

# TMCA NEWS



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TMCA President Marie Balthrop, TRMC City Clerk, Wichita Falls

## President's Message

### What is Holding You Back?

I don't know about you, but I tend to be a creature of habit. It is just comfortable doing the same things, in the same old way. Who really likes change? Some of us even fear change and are very reluctant to step out of our comfort zone. That is perfectly normal. The problem is that if we never change, we never grow. So what is holding you back from stepping out and growing? Self-doubt? Past experiences? Someone else saying "you can't do that" or "you aren't good enough"? I want to encourage you to face your fears and step out of your comfort zone.

Fear is a feeling that is induced by a perceived threat. Sometimes the threat is very real and the fear is legitimate, but so often our fear is based on our perception of a situation. Sometimes someone else's words cause us to experience fear. Are you allowing fear to hold you back from growing personally and professionally?

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## PRESIDENT'S MESSAGE

There are many great opportunities through the Texas Municipal Clerks Association and local chapters to challenge our fears and help us grow. Maybe you want to obtain your certification, serve on a committee, teach a class for your local chapter, or teach at a seminar, but something inside of you keeps you from taking the plunge. Or perhaps you want to participate in an Athenian Dialogue, but you fear group activities. Trust me when I say I have been there! I have not always been the self-confident and outgoing person that I am today. Even today I sometimes struggle with self-doubt and fear. It is just human nature. I am thankful to many people in my life that have poured into me to help me step out of my comfort zone and grow, and there are too many of them to name. The majority of them are in the Texas Municipal Clerks organization, and I will be forever grateful to them. Need a little mentoring to overcome your fear? Reach out to your local chapter, TMCA/TMCCP Education Director **Dr. Amy Holt**, Administrative Director **Peggy Burnside**, or any of the **TMCA Executive Board members**, and we can put you in touch with an experienced clerk that will be happy to help.

I recently made a big change in my life and took a new position as the city clerk for the City of Wichita Falls after being with the City of Holliday for 16 ½ years. Fear tried to creep into my head and tell me that I was just a country girl from little old Throckmorton, Texas, and that my only experience was with another small town. How could I possibly be the right fit for city clerk in a Home Rule city with a population over

104,000?? Did I second guess myself? You bet I did, but after a whole bunch of prayer and support from family, friends, and colleagues, I decided to step out of my comfort zone and apply. I am very thankful that I did. I truly believe I am where I am supposed to be.

I want to share some words with you from a song by Zach Williams called "Fear is a Liar."

When he told you you're not good enough  
 When he told you you're not right  
 When he told you you're not strong enough  
 To put up a good fight  
 When he told you you're not worthy  
 When he told you you're not loved  
 When he told you you're not beautiful  
 That you'll never be enough  
 Fear, he is a liar  
 He will take your breath  
 Stop you in your steps  
 Fear he is a liar  
 He will rob your rest  
 Steal your happiness  
 Cast your fear in the fire  
 'Cause fear he is a liar

This song speaks to me and I hope it speaks to you as well. Fear is a liar!! Don't let it rob you of the joys that this life and our profession have in store for you!! ★

## Thank you

Thank you to everyone who donated funds to assist fellow TMCA members affected by Hurricane Harvey. We raised \$1,800 by the January 31 deadline, and gift cards were sent to the 24 TMCA members in need. The TMCA office received several cards thanking you for your generosity. In the words of one recipient, "We truly appreciate the kindness and thoughtfulness. I feel blessed to be part of an organization as generous as TMCA and its members."



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# Municipal Clerks Week May 6-12, 2018

If you follow us on **Facebook**, you'll have seen all our wonderful coverage celebrating Texas clerks. Be sure to read these four spotlight articles—Tomball City Secretary Doris Speer on Wharton City Secretary **Paula Favors**; Consulting City Secretary **Sherry Mashburn's** thoughts on mentorship; Pharr City Clerk Hilda Pedraza on McAllen City Secretary **Perla Lara**; and Levelland City Secretary/HR Director Beth Walls on Idalou City Secretary **Renee Wilbanks**—and view our **gallery** of Texas clerks collected during Municipal Clerks Week!

MUNICIPAL CLERKS WEEK • MAY 6-12, 2018

## Excellence

By Doris Speer, TRMC, City Secretary, Tomball



City clerks have been described as the "hub" around which the wheel of government rotates, because municipal clerks serve the mayor and council, city manager, department heads, and most—if not all—of a city's departments, as well as its citizens and business community. City clerks are expected to be knowledgeable, resilient, and firm but compassionate, especially during trying situations.

City clerks are often called to duty during watershed events in their cities—natural disasters, emergencies, and other crises. They are not necessarily expected to get out and physically repair the damage, but they are expected to assist in restoring a sense of normalcy and calm, a sense that everything will be alright and to tell us that we will be better stronger after the trial—difficult, perhaps, but alright eventually. Oftentimes, the call comes even as the clerk is trying to recover from the disaster on a personal level as well.

During 2016 and 2017's major flood events, Wharton City Secretary Paula Favors received severe flooding of her family's historic home, which was built in 1800. As did many others, Paula, her husband, her eight-year-old, two dogs, and a hermit crab evacuated, then, with her family safe, Paula reported to duty at the City of Wharton.

Each time, working endless hours to help the citizens and businesses in Wharton repair the damage and return to their homes and businesses. Paula worked on restoring her own home as time and energy permitted. Throughout the recovery process, Paula tirelessly and compassionately served her city and its citizens, providing vitally needed information regarding resources, requesting prayer from her fellow clerks for Wharton's residents, and maintaining an empathetic and positive attitude during the times of shared distress.

Empathy allows city clerks to step into the shoes of another, to try to understand their feelings, and to use that understanding to guide their actions. As leaders in our communities, empathy and compassion help the city clerk build a relationship of trust and understanding that our citizens need during difficult times. Compassion and empathy are not merely moral mandates for city clerks, but are a spurring out of the best of human strengths—to give without thought of recompense or reward. Paula's actions and attitude are an authentic example of dedication, compassion and empathy, yet, if asked, Paula would say she was "just doing her job"—commitments and beliefs that are demonstrated by most city clerks daily and during crises.

Paula Favors, TRMC  
Wharton City Secretary



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## Mentorship

By Sherry Mashburn, TRMC, Consulting City Secretary, Bojorum, Lone Star Firm



Our organization has the most caring and generous group of professionals I have been my pleasure with whom to work. We gladly share our knowledge and best practices to anyone who asks because it is important to us that everyone succeed. When I began my municipal career as the tax assessor-collector for the City of Katy, I was privileged to fall under the tutelage of Virginia Herrington, city secretary (retired). She exemplified integrity, fairness, and caring. Her calm demeanor under pressure impressed me so much, that I determined I wanted to be a city secretary one day. She is the reason I took that first step years later to seek the position in a small town called Bee Cave.

Another city secretary that impacted my career is Bryan City Secretary Mary Lynne Stratta, TRMC, who continues to mentor me. It was at my first TMCCP seminar, only two weeks into the job, that I met Mary Lynne. I was scared, nervous, and second-guessing myself when she approached me, introduced herself, and invited me to join the TMCA Capital Chapter. Such kindness! She still refers to me today as her "pup", probably because I followed her around like a puppy for the first few years. She is the reason I achieved the success I have known as a city secretary.

Lastly, but definitely not least, is Betty Brown, TRMC, local government/election specialist (retired). Betty became my confidant, and I relied on her wisdom and gentle prodding more times than I can count. She calmed me, comforted me, and supported me. She is the reason I am the kind of city secretary (and person) I wanted to be.

I challenge you to be like these three professionals. Help your fellow city secretaries see the possibilities within themselves, help them to shape a vision for personal excellence, integrity, and ethical behavior.

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## Leadership

By Hilda Pedraza, TRMC, City Clerk, City of Pharr



As we observe Municipal Clerks Week, I would like to first express my admiration for all city secretaries and all municipal clerks. The work we do for the citizens, residents, and guests we serve is often performed with such efficiency, professionalism, and precision that it is sometimes taken for granted by those we serve. But that's okay. Because what we do as city secretaries and municipal clerks is never about us, but rather, about fulfilling the needs of others. One such city secretary I deeply respect and consider one of my own professional mentors is McAllen City Secretary Perla Lara, TRMC.

Perla Lara has been a leader in our field who has climbed to the pinnacle of her position through years of loyal service to several past city secretaries. Perla is not only a dynamic professional, but also a compassionate, understanding and supportive team player. She is also the premier problem solver at McAllen City Hall.

It was only through Perla's can-do attitude and positive approach to her duties that the City of McAllen was able to seamlessly conduct three recent elections—using new equipment! Under Perla's guidance, McAllen citizens were the beneficiaries of honest, accurate, and fair voting procedures for a special election, runoff election, and bond election. These elections were both transparent and efficient and each was confirmed through a diligent canvassing of votes supervised by Perla Lara. Although she is quiet and reserved, Perla is firm when she needs to be, whether dealing with elected officials, campaign treasurers, candidates, or the general public. If you are looking for a city secretary to model your own career after, you need look no farther than Perla Lara.

Perla Lara, TRMC  
McAllen City Secretary

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## Perseverance

By Beth Walls, TRMC, City Secretary/HR Director, Levelland



This past January there were about 20 members of the South Plains Chapter of the Texas Municipal Clerks Association attending the TMCCP Election Law Seminar in Frisco. We had arranged to all meet in the lobby so that we could take a group picture. Just before we took that picture, our president, Sharon Trumble, got a text requesting prayer for one of our members. Idalou City Secretary Renee Wilbanks was being tested to see if she had breast cancer. We took that picture and then we all joined hands and prayed a fervent prayer for our sister Renee.

Renee has been the city secretary in Idalou (a city right outside of Lubbock) since May 2006. She has served on many chapter boards and is a vibrant part of our group. Her smile and approach to life is in the best of times is positive and encouraging. If there is anyone in the world who can beat cancer, it's Renee.

But it's still been hard. Tests confirmed the breast cancer and then additional tests confirmed that the tumor is one of her lymph nodes. We kept praying. The doctor told her that the cancer was caused by the hormones she was taking. She shared with us that she was more afraid of life without hormones than she was of life with cancer. But we know she will conquer all of these obstacles.

Within weeks of her initial diagnosis she had a partial mastectomy and just days later she was back at work. Isn't that just like a city secretary?

Within weeks of her initial diagnosis she had a partial mastectomy and just days later she was back at work, but that just like a city secretary? Since then, they have determined that the tumor in the lymph node is benign and her follow-up treatment will be radiation but no chemotherapy. We are all thankful for that.

Renee started writing a blog about her experience and it is inspirational. The one thing that she keeps stressing is the importance of early detection and annual checkups. She posts uplifting messages on her Facebook page every day. That's nothing new, but the messages have become more relevant and with each post, we send a prayer for healing and thanks for taking care of our friend. Today she posted a picture on Facebook that said, "Be strong—you never know who you are inspiring." Renee, you are inspiring us by your determination.

Renee Wilbanks

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# Where Are You?

By TMCA President Elect **Kim Sutter, TRMC**

*City Secretary, Euless*



Kim Sutter, TRMC

*“TMCA members working together to serve the Association throughout the years is the foundation for what has made TMCA a long-standing, respected Association.”*

Mahatma Gandhi is quoted as saying that “The best way to find yourself is to lose yourself in the service of others.” Many members of TMCA have served and continue to serve the membership of this organization, and I am confident that they will tell you that they have found their strengths in serving. Dramatic? Maybe, but your contributions—no matter how big or small—have an impact on others and to our Association. And I would wager a bet that you will find a bit of yourself that you didn’t know was missing! In fact, TMCA members working together to serve the Association throughout the years IS the foundation for what has made TMCA a long-standing, respected Association. TMCA relies heavily on the giving and serving nature of our members.

As your president elect, I am reaching out to each and every one of you to encourage you to find yourself by completing a Committee Interest Questionnaire to serve on a TMCA committee! **If you apply by the deadline date of September 1, your name will be placed in a prize drawing.** I encourage you to read the **Committee Criteria Policy** and fill out

the **Committee Interest Questionnaire**. If you have any questions or concerns, please contact me at 817-685-1419 or a TMCA/TMCCP staff member at 970-565-3488.

Please return the Committee Interest Questionnaire to Kim Sutter, TRMC, 201 N. Ector Drive, Euless, Texas 76039, or via email to **ksutter@eulesstx.gov** or fax 817-685-1416. **Again, the deadline to submit your form is September 1!**

I am extremely thankful to those who served before me and am equally excited about YOU finding yourself through TMCA committee service! I look forward to having you serve alongside me and the many others displaying a passion to serve!

# Recognizing TMCA Retirees

By Retirement Committee Chair **Tracy Norr, TRMC**

*City Secretary, Mansfield*

The TMCA Retirement Committee seeks your help to assist us in identifying our 2018 retirees. If you are a city secretary/municipal clerk who plans to retire this year (January 1 to December 31, 2018), please complete the **2018 TMCA Member Retirement Information Sheet** as soon as possible and return it to me or one of the other committee members:

Tracy Norr, TRMC, Mansfield, Chair,  
[tracy.norr@mansfieldtexas.gov](mailto:tracy.norr@mansfieldtexas.gov)

Cathy DiMaggio, TRMC, Grand  
Prairie, [cdimaggio@gptx.org](mailto:cdimaggio@gptx.org)

Alice Holloway, TRMC, Pilot Point,  
[aholloway@cityofpilotpoint.org](mailto:aholloway@cityofpilotpoint.org)

Ellie Monteaux, TRMC, Livingston,  
[citysecretary@livingston.net](mailto:citysecretary@livingston.net)

Our committee is working diligently to complete our 2018 retiree list **before our October 25** Annual TMCA Awards

Banquet at South Padre Island. Names of all TMCA retirees retiring in 2018 will be announced at the banquet. **For all of our retirees:** please consider this as a final recognition by our Association and a time to be honored for your service and dedication to your citizens, co-workers, and colleagues. Please try to attend the banquet if at all possible.

On behalf of all your peers in TMCA, the Retirement Committee congratulates all 2018 retirees and we send our best wishes for a rewarding retirement. Your professional accomplishments are a great source of pride and inspiration to those of us who follow in your footsteps. And from me, individually, I am extremely jealous of you.





# IIMC Annual Conference

*May 20-23, Norfolk, Virginia*

What a great year for Texas clerks at the IIMC Annual Conference!

Many Texas clerks traveled to Norfolk, Virginia, to represent our state and take part in the international organization's conference. IIMC 2017-2018 President Mary Kayser, TRMC, city secretary, Fort Worth, completed her term, and now serves as immediate past president of the institute; Texas clerks presented her an award of recognition for her service. Austin City Clerk Jannette Goodall, TRMC, and the City of Austin were awarded IIMC's Program Excellence in Governance Award. San Antonio City Clerk Leticia Vacek, TRMC, was administered the oath of office as the new IIMC Region IV director. Congratulations to all these leaders in excellence!

Photo by Dr. Amy Holt



Photo by Marie Balthrop



Photo by Tanya Smith



Photo by Alicia Richardson



Photo by Alicia Richardson



*Above, clockwise from top left:* San Antonio City Clerk Leticia Vacek, TRMC, is administered the oath of office as the new IIMC Region IV director. IIMC recognized TMCA's contribution to the IIMC Foundation. TMCA President Marie Balthrop, TRMC (right), city clerk, Wichita Falls, presented an award of recognition to Mary Kayser on behalf of the TMCA membership. 2017-2018 IIMC President Mary Kayser, TRMC (right), city secretary, Fort Worth, is honored by IIMC for her service. *Inset:* Mary Kayser with the award presented by TMCA.

*At left:* TMCA President Marie Balthrop represented Texas in the IIMC Parade of Flags.



# Texas Clerks at the IIMC Conference

Photo by Dr. Amy Holt



Photo by Alicia Richardson

Photo by Alicia Richardson



Photo by Alicia Richardson



## 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

Amanda Cummings, Shallowater  
Kristi Morrow, Frisco

### Course 2

Lucy Aldrich, Copperas Cove  
Siria Arreola, Boerne  
Kelly Ballard, Keller  
Stefanie Borchers Brown  
Erika Brady, Austin  
Dianna Buchanan, Haslet  
Robyn Densmore, Georgetown  
Jessie Hanks, Pantego  
Lori Hollingsworth, El Campo  
Kimberly Kopecky, Fulshear  
Tina Link, Wylie  
Jamee Long, Annetta  
Susana Marin, Mansfield  
Sharon McFadden, Graham  
Kristi Morrow, Frisco  
Mini Parks, Everman  
Donna Raper, Emory  
Elsa Robles, Hondo  
Gladis Sanchez, La Porte  
Jennifer Stubbs, Pflugerville  
Lluvia Tijerina, Manor

### Course 3

Norma Duncan, Heath  
Patricia Isaguirre, Hale Center  
Kristi Morrow, Frisco

### Course 4

Laura Calcote, Wimberley  
Kristi Morrow, Frisco  
Stephanie Schutte, Wake Village  
Dianna Stapp, League City  
Lluvia Tijerina, Manor

## Upcoming Education & Networking Opportunities

*August 8, 2018 • Grapevine, Texas*

**Athenian Dialogue: "The Boys in the Boat: Nine Americans and their Epic Quest for Gold at the 1936 Berlin Olympics" • [learn more](#)**

*August 9-10 • Grapevine, Texas*

**TMCCP Seminar: "Records Management" • [learn more](#)**

*September 19 • Stafford, Texas*

**Salt Grass Chapter's Annual "Public Information Act" Seminar**

*October 10-12 • Fort Worth, Texas*

**Texas Municipal League Annual Conference**

*October 25 • South Padre Island, Texas*

**TMCA Annual Business Meeting**

*October 25 • South Padre Island, Texas*

**TMCA Annual Awards Banquet**

*October 25 • South Padre Island, Texas*

**TMCCP Graduate Institute Seminar: "Growing Your Influence: How To Become More Persuasive, Compelling, and Balanced"**

## TMCA CHAPTER NEWS

# Alamo Chapter

By Chapter President **Sandra Passailaigue, TRMC**  
*City Secretary, Leon Valley*

The Alamo Chapter met on February 28. Our meeting was hosted by the City of Cibolo at Pompeii Italian Grill.

TMCA President Maria Balthrop was our special guest. President Balthrop spoke to Alamo Chapter members and guests on her new role as president of TMCA and said the Alamo Chapter Meeting was the first Chapter meet and greet she had attended. President Balthrop encouraged everyone to become more involved with the TMCA Board and apply for open committee positions.

Our speaker was Ms. Gina Cervantes, Government Information Analyst from the State and Local Records Management (SLRM) Division at the Texas State Library and Archives Commission (TSLAC). Ms. Cervantes's presentation was on Social Media Records Management with handouts provided to the attendees. We reviewed steps on having a Social Media Plan, Content Management and Retention requirements.



Members present at this meeting were: left to right – first row - Historian, Brittani Porter, City of LaVernia; Vice President: Jennifer Reyna, City of Alamo Heights; TMCA President, Marie Balthrop, City of Holliday; President: Sandra Passailaigue, City of Leon Valley; Treasurer: Lisa Hernandez, City of Natalia; left to right – second row - Grace (Tamez) Young, Retiree; Susan Darst, City of Helotes; Debby Goza, City of Live Oak; Yolanda Benitez, Retiree; Melinda Uriegas, City of San Antonio; Secretary: Debra Howe, City of Castroville; left to right – third row - Jacquelyn Salvador, Library Assistant, City of San Antonio; Andrea Wazir, Public Relations Specialist, City of Helotes ; Amanda Valdez, City of Cibolo, Minnie Gonzales, City of Castle Hills; Diane Gonzales, City of Olmos Park; Joy Hart, Franklin Legal Publishing; left to right – back row – guest; Christina Picioccio, City of Fair Oaks Ranch; Peggy Cimics, City of Cibolo; Celina Perez, City of Helotes; and Carole Vanzant, City of Fair Oaks Ranch; Nat Norton, Archivist, City of San Antonio; and Speaker Gina Cervantes, Government Information Analyst from the State and Local Records Management (SLRM) Division at the Texas State Library and Archives Commission (TSLAC).



## ALAMO CHAPTER

Thank you to our many guests for joining us at this meeting. Those guests were: Alderman Thomas Repino, City of Sandy Oaks; from the City of San Antonio: Matt Polansky, Records, Andrea Wazir, PR Specialist, Nat Norton, Archivist; and from the City of Helotes: Jacquelyn Salvador, Library Assistant; and from the City of Fair Oaks Ranch: Kim Stahr, City of Fair Oaks Ranch. You are all welcome to join us any time.

We approved the December 06, 2017, minutes and treasurer's report and appointed members to the Alamo Chapter Committees.

The Alamo Chapter met again on April 25. Our meeting was hosted by the City of Leon Valley at Leon Valley Café.

Our speaker was one of our very own, Peggy Cimics, TMCA Trustee, City Secretary Cibolo who spoke to the group about Texas Municipal Clerks Association Trustees, Committees and Scholarships.

We approved the February 28 minutes and treasurer's report. The Audit Committee, which consists of Grace Young, retiree; Joy Hart, Franklin Legal Publishing; and Minnie Gonzales, Castle Hills, presented the audit report for the financial statement for Year 2017. The report was unanimously approved. Afterwards, the City Clerk/City



*Photo at left: TMCA President Maria Balthrop and Alamo Chapter TMCA President Saundra Passailaigue at the chapter's February meeting. Right: At the April meeting: Minnie Gonzales, City of Castle Hills; Leticia Saenz, City of San Antonio; Leticia Vacek, City of San Antonio; Yolanda Benitez, retiree; and President Saundra Passailaigue, City of Leon Valley.*

Secretary of the Year Nominating Committee gave their recommendation on their selection for City Clerk/City Secretary of the Year. The Alamo Chapter voted unanimously to nominate Peggy Cimics, City of Cibolo, as our nominee for the 2018 City Clerk of the Year.

We had a delicious lunch and swapped Fiesta 2018 Medals. Pictured above you will see some of the ladies with their medals.

Congratulations to the new IIMC Region IV Director, Leticia Vacek, City of San Antonio. We are proud of you!

## TMCA CHAPTER NEWS

# Capital Chapter

By Chapter Secretary **Myrna Rios, TRMC**

*City Secretary, Abilene*

The Capital Chapter conducted its first ever teleconference meeting on March 28, coordinated by the City of San Marcos. Our goal was to go virtual, however, we encountered some small technical difficulties. Overall, our teleconference was a success and we hope to use virtual meetings twice a year to allow more members attend the meetings.

The business meeting was conducted and the Chapter took nominations to fill the vacancy of Secretary and elected Myrna Rios, Deputy City Clerk, Austin. Additionally, Erika Brady, Assistant City Clerk, Austin and Tammy Cook, Deputy City Clerk, San Marcos, graciously volunteered to serve on the Clerk of the Year Nominations Committee. Way to go ladies!

Many of the Capital Chapter members attended the Open Meetings Act & Public Information Act seminar in San Antonio in April. Participants attended sessions on Parliamentary Procedures and Texas Open Meetings requirements, agendas & minute taking.

The next Capital Chapter meeting will be held in May in West Lake Hills. Please contact Chapter President Jeana Bellinger, TRMC, City Secretary, Brenham, at [jbellingercityofbrenham.org](mailto:jbellingercityofbrenham.org) if you would like to join or would like more information regarding the TMCA Capital Chapter.



## TMCA CHAPTER NEWS

# Central Texas Chapter

By Chapter Secretary **Liz Caraway**

Assistant City Secretary, Waco

The Central Texas Chapter held a quarterly meeting on March 28 hosted by the City of Bellmead. The meeting was called to order and Bellmead City Manager Bo Thomas welcomed the chapter. Following a delicious catered lunch, Jana Lewellen swore in the 2018-2020 chapter officers. The new officers are President Michelle Hicks, TRMC, city secretary, Lacy Lakeview; Vice President Christi Shivers, TRMC, city secretary, Mexia; Secretary Liz Caraway, assistant city secretary, Waco; Treasurer Amber Fuller, TRMC, city secretary, Hubbard; Historian Roshuna Wiley, deputy city secretary, Mexia; Benevolence Officer Donna Barkley, TRMC, city secretary, Woodway.

In lieu of a speaker, the program consisted of a round table discussion featuring various topics pertinent to municipal clerks such as safety in the workplace, various policies and procedures, and elections. Business of the Central Texas Chapter was conducted and included members briefly speaking about “What’s Happening in Your City.” The meeting ended with a presentation of a new chapter membership information pamphlet.



The Central Texas Chapter members in March. *Front row, left to right:* Michelle Hicks (Lacy Lakeview), Janet Sheguit (BSP Engineers), Patricia Ervin (Bellmead). *Back row, left to right:* Krystal Hays (MuniCode), Amber Fuller (Hubbard), Lydia Lopez (Hewitt), Christi Shivers (Mexia), Roshuna Wiley (Mexia), Donna Barkley (Woodway), Althea Wall, (Morgan’s Point Resort), Liz Caraway (Waco).



## CENTRAL TEXAS CHAPTER

The June meeting will be hosted by the City of Woodway, and Morgan's Point Resort will host the September meeting. Everyone is invited to attend any of our chapter meetings. Contact President Michelle Hicks, TRMC, city secretary, Lacy Lakeview at [michelle.hicks@lacylakeview.org](mailto:michelle.hicks@lacylakeview.org) for more information.

Members at the March chapter meeting:

President Michelle Hicks, TRMC, city secretary, Lacy Lakeview

Donna Barkley, TRMC, city secretary, Woodway

Liz Caraway, assistant city secretary, Waco

Patricia Ervin, TRMC, interim city secretary, Bellmead

Amber Fuller, TRMC, city secretary, Hubbard

Jana Lewellen, TRMC, city secretary, Robinson

Lydia Lopez, TRMC, city secretary, Hewitt

Janet Sheguit, BSP Engineers

Christi Shivers, TRMC, city secretary, Mexia

Althea Wall, city secretary, Morgan's Point Resort

Roshuna Wiley, deputy city secretary, Mexia

Krystal Hays, Municode



The 2018-2020 Officers of the Central Texas Chapter. *From left to right:* Benevolence Officer Donna Barkley, TRMC, city secretary, Woodway; Historian Roshuna Wiley, deputy city secretary, Mexia; Treasurer Amber Fuller, TRMC, city secretary, Hubbard; Secretary Liz Caraway, assistant city secretary, Waco; Vice President Christi Shivers, TRMC, city secretary, Mexia; President Michelle Hicks, TRMC, city secretary, Lacy Lakeview.

## TMCA CHAPTER NEWS

## Coastal Bend Chapter

By Chapter Secretary **Cathy Duhart, TRMC**

*City Secretary, Sinton*

Greetings from the Coastal Bend Chapter! This quarter, our chapter held a meeting in Mathis on March 1. We were extremely honored to have with us our TMCA President Marie Balthrop, TRMC, city clerk Wichita Falls.

We enjoyed a delicious meal at Smolik's Smokehouse BBQ. This meeting was primarily for the purpose of installing our new officers for the Coastal Bend Chapter for the 2018 year. TMCA President Marie Balthrop installed: Mary Valenzuela, President; Ruby Beaven, Treasurer; Cathy Duhart, Secretary. Vice President Rebecca Huerta was not present and will be installed at the next meeting. President Balthrop offered some wonderful insights and words of wisdom to the new officers and the members present. She also encouraged everyone to take advantage of the scholarships and travel stipends offered by TMCA, which will help assist those who are certifying or recertifying in the program.

During our business meeting, we discussed continuing education opportunities at the IIMC regional conference and Texas Municipal Clerks Association. Discussion was



## COASTAL BEND CHAPTER

made setting future meeting dates and locations for 2018: June—Rebecca Huerta, City of Corpus Christi; September 2018—Teresa Valdez and Ruby Beaven, City of Rockport; December 2018—Mary Valenzuela, City of Kingsville.

We enjoyed seeing each other, sharing our experiences in the aftermath of Hurricane Harvey, discussing lessons learned and continuing to count our blessings and encourage one another.

Anyone interested in joining the Coastal Bend Chapter, or for general inquiries, can contact Chapter Secretary Cathy Duhart, City Secretary, City of Sinton, at 361-364-2381 or [city1395@sintontexas.org](mailto:city1395@sintontexas.org).

Those in attendance at the March meeting were: Mary Valenzuela, City Secretary, City of Kingsville; Irma Parker, City Secretary, City of Port Aransas; Teresa Valdez, City Secretary, City of Rockport; Ruby Beaven, Assistant City Secretary, City of Rockport; Cathy Duhart, City Secretary, City of Sinton; Gabriela Hernandez, City Secretary/Asst. City Manager, City of Beeville; Kimberly Sampson, City Secretary/HR Director, City of Ingleside; April Hilbrich, City Secretary, City of Victoria; Margarette Wright, Administrative Assistant, City of Edna; Scarlet Swoboda—Lifetime Member, City of Victoria.



## TMCA CHAPTER NEWS

# Hill Country Chapter

By Chapter Secretary **Kelly Dix**

*City Secretary, Burnet*

The Hill Country Chapter met in April at the Western Edge Cellars in Fredericksburg for our bi-monthly meeting and a delicious lunch.

We all enjoyed hearing how wonderful retirement is for Teresa! Sure was good to have her join us!

Special “shout out” of congratulations went to Laura Calcote, city secretary, Wimberley, and Sefani Wright, director of finance, Horseshoe Bay, on their recent accomplishments of passing TMCCP certification exams! Keep up the good work, ladies!

President Toni Milam reviewed scholarship opportunities with all present that are interested in achieving certification, to include our very own Hill Country Chapter scholarship. Information on upcoming Athenian Dialogues, the IIMC Annual Conference, and the TMCCP Public Funds Investment Seminar were provided to each member. Toni also shared the process for serving as a trustee on the TMCA board.

Lots of discussion was had by all about the upcoming general and special elections being held in our respective cities. The Hill Country communities are all very busy going into our budget cycles as well.

Hope each of you can spend some time in the Hill Country during our most beautiful time of the year!

To join the Hill Country Chapter, please contact President, Toni Milam, city secretary, Llano, at [tmilam@cityofllano.com](mailto:tmilam@cityofllano.com).



*From left to right: Teresa Moore (Retired-Horseshoe Bay), Elaine Simpson (Granite Shoals), Kelly Dix (Burnet), Toni Milam (Llano), Tina Keys (Brady), Claudia Brown (Melvin), Shelley Britton (Fredericksburg), Margie Rivera (Fredericksburg), Sabrina Maultsby (San Saba)*

## TMCA CHAPTER NEWS

## Lower Rio Grande Valley Chapter

By Chapter Historian **Norma Cantu, TRMC**

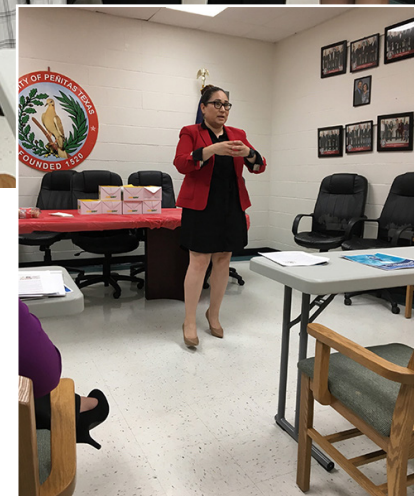
*Executive Assistant for City Manager, Weslaco*

The Lower Rio Grande Valley Chapter met on Valentine's Day, February 14, at the City of Penitas Public Library. We opened the meeting with speaker Ms. Flor Leal, Community Engagement Manager, from Workforce Solutions. Ms. Leal gave an excellent presentation on the development of soft skills to help prepare us for success in the workplace. She also talked about "Customer Service" — a process of taking care of a customer's needs in an efficient and respectful manner.

Certificates of Congratulations were presented to Imelda Barrera, assistant city clerk, City of Pharr, and our Chapter Secretary/Treasurer; Amanda Morales, City Secretary, City of La Feria (not present at meeting); and Elizabeth M. Walker, City Secretary, City of Weslaco, for completing all of the requirements of certification in the Texas Municipal Clerks Certification Program (TMCCP), earning them the Texas Registered Municipal Clerk (TRMC) designation.



Above: The Lower Rio Grande Valley Chapter at their February 14 meeting in Penitas. Speaker Flor Leal (*inset*), Community Engagement Manager, from Workforce Solutions, gave an excellent presentation on the development of soft skills to help prepare us for success in the workplace, as well as speaking on customer service.





## LOWER RIO GRANDE VALLEY CHAPTER

A Certificate of Congratulations was also presented to Deputy City Secretary, City of McAllen, and vice president of our chapter Yesenia Rodriguez, for completing all of the requirements to re-certify through the Texas Municipal Clerks Certification Program. Also recognized was Hilda Pedraza, TRMC, city clerk, Pharr, for successfully fulfilling all the requirements of the Certificate Municipal Clerk (CMC) Program offered by the International Institute of Municipal Clerks (IIMC) and earning her CMC designation. We wish these ladies and members of our chapter all the best in their professional endeavors.

The Lower Rio Grande Chapter teamed up with the Texas State Library and Archives Commission and hosted a workshop on “Introduction to Records Management” at the Pharr Police Department. We took this opportunity to host a training as a fundraiser for the chapter. We had a good turn-out, two great speakers, Gina and Erika, and the training was a big success. Participants learned the principles of records management through face-to-face instructions and hands-on activities.



Chapter Secretary/Treasurer Imelda Barrera, TRMC (photo at top left), assistant city clerk, Pharr, and Elizabeth Walker, TRMC (photo at top right), city secretary, Weslaco, completed their certification in the Texas Municipal Clerks Certification Program, earning their TRMC Certification. At right: Yesenia Rodriguez, TRMC, deputy city secretary, McAllen, earned her TRMC recertification. Above: Hilda Pedraza, TRMC, city clerk, Pharr, earned her CMC designation through IIMC.

## LOWER RIO GRANDE VALLEY CHAPTER

For those wishing to join the LRGV Chapter please contact President Ana M. Valdez at [citysecretary@cityofpenitas.com](mailto:citysecretary@cityofpenitas.com). Meetings are held the third Wednesday of every month at 11:30 a.m. Also be sure to like our Facebook page at [www.facebook.com/lrgvsecretaries](http://www.facebook.com/lrgvsecretaries).

Photos this page: The LRGV Chapter's March workshop on "Introduction to Records Management" with the Texas State Library and Archives Commission.

### LRGV CHAPTER MEMBERSHIP CITIES:

Alamo, Alton, Brownsville, Donna, Edcouch, Edinburg, Elsa, Granjeno, Harlingen, Hidalgo, La Feria, La Joya, La Villa, Laguna Vista, Los Fresnos, Los Indios, Lyford, McAllen, Mercedes, Mission, Palmview, Penitas, Pharr, Port Isabel, Palmhurst, Raymondville, Town of Rancho Viejo, San Benito, San Juan, South Padre, Sullivan City, Weslaco





## TMCA CHAPTER NEWS

# North Texas Chapter

By Chapter President **Sheila Morales, TRMC**

*Town Secretary, Copper Canyon*

Greetings TMCA Members!

One part of NTMCA's Mission Statement is to promote professionalism, education, integrity, ethics, teaming, and empowerment to the members. Over the last three months, many of our members worked together and planned three outstanding educational events.

In February our group was hosted by the City of Richardson. Richardson City Secretary Aimee Nemer suggested we hear from Mistie Gardner, Richardson's Emergency Management Coordinator, on the topic of "Emergency Management Behind the Scenes."

In her overview, Mistie presented a video identifying the events and activities of the Office of Emergency Management for the City of Richardson in 2016. She continued to explain the importance of establishing relationships with community partners before an incident resulting in mutually beneficial outcomes in the event of a disaster.

Ms. Gardner stated there was no cookie-cutter solution for each disaster, but the city secretary is necessary for two key components: maintaining records and calling emergency meetings. Ms. Gardner explained the importance of documenting all soft and hard costs



At the February meeting in Richardson: Aimee Nemer, TRMC, city secretary, Richardson; Mistie Gardner, EMC Richardson; and Chapter President Sheila Morales, TRMC, town secretary, Copper Canyon.

## NORTH TEXAS CHAPTER

and the need to utilize the records when seeking reimbursement from the federal government. Additionally, Ms. Gardner stated that, after a disaster declaration, the council must ratify the action within seven days. After the presentation, Ms. Gardner offered a tour of the Emergency Operations Center. All in all, the topic presented was very applicable, informative and very educational.

At our March business lunch, Rex Phelps, Haltom City Deputy City Manager, also came highly recommended, this time by Haltom City City Secretary Art Camacho. Mr. Phelps presented “E to the 4<sup>th</sup> Power—An Internal Focus to Meet the External Mission.” He explained that there are habits needed for emotional health, which in turn impact one’s levels of success. He discussed his concept of E to the 4<sup>th</sup> Power and identified the four E’s as being: Empathy, Edification, Enthusiasm and Excellence. We all went away feeling inspired to live “E to the 4<sup>th</sup> Power” in order to become effective, happy and more successful at our jobs and in life.



Above: The NTMCA Chapter at their March meeting. *Back row:* Lola Hazel (Dalworthington Gardens), Allison Tidwell (Fort Worth), Donna Pliska (Haltom City), Lindsay Wells (Euless), Shelley George (Allen), Traci Henderson (North Richland Hills), Yael Forgey (Azle). *Middle row:* Ron Gonzales (Fort Worth), Lisandra Leal (North Richland Hills), Alicia Richardson (North Richland Hills), Kim Sutter (Euless), Michael Wells (Bedford), Krystal Hays (Muni Code), Aimee Nemer (Richardson), Jennifer Phillips (Irving), Brandy Barrett (Westworth Village), Laurie Garber (Carrollton), Lisa Cabrera (Joshua), Susie Hiles (Azle). *Front row:* Christine Green (University Park), Kristi Gilbert (Argyle), Monica Solko (Lake Worth), Sheila Morales (Copper Canyon), Amy Shelley (Southlake), Allison Long (Haltom City Librarian), Art Camacho (Haltom City).

*Inset:* Meeting host Art Camacho (Haltom City) and Allison Long (Haltom City Librarian).





## NORTH TEXAS CHAPTER

Our April meeting was our Professional Seminar, planned by our Professional Seminar Committee—Co-Chair Theresa Scott (Flower Mound), Co-Chair Art Camacho (Haltom City), and Zolaina Parker (Watauga) (all the while in the middle of a busy election season).

Members found the seminar to be extremely informative and educational. The topic was “Avoiding Legal Pitfalls.” Nine attorneys from the law firm of Taylor, Olson, Adkins, Sralla & Elam, LLP, helped attendees gain a better understanding of the complex legal issues specifically as it relates to the functions of the municipal clerk’s office. Topics covered included: Open Meetings Act, Public Information, Document Retention, Elections, Tort Claims Act, Electronic Signatures, Notarizing Documents, and Bonds for Secretaries. The attorneys did a great job presenting the information and even made it fun by using a couple games.

During the April TMCCP seminar, one of our members, Dianna Buchanan (Haslet), passed the last of her exams required for her certification. Way to go, Dianna.

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*Top right, from left to right:* Tammy Dixon (Bartonville), Kristi Gilbert (Argyle), Dianne Buchanan (Haslet), Erika McComis (Bridgeport), Christine Green (University Park) in April.

*Near right:* Professional Seminar Committee Co-Chairs Art Camacho (Haltom City) and Theresa Scott (Flower Mound).



## NORTH TEXAS CHAPTER

Over the next few months, we have scheduled the following:

- June 21 – NTMCA Awards Luncheon
- July 19 – Tim Marvel will speak on “Making Daily Progress” in Decatur
- August 16 – Theresa Ewing will present the topic “Municipal Court Overview & How Court Relates to Open Record Requests” in Lake Worth

If you are interested in attending any of these events, guests are welcome. Details can be found on the [NTMCA website](#) under the “Meetings” tab.

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Pictured: chapter members at the April meeting. *Top right:* Tina Stewart (The Colony), René Dowl (Garland), Melinda Davis (Kennedale), and Mayra Sullivan (Garland). *Near right:* Amy Shelley (Southlake), Dianna Buchanan (Haslet), Yael Forgey (Azle), and Lindsay Wells (Euless).





## TMCA CHAPTER NEWS

# Northeast Texas Chapter

By Chapter President **Doris Crockett**

*City Secretary, Bullard*

The quarterly meeting of the Northeast Texas Chapter was held March 16 in Tyler at The Egg and I restaurant. Regular chapter business was conducted and City of Bullard Police Captain Jeff Bragg was present to talk with attendees about active shooter and personal safety.

Our next chapter meeting was scheduled for June 8 in the City of Longview.

We invite members of our profession in our area to join our chapter. For information, please contact Chapter Secretary Kristan Kahler (Ore City) at [cityoforecity@etex.net](mailto:cityoforecity@etex.net) or Chapter President Doris Crockett (Bullard) at [dcrockett@bullardtexas.net](mailto:dcrockett@bullardtexas.net).



## TMCA CHAPTER NEWS

# Panhandle Chapter

By Chapter Secretary **Lynn French**

*City Secretary, Gruver*

Since the last TMCA newsletter, the Panhandle Chapter has met twice, on February 15 and April 19 for our bi-monthly meetings at Youngblood's Café and The Amarillo Club respectively, both of which are located in Amarillo.

At the February 15 meeting those officers who were absent at the December meeting were sworn in: President Kimberly Sloat, TRMC, city secretary, Canadian, and Treasurer Kristina Solomon, city secretary, Tulia.

After the minutes and treasurer reports we had a round table discussion over elections. Spearman City Secretary/Assistant City Manager Cheryl Gibson-Salgado, TRMC, gave an overview of the TMCCP Election Law Seminar to help those who could not attend stay up-to-date with new laws and help with confusing topics. Our chapter is fortunate to have many clerks who have at least 5 (many with 15-20!) years' experience with elections and are always willing to help out those who are new. Some of the topics covered were candidates/packets, filing deadlines, cancellations, and notices/orders.

After elections, plans for hosting a training were discussed and finalized. The Panhandle Chapter coordinated with the Texas State Library and Archives Commission for a Records Retention Training on April 18 and 19 in Amarillo. The chapter provided breakfast and snacks during the



*Above:* The chapter's Records Retention Training on April 18 and 19, coordinated with the Texas State Library and Archives Commission.

*Inset:* Speakers Benjamin Barlow and Megan Carey of TSLAC.





## PANHANDLE CHAPTER

training, and it ended up being a great success!

The Panhandle Chapter met April 19 at the Amarillo Club—which was about two blocks from where the Records Retention Training was, so we had quite a big group! It was so great to have new faces from our chapter cities be able to come to the bi-monthly meeting.

First, we introduced ourselves, and then dove right in to discussing plans for our role in the upcoming TMCCP “Public Funds Investment” Seminar in Amarillo June 14-15. The Panhandle Chapter will be hosting an Athenian Dialogue and have moved our June meeting to 3:45 p.m. on June 13 to be able to accommodate those at the Athenian Dialogue and still be able to have our bi-monthly meeting.

Gretchen Mercer, TRMC, city secretary, Canyon, announced that she was able to coordinate buses, dinner, and a backstage tour to the famous TEXAS play in Palo Duro Canyon as the event for



Texas Municipal Clerk of the Year Nominee 2018 Karen Price, TRMC, city secretary, Pampa

the TMCCP seminar! This will be an event you do not want to miss! Shout-out to Gretchen Mercer!

The chapter also decided on what and how much to give away as the door-prizes from the chapter at the June TMCCP seminar. Cheryl Gibson-Salgado and Kristina Solomon volunteered to take care of purchasing gift cards and gifts.

It was decided to take nominations to select our Texas Municipal Clerk of the Year 2018 nominee from the chapter. The Panhandle Chapter proudly selected Karen Price, TRMC, city secretary, Pampa. Karen’s extensive knowledge

and professionalism combined with her loving and upbeat spirit make her one of a kind, and a true asset to any workplace. We are so proud to have Karen as such an active member and to be able to learn from her!

If you are interested in attending a meeting or joining the TMCA Panhandle Chapter, please contact Lynn French: 806-733-2424 or [gruver\\_city@gruver.net](mailto:gruver_city@gruver.net).

Members at the April meeting:  
 Kimberly Sloat, TRMC, City Secretary, Canadian – President  
 Lynn French, City Secretary, Gruver – Secretary  
 Kristina Solomon, City Secretary, Tulia – Treasurer  
 Karen Price, TRMC, City Secretary, Pampa – Historian  
 Cheryl Gibson-Salgado, TRMC, City Secretary, Spearman  
 Charlene Gardner, TRMC, Deputy City Secretary, Pampa  
 Frances Hibbs, TRMC, City Secretary, Amarillo  
 Gretchen Mercer, TRMC, City Secretary, Canyon  
 Stella Sauls, TRMC, City Secretary, Borger  
 Kim Fowler, City Secretary, Perryton  
 Kim Rehkopf, City Secretary, Dumas  
 Roni Willburn, City Secretary, Panhandle  
 Karen Haddon, City Secretary, Booker  
 Leander Davila, City Secretary, Friona  
 Lisa Trejo, Utility Supervisor, Dumas  
 Jan Saunders, Assistant City Secretary, Amarillo  
 Nelwyn Ward, City Secretary, Memphis  
 Tammy Schmidt, City Secretary, Fritch  
 Heidi Tiffin, City Secretary, Kress  
 Alexandra Cipollone, Office Clerk, Canadian

## TMCA CHAPTER NEWS

# Pineywoods Chapter

By Chapter President **Ellie Monteaux, TRMC**

*City Secretary and Assistant City Manager, Livingston*

Greetings from the Pineywoods Chapter!

The Pineywoods Chapter held their quarterly meeting in Lufkin at Ralph & Kacoo's Restaurant on April 18. TMCA President Marie Balthrop was our guest speaker. President Balthrop shared her insight into our role as municipal clerk and offered encouragement to become more involved in TMCA.

The October minutes and financial report were approved. Chapter President Ellie Monteaux introduced the new Sandra Watkins TMCCP Election Law Seminar scholarship and encouraged members to apply prior to the June 15 deadline. We discussed IIMC 49<sup>th</sup> Annual Municipal Clerks Week on May 6-12, 2018, and the many ways to promote the vital role of municipal clerk. Vice President Laure Morgan provided an update on the TMCA board activities. Chapter membership certificates were distributed to those present. The Pineywoods Chapter presented President Balthrop with an appreciation gift basket and card.



*Front row:* Ellie Monteaux, TRMC, City Secretary/ACM, Livingston; Cinda Garner, City Secretary, San Augustine; TMCA President Marie Balthrop, TRMC, City Secretary, Wichita Falls; and Laure Morgan, TRMC, ACM/City Secretary, Hemphill. *Back row:* Mitzi Thompson, City Secretary, Crockett; Lisa Carter, Accounting Clerk, Huntington; Debbie Wells, City Secretary, Lovelady; Julie Davis, City Secretary, Huntington; Jeaneyse Mosby, Finance Director, San Augustine; and Waunesa Herrington, City Secretary, Zavalla.



## PINEYWOODS CHAPTER

Our next Pineywoods Chapter meeting will be held July 18 at noon at The Manhattan in downtown Lufkin. Everyone is welcome to attend this meeting. This is an excellent time to bring a neighboring clerk to

lunch and introduce them to our Pineywoods Chapter. The friendship and networking opportunities are abundant.

Best wishes from the Pineywoods Chapter!

## TMCA CHAPTER NEWS

# Red River Chapter

By Chapter Secretary **Amy Anderson, TRMC**  
*City Secretary, Lakeside City*

Greetings from Red River Country!

Our chapter held our quarterly meeting on March 21 at Johnny Carino's. The chapter said our goodbyes to Tracy Norr as she accepted a new position in Mansfield. We will miss her dearly, but know she will do an outstanding job in her new position as city clerk.

Janelle Dolan, city clerk, Burkburnett, was promoted to president of the chapter, and Amy Anderson, city secretary, Lakeside City, was promoted to vice president of the chapter.

The chapter held a round table discussion regarding the upcoming elections as we have several new clerks in the chapter.

Amy Anderson, city secretary, Lakeside City, was nominated as Texas Municipal Clerk of the Year for the Red River Chapter. She will go on to represent the chapter at the TMCCP Graduate Institute in October.

Marie Balthrop accepted a new position in Wichita Falls: she is the new city clerk! We are so proud of Marie and the job she is doing as the 2018 TMCA president. She has been very busy and traveling this great state to meet all the chapters.



Red River Chapter President Amy Anderson (left) and TMCA President Marie Balthrop on the San Antonio River Walk during the TMCCP seminar in April.



## RED RIVER CHAPTER

Our next meeting will be held June 20 at Johnny Carino's. Everyone is invited to attend any of our chapter meetings. You will be welcomed with a smile, a hug, and possibly put to work.

For more information about the chapter, please contact Janelle Dolan, TRMC, city clerk, Burkburnett, at [jdolan@burkburnett.org](mailto:jdolan@burkburnett.org).

Members of the Red River Chapter:

Amy Anderson, City Secretary, City of Lakeside City

Marie Balthrop, City Secretary, City of Holliday

Tracy Bankston-Smith, Admin. Asst., City of Lakeside City

Kia Boone, Deputy City Clerk, City of Wichita Falls

Christy Bradshaw, City Secretary, City of Vernon

Sherri Davis, City Secretary, City of Saint Jo

Janelle Dolan, City Clerk, City of Burkburnett

Revell Hardison, City Secretary, City of Nocona

Frank Hefner, City Secretary, City of Bryson

Kim Hemmi, City Secretary, City of Scotland

Tim Houston, City Secretary, City of Olney

Tracey Lowe, City Secretary, City of Electra

Sharon McFadden, City Secretary, City of Graham

Cathy Mills, City Secretary, City of Henrietta

Holly Moss, City Secretary, City of Megargel

Janice Newman, City Secretary, City of Iowa Park

Sandy Page, City Secretary, City of Bowie

Brenda Riggs, City Secretary, City of Quanah

Pam Sereika, City Secretary, City of Alvord

Marsha Jo Stone, City Secretary, City of Chillicothe

Brenda Tarpley, City Secretary, City of Jacksboro

Conchita Torrez, City Secretary, City of Seymour

Kim Whitsitt, City Secretary, City of Archer City

## TMCA CHAPTER NEWS

# Salt Grass Chapter

By Chapter Secretary **Roxanne Benitez, TRMC**

*City Secretary, Spring Valley Village*

The Salt Grass Chapter held their monthly meeting on February 14 at the Webster Fire Station #1 in Webster. Chapter President Marisela Garcia, TRMC, deputy city secretary, Webster, led the meeting and many members were in attendance. Since it was Valentine's Day, many members were dressed in red and the chapter exchanged Valentine cards and candy; everyone enjoyed it!

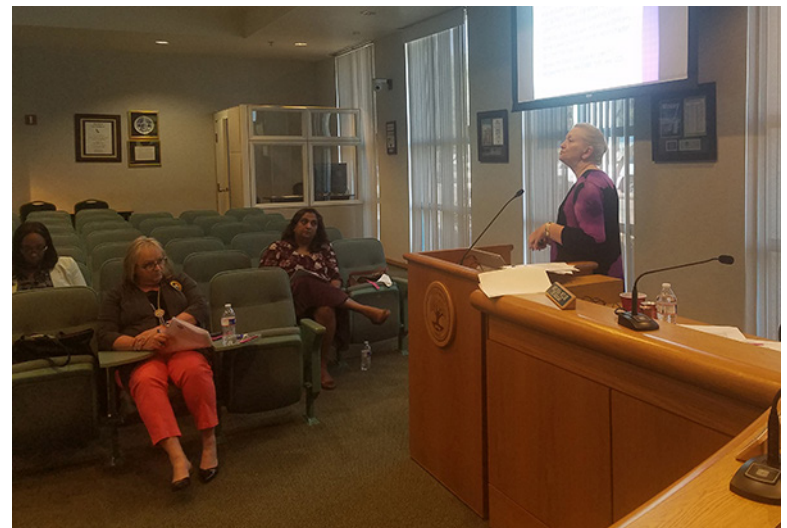
The chapter held a presentation on records management processes. speakers were Rose Hamidian, records manager, Webster; Sonia Acosta, deputy city secretary, Deer Park; Gladis Sanchez, records specialist, La Porte, and Heather Van Dine, Management Coordinator for Friendswood.

The chapter's March meeting was held on March 14 at the Friendswood City Hall in Friendswood. Vice President Crystal Dozier, TRMC, city secretary, Hunters Creek Village, called the meeting to order and welcomed those in attendance. Doris Speer, TRMC, city secretary, Tomball, gave a PowerPoint presentation in regards to acquiring, training, and retaining election judges and clerks.

The Salt Grass Chapter meeting was held on April 11 at the Wynne Home Arts Center in Huntsville. Huntsville City Secretary Lee Woodward showed



*Top right:* Records Management Rock Stars at the February meeting (from left to right): Rose Hamidian, Sonia Acosta, Gladis Sanchez, and Heather Van Dine.



*Near right:* Presenter Doris Speer enlightened the audience with ways of acquiring election judges and clerks as well as keeping them happy and coming back.



## SALT GRASS CHAPTER

off her culinary skills by cooking for all of the attendees. Sally S. Vardy, Chief Human Resources Officer for the Harris County Appraisal District, gave an informative presentation in regards to attracting and retaining great employees. The chapter made their nomination for the 2018 TMCA Municipal Clerk of the Year.

The next Salt Grass Chapter meeting is set for August 15 in Spring Valley Village and a training session on drafting ordinances and resolutions will be given. If you are interested in attending the August meeting and training session, please contact Roxanne Benitez, TRMC, city secretary, Spring Valley Village, at 832-910-8576 or [rbenitez@springvalleytx.com](mailto:rbenitez@springvalleytx.com). Salt Grass Chapter meetings are typically held on the second Wednesday of the month, January through April and August through December. Our meetings are open to anyone and we welcome all visitors!

The Salt Grass Chapter's 17<sup>th</sup> Annual Public Information Act Seminar will be on Wednesday, September 19, at the Stafford Centre in Stafford. There will be educational sessions in regards to the basics of the Public Information Act, processing general public information requests, personnel record exceptions, managing municipal court records requests and Rule 12, as well as a Q&A session. This one-day seminar is beneficial for employees from various departments that process requests for documents. For additional information, please contact Tomika Lewis, TRMC, city secretary, Stafford, at 281-261-3902 or [tlewis@staffordtx.gov](mailto:tlewis@staffordtx.gov).



Presenter Sally S. Vardy, Harris County Appraisal District, presented a lot of good information regarding making our organizations desirable places to work.



Salt Grass Chapter meetings are open to anyone and we welcome all visitors!



## SALT GRASS CHAPTER

Members in attendance at the April Salt Grass Chapter meeting:

Roxanne Benitez, TRMC, City Secretary, Spring Valley Village  
Crystal Dozier, TRMC, City Secretary, Hunters Creek Village  
Robin Eldridge, TRMC, City Secretary, La Marque  
Marisela Garcia, TRMC, Deputy City Secretary, Webster  
Tracy Garcia, TRMC, Deputy City Secretary, Tomball  
Robin Hicks, TRMC, City Secretary, Seabrook  
Maria Jackson, TRMC, City Secretary, Missouri City  
Tomika Lewis, TRMC, City Secretary, Stafford  
Catrina Maxwell, Deputy City Secretary, Nassau Bay  
Stephanie Martinez, Executive Administrative Assistant, Seabrook  
Lisa Modisette, TRMC, Assistant City Secretary, Hedwig Village  
Brenda Poe, Deputy City Secretary, Huntsville  
Dixie Roberts, TRMC, City Clerk, Alvin  
Courtney Rutherford, City Secretary, Meadows Place  
Angela Smith, TRMC, City Secretary, Cleveland  
Doris Speer, TRMC, City Secretary, Tomball  
Karen Vannerson, Honorary Member, Linebarger Goggan Blair & Sampson, LLP  
Lee Woodward, TRMC, City Secretary, Huntsville

Others present were:

Alison Ashbury, Senior HR Generalist, Tomball  
Marla Diers, Human Resources Manager, Huntsville  
Elizabeth Harrell, City Secretary, Oak Ridge North  
Krystal Hays, Regional Executive, Municode/MCCI  
Catrina Johnson, HR Generalist, Tomball  
Ellie Monteaux, TRMC, City Secretary/Assistant City Manager, Livingston  
Julie O'Connell, Human Resources Director, Huntsville  
Natlee Sanders, Director of Finance and Human Resources, Walker County  
Appraisal District



## TMCA CHAPTER NEWS

# South Plains Chapter

By Chapter Secretary **Kim Perez, TRMC**  
*City Secretary, Ralls*

Hello from West Texas!

The South Plains Chapter met at E & J Smokehouse in Lubbock on March 21 for our quarterly meeting. The meeting was hosted by Patricia Isaguirre, city secretary, Hale Center.

Brandi Ivey, Community Relations Manager for Star Care Specialty Systems was the guest speaker. She has been with Star Care Specialty Systems for 15 years. The program offers several services to communities such as HIV Outreach, Veterans Programs, Opioid Treatment, Community Reintegration, Children/Youth Programs, Psychiatric Hospital, Intellectual and Developmental Disability Services, and PACE which is Program of All-Inclusive Care for the Elderly. There are many more programs that Star Care offers. This program helps individuals get back on their feet to be able to support and take care of themselves and their families. There is a crisis hotline that an individual may call if they feel the need for help. Ms. Ivey shared personal experiences with us and the use of programs she has had to use before.



Elena Quintanilla (*left*), city manager, Ransom Canyon, presents an award to Toni Chrestman, city secretary, Slaton, for her nomination as the chapter's Texas Municipal Clerk of the Year State Nominee for 2018.



Elena Quintanilla (*left*), presents an award to Zanea Carpenter, city secretary, Muleshoe, as the 2018 Chapter Municipal Clerk of the Year.

## SOUTH PLAINS CHAPTER

Chapter President Sharon Trumble, city secretary, New Deal, read a thank you card sent from TMCA Immediate Past President Lydia Lopez. President Lopez attended our meeting in December. It was a pleasure to have her there.

Congratulations to Becky Garza, city secretary, Lubbock, for being awarded the 2018 YWCA Women's of Excellence Award in March. What an honor it is to have Becky represent women in government.

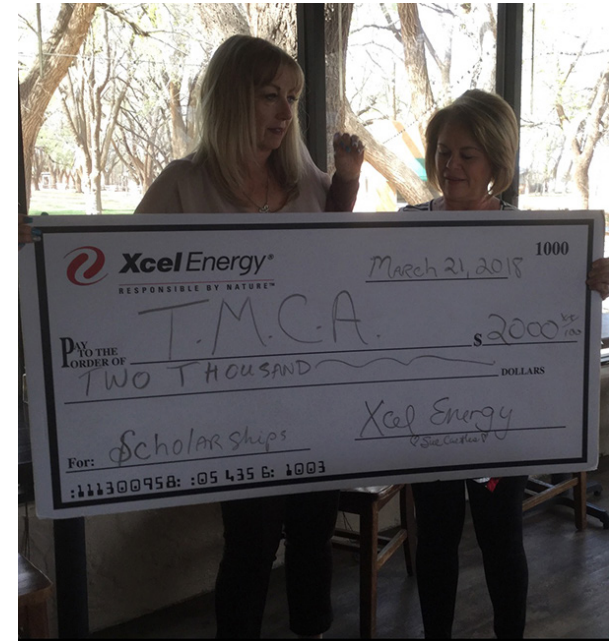
The South Plains Chapter Municipal Clerk of the Year Committee proudly selected Zanea Carpenter, city secretary, Muleshoe, as the 2018 Chapter Municipal Clerk of the Year and Toni Chrestman, city secretary, Slaton, as the Texas Municipal Clerk of the

Year State Nominee for 2018. Congratulations to both you ladies.

Sue Castles with Xcel Energy presented a check to the South Plains Chapter in the amount of \$2,000.00. This will be used as a vendor scholarship allowing members from the South Plains Chapter to apply for and attend TMCA seminars. A huge "thank you" to Sue and Xcel Energy for supporting and sponsoring the members of TMCA.

Our next meeting will be on June 20 and will be hosted by Kirk Franklin of Franklin Legal Publishing.

If you are interested in attending our meetings, please contact Chapter President Sharon Trumble, city secretary, New Deal, at [cnewdeal@sbcglobal.net](mailto:cnewdeal@sbcglobal.net).



Sue Castles with Xcel Energy (left) and Chapter President Sharon Trumble, city secretary, New Deal. Sue Castles presented a check to the South Plains Chapter to use as a vendor scholarship which will be used for members to apply for and attend TMCA seminars.

Members and guests in attendance:

Zanea Carpenter, TRMC, city secretary, Muleshoe  
 Sue Castles, Xcel Energy  
 Toni Chrestman, TRMC, city secretary, Slaton  
 Betty Conde, city secretary, Lamesa  
 Ofelia Corral, municipal clerk, Ropesville  
 Delia Cruz, city secretary, Ropesville  
 Amanda Cummings, city secretary, Shallowater

Lynnette DeBerry, city secretary, Olton  
 Kathy Field, deputy city secretary, Slaton  
 LeAnn Gallman, TRMC, city manager, Muleshoe  
 Lisa Hernandez, city secretary, Lorenzo  
 Jodie House, city secretary, Crosbyton  
 Patricia Isaguirre, city secretary, Hale Center  
 Elizabeth Mercado, asst. to city secretary, Lubbock  
 Courtney Paz, deputy city secretary, Lubbock

Kim Perez, TRMC, city secretary, Ralls  
 Elena Quintanilla, TRMC, city manager, Ransom Canyon  
 Brenda Shaw, TRMC, city manager/secretary, Morton  
 Belinda Terrell, city manager/secretary, Whiteface  
 Sharon Trumble, city secretary, New Deal  
 Beth Walls, TRMC, city secretary, Levelland  
 Toni Wilson, TRMC, retired city secretary, Sundown



TMCA CHAPTER NEWS

# Yellow Rose Chapter

By Chapter President **Lori Cartwright, TRMC**  
*City Secretary, Waxahachie*

The Yellow Rose Chapter met on April 12 in Cedar Hill. President Lori Cartwright called the meeting to order with many members in attendance. She provided an update on Red Oak City Secretary Dana Argumaniz who is fighting cancer. Invocation was given by DeSoto City Secretary Kisha Morris. Mr. Andy Buffington, Marketing Manager for the Cedar Hill Economic Development Corporation, was guest speaker and shared an overview of communication efforts connecting business owners and citizens.

The business meeting covered many items: by-laws were updated to reflect officers to serve a two year term; member shirts and colors were chosen; the Yellow Rose travel mug was presented; chapter pins were discussed and will be handed out at the next meeting. Something very exciting for our chapter is that we were chosen to host the TMCA booth at the 2018 TML Conference in Fort Worth. We are working diligently on the giveaways. Be on the lookout for a sign-up sheet so we can all participate on sharing how fabulous TMCA is and its importance to each city. The chapter welcomed new member Tracy



## YELLOW ROSE CHAPTER

Norr, Mansfield city secretary. The next chapter meeting was scheduled for Lancaster on June 7.

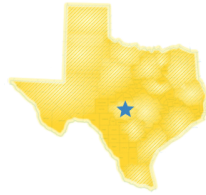
Please contact Chapter President Lori Cartwright, TRMC, city secretary, Waxahachie, at [lcartwright@waxahachie.com](mailto:lcartwright@waxahachie.com) or visit [yellowrosetmca.com](http://yellowrosetmca.com) if you would like to join or would like more information pertaining to the TMCA Yellow Rose Chapter.

Chapter members in attendance at the April meeting:

Ronda Quintana, city secretary, Oak Leaf  
Angie Wade, city secretary, Ennis  
Lori Cartwright, city secretary, Waxahachie  
Sonja Land, city secretary, Mesquite  
Amber Villarreal, assistant city secretary, Waxahachie  
Mary McDonald, assistant city secretary, Midlothian  
Pam Woodall, city secretary, Ovilla  
Cathy DiMaggio, city secretary, Grand Prairie  
Cindy Gross, city secretary, Balch Springs  
Susana Marin, assistant city secretary, Mansfield  
Amanda McCrory, city secretary, Burleson  
Nathan Drambareanu, administration assistant, Venus  
Rana Gamel, city secretary, Venus  
Rhonda Winters, economic development, Ennis  
Kristin Downs, interim city secretary, Duncanville  
Mona Lisa Galacia, deputy city secretary, Grand Prairie  
Tracy Norr, city secretary, Mansfield  
LeAnn Tolleson, executive secretary, Mesquite  
LaGerisyn Runnels, executive assistant to city secretary, Cedar Hill  
Katie Cenicola, executive secretary, Cedar Hill  
Alicia Thomas, assistant city secretary, DeSoto  
Holly Owens, city secretary, Keene  
Kisha Morris, city secretary, DeSoto

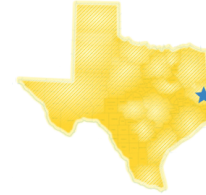


# TMCA Chapters



## HILL COUNTRY CHAPTER

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## LONE STAR CHAPTER

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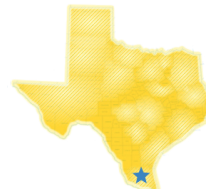
## RED RIVER CHAPTER

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## LOWER RIO GRANDE VALLEY CHAPTER

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[www.facebook.com/lrgvsecretaries](http://www.facebook.com/lrgvsecretaries)



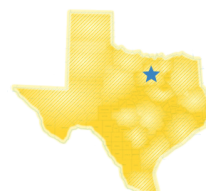
## SALT GRASS CHAPTER

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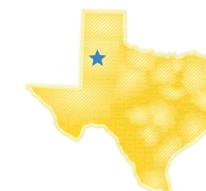
## CAPITAL CHAPTER

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## NORTH TEXAS CHAPTER

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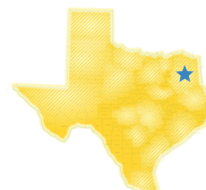
## SOUTH PLAINS CHAPTER

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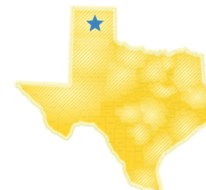
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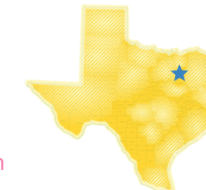
## COASTAL BEND CHAPTER

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## PANHANDLE CHAPTER

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# 2018 TMCA Executive Board & Committees

Exec. Board

<p><b>President Marie Balthrop</b> City Clerk, Wichita Falls 940-761-7410 marie.balthrop@wichitafallstx.gov</p>	<p><b>President Elect Kim Sutter</b> City Secretary, Euless 817-685-1419 ksutter@eulesstx.gov</p>	<p><b>Vice Pres. Shelley George</b> City Secretary, Allen 214-509-4105 sgeorge@cityofallen.org</p>	<p><b>Treasurer Aimee Nemer</b> City Secretary, Richardson 972-744-4290 aimee.nemer@cor.gov</p>	<p><b>Secretary Maria Jackson</b> City Secretary, Missouri City 281-403-8686 maria.jackson@missouricitytx.gov</p>	<p><b>Immediate Past Pres. Lydia Lopez</b> City Secretary, Hewitt 254-666-6171 citysecretary@cityofhewitt.com</p>
<p><b>Trustee Peggy Cimics</b> City Secretary, Cibolo 210-658-9900 pcimics@cibolotx.gov</p>	<p><b>Trustee Jannette Goodall</b> City Clerk, Austin 512-974-2211 jannette.goodall@austintexas.gov</p>	<p><b>Trustee Amanda McCrory</b> City Secretary, Burleson 817-426-9661 amccrory@burlesontx.com</p>	<p><b>Trustee Cara McPartland</b> City Secretary, Salado 254-947-5060 cmcpartland@saladotx.gov</p>		
<p><b>Trustee Laure Morgan</b> Asst. City Mgr./City Sec., Hemphill 409-787-2251 lmorgan@cityofhemphill.com</p>	<p><b>Trustee Christi Shivers</b> City Secretary/Fin. Director, Mexia 254-562-4122 christis@cityofmexia.com</p>	<p><b>Trustee Teresa Valdez</b> City Secretary, Rockport 361-729-2213 citysec@cityofrockport.com</p>	<p><b>Trustee Lee Woodward</b> City Secretary, Huntsville 936-291-5403 lwoodward@huntsvilletx.gov</p>		

EX-OFFICIO MEMBERS: *Advisory Mgmt. Committee Chair Cheryl Gibson-Salgado, City Sec., Spearman; Peggy Burnside, TMCA/TMCCP Administrative Dir.; Dr. Amy Holt, TMCA/TMCCP Education Dir.*

Committees

## Advisory Management Committee

**Cheryl Gibson-Salgado**, Spearman, Past President, Chair  
**Marie Balthrop**, Wichita Falls, President  
**Lydia Lopez**, Hewitt, Immediate Past President  
**Kim Sutter**, Euless, President Elect  
**Melissa Brunner**, Flatonia, Certification Committee Chair  
**Peggy Burnside**, TMCCP/TMCA Admin. Dir.\*  
**Dr. Amy Holt**, TMCCP/TMCA Education Dir.\*

## Audit Committee

**Zanea Carpenter**, Muleshoe, Chair  
**René Dowl**, Garland  
**Marie Balthrop**, Wichita Falls  
**Cara McPartland**, Salado, Board Liaison

## Membership Committee

**Toni Milam**, Llano, Chair  
*Comprised of Chapter Presidents*  
**Peggy Cimics**, Cibolo, Board Liaison

## Municipal Clerk of the Year Committee

**Kimberly Sloat**, Canadian, Chair  
**Roxanne Benitez**, Spring Valley  
**Jeana Bellinger**, Brenham  
**Hilda Pedraza**, Pharr  
**Amy Anderson**, Lakeside City  
**Jenny Page**, Frisco  
**Laure Morgan**, Hemphill, Board Liaison

\*non-voting member

## Nominating Committee

**Susie Quinn**, Murphy, Chair  
**Christi Wynn**, Brownwood  
**Diane Cockrell**, Decatur  
**Marie Balthrop**, Holliday, President  
**Kim Sutter**, Euless, President Elect

## Open Records

## Steering Committee

**Jannette Goodall**, Austin

## Resolutions Committee

**Amy Turner**, Midland, Chair  
**Jennifer Reyna**, Alamo Heights  
**Kimberly Perez**, Ralls  
**Jo Ann Touchstone**, Lakeway  
**Lee Woodward**, Hunstville, Board Liaison

## Retirement Committee

**Tracy Norr**, Mansfield, Chair  
**Cathy DiMaggio**, Grand Prairie  
**Alice Holloway**, Pilot Point  
**Ellie Monteaux**, Livingston  
**Teresa Valdez**, Rockport, Board Liaison

## Scholarship Committee

**Beth Walls**, Levelland, Chair  
**Sara Copeland**, Andrews  
**Tanya Smith**, College Station  
**Mary Valenzuela**, Kingsville  
**Lisa Henderson**, Plano  
**Doris Speer**, Tomball  
**Rebecca Huerta**, Corpus Christi  
**Norma Grimaldo**, Odessa  
**Brenda Shaw**, Morton  
**Christi Shivers**, Mexia, Board Liaison

## Technology Committee

**Patrice Fogarty**, La Porte, Co-Chair  
**Melinda Welsh**, Friendswood, Co-Chair  
**Marisela Garcia**, Webster  
**Michelle Hicks**, Lacy Lakeview  
**Jannette Goodall**, Austin, Board Liaison

## TML Booth Committee

**Lori Cartwright**, Waxahachie, Chair  
**Angie Wade**, Ennis  
**Yellow Rose Chapter members**  
**Amanda McCrory**, Burleson, Board Liaison

## TML Representative

**Kim Sutter**, Euless

## Certification Committee

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**Ellie Monteaux**  
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**Irma Parker**  
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**Alicia Richardson**  
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EX-OFFICIO MEMBERS: *Marie Balthrop, TMCA President; Kim Sutter, TMCA Pres. Elect; and Lydia Lopez, Immediate Past President*