Texas!

Mary Lynne Stratta, TRMC  
2005 TMCA, Inc., President

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**TMCCP SEMINAR**  
**Municipal Personnel Management**  
**April 7-8, 2005, Irving**

**Sheraton Grand Hotel, 972-929-8400**

With Speakers Dr. Charldean Newell and Dr. Abraham Benavides



Newell



Benavides

Charldean Newell, Regents Professor Emerita of Public Administration at the University of North Texas, has worked with the Texas municipal clerks since 1968; in 1999, the Texas Municipal Clerks Association awarded her an honorary membership. She also served on the Board of Directors of the Municipal Clerks Education Foundation, International Institute of Municipal Clerks, from 1986 to 1997. Newell is also a member of the Texas City Management Association and is an honorary member of the International City/County Management Association (ICMA). She has served on the ICMA Board of Regents, the Best Practices Selection Committee, and is currently a member of the Credentialing Advisory Board.

Newell's interest in local government includes currently chairing the Denton Public Utilities Board and previously the Fire and Police Civil Service Commission and a Charter Revision Commission. Her most recent publications are the co-authored ninth edition of *Texas Politics* (Wadsworth, 2005) and the third edition of *The Effective Local Government Manager* (ICMA, 2004). She also chairs three nonprofit organizations.

Newell served in four departmental and university-level administrative positions at North Texas. She is a graduate of UNT and the University of Texas at Austin and holds a post-doctoral certificate from Harvard University.

Abraham David Benavides, Assistant Professor in the Department of Public Administration at the University of North Texas, joined the faculty in the Fall of 2002. He received his Doctors Degree from Cleveland State University, his Masters Degree from Brigham Young University, and his Bachelors Degree from George Washington University. Before entering academia, Dr. Benavides worked for county government in the State of Ohio and for the Department Human Resource Management for the State of Utah.

He is currently conducting research in a number of areas and has made national presentations on subjects ranging from local government and human resources to diversity issues and Hispanic city managers. Dr. Benavides serves as president of the North Texas Chapter of the American Society for Public Administration and as chair of the government and education affairs committee for the local chapter of the League of United Latin American Citizens. He also is a board member for a local nonprofit organization that serves at-risk preschool children in the city of Denton. ★

**Personnel Management Seminar**

**ANYONE MAY ATTEND!**

TMCCP enrollees will receive Course 2 or recertification credit.

**Thursday, April 7**  
 8:00 am - 5:00 pm

Topics include "What is it? How Much of it is Necessary?," "What Do We Need and Want? How Do We Get It?," "Working More With Less and Keeping Employees Happy," and "Career Development."

**Friday, April 8**

8:00 am - 12 noon

Topics include "Issues that Go Bump in the Night," "Performance Evaluation," and "Employee Rights & Ethics, Discipline."

**NOTE OUR NEW HOURS!**

Visit our website for more information, and to download the registration form:



[www.unt.edu/municlerks](http://www.unt.edu/municlerks)

# SCHOLARSHIPS

Eligible TMCA members are welcome to apply for hundreds of dollars in scholarships every year!

**TMCCP Scholarship**

up to \$200 for TMCCP seminar registration costs

**TMCCP Travel Stipend**

up to \$150 for TMCCP seminar travel costs

**2005 Dorothy F. Byrd Scholarship**

up to \$500 for qualified study expenses

**2005 Franklin Legal Publishing Scholarship**

up to \$500 for TMCCP course study

**2005 Lila Fern Martin Scholarship** - up to \$1,000

for TRMCs pursuing bachelor's or graduate degree

**2005 Municipal Code Corporation Scholarship**

up to \$500 for TMCCP course study

FIND OUT MORE!

[http://www.unt.edu/municlerks/tmccp\\_scholarship.htm](http://www.unt.edu/municlerks/tmccp_scholarship.htm)



Delcambre

## Lila Fern Martin Scholarship



By Scholarship Committee  
Chair Codi Delcambre, TRMC

The Texas Municipal Clerks Association is pleased to invite you to apply for the Lila Fern Martin Scholarship. The purpose of the scholarship is to provide

financial assistance to certified municipal clerks and secretaries who are working toward a bachelor's or graduate degree that is directly related to the recipient's professional job performance. The maximum amount awarded is \$1,000.00 for one academic year, e.g. fall/spring semesters and summer terms.

The 2005 Scholarship Committee would like to invite any Texas Registered Municipal Clerk pursuing a bachelor's or graduate degree and who meets the requirements to contact Chair Codi Delcambre or any committee member for further information.

The 2005 Scholarship Committee: Chair Codi Delcambre, TRMC, city secretary, Argyle; Thelma Lenz, TRMC, deputy city secretary, Missouri City; Pam Russell, TRMC, city secretary, Copperas Cove; Joyce Snay, TRMC, Executive Director, TMCCP/TMCA; and Board Liaison LeAnn Gallman, TRMC, city secretary, Muleshoe.

MARTIN SCHOLARSHIP Cont. on p. 8



Knight

## Dorothy F. Byrd Scholarship



By Certification Committee  
Chair Linda Knight, TRMC

The TMCA, Inc., Dorothy F. Byrd Scholarship was established in 1993 to honor Director Emeritus Dorothy Byrd, who founded and served as director of TMCCP and TMCA, Inc., from 1968 to 1993. Former City of Andrews city secretary and tax collector, and associate dean of the School of Community Service, University of North Texas, Denton, Director Byrd's achievements include:

1. Serving as president of the Association of City Clerks and Secretaries of Texas, 1964-65;
2. The establishment of the Texas Municipal Clerks Certification Program (TMCCP), which requires four home study courses and examinations and eight seminars that provide educational and professional development in public administration, municipal finances, supervision, the Texas election laws, and the Texas Local Government Code;
3. The creation of an eighty-hour recertification course of study that requires completion of three texts and six seminars;

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**MARTIN SCHOLARSHIP**  
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The deadline for submitting applications to the chair or any committee member is **April 15, 2005**. The recipient will be announced at the TMCCP Graduate Institute Seminar to be held September 29-30, in Galveston, Texas.

If you have any questions, comments, or concerns, please contact Chair Codi Delcambre, TRMC, 940-464-7273, [cdelcambre@argyletx.com](mailto:cdelcambre@argyletx.com).



[download the Lila Fern Martin Scholarship Application Form](#)



**BYRD SCHOLARSHIP** Continued from p. 7

4. The publication and revisions of the *Texas Municipal Clerks Handbook*, *Texas Municipal Law and Procedure Manual*, and *Texas Municipal Election Law Manual*; and
5. Passage of HB 2092, 1985, signed by Texas Governor White, which gives legislative legitimacy to TMCCP and to the office of the municipal clerk.

In 1994, Director Emeritus Byrd was a co-recipient of the first Institute Director's Award of Excellence presented by the International Institute of Municipal Clerks.

**PURPOSE**

The purpose of the scholarship is to advance the education, professional development, and job performance of Texas municipal clerks by providing financial assistance to members who are enrolled in TMCCP, or who are pursuing a college or university degree in a program of study that directly enhances the recipient's professional job performance.

**SCHOLARSHIP COMMITTEE**

The TMCA Certification Committee will award the Dorothy F. Byrd Scholarship. The deliberation of the committee is confidential and the selection by the committee is final. The members of the 2005 committee are: Chair Linda Knight, TRMC, city secretary, Breckenridge; Arthur Camacho Jr., TRMC, city secretary, Azle; LaDonna Floyd, TRMC, city secretary, Nederland; Susie Quinn, TRMC, city secretary, Rowlett; Toni Wilson, TRMC, city secretary, Sundown; and Joyce Snay, TRMC, TMCCP/TMCA executive director.

**SCHOLARSHIP ADMINISTRATION**

The chair of the Certification Committee must receive the scholarship application by **April 30**. Applications postmarked or faxed that are dated after April 30 of the specified year will be returned. Scholarship recipients will be announced to the membership at the TMCA Annual Awards function held in conjunction with TMCCP's Graduate Institute Seminar, September 29-30, in Galveston.

The TMCA treasurer disburses scholarship funds to a recipient on a cost-reimbursement basis not to exceed the amount(s) awarded. The recipient(s) shall be reimbursed for qualifying expenses incurred between January 1 and December 31 of the year following the award of the scholarship.

Cost reimbursable expenses are exclusive to: 1) cost of enrollment, textbooks, and seminar registration fees; 2) credit-hour tuition fees (extension and correspondence courses listed in the institutional catalog that apply to a recipient's degree plan are acceptable); 3) building use fees; 4) student service fees; 5) identification card fees; 6) publication fees; 7) union building fees; 8) property damage fees; 9) science laboratory fees; and 10) academic department fees. A recipient must submit original, official receipts issued by TMCCP, the college, or the university to receive payment for reimbursable expenses.

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### ELIGIBLE APPLICANTS

#### A. General Requirements

Eligible applicants shall be current paid members of TMCA, Inc., for two consecutive years previous to application for the scholarship. Applicants must be actively pursuing certification or recertification in TMCCP.

#### B. Bachelor's Degree Requirements

Applicants pursuing a bachelor's degree must have completed thirty semester credit hours of study in an accredited college or university. Applicants must major in public administration or political science with a field of study in public law, public administration and management, or American government and politics. Recipients who do not have a degree plan on file with the institution must provide an official degree plan by the end of the first academic semester for which the scholarship funds are received. Subsequent scholarship funds will not be released by the treasurer until the degree plan is presented to the TMCA treasurer.

#### C. Graduate Degree Requirements

Applicants pursuing a graduate degree must have completed nine semester credit hours of graduate study in an accredited college or university. Applicants must have completed the institutional requirements for admission to Graduate School for a Master of Arts degree or a Master of Science degree in political science or a Master of Public Administration. Persons admitted to a doctoral program or a law program will have similar requirements.

### SELECTION CRITERIA

Applicants must meet all of the eligibility requirements. Scholarships will be awarded on the basis of an applicant's academic qualifications. Preference will be given to applicants who have not received a previous award. Preference will be given to 1) city secretaries or city clerks; 2) assistant or deputy city secretaries or city clerks; and 3) other TMCA, Inc., members. Recipients of the Dorothy F. Byrd Scholarship are automatically ineligible to receive the Lila Fern Martin Scholarship in the same year.

### POST-AWARD REQUIREMENTS

The scholarship recipient must complete the same TMCCP course or the same college or university semester credit hours for which the Dorothy F. Byrd Scholarship funds were reimbursed. Failure to fulfill these requirements will obligate the recipient to repay the Dorothy F. Byrd Scholarship Fund the amount awarded. Failure to repay TMCA, Inc., shall result in appropriate legal action.

The scholarship recipient pursuing TRMC certification shall maintain a C+ or better grade point average, pass the course examination, and attend the total 24 hours of the two seminars required to complete the course. The recipient studying for a bachelor's degree shall maintain a C+ or better grade point average. The recipient studying for a graduate degree shall maintain a B or better grade point average.

The maximum amount awarded is \$500.00 for one year. A recipient will be reimbursed for qualified study expenses incurred between January 1 and December 31 of the year following the award of the scholarship. ★

**Download the Dorothy F. Byrd Scholarship Application**

**Return deadline for a completed form is April 30.**



Brunner

# 2005 Texas Municipal Clerk of the Year

By Committee Chair Melissa Brunner, TRMC

It is time once again to nominate an outstanding Texas Municipal Clerk of the Year. Either an individual or area organization of TMCA, Inc., is encouraged to nominate a candidate for recognition as Municipal Clerk of the Year. The nominee must meet the following requirements:

1. A municipal clerk who has been an active member of TMCA for at least five years.
2. Must have provided service to other municipal clerks on a local level where the opportunity exists, or on a state level.
3. Must have exhibited leadership abilities.
4. Must have the Texas Registered Municipal Clerk certification.
5. Must currently hold a municipal clerk position.

The deadline for submitting nominations to Chair Melissa Brunner is **July 1, 2005**. A nomination form is available from the TMCCP office (940-565-3488) or on the website: [www.unt.edu/municlerks](http://www.unt.edu/municlerks).

The Texas Municipal Clerk of the Year Award will be announced at the 2004 TMCA Awards Ceremony held in conjunction with the TMCCP Graduate Institute in Galveston on September 29.

**Submit nominations to:** Melissa Brunner, TRMC, city secretary, City of Flatonia, PO Box 329, Flatonia, TX 78941. Phone: 361-865-3548; fax: 361-865-2817; email: [mbrunner@ci.flatonia.tx.us](mailto:mbrunner@ci.flatonia.tx.us).

The Texas Municipal Clerk of the Year Committee is comprised of Chair Melissa Brunner, TRMC, and members Toni Chrestman, TRMC, city secretary, Slaton; Marty Hendrix, TRMC, city secretary, Fort Worth; and Board Liaison Pauline Small, TRMC, city secretary, Webster. ★

## MUNICIPAL CLERK OF THE YEAR NOMINATION FORM



# MAY 1-7, 2005

### MARK YOUR CALENDAR!

*Annually, the first week of May is proclaimed as Municipal Clerks Week by many governments throughout the world.*

*A sample proclamation that may be adapted for use by any city can be found here:*

**MUNICIPAL CLERKS' WEEK  
PROCLAMATION FORM**



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# Norma Rodriguez Honored With Emblema de Ouro (Gold Award)

Norma Rodriguez, TRMC, city secretary (ret.), San Antonio, received the Emblema de Ouro (the Gold Award) during the 25<sup>th</sup> Annual Conference of the Portugal ATAM (Associacao dos Tehcnicos Administrativos Municipais) held in the city of Leiria, Portugal, in October 2004. The award was presented to recognize Norma, who initiated and led the formalization of the agreement between the ATAM organization and IIMC.



In January 2005 Norma received the distinct honor of being named as "City Clerk Emeritus" by the city council of San Antonio for her exemplary and long time service to the citizens.

Norma served as TMCA, Inc., president in 1989 and as president of IIMC in 1993. In 2002 Norma served as the host city clerk for IIMC's Annual Conference held in San Antonio. ★

## special thanks

to the  
**Capital Chapter**

for their  
generous donations  
to the

**Dorothy F. Byrd  
Scholarship Fund**

and the  
**TMCCP Scholarship Fund**



# 2005 TMCCP Election Law Seminar

January 19-21, 2005, Austin, Texas



**Dale Barstow** presents the first Municipal Code Corporation Scholarship to **Michelle Glaser**, TRMC, city secretary, Seabrook.



**Director Frank Sturzi**, Texas Municipal League, delivers the keynote address at the TMCCP Graduation Luncheon.



**Barbara Erickson**, executive assistant for Senator Craig Nelson, Austin; and **Scott Houston**, legal services director, Texas Municipal League, Austin.



Vice Provost and Vice President for Academic Affairs **Dr. Suzanne La Brecque**, University of North Texas, is presented a TMCA cup by **TMCA President Mary Lynne Stratta**, TRMC, city secretary, Bryan.



Speakers **Alan Bojorquez**, Bovey Akers Bojorquez, LLP, Austin; **Don Alexander**, Denton County Elections Admin., Denton; and **Melinda Nickless**, Secretary of State's Office, Austin.



**Laurie Dodson**, information services coordinator, and **Gwena Crearley**, affiliate services coordinator, Texas Municipal League, Austin.

all photographs this page f-16 Photography



### TMCCP Graduating Class of 2005.

*First row, left to right: Patty Hachtel, departmental secretary, Addison; Dianna Zulauf, village secretary, Salado; Audra Good, assistant city secretary, Bellmead; Sharon Harris, assistant city secretary, La Porte; Linda Rhodes, city secretary, Lake Worth; Aimee Nemer, city secretary, Murphy; and Rose Ann Jones, city clerk, Beaumont. Second row, left to right: Kim Sutter, city secretary, Richland Hills; Donna Barnard, assistant city secretary, Haltom City; Mitzi Wallace, city secretary, Bowie; Marie Balthrop, city secretary, Holliday; Ashley Mitchell, city secretary, Carrollton; Vickie Davis, city secretary, Ladonia; Jeanine Inman, administrative assistant, Haslet; Deborah Loesch, city secretary, Jersey Village; Michelle Ballenger, assistant city secretary, Longview; Jana Bell, city secretary, Crandall; Jennifer Canady, city secretary, Woodway; and Melba Haralson, city secretary, Gladewater. Not pictured: Lynne George, Oak Ridge North; and Kristi Gilbert.*



### TMCCP Recertification Class of 2005.

*First row, from left to right: Stacy Clark, city secretary, Throckmorton; Tracy Norr, city secretary, Pantego; Janet Sheguit; Ruthie Sager, assistant city secretary/city administrator, Bunker Hill Village; Becky Null, assistant city secretary, Euless; Rose Chavez, city secretary/assistant city manager, Sanger. Second row, left to right: Patsy Marshall, city secretary, East Tawakoni; Shirley Acy, city secretary, Dallas; Ruby White, city secretary, Luling; Nelda Mays, city secretary, Saginaw; Janice Henson, city secretary, Perryton; Linda Ashby, city clerk, Sherman; Joyce Laudenschlager, director of finance/deputy clerk, Burnet; Michelle Glaser, city secretary, Seabrook; Sandra Watkins, city secretary, Deer Park; and Lila Fuller, city secretary, Nacogdoches. Not pictured: Linda Cantu, assistant city secretary, Hurst; Bill Flannery, city secretary/administrator, Comanche; Rita Frick, city secretary, Bedford; Cheryl Gibson-Salgado, city secretary, Spearman; Patricia Hutson, city secretary, North Richland Hills; Frances Johnson, city secretary, Blue Mound; Karen Lightfoot, deputy city secretary, New Boston; Dana Nixon, permit coordinator, Melissa; Callie Shreckengost, town secretary, Refugio; and Grace Tamez, assistant city secretary, Garland.*

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Stratta

**IIMC Report**

By IIMC Region IV Board Representative Mary Lynne Stratta, TRMC

The IIMC Region IV Annual Conference/Business Meeting was held in Kemah, Texas, November 11-13. About 70 participants attended the conference. The meeting began Thursday evening with a welcome reception. Friday, Dr. Rochelle Brunson, Alvin Community College, presented an excellent educational session on critical thinking, "Change Your Thinking, Change Your Life." Saturday morning, a very productive annual business meeting was held.

The IIMC Board of Directors held its mid-year board meeting December 3-4 in Scottsdale, Arizona. The Board began the two-day session with leadership training conducted by the Illinois Institute Director, Dr. Paul Craig.

The board approved the 2004 revised budget and 2005 proposed budget as recommended by the budget and planning committee, but with some modifications. The board deferred a request from the Constitution Review Task Force to conduct a review of the IIMC constitution and bring forward significant changes affecting the membership for a vote at the annual business meeting to be held in St. Paul in May 2005. The board felt that the matters under consideration were of significant importance to the membership and that IIMC members should have ample time to study the proposed revisions before voting.

The education/professional growth committee's report, which basically recommended no changes to the MMCA program and a motion from a board member to remove the two-year professional growth/development period between levels in the MMCA were referred to the Director of Education and Research and the Research Committee for study, analysis, data gathering, etc., to determine what impact the proposed change would have on IIMC from a programmatic, membership and education perspective, and the impact on state education/certification programs. The motion to refer asked that the Research Committee have its report ready for the board's consideration at the annual meeting to be held in May 2005. The Region IV board members submitted the TMCA board resolution and unanimous vote of Region IV members at the Region IV annual conference regarding the MMCA issues to the board for their consideration.

The board awarded the bid for the 2009 annual conference to the City of Chicago. The dates for that conference will be May 19-23, which is a Tuesday-Saturday pattern. The board also voted to shorten the annual conference by one day beginning with the 2010 conference, but return to the traditional starting day of Monday for the opening ceremonies.

The board received a report from the Director of Education and Research regarding CMC recertification, showing that only about one-third of clerks due to recertify were actually recertifying as CMC. IIMC headquarters and Region Directors will begin contacting those clerks in January who have lost their CMC status for failure to recertify. He also provided a report on the new Wyoming "on line/on land" program that was developed for Wyoming clerks since they have no institute in their state.

The board adopted policies relative to rules of conduct for board members during the conference site selection process and reaffirmed the classes of registration for the annual conference. Region IV board members submitted for the record a resolution

**IIMC REPORT Continued on p. 13**

opposing the recent increase in conference registration fees; however, the fees were not reduced back to the previous level. The board approved a policy setting forth IIMC standing committees, and a policy providing for decertification of members convicted of a felony.

Region IV board members submitted for the record the report of proceedings of the Region IV annual business meeting held in Kemah in November. ★

## IIMC News

### **Ehrlich, Jones and Mitchell Awarded Certified Municipal Clerk Designation**

Carole Ehrlich, TRMC, city secretary, Wylie, Pat Jones, and Ashley Mitchell, have been awarded the prestigious designation of Certified Municipal Clerk (CMC) by the International Institute of Municipal Clerks (IIMC). They join 79 active municipal clerks from the State of Texas who currently hold the CMC designation.

Carole Ehrlich, TRMC, has been employed with the City of Wylie since

May 2003. She currently serves as city secretary; previous municipal experience includes serving five years as city secretary with the City of Seminole. Carole earned her Texas Registered Municipal Clerk Certification (TRMC) in 2000 (No. 393) and recertified in 2005. She is active in professional affiliations, maintaining membership in IIMC, TMCA, the North Texas Chapter of TMCA. She serves as a notary public for the State of Texas.

Pat Jones, TRMC, has been employed with the City of Nassau Bay since 1997, where she serves as city secre-

tary. Pat earned her TRMC (No. 243) in 1994, and recertified in 1999 and 2004. She is active in professional affiliations, including IIMC, TMCA and the Salt Grass Chapter of TMCA.

Ashley Mitchell, TRMC, has been employed with the City of Carrollton since 2003, where she serves as city secretary. Previous municipal service includes employment with the Cities of McKinney, Princeton and Lancaster. Ashley earned her TRMC (No. 474) in 2005. She is active in professional affiliations, including IIMC, TMCA and the North Texas Chapter of TMCA.

### **Gallman and Mashburn Accepted Into Master Municipal Clerk Academy**

LeAnn Gallman, TRMC, has been employed with the City of Muleshoe since 1980, serving as utility billing clerk and deputy city secretary before appointment to her current position of city secretary in 1999. LeAnn earned her TRMC (No. 371) in 2001. She is active in professional affiliations, and maintains membership in IIMC, TMCA and the South Plains Chapter of TMCA. LeAnn has served as chair of the certification committee of TMCCP and has served as secretary and chair of the South Plains Chapter's nominating committee. She currently serves as trustee on the TMCA executive board.

Sherry Mashburn, TRMC, has been employed with the Village of Bee Cave as city secretary since 1999. Her previous municipal experience includes seven years' service with the City of Katy. Sherry earned her TRMC (No. 401) in 2002. She is active in professional organizations such as IIMC, TMCA, and the Government Finance Officers Association of Texas. Sherry currently serves on the public relation and marketing committee of IIMC. Sherry is an instructor for the Step by Step session of TMCCP's Election Law Seminar.

### **Small Receives First Level Membership in Master Municipal Clerk Academy**

Pauline Small, TRMC, has been employed since 1988 with the City of Webster, where she serves as city secretary. Her previous municipal experience includes 19 years of service with the City of Sealy. Pauline earned her TRMC (no. 297) in 1997; she recertified in 2002. She is active in IIMC, TMCA and the National Association of Parliamentarians. She currently serves as trustee on the TMCA executive board.

### **Hendrix Qualifies for Second Level Membership in Master Municipal Clerk Academy**

Marty Hendrix, TRMC, has been employed as city secretary of the City of Fort Worth since August 2004. She has served with the Cities of Lewisville, Allen, Plano, and Springdale. Marty earned her TRMC (No. 119) in 1986; she recertified in 1991, 1996 and 2001. Marty is active in IIMC, TMCA and the North Texas Chapter of TMCA. She has served on the membership and technological development committees of IIMC. Marty served as TMCA president (1996) as well as AMC chair, vice president, secretary, treasurer, and trustee of TMCA. ★

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**ALAMO CHAPTER**

By Marie Dolores Cordova, TRMC



The Alamo Chapter met at Helotes City Hall for their quarterly meeting on December 21, 2004.

The guest speaker was a local resident, Shirley Owen, who gave a very informative speech on her search of historical and natural resources for means of bringing tourism and economic development into the City of Helotes. Mrs. Owen is very active with the San Antonio Conservation Society and Bird Watching organizations around Texas.

Members voted unanimously to donate \$100.00 in lieu of Christmas gifts to the Women at the Well in San Antonio. A contribution of \$100.00 was also made towards the Dorothy F. Byrd Scholarship Fund.

Chapter members spoke about upcoming seminars and a meeting places. For further information, contact President Norma Althouse, [nalthouse@ci.schertz.tx.us](mailto:nalthouse@ci.schertz.tx.us). ☆

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The Alamo Chapter at their December meeting (from left to right): Marie Dolores Cordova, TRMC, city secretary/tax a/c, Jourdanton; Norma Althouse, city secretary, Schertz; Theresa Helbert, assistant city secretary, Helotes; Judy Tokar, TRMC, city secretary, Helotes; Judith Surratt, deputy city secretary, Alamo Heights; and Ann Smith, city secretary, Selma.

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**BLUEBONNET CHAPTER**

By Kathy Keane, TRMC

**2005 Bluebonnet Chapter Officers:** President Kathy Keane, TRMC, city clerk, San Angelo; Historian Nancy Turnbow, city secretary, Baird; Vice President Rhonda Williams, city secretary, Dublin; Treasurer Teresa Scott, city secretary, Miles; and Secretary Karen Lou Graham, city secretary, Anson.

On December 8 the Bluebonnet Chapter held their quarterly meeting at the Texas Cattle Exchange in Olden. Chapter President and Azle City Secretary Art Camacho, TRMC, hosted the meeting. The meal was sponsored by IESA Area Superintendent Jim Shur.



The following members were present: Art Camacho Jr., TRMC, city secretary, Azle; Virginia Dill, city secretary, Cisco; Bill Flannery, TRMC, city secretary, Comanche; Maria Franco, city secretary, Hamlin; Jean Gilmore, city secretary, Clyde; Karen Lou Graham, city secretary, Anson; Billie Pearce, city secretary, Tuscola; Kathy Keane, TRMC, city clerk, San Angelo; Linda Knight, TRMC, city secretary, Breckenridge; Teresa Scott, city secretary, Miles; Shirley Stuart, city secretary, Eastland; Nancy Turnbow, city secretary, Baird; and Rhonda Williams, city secretary, Dublin.

The meeting also included the following honored guests: Bobby Green (Ranger police and fire commissioner)

and wife Margaret Green; A.J. Ratliff (Ranger city administrator); Adam Lopez Jr. (Ranger water commissioner); Teresa Abila; John Casey Jr. (Ranger city commissioner); and Raymond Hart (Ranger mayor).

The meeting included the announcement of the Bluebonnet Clerk of the Year, Karen Lou Graham of Anson.

Officers for 2005 were elected and installed: President Kathy Keane, TRMC; Vice President Rhonda Williams; Secretary Karen Lou Graham; Treasurer Teresa Scott; and Historian Nancy Turnbow. The group set the dates for the 2005 meetings, which will be held in the cities of Hamblin, Abilene, Anson and Dublin. The chapter's 10-year anniversary party is being planned in conjunction with the

Abilene meeting in June 2005. Virginia Dill displayed chapter shirts and several members placed orders with the hopes that the chapter delegation could wear them at the Election Seminar in January. A general discussion was held regarding elections, specifically regarding election contracts with counties to comply with the new DRE requirements. Members recognized the service of Liz Rodriguez, city secretary, Stamford, and Gail Neeley, city secretary, DeLeon, who recently left their respective positions.

The next meeting will be hosted by Maria Franco, city secretary, Hamlin, on March 9. For chapter information, please contact Chapter President Kathy Keane, TRMC, city clerk, San Angelo, at 325-657-4405. ☆



**CAPITAL CHAPTER**

By Melissa Brunner, TRMC

The Capital Chapter met on December 8 in the City of Georgetown council chambers. The members present were: Freddie Anchonelo, Briarcliff; Cynthia Archibeque,

assistant city secretary, Bryan; Betty Brown, TRMC, local government election specialist, Bickerstaff Heath; Melissa Brunner, TRMC, city secretary, Flatonia; Jodi Chaney, records management technician, Bryan; Debbie Chelf, Leander; Kathy Clark, Liberty Hill; Lauren Davis, deputy city secretary, Bee Cave; Kathy Ellis, assistant city secretary, Pflugerville; Shirley Garvel, city secretary, Elgin; Tina Linder, Briarcliff; Sherry Mashburn, TRMC, city secretary,

Bee Cave; Connie Ortiz, TRMC, city secretary, Lockhart; Melissa Perry, city secretary, Hutto; Janet Rogers, city secretary, West Lake Hills; Pamela Russell, TRMC, city secretary, Copperas Cove; Joyce Stapleton, city secretary, Lago Vista; Mary Lynne Stratta, TRMC, city secretary, Bryan; Karen Thompson, city secretary, Pflugerville; Teresa Valdez, TRMC, city secretary, Bastrop; and Violet Zbranek, city secretary, La Grange. The guests present were: Lisa Wilson, assistant city secretary, Copperas Cove; Alanna Enriquez, Jarrell; Susan Brock, Taylor; Sandra Lee, city secretary, Georgetown; and Laura Wilkins, Georgetown.

Normal business included a discussion of the financial report; a brief discussion on the IIMC Region IV Meeting held in Kemah; and a discussion concerning membership.

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It was decided that the excess monies gained from the IIMC Region IV meeting would be split and donated to the Dorothy F. Byrd Scholarship Fund and the TMCCP Scholarship Fund.

TMCA President Stratta shared her goal of one new TMCA member per chapter during her presidency. This challenge is being given to the chapter presidents. Chapter President Garvel stated that she had a goal of 55 members in the Capital Chapter this year. The chapter had 51 members last year.

The schedule of meetings for 2005 is as follows: March—Thorndale; May—Jonestown; July 29-30—Salado; September—Flatonia; December—Westlake Hills.

Violet Zbranek of the La Grange is retiring this year. A retirement committee was formed.

Chapter Vice President Sherry Mashburn reported that the Open Records Steering Committee is looking to establish training in regional areas on open record and meetings and that they'd like for city secretaries to lead this. ☆



**CENTRAL TEXAS CHAPTER**

By Lydia Lopez, TRMC

The Central Texas Chapter held their annual holiday luncheon in the historic Hamilton House on Austin Avenue in Waco on December 10. A wonderful lunch was served and members exchanged gifts in celebration of the holiday season.

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The Capital Chapter at their meeting in December.



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**CENTRAL TEXAS** Continued from p. 18

Chapter members present were: Glynnis Coalter, Groesbeck; Patricia Ervin, TRMC, city secretary, Waco; President Connie Foreman, city secretary, Lacy Lakeview; Benevolence Officer Audie Good, TRMC, assistant city secretary, Bellmead; Betty Harrell, city secretary, Hillsboro; Treasurer Donna Hawkins, city secretary, Beverly Hills; Brenda Jackson, city secretary, Groesbeck; Vice President Carolyn Martin, TRMC, city secretary, Mexia; Christi Shivers, payroll clerk, Mexia; Linda Vranich, city secretary, Robinson.



The spirit of giving during this holiday season brings us all close together, particularly in times of need. Our dear chapter member, Brenda Jackson, city secretary, Groesbeck, endured the hardship of losing her home to a fire. Gratefully, no one was injured. It was a true reminder of how blessed we are to have the love of family and friends; material things can always be replaced. The chapter donated \$300 to Brenda's family as a small token of our support. Our prayers and thoughts are with her family. ☆

**The Central Texas Chapter at their December meeting:**  
*Back row (left to right): Betty Harrell, city secretary, Hillsboro; Brenda Jackson, city secretary, Groesbeck; Carolyn Martin, TRMC, city secretary, Mexia; Connie Foreman, city secretary, Lacy Lakeview; Donna Hawkins, city secretary, Beverly Hills.*  
*Middle row (left to right): Glynnis Coalter, Groesbeck; Audie Good, TRMC, assistant city secretary, Bellmead; Trish Ervin, TRMC, city secretary, Waco.*  
*Front/center: Linda Vranich, city secretary, Robinson.*  
 Photo taken by Christi Shivers, payroll clerk, Mexia.



**COASTAL BEND CHAPTER**

By Irma Parker

The Coastal Bend Chapter met on February 17 in Edna. Edna City Secretary Becky Miska hosted the meeting at the Lariat Restaurant.

Attendees enjoyed lunch and an informative program on "Salvaging Books and Papers After a Fire." Chapter members who have dealt with this type of situation were on hand to relay first hand information and provide resource/product information that is available to deal with this type of situation. This was an ongoing program to develop an emergency management resource book for use by both coastal and inland communities. All information presented will be compiled by the officers and distributed to all members electronically.

The Coastal Bend Chapter newsletter was distributed to members with specific details of this meeting. For further information concerning our chapter or meeting dates, contact any of our members or Chapter President Kimberly Drysdale, 361-776-2517, or email [inglesidecs@cablone.net](mailto:inglesidecs@cablone.net) or Chapter Secretary/Treasurer Irma Parker at 361-729-2213 ext. 138, or email [citysec@cityofrockport.com](mailto:citysec@cityofrockport.com). ☆



**NORTH TEXAS MUNICIPAL CLERKS ASSOCIATION CHAPTER**

Nancy Meadows, TRMC

The North Texas Municipal Clerks Association Chapter meets on the second Wednesday of every month at noon at the Harvey Hotel, Irving (except during the months that a state or international conference is scheduled). Each year our all-day professional seminar is held on the second Wednesday in February at the Harvey Hotel from 8:00 a.m. to 4:00 p.m. Chapter dues are \$25.00 per year, for the fiscal year October 1–September 30. This chapter includes all of TML Region 8 and Region 13. The NTMCA chapter newsletter advising of upcoming events, training opportunities, and general information is emailed and/or mailed monthly.

At the October 13, 2004, meeting, outgoing President Rita Frick, TRMC, city secretary, Bedford, administered the oath of office to President Elect Nancy Meadows, TRMC, city secretary, Watauga. President Meadows then administered the oath of office to Vice President Jeanne Fralicks, TRMC, city secretary/director of administrative services, Duncanville; Treasurer Susie Quinn, TRMC, city secretary, Rowlett; Secretary Ashley Mitchell, TRMC, city secretary, Carrollton; and Historian Sandy Hart, TRMC, city secretary, McKinney.

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At the October meeting, members were fortunate to have TMCA President Jo Moore address them on public speaking. President Moore, TRMC, city secretary, Abilene, shared with us many good ideas to help with public speaking, including the fact that you should always remember to just have fun.

At the November 10 meeting, Vice President Jeanne Fralicks introduced News Eight Investigative Reporter Brett Shipp as the speaker. Members enjoyed his speech on the code of ethics and cities working with the media.

NTMCA members had a wonderful time in Grand Prairie on December 8 during our holiday celebration. A special thanks goes out to the holiday celebration committee for a job well done. The members of the committee include Chairperson Tracy Norr, TRMC, city secretary, Pantego; Kathy Turner, TRMC, city secretary, Kennedale; Cathy DiMaggio, TRMC, city secretary, Grand Prairie; and Shelly George, TRMC, city secretary, Allen.

We were so happy to have four of our retirees attend. Retirees in attendance were: Rilda Dodson, Justin; Judy Morrison, TRMC, Allen; Ruth Ann Parish, Farmers Branch; and Odessa Sharpless, Roanoke. Other persons in attendance were: Sharan Barrett, executive secretary, Grand Prairie; Tara Brooks, deputy city secretary, Southlake; Diane Callahan, deputy city secretary, Highland Village; Diane Cockrell, TRMC, town secretary, Trophy Club; Beverly Covington, TRMC, deputy city secretary, McKinney; Tom Cox, deputy city manager, Grand Prairie; Dara Crabtree, executive secretary, Duncanville; Susan Crim, TRMC, city secretary, Euless; Ginger Crosswy, TRMC, Westlake; Wanda Davis, administrative assistant to city administrator, Argyle; Alyce Deering, TRMC, city secretary, Hurst; Matt Denton, deputy city secretary, The Colony; Ruthann Devlin, The Colony; Cathy DiMaggio, TRMC, city secretary, Grand Prairie; Jean Dwinell, TRMC, city secretary, Decatur; Kelly Edwards, TRMC, city secretary, Roanoke; Margaret Eichelberger, assistant to city manager, Kennedale; Lori Farwell, TRMC, city secretary, Southlake; Jeanne Fralicks, TRMC, city secretary, Duncanville; Rita Frick, TRMC, city secretary, Bedford; Shelly George, TRMC, city secretary, Allen; Sandy Hart, TRMC, city secretary, McKinney; Marty Hendrix, TRMC, city secretary, Fort Worth; Shanae Jennings, town secretary, Prosper; Shari Kuykendall, city secretary, Highland Village; Pat Marcum, executive secretary, Grand Prairie; Nancy Meadows, TRMC, city secretary, Watauga; Ann Mills, TRMC, city secretary, Krum; Ashley Mitchell, TRMC, city secretary, Carrollton; Aimee Nemer, TRMC, city secretary, Murphy; Becky Null, TRMC, deputy city secretary, Euless;

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NTMCA chapter members at the December holiday celebration in Grand Prairie.

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Vickie Olvera, executive assistant, Grand Prairie; Karen Penzel, Bedford; Linda Rhodes, TRMC, city secretary, Lake Worth; Dolle Shane, TRMC, city secretary, Lancaster; Cynthia Singleton, TRMC, city secretary, Colleyville; Rosa Stovall, city secretary, Lavon; Kathy Turner, TRMC, city secretary, Kennedale; Kathleen Wedell, TRMC, assistant city secretary, Watauga; Kim Whitton, assistant to city secretary, Hurst; Christie Wilson, TRMC, city secretary, The Colony; Don Wilson, deputy city manager, Grand Prairie; and Norma Zenk, assistant to city secretary, Bedford.

### NTMCA MEETING CALENDAR 2005:

**April 13**—Regular Meeting; Harvey Hotel, noon.

*NTMCA will not meet in May due to elections and IIMC.*

**June 8**—Regular Meeting; Harvey Hotel, noon. Will include our annual recognition of accomplishments of members and recognize the NTMCA City Secretary of the Year.

**July 13**—Regular Meeting; Harvey Hotel, noon.

*NTMCA will be responsible for the reception at the TMCCP seminar August 18-19, Irving.*

**September 7**—Regular Meeting; Harvey Hotel, noon.

**October 12**—Regular Meeting; Harvey Hotel, noon.

*NTMCA Members will be the TMCA Booth Committee for the TML Conference in Grapevine, October 25-29. ☆*



NTMCA Chapter at their November 2004 luncheon meeting.



### NORTHEAST TEXAS CHAPTER

Cassandra Brager

The Northeast Texas Chapter met December 17 at the Potpourri House in Tyler for our quarterly meeting and Christmas Party.

During the meeting each member discussed projects in their cities, new officers for the 2005 year were appointed, and the group expressed interest in having Hart Intercivic make a presentation on the DRE voting machines at our next meeting in March.

The following members were in attendance: Cassandra Brager, city clerk, Tyler; Nina Browning, city secretary, Winnsboro; Lawanna Chrisman, administrative assistant, Kilgore; Karen Custer, city clerk, Kilgore; Melba Haralson, city secretary, Gladewater; Brenda Lankford, city secretary, Cuney; Deana McCasland, city secretary, Overton; Teresa McCutcheon, city secretary, New Summerfield; Ann Pesce, TRMC, city secretary, Palestine; Kathy Thompson (guest of Nina Browning); and Fran Wendeborn, TRMC, city secretary, Rusk.

We encourage city secretaries and city clerks in our area to join us at our meetings; we meet quarterly. If you would like more information about our chapter, please feel free to contact one of our members. This is a great chance to network with other cities and to form a friendship with an outstanding group.

Our next chapter meeting will be March 18 in Tyler. ☆

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**PINEYWOODS CHAPTER**

By Terre Noble, TRMC

The Pineywoods Chapter held their annual banquet/quarterly meeting Thursday evening, October 21, at the City of Huntington. The group enjoyed a lovely dinner buffet hosted by the City of Huntington and catered by Barnhills of Lufkin.

Special events of the evening included speaker Mayor Lamar Tinsley, of Huntington. Also, the Pineywoods Chapter awarded the first Pineywoods Annual Scholarship to Carrie Edwards, city secretary, Colmesneil, and the Pineywoods Chapter Municipal Clerk of the Year Award to Terre Noble, TRMC, city secretary, Center.

Cities represented at the banquet/meeting were: Huntington, Center, Colmesneil, Nacogdoches, Lufkin, Hudson, Crockett, San Augustine and Diboll. ☆



**RED RIVER CHAPTER**

By Elaine Simpson, TRMC

Happy New Year! from the Red River area.

The Red River Chapter held their regular quarterly meeting December 15 at the Oxford Street Pub in Wichita Falls.

Our chapter learned that our former member, Minnie Walker, was being honored with a retirement reception in Nocona. After serving many years as city secretary, Walker was promoted to city administrator about two years ago. We are so proud that Minnie was given the recognition that she deserves for her distinguished career.

We celebrated the holidays with a small exchange of Christmas tree ornaments as is our custom. We also collected two bags of unwrapped children's books and toys to donate to "Toys For Tots." After this, we delivered paper goods to the Rathgeber House, a Hospitality House located in Wichita Falls. Rathgeber House is a "pet" charity for us; we toured it in June and were extremely impressed by this ministry. Families can stay at a very economical rate at Rathgeber during times when a family member is in the United Regional Hospital.

Our next meeting will be held in mid-March. At this meeting, we will elect new officers. The chapter has some new faces and we hope to tap these members for new ideas and energy.

We are proud of our past president and "Clerk of the Year" nominee Lydia Torres-Ozuna, TRMC, city clerk, Wichita Falls. She has been serving the entire state organization for years by serving on the TMCA Board. She will be attending board meetings very soon. The entire state benefits from her leadership and her guidance and all of us in the Red River Chapter support her one hundred percent.

We plan to discuss trends and changes in the election laws at our March meeting. Some of us held February elections and were not be able to attend the Election Law Seminar in January. We hope to "share the wealth" of information when we see each other in March. All clerks in this region are welcome and encouraged to attend. ☆

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**CHAPTER NEWS**



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**SOUTH PLAINS CHAPTER**

By LeAnn Gallman, TRMC

The South Plains Chapter met on December 15 at the Lakeridge Country Club in Lubbock. The meeting was hosted by the City of Littlefield and Concha Aleman.

Concha Aleman introduced Danny Davis, city manager, Littlefield, as the speaker for the program. Mr. Davis spoke about economic development in rural West Texas. Littlefield and other Lamb County cities have received a grant from West Texas Allied Communities to assist with rural economic development. Littlefield also has a business incubator program in place to assist local businesses. The program was very informative and beneficial.

Members discussed the "Government 101" seminar held by the South Plains Chapter in October. The seminar was a success and the committee members Karen Lawson (chair), Toni Chrestman, Brenda Shaw, and Maria Hatchett were commended for their work on the seminar. Marty Hendrix, TRMC, city secretary, Fort Worth, was the speaker for the seminar.

New South Plains Chapter directories for 2005-06 were discussed. Fact sheets will be included in the March 2005 agenda meeting packets so that information may be updated. New officers for 2005-2006 were sworn in. Officers include: President Gayla Cowan, Amherst; Vice President Toni Wilson, TRMC, Sundown; Treasurer LeAnn Gallman, Muleshoe; Secretary Toni Chrestman, TRMC, Slaton; Historian Becky Garza, TRMC, Lubbock; Director Maria Hatchett, TRMC, Lamesa.

The next meeting date will be March 17 to be hosted by Becky Garza and staff, City of Lubbock.

Members attending were: Concha Aleman, TRMC, city secretary, Littlefield; Toni Chrestman, TRMC, city secretary, Slaton; Tommy Combs, deputy city secretary, Lubbock; Gayla Cowan, city secretary, Amherst; LeAnn Gallman, TRMC, city secretary, Muleshoe; Margot Hardin, city secretary, Crosbyton; Maria Hatchett, TRMC, city secretary/treasurer, Lamesa; Karen Lawson, TRMC, city secretary, Floydada; Patricia Phelps, Friona; Pam Rowe, TRMC, city secretary, Plains; Belinda Terrell, city secretary, Whiteface; Cynthia Thigpen, city secretary, Farwell; Sharon Trumble, city secretary, New Deal; Chris Wade, TRMC, city secretary, Levelland; Wilma Williams, city secretary, Denver City; Toni Wilson, TRMC, city secretary, Sundown; and Lynette Whitten, deputy city secretary, Morton. ★

**2005 TMCCP Seminars**

**Personnel Management Seminar**  
SPEAKERS: CharIdean Newell & Abraham Benavides  
Irving, Texas, April 7-8, 2005

**Municipal Finance Seminar**  
SPEAKER: Lewis McLain  
Tyler, Texas, June 9-10, 2005

**Legislative Update Seminar**  
SPEAKER: Alan Bojorquez  
Irving, Texas, August 18-19, 2005

Graduate Institute Seminar: "Character First"  
SPEAKERS: Cary Gniffke & John Burnett  
Galveston, Texas, September 29-30, 2005

view our  
online seminar schedule  
for more information!



## TMCCP

### Course Certificates Awarded

The following enrollees earned course certificates in the Texas Municipal Clerks Certification Program after completing the homework, attending the required seminars, and passing the examination for the designated course.

#### **COURSE 2**

Julie Lollar, DENISON  
Rosa A. Rios, SEAGOVILLE  
Darla Stewart, BROWNFIELD  
Linda Taylor, VENUS

#### **COURSE 3**

Angela Winkle, WEATHERFORD

#### **COURSE 4**

Donna Barkely, WOODWAY  
Tommy Combs, LUBBOCK  
Suzanne Finch, HEREFORD  
Lee H. Garcia, HEWITT  
Mark A. Washburn, GRUVER  
Cynthia Williams, POST  
Perla Zamora, McALLEN

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