



TMCA NEWS

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President's Message

Almost three quarters of 2010 has now come and gone. It seems as if time is passing faster and faster each day. However, as I was reminded at a recent training class, the speed of time is still the same as it has always been; 60 seconds in a minute; 60 minutes in an hour; 24 hours in a day; and 365 days in a year. I suppose it seems to go by faster because we have much more to get accomplished in the same amount of time. This means, of course, that we must get better at using our time more efficiently.

The class I attended was titled "Managing Multiple Priorities," taught by Lisa Carver on behalf of the North Central Texas Council of Government. Ms. Carver talked about how to take control and use our time more effectively in order to be more productive, thereby having the ability to manage multiple priorities. The things she referred to as ways to manage time



TMCA President
Pamela Schmidt, TRMC
City Secretary, Richardson

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PRESIDENT'S MESSAGE

and projects were the same things we have heard from people who have provided training for TMCCP, and they are worth repeating. Here are a few examples.

Stephen R. Covey, author of *The 7 Habits of Highly Effective People*, wrote about the importance of using the “Time Matrix” to determine the best use of time. Spending time above the line—in Quadrants I and II—is how to be most effective and therefore productive. I’ve provided a drawing with a list of examples in each box for your reference.

Please note, however, that the more time you spend in Quadrant I, the more stressed and pressured you will feel. Your overall objective should be to spend most of your time in Quadrant II. Quadrant II is where you plan your day, week, month and write policies or train with your co-workers and colleagues. Working in Quadrant II will keep you prepared for the times you must spend in Quadrant I.

Ms. Carver also provided other tips using her own time management system as an example. One example is that she keeps her calendar with her at all times. With Blackberrys and iPhones,

TIME MATRIX

From *The 7 Habits of Highly Effective People* by Stephen R. Covey

I Urgent & Important

Important deadlines
Crises
Pressing meetings
Emergencies
Last minute preparations

II Not Urgent & Important

Relationship building
Personal development
Employee training
Exercise and Health
Prevention and planning

III Urgent & Not Important

Some emails and phone calls
Many interruptions
Some popular activities
Some meetings

IV Not Urgent & Not Important

Trivia
Some emails and phone calls
Excessive TV
Time wasters

TMCA News is published by: Texas Municipal Clerks Association, Inc.,
University of North Texas, 1155 Union Circle #305067, Denton, Texas 76203
Ph 940-565-3488, Fx 940-565-2012. <http://municlerks.unt.edu>
Vol. XXI, No. 3, September 2010

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Submission deadline for publication in **December** issue: **October 25**.
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PRESIDENT'S MESSAGE

it is getting easier to do this, and it allows her to schedule meetings on the spot rather than accepting a task to call someone back after checking. She also uses a task list on her computer and also prints a hard copy that she keeps with her at all times. She separates her task list into categories and projects. Tasks can be set electronically with a reminder and is another helpful tool. She reminded the class that maintaining the list electronically also allows her to instantaneously provide a report to her supervisor should he/she want to know how she has been spending her time. It would be a handy tool when our performance evaluations come around each year.

We all have things we want to do, things we are required to do and things that are assigned to do, sometimes when least expected. Using these tools will help us be better prepared to handle or manage the times when we are assigned work or want to accept new responsibilities. Using our time more effectively and efficiently will impart to our profession those standards of quality and integrity that the conduct of the affairs of our office shall be above reproach and merit public confidence.

In case you thought I was leaving out reference to our TMCA Code of Ethics this quarter, I hope you noticed that the last sentence in the above paragraph was from our Code of Ethics.

Reminder – the **Graduate Institute** will be held in Galveston at the Hilton Galveston Island Resort on **October 14 and 15**. The featured speaker is Mr. Walt McBride, who will provide a session about ethics, “The Ethical Use of Power.” We hope you will join us at the **TMCA An-**

nual Banquet to help honor our Municipal Clerk of the Year, welcome your 2011 Board, and thank our wonderful vendors for their continued support with scholarship funding.

Also, the annual TML Conference will be held in Corpus Christi this year. In case you haven't noticed, TMCA, Inc., will be holding a session on **Thursday, October 28, 2010 from 9:00-11:45 a.m.** If you were not able to attend the TMCCP seminar in El Paso, you will have another opportunity to hear Mary Lynne Stratta's presentation on **Parliamentary Procedure**.

Remember, be professional, work smart and be safe. See you in October!

Pamela Schmidt, TRMC

2010 TMCA President

pamela.schmidt@cor.gov

TMCA Business Meeting & TMCA Awards Banquet

Our Annual Association events are here!

Join us Thursday, October 14, at the Hilton Galveston Island Resort for the TMCA Annual Business Meeting and Annual Awards Banquet, held in conjunction with the TMCCP Graduate Institute Seminar.

TMCA Annual Business Meeting, [Thursday, October 14, 11:30 a.m.](#)
Includes the 2009 minutes, treasurer's report, election of 2011 officers, and 2010 resolutions. [[learn more](#)]

TMCA Annual Awards Banquet, [Thursday, October 14, 5:30 p.m.](#)
Includes recognition of 2010 retirees, scholarship awards, presentation of the 2010 TMCA Municipal Clerk of the Year, the installation of 2011 TMCA officers, and the 2011 president's acceptance speech. Dress is "after five."
[[learn more & register](#)]

TMCCP GRADUATE INSTITUTE SEMINAR

The Ethical Use of Power

October 14-15, 2010, Hilton Galveston Island Resort



Walt McBride

Join us this October for the annual Graduate Institute Seminar!
Anyone is welcome to register.

Speaker **Walt McBride** will discuss **“The Ethical Use of Power.”** Mr. McBride is a member of the Governmental Training, Education, and Development Division of the Carl Vinson Institute of Government at the University of Georgia, where he manages the education and certificate programs for the Georgia Local Government Personnel Association, the Georgia Chapter of the American Public Works Association, and the Georgia Association of Zoning Administrators. He also teaches in the Institute’s Management Development Program and develops customized leadership and management programs for client groups. Walt McBride’s fields of interest include leadership and management development, the ethical use of power, facilitation (visioning, strategic planning), group dynamics and adult learning. [[Learn more about Walt McBride.](#)]

TMCCP or Recertification enrollees can receive Course 1 seminar credit or recertification seminar credit.

Learn more and register now. ★

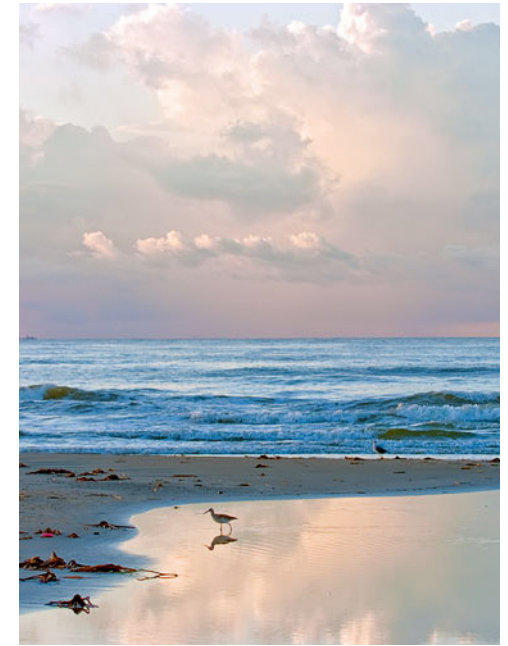


Photo by Flickr user [Galveston.com](#). Licensed under a Creative Commons Attribution-NonCommercial-NoDerivs 2.0 Generic License.

Two continental breakfasts, two luncheons and the Thursday evening banquet are included in the price of registration. Be sure to join us:

Thursday, October 14, 11:30 a.m.
for the
TMCA Annual Business Meeting

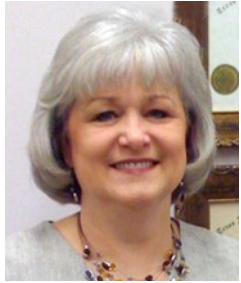
and

Thursday, October 14, 5:30 p.m.
for the
TMCA Annual Awards Banquet

TMCA BOOTH AT THE TML CONFERENCE • CORPUS CHRISTI, OCTOBER 27-29, 2010

Come Join the Fun

By TML Booth Committee Chair Scarlet Swoboda, TRMC
City Secretary, Victoria



Scarlet Swoboda, TRMC

Calling all clerks!

Come join the fun and represent our great organization at our TMCA booth at the Texas Municipal League Conference in **Corpus Christi** on **October 27-29**. Please join the Coastal Bend Chapter members and me by telling our story and spreading the word about TMCA, Inc., and TMCCP. This is your opportunity to share your knowledge and experience to city officials all over the State of Texas, and have a great time, too.

If you have an hour or two that you would like to spend promoting our organization, please call **Scarlet Swoboda, TRMC**, city secretary, Victoria, or **Wendi DuVall**, senior public service clerk, Victoria, at **361-485-3040**, or email me at sswoboda@victoriatx.org.

Do not miss this opportunity: please volunteer. I look forward to hearing from you. ★



Seated left to right: **Sandra Watkins, TRMC**, city secretary, Deer Park, and **Sherry Mashburn, TRMC**, city secretary, College Station, talk with a visitor to the TMCA booth at the 2009 TML Conference.

Necrology

Yrene Morgan, TRMC, Administrative Assistant, Teague



Yrene Morgan, TRMC

Yrene Morgan passed away August 4. Funeral services were held August 10 at the First Baptist Church of Wortham.

Yrene was born on February 13, 1948, in Pueblo, Colorado. She married Owen Morgan on December 27, 1969, in Pueblo, Colorado. She was vice president of the TMCA Central Texas Chapter of Municipal Clerks and held membership in TMCA since 1999.

TMCA Central Texas Chapter President Lydia Lopez, TRMC, city secretary, Hewitt, said, "Yrene Morgan was a longtime member of the Central Texas Chapter of Municipal Clerks. She was serving her second term as

vice president and was instrumental in fostering and mentoring area city secretaries. Yrene encouraged involvement in chapter activities and events, always volunteering to serve in any needed capacity.

"Her commitment to her career as a Texas Registered Municipal Clerk inspired us all. She was also active at the international level through her participation in the International Institute of Municipal Clerks.

"The Central Texas Chapter awarded her the designation of '2010 Central Texas Chapter Clerk of the Year.' She touched many lives and will be dearly missed." ★

Texas Municipal League Report

By TML Representative Mary Kayser, TRMC
City Secretary, Garland



Mary Kayser, TRMC

The TML Board met in Amarillo on June 24-25. TML President Debra McCartt hosted a dinner at the American Quarter Horse Museum for the Board Thursday evening.

The TML Board met on Friday with the main focus of the meeting on the interviewing and selection of the TML Executive Director. The board selected Bennett Sandlin, General Counsel, as the new executive director.

The other vital topic was the TML 2010-2011 budget, and it was adopted. The League is in great financial shape. Like all organizations they have had to make some adjustments this year. Frank Sturzl's retirement and the upcoming legislative session will have an impact. The 100th anniversary of TML will be in 2012; funding for this has been postponed until next year.

One of the other items on the TML agenda Friday was related to the Annual Conference—discussion of the site selection criteria for the Annual Conference. TML wants to ensure that the site selection criteria is fair, reasonable, and predictable. The board approved the request to have the TML president appoint a committee of city officials to study the feasibility of developing and adopting a mandatory set of TML Annual Conference host city requirements.

In the July Texas Town & City magazine there will be information on the procedures for an individual to declare his or her candidacy for TML president-elect.

The board will meet again in October at the TML Annual Conference in Corpus Christi. As always, please contact me if there is anything I can assist you with: mkayser@garlandtx.gov or 972-205-2404. ★

IIMC News

By Mary Lynne Stratta, TRMC, IIMC Past President
City Secretary, Bryan



Mary Lynne Stratta, TRMC

I want to again thank TMCA and all Texas clerks for your support during my presidency of IIMC. Working together, we experienced great successes, and I firmly believe that IIMC is once again on the right track. IIMC is in a sound financial position and operating in an ethical, prudent manner. The problems with the education/certification guidelines were corrected, and our members and institutes have shared only positive comments with us regarding the changes that were implemented January 1, 2010. Thanks to Texas for weighing in on this important issue!

At the annual business meeting in Reno, nine important constitutional amendments were approved to be forwarded to the entire membership for a ratification vote. IIMC members received notice of this via email distribution on June 22. IIMC members had until August 25 to vote. All of these amendments were proposed to ensure that IIMC operates in the most efficient, ethical manner possible in the future.

The IIMC 2009-2010 Annual Report will be distributed electronically by IIMC soon. It outlines the accomplishments of the year; I hope you will take the time to read the report and call me if you have any questions.

The 2010 Region IV conference will be hosted by the Louisiana Municipal Clerks Association and will be held December 2-4 at the Crowne Plaza Hotel in Baton Rouge. Registration information will be disseminated by LMCA soon.

I look forward to seeing everyone soon! ★

TMCA CHAPTER NEWS

Alamo Chapter

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

The Alamo Chapter held their regular meeting on June 23 at Panchito's Mexican Restaurant, located in the City of Olmos Park. President Yolanda Benitez called the meeting to order just before noon.

After approval of the minutes of the April 2010 meeting and the June 2010 treasurer's report, the following action/presentations took place:

Sean Thompson, Texas Municipal Retirement System (TMRS) Regional Representative for City Services, spoke to the group about the services provided by TMRS. A lengthy question-and-answer session followed.

President Yolanda Benitez, Secretary Delia Flores, and Treasurer Jennifer Reyna presented a plaque, letter of commendation and TMCA blanket to retiring city secretary Marie Feutz, City of Leon Valley. Marie thanked everyone for their friendship and assistance over the years.

Top right: Officers presenting Leon Valley City Secretary **Marie Feutz** with a plaque, letter of commendation, and TMCA blanket in honor of her retirement. *Standing from left to right:* Vice President **Jennifer Reyna, TRMC**, city secretary, Alamo Heights; Secretary **Delia Flores, TRMC**, city secretary, Alamo Heights; President **Yolanda Benitez, TRMC**, city secretary, Garden Ridge; **Marie Feutz**, city secretary, Leon Valley. Seated is Becky DelToro, Selma.

Near right: Retiree **Marie Feutz**, city secretary, Leon Valley.



ALAMO CHAPTER

President Benitez explained that Brenda Dennis, TRMC, resigned as chapter vice president, and that Chapter Treasurer Jennifer Reyna, volunteered to step up into the position. The membership accepted Jennifer's resignation as treasurer, and appointed a new treasurer: Linda Gill, who had volunteered. Both actions were approved unanimously. The membership then accepted Brenda's resignation as vice president and elected Jennifer Reyna to the position.

President Benitez presented a slate of committee members for the following committees: Banquet Committee, Nominating Committee, Bylaws Review Committee and one replacement to the Scholarship Committee. All of the committee appointments were approved by acclamation. President Benitez explained the duties of each committee. She also noted that the chapter is anticipating its first awards banquet in early December, at which time the scholarships will be presented and the new officers will be installed for the coming two-year term.

Top right photo: At the June meeting in Olmos Park. Back row, facing the camera (from right to left): **Cecilia Hurtado**, city secretary, Poteet; **Marie Feutz**, city secretary, Leon Valley; **Janice Alamia**, city secretary, Hollywood Park; **Carole Vanzant, TRMC**, city secretary, Fair Oaks Ranch; **Barbara Haddock**, city secretary (ret.), Hollywood Park; and **Grace Tamez, TRMC**, city secretary, Helotes.

Near right photo: Back row, facing the camera (from right to left): Chapter Treasurer **Linda Gill**, city secretary, Castle Hills; **Angela Cantu**, city secretary-treasurer, La Vernia; **Lisa Hernandez, TRMC**, deputy city secretary, Fair Oaks Ranch; and **Amelia Ramirez**, San Antonio.



ALAMO CHAPTER

The next meeting will be hosted by the City of San Antonio on August 25 at the City of San Antonio Records Facility. President Benitez announced that TMCA President Pamela Schmidt, TRMC, city secretary, Richardson, will be the guest of honor at that meeting.

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



Chapter President **Yolanda Benitez, TRMC** (at left), city secretary, Garden Ridge, and Secretary **Delia Flores, TRMC**, city secretary, Balcones Heights.

Members present at the June meeting:

Janice Alamia, city secretary, Hollywood Park	Sandra Passailaigue, TRMC, city clerk, Shavano Park
Nancy Antu, Pleasanton	Amelia Ramirez, senior executive secretary, San Antonio
President Yolanda Benitez, TRMC, city secretary, Garden Ridge	Jennifer Reyna, TRMC, city secretary, Alamo Heights
Angela Cantu, city secretary-treas., La Vernia	Leticia Saenz, deputy city clerk, San Antonio
Janice Carleton, bookkeeper/ court clerk, Hill Country Village	Grace Tamez, TRMC, city secretary, Helotes
Peggy Cimics, TRMC, city secretary/HR, Cibolo	Melinda Uriegas, elections manager, San Antonio
Gloria Colbath, city secretary, Hondo	Leticia Vacek, TRMC, city clerk, San Antonio
Celia DeLeon, city secretary, Olmos Park	Carole Vanzant, TRMC, city secretary, Fair Oaks Ranch
Rebecca DelToro, Selma	Cindy Urrabazo, city secretary, Pleasanton
Dawn Dirksen, Shavano Park	
Sheila Edmondson, asst. to the city sec., Cibolo	GUESTS:
Delia Flores, TRMC, city sec., Balcones Heights	Barbara Haddock, city secretary (ret.), Hollywood Park
Jennifer Gonzales, Hill Country Village	Marie Feutz, city secretary (ret.), Leon Valley
Lisa Hernandez, TRMC, dep. city sec., Fair Oaks Ranch	Guest speaker Sean Thompson, TMRS Regional Representative
Debra Howe, TRMC, city secretary, Castroville	
Cecilia Hurtado, city secretary, Poteet	

TMCA CHAPTER NEWS

Bluebonnet Chapter

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

The Bluebonnet Chapter meeting was hosted by Brownwood City Secretary Christi Wynn, TRMC, on June 9 at the Martin & Frances Lehnis Railroad Museum.

City of Brownwood guests at the Bluebonnet Chapter meeting were Mayor Stephen Haynes; City Manager Bobby Rountree; Finance Director and speaker Walter Middleton and his wife, Martha Middleton; and Airport Manager Sharlette Bain.

Rhonda Williams, city secretary, Dublin, gave the invocation. Lunch was served by Lemons Bar-B-Que. Guest speaker Walter Middleton spoke about comparing budgets with other cities; the Texas Comptroller Leadership Circle; and firefighter retirement plans.

Chapter President Kay Torres led the meeting's business session. Topics of discussion



The Bluebonnet Chapter at their meeting at the Martin & Frances Lehnis Railroad Museum.

BLUEBONNET CHAPTER

were: 1) Introduction of members and guests; 2) Reading of correspondence and announcements—Eastland City Secretary Shirley Stuart thanked the chapter for sending flowers and cards while she was ill; 3) Approval of minutes; 4) Treasurer report—a new camera was purchased for the chapter; 5) Historian report; 6) Bluebonnet scholarship deadline—August 16, 2010; 7) TMCA Membership Drive—members were encouraged to invite cities that are not members; 8) Next chapter meeting in San Angelo in September; 9) A reminder of annual 2010 dues; and 10) Silent auction (total was 181.84). ★

Members in attendance at the June meeting:

Danette Dunlap, TRMC, city secretary, Abilene
 Troy Emery, city secretary, Ranger
 Karen Lou Graham, interim city manager/CFO, Stamford
 Tiffni Herrera, assistant city secretary, Abilene
 Kim Keith, city secretary, Stamford
 Linda Knight, TRMC, city secretary, Breckenridge
 Diane Latham, assistant city secretary, Breckenridge
 Pat Martindale, city secretary, Bronte
 Angie Scarlett, TRMC, city secretary, Throckmorton
 President Kay Torres, city secretary, Robert Lee
 Nancy Turnbow, city secretary, Baird
 Louetta Wallace, city secretary, Haskell
 Rhonda Williams, city secretary, Dublin
 Historian Christi Wynn, TRMC, city secretary, Brownwood

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

Linnea Bailey

Course 2

Amy Arnold,
White Settlement

Linnea Bailey

Glynnia Janine Butler

Kelly Daniel, Friona

Kristin Edwards, Huntsville

Shelley Goodwin,
San Marcos

Jessica Graefe, Giddings

Karen Mericle,
Clear Lake Shores

Sherry Roberts, White Oak

Alice Snyder, Plano

Sara White, Round Rock

Lee Woodward, Huntsville

Course 3

Thomas Harris III, Lubbock

Norma Olvera, McAllen

Course 4

Joy Hart, Murphy

Karen Mericle,
Clear Lake Shores

TMCA CHAPTER NEWS

Capital Chapter

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

Future Capital Chapter meetings:

September 2010

November/December – Bastrop

January 2011

The chapter met May 19 in the City of Point Venture. President Teresa Valdez, TRMC, city secretary, Bastrop, called the meeting to order at 11:00 a.m. Point Venture City Secretary Chance Chatham welcomed everyone.

Debbie Chelf, TRMC, city secretary, Jarrell, presented the minutes for March 17. Chapter Treasurer Toni Milam, TRMC, city secretary, Buda, presented the treasurer's report. Cynthia Bowman, TRMC, assistant city secretary, Bryan, and Melissa Brunner, TRMC, city

secretary, Flatonia, have received Capital Chapter scholarships.

The chapter considered nominees for chapter and state Municipal Clerk of the Year. Sara White, city secretary, Round Rock, presented the chapter's nominees for TMCA Municipal Clerk of the Year; Teresa Valdez was selected to be nominated for this award. Sara White then presented nominees for Capital Chapter Clerk of the Year; the recipient of the chapter award will be presented at the meeting to be held in Salado on July 23.



The Capital Chapter at the meeting in Salado in July.

CAPITAL CHAPTER

Brenda Page, city secretary, Smithville, representing the chapter's Nominating Committee, will be contacting the chapter members regarding their interest in serving the chapter. Linda Hambrick, city secretary, Jonestown, and Shelley Goodwin, deputy city clerk, San Marcos, are also assisting with this project.

President Teresa Valdez led a discussion on developing written procedures and/or duties for chapter committees; Betty Brown, TRMC, local government/election specialist, Bickerstaff Heath, is working with the committee chairs to finish this project.

President Valdez led a discussion on the Silent Auction for the Salado Seminar for 2011. Brenda Page of the Salado Silent Auction Committee reported that notices for the Salado conference were sent out, that they were waiting on several responses, and were working on a theme. Betty Brown suggested changing the name to Scholarship Fundraiser instead of Silent Auction.

Melissa Brunner reported that the Fundraising Committee has raised over \$1,000.00 on the sale of t-shirts; she will make a presentation at the Salado conference.

The Scholarship Committee will review the current policy and consider "membership" scholarships; current policy stated applicants must be working toward certification requirements.

The meeting adjourned at noon. ★



Chapter President **Teresa Valdez, TRMC** (left), city secretary, Bastrop, pictured with **Betty Brown, TRMC**, local gov./election specialist, Bickerstaff Heath. Teresa was awarded the Capital Chapter 2010 Municipal Clerk of the Year Award.

Chapter members present at the May meeting:

Rachel Austin,
deputy city secretary, Liberty Hill

Betty Brown, TRMC,
local government/election
specialist, Bickerstaff Heath

Chapter Vice Pres. Melissa Brunner,
TRMC, city secretary, Flatonia

Chance Chatham,
city sec./court clk, Point Venture

Debbie Chelf, TRMC,
city secretary, Jarrell

Chapter Historian Amy Harris,
city secretary, Cameron

Dyanne Hester, Cedar Park

Tammy Kirk,
city secretary, Liberty Hill

Chapter Treasurer Toni Milam,
TRMC, city secretary, Buda

Brenda Page,
city secretary, Smithville

LeAnn Quinn, TRMC,
city secretary, Cedar Park

Chapter President Teresa Valdez,
TRMC, city secretary, Bastrop

Sara White,
city secretary, Round Rock

Michelle Whorton,
assistant city secretary/asst. court
clerk, Point Venture

TMCA CHAPTER NEWS

Central Texas Chapter

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

Next Central Texas Chapter meeting:
 August 19 – Fairfield

The Central Texas Chapter held its bi-monthly meeting on June 16, hosted by the City of Mexia at the Mexia Fire Department Training Room. Plans for the Joint Salado Seminar hosted annually by the Central Texas Chapter and Capital Chapter of TMCA were discussed.

The Central Texas Chapter hosted the annual Salado Seminar on July 23-24. On Friday, Presenter Greg Clark with Clark Expeditions took attendees on wonderful adventures in team building. On Saturday, Presenter Terri Kamp, Department of State Health Services, Temple, Texas, educated attendees on health issues and energized the group with a session of geo-motion exercise. Silent Auctions were held to raise scholarship funds for both the Capital Chapter and Central Texas Chapter. Next year's event will be hosted by the Capital Chapter. **SAVE THE DATE: July 22-23, 2011!**



The Central Texas Chapter at its June 16 meeting in the City of Mexia's Fire Department Training Room.

CENTRAL TEXAS CHAPTER

We would like to thank everyone in planning this special meeting, especially Cresandra Polk, Waco; Sherrill McDaniel, customer service representative, Waco; Dorothy Jackson, city manager, Hubbard; and Yrene Morgan, TRMC, administrative assistant, Teague. Also, thanks to all of the members of the Central Texas Chapter and the Capital Chapter for attending this exciting event. You made this seminar very successful and fun!

The next Central Texas Chapter meeting will be held on August 19 at the City of Fairfield. ★

Central Texas Chapter members in attendance in June:

Cindy Cooper, Robinson

Diana Echartea, TRMC,
city secretary, Wortham

Secretary Donna Hawkins,
city secretary, Beverly Hills

Jana Henderson,
city secretary, Robinson

Michelle Hicks,
city secretary, Lacy Lakeview

Dorothy Jackson,
city manager, Hubbard

President Lydia Lopez, TRMC,
city secretary, Hewitt

Carolyn Martin, TRMC,
city manager (ret.), Mexia

Sherrill McDaniel,
customer service rep., Waco

Kathy McKenzie, Robinson

Vice President Yrene Morgan,
TRMC, administrative
assistant, Teague

Cresandra Polk, Waco

Amber Rankin,
city secretary, Hubbard

Karen Sanchez, Robinson

Christi Shivers, TRMC,
city secretary/fin. dir., Mexia

Jana Taylor,
city secretary, Fairfield

Linda Vranich,
city secretary (ret.),
Robinson

Roshuna Wiley,
deputy city secretary, Mexia



At the Annual Salado Seminar in July.

TMCA CHAPTER NEWS

Coastal Bend Chapter

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

Next Coastal Bend Chapter meeting:
September 24 – Kingsville

The Coastal Bend Chapter met in Port Aransas on June 10 at the Trout Street Bar and Grill, where the seafood is delicious and the view is beautiful. The meeting was hosted by Port Aransas City Secretary Esther Arzola and Deputy City Secretary Pam Hatzenbuehler.

We were thrilled to have as our special guest at the meeting TMCA President Pamela Schmidt, TRMC, city secretary, Richardson. We thank Pamela for coming to our meeting, and sharing information about various activities and opportunities. We hope she enjoyed our company as much as we enjoyed hers.

The chapter received a thank you note from Billie Jo Tennill, who has retired after 56 years as the city secretary in Odem. The chapter sent her a plant to enjoy as she starts her well-deserved retirement. Congratulations, Billie Jo, and enjoy retirement! It was also announced that Ada Owens had retired



Seated, from left to right: **Edna S. Lopez, TRMC**, city secretary, Kingsville; TMCA President **Pamela Schmidt, TRMC**, city secretary, Richardson; **Scarlet Swoboda, TRMC**, city secretary, Victoria; and **Jan Hill**, city secretary, Fulton.

Standing, from left to right: **Karen Ivey**, San Patricio Municipal Water District; **Carolyn Cauley**, records, Rockport; **Pat Brown**, administrative Assistant, Rockport; **Esther Arzola**, city secretary, Port Aransas; **Irma Parker, TRMC**, city secretary, Rockport; **Jennifer Pineda**, city secretary, Taft; **Pam Hatzenbuehler**, deputy city secretary, Port Aransas; and **Larry Butler**, city secretary, Nordheim.

COASTAL BEND CHAPTER

in February as city secretary of Aransas Pass, and that Yvonne Stonebraker had been appointed the new city secretary. A big “happy retirement” goes out to Ada, too!

It was announced that Edna S. Lopez, TRMC, city secretary, Kingsville, and Irma Parker, TRMC, city secretary, Rockport, had recently received their CMC designation through IIMC. Congratulations to both of them!

We expressed our appreciation to Larry Butler, city secretary, Nordheim, for putting together a membership book with all of the members’ contact information. He advised that he would make a copy for all the members, and asked everyone to check that the information was correct.

It was the recommendation of the Coastal Bend Chapter Scholarship Committee to present the \$150 chapter scholarship to Theresa Bowe, TRMC, city clerk, Yoakum.

Irma Parker, TRMC, city secretary, Rockport, was elected as the chapter’s nominee for TMCA Municipal Clerk of the Year, and will represent our chapter for State Municipal Clerk of the Year. Scarlet Swoboda, TRMC, city secretary, Victoria, was elected the Coastal Bend Municipal Clerk of the Year.

We welcomed a number of new members to the meeting: Karen

Ivey, San Patricio Municipal Water District; Jan Hill, Fulton; and Jennifer Pineda, Taft.

Edna S. Lopez, TRMC, city secretary, Kingsville, will host the next meeting on September 24 in Kingsville. ★

Members in attendance at the June meeting:

Esther Arzola, city secretary, Port Aransas

Pat Brown, administrative assistant, Rockport

Larry Butler, city secretary, Nordheim

Carolyn Cauley, Records, Rockport

Pam Hatzenbuehler, deputy city secretary, Port Aransas

Jan Hill, city secretary, Fulton

Karen Ivey, San Patricio Municipal Water District

Edna S. Lopez, TRMC, city secretary, Kingsville

Irma Parker, TRMC, city secretary, Rockport

Jennifer Pineda, city secretary, Taft

Scarlet Swoboda, TRMC, city secretary, Victoria

Guest: TMCA President Pamela Schmidt, TRMC, city secretary, Richardson

TMCA CHAPTER NEWS

Lone Star Chapter

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

June 2nd Meeting

The City of Celina hosted the June Meeting of the Lone Star Chapter at the Old Celina Park. The meeting began with President Wingo recognizing guests in attendance: The Honorable Bill Carmickle, mayor, Lucas, and Mr. Robert Patrick, city manager, Lucas.

Scholarship Chair Carrie Smith, TRMC, city secretary, Parker, presented a \$500 scholarship to Christie Wilson, TRMC, city secretary, The Colony, for use towards recertification as a Texas Registered Municipal Clerk.

The prestigious 2010 TMCA Lone Star Chapter Clerk of the Year award was also presented at this meeting. This award is presented to the Lone Star member that has exemplified leadership and service to the Lone Star Chapter and its members. Kathy Wingo, TRMC, city secretary, Lucas, was named and awarded 2010 Clerk of the Year of the TMCA Lone Star Chapter.

Future Lone Star Chapter meetings:
 September 1 – Plano, “Public Speaking”
 October 2 – Installation of Officers



Above: Presentation of the 2010 Clerk of the Year Award by **Christie Wilson, TRMC** (center left), city secretary, The Colony, to **Kathy Wingo, TRMC**, city secretary, Lucas.

At left: 2010 Lone Star Clerk of the Year **Kathy Wingo, TRMC**, city secretary, Lucas.

LONE STAR CHAPTER

Vice President Bruce Dunn, town secretary , St. Paul, introduced Mr. James Kunke, PIO, Lewisville, as the speaker for the meeting. Mr. Kunke spoke on the topic of “Handling Public Information.” He discussed the importance of addressing media inquiries and interviews.

July 14th Meeting

The Lone Star Chapter held its Annual Records Management Work Day at the Chase Oaks Golf Course in Allen/Plano, Texas. The Work Day featured speakers from around the state on the following topics: Planning and Implementing a Records Management Disaster Recovery Project; Marketing Records Management to the City Manager or Council; Pros and Cons of Outsourcing Records Storage; update on TSL Records Schedules; Update on Open Records Laws; and Overview of the Austin IRS Records Recovery. This year’s attendance topped 80 attendees from cities throughout north Texas. Special appreciation is extended to Chapter Vice President Bruce Dunn, town secretary, St. Paul; Immediate Past President Carole Ehrlich, TRMC, city secretary, Wylie; Treasurer Diane Zucco, TRMC, city secretary, Plano; and President Kathy Wingo, TRMC, city secretary, Lucas; for their efforts in holding a successful training session for the LSMCA Chapter.

Please join us as a member or guest at our chapter meetings. The Lone Star Chapter continues its policy of offering meetings throughout its

region to provide opportunities for all our members to participate. Upcoming meetings include:

September 1 – City of Plano, Public Speaking

October 6 – City of Lucas, Installation of Officers

Visit the Lone Star Chapter’s website to learn about upcoming events at <http://tmcalonestarchapter.com>. ★

Members in attendance at the June meeting were:

Bruce Dunn, town secretary, St. Paul

Carole Ehrlich, TRMC, city secretary, Wylie

Vickie Faulkner, TRMC, city secretary, Celina

Shelley George, TRMC, city secretary, Allen

Joy Hart, senior executive administrative assistant, Murphy

Carole Kuykendall, deputy city secretary, Greenville

Julie Lollar, TRMC, city clerk, Denison

Aimee Nemer, TRMC, city secretary, Murphy

Teresa Niño, city secretary, Whitesboro

Vickie Schmid, TRMC, assistant city secretary, Richardson

Carrie Smith, TRMC, city secretary, Parker

Alice Snyder, assistant city secretary, Plano

Stephanie Storm, records management administrative assistant

Christie Wilson, TRMC, city secretary, The Colony

Kathy Wingo, TRMC, city secretary, Lucas

Diane Zucco, TRMC, city secretary, Plano

Guests: Jacky Cross, Wylie; Leann Oland, Weston; Carolyn Turner, Celina

TMCA CHAPTER NEWS

North Texas Chapter

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

TMCA Members,

The following is a recap of FY 2009/2010 for the NTMCA Chapter:

- November 2009 Professional Business Meeting: Speaker Jennifer Pope with the US Census Bureau.
- December 2009 Annual Holiday Celebration: Held at the Los Colinas Country Club, collected items for the homeless for The Day Center Charity Organization.
- February 2010 Professional Business Meeting: Speaker James Cogershall with the Texas Attorney General's Office, "Public Information."
- March Professional Business Meeting: Speaker Tom Kellum, Archivist with the City of Fort Worth, "Preservation of Records."
- June Professional Business Meeting: Speaker Russell Haddock with MCCI, "Transitioning from Paper to Electronic Records." Alyce Deering Scholarship recipients announced: Stacy Chadwick, deputy city secretary, Rowlett, and Susan Stewart, administrative assistant, River Oaks. NTMCA Municipal Clerk of the Year was awarded to Shelly Doty, TRMC, city secretary, Cleburne (*pictured at near left*), and the NTMCA's TMCA Municipal Clerk of the Year Nominee was awarded to Pamela Schmidt, TRMC, city secretary, Richardson (*pictured at top left*). Congratulations to all!
- July Professional Business Meeting: Speaker Brock Myers with Blackmon Mooring, "Disaster Recovery." NTMCA Survey results were revealed; proposed changes for next year were discussed. An NTMCA Mentoring Program was introduced. Members were encouraged to sign up as a mentor and/or a mentee. Announcement of NTMCA website! NTMCA Historian Alicia Richardson, city secretary, Highland Village, worked very hard to get our website up and running. Visit us at www.ntmca.org.
- September Professional Business Meeting: Will be held on Wednesday, September 8, 2010. Visit our website at www.ntmca.org for meeting topic updates.

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



NORTH TEXAS CHAPTER

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

It's hard to believe that this will be my last article to submit to you. At the beginning of this fiscal year, it was my goal to bring back unity and to strengthen our association; therefore, the slogan chosen was "It Takes Teamwork." I am proud to say that I feel that goal has been met. NTMCA members seem very excited and involved. We have made some improvements (i.e., our Mentoring Program, our website, introductions at meetings again), and there is more to

come (i.e., possibly bringing back our Professional Business Day, changing meeting locations to host cities, changing meeting dates to better accommodate some members that cannot attend on the same set date). I am excited about the new board; I feel they have the best interest of the membership at heart. I can't wait to see what's in store for FY 2010/2011!

I have thoroughly enjoyed this past year as chapter president of the North Texas Municipal Clerks Association. NTMCA has been really supportive and the officers have been awesome. I am honored to have been able to serve them. Thank you for allowing me to do so. ★

Paula Paschal (left), town secretary, Flower Mound, retired at the end of August. Also pictured: former Allen City Secretary **Judy Morrison** and **Marty Hendrix**, TRMC, city secretary, Fort Worth. At the chapter's July meeting, the members celebrated Paula with cake and presented her with the TMCA retiree blanket and a gift card. The TMCA blanket was presented by TMCA President Pamela Schmidt, TRMC, city secretary, Richardson.



NORTH TEXAS CHAPTER



Above: **Paula Paschal** (right), town secretary, Flower Mound, is recognized at the NTMCA July meeting on the occasion of her retirement.

Top right: **Mary Kayser, TRMC** (left), city secretary, Garland, presents an Alyce Deering Scholarship to **Susan Stewart**, administrative assistant, River Oaks.

Near right: **Mary Kayser, TRMC** (left), city secretary, Garland, presents an Alyce Deering Scholarship to **Stacey Chadwick**, deputy city secretary, Rowlett.



TMCA CHAPTER NEWS

Northeast Texas Chapter

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

Next Northeast Texas Chapter meeting:
 October 1 – Canton, "TRRA Revenue Recovery"

The TMCA Northeast Texas Chapter held their quarterly meeting June 25 at the Texas Country Music Hall of Fame in Carthage.

After the minutes and treasurer's report were adopted, we all drew the name of a city secretary in the Northeast Texas District who is not currently a member of TMCA. Each member pledged to personally contact that person; invite them to our next meeting; and subsequently send letters explaining the benefits of membership and encouraging them to join.

Gail Weir, TRMC, gave a very informative presentation on social media in the workplace.

We enjoyed great fellowship and a delicious lunch from the catering service at Panola College and then we toured the Texas Country Music Hall of Fame.



The Northeast Texas Chapter at their June meeting held at the Texas Country Music Hall of Fame in Carthage.

NORTHEAST TEXAS CHAPTER

The next meeting will be October 1 at 10:30 a.m. in Canton. Our program will be on TRRA Revenue Recovery and the recipient of our local scholarship will be announced. Please join us!

For more information on the Northeast Texas Chapter, please contact Chapter President Melba Haralson at 903-845-2196 or via [email](#). ★

Members present at the June meeting:

Shelly Ballenger, TRMC, city sec., Longview
 Cassandra Brager, city clerk, Tyler
 Vickie Brenton, TRMC, city secretary, Winnsboro
 Karen Custer, city clerk, Kilgore
 Kathy Davidson, city secretary, Gilmer
 Melba Haralson, TRMC, city sec., Gladewater
 Brenda Lankford, city secretary, Cuneo
 Deanna McCasland, city secretary, Overton
 Sherry Roberts, city sec./office mgr., White Oak
 Donna Sickel, city secretary, Carthage
 Gail Weir, TRMC, city secretary, Ore City
 Fran Wendeborn, TRMC, city secretary, Rusk
 Lawanna Williams, asst. finance director, Kilgore
 Guest: Jennifer Scott, Nash

Panhandle Chapter

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

The Panhandle Chapter of Texas Municipal Clerks met June 24 at 11:30 a.m. at the Amarillo Club with ten members present for their bimonthly meeting. After approval of the April 15 minutes and the treasurer's report, announcements were made.

The program was presented by Sue Monaghan and Brad Sander of Westgate Computers of Amarillo. They spoke of the many viruses that can affect a computer.

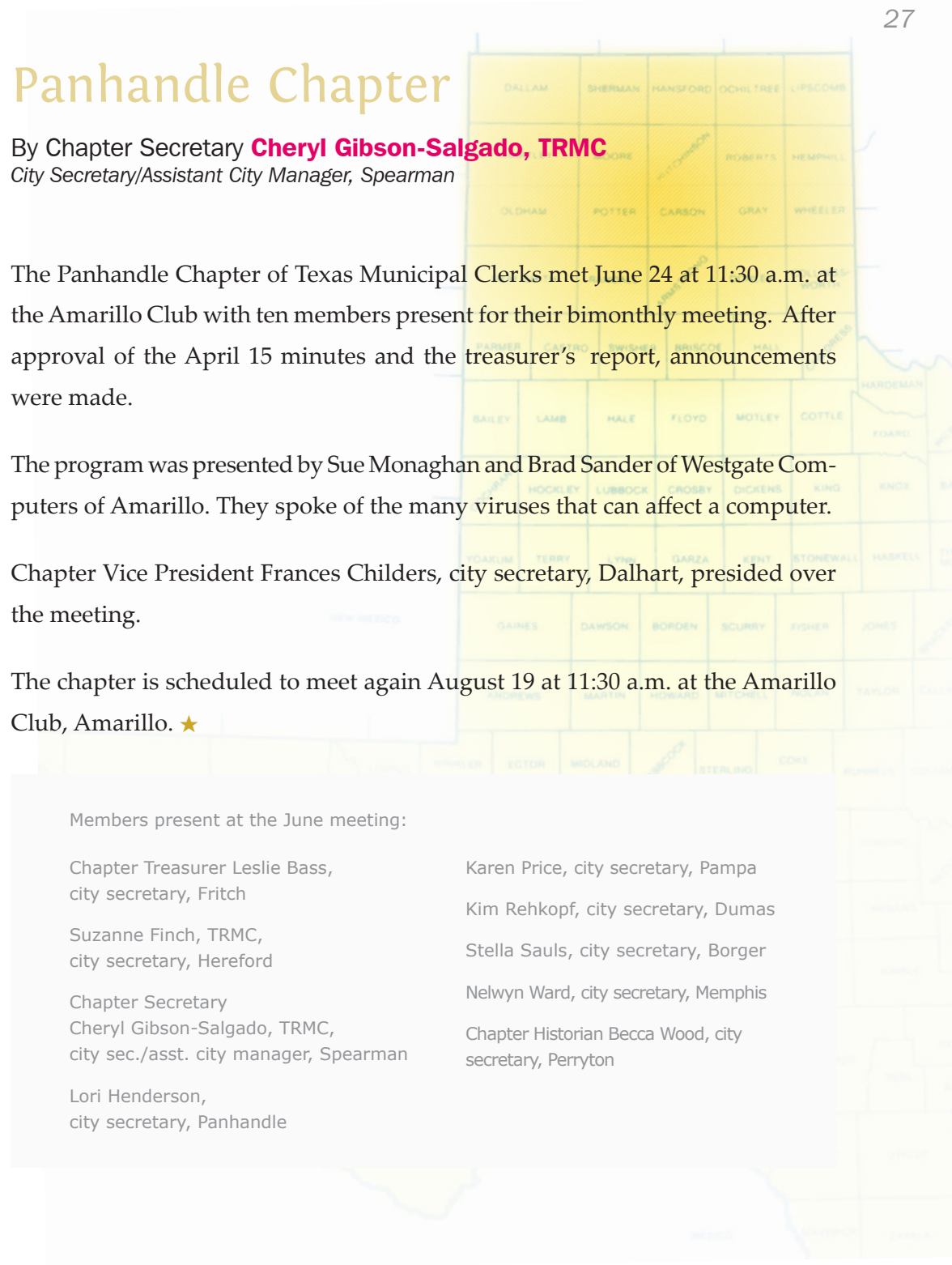
Chapter Vice President Frances Childers, city secretary, Dalhart, presided over the meeting.

The chapter is scheduled to meet again August 19 at 11:30 a.m. at the Amarillo Club, Amarillo. ★

Members present at the June meeting:

Chapter Treasurer Leslie Bass,
 city secretary, Fritch
 Suzanne Finch, TRMC,
 city secretary, Hereford
 Chapter Secretary
 Cheryl Gibson-Salgado, TRMC,
 city sec./asst. city manager, Spearman
 Lori Henderson,
 city secretary, Panhandle

Karen Price, city secretary, Pampa
 Kim Rehkopf, city secretary, Dumas
 Stella Sauls, city secretary, Borger
 Nelwyn Ward, city secretary, Memphis
 Chapter Historian Becca Wood, city
 secretary, Perryton



TMCA CHAPTER NEWS

Red River Chapter

By **Marie Balthrop, TRMC**
City Secretary, Holliday

Next Red River Chapter meeting:
September 22 - Wichita Falls

The Red River Chapter met on June 16 at Logan's Roadhouse in Wichita Falls. We enjoyed a meal together as we held a round table discussion about the May elections, and discussed the current membership drive for TMCA. If you are not a member of your area chapter, please consider joining. It is a wonderful way to network with other city secretaries in your area and draw upon years of experience to help you navigate the wonderful world of city government.

The Red River Chapter will meet again on September 22, 2010 at 1:00 at Logan's Roadhouse in Wichita Falls. For more information contact Chapter President Marie Balthrop at 940-583-1202. ★

Members attending the June meeting:

Amy Anderson, city secretary, Lakeside City

Marie Balthrop, TRMC, city secretary, Holliday

Kelley Bloodworth, city secretary, Henrietta

Trish Holley, TRMC, city secretary, Burkburnett,
and her daughter Alexis Holley

TMCA CHAPTER NEWS

South Plains Chapter

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

The South Plains Chapter met on June 16 in Lubbock at the Lubbock Women's Club. The meeting was hosted by Maria Hatchett, TRMC, city secretary, Lamesa.

President LeAnn Gallman, TRMC, city secretary, Muleshoe, called the meeting to order.

Maria Hatchett introduced Terri Stahl, manager, Research Division TTUHSC Garrison Institute on Aging. Ms. Stahl gave a very informative presentation on the study of Alzheimer's disease which included ways to recognize it, foods to help prevent the disease, the need to exercise your body and mind and the need for brain donations to further the search for a cure for this disease. Ms. Stahl had handouts with this information for members.

President LeAnn Gallman welcomed members and guests.

Guests included: TMCA/TMCCP Administrative Director Peggy Burnside, TRMC; TMCA/TMCCP Administrative Assistant Miriam Sheehan, TRMC; Erin Neitsch, daughter of LeAnn Gallman; and Zanea Carpenter, TRMC, deputy city secretary, Muleshoe. Ms. Burn-

side addressed the group at this time. The South Plains Chapter was honored to have Peggy and Miriam attend our quarterly meeting.

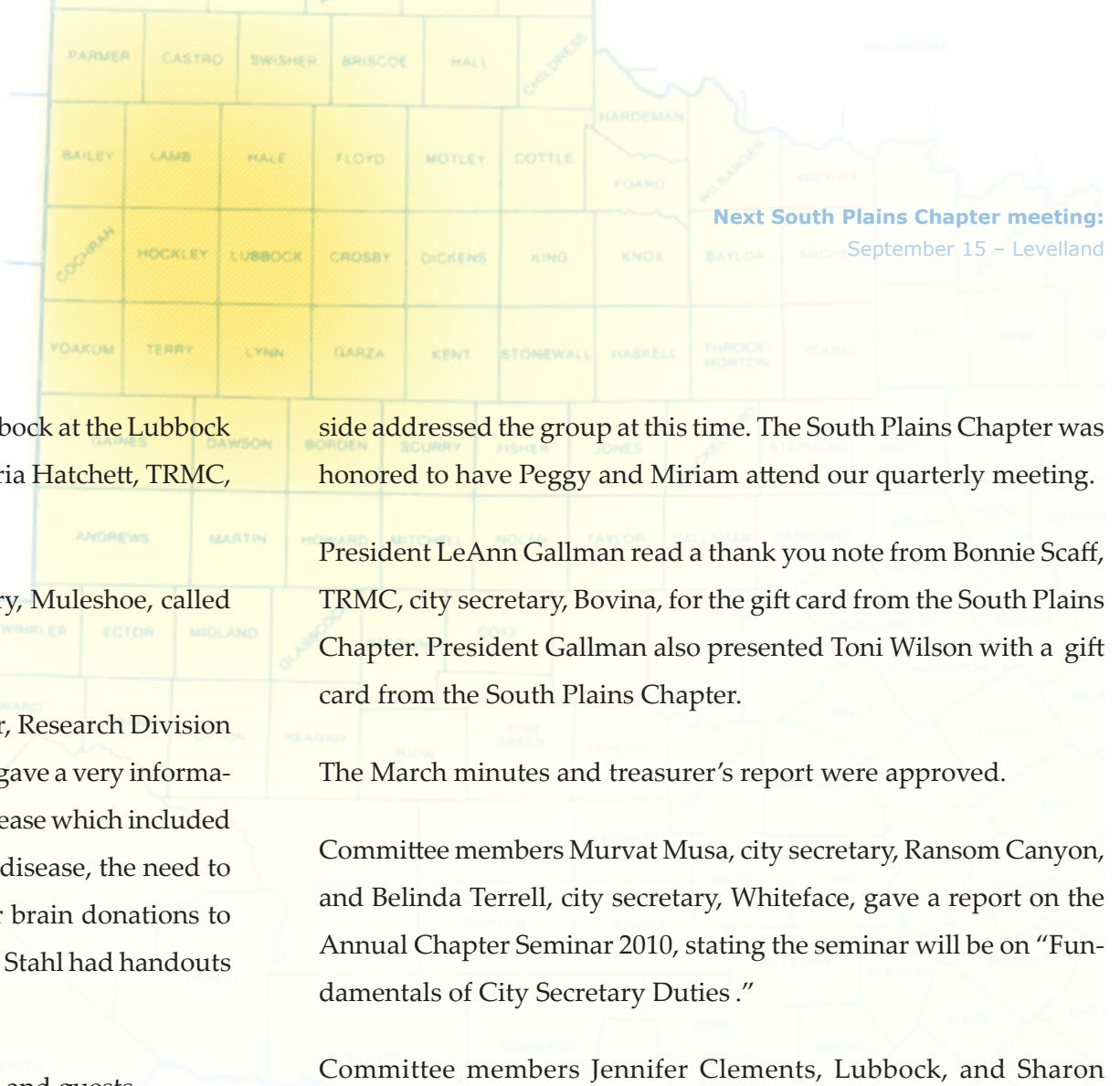
President LeAnn Gallman read a thank you note from Bonnie Scaff, TRMC, city secretary, Bovina, for the gift card from the South Plains Chapter. President Gallman also presented Toni Wilson with a gift card from the South Plains Chapter.

The March minutes and treasurer's report were approved.

Committee members Muvat Musa, city secretary, Ransom Canyon, and Belinda Terrell, city secretary, Whiteface, gave a report on the Annual Chapter Seminar 2010, stating the seminar will be on "Fundamentals of City Secretary Duties."

Committee members Jennifer Clements, Lubbock, and Sharon Trumble, city secretary, New Deal, gave members an itinerary on the TMCCP June 2010 seminar activities: Thursday evening seminar attendees would be chartered to the Depot District where Kenny Maines would be performing at the Courtyard. Reception was to be held for TMCA attendees at Firehouse. Kirk Franklin, Franklin

Next South Plains Chapter meeting:
 September 15 - Levelland



SOUTH PLAINS CHAPTER

Legal Publishing, furnished charter buses to transport seminar attendees to and from the depot district and the reception. After the chapter meeting, the members planned to go to the hotel to stuff goodie bags provided by South Plains Chapter for the seminar attendees.

President LeAnn Gallman appointed the following members to the nominating committee: Chair Toni Chrestman, TRMC, city secretary, Slaton; Christy Forbes, city secretary, Ralls; and Debbie Gressett, TRMC, city secretary, Seminole.

The next item discussed was donations to the Dorothy Byrd scholarship; Floydada City Secretary Karen Lawson, TRMC, addressed the members, stating that she would like to see the chapter donate \$500.00 to each scholarship. President LeAnn Gallman asked if this was a motion, and Karen stated she motioned to donate \$500.00 to each scholarship: Dorothy Byrd, Lila Fern Martin, and Joyce Snay scholarships. Toni Chrestman seconded the motion, and the motion carried.

Other items addressed were a Certified Public Manager program through Texas Tech; the South Plains Association of Governments will host a program on Fridays. It was also noted that applications needed to be made early for scholarships available through TMCA. Lastly, the South Plains Chapter expressed appreciation to Kirk Franklin for his generosity during the TMCCP seminar in Lubbock.

The next meeting was set for September 15 in Levelland at the South Plains College. Levelland City Secretary Beth Walls will be hosting the next meeting with the help of neighboring cities. ★

Members in attendance at the June meeting:

Jo Ann Beard, city secretary, Smyer
 Toni Chrestman, TRMC, city secretary, Slaton
 Jennifer Clements, Lubbock
 Lora Dockery, city secretary, Sundown
 Christy Forbes, city secretary, Ralls
 LeAnn Gallman, TRMC, city secretary, Muleshoe
 Linda Garcia, clerk, Ralls
 Debbie Gressett, TRMC, city secretary, Seminole
 Thomas Harris III, deputy city secretary, Lubbock
 Maria Hatchett, TRMC, city secretary/treasurer, Lamesa
 Belinda Hinojosa, city secretary, Plainview
 Jodie House, city secretary, Crosbyton
 Sharon Kerby, Slaton
 Karen Lawson, TRMC, city secretary, Floydada
 Monica Lopez, city secretary, Lorenzo
 Kim Perez, deputy city secretary/court clerk, Ralls
 Patricia Phipps, TRMC, city secretary/city manager, Friona
 Jeannie Rogers, Tulia
 Pam Rowe, TRMC, city secretary, Plains
 Brenda Shaw, TRMC, city secretary/manager, Morton
 Belinda Terrell, city secretary, Whiteface
 Sharon Trumble, city secretary, New Deal
 Beth Walls, city secretary, Levelland
 Renee Wilbanks, city secretary, Idalou
 Bonnie Scaff, TRMC, city secretary (ret.), Bovina
 Toni Wilson, TRMC, city secretary (ret.), Sundown

Guests:

Peggy Burnside, TRMC, administrative director, TMCA/TMCCP
 Zanea Carpenter, TRMC, deputy city secretary, Muleshoe
 Erin Neitsch
 Miriam Sheehan, TRMC, administrative assistant, TMCA/TMCCP
 Guest speaker Terri Stahl, manager, Research Division TTUHSC
 Garrison Institute on Aging

TMCA CHAPTER NEWS

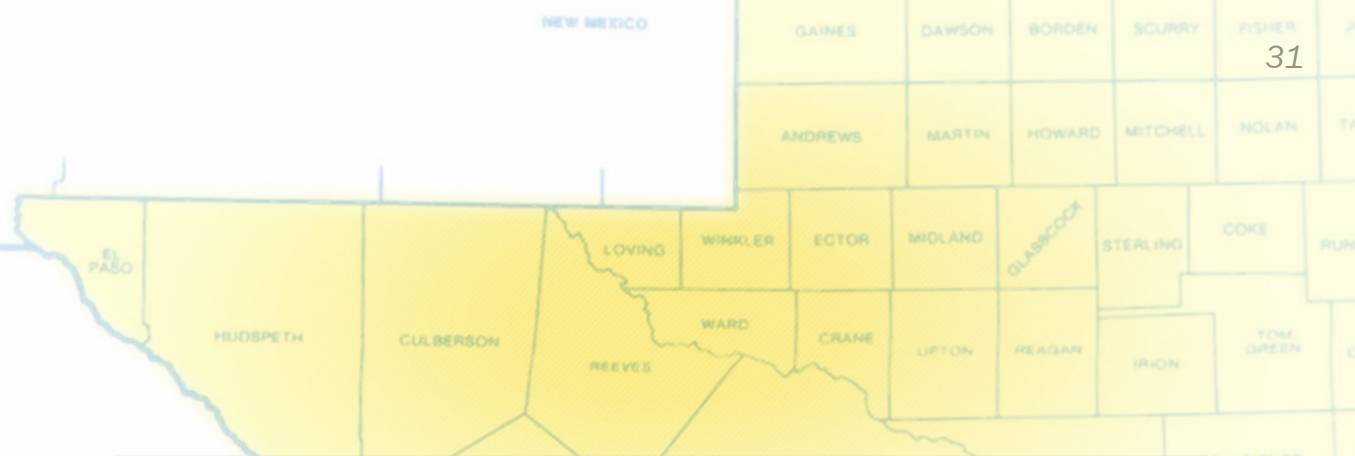
West Texas Chapter

By Chapter Secretary **Karen Bullard**
City Secretary, Crane

The West Texas Chapter met on April 21 at The Barn Door Steakhouse in Odessa for its second quarterly meeting. President Tonya Todd called the meeting to order at 11:30 a.m. Secretary Gloria Saenz called roll with twelve members present, representing ten cities; President Todd determined a quorum was present.

President Tonya Todd welcomed all members. She asked every member to introduce themselves and state the name of their city, since there were new chapter members present.

President Todd pointed out that the First Quarter Meeting scheduled in January during the Election Law Seminar did not have a quorum, therefore the minutes being approved were from the November 18, 2009, meeting.



The West Texas Chapter at their April meeting in Odessa.

WEST TEXAS CHAPTER

Secretary Gloria Saenz gave the treasurer's report, and payment of bills was approved.

A discussion among members in reference to chapter nomination for the 2010 TMCA Municipal Clerk of the Year led to a favorable vote to pass up nominations for this year.

Chapter Secretary/Treasurer Gloria Saenz, city secretary, Kermit, has joined the Army National Guard, and will be gone until November 2010. President Tonya Todd will fill in as secretary/treasurer in Saenz's absence.

Anita Sparks, city secretary, Rankin; Evelyn Ammons, city secretary, Big Lake; and Karen Bullard, city secretary, Crane, were appointed as the Nominating Committee for 2011-2012 officers.

Members discussed the possibility of a Records Retention class for July 21 in Odessa. President Tonya Todd mentioned most cities refer to the Standard Schedule which can be referenced through the Texas State Library Archives Commission.

The Third Quarter meeting of the West Texas Chapter of Municipal Clerks was scheduled for July 21 at the Barn Door Steakhouse in Odessa.



Members present at the June meeting:

Evelyn Ammons, city secretary, Big Lake

Marla Arizola, city secretary, Sterling City

Reporter/Historian Karen Bullard,
city secretary, Crane

Elizabeth Bustamante, Presidio

Laquetta Harris, city secretary, Iraan

Renee Lee, assistant city secretary, Rankin

Kaylah McCord, city secretary (ret.), Midland

Lyn Miller, deputy city secretary, Midland

Anita Sparks, city secretary, Rankin

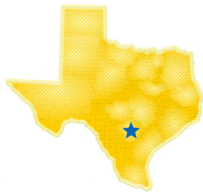
President Tonya Todd, TRMC, city secretary, Wink

Amy Turner, city secretary, Midland

Secretary/Treasurer Gloria Saenz,
city secretary, Kermit

Guest: Sherry Wilson, daughter of Evelyn Ammons

TMCA Chapters



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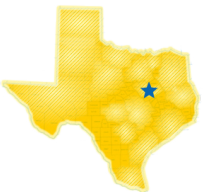
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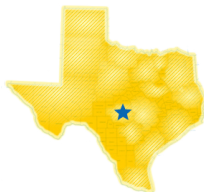
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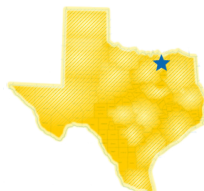
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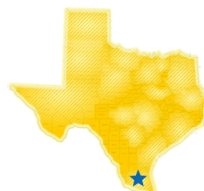
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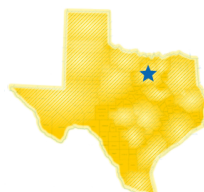
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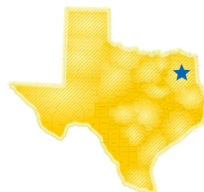
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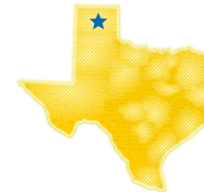
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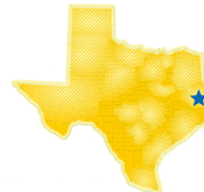
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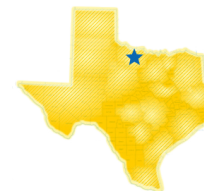
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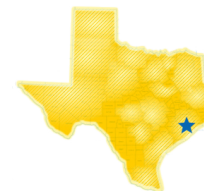
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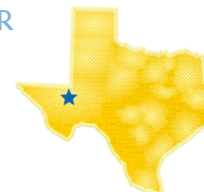
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