



TMCA NEWS

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President's Message

Hello, everyone: Another election season has, or is coming to, a close. My city did not have an election for officers this year, as those are held in odd years, but we did have a bond election. Both those in favor and those against the sale of bonds have been vocal with the use of signs and blogs, and I can say that it has been a tough season. Staff has had to be very careful about making sure that the information distributed by the city was purely factual and devoid of language implying advocacy in favor or in opposition. It has been good practice in neutrality for many employees who are not usually directly affected. In any case, it's time to move to the next step, the next issue, the next budget, and I wish you all the best as you proceed.



© Paul Traves, fltphoto.com

TMCA President
Pamela Schmidt, TRMC
City Secretary, Richardson

PRESIDENT'S MESSAGE

Today, I want to bring attention to a couple of articles in the **TMCA, Inc., Code of Ethics**:

To conduct my public and private life as to be an example to fellow citizens and co-workers; and

To record that which is true and preserve that which is entrusted to me as if it were my own.

What do these two principles mean to you? Starting with the first one: to me it means that whether I'm in the office, in my vehicle, at home, at the grocery store, on vacation, or just away for the weekend, it is incumbent upon me to behave in a way that is an example of the values I hold dear, and is an example of what it means to be the Richardson City Secretary. Personally, I think about the first one every

time I blow my horn or make a face at a driver. Unfortunately, it's usually after the fact, and I'm wishing I'd had better control of my reactions and am desperately hoping that the person is not going to walk into my office. It would be so embarrassing to be recognized by a citizen or co-worker that I had just encountered. I've been told that I'm an aggressive driver. I've told others that I usually have little tolerance of drivers that are oblivious to what is going on around them and drivers who seem to think that the two feet between you and the driver in front is an invitation to jump in. The thing I need to get better about is remembering this principle *before*, rather than after, I blow my horn or gesture in any way. Behaving that way is not a good example of the type of person I strive to be. Like it or not, we are public officials, and when we use poor judgment it is a

One purpose of our Code of Ethics is to give you a rock on which to stand firmly when something fuzzy comes along, or when someone asks you to do something that your gut is telling you could be a problem.

Another purpose is to act as a guiding tool to help you be the type of professional and person that inspires public confidence and respect.

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Alexandra Burke; Peggy Burnside, TRMC; Miriam Sheehan, TRMC; Joyce Snay, TRMC
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Send articles to: alexandra.burke@unt.edu

PRESIDENT'S MESSAGE

poor reflection on ourselves, our office, our city, our family, and our profession. So be aware of what you are doing at all time regardless of where you are.

The second article—*“To record that which is true and preserve that which is entrusted to me as if it were my own”*—seems to be talking about recording actions of the city council or other boards, such as the minutes of the meeting, but it could also be referring to records management, recording invoices and payments, or recording the judgment made on a court case. Those of you who read or listen to the news hear about public officials misappropriating or embezzling funds, driving drunk, or using their office as a means to be let off the hook. It really disturbs me when it is a city secretary. Whether it is a city secretary, city manager, finance director, police officer, or council person, it still is another strike against a public servant: someone who is held to a higher standard because we hold positions of authority—because we are their leaders. One purpose of our Code of Ethics is to give you a rock on which to stand firmly when something fuzzy comes along or when someone asks you to do something that your gut is telling you could be a problem. Another purpose is to act as a guiding tool to help you be the type of professional and person that inspires public confidence and respect. Framing the TMCA Code of Ethics and placing it in a prominent position in your office gives those who enter a clear understanding of who you are and what they can expect from you.

What does your community expect from you?

Pamela Schmidt, TRMC

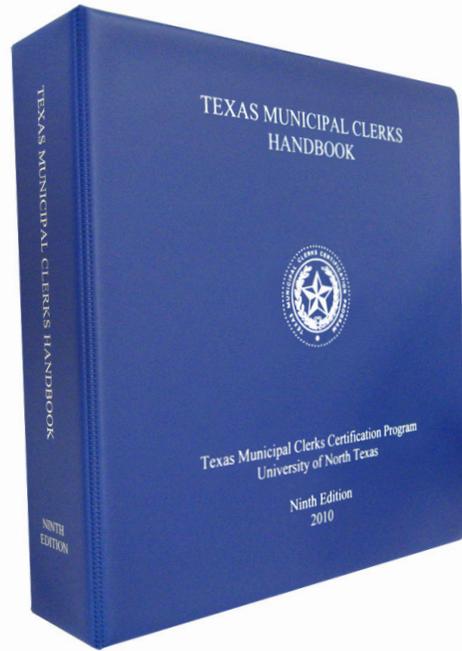
2010 TMCA President

pamela.schmidt@cor.gov



TMCA President Pamela Schmidt, TRMC, city secretary, Richardson, represents Texas clerks in the Parade of Flags at the IIMC Conference in May in Reno/Lake Tahoe, Nevada. See more [IIMC Conference coverage beginning on page 11](#).

Texas Municipal Clerks Handbook



The *Handbook* is now available in a new & expanded ninth edition

Written by Texas Registered Municipal Clerks and edited by TMCA/TMCCP, the comprehensive *Texas Municipal Clerks Handbook* is an invaluable administrative guide to the major functions of the Texas municipal clerk's job. Newly appointed municipal clerks will find this handbook indispensable, appreciating the generous inclusion of forms and specific procedures. The more experienced professional will appreciate the convenience of checking, reviewing, and verifying forms and procedures. This handbook includes:

- Administrative procedures, duties and responsibilities of the municipal clerk
- Records management information and forms
- Sample agendas, minutes, ordinances, and resolutions
- Notices (Spanish/English)
- Legal petitions
- Oaths of office for elected and appointed officials
- Sample budget preparation calendar
- Sample purchasing requisition, purchase order, notice to bidders, and bid invitation
- Form for public information request
- Sample application form and letter of appointment for boards and commissions
- List of cost of copies of open records
- Agencies' and publishers' addresses and phone numbers, and
- Bibliographic reference lists

Cost:

\$88.00 + \$6.50 S&H

- [Order form](#)
- [Learn more](#)
- [Other publications](#)

If you own the eighth edition of the *Handbook*, it is recommended that you replace it with this new edition: the ninth edition is up-to-date and expanded. If you do not yet own the *Handbook*, do not miss this opportunity to own this valuable resource! *(article continues on next page)*

RESOURCES: CLERKS HANDBOOK

*Chapter 1: **The Office & Duties of the Municipal Clerk***

By **Marty Hendrix**, TRMC, city secretary, Fort Worth

*Chapter 2: **Agendas, Minutes, and Indexing Procedures***

By **Art Camacho**, TRMC, city secretary, Haltom City; **Patricia Ervin**, TRMC, city secretary, Waco; and **Lydia Lopez**, TRMC, city secretary, Hewitt

*Chapter 3: **Municipal Finance***

By **LeAnn Gallman**, TRMC, city secretary, Muleshoe; **Pamela Rowe**, TRMC, city secretary, Plains; and **Toni Wilson**, TRMC, city secretary, Sundown

*Chapter 4: **Taxes***

By **Donna Batchler**, TRMC, tax assessor/collector, Ennis

*Chapter 5: **Publication Requirements and Posting***

By **Norma Grimaldo**, TRMC, city secretary, Odessa, and **Thelma Lenz**, TRMC, city secretary, West University Place

*Chapter 6: **Municipal Purchasing and Contracting***

By **Pam Kirkland**, purchasing manager, Richardson, and **Pamela Schmidt**, TRMC, city secretary, Richardson

*Chapter 7: **Municipal Court***

By **Patrice Fogarty**, TRMC, city secretary, Missouri City, and **Pauline Small**, TRMC, city secretary, Webster

*Chapter 8: **Petitions***

By **Mary Kayser**, TRMC, city secretary, Garland, and **Susie Quinn**, TRMC, city secretary, Rowlett

*Chapter 9: **Public Information***

By **Sherry Mashburn**, TRMC, city clerk, San Marcos, and **Aimee Nemer**, TRMC, city secretary, Murphy

*Chapter 10: **Boards and Commissions/Constitutional Oath of Office***

By **Laura Bell**, TRMC, deputy city secretary, Carrollton, and **Ashley Mitchell**, TRMC, city secretary, Carrollton

*Chapter 11: **Council Meeting Procedures and Parliamentary Procedure***

By **Marty Hendrix**, TRMC, city secretary, Fort Worth, and **Mary Lynne Stratta**, TRMC, city secretary, Bryan

*Chapter 12: **Records Management***

By **Shelley George**, TRMC, city secretary, Allen, and **Sandra Watkins**, TRMC, city secretary, Deer Park

*Chapter 13: **Human Resources***

By **Martha Gillett**, TRMC, city secretary, La Porte

*Chapter 14: **Elections***

By **Lydia Lopez**, TRMC, city secretary, Hewitt

*Chapter 15: **Professional Etiquette and Protocol***

By **Becky Garza**, TRMC, city secretary, Lubbock, and **Sandra Watkins**, TRMC, city secretary, Deer Park

*Chapter 16: **History of TMCCP and TMCA, Inc.***

By TMCA/TMCCP Administrative Director **Peggy Burnside**, TRMC, and Education Director **Dr. Joyce Snay**, TRMC

This edition is dedicated to the memory of TMCA/TMCCP Director Emeritus Dorothy Byrd.

2011—Your Year to Get Involved

By President Elect Mary Kayser, TRMC, City Secretary, Garland



Mary Kayser, TRMC

*Sign up for a
TMCA Committee
by September 1*

I think we would all agree that as members in TMCA we receive many benefits. We have outstanding education, scholarship opportunities, top-notch publications, and a superb network of colleagues who are always willing to help. However, we don't just belong to TMCA—it belongs to us, the members. We make it the outstanding and respected professional organization that it is.

One of the ways that you can support TMCA is to volunteer for one of the TMCA Committees. The committees are: **Nominating Committee, Scholarship Committee, Municipal Clerk of the Year Committee, Certification Committee, Resolutions Committee, Retirement Committee, TML Booth Committee, Membership Committee, Technology Committee, and Audit Committee.** Most of the committees meet via phone and email, so you can participate in shaping the future of TMCA without leaving your office.

Please read the **Committee Criteria** and send in your **Committee Interest Questionnaire** by **September 1** to Mary Kayser, P.O. Box 469005, Garland, Texas, 75046-9002, or by email to **mkayser@garlandtx.gov**. If you have any questions about the committees, please call me at 972-205-2404.

Looking forward to an outstanding 2011!!

Mary



2010 TMCA Retiree Recognition

By Retirement Committee Chair Danette Dunlap, TRMC, City Secretary, Abilene



Danette Dunlap, TRMC

Your 2010 Retirement Committee members are:

Chair Danette Dunlap, TRMC

City of Abilene
325-676-6202

Thelma Lenz, TRMC

City of West University Place
713-662-5813

Aimee Nemer, TRMC

City of Murphy
972-468-4011

Gail Weir, TRMC

City of Ore City
903-968-2511

The TMCA Retirement Committee is in the process of gathering information on retirees through each TMCA chapter president and the TMCA office. These great and wonderful retirees will be honored at the Annual TMCA Awards Banquet at the **TMCCP Graduate Institute** this October in Galveston. A **2010 Retiree Data Sheet** is available to download. If you know of a retiree, please have her or him complete the sheet and return it to any of the Retirement Committee members (*list at left*). We do not want to miss anyone! Please feel free to contact me if you have any questions.

Thanks for all of your assistance in honoring our retirees. Retirement is a reward that we all look forward to some day. The Retirement Committee would like to make it special for this year's retirees. ★

[Download the TMCA 2010 Retiree Data Sheet](#)

*Retirement is a reward
that we all look forward to—
let's make it special
for this year's retirees*



TMCCP SEMINAR

Records Management, Texas Open Government, & Parliamentary Procedure



El Paso at Dusk by flickr user [khowaga1](#). Photo licensed under a Creative Commons Attribution-Noncommercial 2.0 Generic [License](#).



Scott Houston



Lisa Johnston



Mary Lynne Stratta

*With Speakers Scott Houston, Lisa Johnston,
and Mary Lynne Stratta, TRMC*

*August 5-6, 2010, **Doubletree Hotel**, El Paso, Texas*

Early Registration Deadline: July 21

Attendees may earn TMCCP Course 2 or recertification credit. We hope to see you in El Paso in August! Registration will open soon—**watch our website** or your email.

Scott Houston serves as Director of Legal Services with the Texas Municipal League and General Counsel to the Texas City Attorneys Association. In addition, he has served as an adjunct professor of political science at Texas State University, and recently received the American Bar Association's "Up and Coming Young Lawyer Award." He provides legal services in all areas of municipal law.

Lisa Johnston, assistant city clerk, Artesia, New Mexico, has conducted programs on records management for municipal clerks and other government agencies, and serves as a mentor in records management to new clerks. Lisa is the 2010-2011 chairman of the Records Management Committee for IIMC. A member of the NM Historic Records Advisory Board, Lisa also served on a national task force on local government archives; a project entitled "Closest to Home". Currently, she is training to be a mentor-trainer for the IPER (Intergovernmental Preparedness for Essential Records) on-line classes sponsored by the Council of State Archivists (CoSA).

Mary Lynne Stratta, TRMC, city secretary, Bryan, has presented programs on parliamentary procedure for TMCCP and Texas Municipal League. She has been an instructor of election procedures for the Secretary of State's Conference for County Clerks and Elections Administrators. She a frequent presenter at local, state, and national conferences. Mary Lynne is the immediate past president of the International Institute of Municipal Clerks, and a past president of TMCA, Inc. ★

TMCCP Certificates Earned

Congratulations to the following enrollees who 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

Debra Brent, Magnolia
April Hill, Roanoke
Sara White, Round Rock
Rebecca Wood, Perryton

Course 2

Barbara Boyd, Center
Carolyn Caldwell, Lindale
Janice England, Saginaw
Joy Hart, Murphy
Ellie Monteaux, Livingston
Teresa Moore, Horseshoe Bay
Kelly Moore, Port Arthur
Murvart Musa,
Ransom Canyon
Karen Price, Pampa
Crystal Roan, Webster
Susan Stewart, River Oaks
Beth Walls, Levelland

Course 3

LuAnn Drake

Course 4

Jessica Graefe, Giddings
Thomas H. Harris III, Lubbock
Denise Miot, Wake Village
Sonia Webb, Pearland

THANK YOU

to the many thoughtful and generous donors who contributed to scholarships in memory of TMCA/TMCCP Director Emeritus Dorothy Byrd

Marian Benson

Ralph & Betty Culp

Jo Kuhn

Karen & Patrick Martin

Jo Moore

Charldean Newell

Susie Quinn

Norma Rodriguez

Nancy Spur

and

Municipal Code Corporation

Texas Municipal League Report

By TML Representative Mary Kayser, TRMC, City Secretary, Garland



Mary Kayser, TRMC

The TML Board of Directors met in Austin on April 9. The Board is beginning to prepare for the upcoming Legislative Session. President McCartt is in the process of appointing the League's four legislative policy committees for 2010. I will serve on the Municipal Revenue and Finance Committee. The reports of the four legislative policy committees will go to the TML Resolutions Committee for consideration during the 2010 TML Annual Conference in Corpus Christi. The TML Board will analyze the League's 2011 legislative program in December 2010.

The League is currently monitoring the interim committees that are currently meeting in Austin and has provided testimony on several issues. Watch the **TML Legislative Update** for details.

The other most pressing issue for the TML Board at this time is finding a new TML executive director. Frank Sturzl has announced his retirement effective October 31, 2010. President McCartt has formed a Transition Committee that has been tasked with finding the new executive director. The committee is chaired by Todd Pearson, Mayor of Rockport. There are 17 members on the committee, both elected and appointed officials, and I am honored to serve on that committee. The



"Texas State Capitol, 6am" by flickr user Jim Nix/Nomadic Pursuits. Photo licensed under a Creative Commons Attribution-NonCommercial-NoDerivs 2.0 Generic License.

committee is working diligently to make the transition smooth and to ensure that the best candidate is hired for this important position. I will keep you updated on the progress.

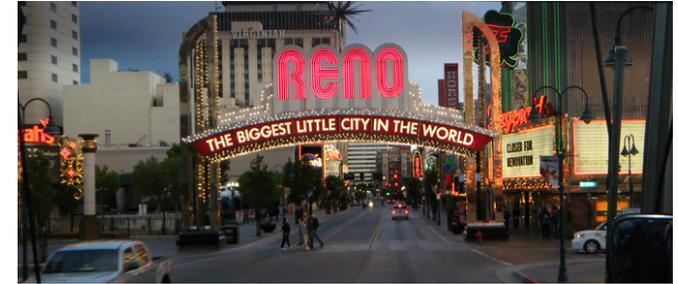
The next TML Board meeting will be in June in Amarillo.

As always you can email (mkayser@garlandtx.gov) or call me (972-205-2404) if there is an issue that you feel that TML should be looking at as we go into this next legislative session. ★

IIMC 2010 Conference

May 23-27, Reno/Lake Tahoe, Nevada

Photo at top left: **JJ Stratta**; 2009-2010 IIMC President **Mary Lynne Stratta, TRMC**, city secretary, Bryan; and banquet master of ceremonies **James Neville Dundas**, Society of Local Authority Lawyers & Administrators in Scotland.



Below, seated from left to right: **Melissa Brunner, TRMC**, city secretary, Flatonia; **Shirley Garvel**, city secretary, Elgin; and **Betty Brown, TRMC**, local government/election specialist, Bickerstaff Heath. Standing, from left to right: **Linda Rhodes, TRMC**, city secretary, Lake Worth; **Raymond Rhodes; Pamela Schmidt, TRMC**, city secretary, Richardson; **Gordon Kayser; Mary Kayser, TRMC**, city secretary, Garland; **Peggy Burnside, TRMC**, administrative director, TMCA/TMCCP; **Cynthia Bowman, TRMC**, assistant city secretary, Bryan; and **Joyce Snay, TRMC**, education director, TMCA/TMCCP.



[View the full photo album.](#)

IIMC 2010 CONFERENCE

At right: Texas clerks at the May 24 Region IV meeting at the IIMC Conference.

Lower right photo: The All-Conference Event on Wednesday night was held in Virginia City, which is a National Historic Landmark and one of the most famous boomtowns of the Old West. Pictured is the 4th Ward School, a Virginia City historical building.

Lower left photo: Pamela Schmidt, TRMC, city secretary, Richardson, won second place in the IIMC MCEF 5K Walk/Run, sponsored by the Municipal Clerks' Education fund.



IIMC 2010 Conference

May 23-27, Reno/Lake Tahoe, Nevada

IIMC President Mary Lynne Stratta, TRMC, City Secretary, Bryan, presented the following speech during the IIMC closing banquet at the Annual Conference in Nevada.



Mary Lynne Stratta, TRMC

One year ago, I stood before the IIMC membership and told them that my dream was to see IIMC grow and flourish onward, upward and outward.

I want to congratulate each and every one of our stakeholders—the IIMC Board of Directors, the MCEF Board of Directors, our committee leaders and members, our IIMC staff, our institute directors, our state/provincial/national associations, presidents and education committees, and most importantly, you, the members—for a great year of collaborative efforts that did move IIMC onward, upward and outward, in an incredible manner.

We moved onward by adopting our first ever membership-driven long range strategic plan for IIMC. The Strategic plan charts a long-term change cycle that is controlled, directed and driven by the membership, and that is how it should be. Now, we will all continue with that process under President Cassler's leadership as she sets out to guide us through the implementation of that plan.

We moved onward by working hard to continue our quest to put IIMC back in a sound financial position. I'm happy and proud to report to you that by working together to be frugal and prudent with your

IIMC NEWS—PRESIDENT STRATTA'S SPEECH

membership dollars, and through sound fiscal management by IIMC staff and oversight by the Budget and Planning Committee the past three years, IIMC is once again in very sound financial shape, with a clean, unqualified independent audit.

We moved onward by adopting a new mission statement, and for the first time, an educational philosophy statement, a professional certification statement and an educational partnership statement as recommended by the Education and Professional Development Committee that was created this year.

We moved onward by approving at today's business meeting several IIMC constitutional amendments that will be submitted to the entire membership for a ratification vote. All are meant to ensure that IIMC functions as efficiently and ethically as possible in the future.

We moved onward by adopting dozens of new policies as formulated by the Policy Review Committee, all meant to strengthen the organization.

We moved onward by approving a new three-year employment contract with our outstanding Executive Director.

We moved onward by hiring an innovative new Director of Education and Research who knows municipal clerks and understands what we do.



On behalf of the TMCA membership, TMCA President Pamela Schmidt, TRMC (*right*), city secretary, Richardson, presented an engraved Waterford crystal bowl to 2009-2010 IIMC President Mary Lynne Stratta, TRMC, city secretary, Bryan, to commemorate Mary Lynne's IIMC presidency.

[View the full conference photo album.](#)

IIMC NEWS—PRESIDENT STRATTA'S SPEECH

We moved upward by finally returning our focus and attention to our primary purpose of clerk education.

We moved upward by addressing and fixing the problems with our education/ certification guidelines after receiving more member input on this topic than any other in IIMC history.

By doing so, we moved upward by raising the bar for clerk education through expanded educational offerings, including the launch of a new website with increased distance education capabilities, additional distance education courses, approval for the first time of certification points for educational webinars that meet our guidelines, and new partnerships with our some of our established institutes to assist clerks in their educational endeavors.

We moved upward by recognizing and celebrating the need for diversification of education based on individual clerk needs; by affording our clerks more opportunities to earn educational points towards their certification; by eliminating unnecessary paperwork and streamlining submittal processes; by recognizing and appreciating the expertise and



Top: **Lana McPherson**, city clerk, Kansas; **Betty Brown**, TRMC, local government/election specialist, Bickerstaff Heath; and **Shirley Garvel**, city secretary, Elgin.

Above: **Linda Rhodes**, TRMC, city secretary, Lake Worth; **Amanda McCrory**, TRMC, city secretary, Burleson; **Mary Kayser**, TRMC, city secretary, Burleson; **Diane Zucco**, TRMC, city secretary, Plano; **Brenda Dennis**, TRMC, city secretary, Schertz; **Scarlet Swoboda**, TRMC, city secretary, Victoria; and **Irma Parker**, TRMC, city secretary, Rockport.

IIMC NEWS—PRESIDENT STRATTA’S SPEECH

dedication of our institute directors and the vital role that our institutes play in the education of our members; by allowing more flexibility in the point structure to earn the MMC designation; by removing requirements that were causing clerks to have to give up their dream of ever becoming a Master Municipal Clerk, when money issues forced them out of the program because of a lack of resources to earn a set number of points a year; by allowing clerks to move through the academy at their own pace, we have opened the door to allow each and every CMC the opportunity to earn their MMC, with hard work, of course.

We moved upward by doing all of this without changing our core curriculum requirements and thereby maintaining the high quality of education we expect when members earn their certification.

This year, we grew and expanded IIMC outward by truly celebrating the first “I” in IIMC through the signing and approval of five new affiliation agreements with international partners: IMASA of South Africa; the new Dutch group the VvG (Vereniging van Griffiers); SOLAR (Society of Local Authority Lawyers and Administrators) of Scotland; ADSO of UK; and SLCC of UK.

IIMC Bulletin

The following Texas Municipal Clerks have been awarded the CMC designation: **Edna Lopez, TRMC**, city secretary, Kingsville; **Jenny Redden, TRMC**, city secretary, Morgan’s Point; and **Carrie Smith, TRMC**, city secretary, Parker.

The Certified Municipal Clerk (CMC) professional designation is granted by IIMC. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality.

The program prepares the participants to meet the challenges of the complex role of the municipal clerk by providing them with quality education in partnership with 47 institutions of higher learning.

IIMC NEWS—PRESIDENT STRATTA'S SPEECH

We flourished outward by the birth of IIMC's first institute in the UK and the first joint institute between IIMC and one of our national affiliates, the SLCC and ILCM. This institute at the University of Gloucestershire in England will serve as a model for further expansion and development of our membership in Region XI. In fact, we have working on a proposal for an IIMC institute in the Netherlands, and I think you will hear news of that success very soon. We also continue to work with IMASA to launch an IIMC institute in South Africa, and I look forward to the day we make that dream a reality as well.

We grew outward through the development and adoption of IIMC's first International Business Plan that will focus on IIMC's international role and development and services needed by our international members.

We grew outward through a wonderful study abroad program in Wales and England.

We grew outward through concentrated regional focus through our new Region of the Month Program.

We grew outward through our first contact ever with our Native American tribal council clerks.

We grew outward through the work of the Small Cities Task Force that has identified the unique challenges faced by our small city members; the data gathered will help IIMC address those special needs in the future.

I could go on and on about the successes of IIMC this year through collaboration and team work, but instead I'd like to close the year in this manner.

In 2009, I had the great pleasure of facilitating an Athenian leadership dialogue in Bryan. The book I chose was *The Junction Boys*, which is the true story of legendary football Coach Paul "Bear" Bryant's years as the head football coach of Texas A&M University. Coach Bryant loaded up the football team and headed to Junction, Texas, in July of 1954; and there he set about a summer football training program in 100 plus degree temperatures that saw three-fourths of the team quit, and today would get any coach banned from the sport forever. However, the players who endured, the Junction Boys, came together and forged a championship team from that experience. What made this dialogue unique was that I was able to have three of the Junction Boys there—my former mayor Marvin Tate, my City's Economic Development Director Dennis Goehring, and NFL

IIMC NEWS—PRESIDENT STRATTA'S SPEECH

football legend Jack Pardee (who played professional football and coached the Chicago Bears and Washington Redskins). Each of these men credit Coach Bryant for their success in life and loved and respected him like a father. I will never forget what they told the dialogue participants. They said, "To become an effective leader, it must become a way of life. The Junction experience taught us the importance of being something bigger than yourself; that self sacrifice for being a part of a team prepares you for life. It's not the play you call but how you play it that matters."

I want to thank the entire IIMC team:

I thank my Mayors and Councils, past and present, for their support.

I thank my deputy, Cynthia Bowman, and my entire staff, for their extra efforts while I was out of the office on official IIMC business.

I thank the Texas clerks, the Texas Municipal Clerks Association and Board of Directors, the Capital Chapter, and all Region IV members for supporting me tirelessly the last four years.

I thank my dear friend and IIMC mentor, Norma Rodriguez,

who epitomizes all that a gracious and compassionate leader should be.

I thank my wonderful husband, JJ, for his complete and total support, and for himself being a wonderful ambassador for IIMC.

I want to thank the IIMC Board of Directors for truly listening to the membership, for understanding their concerns, and for taking action.

I thank the Executive Committee, Dyanne, Sharon, Colleen, for always being there and for your dedication to IIMC.

I express my deep appreciation to the IIMC staff for your hard work, each and every day, for all of us.

I thank my committee chairs for your leadership and all committee members for your hard work this past year. Your accomplishments were phenomenal.

I thank the MCEF Board for your devotion and partnership.

I thank our Institute Directors for all you do for our members and your deep passion for clerk education.

IIMC NEWS—PRESIDENT STRATTA’S SPEECH

I thank our state/provincial/national associations for your partnership and input.

Most importantly, I thank you, the members for stepping up to the plate, letting your voices be heard and taking charge of your organization.

We all came together this year as a team; we worked hard and we worked collaboratively. We each shared our ideas, dreams, concerns, and suggestions in a shared pool of knowledge, and from that we, together, formulated the best course of action, and moved forward with a much better, stronger IIMC—onward, upward and outward.

I thank you for allowing me to call the plays for IIMC this year, but, more importantly, I thank all of you for executing those plays beautifully.

Helen Keller is credited with the following, “The best and most beautiful things in this world cannot be seen or even touched. They must be felt with the heart.” From the bottom of my heart, I thank you for the tremendous honor and privilege of serving as the 2009-2010 President of the International Institute of Municipal Clerks.

Mary Lynne Stratta, TRMC, MMC

*Congratulations to Toni Wilson, TRMC,
City Secretary, Sundown,
on her April 2010 retirement!
We wish you the best!*



Toni Wilson with her family at her retirement party.



TMCA President Pamela Schmidt, TRMC, city secretary, Richardson, presented an embroidered blanket to Toni Wilson on behalf of the TMCA membership.

TMCA CHAPTER NEWS

Alamo Chapter

By Chapter President **Yolanda Benitez, TRMC**
City Secretary, Garden Ridge

The Alamo Chapter held their regular meeting on April 14 at the Shavano Park City Hall, located in the City of Shavano Park. President Yolanda Benitez called the meeting to order at 11:45 a.m.

Sonya Martinez, R.N., B.S.N., presented a very informative program regarding “Healthy Habits for Life,” and distributed a health quiz for the members to complete. She reviewed the quiz with the members and explained the correct answers.

Leticia Vacek, TRMC, city clerk, San Antonio, presented a report from the Scholarship Committee. The committee met on March 2, along with Dale Barstow from MuniCode and Norma Rodriguez and Art, Norma’s husband; Dale Barstow presented the chapter with a \$500 donation towards the Alamo Chapter’s Norma Rodriguez Scholarship (which has a current balance of \$1800). She stated that the committee is working on finalizing the application and it will be sent out to the members. President Benitez announced that they are hoping to have a banquet sometime in the fall at which time a scholarship(s) can be presented, along with installation



The Alamo Chapter at their April meeting in Shavano Park.

ALAMO CHAPTER

of new officers for the next term. Leticia Vacek said that this had been mentioned to Norma Rodriguez, who stated her desire to be present at the banquet in order to present the scholarship(s). More information will be presented at the next meeting.

President Benitez explained that at the February 12 meeting, discussion took place with regard to changing the chapter meeting day to Wednesday instead of Friday. She requested feedback from the membership concerning their preference. After a brief discussion and input from all of the members present, action was taken to change the Alamo Chapter meeting day to the fourth Wednesday of the month, beginning with the June 2010 meeting.

A brief discussion also took place with regard to the Alamo Chapter's nomination for the 2010 TMCA Clerk of the Year. President Benitez stated that the deadline to submit the nomination is June 15; and the next chapter meeting will take place later in the month. Janice Alamia, City of Hollywood Park, nominated Carole Vanzant, TRMC, city secretary, Fair Oaks Ranch. After a unanimous vote, the chapter's decision was to nominate Carole Vanzant as the Alamo Chapter's nominee for the 2010 TMCA Clerk of the Year. President Benitez announced that this award will be presented at the TMCCP Graduate Institute, which will take place in October in Galveston.



In March, Dale Barstow of Municipal Code Corporation presented a \$500 donation towards the Alamo Chapter's Norma Rodriguez Scholarship. *From left to right:* Chapter Scholarship Committee Member **Janice Alamia**, city secretary, Hollywood Park; Chapter President **Yolanda Benitez, TRMC**, city secretary, Garden Ridge; **Norma Rodriguez**, city clerk emeritus, San Antonio; Scholarship Committee Chair **Leticia Vacek, TRMC**, city clerk, San Antonio; **Arthur Rodriguez**, Norma's husband; and **Dale Barstow**, vice president, Municipal Code Corporation.

ALAMO CHAPTER

The next meeting will be hosted by City of Olmos Park City Secretary Celia DeLeon on June 23 at an Olmos Park location yet to be determined.

President Benitez stated that the chapter's Membership Committee chair had sent her two letters to send out to recruit new members. She pointed out that she had previously sent out 17 letters a couple of months prior. As a result, Angela Cantu, city secretary-treasurer, LaVer-
nia, has become a member and is attending the meetings. Everyone welcomed Angela.

Having no further business to discuss, the meeting was adjourned at 1:05 p.m. ★

At right: At the April meeting (from left to right): Tina Flores, San Antonio; Janice Alamia, city secretary, Hollywood Park; Celia DeLeon, Olmos Park; Carole Vanzant, TRMC, city secretary, Fair Oaks Ranch; Grace Tamez, TRMC, city secretary, Helotes; and Melinda Uriegas, elections manager, San Antonio.

Members present at the April meeting:

Janice Alamia,
city secretary, Hollywood Park
Yolanda Benitez, TRMC,
city secretary, Garden Ridge
Angela Cantu, city sec.-treas., La Vernia
Peggy Cimics, TRMC,
city secretary/HR, Cibolo
Celia DeLeon, city secretary, Olmos Park
Tina Flores, San Antonio
Debby Goza, TRMC,
city secretary, Live Oak
Debra Howe, TRMC,
city secretary, Castroville
Saundra Passailaigue, TRMC,
city clerk, Shavano Park
Amelia Ramirez, San Antonio
Jennifer Reyna, TRMC,
city secretary, Alamo Heights

Leticia Saenz,
deputy city clerk, San Antonio
Grace Tamez, TRMC, city secretary, Helotes
Melinda Uriegas,
elections manager, San Antonio
Leticia Vacek, TRMC,
city clerk, San Antonio
Carole Vanzant, TRMC,
city secretary, Fair Oaks Ranch
Mary Ybarra, TRMC,
deputy city secretary, Schertz

Guests: Shavano Park city officials and staff: Mayor A. David & Mrs. Marne, City Manager Manuel Longoria; Finance Director Clara Santos; Fire Chief Michael Naughton; Police Secretary Karen Jackson; HR Clerk Dawn Dirksen; Permit Clerk Cynthia Bosmans; and guest speaker Sonya Martinez, R.N., BSN.



TMCA CHAPTER NEWS

Bluebonnet Chapter

By Chapter Historian **Christi Wynn, TRMC**
City Secretary, Brownwood

The Bluebonnet Chapter meeting was hosted by Dublin City Secretary Rhonda Williams on March 10 in the Dublin Rotary Building. The Dublin Rotary Building was used during the 2009 season of Dancing with the Stars as a practice area for Ty Murray and his partner Chelsie Hightower, and Jewel and her partner Demitry Chaplin (before Jewel was taken out of the competition due to injury). They signed a pillar at the back of the building.

Guests at the Bluebonnet Meeting were Dublin Mayor Tom Gordon and City Manager Jerry Guillory. The meal was provided by the City of Dublin's engineering firm, Jacobs Engineering Group. President Kay Torres, city secretary, Robert Lee, led the business meeting and the round-table discussion regarding upcoming elections. ★



At the Bluebonnet Chapter's March meeting in Dublin. From left to right: The Honorable **Maggie Ribera**, city judge, Hamlin; **Jean Gilmore**, city secretary, Clyde; **Troy Emery**, city secretary, Ranger; **Maria Franco**, city secretary, Hamlin; **Nancy Turnbow**, city secretary, Baird; **Kay Torres**, city secretary, Robert Lee; **Louetta Wallace**, city secretary, Haskell; **Linda Knight, TRMC**, city secretary, Breckenridge; **Kim Keith**, city secretary, Stamford; **Pat Martindale**, city secretary, Bronte; **Diane Latham**, assistant city secretary, Breckenridge; **Christi Wynn, TRMC**, city secretary, Brownwood; **Judy Jackson**, assistant city secretary, Throckmorton; and **Rhonda Williams**, city secretary, Dublin.

TMCA CHAPTER NEWS

Capital Chapter

By Chapter Secretary **Debbie Chelf, TRMC**
City Secretary, Jarrell

Future chapter meetings:

- May 19 – Point Venture
- July 23-24 – Salado Annual Conference
- September – (To Be Announced)
- November/December – Bastrop

The Capital Chapter met March 17 in Austin; the meeting was hosted by Bickerstaff Heath Delgado Acosta Law Firm. President Teresa Valdez, TRMC, city secretary, Bastrop, called the meeting to order.

Janet Rogers reported for the Membership Committee that as of December 2009 there were 52 members and as of January 2010 there were 27 members.

Cindy Crosby of Bickerstaff Heath welcomed the Capital Chapter members. David Mendez gave a presentation regarding redistricting. San Marcos City Clerk Sherry Mashburn, TRMC, also presented redistricting information.

The meeting adjourned at noon. ★

Chapter Treasurer Toni Milam, TRMC, city secretary, Buda, presented the treasurer reports for December 2009 and January and March 2010. Sherry Mashburn, TRMC, presented a report in which she gave a TMCA update and made a request for items at the upcoming TMCCP seminar in San Marcos. Sherry Mashburn also reported on the award of Capital Chapter scholarships to Melissa Brunner, TRMC, city secretary, Flatonia, and Cynthia Bowman, TRMC, assistant city secretary, Bryan.

Sara White, city secretary, Round Rock, presented information about developing written procedures or duties for chapter committees. President Valdez asked for each committee chair to write committee procedures and checklists for review.

The chapter next held a discussion about nominations for 2010 chapter and state Clerk of the Year.

- | | |
|--|--|
| Chapter members present at the March meeting: | Denise Melde, city secretary, Thorndale |
| Susan Brock, city clerk, Taylor | Chapter Treasurer Toni Milam, TRMC, city secretary, Buda |
| Betty Brown, TRMC, local government/election specialist, Bickerstaff Heath | Brenda Page, city secretary, Smithville |
| Chapter Vice President Melissa Brunner, TRMC, city secretary, Flatonia | LeAnn Quinn, TRMC, city secretary, Cedar Park |
| Christina Buckner, city secretary, Lago Vista | Janet Rogers, city secretary, West Lake Hills |
| Christy Fath, TRMC, city secretary, Lakeway | Robyn Ryan, city secretary, Rollingwood |
| Shirley Garvel, city secretary, Elgin | Yvonne Spence, deputy city clerk, Austin |
| Debbie Haile, TRMC, city secretary, Leander | Mary Lynne Stratta, TRMC, city secretary, Bryan |
| Chapter Historian Amy Harris, city secretary, Cameron | Chapter President Teresa Valdez, TRMC, city secretary, Bastrop |
| Sherry Mashburn, TRMC, city clerk, San Marcos | Sara White, city secretary, Round Rock |
| Cara McPartland, TRMC, city secretary, Wimberley | |

TMCA CHAPTER NEWS

Central Texas Chapter

By Chapter Secretary **Donna Hawkins**
City Secretary, Beverly Hills

Future Central Texas Chapter meetings:
 June 16 – Mexia
 July 23-24 – Salado Annual Conference

The Central Texas Chapter held their bi-monthly meeting at the City of Hillsboro’s historic city hall on February 17.

Bylaws are under review by the Bylaws Committee and information is being collected from other chapters’ bylaws.

TMCA President Pamela Schmidt, TRMC, city secretary, Richardson, conducted the installation of the chapter’s 2010-2012 officers: President Lydia Lopez; Vice President Yrene Morgan; Secretary Donna Hawkins; Treasurer Christi Shivers; Historian Dorothy Jackson; and Benevolence Officer Esmerelda Hudson.

The Central Texas Chapter held their next bi-monthly meeting on April 21 at the Lacy Lakeview Civic Center, hosted by the Cities of Lacy Lakeview and Bellmead.

Plans for the joint Salado Seminar hosted annually by the Central Texas Chapter and Capital Chapter of TMCA were discussed. Our



The Central Texas Chapter at their April meeting in Lacy Lakeview.

CENTRAL TEXAS CHAPTER

chapter would like to extend an invitation to all TMCA members to attend this seminar. If you are interested, look for information to be submitted on the TexasMunicipal-Clerks Yahoo Group soon. This annual two-day seminar is an opportunity for city secretaries/clerks or any other related position in government to experience learning in a fun-filled and relaxed setting. The registration fee is \$75.00. Registration cards will be mailed out soon. Mark your calendar and SAVE THE DATES of July 23 & 24 for this annual seminar held in the beautiful historic Village of Salado!

The next Central Texas Chapter meeting will be held on June 16 at the City of Mexia. ★

Central Texas Chapter members in attendance:

Cindy Cooper, Robinson

Patricia Ervin, TRMC,
city secretary, Waco

Betty Harrell,
city secretary (ret.), Hillsboro

Secretary Donna Hawkins,
city secretary, Beverly Hills

Michelle Hicks,
city secretary, Lacy Lakeview

Brenda Jackson,
city secretary, Groesbeck

President Lydia Lopez, TRMC,
city secretary, Hewitt

Christine McMains, Lacy Lakeview

Kathy McKenzie, Robinson

Sherrill McDaniel,
customer service representative,
Waco

Vice President Yrene Morgan,
TRMC, administrative assistant,
Teague

Sherale Myles, Lacy Lakeview

Cresandra Polk, Waco

Amber Rankin,
city secretary, Hubbard

Karen Sanchez, Robinson

Angelia Sloan, McGregor

Jana Taylor, city secretary, Fairfield

Linda Vranich,
city secretary, Robinson

Cynthia Ward,
city secretary, Bellmead

Karen Warren, TRMC,
city secretary, Hillsboro

TMCA CHAPTER NEWS

Coastal Bend Chapter

By Chapter Secretary **Scarlet Swoboda, TRMC**
City Secretary, Victoria

November Meeting

On November 20, 2009, the Coastal Bend Chapter held a meeting at Taos Café in Victoria, hosted by Chapter President Scarlet Swoboda. Three members were in attendance: Theresa Bowe, TRMC, city clerk, Yoakum; Larry Thompson, TRMC, city secretary, Ganado; and Scarlet Swoboda, TRMC, city secretary, Victoria. The small turnout was due to the entire area being under flash flood warnings and 11 inches of rain recorded in some areas. Mother Nature sometimes has a way of changing the best laid plans. However, those in attendance discussed possible activities and programs for the upcoming year. Christmas ornaments were given as favors to those in attendance.

February Meeting

On February 26, 2010, the Coastal Bend Chapter held a meeting at Fat Albert's BBQ & Ice House in Yoakum. It was hosted by Yoakum City Clerk



The Coastal Bend Chapter at their February meeting in Yoakum. Front row, left to right: Pam Hatzenbuehler, deputy city secretary, Port Aransas; Scarlet Swoboda, TRMC, city secretary, Victoria; and Esther Arzola, city secretary, Port Aransas. Back row: Larry Butler, city secretary, Nordheim; Irma Parker, TRMC, city secretary, Rockport; Larry Thompson, TRMC, city secretary, Ganado; and Theresa Bowe, TRMC, city clerk, Yoakum.

COASTAL BEND CHAPTER

Theresa Bowe, TRMC. Nordheim City Secretary Larry Butler was welcomed as a new member. We all enjoyed a wonderful lunch along with the business and planning meeting.

President Swoboda provided information on the upcoming TMCCP seminar schedules and topics. She also advised the members that she was the TMCA Chair of the Booth Committee for the TML Conference to be held in Corpus Christi in October, and the Coastal Bend Chapter comprised this committee. She requested volunteers for setup and teardown of the booth, as well as individuals to work in the booth. The selection of the TMCA give-away was also discussed.

Ganado City Secretary Larry Thompson announced that Ganado would be hosting the Region 11 TML meeting in March.

Larry Butler offered to update all contact information of the chapter members. He also is a professional photographer, and offered to take pictures of our group. A big “thank you” goes out to Larry. (We’ve given him the nickname “Larry from Nordheim.” Interesting note: we have had three men in our chapter and all three were named Larry—does that seem odd to anyone else? Odd or not, we are glad to have them!)

Larry Thompson was appointed chair of the chapter Scholarship Committee. The scholarship deadline was extended, since no one had submitted an application as of February 28. Larry also received

his Texas Registered Municipal Clerk Certification (TRMC) in January. CONGRATULATIONS, LARRY!!

In further business, the bylaws were amended to change the date that chapter officers terms begin and end. The new start date will be January 1 and end on December 31 of each year.

The members approved the gift amount for the TMCCP Graduate Institute. The officers were authorized to set dates for installation of the 2011 officers, and to extend invitations and make whatever arrangements were needed to arrange for future speakers and TMCA officers to attend the Coastal Bend Chapter meetings.

The next meeting date and location were not determined; President Swoboda would contact members to find a volunteer. ★

Members in attendance at the February meeting:

Esther Arzola, city secretary, Port Aransas

Theresa Bowe, TRMC, city clerk, Yoakum

Larry Butler, city secretary, Nordheim

Pam Hatzenbuehler, deputy city secretary, Port Aransas

Irma Parker, TRMC, city secretary, Rockport

Scarlet Swoboda, TRMC, city secretary, Victoria

Larry Thompson, TRMC, city secretary, Ganado

TMCA CHAPTER NEWS

Lone Star Chapter

By Chapter President **Kathy Wingo, TRMC**
City Secretary, Lucas

February Meeting

The Lone Star Chapter met on February 3 at the City of Murphy's Public Works Building. The meeting began with President Kathy Wingo, TRMC, city secretary, Lucas, recognizing members who had just graduated as a Texas Registered Municipal Clerk: Holly Harmon, TRMC, interim assistant city secretary, McKinney, and Sherrie Phelps, TRMC, city secretary, Ladonia. She also congratulated the following members for recertifying as a Texas Registered Municipal Clerk: Linda Ashby, TRMC, city clerk, Sherman; Aimee Nemer, TRMC, city secretary, Murphy; Dana Nixon, TRMC, development services director, Melissa; and Linda Rhodes, TRMC, city secretary, Lake Worth.

Vice President Bruce Dunn, town secretary, St. Paul, introduced The Honorable Eric Hogue, mayor of the City of Wylie, as the speaker for the meeting. Mr. Hogue spoke on the topic of

Future Lone Star Chapter meetings:

June 2 – Celina, "Handling Public Information"

July 14 – Allen & Plano, "Records Management Work Day"

September 1 - Plano, "Public Speaking"

October 6 - Lucas, installation of officers



At the Athenian Dialogue held in April in the City of Plano. Front row, from left to right: Aimee Nemer, TRMC, city secretary, Murphy; Kathy Wingo, TRMC, city secretary, Lucas; Diane Zucco, TRMC, city secretary, Plano; Elaine Simpson, TRMC, city secretary, Haslet. Back row: Professor John W. Books, associate professor of political science, University of North Texas; Shelly Doty, TRMC, city secretary, Cleburne; Norma Zenk, TRMC, town secretary, Pantego; Linda Rhodes, TRMC, city secretary, Lake Worth.

LONE STAR CHAPTER

“Change... Making a Difference.” He discussed the importance of open communication, getting involved, being part of a team, and embracing change.

April Meeting

The Lone Star Chapter met at John and Judy Gay Library in McKinney on April 7. Vice President Bruce Dunn introduced Mr. Bill Gardner of the Census Bureau as the speaker for the meeting. Mr. Gardner provided an update on the 2010 Census. At the time of the meeting, there was 62% national participation rate and a 56% Texas rate. He reminded everyone that all data collected is secure and cannot be released (it becomes public in 72 years!), and for every person not counted there is a loss of \$1,200-1,400/year in funding. To track your city’s participation, visit: www.2010Census.gov.

The chapter took action to establish a policy regarding administration of Athenian Dialogue funds forfeited by non-participating registrants.

Top right: Wylie Mayor Eric Hogue spoke on the topic of “Change... Making a Difference” at the February meeting.

Near right: At the April meeting, Bill Gardner of the Census Bureau provided an update on the 2010 Census.



LONE STAR CHAPTER

Don't miss a great opportunity to learn more about Records Management. Register for the Lone Star Chapter's Records Management Day to be held on July 14 at the Chase Oaks Golf Course—the only golf course located in one city, yet owned by another! The flyer is available on the chapter's [website](#).

Athenian Dialogues

On March 19, Kathy Wingo, TRMC, city secretary, Lucas, hosted an Athenian Dialogue on the book *Leadership* by Rudolph W. Giuliani. John W. Books, Associate Professor of Political Science at the University of North Texas, lead the discussion. Attending the dialogue were: Linda Rhodes, TRMC, city secretary, Lake Worth; Carrie Smith, city secretary, Parker; Kathy Wingo, TRMC, city secretary, Lucas; Diane Zucco, TRMC, city secretary, Plano; Aimee Nemer, TRMC, city secretary, Murphy; Shelly Doty, TRMC, city secretary, Cleburne; and Christie Wilson, TRMC, city secretary, The Colony.

On April 23, Diane Zucco, TRMC, city secretary, Plano, hosted a dialogue on the book *Founding Mothers* by Cokie Roberts. UNT Associate Professor of Political Science John W. Books again led the discussion. Attending the dialogue were: Linda Rhodes, TRMC, city secretary, Lake Worth; Elaine Simpson, TRMC, city secretary, Haslet; Kathy Wingo, TRMC, city secretary, Lucas; Diane Zucco, TRMC, city secretary, Plano; Aimee Nemer, TRMC, city secretary, Murphy; Norma Zenk, TRMC, town secretary, Pantego; and Shelly Doty, TRMC, city secretary, Cleburne.

Please join us as a member or guest at our chapter meetings. The Lone Star Chapter continues its policy of offering meetings throughout its region to provide opportunities for all our members to participate.

Visit the Lone Star Chapter's website to learn about upcoming events: tmcalonestarchapter.com. ★

Members in attendance at the April chapter meeting:

Bruce Dunn, town secretary, St. Paul

Vicki Faulkner, TRMC, city secretary, Celina

Holly Harmon, TRMC, interim assistant city secretary, McKinney

Sandy Hart, TRMC, city secretary, McKinney

Angela Kelly, city secretary, Oak Point

Carole Kuykendall, deputy city secretary, Greenville

Julie Lollar, TRMC, city clerk, Denison

Debbie Newell, city secretary, Greenville

Teresa Niño, city secretary, Whitesboro

Carrie Smith, TRMC, city secretary, Parker

Christie Wilson, TRMC, city secretary, The Colony

Kathy Wingo, TRMC, city secretary, Lucas

Diane Zucco, TRMC, city secretary, Plano

TMCA CHAPTER NEWS

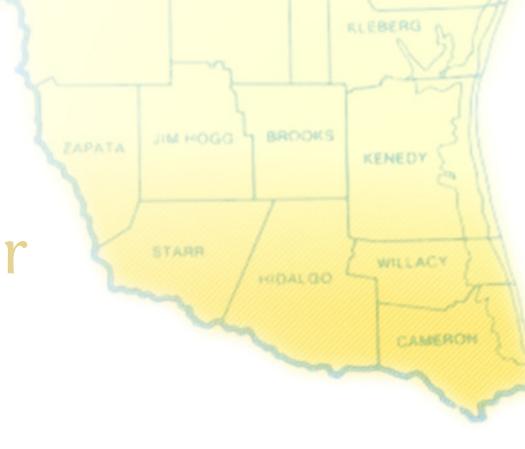
Lower Rio Grande Valley Chapter

By Chapter Historian **Dina Garcia**
City Secretary, Peritas

The Lower Rio Grande Valley Chapter convened on February 19 at the Grand Resort Windjammer's Restaurant in South Padre Island. President Elizondo called the meeting to order, welcomed everyone, and led the prayer.

President Elizondo introduced guest speaker Alan Ozuna of Navarro, Rocha & Bernal, P.C., who gave a presentation on the Public Information Act. Mr. Ozuna reported on new developments in regard to open records. He explained the Texas Public Information Act, and stated the act was a state law under Chapter 552 of the Government Code. Mr. Ozuna went over the basic procedures, rights, and responsibilities under the act. A question-and-answer session followed.

Under other business, Ms. Pedraza presented Mr. Arturo Prida with a certificate of recognition for perfect attendance to the monthly meetings.



At the Lower Rio Grande Valley Chapter meeting in February, where Mr. Prida was presented the certificate of recognition for perfect attendance at the monthly meetings.

LOWER RIO GRANDE VALLEY CHAPTER

The Lower Rio Grande Valley Chapter next convened on March 12 at the Palm View Golf Course in McAllen. President Elizondo introduced guest speaker Leticia Vacek, TRMC, city secretary, San Antonio, who addressed the chapter on how to manage electronic records and set up an archive program. Ms. Vacek also shared tips and experiences to assist in the development of a policy related to the records management of paper, microfilm, and electronic records. She introduced San Antonio Assistant City Secretary Tina Flores, who gave a Power Point presentation on the City of San Antonio's Digital Collection Research System. Handouts were distributed to the membership, and a question-and-answer session followed.

Under other business, Ms. Vacek reported on the Norma Rodriguez scholarship fund stating the monies were used for TMCCP programs. She further stated she had assisted in obtaining a \$500 scholarship from Municode for the Lower Rio Grande Valley Chapter, and asked if the scholarship could be named after her. President Elizondo stated the request would be considered at the next chapter meeting, as well as a report on travel guidelines. ★

The following were present at the March meeting:

Susie Alcocer, city secretary, Port Isabel

Josie Cortez, McAllen

President Amanda Elizondo, TRMC, city secretary, Weslaco

Tina Flores, Weslaco

Maritza Gutierrez, Pharr

Delia M. Jaramillo, Weslaco

Olga Oberwetter, city secretary, La Feria

Norma Olvera, administrative supervisor, McAllen

Sonia Padron, TRMC, assistant city clerk, Pharr

Secretary/Treasurer Hilda Pedraza, TRMC, city clerk, Pharr

Florence Reichle, La Feria

Aida Rivas, city secretary, Palmview

Yesenia Rodriguez, administrative supervisor, McAllen

Baudelia Rojas, city secretary, Alton

Janie Villarreal, assistant city secretary, Port Isabel

Guests: Leticia Vacek, TRMC, city secretary, San Antonio, and Tina Flores, assistant city secretary, San Antonio

TMCA CHAPTER NEWS

North Texas Chapter

By Chapter President **Linda Rhodes, TRMC**
 City Secretary, Lake Worth

Next NTMCA Chapter meeting:
 June 9 – Annual Awards Banquet/Awards Meeting

TMCA Members,

Hope everyone had smooth-running elections! Now that they are over, we can move on to other tasks.

The North Texas Municipal Clerks Association (NTMCA) Chapter will be holding their Annual Banquet/Award meeting on June 9. This is a very special event, as it is when the announcements of the NTMCA Municipal Clerk of the Year and the 2010 TMCA Municipal Clerk of the Year Nominee take place.

Another special announcement at that meeting will be the recipient(s) of the Alyce Deering Scholarship. NTMCA approved this scholarship in 2005 in honor of one of our most cherished members, Alyce Deering, City Secretary, City of Hurst from 1988 to 2005. Alyce also served as the president of TMCA in 1998.

The City Secretary of the Year Committee and the Alyce Deering Scholarship Committee have been working very hard the past

several months in getting information out to the membership and encouraging applications to be submitted. We wait anxiously to see who the lucky recipients will be!

The Membership Committee and officers have also worked very hard in getting the NTMCA membership totals up. As of print time, we were only 5 members away from our goal of 115 members. Hopefully by the time this article is published, we will have surpassed that number.

If you are in the Dallas-Fort Worth or surrounding areas and are not currently attending the NTMCA meetings, you are encouraged to do so. You may contact me at lindar@lakeworthtx.org or at 817-237-1211, extension #238, for more information on the meetings and membership. We would love to have you come and be a part! ★

TMCA CHAPTER NEWS

Northeast Texas Chapter

By Chapter President **Melba Haralson, TRMC**
City Secretary, Gladewater

The Northeast Texas Chapter held their quarterly meeting on March 26 at the Maude Cobb Convention Center in Longview.

After adopting the minutes and treasurer's report, several revisions to the chapter by-laws were discussed and adopted. Karen Custer then presented a very informative program on the responsibilities of the Notary Public. Gift bags were given to all in attendance by our hostess, Longview City Secretary Shelly Ballenger, TRMC. We

enjoyed great fellowship and a delicious lunch catered by Papacita's Mexican Cantina in Longview.

The next meeting will be June 25 at 10:30 a.m. in Carthage. Our program will be on social media in the workplace. Please join us!

For more information on the Northeast Texas Chapter, please contact President Melba Haralson via **email** or phone: 903-845-2196. ★

Next Northeast Texas Chapter meeting:

June 25 – Carthage, "Social Media in the Workplace"



The Northeast Chapter during their Notary Training program.

Members present at the March meeting:

Cassandra Brager, city clerk, Tyler

Vickie Brenton, TRMC, city secretary, Winnsboro

Nina Browning, TRMC, city administrator, Winnsboro

Karen Custer, city clerk, Kilgore

Kathy Davidson, city secretary, Gilmer

Melba Haralson, TRMC, city secretary, Gladewater

Debra Johnson, assistant city secretary, Canton

Shelly Ballenger, TRMC, city secretary, Longview

Sherry Roberts, city secretary/office mgr., White Oak

Amber Scasta, city accountant, Hallsville

Donna Sickel, city secretary, Carthage

Gail Weir, TRMC, city secretary, Ore City

Lawanna Williams, assistant finance director, Kilgore

TMCA CHAPTER NEWS

Panhandle Chapter

By Chapter Secretary **Cheryl Gibson-Salgado, TRMC**
City Secretary/Assistant City Manager, Spearman

The Panhandle Chapter met February 18 at 11:30 a.m. at the Amarillo Club with twelve members present for their bimonthly meeting. Chapter President Gretchen Mercer, city secretary, Canyon, presided over the meeting. Announcements were made after approval of the minutes of August 20, October 15, and December 17, 2009, and the treasurer's report from December 1-February 18. Congratulations went out to Lori Henderson, city secretary, Panhandle; Leslie Bass,

city secretary, Fritch; and Becca Wood, city secretary, Perryton for successfully taking TMCCP exams. Cheryl Gibson-Salgado, TRMC, city secretary, Spearman, was congratulated on her second TRMC recertification.

The meeting's program was Kayce Carter of the Census Bureau, who spoke to the group about the 2010 Census.

Next Panhandle Chapter meeting:
 June 24 – Amarillo



The Panhandle Chapter at their February meeting in Amarillo.

In attendance at the April meeting:

- | | |
|--|--|
| Chapter Treasurer Leslie Bass,
city secretary, Fritch | Lori Henderson,
city secretary, Panhandle |
| Chapter Vice President Frances
Childers, city secretary, Dalhart | Mary Sue Lyles,
city secretary, Groom |
| Kelly Daniel, city secretary, Friona | Karen Price, city secretary, Pampa |
| Chapter Historian Suzanne Finch,
TRMC, city secretary, Hereford | Terry South,
city secretary, Canadian |
| Chapter Secretary Cheryl Gibson-
Salgado, TRMC, city secretary/
asst. city manager, Spearman | Becca Wood, city secretary, Perryton |

PANHANDLE CHAPTER

The chapter next met on April 15 at the Amarillo Club with eleven members present for their bimonthly meeting. Chapter President Gretchen Mercer, city secretary, Canyon, presided over the meeting. After approval of the minutes of February 18 and the treasurer report from February 1-April 15, announcements were made. President Mercer urged everyone to invite their closest neighboring city secretary to join TMCA and the local chapter if they were not already a member.

The program was presented by members Lori Henderson and Cheryl Gibson-Salgado, TRMC, on the information they learned from the TMCCP seminar in San Marcos, *Effective Communication in Business*.

The chapter is scheduled to meet again June 24 at 11:30 a.m. at the Amarillo Club in Amarillo. ★

Pineywoods Chapter

By Chapter President **Carrie Edwards**
City Secretary, Colmesneil

The Pineywoods Chapter quarterly meeting was held on April 21 at noon. Diboll City Secretary Tina Cavazos hosted the meeting at the Rancho Mexican Restraunt in Diboll.

Chapter President Carrie Edwards, city secretary, Colmesneil, presented clerks with seed packets and wished everyone a Happy Administrative Assistants Day.

Clerks enjoyed a personal question-and-answer session with State Representative Jim McReynolds, who served as guest speaker. Representative McReynolds expressed his appreciation for city secretaries, and stated, “although council is the lion’s roar, secretaries are the lion’s heart.” ★

Clerks present at the April meeting:

Tina Cavazos, city secretary, Diboll

Cindy Garner, city secretary, San Augustine

Stacy Corley, TRMC,
dep. city secretary/grant coord., Nacogdoches

Jeaneyse Mosby,
accounts payable clerk, San Augustine

Carrie Edwards, city secretary, Colmesneil

Ellie Monteaux, city secretary, Livingston

Betsy Gregson, city secretary, Huntington

TMCA CHAPTER NEWS

Salt Grass Chapter

By Chapter Secretary **Sharon Harris, TRMC**
 Assistant City Secretary, La Porte

February Meeting

The Salt Grass Chapter held its monthly meeting on February 10 at the Texas Land & Cattle Steak House in Houston. President Melissa Bunch, TRMC, city secretary, Katy, called the meeting to order at 11:48 a.m.

The speaker for the lunch meeting was our very own Patrice Fogarty, TRMC, city secretary, Missouri City, and Vice Chairman of the IIMC Program and Certification Committee. Patrice reviewed the revisions to the IIMC Education Guidelines which became effective January 1, 2010. After the very informative presentation, there was a questions-and-answers session.

Business of the chapter included approval of the January 20th minutes; approval of the January financial report; reports from the Banquet/Holiday Party Committee and Public Information Seminar Committee; and upcoming seminars/events.

March Meeting

The Salt Grass Chapter held its annual Public Information Act seminar on March 10 at the Courts & Theater Building located



Maria Gonzalez, deputy city secretary, Missouri City, at the registration table for the chapter's Public Information Act Seminar held in Deer Park.

SALT GRASS CHAPTER

in Deer Park. The training sessions consisted of: “Website and Social Networking Issues, and Managing Email as Records” by David Olson, attorney with Olson & Olson, L.L.P.; “State Regulations and Charges Concerning Public Information Requests” by Hadassah Schloss, cost rules administrator, Open Records Section of the Office of the Attorney General; “Public Information Act: Confidential Records—Police Department Records and Human Resources Records” by Loren Smith, Attorney with Olson & Olson, L.L.P.; and “Open Meetings Act” by Loren Smith, Attorney with Olson, L.L.P.

After the seminar, the chapter held its monthly meeting in the Theater Building. Business conducted included approval of the February 10th meeting minutes, approval of the February 2010 report, and discussion of the annual banquet and holiday party.

April Meeting

The Salt Grass Chapter held its final monthly meeting before its summer break. The chapter met on April 14 at the Texas Land & Cattle Steak House in Houston.



*Best wishes to
Deloris McKenzie, TRMC,
for a happy and
wonderful retirement.*

President Bunch called the meeting to order at 11:50 a.m. Due to a conflict in the speaker’s schedule, business was conducted first and the program was held at the end of the meeting. The program was presented by Robert “Bob” Treacy, LHIC, City-County Benefits Services. Mr. Treacy discussed the effects that the Health Care Reform Bill will have on municipalities as of 2010 through 2014. After his presentation, there was a questions-and-answers session.

Business of the chapter included approval of the March 10th minutes; approval of the financial report for March; discussion and consideration of appointing a promotional committee for the chapter; authorization to purchase a new camera for the chapter; nomi-

nations for the 2010 Texas Municipal Clerk of the Year; promoting TMCA and Membership Drive Challenge; and announcements of future seminars.

Meetings will resume in August 2010.

The chapter congratulates Robin Eldridge and Maria Gonzalez for passing their tests at the TMCCP seminar in San Marcos in April.

SALT GRASS CHAPTER

On a final note, the chapter wishes Deloris McKenzie, TRMC, former city secretary for the City of Friendswood, best wishes for a happy and wonderful retirement. Deloris' bright smile and wit will be missed, but she has left her legacy with the Deloris McKenzie Scholarship Fund, which has aided in the continued education of so many clerks and deputy clerks. Her contributions to the chapter are unprecedented, and her commitment to excellence and the Salt Grass Chapter will have a lasting effect on future generations of city secretaries/city clerks. ★

The following members were present at the April meeting:

Martha Gillett, TRMC, city secretary, La Porte

Laura Bloss, benefit services, TML IEBP

Meredith Brant, TRMC, assistant city secretary, Seabrook

Missy Bunch, TRMC, city secretary, Katy

Dayl Cooksey, deputy city secretary, Sealy

Tracy Dutton, TRMC, city clerk, Bellaire

Rebecca Eppler, planning & zoning secretary, Bellaire

Patrice Fogarty, TRMC, city secretary, Missouri City

Sue Gallagher, HR director, Webster

Michele Glaser, TRMC, city secretary, Seabrook

Maria Gonzalez, deputy city secretary, Missouri City

Sharon Harris, TRMC, assistant city secretary, La Porte

Krishna Langton, TRMC, city secretary, Sealy

Thelma Lenz, TRMC, city secretary, West University

Lisa Olmeda, TRMC, city secretary, Wharton

Teresa Owens, insurance/benefits, Humble

Stacey Pilkinton, city secretary, Taylor Lake Village

Crystal Roan, deputy city secretary, Webster

Kori Schweinle, assistant to city secretary, Mont Belvieu

Pauline Small, TRMC, city secretary, Webster

Phyllis Sockwell, city secretary, Mont Belvieu

Sandra Watkins, TRMC, city secretary, Deer Park

Heather Weger, HR manager, La Porte

Melinda Welsh, TRMC, city secretary, Friendswood

TMCA CHAPTER NEWS

South Plains Chapter

By Chapter Secretary **Brenda Shaw, TRMC**
City Secretary/Manager, Morton

The South Plains Chapter met on March 17 at the Olive Garden Italian Restaurant in Lubbock. The meeting was hosted by Idalou City Secretary Renee Wilbanks.

President LeAnn Gallman, TRMC, city secretary, Muleshoe, called the meeting to order. Renee Wilbanks introduced Gary Ward, representative from Texas Municipal League Intergovernmental Risk Pool. Mr. Ward updated members on the new First Fill Prescription Drug Card Program; also addressed were the need to file supplemental report of injury and employer's wage statement. Mr. Ward also had worker's comp handouts available.

President LeAnn Gallman welcomed members and guests. Guests included: Erin Neitsch, daughter of LeAnn Gallman; Lauren Eubank, daughter of Jodie House; Vincent Enriguez, son of Maria Hatchett; and Jessica Boggs, daughter of Belinda Terrell.

President LeAnn Gallman read aloud a thank-you note from TMCA Immediate Past President Patricia Ervin, TRMC, city secretary, Waco. President Gallman also congratulated the Smyer High School girl's basketball team on winning State

Next South Plains Chapter meeting:
 June 16 - Slaton



From left to right: Chapter President **LeAnn Gallman, TRMC**, city secretary, Muleshoe; Clerk of the Year Committee Chair **Beth Walls**, city secretary, Levelland; and **Toni Wilson, TRMC**, city secretary, Sundown. **LeAnn Gallman was presented a certificate as the chapter's 2010 TMCA Texas Municipal Clerk of the Year nominee, and Toni Wilson was presented a certificate as the 2010 South Plains Chapter Clerk of the Year.**

SOUTH PLAINS CHAPTER

Championship, and Idalou for making it to the State Playoffs. President Gallman reminded members of the TML Regional meeting, which will be held on March 25 at Cagle's Steak House, hosted by the City of Sundown.

Committee members Jennifer Clements, Lubbock, and Sharon Trumble, city secretary, New Deal, reported on the upcoming TMCCP June 2010 seminar activities: Thursday evening seminar attendees will be chartered to the Depot District, where Kenny Maines will be performing at the Courtyard. Kirk Franklin, Franklin Legal Publishing, Lubbock, has offered to charter the buses to transport seminar attendees to and from the Depot District; free drink vouchers will also be available. There will be goodie bags provided by the South Plains Chapter for the seminar attendees; members who are planning to donate items for goodie bags need to contact Sharon before the June chapter meeting—bags will be stuffed at this meeting for the seminar.

Committee Chair Beth Walls, city secretary, Levelland, gave background on qualifications for Clerk of the Year, then presented certificates to Toni Wilson, TRMC, city secretary, Sundown, as the 2010 South Plains Chapter Clerk of the Year, and LeAnn Gallman, TRMC, city secretary, Muleshoe, as the chapter's 2010 TMCA Texas Municipal Clerk of the Year nominee.

Committee Chair Belinda Terrell, city secretary, Whiteface, requested suggestions for the annual seminar, and members responded with suggestions on possible topics.

The next meeting was set for June 16 in Slaton at the Harvey House. Maria Hatchett, TRMC, city secretary/treasurer, Lamesa, and Toni Chrestman, TRMC, city secretary, Slaton, will be co-hosting the next meeting. ★

Members and guests in attendance:

Jo Ann Beard, city secretary, Smyer

Toni Chrestman, TRMC, city secretary, Slaton

Lora Dockery, city secretary, Sundown

Sheila Dunn, Tulia

Christy Forbes, city secretary, Ralls

LeAnn Gallman, TRMC, city secretary, Muleshoe

Linda Garcia, clerk, Ralls

Thomas Harris III, deputy city secretary, Lubbock

Maria Hatchett, TRMC,
city secretary/treasurer, Lamesa

Belinda Hinojosa, city secretary, Plainview

Jodie House, city secretary, Crosbyton

Karen Lawson, TRMC, city secretary, Floydada

Monica Lopez, city secretary, Lorenzo

Kim Perez, deputy city secretary/court clerk, Ralls

Patricia Phipps, TRMC, city secretary/manager, Friona

Jeannie Rogers, billing director, Tulia

Jennifer Clements, Lubbock

Brenda Shaw, TRMC, city secretary/manager, Morton

Belinda Terrell, Whiteface

Sharon Trumble, city secretary, New Deal

Beth Walls, city secretary, Levelland

Renee Wilbanks, city secretary, Idalou

Toni Wilson, TRMC, city secretary (ret.), Sundown

Guests: Emily Boman, Toni Longoria, Erin Neitsch,
Lauren Eubank, Vincent Enriguez, and Jessica Boggs.

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