



TMCA NEWS

TEXAS MUNICIPAL CLERKS ASSOCIATION, INCORPORATED

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President's Message

TELLING OUR STORY—CHAPTER FOUR *Service—With PASSION!*

Another three months have flown by, and the time has arrived to highlight some special events in this article. Our annual TMCCP Graduate Institute will be held September 29-30 at the Hilton Galveston Island Resort. The educational session is "Character First," a dynamic, life changing program you will not want to miss. The TMCA, Inc., Annual Business Meeting will be held during the Graduate Institute at 11:30 a.m., Thursday, September 29. As suggested by the membership during last year's meeting, the entire agenda packet will be available for your review prior to the meeting. Please check the TMCA, Inc., website (www.unt.edu/municlerks) the week of September 19. You, our members, will be considering and acting on several important business items at this meeting, including adoption of 2005 resolutions as recommended by the Resolutions Committee, a bylaws amendment, and election of your 2006 officers. I encourage you to attend the Annual Business Meeting and actively participate in the business of your association. That evening at 6:00, our annual TMCA, Inc., Awards Banquet will be held at the Galveston Hilton. Our scholarship recipients, committee chairs, chapter clerks of the year, 2005 retirees, and the nominees and winner of the 2005 Texas Municipal Clerk of the Year will be recognized and honored. Our 2006 President will deliver her acceptance speech. There will be special presentations and drawings for gifts for attendees. Dress is "after five" or business attire. Our 30th U.S. President, Calvin Coolidge, remarked, "No person was ever honored for what he received; honor has been the reward for what he gave." Please attend so that together we can celebrate the accomplishments of our association and all its members.



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

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BE SURE TO ATTEND THE ANNUAL TMCA, INC.,



AWARDS BANQUET BUSINESS MEETING



click

TMCA CHAPTERS' CLERK OF THE YEAR



click

INTRODUCING THE CERTIFICATION COMMITTEE



click

VOLUNTEER - TMCA BOOTH AT THE TML CONFERENCE

PRESIDENT’S MESSAGE Continued from p. 1

The 2005 Texas Municipal League Annual Conference and Exhibition will be held October 26-28 in Grapevine at the spectacular Gaylord Texan Resort and Convention Center. It promises to be an exciting event in this new venue. The TMCA, Inc., affiliate session will be held on Friday, October 28, 2:00-4:00 p.m. Our program is “Practical Considerations in the Employee/Employer Relationship,” presented by George Hyde, and “Open Pits for Open Records,” presented by Ronald J. Bounds. Both of these gentlemen are associate attorneys with the law firm of Denton, Navarro, Rocha & Bernal, P.C., San Antonio. Many thanks (in advance) to our TML Booth Committee Chair Nancy Meadows, TRMC, city secretary, Watauga, and the members of the North Texas Chapter for overseeing our booth operations at the TML conference.

In late June TMCA set a membership record of 900 members, and the number has grown since. The 900th member was City of Groesbeck Deputy City Secretary Glynnis New. Welcome, Glynnis!



As of the date of writing this article, we continue to celebrate record TMCA membership with 908 members, up from last year’s membership figure of 854. Many thanks to Membership Committee Chair Gary Smith, TRMC, city clerk, Baytown, all of our chapter presidents, and Board Liaison Mary Kayser, TRMC, city secretary, Burleson, for their efforts to increase TMCA membership. TMCA, Inc., continues to be TML’s largest affiliate group!

**SPOTLIGHT:
900th Member**

By Mary Lynne Stratta, TRMC

Glynnis New has been with the City of Groesbeck since October 2004, at that time as accounts payable clerk and other duties as assigned. In April 2005, she was promoted to deputy city secretary. She is also enrolled in our certification program.

Glynnis is a newlywed, just married in February. She has a four year old son and a 15 month old stepson.

Glynnis says, “I hope to learn as much as I can and will thoroughly enjoy the program. So far, it has been very interesting and intriguing. The very day I got my books, I was doing homework that night. Before I was named deputy city secretary, I had no clue about all the aspects of city government.”

She says that her city manager, Martha Stanton, TRMC, former TMCA President, and her city secretary Brenda Jackson, have been very supportive of her joining TMCA and enrolling in the certification program.

I called and welcomed her to TMCA and the certification program, and congratulated her on being our 900th member! ★

The TMCA, Inc., Executive Board met on July 15 and considered a long agenda (243 pages, so transitioning to electronic packets this year did indeed save copy and postage costs for TMCA). One of the items considered by the board was a report from Advisory Management Committee Chair Terri Johnson, TRMC, city manager/city secretary, Friona, regarding our future headquarters location on the University of North Texas campus. The building that currently houses our office will be demolished sometime in late 2006. UNT officials hosted a tour of our proposed new location on the UNT campus. The meeting with the UNT officials went extremely well, and we are very hopeful and optimistic that we will have more good news to report on this issue soon! UNT continues to be a wonderful partner to us in our efforts to bring good government to all Texas municipalities.

I was delighted to visit Wichita Falls on June 15 to attend a meeting of the Red River Chapter. Although my original flight between D-FW and Wichita Falls was cancelled, these gracious municipal clerks waited for me to arrive. What a great visit we had about TMCA, TMCCP, and the advancement of our profession in all areas of our state! On June 25, my granddaughter, Kayli, and I had the pleasure of joining the tenth anniversary celebration of the Bluebonnet Chapter, held in the home of Paul and Jo Moore, TRMC, city secretary, Abilene. The luau was complete with great food, grass skirts, birthday cake, fun and fellowship. Congratulations again to the Bluebonnet Chapter for achieving this important milestone! On July 29-30, I joined the Capital Chapter and Central Texas Chapter at the annual Salado seminar. If you have never attended this yearly retreat hosted by these two chapters, you are missing a wonderful opportunity to network and learn in a relaxing, picturesque, historic environment. I was honored to have our Executive Director, Dr. Joyce Snay, TRMC, co-teach with me a session called “X-Y Simulation.” It was tremendous fun! I’m looking forward to visiting all TMCA, Inc., chapters before the end of the year.

The certification committee and our volunteer clerk authors have begun work on the 8th Edition of the *Texas Municipal Clerk Handbook*. The handbook will be

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completed and published early next year, and will include all legislative changes since the last publication. This project is a tremendous undertaking and we thank the Certification Committee and clerks who will be contributing chapters to the publication.

All TMCA, Inc., committees have worked very hard this year, and some committees are still working on special projects and assignments to assist the Executive Board in improving policies and procedures. “Thank you” seems inadequate to express our appreciation to all of these volunteers for their service.

This leads me to the topic of service.

I slept and dreamed that life was joy.
 I awoke and dreamed that life was service.
 I acted, and behold, service was joy!

(Rabindranath Tagore, Winner of the 1913 Nobel Prize for Literature)

When I came to the City of Bryan as city secretary, I thought I knew a lot about public service. I didn’t. I had always been a hard worker and tried to be nice, courteous and helpful to all the people I came into contact with. The person who really opened my eyes to what **public** service is all about is my city manager, Mary Kaye Moore. (Many of you know Mary Kaye; she was a panelist last year during our TML affiliate session.) When I came to the City of Bryan, Mary Kaye was director of support services. She left for a few years to be deputy city manager in Odessa, but returned to Bryan as city manager in 2001. Mary Kaye “bubbles” service. I can’t think of a better way to describe her. Everything she does and every decision she makes are directed toward what is best for our citizens. The difference between Mary Kaye and me back in my early days at the city was that I knew about *customer service*; she knew about *public service*. Some of you may ask, “What’s the difference?” True, they are the same in many ways. The difference, I believe, is public service is service with **PASSION!** Public service means being totally devoted, committing all your efforts toward a better quality of life in your community, while promoting the profession you serve. It’s about believing in what you are doing, and why you are doing it. Before I knew it, I experienced a paradigm shift. It was impossible not to while being around Mary Kaye’s eternal optimism and love of service to others. I’ve tried to devote my professional life to one of public service with passion, following Mary Kaye’s example.

Sally Koch, American graphic designer, said, “Great opportunities to help others seldom come, but small ones surround us daily.” As municipal clerks, we daily have so many opportunities to do what may seem small at the moment, but over time, will make our communities better places for us all.

I encourage you to passionately embrace every opportunity to serve your city organization, your citizens, our association, and our profession. By doing so, you will help to tell the story of the Texas municipal clerks – the stars of Texas local government! As Winston Churchill once said, “We make a living by what we get. We make a life by what we give.”

I look forward to seeing you September 29-30 in Galveston and/or at an upcoming chapter meeting. In the meantime, if I can be of service to you, please let me know.

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



ANNOUNCING THE TMCA, INC.,

ANNUAL AWARDS BANQUET BUSINESS MEETING

September 29, 2005, 11:30 AM. The Annual TMCA Business Meeting is held prior to the luncheon of the TMCCP Graduate Institute. TMCA association matters are voted on and elections are held.

September 29, 2005, 6:00 PM. The Annual TMCA Awards Banquet is an opportunity to honor fellow TMCA members. Scholarships are awarded, proclamations are read, and the TMCA 2005 Municipal Clerk of the Year is announced.

To attend the TMCA Business Meeting and Awards Banquet, please submit our registration form.

REGISTRATION FORM <http://www.unt.edu/municlerks/gi2005.pdf>

TMCCP Upcoming Seminars

GRADUATE INSTITUTE

"Character First"

SPEAKERS:

Cary Gniffke and John Burnett
Galveston, Tx., Sept. 29-30, 2005
Course 1 TMCCP seminar credit

TEXAS MUNICIPAL LEAGUE

Affiliates' Day - TMCA session

SPEAKERS:

George E. Hyde and Ronald J. Bounds
Grapevine, Tx., October 28, 2005
no TMCCP seminar credit

ELECTION LAW

SPEAKERS:

Texas Municipal Clerks
Austin, Texas, Jan. 18-20, 2006
Course 4 TMCCP seminar credit

MUNICIPAL FINANCE

SPEAKER: **Monty Nitcholas, First Southwest**

Irving, Texas, April 6-7, 2006
Course 3 TMCCP seminar credit

For further information on upcoming TMCCP seminars, please visit our website or call the TMCCP office, 940-565-3488.

TMCCP Seminar Graduate Institute

CHARACTER FIRST!

with Cary Gniffke
and John Burnett

September 29-30, 2005

Hilton Galveston Island
Resort, 409-744-5000



Burnett



Gniffke

Mr. Cary Gniffke and Mr. John Burnett are the instructors for the TMCCP Graduate Institute in Galveston. (**More biographical information:** www.unt.edu/municlerks/tmccp_seminar_gi1.htm) The *Character First!* program was developed in 1996 and has caught the attention of leaders in business, government, education, and social organizations who are searching for a way to increase productivity and satisfaction among the workforce. Through hands-on activities and exercises that demonstrate how to recognize, develop, and promote the 49 identified character-based traits, the instructors will illustrate how putting character first will enhance morale, increase productivity, reduce turnover rate, improve service quality, and strengthen work relationships and teams. For more information, visit the *Character First!* website: www.characterfirst.com. This is a worthwhile seminar for all municipal officials and anyone may attend the session.

A grant obtained from the Municipal Clerks Education Fund (MCEF), chaired by Mr. Dale Barstow, was obtained to help finance the fee for the speakers.

Registration information may be downloaded from the TMCCP website and brochures will be mailed to every Texas municipal clerk in August. **THE SEMINAR BEGINS ON THURSDAY AT 8:00 A.M. AND ENDS ON FRIDAY AT 3:30 P.M.**

Texas Municipal Clerks Association will hold the Annual Membership Meeting at 11:30 a.m., Thursday, in the classroom at the Hilton to make it easy for all members to attend this important meeting. TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan will preside. This is a grand opportunity for all members to participate in the business matters of TMCA, Inc.

Thursday night at 6:00 p.m. at the Hilton, TMCA will hold the Annual Awards Event to install 2006 officers, honor the municipal clerk of the year and present scholarship awards. Attire is business or "after five." TMCA, Inc., belongs to the membership and everyone is welcome and encouraged to attend. ★

www.characterfirst.com

www.unt.edu/municlerks

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Volunteer! Promote TMCA TMCA Booth at the TML Conference



Meadows

By TML Booth Committee Chair Nancy Meadows, TRMC

It is always great to have an opportunity to share information about the Texas Municipal Clerks Association, Inc. The best place to do that this year will be in the TMCA booth at the Texas Municipal League Annual Conference, October 26-28, at the Gaylord Texan in Grapevine.

The TMCA Booth at TML will give all of us an opportunity to promote TMCA as well as the Texas Municipal Clerks Certification Program. Volunteers that work in the booth will experience such a good feeling while greeting and sharing TMCA information with other city officials from all over the state. It is surprising that many city officials do not realize the many different duties and responsibilities of the municipal clerk. Many are not aware of how professional TMCA really is. This is our opportunity to show how proud we are of this very worthwhile organization.



To volunteer to spend an hour or two at the booth, please contact **Nancy Meadows, TRMC**, city secretary, Watauga, at **817-514-5811** or **nmeadows@cowtx.org**.



Texas Municipal League Conference Gaylord Texas Resort and Convention Center

Grapevine, Friday, October 28, 2:00-4:00 PM

President Mary Lynne Stratta, TRMC, city secretary, Bryan will preside during the **TMCA professional development session** on TML's **Affiliates' Day**.

George E. Hyde, associate attorney, Denton, Navarro, Rocha & Bernal, P.C., will present the topic **"Practical Considerations in the Employee/Employer Relationship."** Mr. Hyde's presentation is an exciting, entertaining and worthwhile session on human relationships skills such as listening, negotiating, and critical thinking.

Ronald J. Bounds, associate attorney, Denton, Navarro, Rocha & Bernal, P.C., will present the topic **"Open Pits for Open Records."** Mr. Bounds has vital information to help you prepare and maintain a smooth process for handling the usual and unusual open records requests.

Join your professional colleagues for these two outstanding sessions. See you at the Gaylord!

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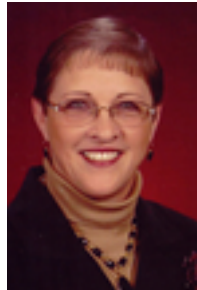
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Municipal Code Corporation Scholarship

By Certification Committee Chair
Linda Knight, TRMC



Knight

The Municipal Code Corporation Scholarship was established in 2002 in recognition of the mission of TMCA, Inc., and TMCCP, which states:

“The Texas Municipal Clerks Association, Inc., and the Texas Municipal Clerks Certification Program are dedicated to providing an educational and professional development program for novice and experienced municipal clerks.”

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

Follow this link for further information, and an application form:

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

PURPOSE

The purpose of the scholarship is to advance the education, professional development, and job performance of Texas Municipal Clerks by providing financial assistance to the members who are enrolled in the Texas Municipal Clerks Certification Program.

SCHOLARSHIP COMMITTEE

The Certification Committee will deliberate and award the Municipal Code Corporation Scholarship. A Certification Committee member applying for the Municipal Code Corporation Scholarship must abstain from the deliberation and award process.

The committee notifies the membership of the date, amount of the scholarship, and the selection criteria by announcement.

The executive director receives and verifies the qualifications of all the applications. The deliberations of the committee and the executive director are confidential. The selection(s) by the committee is final.

The 2005 Certification Committee members are: Chair Linda Knight, TRMC, city secretary, Breckenridge; Art Camacho, Jr., TRMC, city secretary, Azle; LaDonna Floyd, TRMC, city secretary, Nederland; Susie Quinn, TRMC, city secretary, Rowlett; and Toni Wilson, TRMC, city secretary, Sundown.

The committee notifies the TMCA, Inc., president of the named recipient(s) and the amount of the award(s). The president notifies the recipient(s) and confirms his, her, or their attendance at the TMCCP Election Law Seminar held in Austin, January 18-20, 2006. The

SCHOLARSHIP AMOUNT
\$500.00
DEADLINE
DECEMBER 15, 2005
<p>thank you to Municipal Code Corporation for their generous scholarship donation</p>

applications and committee papers will be forwarded to the corporate office by the committee chair.

SCHOLARSHIP ADMINISTRATION

The Chair of the Certification Committee must receive the scholarship application by **December 15**. Applications postmarked or faxed dated after December 15 of the specified year will be returned. The scholarship recipient(s) will be announced to the membership at the TMCCP Election Law Seminar luncheon.

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

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of the scholarship. Cost-reimbursable expenses are exclusive to cost of enrollment, textbooks, and seminar registration fees.

The recipient must submit original, official receipt(s) issued by TMCCP to receive payment for reimbursable expenses.

ELIGIBLE APPLICANTS

Eligible applicants shall be current paid members of TMCA, Inc., and shall have been paid members of TMCA, Inc., for two consecutive years previous to application for the scholarship. Applicants must be actively pursuing certification or recertification in the Texas Municipal Clerks Certification Program.

SELECTION CRITERIA

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

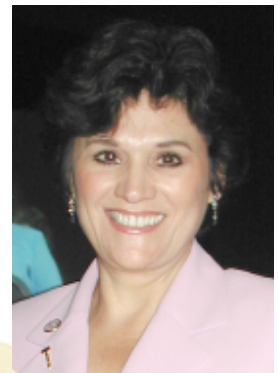
Inc., Scholarship, or the Dorothy F. Byrd Scholarship within the same year.

POST AWARD REQUIREMENTS

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

The scholarship recipient pursuing TRMC certification shall maintain a passing grade, receive passing examination grades, and attend the total 24 hours of the two required seminars. ★

Norma Rodriguez Honored in Naming of San Antonio's 'Norma S. Rodriguez City Council Chamber'



Rodriguez

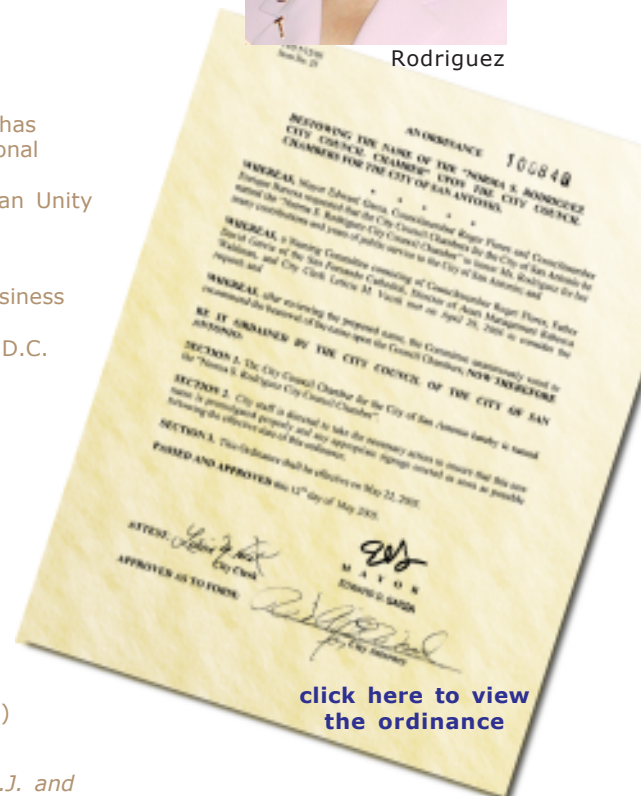
Congratulations, Norma!

Thank you, Norma, for "raising the bar" of public service and for being an exemplary mentor for all Texas municipal clerks! Thank you most of all for being our leader and friend!

Just a few of the many, many highlights of Norma's amazing accomplishments over her successful career of serving the City of San Antonio for 32 years (23 years as city clerk) include:

- 2005** - Municipal Clerks Educational Foundation, IIMC
- Quill Award, IIMC
- 2004** - Emblema de Ouro, Portugal (the first time a non-Portuguese citizen has received an award from this organization, which is similar to the National League of Cities)
- Albert Pena, Jr., Lifetime Achievement Award by the Mexican American Unity Council
- 2002** - Host city secretary for IIMC conference in San Antonio
- Named as Woman of the Year for 2002 by the Mexican American Business & Professional Women's Club
- Recognized by the National Latina Organization (MANA), Washington, D.C.
- 2001** - San Antonio Woman's Hall of Fame: Public Service Category
- 1997** - Recertified (TRMC)
- 1994** - President, IIMC
- 1992** - Texas Municipal Clerk of the Year, TMCA, Inc.
- Recertified (TRMC)
- 1989** - President, TMCA, Inc.
- Outstanding City Clerk, Alamo Chapter of TMCA, Inc.
- 1988** - President, Alamo Chapter of TMCA, Inc.
- 1987** - Received Texas Registered Municipal Clerk Certification (TRMC # 131)
- Associates Degree in Public Administration, San Antonio College

Mrs. Rodriguez is happily married to Arthur S. Rodriguez and has two sons, A.J. and Michael.



click here to view the ordinance

2005 Certification Committee

By Certification Committee Chair Linda Knight, TRMC

I am pleased to introduce the members of the 2005 Certification Committee. The primary duties of the Certification Committee are to promote the Texas Municipal Clerks Certification Program and to set the policies and procedures for the operation of the Certification Program. This means that each member is ready to assist and encourage the participants in the Texas Municipal Clerks Certification Program. We are committed to your professional development and personal growth as you endeavor to achieve and retain your status as Texas Registered Municipal Clerks. The Certification Committee is charged with maintaining excellence in our education process. We encourage your input and value your opinions as we strive to uphold the professional educational standard set through the Texas Municipal Clerks Certification Program. The Committee wishes each of you the best in your continued success!



Knight



Camacho



Floyd



Quinn



Wilson

© JBeck Photography

Certification Committee Chair Linda Knight, TRMC, was appointed Breckenridge’s city secretary in October 1992. She previously served as assistant city secretary and administrative assistant to the city manager from April 1975 until she was appointed city secretary. She holds the Texas Registered Municipal Clerks Certification (No. 307), and completed her first recertification in January 2003. She is currently working on her second recertification.

Linda has served as secretary, treasurer, vice president and president of the Bluebonnet Chapter. She has served on various committees of the chapter also. She was honored as the Bluebonnet Chapter Municipal Clerk of the Year in 1996. She has served on the TMCA, Inc., Municipal Clerk of the Year

Committee as committee member and chair and as a committee member on the Membership Committee. She co-authored Chapter 6, “Municipal Purchasing and Contracting,” in the sixth and seventh editions of the *Texas Municipal Clerks Handbook*, and is currently overseeing the publication of the eighth edition.

Linda states, “It has truly been an honor to serve as chair of the Certification Committee this year. I believe the education that you receive through TMCCP will be one of the best investments that you can make in your profession as city secretary/municipal clerk. It will give you the confidence and knowledge that you will need to do your job in a professional manner. My hope is that through the scholarships awarded by the committee, someone, who

might otherwise have been unable to attend a TMCCP seminar, has been given the opportunity to attend one of this organization’s great educational and professional development programs. The scholarships are a great tool for the clerks in our organization to utilize in the continuance of their education. I have met so many wonderful new friends through TMCA, Inc., and the Bluebonnet Chapter. Our profession is so rewarding in that we get to work not only with our citizens, but with such a great group of individuals willing to give of their time and share their knowledge. It gives me great pride to be a part of these professionals and to have the opportunity to serve on this committee that is so dedicated to providing educational and professional development programs for municipal clerks. Thank you

again for the honor to serve on this committee.”



Arthur Camacho Jr., TRMC, was appointed city secretary of Ranger in 1999. He held that position until he was appointed city secretary for the City of Azle in January 2005. He received his Texas Registered Municipal Clerk Certification (No. 414) in January 2003, and will recertify in 2007. Art was a recipient of the Dorothy F. Byrd Scholarship in 2001 and the Lila Fern Martin Scholarship in 2003. While in Ranger and a member of the Bluebonnet Chapter, he received the Bluebonnet Chapter Municipal Clerk of the Year Award in 2003.

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Serving on the certification committee for his third year, Art says, “The education I received through the Texas Municipal Clerks Certification Program has been especially beneficial in helping me maneuver through a different level of municipal service in a larger city. I feel privileged to be able to serve on a committee with other individuals who are devoted to providing this fine educational and professional program to other municipal clerks throughout the state. And the true friendships shared through TMCA, Inc., are an additional enjoyment of this program.”

LaDonna Floyd, TRMC, began working for the City of Nederland in 1977 after receiving an Associates Degree from Lamar University. While working for the city she has worked in every department until appointed to the city clerk’s position in May 1993. LaDonna completed the TRMC Certification in January 1998 (No. 306) and recertified in 2003. She also received the designation of Certified Municipal Clerk through the International Institute of Municipal Clerks in November 1997. LaDonna was accepted into IIMC’s Master Municipal Clerk Academy in February 2003.

The education that you receive through TMCCP will be one of the best investments that you can make in your profession as city secretary/municipal clerk. It will give you the confidence and knowledge that you will need to do your job in a professional manner.

Certification Committee Chair Linda Knight, TRMC

LaDonna co-authored chapter 14, “Elections,” of the seventh edition of the *Texas Municipal Clerks Handbook*. She served as president and chair of several committees of the Golden Triangle Chapter of TMCA, Inc.

About her service to the certification committee, LaDonna says, “It is such an honor to not only serve, but to be associated with this great state association and certification program. We strive to serve all members with the highest level of educational opportunities through the Texas Municipal Clerks Certification Program and to keep all informed of new legislation that affects all cities – large and small. Every graduate, and those currently enrolled in the program, should be extremely proud of their accomplishments. I encourage all Texas municipal clerks to pursue the distinguished designation of becoming a Texas Registered Municipal Clerk.”



Susie Quinn, TRMC, began her career in city government with the City of Eastland in June of 1994 as city secretary. She held the position until March 1999 when she was

appointed city secretary for Tye. In December 2000, she was appointed city secretary in Azle and then in December 2002, she moved to Rowlett where she is currently serving as city secretary. Susie received her Texas Registered Municipal Clerk (No 295) certification in January 1997 and recertified in 2002. She received the Dorothy Byrd Scholarship in 2002.

Susie is a member of the North Texas Municipal Clerks Association (NTMCA) and currently serves as treasurer for the local chapter. In 2005, Susie was named as NTMCA Municipal Clerk of the Year. She was a charter member of the Bluebonnet Chapter and served as its first president. In 1995, she was honored as the Bluebonnet Chapter Municipal Clerk of the Year. This year, she was presented with a plaque of appreciation at the 10th Anniversary Celebration of the Bluebonnet Chapter. Susie co-authored Chapter 10, “Board and Commissions and Constitutional Oath of Office,” of the seventh edition of the *Texas Municipal Clerks Handbook*.

CERTIFICATION COMMITTEE
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This is Susie's second year to be serving on the certification committee and she states, "It is a privilege to work as a public servant, assisting our citizens with their questions and their problems. The Texas Municipal Clerks Certification Program is one of the best programs in the nation for a professional to acquire the knowledge and skills to do the best job we can for our cities. It is an honor to participate with a committee that is committed to assisting Texas clerks by providing them with the opportunity to succeed in this very educational program whether they are certifying for the first time or recertifying once again."



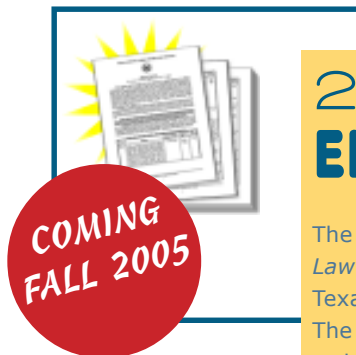
Toni Wilson, TRMC, was hired by the City of Sundown in April 1983, as tax and court clerk. She received the Registered Texas Collector certification in November 1986. After two years she transferred to utility billing for the city. Toni assumed the election process and personnel department responsibilities as well as the financial duties prior to officially being appointed as city secretary in October 2000. Toni is a Texas Registered Municipal Clerk (No. 385). She completed the TRMC Certification in January 2001, and will

receive her recertification January 2006. She obtained the designation of Certified Municipal Clerk through the International Institute of Municipal Clerks in December 2003. Toni was a recipient of the Dorothy F. Byrd Scholarship in 2003.

Toni is currently vice president of the South Plains Chapter of TMCA, previously serving as director, reporter, and treasurer, as well as on various committees. She will co-author Chapter 4, "Municipal Finance," of the eighth edition of the *Texas Municipal Clerks Handbook*.

"As a past recipient of the Dorothy F. Byrd Scholarship, I understand the benefit this committee gives for education. Today's budget constraints have an impact on our continuing education. I am proud to be a part of a group that is beneficial to providing educational assistance and encouragement to municipal clerks all over the great state of Texas. I was encouraged by fellow municipal clerks, and I strive to also encourage other clerks to enroll in the best educational resource in Texas."

Other members of the TMCA certification committee include TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan; President Elect Patrice Fogarty, TRMC, city secretary, Missouri City; Immediate Past President Jo Moore, TRMC, city secretary, Abilene; and Joyce Snay, TRMC, director, TMCCP/TMCA, Inc. ★



2006 TMCCP ELECTION LAW CALENDAR

The **2006 TMCCP Election Calendar** by Texas Municipal Election Law Manual author Analeslie Muncy will be published this fall. All Texas municipal clerks will receive a complimentary copy via mail. The calendar will also be available to download from the TMCCP website, www.unt.edu/municlerks.

IIMC News

By TMCA President Mary Lynne Stratta, TRMC, IIMC Region IV Director



Stratta

Following the IIMC Annual Conference held in May in St. Paul, Minnesota, I sent out a lengthy report regarding actions taken at that conference by the IIMC board of directors and membership. If you did not get a copy of the report, let me know and I will be happy to send it to you (mstratta@bryantx.gov).

Mr. Chris Shalby, director of communications/marketing for IIMC, has been named as interim executive director of IIMC. Former Executive Director Joe Tiernay is now the executive director of the Ontario Good Roads Association in Ontario, Canada. The IIMC executive committee, along with three other individuals, will be interviewing candidates for the IIMC director of education and research on August 12-13 in Arlington, Virginia, at the IIMC satellite office.

Your Region IV directors have appointed a Region IV committee to study the IIMC constitution for recommended changes. The IIMC constitution is in dire need of updating. Marty Hendrix, TRMC, city secretary, Fort Worth, will represent Region IV on the IIMC Constitution Review Task

Force. Many thanks to Marty and the other Texas clerks serving on that committee for your hard work and time.

IIMC members are encouraged to take advantage of Municipal Clerk Education Foundation scholarships. Information about MCEF scholarships is available on the IIMC website: www.iimc.com.

The IIMC Region IV annual meeting will be held in New Orleans, Louisiana, on December 8-10, 2005, hosted by the Louisiana Municipal Clerks Association. The conference will begin with a reception Thursday evening, a day-long education session will be held on Friday, and the Region IV annual business meeting will be conducted Saturday morning, with adjournment around noon. The hotel is the JW Marriott New Orleans, phone 504-525-6500. For more information, contact Pamela Washington, LMCA President, at pam.washington@cox-internet.com.

The IIMC 2006 Annual Conference will be held in Anaheim, California, May 14-18, 2006. The California host clerks are planning an educational format that promises to be unique and diverse. For more information, visit the IIMC website. ★

TMCA Members Excel in IIMC

Sandy Hart, TRMC, city secretary, McKinney, has been accepted into the First Level Membership of the IIMC Master Municipal Clerk Academy.

Sandy Hart, TRMC, has been employed with the City of McKinney since October 2004. Prior municipal service includes serving with the City of Haslet for seven years. She earned her Texas Registered Municipal Clerk Certification in 2001 (No. 373). Sandy is active in professional affiliations, including IIMC, TMCA, and the North Texas Municipal Clerks Association Chapter of TMCA.

Marie Dolores Cordova, TRMC, city secretary/tax assessor/collector, Jourdanton, has been accepted as a member of IIMC's Master Municipal Clerk Academy Program.

Marie Dolores Cordova, TRMC, has been employed with the City of Jourdanton since August 1984, serving as utility billing clerk before appointment to her current position in 1996. Marie earned her Texas Registered Municipal Clerk Certification in 2001 (No. 368). She is active in professional affiliations, including IIMC, TMCA, and Texas Association of Assessing Officers.

Martha Gillett, TRMC; Linda Knight, TRMC; Aimee Nemer, TRMC; and Karen Thompson, TRMC, have been awarded IIMC's Certified MMC designation. They join 81 active municipal clerks from Texas who currently hold the CMC designation.

Martha Gillett, TRMC, city secretary, La Porte, has been employed by the City

of La Porte as human resources assistant manager from 1981 through 1988, and as city secretary since 1997. She earned her Texas Registered Municipal Clerk Certification in 2001 (No. 372). Martha is active in professional affiliations, including IIMC, TMCA (where she has served on the membership and the scholarship committee), and the Salt Grass Chapter of TMCA (where she has served as president).

Linda Knight, TRMC, has been employed with the City of Breckenridge since April 1975, serving as administrative secretary to the city manager, and as assistant city secretary, before her appointment to her current position of city secretary in October 1992. Linda earned her TRMC in 1998 (No. 307). She is active in professional affiliations, including IIMC

and TMCA, where she currently chairs the certification committee.

Aimee Nemer, TRMC, has been employed as city secretary of the City of Murphy since November 2004. Prior municipal experience includes serving with the City of Wylie for seven years. Aimee earned her TRMC in 2005 (No. 475). She is active in professional affiliations, including IIMC, TMCA, and the North Texas Municipal Clerks Association Chapter of TMCA.

Karen Thompson, TRMC, has been employed with the City of Pflugerville since May 1999, serving as assistant city secretary before appointment to her current position of city secretary in January 2000. Karen is active in professional affiliations, including IIMC and TMCA. ★

TML News

By TML Board Representative Lydia Ozuna, TRMC



Ozuna

Lydia Ozuna, TML Board Representative was appointed by TML President Dock Jackson to serve on the TML 2005 Budget and Audit Committee. This Committee met on May 20, 2005 in Austin,

Texas to review preliminary budget documents. The Committee approved a preliminary draft of the budget.

TML Board met on June 17 in Austin.

President Jackson reported that NLC would hold a Youth Council Summit in San Antonio, Texas, September 24-28, 2005. Municipalities with Youth Advisory Councils will benefit greatly by attending this Summit.

Frank Sturzl, TML Executive Director, and Staff presented a follow-up on the 79th Legislative Session. Some highlights are as follows:

- AG Opinion – PUC has authority over rights of way. Although City of Allen appealed this, PUC decision was upheld. Shows trends of courts towards municipalities as well as the erosion of local control in the Legislature and the courts. SBC had approximately 124 lobbyists and spent between \$3.3 million and \$6.5 million on this effort.
- AG Opinion – Open Meetings Act: Quorum discussing city business constitutes a meeting. This A.G. opinion provides guidance on criminal conspiracy of Open Meetings Act. The “Daisy Chain Issue” or “Walking Quorum” allows that less than a

quorum can discuss issues amongst each other but not on the merits of how they will vote on certain issues.

- Trial Court Opinion: Any Chapter 380 agreement that lasts longer than a year is unconstitutional. JHR-8 Constitutional Amendment will be on the November 8 Ballot.
- Municipal Court fees increased. Legislature sets fees for perceived needs but do not increase taxes instead put the task on cities to collect additional fees.
- Elections – Uniform election dates are the second Saturday in May and the second Tuesday in November.

It is my pleasure to represent TMCA, Inc., on the TML Board. ★

2006

TMCCP ELECTION LAW SEMINAR

JANUARY 18-20, 2006

make your hotel reservations now!

SEMINAR HOTEL
Hyatt Regency on Town Lake
 208 Barton Springs Rd., Austin; **512-477-1234**

OVERFLOW HOTEL
 Embassy Suites
 300 S. Congress, Austin; 512-469-9000

The seminar begins at 7:00 p.m. WEDNESDAY with Legislative Update by Melinda Nickless of the Secretary of State's Office. The seminar ends Friday at 11:30 a.m.

Check the Texas Municipal Clerks website for updates! www.unt.edu/municlerks

Houston Receives Award

Scott Houston, TML's director of legal services, has been awarded the Eighth Annual Jefferson Fordham "Up and Comers" Award. The award is presented annually by the State and Local Government Law Section of the American Bar Association. The Jefferson Fordham awards program was established to recognize and honor the accomplishments of those who are active in the varied areas of practice associated with state and local government law. The "Up and Comers" award annually recognizes an attorney whose early career reflects an impressive record of achievement. The award was presented during the American Bar Association's annual meeting in Chicago, Illinois, on August 5, 2005.

Scott Houston is presently serving as director of legal services with the Texas Municipal League and general counsel to the Texas City Attorneys Association. He will be the keynote speaker for the TMCCP Election Law Seminar in January 2006.



our
FRIEND
COLLEAGUE
MENTOR

Alyce



Necrology

By TMCA/TMCCP Director Joyce Snay, TRMC, and
TMCA President Mary Lynne Stratta, TRMC, MMC

Alyce was a true pioneer in helping to bring a comprehensive education/certification program to all Texas municipal clerks. She was a friend, mentor, role model, leader and example to all of us. We will continue to honor Alyce and her service, leadership and dedication to our association and our profession.

Alyce's many achievements provide a legacy for all municipal clerks. As a warm-hearted, cheerful person, Alyce paved the way for so many clerks and associates to benefit from her hard work, vision, and professionalism. The highlights of her many accomplishments are listed below.

Alyce Deering, TRMC, MMC, City Secretary, Hurst. City of Hurst from May 1988 to present; City of Crowley, May 1982 until May 1988. Alyce served over twenty years as a public servant in municipal government.

EDUCATION

1985. Associate of Applied Science Degree in Mid-management for Tarrant County Junior College; member of Phi Theta Kappa

1991. Bachelor of Applied Business Administration—Public Administration from Dallas Baptist University

NORTH TEXAS MUNICIPAL CLERKS ASSOCIATION CHAPTER

1982. Member

1983-1990. Served on all NTMCA Chapter committees

1991-1992. Chapter president

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

1984. Texas Registered Municipal Clerk Certification (Number 100)

1985. Active in the process of the passage of House Bill 2092 by the Texas State Legislature, which formally recognized the Texas Municipal Clerk Certification Program and provided for certification and recertification.

1991. First recertification

1987-1995. Certification Committee Chair

1996. Second recertification

1990-2003. Instructor for TMCCP Election Law Seminar

2001. Third recertification

2002. Co-instructor with Marty Hendrix, TRMC, city secretary, Fort Worth, "City Secretary 101" seminar, a comprehensive two-day workshop covering the duties and responsibilities of the municipal clerk's position

2005. Enrolled and nearly completed fourth recertification

TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.

1982. Texas Municipal Clerks Association, Inc., member

1986. During process of incorporation of TMCA, Alyce helped draft the Articles of Incorporation and Corporation Bylaws.

1996-2005. Author of Chapter One: "The Office and Duties of the Municipal Clerk," *The Texas Municipal Clerks Handbook*, fifth, sixth, seventh and eighth editions

1998. President of TMCA, Inc.

2000. Texas Municipal Clerk of the Year

2000-2001. TMCCP Administrative Management Committee Chair

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

1982. IIMC member: attended ten Annual IIMC conferences and eight Region IV sessions

1987. IIMC Annual Conference Host Committee, Fort Worth

1988-93. Co-chair, Education and Personal Growth

1993-1994. Chair, Program Review and Certification Committee

1993-1994. Co-vice chair, Research Committee

1994. Review and Selection Committee, Institute Directors Award of Excellence

1998. Quill Award

1998. Chair, Elections Credentials Committee

1999. IIMC President's Award of Merit for her contributions as Chair of the Elections Credential Committee and for "other significant roles undertaken in the support of IIMC"

2000. Master Municipal Clerk Certification

2002. IIMC Annual Conference, Co-chair Golf Tournament Committee, San Antonio



CHAPTER NEWS

BLUEBONNET CHAPTER

By Nancy Turnbow

The Bluebonnet Chapter, members and families, celebrated our chapter's 10th Anniversary on June 25 with a Hawaiian Luau at the home of 2004 TMCA President Jo Moore, TRMC, city secretary, Abilene. We were fortunate to have several honored guests present to celebrate our chapter's anniversary. We all had a wonderful time and the food was excellent. The picture shows current and former members and an honored guest. ☆



The Bluebonnet Chapter's 10th Anniversary in June.

Top photo, standing from left to right: Dr. Joyce Snay, TRMC, director, TMCCP; Renee Scott, assistant city secretary, Abilene; Pat Martindale, city secretary, Bronte; Kay Torres, city secretary, Robert Lee; Nancy Turnbow, city secretary, Baird (charter member); Linda Knight, TRMC, city secretary, Breckenridge (charter member); Karen Lou Graham, city secretary, Anson; Art Camacho, TRMC, city secretary, Azle (former member); Susie Quinn, TRMC, city secretary, Rowlett (former charter member); Jo Moore, TRMC, city secretary, Abilene (charter member). *Seated in front:* TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan; and Kathy Keane, TRMC, city secretary, San Angelo. *Above photo:* Charter members Nancy Turnbow, city secretary, Baird; Linda Knight, TRMC, city secretary, Breckenridge; Susie Quinn, TRMC, city secretary, Rowlett; and Jo Moore, TRMC, city secretary, Abilene.

Chapter Clerk of the Year

TMCA chapters recently honored a fellow member by selecting her as their 2005 chapter municipal clerk of the year. Congratulations to all the honorees—you are shining examples to your fellow TMCA members and Texas government.

(Honorees included are those known at time of press.)

From top:

Capital Chapter
Teresa Valdez, TRMC, city secretary, Bastrop

North Texas Municipal Clerks Assoc. Chapter
Susie Quinn, TRMC, city secretary, Rowlett

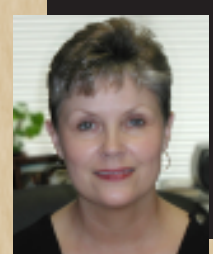
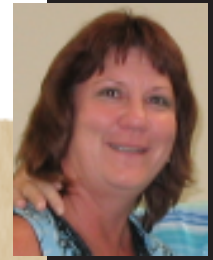
Red River Chapter
Lydia Ozuna, TRMC, city clerk, Wichita Falls

Salt Grass Chapter
Patrice Fogarty, TRMC, city secretary, Missouri City

South Plains Chapter
LeAnn Gallman, TRMC, city secretary, Muleshoe

Watch for announcement of STATE NOMINEES in the December newsletter!

The TMCA Texas Municipal Clerk of the Year will be announced at the Graduate Institute in October. State nominees are: Jo Moore, TRMC, city secretary, Abilene (Bluebonnet Chapter); Sherry Mashburn, TRMC, city secretary, Bee Cave (Capital Chapter); Patricia Ervin, TRMC, city secretary, Waco (Central Texas Chapter); Susie Quinn, TRMC, city secretary, Rowlett (NTMCA Chapter); Lydia Ozuna, TRMC, city clerk, Wichita Falls (Red River Chapter); Martha Gillett, TRMC, city secretary, La Porte (Salt Grass Chapter); LeAnn Gallman, TRMC, city secretary, Muleshoe (South Plains Chapter).



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CHAPTER NEWS



The Annual Salado Seminar.

Top photo: Attendees at the seminar.

Above photo: TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan, and Joyce Snay, TRMC, director, TMCCP/TMCA, co-taught the "X-Y Simulation" session.

Right photo: Teresa Valdez, TRMC, city secretary, Bastrop, was chosen as the Capital Chapter Municipal Clerk of the Year. Sherry Mashburn, TRMC, city secretary, Bee Cave, presented her with a plaque.



was congratulated on achieving her CMC with IIMC. Betty Brown congratulated Mary Lynne on her work as president of TMCA. Mary Lynne Stratta reported on some of the activities with IIMC. President Garvel adjourned the meeting. ☆

CAPITAL CHAPTER

By Melissa Brunner, TRMC

The Capital Chapter held a meeting on July 29 in the City of Salado after the Friday session of the Salado Seminar. President Shirley Garvel called the meeting to order. Members present were: Cynthia Archibeque, assistant city secretary, Bryan; Betty Brown, TRMC, local government election specialist, Bickerstaff Heath; Melissa Brunner, TRMC, city secretary,

Flatonia; Jodi Chaney, records management technician, Bryan; Kathy Clark, city secretary, Liberty Hill; Shirley Garvel, city secretary, Elgin; Linda Hambrick, city secretary, Jonestown; Sherry Mashburn, TRMC, city secretary, Bee Cave; Toni Milam, administrative assistant, Buda; Brenda Page, city secretary, Smithville; Janet Rogers, city secretary, Westlake Hills; Rose Sickel, TRMC, deputy city secretary, Liberty Hill; Mary Lynne Stratta, TRMC, city secretary, Bryan; Karen Thompson, city secretary, Pflugerville; Teresa Valdez, TRMC, city secretary, Bastrop; and Ruby White, TRMC, city secretary, Luling.

Sherry Mashburn presented Teresa Valdez, TRMC, city secretary, Bastrop, with the honor of the Municipal Clerk of the Year for the Capital Chapter for 2005. The Capital Chapter members decided to contribute \$500.00 to the Dorothy F. Byrd Scholarship Fund. The members further decided to contribute a \$75.00 Visa gift card as a door prize at the TMCA Graduate Institute. Betty Brown presented the effective dates of many of the bills passed during the last legislative session that will affect cities. The meeting schedule for the rest of 2005 and for 2006 was discussed and set. Karen Thompson

CENTRAL TEXAS CHAPTER

By Lydia Lopez, TRMC

The Central Texas Chapter held their quarterly meeting at City of Hillsboro on June 8. The City of Hillsboro hosted the meeting and served a wonderful lunch in the beautiful home of Municipal Court Judge Flo Logan. The group initially met at the Hillsboro Mall Outlet and some of us had the once-in-a-lifetime chance to ride a London styled red double-decker bus owned by Council Member Jim Moore.

CENTRAL TEXAS Continued on p. 16

The Central Texas Chapter with Councilmember Jim Moore's double-decker bus. *Front row:* Lydia Lopez, TRMC, assistant city secretary, Waco; Patricia Ervin, TRMC, city secretary, Waco; Betty Harrell, city secretary, Hillsboro; Brenda Jackson, city secretary, Groesbeck; and Amanda McClung, utility billing clerk/records specialist, Hillsboro. *Back row:* Sandie Polk, Waco; Dorothy Jackson, city secretary, Hubbard; and Jennifer Canady, TRMC, city secretary, Woodway.





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The Central Texas Chapter. *Back row:* Connie Foreman, Kendra Pursche, Linda Vranich, Carolyn Martin, Brenda Jackson, Sandie Polk. *Middle Row:* Patty Paschal, Donna Hawkins, Betty Harrell, Lydia Lopez. *Front row:* Jennifer Canady, Becky Frels, Patricia Ervin and Dorothy Jackson.

CENTRAL TEXAS Continued from p. 15

Chapter members present were: President Connie Foreman, city secretary, Lacy Lakeview; Vice President Carolyn Martin, TRMC, city secretary, Mexia; Treasurer Donna Hawkins, city secretary, Beverly Hills; Secretary Lydia Lopez, TRMC, assistant city secretary, Waco; Brenda Jackson, city secretary, Groesbeck; Becky Frels, TRMC, city secretary, Hewitt; Lee Garcia, finance director, Hewitt; Dorthy Jackson, city secretary, Hubbard; Betty Harrell, city secretary, Hillsboro; Amanda McClung, utility billing clerk/records specialist, Hillsboro; Patty Paschal, city secretary, McGregor; Linda Vranich, city secretary, Robinson; Kendra Pursche, Robinson; Patricia Ervin, TRMC, city secretary, Waco; Sandie Polk, Waco; and Jennifer Canady, TRMC, city secretary, Woodway.

Jim Moore, communications director, Leadership Management, Inc., and council member of Hillsboro, was the guest speaker. Mr. Moore began his presentation with remarks of appreciation for the role that city secretaries play in municipal government. He presented a formula on how to determine your actual rate of pay. More importantly, he elaborated on how to determine the value of your time and how to make better choices on high pay-off activities. He also emphasized the importance of teamwork.

The chapter also discussed our nomination for the Municipal Clerk of the Year. Patricia Ervin, TRMC, city secretary, Waco, was unanimously nominated. A nominating committee was appointed to make recommendations on next year's chapter officers.

For additional information on the Central Texas Chapter, contact President Connie Foreman, city secretary, Lacy Lakeview, at 254-799-2458, extension 217. ☆

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COASTAL BEND CHAPTER

By Irma Parker

Cynthia Contreras, city secretary, Bishop, hosted the Chapter meeting on May 25 in Bishop at the Taqueria Jalisco. The speaker for this meeting was Clarissa Martinez, community services specialist, Office of Rural Community Affairs. Those in attendance were: Esther Arzola, city secretary, Port Aransas; Pat Brown, administrative assistant, Rockport; Pam Hatzenbuehler, deputy city secretary, Port Aransas; Edna Lopez, city secretary, Kingsville; Irma Parker, city secretary, Rockport; and special guest Georgina Ibarra, TML Field Services Representative. After the meeting and program, Bishop city officials provided participants with a tour of Bishop City Hall.

Several chapter members also took the opportunity to attend a workshop presented by Nan Pfiester of the Texas State Library on May 4 titled "Improving Your Filing Systems." An additional workshop will be presented by TSLAC's Kim Scofield, government information analyst, on August 17 in Rockport. That workshop topic is "Managing Electronic Records for Local Governments."

The August chapter meeting will be held on August 25 in Rockport at the Lighthouse Inn at Aransas Bay. Coastal Bend Council of Governments Instructor Danielle Gibson, will present a program on "Weapons of Mass Destruction." This is an ongoing program to assist in development of an emergency management resource book for use by both coastal and inland communities. Also, we are happy to announce that TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan, will be the chapter's special guest at our August meeting.

Chapter newsletters are distributed to members with specific details of any upcoming meeting. For further information concerning our chapter or meeting dates, contact any members of the chapter or President Kimberly Drysdale, 361-776-2517 or inglesidecs@cableone.net or chapter Secretary/Treasurer Irma Parker, TRMC, at 361-729-2213 ext. 138 or citysec@cityofrockport.com. ☆

HILL COUNTRY CHAPTER

By Shelley Britton

The chapter met June 23 in August E's Restaurant. Members present were: Maria Alvarado, assistant city secretary, Junction; Shelley Britton, city secretary, Fredericksburg; Janell Bullock, city secretary, Ingram; Brenda Craig, TRMC, city secretary, Kerrville; Pat Dildine, city secretary, Johnson City; Karen Howden, assistant city secretary, Fredericksburg; Bobbie Mowery, city secretary, Blanco; and K. Vivian Saiz, city secretary, Junction.

The following officers were elected: President Vivian Saiz; Vice President Janell Bullock; Treasurer Brenda Craig; Secretary Shelley Britton.

Several items were discussed, including the upcoming conference in Salado and the TMCCP Legislative Update Seminar. ☆

NORTH TEXAS MUNICIPAL CLERKS ASSOCIATION CHAPTER

By Nancy Meadows, TRMC

The North Texas Municipal Clerks Association Chapter held our annual recognition luncheon on June 8, as our regular meeting, at the Harvey Hotel in Irving at noon, which included recognition of accomplishments of members. The Texas Municipal Clerk of the Year Committee, which includes Chair Codi Delcambre, TRMC, city secretary, Argyle, along with members Pam Schmidt, TRMC, city secretary, Richardson; and Jean Dwinnell, TRMC, town secretary, Westlake, announced and recognized Susie Quinn, TRMC, city secretary, Rowlett as the NTMCA City Secretary of the Year.

At the July 13 meeting, our nominating committee, which includes Chair Paula Lawrence Paschal, TRMC, town secretary, Flower Mound; Shelly Doty, TRMC, city secretary, Cleburne; and Ivy Peterson, TRMC, deputy city secretary, Cleburne, presented the following slate of proposed officers for 2005-2006 to the membership: President Jeanne Fralicks, TRMC, city secretary, Duncanville; Vice President Susie Quinn, TRMC, city secretary, Rowlett; Treasurer Ashley Mitchell, TRMC, city secretary, Carrollton; Secretary Sandy Hart, TRMC, city secretary, McKinney; Historian Codi Delcambre, TRMC, city secretary, Argyle. The membership will vote on a slate of officers in September.

The program for our July 13 meeting was a presentation explaining the chartering of a proposed new chapter to be formed from five of the counties included in the

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NTMCA. The NTMCA Chapter covers a very large area of nineteen counties, which includes all of TML Regions 8 and 13. The proposed new chapter (Lone Star) includes counties in the far northeast portion of the NTMCA region. The counties include Collin, Fannin, Grayson, Hunt and Rockwall, which are a portion of TML Region 13. The NTMCA members that made the presentation of the proposed new chapter were Sandy Hart, TRMC, city secretary, McKinney; Dorothy Brooks, city secretary, Rockwall; Aimee Nemer, TRMC, city secretary, Murphy; Carole Ehrlich, TRMC, city secretary, Wylie; and Rosa Stovall, city secretary, Lavon. It was noted that chapter dues would be \$25 and that chapter membership would not be restricted to any one chapter. City secretaries and other interested individuals may belong to either or both chapters. As a result of the discussions at the meeting, information on the new chapter and a survey was mailed out to all city secretaries in TML Regions 8 and 13 in an effort to get as much information as possible out to everyone in our area. The membership will vote on a resolution supporting formation of the new chapter at the September 14 meeting.

TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan, will be the special guest speaker at our September 14 meeting and we are looking forward to hearing her remarks.

Our reception committee, which includes Chair Cathy DiMaggio, TRMC, city secretary, Grand Prairie; Linda Rhodes, TRMC, city secretary, Lake Worth; Mary Kayser, TRMC, city secretary, Burleson; and Kathy Wingo, TRMC, deputy city secretary, Frisco, planned a good time for all for the Texas Municipal Clerks at the August 18 and 19 seminar in Irving, which included door prizes and bus transportation to Grapevine Mills.

The holiday celebration committee, which includes Chair Carole Ehrlich, TRMC, city secretary, Wylie; Rosa Stovall, city secretary, Lavon; and Aimee Nemer, TRMC, city secretary, Murphy, is busy making plans for the holiday celebration.

NTMCA MEETING CALENDAR 2005:

- September 14 – Regular Meeting at Harvey Hotel at 12:00 Noon
- October 12 – Regular Meeting
- NTMCA Members will be the TMCA Booth Committee for the TML Conference in Grapevine October 25-29
- November 9 – Regular Meeting
- December 14 – Holiday Luncheon ☆

PANHANDLE CHAPTER

By Connie McKiernan

The Panhandle Chapter of Texas Municipal Clerks met on April 21 and June 16 at the Amarillo Club in Amarillo with members attending as follows: Crystal Black, city clerk/court clerk, Fritch; Frances Childers, city secretary, Dalhart; Suzanne Finch, city secretary, Hereford; Cheryl Gibson-Salgado, TRMC, city secretary, Spearman; Jannie Guerra, city secretary, Cactus; President Janice Henson, TRMC, city secretary, Perryton; Phyllis Jeffers, city secretary, Pampa; Mary Sue Lyles, city secretary, Groom; Vickie Macon, city secretary, Stinnett; Secretary/Treasurer Connie McKiernan, city secretary, Panhandle; Carolee Nance, city secretary, Fritch; Patricia Phipps, deputy city secretary, Friona; Kim Rehkopf, city secretary, Dumas; Kathy Rendon, city secretary, Stratford; Vice President Terry South, city secretary, Canadian; Nelwyn Ward, city secretary, Memphis; and Historian Mark Washburn, city secretary, Gruver.

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Guests in attendance for the April meeting were TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan and members of the Plains Chapter of TMCA: LeAnn Gallman, TRMC, city secretary, Muleshoe; Cynthia Thigpen, city secretary, Farwell; Toni Wilson, TRMC, city secretary, Sundown; and City of Memphis Councilperson Jausetta Martin. The guest for the June meeting was Angelique Weaver of the law firm Mayfield, Crutcher and Sharpee.



TMCA President Mary Lynne Stratta, TRMC demonstrates communication skills with Terry South, city secretary, Canadian; Cheryl Gibson-Salgado, city secretary, Spearman; and LeAnn Gallman, city secretary, Muleshoe.

Minutes and treasurers reports were given at both gatherings. President Henson reported that TMCA membership was up to an all time high of approximately 900 members and that TMCA lapel pins were now available for \$35.00. Henson also reminded the members present that scholarship monies are available from TMCA for travel and training purposes.

LeAnn Gallman from the Plains Chapter reported on the Public Employee Management seminar held April 7-8 in Dallas. Suzanne Finch and Connie McKiernan were

also in attendance from the Panhandle Chapter.

At the April meeting we were honored by the presence of TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan. Mary Lynne gave a program on the Texas Municipal Clerk certification program and legislative issues effecting municipalities. Her program encouraged active participation in the organization and highlighted the importance and rewards of achieving certification through Texas Municipal Clerks.

The June meeting was highlighted by a program entitled "The Basics of Mobile, Manufactured and Modular/Industrialized Homes" presented by Angelique Weaver. Weaver gave a very informative presentation regarding the differences in these structures as well as tips on identifying the structures.

Secretary/Treasurer McKiernan proposed that the secretary be appointed the records retention officer for the chapter so that records not legally required to be retained may be disposed of. Additionally she proposed that when new officers take their positions in December 2005 the offices of secretary and treasurer be separated to allow for the membership to more efficiently share the responsibilities of the chapter. Members of the chapter concurred that this would be positive action for the group. President Henson expressed appreciation for the excellent attendance the Panhandle Chapter has achieved and encouraged the group to pursue certification with TMCCP. ☆

PINEYWOODS CHAPTER

By Terre Noble, TRMC

The Pineywoods Chapter held their quarterly meeting on July 21 at Timpson City Hall. Members present were Secretary/Treasurer Tina Cavazos, city secretary, Diboll; Stacey Corley, deputy city secretary, Nacogdoches; Teresa Crawford, city secretary, Timpson; Betsy Gregson, city secretary, Huntington; Ashley Judd, city secretary, Hudson; President Terre Noble, TRMC, city secretary, Center; and Mitzi Thompson, city secretary, Crockett.

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Right: The Pineywoods Chapter at Timpson City Hall.

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RED RIVER CHAPTER

By Stacy Clark, TRMC

The Red River Chapter met June 15 for their quarterly meeting at the Secret Garden Tea Room in Wichita Falls. Members attending were Marie Balthrop, TRMC, city secretary, Holliday; Stacy Clark, TRMC, city secretary, Throckmorton; Lori Dunn, TRMC city secretary, Saint Jo; Revell Hardison, TRMC, city secretary, Nocona; Trish Holley, TRMC, city secretary, Burkburnett; Lydia Ozuna, TRMC, city secretary, Wichita Falls; Sandy Page, deputy city secretary, Bowie; Pat Quisenberry, TRMC, city secretary, Vernon; Elaine Simpson, TRMC, city secretary, Seymour; Mitzi Wallace, city secretary, Bowie; and visitor TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan.

Lydia Ozuna, city clerk, Wichita Falls, was nominated TMCA Municipal Clerk of the Year. Special guest President Mary Lynne Stratta presented a very informative talk about the recent house bills that were passed that will effect Texas cities. Also, the members held a roundtable discussion on the DRE's that will be required January 1, 2006, for elections.

The next meeting will be held September 21 in Wichita Falls. The program will be Cobe Dunn, Department of Information Resources. ☆

SALT GRASS CHAPTER

By Michele L. Glaser, TRMC

In preparation of the 2005/06 year, Salt Grass officers sent a survey to all members asking their opinion on meeting times, locations, and meeting topics. The survey "borrowed" an idea from the Texas Municipal Clerks Association, Inc., by giving a description of all the Salt Grass committees and inviting members to volunteer to serve on a committee. The survey will be used to plan activities for this year and in the future.

Members began the year with an informative seminar at the Hess Club in Houston in August by Robert Half Management Resources on "Networking Tactics for Career Success."

On September 14 Deer Park will host an all-day seminar at the Battleground Golf Course. This is a fantastic facility with delicious food. The law firm of Olson & Olson will conduct a session



Patrice Fogarty, TRMC (center), city secretary, Missouri City, was named the Salt Grass Chapter's 2005 Chapter Clerk of the Year at the chapter's annual banquet in April. With Patrice are Missouri City Mayor Allen Owen (left) and Councilmember Eunice Reiter.

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on duties of notaries. Baytown City Secretary Gary Smith, TRMC, will present an update of the 2005 legislative session.

Other scheduled events for the 2005/06 year are the annual holiday party in December; the annual public information seminar in March; and the installation banquet in April.

Patrice Fogarty, TRMC, city secretary, Missouri City, was named Salt Grass Chapter Clerk of the Year for 2005. Patrice was honored as the TMCA Clerk of the Year in October 2003.

We are proud to nominate Martha Gillett, TRMC, city secretary, La Porte, as the Salt Grass Chapter's nominee for TMCA Clerk of the Year. Martha was the Salt Grass Chapter 2004 Clerk of the Year. ☆

SOUTH PLAINS CHAPTER

By Toni Chrestman, TRMC

The South Plains Chapter met on June 15 at the Lubbock County Elections Office, Lubbock, Texas. The meeting was hosted by the City of Muleshoe and City Secretary LeAnn Gallman, TRMC.

Gayla Cowan welcomed members and guests. We were very pleased to have so many representatives from the counties and ISDs present for the DRE presentation.

Toni Chrestman reported that TMCA President Mary Lynne Stratta, TRMC, city secretary, Bryan, will present a program on parliamentary procedure for our local training seminar on October 14. The program will begin at 9:00 am and will conclude about lunch time. We will have a catered lunch and then a short meeting of our chapter members with President Stratta.

It was decided to hold the seminar at the Lubbock Municipal Garden and Arts Building, the same place as last year. We will use Honey Child Catering for the noon meal. The registration fee will be \$40.00 and will

cover refreshments and lunch. It was the consensus of the members to let the Committee work out the remaining details. We will be sending brochures to the other municipal clerks' chapters in our area and hope to welcome anyone interested in gaining a better understanding of parliamentary procedure.

Chairman Becky Garza, TRMC; city secretary, Lubbock; Mary Joe Collins, TRMC, city secretary, Brownfield; and Toni Wilson, TRMC, city secretary, Sundown, of the Municipal Clerk of the Year Nominating Committee, nominated LeAnn Gallman, TRMC, city secretary, Muleshoe, for the South Plains Chapter Municipal Clerk of the Year, and also for the TMCA Municipal Clerk of the Year. LeAnn has served as city secretary of Muleshoe since 1999, and is committed to the profession of municipal clerk. She has been an outstanding leader in our local chapter and represents us well at the state level. She has served as secretary for our chapter and currently holds the office of treasurer. She has served on

the TMCA certification committee, administrative management committee, scholarship committee, and currently holds a seat on the TMCA board of trustees. Congratulations, LeAnn, and good luck!

Chris Wade, TRMC, member of the TMCA retirement committee, asked that anyone who knows a retiring city secretary, please contact her so that the person may be recognized at the TMCCP Graduate Institute.

The next meeting was set for September 21, to be hosted by Brenda Shaw, City of Morton.

LeAnn Gallman, TRMC, introduced Dorothy Kennedy, Lubbock County Elections Administrator. Ms. Kennedy introduced the three DRE vendors. Each vendor had 45 minutes to demonstrate the DRE and answer questions. It was a very informative program and the first time for some of us to see a DRE in action. We appreciate Ms. Kenney and her staff organizing this presentation and allowing us to use their offices.

Members and guests attending were Jane Bell, Lubbock; Angie Benningfield, Denver City ISD; Paula Benton, Bailey County Clerk; Susie Brown, election clerk, Lamesa; Hilda Cannon, city secretary, Abernathy; Zanea Carpenter, utility billing supervisor, Muleshoe; Toni Chrestman, TRMC, city secretary, Slaton; Tommy Combs, deputy city secretary, Lubbock; Gayla Cowan, city secretary, Amherst; Linda Devitt, Levelland ISD; Jana Dowell, Levelland ISD; Mechele Edwards, city secretary, Sudan; LeAnn Gallman, TRMC, city secretary, Muleshoe; Becky Garza, TRMC, city secretary, Lubbock; Joyce Good, finance director, Seminole; Debbie Gressett, city secretary, Seminole; Sherri Harrison, Bailey County Judge; Linda Hart, Lubbock; Maria Hatchett, TRMC, city secretary/treasurer, Lamesa; Teresa Hensley, Sundown ISD; De Anne Holder, Shallowater ISD; Dorothy Kennedy, Lubbock County; Sharon Kerby, Slaton; Pat Kidd, Lubbock; Karen

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city secretary, New Deal; Chris Wade, TRMC, city secretary, Levelland; Dianne White, personnel director, Lamesa; Wilma Williams, city secretary, Denver City; Susie Williamson, city secretary, Shallowater; and Toni Wilson, TRMC, city secretary, Sundown. ☆

WEST TEXAS CHAPTER

By Tami Matthews

The West Texas Chapter met on April 20 in Van Horn at Chuy's Restaurant. The following members were present; Norma Aguilar, TRMC, city secretary, Odessa; Laura Barragan, TRMC, deputy city secretary, Van Horn; Becky Brewster, TRMC, city secretary, Van Horn; Lesa Gamble, administrative assistant, Big Spring; Tami Matthews, assistant city secretary, Big Spring; and Florencio P. Saucedo, city administrator, Marfa. We had several guests present at our meeting; Mayor Okey D. Lucas, Van Horn; Jeff McCoy, manager of the Texas Mountain Trails of Van Horn; and Mayor Oscar Martinez, Marfa.

Mayor Okey Lucas opened the meeting by welcoming everyone to Van Horn. Guest speaker, Jeff McCoy, manager of Texas Mountain Trails, gave an interesting presentation on the purpose and structure of the Texas Mountain Trails. The West Texas Chapter members decided at this meeting to donate

\$100.00 to the Dorothy F. Byrd Scholarship Fund, and also to nominate Becky Bewster, TRMC, city secretary, Van Horn, for the TMCA Municipal Clerk of the Year.

Our next meeting was held in Monahans at the Gift Shop and Tulip Room on July 20. ☆



Guest speaker Jeff McCoy with the Texas Mountain Trails made a presentation at the West Texas Chapter meeting on April 20.

SPECIAL THANKS
to the
*Capital Chapter
North Texas
Municipal Clerks
Association Chapter
West Texas Chapter*
for their
generous donations
to the
*Dorothy F. Byrd
Scholarship Fund*

TMCCP

Course Certificates Awarded

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

COURSE 1

Angela Winkle, WEATHERFORD
Patricia Phipps, FRIONA

COURSE 2

Nina Browning, WINNSBORO
Kimbra Caldwell, GROVES
Debbie Chelf, LEANDER
Matthew Denton, THE COLONY
Bonnie Gibbs
Terri Hanks, PORT ARTHUR
Debra Howe, ALVARADO
Nyla Peña, McALLEN
Bonnie Scaff, BOVINA
Vicky Varnau, PILOT POINT

COURSE 3

Stephanie Brim, HUNTSVILLE
Crista Bromley, BURNET
Nina Browning, WINNSBORO
Suzanne Finch, HEREFORD
Bonnie Gibbs
Debra Howe, ALVARADO
Patricia Phipps, FRIONA
Donna Ford Robbins,
MINERAL WELLS
Linda Taylor, VENUS
Karen Thompson, PFLUGERVILLE
Vicky Varnau, PILOT POINT
Deana Watson, POST
Cynthia Williams, POST
Sheila Williams, BRAZORIA
Kathleen Wingo, LUCAS

COURSE 4

Delia Flores,
BALCONES HEIGHTS
Sherry Newport, ONALASKA
Angie Scarlett, THROCKMORTON
Christi Shivers, MEXIA
Linda Taylor, VENUS
Deana Watson, POST
Angela Winkle, WEATHERFORD
Norma Zenk, BEDFORD

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