



TMCA NEWS

NEWSLETTER OF THE
TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.

From the President's Corner

In the last newsletter, we discussed creating a culture of service—how to create superior customer service that lasts. As we all strive to improve customer service, we need to be mindful of our internal customers. In every organization, there are members of the team who interface directly with end customers—mainly citizens or companies doing business with the city—those who ultimately experience our *outside the organization* customer service qualities. But what about our *inside the organization* customer service qualities?



President
Patrice Fogarty, TMCA

There will always be employees who rarely have contact with the end customer but provide important support services. Let's call these groups *internal departments*. Their ability to perform with excellence is just as important as having a top notch front-line customer service group that deals with the end customer.

Some examples of internal departments are information technology, accounting/purchasing, payroll, fleet maintenance, and legal staff, among others. Leadership must constantly reinforce the concept of internal customer service. Communication by internal departments, in terms that will be understood by their non-expert internal customers, is very important. Soliciting feedback through tools such as surveys is an important way for departments to gather feedback from their internal customers. Surveying these fellow employees creates a feeling that they are to be treated as customers.

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President's Message

Once this feedback is received, the leadership team of the internal department should use the data to create an action plan that focuses attention on the areas of weakness. This plan should be shared with their internal customers, and regular progress updates should be given. One word of caution! If you are going to go through the effort of asking others to take the time to give you their opinion, make sure you respond and demonstrate that you hear their feedback. If you have no intention of making changes based on the information that comes back from a survey, don't waste everyone's time.

All employees should treat their coworkers as if they were paying customers. This includes returning phone calls and emails in a timely manner. Do you find yourself changing the tone of your voice depending on whether you are talking with someone from another department or an external customer? If so, this may be an indication that you are not treating your coworkers as customers. If you happen to be in a leadership role, the employees in your group are, to a certain degree, customers. Yes, you are there to hold them accountable, but you are also there to remove any obstacles that present them from accomplishing their assigned tasks. Every leader's review should include feedback from those they supervise.

Why is internal customer service so important? What does it have to do with the customer service your citizens and businesses will receive? It can be very tiring to have to shift the way we think and behave depending on who is in front of us or on the other end of the phone. If you develop a culture where all interactions are done with respect, you don't have to worry about the day when you forget to switch gears and accidentally treat an end customer poorly—especially those internal customers who are our coworkers and friends.

The employees serving in an internal role will develop a greater sense of worth as they understand how their work impacts others in the city-employee family. This will result in satisfied customers—both internal and external!

In the next article, we will discuss training and development of employees. Have a great summer!

Patrice Fogarty, TRMC
2006 TMCA, Inc., President



President Patrice Fogarty, TRMC, city secretary, Missouri City, carried the Texas flag in IIMC's Parade of Flags Opening Ceremony at the 2006 Annual Conference in Anaheim, California. Fourteen countries, the provinces of Canada and the United Kingdom, and all fifty states of the USA participated in the impressive ceremony recognizing the worldwide membership of IIMC.

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940-565-3488; FAX 940-565-2012; aburke@unt.edu

TMCA 20th Anniversary

As TMCA celebrates its 20th anniversary, we would like to honor those who led our organization for the past twenty years. Below are those who served as TMCA, Inc., president between the years of 1986 through 2006.



Pat Rutherford



Betty Thorn



Norma Rodriguez



Marquita Pankey



Ranette Larsen



Martha Stanton



Jean Phillips



Deloris McKenzie



Jackie Blakely



Marty Hendrix



Mary Hicks



Alyce Deering



Ruby White



Glenda Gundermann



Barbara Cabe



Terri Johnson



Patti Hicks



Jo Moore



Mary Lynne Stratta



Patrice Fogarty

Help Celebrate the 20th Anniversary Of the Incorporation of TMCA With A **MEMBERSHIP DRIVE CONTEST!**

By Rose Ann Jones, TRMC, and Linda Rhodes, TRMC



The Membership Committee is asking each TMCA member to help celebrate TMCA's 20th anniversary of incorporation by participating in a membership drive contest. **The TMCA member who recruits the most new members will have a chance at winning a TMCCP registration fee to be used in 2007!** How wonderful is that?!

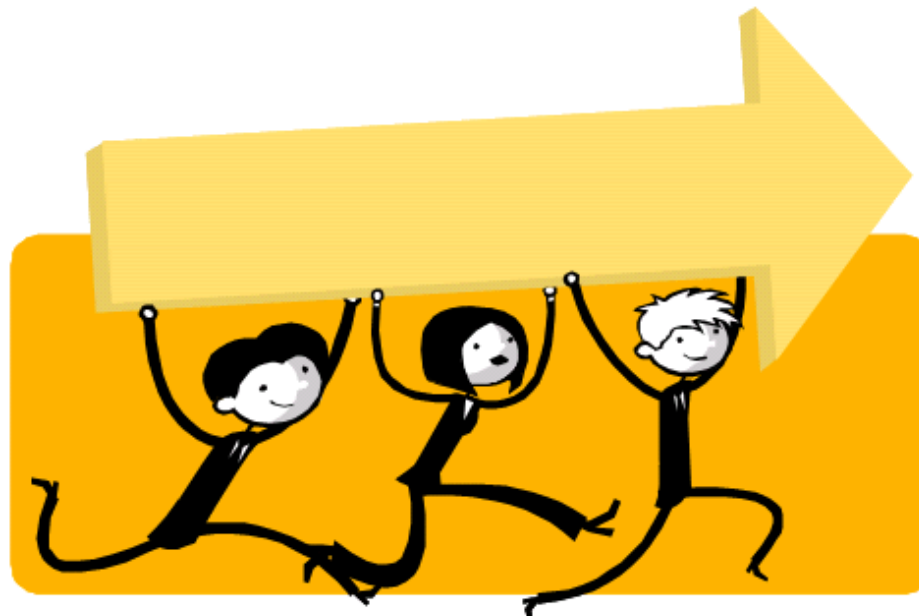
Here's how it works: Each member recruits as many

NEW TMCA members as they can from June 1–September 30. The recruiting member reports to and coordinates with their Chapter President. Chapter Presidents should submit the recruiter's name, recruiter's city, and the name and city of each person they recruited to one of the two contacts listed below by **September 30**. The winner will be announced at the TMCCP Graduate Institute in November. There shall be only one winner; decision of the Membership Committee is final. So.....Ladies and Gentlemen, get on your mark, get set, and LET'S GROW!

TMCA Membership Committee Co-Chairs:

Rose Ann Jones, TRMC
City Clerk, City of Beaumont
rjones@ci.beaumont.tx.us
409-785-4777

Linda Rhodes, TRMC
City Secretary, City of Lake Worth
lindar@lakeworthtx.org
817-237-1211, extension #238



Lydia Torres

2007 Committees CALL TO SERVICE—TMCA NEEDS YOU!

By President Elect Lydia Ozuna, TRMC

What a great opportunity to get connected with our peers!

Last year we were 913 strong in membership. With so many wonderful members, this is the perfect avenue to get acquainted with some of them, while learning and providing a service to our great organization.

Service is paramount to municipal clerks, and committee service fits right in there. Volunteering to serve on committees is the ideal way to get well-informed about TMCA, Inc., first hand, and as an added benefit you will meet professional colleagues and make new friends. This is always a big plus when you need help with elections or other official duties.

TMCA COMMITTEE CRITERIA POLICY

The standard criteria for serving on all TMCA, Inc., committees is as follows:

1. Be a Texas Registered Municipal Clerk.
2. Be a practicing municipal clerk/city secretary of Texas.
3. Be a practicing assistant or deputy municipal clerk/city secretary of Texas (and provide a letter of support from the municipal clerk/city secretary or current employer) - eligible for resolutions, retirement, scholarship and municipal clerk of the year committees only.
4. Be a current, active paid member of TMCA, Inc.

Additional criteria may be required for some committees. Most committee deliberations are accomplished by phone, fax, or email, with the exception of the Audit Committee and the Certification Committee.

Further policy available in the **TMCA COMMITTEE CRITERIA POLICY**. [Click link below.](#)

2007 COMMITTEES

AUDIT COMMITTEE	NOMINATING COMMITTEE
CERTIFICATION COMMITTEE	RESOLUTIONS COMMITTEE
HISTORIAN	RETIREMENT COMMITTEE
MEMBERSHIP COMMITTEE	SCHOLARSHIP COMMITTEE
MUNICIPAL CLERK OF THE YEAR COMMITTEE	TML BOOTH COMMITTEE

[download the policy and questionnaire](#)

VOLUNTEER NOW



Serving on committees is for EVERYONE—whether you are shy or outgoing, there is a place for you.

TMCA, Inc., is an outstanding organization to belong to and be involved in, and I want you to experience that by serving on committees.

Each of you has a very special part to play in TMCA, Inc., and I ask that you volunteer to serve on the committee or committees that appeal and/or suit you best. Please submit the **Committee Interest Questionnaire** to me prior to **September 1**: Lydia Ozuna, TRMC, City Clerk, City of Wichita Falls, P.O. Box 1431, Wichita Falls, TX 76307; or email: lydia.ozuna@cwftx.net.

Hand in hand we will work together to improve our organization and ourselves.

Thank you for your service. ★



Stay in touch.

Be sure the TMCA office has your latest contact information for the upcoming 2006-2007 TMCA Directory. If your name, title, address, email, phone number, or fax number have changed within the past year, please email us with your new information.

contact: aburke@unt.edu

Grant Writing



Dr. Arlita Harris

August 9, 2006, Sheraton Grand, Irving
Course 3 & Recertification Credit

Sheraton Grand Hotel
4440 W. John Carpenter Fwy., Irving, Texas; 972-929-4885

Course 3: Wednesday

Dr. Arlita Harris, Senior Marketing Specialist, Center for Distributed Learning, University of North Texas, Denton, is the instructor for the six-hour grant writing class. Dr. Harris is the author of the new *Municipal Budgets and Finances*, published by Texas Municipal Clerks

Association, Inc., and used as the main textbook for TMCCP's Course 3. She also wrote *Managing Budgets and Finance: A How-To-Do-It Manual for Librarians and Information Professionals*, published by Neal-Schuman in 2005. Dr. Harris has received and managed more than five million dollars in grants at the local, state, and federal levels. She also teaches courses in grant writing and fundraising, budget and finance, facilities management, and marketing/partnership for the American Library Association. Formerly an associate dean of the School of Library and Information Science at UNT, Dr. Harris' previous experience includes positions as university librarian at a private university in Nairobi, Kenya; quality of life administrator for the City of Clearwater, Florida; and director of five public library systems in Illinois, Florida, and Texas. Dr. Harris has a B.S. in English, an M.S. library science, and a PH.D. in public administration from the University of Texas at Arlington.

To realize maximum benefit for each of you, Dr. Harris requests that each participant bring an idea from his or her community for a project that needs funding. You will learn how to write a successful grant proposal to get the financial and community support to make it happen! Workshop participants will receive assistance in defining their projects, identifying an interested funder, and beginning their grant proposal. This is a grand opportunity to inform other city officials such as the city manager, mayor, police chief, councils, etc., about this practical workshop and ask them to share information about needed projects and possibilities. ★

Agendas & Minutes, Public Information & Open Meetings, Parliamentary Procedure



Marty Hendrix

August 10-11, 2006, Sheraton Grand, Irving
Course 1 & Recertification Credit

Sheraton Grand Hotel
4440 W. John Carpenter Fwy., Irving, Texas; 972-929-4885

Course 1: Thursday & Friday

Marty Hendrix, TRMC, city secretary, Fort Worth, is the expert consultant and instructor for the August seminar, which covers the basic, vital duties of all city secretaries. Mary Lynne Stratta, TRMC, city secretary, Bryan, will teach the parliamentary procedure session. Scott Houston, director of legal services, Texas Municipal League, will provide the session on open meetings. Marty will present the most recent legally correct and professional procedures for handling public information requests, and for creating accurate agendas and minutes that are vital to every city's operation and history. The information from this seminar is vital to the inexperienced city secretary, and helpful to the experienced city secretary who many need to modernize current office processes.

Marty has over 25 years of municipal government experience; served as the president of TMCA, Inc., in 1996; was selected as the Texas Municipal Clerk of the Year in 1998; received the Quill Award from the International Institute of Municipal Clerks in 1997; achieved IIMC's Master Municipal Clerk designation; and is enrolled for the 5th Recertification for the Texas Registered Municipal Clerks Certification.

Marty has served numerous times as an author for TMCCP's *Texas Municipal Clerks Handbook*, and as an expert instructor for TMCCP, Texas Municipal League, and TMCA, Inc., chapters. She has served as expert consultant to the Texas Legislature by testifying before legislative committees in Austin. In 2006 she served with others to revise IIMC's constitution. ★

Two Separate Seminars, Two Separate Registrations

Anyone may attend **both** or a choice of **either** of these seminars. There are separate registration fees for each on the one registration form.

The Grant Writing seminar is Wednesday, August 9, from 9:00 a.m. to 4:00 p.m. A box lunch and coffee break service will be provided in the classroom and is included in the registration fee.

The Course 1 seminar is Thursday and Friday. It runs from 8:00 a.m. to 5:00 p.m. on Thursday, and resumes at 8:00 a.m. and adjourns at noon on Friday. Coffee breaks and a Thursday lunch are provided and included in the registration fee.

The combination registration brochure will be mailed to all city secretaries on June 26 and will be available at www.unt.edu/municlerks. Dress is business casual attire. Sign up early as space at the Sheraton Grand is limited.

www.unt.edu/municlerks

Franklin Legal Publishing Scholarship

By Certification Committee Chair LaDonna Floyd, TRMC

TMCA's Franklin Legal Publishing, Inc., Scholarship was established in 2002 in recognition of the mission of TMCA, Inc., and TMCCP, which states "The Texas Municipal Clerks Association, Inc., and the Texas Municipal Clerks Certification Program are dedicated to providing an educational and professional development program for novice and experienced municipal clerks."

The \$500 scholarship may be used by eligible members who are pursuing the Texas Registered Municipal Clerk Certification or Recertification.

The following link will provide further information and an application form:

http://www.unt.edu/municlerks/tmccp_scholarshipfl.htm

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 the Texas Municipal Clerks Certification Program.

SCHOLARSHIP COMMITTEE

The TMCA Certification Committee will award the Franklin Legal Publishing, Inc. Scholarship. The deliberation of the committee is confidential and the selection by the committee is final. The members of the 2006 committee are: Chair LaDonna Floyd, TRMC, city clerk, Nederland; Arthur Camacho, Jr., TRMC, city secretary, Azle; Susie Quinn, TRMC, city secretary, Rowlett; Toni Wilson, TRMC, city secretary, Sundown; Sherry Mashburn, TRMC, city secretary, Bee Cave; and Dr. Joyce Snay, TRMC, executive director, TMCCP/TMCA, Inc.

SCHOLARSHIP ADMINISTRATION

The chair of the Certification Committee must receive the scholarship application by **August 15**. Applications postmarked, emailed, or faxed that are dated after August 15 of the specified year will be returned. The scholarship recipient will be announced to the membership at the TMCA Annual Awards function held in conjunction with TMCCP's Graduate Institute, November 9, in South Padre.

Recognition of 2006 Retirees

By Kathleen Wingo, TRMC, Retirement Committee Chair



Kathleen Wingo

It is that time of year that we turn our thoughts to those who have helped us along the paths we have chosen. It may be a co-worker, it may be a friend, it may be someone you have admired over the years. Yes, it is time to submit names of city secretaries, city clerks, or deputy city clerks who have retired or who will retire during the year 2006. Those retiring this year will be recognized and honored during the TMCA, Inc., Annual Awards Banquet to be held in conjunction with the TMCCP Graduate Institute, November 9-10, 2006, in South Padre.

Chapter presidents have been contacted and provided information and forms required to submit names for retiree recognition. You may contact the Retirement Committee chair at any time for additional information.

2006 Retirement Committee members are as follows:

Chair Kathy Wingo, TRMC
City Secretary, City of Lucas
151 Country Club, Lucas, TX 75002
972-727-8999; kwingo@lucastexas.us

Marie Balthrop, TRMC
City of Holliday, 940-586-1313; holidayadmin@srcaccess.net

Martha Gillett, TRMC
City of LaPorte, 281-471-5020; gillettm@laportetx.gov

Lydia Lopez, TRMC
City of Waco, 254-750-5751; lydial@ci.waco.tx.us

Franklin Legal Publishing Scholarship

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

ELIGIBLE APPLICANTS

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.

SELECTION CRITERIA

1. Applicants must meet all of the eligibility requirements.
2. Scholarships will be awarded on the basis of an applicant's academic qualifications.
3. Preference will be given to applicants who have not received a previous award.
4. Preference will be given to 1) municipal clerks/city secretaries; 2) assistant or deputy municipal/city secretaries; and 3) other TMCA, Inc., members.
5. Recipient of the Franklin Legal Publishing Inc., Scholarship is automatically ineligible to receive the the Dorothy F. Byrd Scholarship; Laserfiche Scholarship; the Lila Fern Martin Scholarship; the Linebarger Goggan Blair & Sampson, LLP Scholarship; the Municipal Code Corporation Scholarship; or the Questys Solutions Scholarship, within the same year.

POST-AWARD REQUIREMENTS

The scholarship recipient must complete the same TMCCP course for which the Franklin Legal Publishing Inc., Scholarship funds were reimbursed. Failure to fulfill these requirements will obligate the recipient to repay TMCA, Inc., the amount awarded. Failure to repay the awarded funds shall result in appropriate legal action by the Texas Municipal Clerks Association, Inc.

The scholarship recipient pursuing TRMC certification shall maintain a passing grade on required homework and exams, and attend the total 24 hours of the two required seminars.

[Download the Franklin Legal Publishing, Inc., Scholarship Application.](#)

Return deadline for a completed form is **August 15.** ★



Lydia Ozuna

TML News

By President Elect Lydia Ozuna, TRMC

TML Board met in Austin on March 3.

Frank Sturzl, TML Executive Director, presented detailed information on the status of the City of Houston's TML membership dispute. The majority of this meeting was centered on the City of Houston membership issue. Other matters of discussion were as follows.

What's in the future? Read Frank Sturzl's lead article "The Shape of Things to Come" in the January 12 TML Legislative Update.

Scott Houston, Director of Legal Services, briefed the Board on interim study charges in the Texas House of Representatives and the Texas Senate.

Next TML Board meeting will be June 16, 2006, in Hurst, Texas.

The 2006 TML Annual Conference will be held in Austin, Texas October 25-27, 2006. The conference will conclude on Friday afternoon. ★

IIMC 2006 Conference May 2006, Anaheim, California



Dr. Joyce Snay, TRMC, director, TMCCP/TMCA; Beth Vidaurri, executive assistant/board support, Corpus Christi Regional Transit Authority; Ranette Larsen, TRMC, city secretary, Garland; Norma Aguilar, TRMC, city secretary, Odessa; Mary Kayser, TRMC, city secretary, Burleson; Shirley Gentry, city clerk, Austin; Yrene Morgan, TRMC, deputy city secretary, Mexia; Patrice Fogarty, TRMC, city secretary, Missouri City; Lydia Ozuna, TRMC, city clerk, Wichita Falls; Marty Hendrix, TRMC, city secretary, Fort Worth; and Mary Lynne Stratta, TRMC, city secretary, Bryan.



Region IV IIMC Directors Mary Lynne Stratta, TRMC, city secretary, Bryan, Texas; and Gloria King, town clerk, Delhi, Mississippi, at the 60th Annual IIMC Conference. Mary Lynne received a custom-made watch, flowers, and praise from the members in recognition of her exemplary service to the Region IV IIMC membership during her two-year term.



1996 TMCA President Marty Hendrix (*left*), TRMC, city secretary, Fort Worth; and 1991 TMCA President Ranette Larsen, TRMC, city secretary, Garland. Marty served on the IIMC constitution revision committee in 2006. Ranette served as IIMC president in 2002.



J.J. Stratta; 2005 TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan; and Dale Barstow, vice president, Municipal Code Corporation, at the IIMC Exhibit Hall in Anaheim, California.



Texas municipal clerks with F-16 pilot "Lips" Hoolihan, Afterburner International. The Afterburner pilots presented an outstanding session highlighting the need for Flawless Execution for professionals.

Laserfiche Scholarship

LASERFICHE FUNDS TMCCP SCHOLARSHIP

By LaDonna Floyd, TRMC

Laserfiche has announced they will contribute a \$500 scholarship for a Texas municipal clerk pursuing certification or recertification in the Texas Municipal Clerks Certification Program. Cairy Meller, regional manager, Laserfiche, will make the initial scholarship award during the TMCA session held at the Texas Municipal League Conference in Austin on October 26.

The following link will provide further information and an application form:

http://www.unt.edu/municlerks/tmccp_scholarship1.htm

The purpose of the Laserfiche 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 Texas Municipal Clerks Certification Program.

The completed application should be returned to TMCA Certification Committee Chair LaDonna Floyd, TRMC, city clerk, Nederland; the TMCA Certification Committee will select the recipient. The chair of the Certification Committee must receive the scholarship application by **September 15**. Applications postmarked, emailed, or faxed that are dated after September 15 of the specified year will be returned.

The TMCA treasurer disburses scholarship funds to a recipient on a cost-reimbursement basis not to exceed the amount(s) awarded. The recipients(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 cost of enrollment, textbooks, and seminar registration fees.

Texas Municipal Clerks Association, Inc., thanks Laserfiche for their support to the Texas Municipal Clerks Certification Program by providing this scholarship opportunity. ★

TMCCP Course Certificates Earned

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 1

Eddie Sturgal, Lowry Crossing
Danna Welter, Huntsville

COURSE 2

Stacy Brack, Lampasas
Debbie Cody, College Station
Stacy Corley, Nacogdoches
Cindy Gross, Balcones Heights
Deborah Jessup, Bullard
Sandra K. Melton, Sherman
Patricia Phipps, Friona

COURSE 3

Donna Barkley, Woodway
Stacy Brack, Lampasas
Debbie Chelf
Matthew Denton, Prosper
Delia Flores, Balcones Heights
Lee H. Garcia, Hewitt
Cindy Gross, Balch Springs
Shanae Jennings, Bedford
Sandra K. Melton, Sherman
Toni Milam, Buda
Nyla Pena, McAllen
Bonnie Scaff, Bovina
Christi Shivers, Mexia
Carrie Smith, Parker
Tonya Thomas, Wink
Annette Villarreal, McAllen
Perla Zamora, McAllen
Norma Zenk, Bedford

COURSE 4

Jhanna Bogan, Springtown
Nina Browning, Winnsboro
Debbie Chelf
Stacy Corley, Nacogdoches
Dara Crabtree, Duncanville
Matthew Denton, Prosper
Tammy Edwards, Alvord

COURSE 4 (continued)

Debbie Gressett, Seminole
Nancy Hale, Spur
Shanae Jennings, Bedford
Julie Lollar, Denison
Jill McCammon, El Lago
Toni Milam, Buda
Glynnis New, Groesbeck
Irma Parker, Rockport
Nyla Pena, McAllen
Patricia Phipps, Friona
Dixie Roberts, Lake Jackson
Karen Sampson, Orange Co. WCID
Eddie Sturgal, Lowry Crossing
Tonya Thomas, Wink
Gail Weir, Ore City

Attend a TMCCP Seminar.

[click here for calendar of events](#)



CHAPTER NEWS

BLUEBONNET CHAPTER

By Nancy Turnbow

The Bluebonnet Chapter met in Dublin at the Lyon Prim Museum for their quarterly meeting on December 14, 2005. The Dublin City Secretary Rhonda Williams hosted the meeting. Those present for the meeting were Maria France, city secretary, Hamlin; Karen Lou Graham, city secretary, Anson; Billie Pearce, city secretary, Tuscola; Linda Knight, TMRC, city secretary, Breckenridge; Diane Latham, assistant city secretary, Breckenridge; Jo Moore, TRMC, city secretary, Abilene; Alicia Ramirez, city secretary, San Angelo, and her guest Kathy Keane, business liaison for economic development, San Angelo; Renee Scott, assistant city secretary, Abilene; Nancy Turnbow, city secretary, Baird; Louetta Wallace, city secretary, Haskell; and Rhonda Williams, city secretary, Dublin.

Following a delicious meal, the group discussed the TMCCP Election Law Seminar in January 2006 and the TMCCP Election Calendar. A tour of the Dr. Pepper bottling plant was enjoyed by all.

The March 15 chapter meeting was held in Stamford at the Mi Familia Restaurant and was hosted by City Secretary Jaime McCright.

Members attending were Virginia Dill, city secretary, Cisco; Maria France, city secretary, Hamlin; Karen Lou Graham, city secretary, Anson; Linda Knight, TRMC, city secretary, Breckenridge; Julie Lanphere, city secretary, Hawley; Diane Latham, assistant city secretary, Breckenridge; Jaime McCright, city secretary, Stamford; Shirley Stuart, city secretary, Eastland; Louetta Wallace, city secretary, Haskell; Rhonda Williams, city secretary, Dublin, and her daughter Halee; and Teena Williams, city secretary, Leuders.

The next meeting will be held in San Angelo on June 14. ★

CAPITAL CHAPTER

By Melissa Brunner, TRMC

The Capital Chapter met at the Austin City Hall on March 15. The following members were present: Freddie Anchondo, assistant city secretary, Briarcliff; Christina Beckner, city secretary, Lago Vista; Melissa Brunner, TRMC, city secretary, Flatonia; Betty Brown, TRMC, local government election specialist, Bickerstaff-Heath; Debbie Chelf; Shirley Garvel, city secretary, Elgin; Shirley Gentry, city clerk, Austin; Linda Hambrick, city secretary, Jonestown; Amy Kopriva, city secretary, Cameron; Tina Linder, city secretary, Briarcliff; Rose Sickel, TRMC, deputy city secretary, Liberty Hill; Yvonne Spence, deputy city clerk, Austin; Teresa Valdez, TRMC, city secretary, Bastrop; and Rosemary Ybarra, TRMC, administrative manager, Austin.

The minutes and financial report were approved. The Chapter and State Municipal Clerk of the Year Committee gave a report. President Garvel reported on the progress of the committees working on Mary Lynne Stratta's 2007 campaign for IIMC 2nd Vice President. President Garvel then announced the appointment of Teresa Valdez, Debbie Chelf, Yvonne Spence, Rose Sickel, Freddie Anchondo and Tina Linder to be on the committee to look over the Capital Chapter By-Laws and suggest any changes that need to be made.

President Garvel reported that 44 members had renewed their membership. She encouraged members who had not yet renewed to please do so as soon as possible.

The meeting schedule for the remainder of 2006 was announced. The next meeting will be held in the City of Bryan on June 7.

The members who had been able to attend the retirement party for Ruby White, TRMC, city secretary, Luling, reported that it was very nice. The meeting was adjourned. ★

CHAPTER NEWS

CENTRAL TEXAS

By Donna Hawkins

The Central Texas Chapter held their bi-monthly meeting on February 8 at the beautiful Carleen Bright Arboretum in the City of Woodway.

Central Texas Chapter approved a resolution for support and funds for TMCA 2005 President Mary Lynne Stratta, TRMC, city secretary, Bryan, for her candidacy for Second Vice President of IIMC. Installation of 2006-2008 chapter officers was conducted by Patricia Ervin, TRMC, city secretary, Waco, who emphasized the character traits and seven heavenly virtues. The new officers are: President Carolyn Martin, TRMC, city secretary, Mexia; Vice President Lydia Lopez, TRMC, assistant city secretary, Waco; Secretary Donna Hawkins, city secretary, Beverly Hills; Treasurer Lee Garcia, Finance Director, Hewitt; Historian Audra Good, TRMC, assistant city secretary, Bellmead; and Benevolence Officer Jennifer Canady, TRMC, city secretary, Woodway.

The Central Texas Chapter held their bi-monthly meeting at the City of Groesbeck at the Farmers State Bank on April 12. Groesbeck City Administrator Martha Stanton, TRMC, was the guest speaker.

Chapter members present were: Jennifer Canady, TMRC, city secretary, Woodway; Patricia Ervin, TRMC, city



Top photo: April 12 bi-monthly meeting at Groesbeck.

Above: Installation of 2006-2008 Officer Audra Good (left), TRMC, by Patricia Ervin, TRMC, city secretary, Waco.

secretary, Waco; Becky Frels, TRMC, city secretary, Hewitt; Lee Garcia, finance director, Hewitt; Historian Audra Good, TRMC, assistant city secretary, Bellmead; Donna Hawkins, city secretary, Beverly Hills; Betty Harrell, city secretary, Hillsboro; Brenda Jackson, city secretary, Groesbeck; Lydia Lopez, TRMC, assistant city secretary, Waco; Carolyn Martin, TRMC, city secretary, Mexia; Yrene Morgan, TRMC, deputy city secretary, Mexia; Glynis New, deputy city secretary, Groesbeck; Patti Paschal, city secretary, McGregor; Kendra Pursche, administrative assistant, Robinson; Tanya Ramer, city administrator/city secretary, Meridian; Karen Sanchez, finance director, Robinson; Martha Stanton, TRMC, city administrator; Groesbeck; and Linda Vranich, city secretary, Robinson.

Central Texas Chapter discussed plans for hosting the Salado Meeting with the Capital Chapter on July 28-29. **Download** registration information about the Central Texas and Capital Chapter Joint Salado Seminar to be held July 27-28. You do not want to miss this fun and educational experience! Make plans to attend.

Members discussed the Chapter's By-Laws. Further consideration of the amendments will be discussed at the June meeting. The chapter approved a \$200.00 donation to the Dorothy F. Byrd Scholarship Fund. The chapter approved to nominate President Carolyn Martin, TRMC, city secretary, Mexia, as the 2006 Texas Municipal Clerk of the Year.



CHAPTER NEWS

HILL COUNTRY CHAPTER

By Shelley Britton

The chapter met May 27 at Bonterra Restaurant. Those present included: Maria Alvarado, assistant city secretary, Junction; Brenda Craig, TRMC, city secretary, Kerrville; Pat Dildine, city secretary, Johnson City; Shelley Britton, city secretary, Fredericksburg; Karen Howden, assistant city secretary, Fredericksburg; Bobbie Mowery, city secretary, Blanco; Janell Bullock, city secretary, Ingram; Christy Fath, city secretary, Burnet; Ronda Reichle, city secretary, Granite Shoals; and Theresa Schweiger, city secretary, Cottonwood Shores.

The members who attended reported on projects from their cities. The chapter welcomed two new members: Theresa Schweiger, city secretary, Cottonwood Shores, and Christy Fath, city secretary, Burnet.

The chapter members approved a Resolution of Support for Mary Lynne Stratta, TRMC, city secretary, Bryan, for candidacy as second vice president of the International Institute of Municipal Clerks. The chapter also approved a \$100 contribution from the Hill Country Chapter for Mary Lynne's campaign expenses.

The chapter will meet again on June 29. At that meeting, Russell Haddock from MMCi & Municipal Code Corporation will give a presentation on Disaster Preparedness through Paperless Records Management. ★



Sharon Rowe, Collin County Election Administrator, spoke at the Lone Star Chapter's March meeting.

LONE STAR CHAPTER

By Sandy Hart, TRMC

This has been a very exciting and productive first six months of our chapter. Our members who attended the February meeting in Rockwall were: Linda Aaron, city secretary, Farmersville; Linda Ardis, city secretary, Lavon; Marla Barth, city secretary, Nevada; Dorothy Brooks, city secretary, Rockwall; Tina Butterfield, records and information coordinator, McKinney; Beverly Covington, TRMC, deputy city secretary, McKinney; Bruce Dunn, city secretary, St. Paul; Carole Ehrlich, TRMC, city secretary, Wylie; Janice Ellis, city clerk, Paris; Stephanie Galanides, city secretary, Heath; Shelley George, TRMC, city secretary, Allen; Sandy Hart, TRMC, city secretary, McKinney; Shanae Jennings, TRMC, city secretary, Prosper; Carole Kuykendall, deputy city secretary, Greenville; Sandra Lobban, city secretary, Fate; Aimee Nemer, TRMC, city secretary, Murphy; Debra Newell, TRMC, Greenville; Nan Parker, TRMC, city secretary, Frisco; Vickie Shaw, city secretary, Ladonia; Eddie

CHAPTER NEWS

Sturgal, city secretary, Lowry Crossing; Gayle Walton, administrative assistant, Wylie; Kathy Wingo, TRMC, city secretary, Lucas. The chapter members received information about records management from speaker Jeff Flory. During the meeting, Eddie Sturgal held an impromptu scholarship fundraising effort and raised \$50.

Our March meeting was hosted by the City of Fairview, and Sharon Rowe, Collin County Election Administrator, presented updated information on changes to the election laws. Eddie Sturgal arranged another drawing benefiting the chapter's scholarship fund and raised \$58. The attendees voted to alphabetically rotate the meeting locations to the chapter members' cities located within the five counties. Our first city on the rotation will be City of Allen, which will host the June 1 meeting.

The April meeting was rescheduled to the second Thursday to allow our chapter members to attend the TMCCP Municipal Finance Seminar. The City of Savoy provided a great facility for our meeting and a fabulous home cooked meal created by City Secretary Beth Woodson. Congratulations to Eddie Sturgal, city secretary, Lowry Crossing, who was awarded the first Lone Star Scholarship. Our Scholarship Committee has been busy this year with auctions, drawings, and compiling recipes for a cookbook. Elaine Bealke, TRMC, city secretary, Plano, presented the Holiday Committee's plans for the December meeting. Kathy Wingo, TRMC, city secretary, Lucas, presented samples of our new chapter shirts, which will be available for purchase by the members.

Our next meeting will be held on June 1 in the City of Allen. Please try to join us and be an active part of the chapter. ★

LOWER RIO GRANDE VALLEY CHAPTER

By Perla Zamora

The Lower Rio Grande Valley City Clerks Chapter met March 15 at the Renaissance Casa de Palmas in McAllen with seventeen members present. Mary Munoz, city clerk, Pharr, was recognized for her outstanding contributions to the chapter and on her upcoming retirement on March 24. The LRGV Chapter members presented her with a gift. Retired city secretaries in attendance were: Mona Martinez (Mission), Mary Villarreal (Edinburg) and Dora Garza (Pharr).

Nominations for new officers were conducted as a result of Mary Munoz's retirement, since she was serving as chapter president. The new officers were sworn in by La Feria City Secretary Olga Oberwetter as follows (pictured at upper right): Secretary Treasurer Annette Villarreal, city secretary, McAllen; President Estella Von Hatten, city secretary, Brownsville; Historian Perla Zamora, assistant city secretary, McAllen; and Vice President Anna Carrillo, city secretary, Mission (not pictured). ★



New officers were sworn in at the Lower Rio Grande Valley Chapter's March meeting.



Mary Munoz (center, seated), city secretary, Pharr, was congratulated on her upcoming retirement.

CHAPTER NEWS

NORTH TEXAS MUNICIPAL CLERKS CHAPTER

by Jeanne Fralicks, TRMC

The North Texas Municipal Clerks Association Chapter met on March 8 at the Embassy Suites Dallas Park Central. Leroy Grawunder, Jr., of McCall, Parkhurst & Horton, L.L.P., spoke on the role the city secretary plays in the issuance of bonds.

On April 12 the chapter had a wonderful turnout when fellow City Secretary Marty Hendrix, TRMC, city secretary, Fort Worth, shared her expertise on Orientation Training for Newly Elected Council Members. Additionally, the membership approved a resolution supporting the candidacy of Mary Lynne Stratta, TRMC, MMC, as 2nd Vice President of the International Institute of Municipal Clerks. Forty-two members and guests attended the meeting held at the Fort Worth Hilton Garden Inn.

The North Texas Chapter will meet again on June 14 for its annual appreciation luncheon. The luncheon will be held at the Radisson DFW South and feature motivational speaker Marti Miller.

Additional meeting dates for 2006 are: July 12 (Embassy Suites Dallas Park Central); September 13 (Hilton Garden Inn Fort Worth North); October 11 (Radisson DFW South); November 8 (Embassy Suites Dallas Park Central); and December 13 (location to be determined).

For more information about our chapter or upcoming meetings, please contact Jeanne Fralicks, TRMC, city secretary, Duncanville, 972-780-5004. ★

PANHANDLE CHAPTER

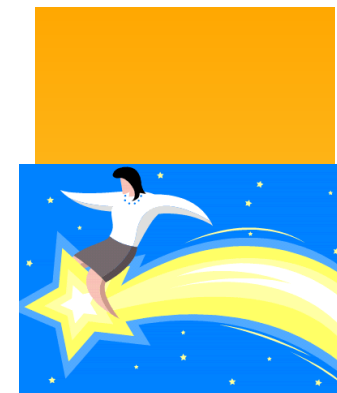
By Suzanne Finch, TRMC

The Panhandle Chapter met February 16 at the Amarillo Club for the bimonthly meeting. President Connie McKiernan, city secretary, Panhandle, presided over the meeting. Wanda Klause, city manager, Borger, gave an informative and very motivational program on Managerial Insights.

The next meeting of the chapter was April 20, held at the Amarillo Club. President McKiernan, city secretary, Panhandle, presided over the meeting. The chapter members voted unanimously to donate \$250.00 to the Mary Lynne Stratta campaign fund for 2nd Vice President, IIMC 2007. The program was An Election Roundtable Discussion. The chapter members discussed election issues focusing on the legislated requirements for the two twelve-hour days and the use of the various types of voting machines.

This meeting was attended by Crystal Black, court/city clerk, Fritch; Frances Childers, city secretary, Dalhart; Chapter Secretary Suzanne Finch, TRMC, city secretary, Hereford; Cheryl Gibson-Salgado, TRMC, city secretary, Spearman; Chapter Historian Janice Henson, TRMC, city secretary, Perryton; Chapter Vice President Phyllis Jeffers, city secretary, Pampa; Mary Sue Lyles, city secretary, Groom; Chapter President Connie McKiernan, city secretary, Panhandle; Carolee Nance, city secretary, Fritch; Kim Rehkopf, city secretary, Dumas; Kathy Rendon, city secretary, Stratford; Terry South, city secretary, Canadian; Nelwyn Ward, city secretary, Memphis; and Chapter Treasurer Mark Washburn, city secretary, Gruver.

The chapter is scheduled to meet again on June 15 and August 17 at 11:30 a.m. at the Amarillo Club, Amarillo. ★



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CHAPTER NEWS

PINEYWOODS CHAPTER

by Terre Noble, TRMC

The Pineywoods Chapter held their quarterly meeting on April 13 at Crockett City Hall. Mitzi Thompson, city secretary, Crockett, hosted the meeting. Members present were President Terre Noble, TRMC, city secretary, Center; Vice President Carrie Edwards, city secretary, Colmesneil; Lila Fuller, TRMC, city secretary, Nacogdoches; Stacy Corley, deputy city secretary, Nacogdoches; Betsy Gregson, city secretary, Huntington; and Wendy Stoddard, administrative assistant, Huntington.

Special speaker was Crockett City Manager Ron Duncan. Mr. Duncan presented a PowerPoint program on a *Walking Trails Grant* that the City of Crockett received from Texas Parks and Wildlife. ★

RED RIVER CHAPTER

By Trish Holley, TRMC

The Red River Chapter met March 15 for their quarterly meeting at Toscani's Italian Restaurant in Wichita Falls.

Members attending were: Marie Balthrop, TRMC, city secretary, Holliday; Revell Hardison, city secretary, Nocona; Trish Holley, TRMC, city secretary, Burkburnett; Carol Loucks, TRMC, city secretary, Henrietta; Tracey Lowe, city secretary, Electra; Janice Newman, city secretary, Iowa Park; Lydia Ozuna, TRMC, city secretary, Wichita Falls; Sandy Page, deputy city secretary, Bowie; Pat Quisenberry, TRMC, city secretary, Vernon; Angie Scarlett, city secretary, Throckmorton; and Mitzi Wallace, TRMC, city secretary, Bowie.

The members had a lengthy roundtable discussion on the new requirements for elections and how the changes are affecting their city.

Marie Balthrop volunteered to take over the vacant secretary/treasurer position for the Red River Chapter.

The next chapter meeting will be held in Wichita Falls in June. ★



Thank ★ you

to TMCCP enrollee

Stacy Corley
deputy city secretary,
Nacogdoches

for donating a textbook
to the TMCA Loan Library.

Your contribution has
helped fellow enrollees
further their studies!

SOUTH PLAINS CHAPTER NEWS

Toni Chrestman, TRMC

The South Plains Chapter met on March 15 at the Lake Ridge Country Club, Lubbock. The meeting was hosted by the City Secretary Brenda Shaw, TRMC, Morton. President Gayla Cowan, city secretary, Amherst, welcomed members and guests. She thanked everyone for their prayers, cards, and visits during her recent illness.

President Cowan congratulated Deana Watson, TRMC, city secretary, and Cynthia Williams, TRMC, assistant city secretary, both from Post, who received their certification at the TMCCP Election Law Seminar in January. Congratulations to all those who recertified.

Brenda Shaw introduced Rita Tyson, Cochran County Clerk. Ms. Tyson spoke about her experiences with the electronic voting machines. She answered questions and told of some of the problems and solutions she encountered.

CHAPTER NEWS

Pam Rowe, TRMC, city secretary, Plains, and Chapter Chairman for TMCCP's June Seminar Committee, reported on several options for entertainment for the seminar. Tommy Combs, deputy city secretary, Lubbock, recommended a program from the Texas Library Association for our training seminar in October. He will check into the cost and their ability to be here in October.

Chairman Chris Wade, TRMC, city secretary, Levelland; Maria Hatchett, TRMC, city secretary, Lamesa; and Brenda Shaw, TRMC, city secretary, Morton, volunteered to serve on the Municipal Clerk of the Year Committee. The deadline for applications to be sent to state is before the chapter's next meeting, so there will be a special meeting on June 7 to consider the nominations from the committee.

Members attending were Mary Brown, deputy city secretary; Ransom Canyon; Toni Chrestman, TRMC, city secretary, Slaton; Tommy Combs, deputy city secretary, Lubbock;

LeAnn Gallman, TRMC, city secretary, Muleshoe; Becky Garza, TRMC, city secretary, Lubbock; Debbie Gressett, city secretary, Seminole; Nancy Hale, city secretary, Spur; Linda Hart, assistant to city secretary, Lubbock; Maria Hatchett, TRMC, city secretary, Lamesa; Belinda Hinojosa, city secretary, Plainview; Vallarie Jones, city secretary, Jayton; Sharon Kerby, city bookkeeper, Slaton; Vickie Kelley, city secretary, Earth; Jane McDaniel, assistant to city secretary, Lubbock; Karen Lawson, TRMC, city secretary, Floydada; Jackie Orum, city secretary, Seagraves; Patricia Phipps, deputy city secretary, Friona; Pam Rowe, TRMC, city secretary, Plains; Brenda Shaw, TRMC, city secretary, Morton; Belinda Terrell, city secretary, Whiteface; Chris Wade, TRMC, city secretary, Levelland; Wilma Williams, city secretary, Denver City; Susie Williamson, city secretary, Shallowater; and Toni Wilson, TRMC, city secretary, Sundown.

The next meeting was set for June 15 and City of Plainview will be the host city. ★

WEST TEXAS CHAPTER

By Tami Matthews

The West Texas Chapter met on April 19 in Big Lake at the Hickman Museum. The following members were present: Evelyn Ammons, city secretary, Big Lake; Laura Barragan, TRMC, deputy city secretary, Van Horn; Karen Gryder Hornsey, city secretary, Crane; Lou Ann Watson, city secretary, McCamey; Anita Sparks, city secretary, Rankin. We had several of the Hickman Museum staff as guests and one guest speaker, Jim Bob

Solsberry, present at our meeting.

President Laura Barragan welcomed everyone to the meeting and Evelyn Ammons introduced the guest speaker Jim Bob Solsberry. Mr. Solsberry gave us a motivational speech about having a very positive attitude even with the upcoming elections which can be a very stressful time. Mr. Solsberry said to always look for the funny things in life and laugh everyday.

Other business discussed at this meeting

was a resolution of support for IIMC Second Vice-president Candidate Mary Lynne Stratta, TRMC, city secretary, Bryan, and a motion to contribute \$100.00 towards Mary Lynne's Campaign. Both were approved. A nomination committee was formed to provide a slate of new officers at the July meeting. The committee members are: Evelyn Ammons, Lou Ann Watson and Anita Sparks.

Our next quarterly meeting will be Dutch Treat in Odessa on July 19. ★

IIMC News

Kelly Edwards, TRMC, city secretary, Roanoke, has been awarded the Certified Municipal Clerk designation from the International Institute of Municipal Clerks.

Kelly Edwards has been employed with the City of Roanoke since December 2001; she serves in the position of city secretary. Kelly earned her Texas Registered Municipal Clerk Certification (TRMC) in 2004 (No. 445), and is currently enrolled in her first recertification. She is active in professional affiliations, including IIMC, TMCA, and the North Texas Municipal Clerks Association Chapter. She joins 73 municipal clerks from the state of Texas who currently hold the CMC designation.



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