

TMCA NEWS



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TMCA President
Sherry Mashburn, TRMC
City Secretary, College Station

President's Message "Service To The Community"

I've spent this past year talking (a lot!) about service—service to TMCA via committee service, service to one another through mentoring, etc. Today I want to talk about service to the community where we live and work, and the knowledge and benefits we can gain when we take advantage of the many available opportunities.

When we serve our community, it allows us to realize and reflect on the positive effect we can have on society as a whole and observe first-hand the impact of our contributions. We will also gain a greater understanding of our roles in our community as we involve ourselves with diverse people, environments, and situations.

We should view service not only as an opportunity to impact the lives of others, but as a way to improve our

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PRESIDENT'S MESSAGE

own lives when sharing our time, talents, and knowledge with the people of our community. We will, in almost every service endeavor we enter into, find that we learn and grow as we give of ourselves, and we will gain clarity of self and purpose.

Our service to our community will not only increase our social connectivity, but our actions and involvement can also encourage others to join us. This will broaden the service network in our community as we work toward common goals.

Appreciating other cultures and breaking down stereotypes is key to becoming a responsible citizen and better person. When we serve our community, we will develop greater understanding and appreciation of the diverse population of those around us. Personal relationships can begin to grow and will often lead to a breakdown of negative stereotypes, causing us to realize that those we're helping and working with are no different from us. Learning to understand the needs and motivations of others, especially those whose life experience causes them to approach life and its challenges in a way we're not familiar with, will help us better relate to others. And

who knows, perhaps in our attempt to serve, we will become the served and find ourselves leading a more diverse, productive, and thought-provoking life.

As the saying goes, "It's a two-way street." When we work with the people in our community, we learn as we teach, and this allows us and our fellow citizens to take a more proactive part in the rapidly changing world around us. More than that, it unites us into a "We." When we show an interest in their lives and allow them a view of ours, we all benefit. Small steps create big change, and this is what service-learning will achieve.

So... serve and be served; teach and be taught; understand and be understood. Alone we may survive, but together we will thrive.

Sherry Mashburn, TRMC

2015 TMCA President

smashburn@cstx.gov

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Contact: TMCA, Inc., 940-565-3488, alexandra.burke@unt.edu

Editor In Chief: Administrative Director Peggy Burnside, TRMC

Production Editor, Art Direction & Design, Writer, Copy Editor: Project Specialist Alexandra Burke

Contributing Writer, Copy Editor: Education Director Dr. Amy Holt, TRMC

Copy Editor: Administrative Specialist Miriam Sheehan, TRMC

TML Booth Volunteers Needed

Volunteer Today • September 22-25, San Antonio

By TML Booth Committee Chair **Leticia Vacek, TRMC**

City Clerk, San Antonio



Leticia Vacek, TRMC

In order to make this TML Conference complete, I ask for your assistance at the Texas Municipal Clerks Association booth to showcase our profession.

Email me to schedule your volunteer time: Leticia.Vacek@sanantonio.gov.

Thank you, and I look forward to seeing you in beautiful San Antonio! ★

The City of San Antonio welcomes all cities and the Texas Municipal League to our great city for the 103rd Annual Conference & Exhibition! San Antonio is a community with a rich culture, vast natural beauty, and offers a broad range of activities for all ages. Some of our most unique attractions in the City of San Antonio include:

- World Heritage Site of the Spanish Colonial Missions (Concepcion, San Jose, San Juan, Espada, and The Alamo)
- The Riverwalk and Museum Reach at the Pearl
- SeaWorld and Fiesta Texas
- The San Antonio Zoo and Botanical Gardens



Celebrate Municipal Clerks

Thursday, October 8, 2015, Sheraton Fort Worth

TMCA Annual Business Meeting, October 8, 11:30 a.m.

*including 2014 Annual Business Meeting minutes, the treasurer's report,
election of our 2016 TMCA officers, and the 2015 resolutions*

TMCA Annual Awards Banquet, October 8, 5:30 p.m.

*presentation of the 2015 TMCA Municipal Clerk of the Year, presentation of scholarship awards,
recognition of our 2015 retirees, the installation of 2016 TMCA officers,
and the 2016 president's acceptance speech. Dress is "after five."*

A banquet ticket is included in your Graduate Institute registration. If you are not attending the seminar but would like to attend the banquet, please [purchase](#) your banquet ticket in advance. We hope to see you there!

TMCCP GRADUATE INSTITUTE SEMINAR

The Leadership Lessons of Dr. Seuss

October 8-9, 2015 • Sheraton Fort Worth Downtown • [learn more and register](#)



Speaker **Kathie Novak**, Assistant Teaching Professor for the Daniels College of Business at the University of Denver; Senior Advisor with the Center for Priority Based Budgeting; and Institute Director for the Colorado Municipal Clerks Institute.

[\[read more\]](#)

The role of government is changing. The role of leaders is changing. What can we do? Perhaps all we really need to know, we indeed learned in kindergarten. There are many lessons we learned as children that sometimes don't make their way into our adult repertoire. Take all those Dr. Seuss books for example. In between the nonsensical words there are some important concepts that we should remember as adults that provide inspiration and wisdom. These lessons help us navigate the "High C's of Leadership."

This seminar will:

- Facilitate your leadership journey in an innovative way
- Inspire you to look beyond traditional sources to enhance your leadership development
- Examine key leadership concepts inspired by Dr. Seuss (and others!)

Some of the "High C's" we will explore include:

- Change Leadership and Management
- Collaboration
- Commitment
- Communication (Conversations and Candor)
- Conflict Management
- Continuous Learning
- Courage
- Creating Community
- Creativity
- Coaching and Counseling ★

Let TMCA Pay For **Your** Registration Fee Or **Your** Seminar Travel Fees For The Graduate Institute Seminar

TMCA has **several thousand dollars** left to distribute in TMCCP seminar scholarships and TMCCP seminar travel stipends. If you qualify, **let your travel or registration be on us!**

Do You Qualify? APPLY TODAY

1. Applicant must be currently employed as a municipal clerk/city secretary; assistant municipal clerk/assistant city secretary; deputy city clerk/deputy city secretary; a combination of these positions; or an employee of the city secretary's

[continued on next page]

Upcoming Events

September 9, Deer Park • *Contact Chapter Secretary Doris Speer*
Salt Grass Chapter's Annual Public Information Seminar

September 22-25, Austin • **Registration open**
Texas Municipal League Conference

Be sure to **volunteer to serve at the TMCA booth** at the TML Conference. Don't miss TMCA's session on Wednesday, "In The Real World: Making The Texas Open Meetings Act and Public Information Act Work." It will feature speakers Corby Alexander, city manager, La Porte; Alan Bojorquez, attorney, Bojorquez Law Firm, PC; Kathy Davis, city attorney, Killeen; Patrice Fogarty, TRMC, city secretary, La Porte; and Linda Martin, mayor, Euless.

October 8-9, Fort Worth • **Registration open**
TMCCP Graduate Institute Seminar:
"The Leadership Lessons of Dr. Seuss"

Educational credit: TMCCP Course 4 or Recertification seminar credit

January 20-22, Frisco

TMCCP Seminar: "Election Law"

Educational credit: TMCCP Course 4 or Recertification seminar credit

OPPORTUNITIES (CONT'D)

office who performs core city secretary duties. Core duties include but are not exclusive to records management; elections; meeting administration; management of bylaws, ordinances, or other legal instruments; financial management; and custody of the official seal and execution of official documents.

2. Applicant must have been employed continuously for the past 24 months in the capacity of municipal clerk/city secretary; assistant municipal clerk/assistant city secretary; deputy city clerk/deputy city secretary; a combination of these positions; or as an employee of the city secretary's office who meets the qualifications listed under paragraph 1 above.
3. Applicant must be a current (paid) member of the Texas Municipal Clerks Association, Inc.
4. Applicant must be actively pursuing certification or recertification in the Texas Municipal Clerks Certification Program, and the seminar for which application is made must be necessary to complete certification or recertification requirements.

**Learn more about this opportunity
 and how to apply, and download
 the application form here.**

PROFILE

2015 TMCA Certification Committee

The TMCA Certification Committee promotes the Texas Municipal Clerks Certification Program and sets the policies and procedures for the operation of the Certification Program.

This is a brief introduction of the TMCA members who have comprised this vital committee in 2015.

*Chair Shelley George, TRMC
City Secretary, Allen*

Shelley George, TRMC, has served as Allen city secretary since 2003. Her previous municipal experience at the City of Allen includes assistant city secretary (1998-2003) and secretary II (city secretary's office) (1997-1998). She has also served as administrative secretary of the City of McKinney Planning Department (1996-1997) and served at the South East Texas Regional Planning Commission (1986-1996).

Shelley earned her Texas Registered Municipal Clerk Certification (TRMC) in 2002. She recertified in 2007, again in 2012, and



Members of the 2015 Certification Committee. *Front row, left to right: Dr. Amy Holt, education director, TMCA/TMCCP; Melissa Brunner, TRMC, city secretary, Flatonia; and Mary Supino, TRMC, city secretary, Arlington. Second row: Peggy Burnside, TRMC, administrative director, TMCA/TMCCP; Lee Woodward, TRMC, city secretary, Huntsville; Irma Parker, TRMC, city secretary, Port Aransas; and Committee Chair Shelley George, TRMC, city secretary, Allen. Not pictured: ex-officio members TMCA President Sherry Mashburn, TRMC, city secretary, College Station; TMCA Immediate Past President President Art Camacho, TRMC, city secretary, Haltom City; and TMCA President-Elect Cheryl Salgado, TRMC, city secretary, Spearman.*

CERTIFICATION COMMITTEE PROFILE

is currently enrolled in her third recertification. Shelley earned her Certified Municipal Clerk Certification (CMC) in 2013.

Shelley currently serves as a trustee on the TMCA, Inc., executive board (2014-2015). She has served on the following committees: 2015 Strategic Plan Ad Hoc Committee; 2015 TML Session Planning Committee; 2009-2015 Certification Committee (chair, 2012-2015); 2012-2015 Advisory Management Committee; 2014 TML Session Planning Committee Chair; 2006-2012 Technology Committee; 2008 Retirement Committee; and 2004 Resolutions Committee.

Shelley is a member of the Lone Star Chapter of TMCA. She currently serves as the chapter treasurer and has served as chapter historian (2013-2014), secretary (2009-2010), and has served on several committees since joining as a charter member in 2005. She is also a member of the NTMCA Chapter of TMCA, ARMA, NAGARA, and IIMC.

“I am honored to serve the TMCA membership on the Certification Committee. The work the Committee does is vital to enrollees and recertification candidates by working with the executive board and directors in strengthening policies and procedures for the program. It is truly rewarding to be able to encourage my peers through my service as the chair of the Committee.”

Melissa Brunner, TRMC City Secretary, Flatonia

Melissa Brunner, TRMC, has served as the city secretary of Flatonia since 1999. She earned her TRMC in 2003, recertified in 2008 and 2013, and is currently enrolled in her third recertification. Melissa received her CMC from IIMC in 2009.

Melissa is an active member of the Capital Chapter of TMCA. She has also held the offices of past president, president, vice president, treasurer, and secretary, as well as having served on numerous committees.

Melissa is also active in TMCA. She is currently serving her second term on the Certification Committee. She has served on the Municipal Clerk of the Year Committee as a member and as chair, the Retirement Committee, TML Booth Committee as a member and as chair, and the Membership Committee.

“I feel that the certification program provided by the Texas Municipal Clerks Association is such an amazing asset to our profession. I am pleased and honored to be able to serve on the Certification Committee.”

Irma Parker, TRMC City Secretary, Port Aransas

Irma Parker, TRMC, has served as Port Aransas city secretary since 2013. Irma previously served as the City Secretary for the City of Rockport from 1998 to 2013.

Irma earned her TRMC Certification in 2008 (No. 536), recertified in 2013, and is currently enrolled in her second recertification.

Irma is active in TMCA, where she has served on the Membership, Resolution, Scholarship, and Nominating Committees. She is a speaker for the TMCCP Election Law Seminar, and has also convened at TMCCP Election Law Seminars. Irma currently serves as Coastal Bend Chapter President having previously served as president, vice president, treasurer, and secretary. Her chapter committee service includes Membership, Athenian Dialogue Seminar Planning, Scholarship, Nominating, and Audit. She has been selected as the Coastal Bend Chapter's Clerk of the Year and nominee for the TMCA Texas Municipal Clerk of the Year.

Irma holds membership in IIMC. She received her Certified Municipal Clerk designation and is actively pursuing her Master Municipal Clerk and IIMC Athenian Fellow certifications.

CERTIFICATION COMMITTEE PROFILE

Irma is an active member of Region 11 of the Texas Municipal League, and served as Region 11 Secretary four times. In addition, she was selected as a member of the TML 100th Birthday Committee. Irma is active in community organizations including the Rotary International, Port Aransas Art Center, Rockport Little Theatre and Rockport-Fulton Chamber of Commerce where she is a graduate of Leadership Aransas County Class VIII, served as the Government Class Facilitator and was selected Bay Blazer of the Year in 2007.

“I am truly honored to be a member of the Certification Committee which encourages professionalism and promotes the Texas Municipal Clerks Certification Program. Education is key to a successful career as a municipal clerk. President John Kennedy sums it best with this quote: “A rising tide lifts all boats.” The Certification Program along with the TMCA executive board and staff are working in tandem to raise the tide and steering us all in the same direction. Thank you for giving me this opportunity to serve.”

Mary Supino, TRMC City Secretary, Arlington

Mary Supino, TRMC, has served as the Arlington City Secretary since 2010. Her previous municipal experience includes work as an Assistant City Attorney for the City of Dallas (2005-2010). She

has also served as an Assistant District Attorney for Middlesex County in Massachusetts (2001-2005) and as an Investigator and Social Worker for the Massachusetts Department of Children and Families (1994-1998).

Mary earned her TRMC in 2014 and is currently enrolled in her first recertification. Mary is an active member of the North Texas Chapter, currently serving as President. She has also held the offices of vice president and treasurer, as well as having served on numerous committees: Chair, Professional Seminar Committee (2012 and 2013); Legislative Committee (2013); and Technology Committee (2013).

“It is an honor and privilege to be a member of the Certification Committee, as education and continued learning is incredibly important to me. I hope that our TMCA members will take advantage of our scholarship opportunities to continue to enhance their knowledge and skills through participation in the TMCCP and through networking with our many experienced colleagues.”

Lee Woodward, TRMC City Secretary, Huntsville

Lee Woodward, TRMC, has served as the city secretary of Huntsville since September 2009. She received her TRMC Certification in 2012 (No. 663) and became a Master Municipal Clerk with the In-

ternational Institute of Municipal Clerks in 2015. Lee has completed the Certified Public Manager Program through the William P. Hobby Center and is a Registered Parliamentarian through the National Association of Parliamentarians.

Lee is active in TMCA, where she has served on the Resolutions Committee (2013 chair) and the Scholarship Committee (2012), and is currently serving her second year on the Certification Committee. She is also active in the Salt Grass Chapter of TMCA, where she has held the offices of secretary, historian, vice president, and is the 2015 president. Lee was a member of Texas Municipal League’s 2012 Legislative Policy Committee on Personnel and Pension Reform. She is honored to be following in the footsteps of some of her city secretary heroines as an instructor at TMCCP’s annual Election Law Seminar and for the annual Houston-Galveston Area Council seminar on election law.

“The Certification Committee is a great chance to work with more seasoned members of the TMCA leadership. The committee was invaluable to my deputy and me as we were completing the TMCCP requirements, with scholarships and support making it possible. Education and lifelong learning are huge to both of us, so I am indebted to TMCA for giving me this special opportunity and look forward to giving back to our members.” ★

TMCCP EDUCATION DIRECTOR'S CORNER

But I'm Too New to Qualify For A TMCA Travel Stipend or Seminar Scholarship!!!

November 30 Deadline



TMCCP Education Director
Dr. Amy Holt

So you don't qualify for a **TMCCP travel stipend or scholarship** because you're a municipal clerk who hasn't held your position for the past 24 months? Never fear, our TMCA Immediate Past President Art Camacho, TRMC, has an opportunity for you. We all know the generous nature of Art Camacho and he is at it once again. I may start calling him Santa Camacho.

Mr. Camacho is the city secretary for the City of Haltom City and struggled to be able to earn his Texas Registered Municipal Clerk designation. You have probably heard him tell the story of sleeping in cheap motels and snagging extra cookies at break to eat later that night as ways to save money so that he could attend seminars. Art has been very successful in his career, and can now eat most anything he wants for dinner (provided it is on his heart-healthy diet), but he vividly remembers the days when this was not true. He does not want finances to stand in the way of a municipal clerk being able to earn their TRMC designation.

For this reason, Art has decided to offer a financial incentive to help clerks who are pursuing their first-time

certification: he is offering a **drawing for a \$250 award** to pay for a single 2016 seminar. Here are the requirements; the **deadline is November 30, 2015**.

- Individual must be a municipal clerk
- Individual must have been employed as a municipal clerk for fewer than 24 months as of November 30, 2015
- Individual must be newly enrolled in the Certification Program on or after July 1, 2014
- Individual must have paid TMCA dues for 2014 and 2015
- Individual must complete 2 courses of homework (all modules) by November 30, 2015
- Individual must successfully pass 1 course exam by November 30, 2015
- Individual must attend 1 full TMCCP seminar (all 12 hours) by November 30, 2015

If an individual meets these criteria then they will be entered into a drawing for a \$250 award to be applied to the cost of attendance for one TMCCP seminar in 2016. The winner may choose any seminar offered in

TMCCP EDUCATION DIRECTOR'S CORNER

2016 by TMCCP.

As an added incentive, once the minimum requirements are met, individuals can earn an additional chance at winning the prize with each additional course of homework completed, each exam successfully passed, and each seminar attended in whole (all 12 hours) prior to the November 30, 2015, deadline.

The drawing will be held on **December 4, 2015**, with the winner being announced shortly thereafter.

If you qualify to be entered into this drawing, please fill out and submit *this short form* and submit to Dr. Amy Holt (amy.holt@unt.edu).

A big “thank you” to Art for funding this award. His hope is that this will provide the motivation for many clerks to continue the pursuit of their TRMC even though they may face financial obstacles. ★

TMCCP Certificates Earned

Congratulations to the following enrollees who recently 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

Julie Arrington, Pantego
Cindy Bartlett, Redwater
Kelly Burris, Brownfield
Dayl Cooksey, Sealy
Roxanne DeLeon, Elmendorf
Stephanie Dimas, Arlington
Cathy Duhart, Sinton
Sheila Edmondson, Cibolo
Ann Franklin, Austin
Stacy Henderson, Plano
Staci King, Stephenville
Elizabeth Lopez, Wilmer
Christine Loven, Colleyville
Linda Lunney, The Hills
Mary McDonald, Midlothian
Becky McGrew, Katy
Tracy Norr, Wichita Falls
Marissa Quintanilla, Willis
Lori Saunders, Waxahachie
Elvia Schuller, Horizon City
Crystal Seagler, Hunters Creek
Village
Virginia Singleterry, McAllen

Course 2

Carolyn Anderson, Dickinson
Cindy Bartlett, Redwater
Nellie De La Fuente, Galveston
Cathy Duhart, Sinton

Holly Fimbres, Trophy Club
Robin Hicks, Seabrook
Staci King, Stephenville
Becky McGrew, Katy
Krystle Nelinson, Carrollton
Debora Penberg, Leander
Jennifer Phillips, Irving
Myrna Rios, Austin
Donna Schmoekel, Schertz
Elvia Schuller, Horizon City
Tina Stewart, The Colony
Kathy Styles, Perryton

Course 3

Lucretia Alvarez, Elgin
Becky McGrew, Katy
Jamie Lee Pettijohn, San Marcos
Alicia Smith, Boyd
Kathy Styles, Perryton

Course 4

Shelia Edmondson, Cibolo
Jennifer Evans, Texarkana
Amanda Jacobs, Bedford
Elizabeth Lopez, Wilmer
Rosa Mendez, Friona
Michelle Perez, Friendswood
Myrna Rios, Austin
Lori Saunders, Waxahachie
Alicia Smith, Boyd

TMCCP SEMINARS IN REVIEW

“Goals For Public Service: A View From The City Clerk’s Office”

June 18-19, League City

Attendees, speakers, and staff had a wonderful time at the June TMCCP seminar in League City! Speakers Dr. Abraham Benavides, associate professor and chair of the College of Public Affairs and Community Service, University of North Texas, and Dr. Amy Holt, educational director, TMCA/TMCCP, covered ethics in public service; the value of the clerk position; fundamentals for

teambuilding in the office and municipal setting; dealing with difficult people and situations; technical writing; decision-making; and more. Special thanks to the Salt Grass Chapter for making everyone feel so welcome: they provided special Salt Grass Chapter goody bags to all attendees and chartered a bus to take everyone to the nearby Kemah Boardwalk Thursday evening.

At right: Salt Grass Chapter members Webster Deputy City Secretary Crystal Roan, TRMC, and City Secretary Pauline Small, TRMC, helped assemble and transport hundreds of Salt Grass Chapter goody bags for attendees of the June TMCCP seminar in League City. *Below:* Seminar attendees during a session.



GOALS FOR PUBLIC SERVICE SEMINAR



Photo courtesy Marisela Garcia



After listening to presentations focused on team-building and decision-making, seminar attendees were able to participate in hands-on activities meant to enhance leadership and communication skills in a team setting. In these photos participants are building a bridge out of newspaper, masking tape, and paper clips strong enough to support three bottles of water.



GOALS FOR PUBLIC SERVICE SEMINAR



Three top left photos: Other team-building activities allowed students to use Legos to “build” public spaces similar to what they have in their communities. *Top right photo:* TMCA President Sherry Mashburn, TRMC, city secretary, College Station, works her way through an obstacle course while blind-folded and being given voice commands by Seabrook City Secretary Robin Hicks; speaker Abraham Benavides stands between them. *Below:* The seminar room became very loud as participants worked to untangle a human knot of 6-8 clerks.



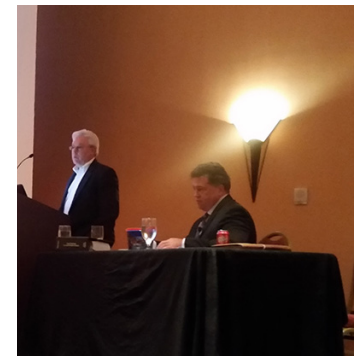
TMCCP SEMINARS IN REVIEW

“Legislative Update”

August 20-21, San Marcos

Over 260 were in attendance at the August TMCCP Legislative Update Seminar in San Marcos. The 11 speakers, moderated by Alan Bojorquez, attorney, Bojorquez Law Firm, PC, included (*pictured clockwise from top left*): Bill Erwin, The Chapman Firm; Charles Zech, Denton Navarro Rocha Bernal Hyde & Zech, PC; Cary Grace, City of Austin; Robert Brown, Brown & Hofmeister, LLP (*pictured with moderator Alan Bojorquez at right*); Georgia Crump, Lloyd Gosselink; and Ross Fischer, Gobers Hilgers, PLLC. It was a very comprehensive and educational seminar.

Special thanks to the Capital Chapter for making us feel so welcome! The Capital Chapter provided goody bags for attendees, as well as the generous door prizes that they and the City of New Braunfels donated to be awarded throughout the seminar (*pictured below*).



Texas Municipal League Report

By TML Representative **Lydia Lopez, TRMC**

City Secretary, Hewitt



Lydia Lopez, TRMC

The TML Board of Directors met on June 25-26, 2015, in Corpus Christi. TML President Nelda Martinez hosted a lovely reception and dinner for board members on Thursday evening at the Texas State Aquarium. At the directors meeting, the following business items were discussed and considered:

1. **Legislative Update:** TML staff briefed the board on the city related bills passed during the 84th Legislative Session. A total of 6,476 bills were filed. Although this was a tough year for cities, hundreds of harmful initiatives were defeated through the efforts of the League and the many individual cities that took the time to write or call their local legislators or travel to the State Capitol to testify. I encourage all to read the summaries and updates provided by TML to determine how these bills will affect city operations.

The state's oil and gas industry was successful in limiting local rules governing gas and oil de-

velopment. But legislative leaders did support city regulations that were designed to protect the health and safety of residential neighborhoods. Harmful revenue caps were defeated; however, S.B. 1760 by Senator Brandon Creighton requires a 60 percent vote of any governing body, including a city council, to adopt a tax rate that exceeds the effective tax rate. Legislation that would have limited city debt failed to pass; however, H.B. 1378 will require cities to file an annual financial report containing information on debt loads. Legislation on annexation ending home rule annexation progressed but died on a point of order. This will be a contention for the League to deal with in 2017. Beneficial transportation legislation passed that will dedicate sales tax revenue to highway construction; however, this will require an amendment to the Texas Constitution to be voted on in November.

H.B. 1 restored local parks funding to previous

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historic funding levels of approximately \$15 million per year and includes an additional \$12 million to fund parks in certain cities. Cities can also expect additional mixed beverage tax reimbursements over the next biennium due to a new tax calculation formula. The League attempted to get legislation passed that would permit Internet publication of certain notices in lieu of newspaper publication, but once again the newspaper lobby killed the idea. H.C.R. 96 directs the speaker of the House of Representatives and the lieutenant governor to create a joint committee to study the issue.

2. **Report of the 2015 TML Budget and Audit Committee/Consideration of the Proposed FY 2015-2016 TML Operating Budget:** TML President-Elect C.J. Wax, chair of the committee, presented the proposed FY 2014-15 TML operating budget (\$5,886,000). He noted that the proposed budget showed the League to be in excellent financial health. Significant features of this budget, in addition to a modest surplus, include the following: (1) average salary merit raises of 3.3 percent; 2) transition of the TML Directory of City Officials to a mobile-friendly Web application; and 3) a small increase in the employee longevity program from \$48 per year of service to \$53 per year of service with a cap at 12 years. The proposed budget was approved unanimously.
3. **Draft Policy on Member Service Fees and Financial Reserves:** The Board approved the draft policy submitted by the 2015 TML

Budget and Audit Committee that addressed the issue of how often, and by how much, member services should be reviewed for possible increases and how that issue related to the size of the League's financial reserves. The policy was approved unanimously.

4. **Draft TML Policy Suggestions on Budgeting for Employee Health Care Increases:** The Budget and Audit Committee met on June 8 to analyze the issue and bring forth policy suggestions, but presented no formal recommendation. The committee determined that it would be best to see the outcome of the Affordable Health Care Act litigation in the U.S. Supreme Court and how that might affect the League's direction on employee health care.
5. **Appointment of the 2015 TML Nominating Committee:** The 2015 TML Nominating Committee was appointed as follows: Chair, TML Past President Jungus Jordan, Mesquite councilmember; TML Past President Guy Goodson, Vidor city attorney; TML Past President Henry Wilson, Hurst councilmember; John B. Love, Midland councilmember; Barbara Hooten, Menard mayor; and Ray Lopez, San Antonio councilmember.
6. **Legal Update:** General Counsel Scott Houston briefed the board on municipal legal issues.
7. **Membership Services Report:** TML Deputy Executive Director Rachael Pitts provided a report on the current membership which totaled at 1,146.

TML REPORT

The TML 103rd Annual Conference and Exhibition will be held September 22-25 in beautiful San Antonio. Conference registration and housing is open. The conference will be held in the Henry B. Gonzalez Convention Center. TMCA will present a session entitled “In The Real World: Making the Texas Open Meetings Act and Public Information Act Work.” Check the [TML website](#) for posted information.

The next scheduled meetings will be held in San Antonio in conjunction with the 2015 TML Annual Conference on Tuesday, September 22, and Friday, September 25. ★

TML Region 10 Recognizes Betty Brown



Betty Brown (*above, right*) was recognized by TML Region 10 at its June 9 meeting in College Station. The certificate reads, “In recognition and honor of tireless dedication, hard work, and outstanding service and contributions to Texas municipalities, peers, and colleagues.” It was presented by TML Region 10 President Ronnie Quintanilla-Perez, mayor of Hutto (*above, left*). Attending city secretaries were privileged to pose for a group photo with her ([photo page 23](#)). Longtime TMCA member Betty Brown, TRMC, retired this year as local government/election specialist with Austin firm Bickerstaff Heath Delgado Acosta, LLP.

IIMC Region IV Meeting

By IIMC Vice President **Mary Kayser, TRMC**

City Secretary, Fort Worth

See below for information regarding the upcoming IIMC Region IV Meeting to be held December 2-4, 2015, in New Orleans, Louisiana! The Louisiana clerks have put together a great program, with great fellowship opportunities, great food and great fun!

The registration fee for the meeting is only \$125. A block of rooms have been reserved at the Maison Dupuy, 1001 Rue Toulouse (800-535-9177). Please mention the International Institute of Municipal Clerks Region IV Meeting to receive the discounted rate.

For more information and the registration form, [click here](#).

If you have questions, please call Nikki Samrow, LMA Events Coordinator at 225-344-5001 or 800-234-8274 or email nsamrow@lma.org. ★



Maison Dupuy Hotel in the New Orleans French Quarter



IIMC Bulletins

Congratulations to the following individuals on receiving the Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks. To earn the CMC, a municipal clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality.

Longtime TMCA member **Marie Balthrop, TRMC**, city secretary, Holliday, earned her Texas Registered Municipal Clerk (TRMC) designation in 2005 (No. 460) and is enrolled in her third recertification. She is a member of the Red River Chapter of TMCA. Marie currently serves as secretary on the TMCA executive board.

Tammy Dixon, TRMC, town secretary, Bartonville, earned her TRMC Certification in 2014 (No. 711) and is enrolled in recertification. She has held TMCA membership for over a decade. Tammy is a member of the North Texas Chapter of TMCA.

Jannette Goodall, TRMC, city clerk, Austin, earned her TRMC Certification in 2014 (No. 718) and is enrolled in recertification. She has over two decades of records information management experience and is a speaker for TMCCP seminars. Jannette is a member of the Capital Chapter of TMCA.

Jenny Page, TRMC, city secretary, Frisco, earned her TRMC Certification in 2009 (No. 563) and is enrolled in her second recertification. Jenny has been a member of TMCA for 10 years. She is an active member of the TMCA Lone Star Chapter.

Necrologies



Natha Joelene Wilkison, age 62, of Lucas, Texas, passed away on May 26, 2015. Natha was city secretary of Anna, Texas, for over 10 years, and was a member of TMCA for over a decade.

She was born on January 15, 1953, in Kansas City, MO, to Roy Clark and Peggy (Petrie) Clark. Natha was married to Michael Wilkison on December 29, 1973, in Kansas City, MO. She attended the University of Central Missouri. Natha was a devoted mother and grandmother. She loved to read and her dogs were like her children.

She is survived by son, Jason Wilkison and wife Jillian of Blue Ridge; daughter, Heather Panko and husband Jason of Dallas; son, Alex Wilkison and wife Jennifer of Plano; grandchildren, Alexis Wilkison, Austin Wilkison, Ashley Panko, Zachary Panko; father, Roy Clark of Lee's Summit, MO; mother, Peggy Ogborn and husband Frank of Lucas; brothers, Roy Alan Clark of Moberly, MO, and Larry Clark of Kansas City, MO; numerous nieces, nephews, and other loving relatives and her beloved dog, Cujo.

She was preceded in death by husband, Michael Wilkison and brother, Bert Clark.

Memorials may be made to Gerold Wayne Interactive Zoological Park, 25803 NCR 3250, Wynnewood, OK 73098.



Esther Oralia Contreras Arzola, age 74, passed away on July 29, 2015. She was city secretary for the City of Port Aransas for 38 years and owner and operator of Island Café and Smokehouse in Port Aransas for 30 years. She was a member of TMCA for 28 years.

She was born January 2, 1941, in Corpus Christi to Leon and Ninfa Ruiz Contreras. She was a member of St. Joseph Catholic Church of Port Aransas.

She is preceded in death by her parents; husband, Pedro Arzola, Sr. (1986); son, Noel Arzola (2007).

She leaves behind to cherish her memory, her son, Pedro Arzola, Jr. (Dora) of Port Aransas; two brothers, Leon Contreras, Jr. (Mary), David Contreras, Sr. (Oralia) both of Ingleside; 6 grandchildren; 14 great grandchildren; 1 great great grandson; several nieces and nephews and many friends.

In lieu of flowers, donations may be made in Esther's honor to St. Joseph Catholic Church, 412 Lantana Dr., Port Aransas, TX 78373-5301.

TMCA CHAPTER NEWS

Capital Chapter

By Chapter Secretary **Lucretia Alvarez**

City Secretary, Elgin

May in Leander

Capital Chapter met May 13 at Pat Bryson Municipal Hall in Leander. Debbie Haile, TRMC, city secretary, Leander, introduced Mayor Christopher Fielder and City Manager Kent Cagle, who each thanked everyone for coming and welcomed them to City of Leander with some exciting economic numbers of Leander's recent growth. Vice President Rachel Austin, city secretary, Jonestown, welcomed attendees to the May meeting and conducted the meeting.

Russell Haddock, TRMC, of MCCi was the guest speaker offering helpful hints about records management, and increasing visibility needs as public information becomes more demanding.

Congratulations to Seth Gipson, TRMC, on his new title of city secretary at Hutto. Former city secretary Christine Martinez is now serving as assistant city secretary.



Capital Chapter at the May meeting in Leander. *Front row:* Amy Harris, city secretary, Cameron; Meagan Spinks, deputy city clerk, Round Rock; Joy Hart, TRMC, Franklin Legal Publishing (formerly city secretary, Buda); Christine Martinez, assistant city secretary, Hutto; RaeAnn Morris, elections specialist, Bickerstaff Heath; and Seth Gipson, TRMC, city secretary, Hutto.

Back row: Chapter Secretary Lucretia Alvarez, city secretary, Elgin; Chance Chatham, village secretary, Point Venture; Tammy Cook, TRMC, deputy city secretary, San Marcos; Melissa Perry, city secretary, Jarrell; Linda Hambrick, retired city secretary, Jonestown; LeAnn Quinn, TRMC, city secretary, Cedar Park; Julia Vicars, village secretary, Volente; Chapter Vice President Rachel Austin, city secretary, Jonestown; guest speaker Russell Haddock, TRMC, territory manager, MCCi; guest Barbara Zwernemann, city secretary, Liberty Hill; Debora Penberg, administrative assistant, Leander; Betty Brown, TRMC, retired elections specialist, Bickerstaff Heath; Debbie Haile, TRMC, city secretary, Leander. (Not pictured: Chapter Treasurer Lacie Hale, city secretary, West Lake Hills.)

CAPITAL CHAPTER

Annual Summer Conference in Belton

The Capital Chapter hosted the Central Texas Chapter at their annual summer conference on July 24-25 at Summers Mill Retreat and Conference Center near Belton. The theme was “Learning to Lead Outside the Box.”

Dick Hammond (Association of Texas Leadership Programs, Metroplex Leadership Network, and Leadership on the Move!) presented “Five Characteristics of an Effective Leader.” Summer Jurells (2015 Quest Award winner at the National Association of Legal Administrators, human resources manager at Bickerstaff, Heath, Delgado, Acosta) led “Filling your Leadership Toolbox” for communication and management tips. Alan Bojorquez (attorney, Bojorquez Law Firm, PC; Texas Chairperson for the International Municipal Lawyers Association; and author of the *Texas Municipal Law and Procedure Manual*, 6th edition) presented “Integrity at City Hall: Ethics Laws and Codes.”

TMCA President and Capital Chapter’s Sherry Mashburn, TRMC, city secretary, College Station, cooked up some down-home biscuits and sausage gravy while recently retired clerk/elections specialist Betty Brown grilled up the bacon and eggs for a delicious



Capital Chapter’s Summer Conference. Front row: Chapter Vice President Rachel Austin, city secretary, Jonestown; Chapter Treasurer Lacie Hale, city secretary, West Lake Hills; Chance Chatham, village secretary, Point Venture; Melissa Brunner, TRMC, city secretary, Flatonia; Melissa Perry, city secretary, Jarrell; Angelia Sloan, city secretary, McGregor (Central Texas Chapter); Sherry Mashburn, TRMC, city secretary, College Station; Chapter Secretary Lucretia Alvarez, city secretary, Elgin.

Back row: RaeAnn Morris, elections specialist, Bickerstaff Heath; Chapter President Jeana Bellinger, TRMC, city secretary, Brenham; Betty Brown, TRMC, retired elections specialist,

Bickerstaff Heath; Toni Milam, TRMC, city secretary, Llano; guest speaker Summer Jurells, human resources manager, Bickerstaff Heath; Frances Aguilar, city secretary, Manor; Lydia Lopez, TRMC, city secretary, Hewitt (Central Texas Chapter); and guest Mary Ann Ray, city secretary, Salado.

(Not pictured but attending the conference were: Julia Vicars, village secretary, Volente; Brenda Page, city secretary, Smithville; Teresa Valdez, TRMC, city secretary, Rockport; Angel Flores, court administrator, Beverly Hills; and Michelle Flicker, Karen Sanchez, and City Secretary Jana Lewellen, TRMC, from Richardson.)

CAPITAL CHAPTER

and nutritious example of serving and mentoring others through kindness and sharing. This exhilarating leadership conference was full of amazing, awesome, beautiful, busy, caring, chatty, fancy, heavenly, jammin', jolly, jumping, lucky, lovely, marvelous, magnificent, magical, raving, rockin', sassy, spacy, super, tenacious, and terrific municipal clerks from both chapters. Everyone walked away with inspiration, knowledge, new friends, many mentors, and numerous leadership tools.

For more information about Capital Chapter please contact Jeana Bellinger at JBellinger@cityofbrenham.org or 979-337-7567.



June 9 at the TML Region 10 meeting in College Station several Capital Chapter members were present to wish a happy retirement to Betty Brown with the gift of a plaque. *From left to right:* Seth Gipson, TRMC, city secretary, Hutto; Lucretia Alvarez, city secretary, Elgin; Betty Brown, TRMC, retired election specialist, Bickerstaff Heath; Sherry Mashburn, TRMC, city secretary, College Station; Frances Aguilar, city secretary, Manor; Barbara Riley, city secretary, Wixon Valley.

TMCA CHAPTER NEWS

Central Texas Chapter

By Chapter Secretary **Amber Fuller, TRMC**
City Secretary, Hubbard

The Central Texas Chapter held a bi-monthly meeting on June 17. The City of Mexia hosted the meeting at the Farm House Restaurant. Chapter President Jana Lewellen, TRMC, city secretary, Robinson, welcomed everyone and the chapter enjoyed their delicious lunch. The chapter nominated Amber Fuller, city secretary, Hubbard, as the chapter's 2015 Chapter Clerk of the Year.



Pictured left to right: Lydia Lopez, TRMC, city secretary, Hewitt; Judy Keally, city secretary/city administrator, Teague; Donna Hawkins, city secretary, Beverly Hills; Amber Fuller, TRMC, city secretary, Hubbard; Michelle Hicks, TRMC, city secretary, Lacy Lakeview; Christi Shivers, TRMC, city secretary/finance director, Mexia; President Jana Lewellen, TRMC, city secretary, Robinson; and Michelle Ficker, administrative assistant, Robinson.

TMCA CHAPTER NEWS

Coastal Bend Chapter

By Chapter Secretary **Rebecca Huerta**

City Secretary, Corpus Christi

The Coastal Bend Chapter met on July 29. The meeting was graciously hosted by the City of Edna at their beautiful Brackenridge Park Recreation Complex. The members were provided a brief tour of the facility and enjoyed a catered lunch.

Chapter President Irma Parker, TRMC, city secretary, Port Aransas, welcomed all the attendees. The topic of the day's program was agendas, agenda preparations, and distribution. Chapter President Irma Parker asked each of the members to share agenda procedures from their respective cities. The members discussed the pros and cons of transitioning from a paper-based system to an electronic system, and the various types of software that could be used to facilitate an electronic process. Those members with paper-based systems brought copies of their agenda materials to share and discuss. The session was very informative, and gave all present an opportunity to share ideas and find efficiencies in our process.

One of the highlights of the business meeting was the award of the Coastal Bend Municipal Clerks scholarship to Ruby Beaven, assistant city secretary, Rockport. Congratulations to Ruby! Additionally, Irma Parker and Scarlet Swoboda encouraged everyone present to volunteer



Coastal Bend Chapter members at their July meeting.

COASTAL BEND CHAPTER

for committee service for the state association. Finally, Ms. Parker reviewed the upcoming calendar for future regional meetings, seminars and conventions.

All in all, another productive meeting for the Coastal Bend Chapter! Anyone interested in joining the Coastal Bend Chapter, or for general inquiries, can contact Chapter Secretary Rebecca Huerta, city secretary, Corpus Christi, at 361-826-3105 or rebeccah@cctexas.com.

Members in attendance at the July meeting:

Ruby Beaven, assistant city secretary, Rockport

Cathy Duhart, city secretary, Sinton

Melissa Hopper, city secretary, Austwell

Rebecca Huerta, city secretary, Corpus Christi

Becky Miska, city secretary, Edna

Paul Pierce, assistant city secretary, Corpus Christi

Kimberly Sampson, city secretary/HR director, Ingleside

Scarlet Swoboda, TRMC, city secretary, Victoria

Teresa Valdez, TRMC, city secretary, Rockport

Margarette Wright, assistant city secretary, Edna

TMCA CHAPTER NEWS

Hill Country Chapter

By Chapter Secretary **Toni Milam, TRMC**

City Secretary, Llano

GREETINGS from the beautiful Hill Country! You can tell it's summertime! Plenty of rain here lately, means hearty vegetable gardens, mosquitos, and the lakes are filling up too.

The Hill Country Chapter met together in the City of Burnet (pronounced "burn-it, durn-it, can't you learn it?") hosted by the very talented Burnet City Secretary Kelly Dix. Kelly greeted each of the guests at the City of Burnet's Community Center. Her hand-made centerpieces and decorations added just the perfect touch to a delicious lunch. And the cupcake bouquet was gorgeous! Not only did Kelly greet her guests, but the City of Burnet mayor and council members welcomed us to their city. What a surprise and a very nice touch.

Top right photo: From left to right: Margie Rivera, Fredericksburg, and councilmembers Joyce Laudenschlager, TRMC; Mary Jane Shanes; and Derek Fortin visiting with chapter members Kelly Dix, city secretary, Burnet, and Elaine Simpson, TRMC, city secretary, Granite Shoals.

Near right photo: Listening intently, from left to right around the table: Brenda Craig, TRMC, city secretary, Kerrville; Georgina Hernandez, city secretary, Bertram; Christy Fath, TRMC, city secretary, Meadowlakes; Evan Milliron, Burnet; and Teresa Moore, TRMC, city secretary, Horseshoe Bay.



HILL COUNTRY CHAPTER

In June the City of Fredericksburg was the host city for our quarterly gathering. “Andy’s Diner” – which is one of our favorites – was the site of our meeting.

Our very own favorite special guest was TMCA President and College Station City Secretary Sherry Mashburn, TRMC, who conducted our program. As a personal favorite and mentor to me whenever I first began my career as city secretary, Sherry was and still is an awesome “Go-To Leader” and exemplifies the term “Service Leadership.” She shared with those attending the five very reasons we should aspire to serve others: (1) Serve to discover abundance: the radical shift from “me” to “we.” (2) Serve to express gratitude: service doesn’t start when we have something to give, but when we have nothing left to take. (3) Serve to transform yourself: to serve unconditionally takes practice and constant effort. It is a realization that when you give, you actually are receiving. (4) Serve to honor our profound interconnection: over time, small acts, lead to a different state of being—a state in which service becomes increasingly effortless, which you then inevitably start to perceive beyond individualistic patters, leading up to an unending ripple that synergizes with countless others. We then begin to play our part,



Above: Presenting just a “small token of our appreciation” for our special guest TMCA President Sherry Mashburn. *Left to right:* Margie Rivera, deputy city secretary, Fredericksburg; TMCA President Sherry Mashburn, TRMC, city secretary, College Station; and Brenda Craig, TRMC, city secretary, Kerrville.

Inset at left: TMCA President Sherry Mashburn, TRMC, city secretary, College Station, presenting the program “Why We Should Aspire to Serve Others.”

HILL COUNTRY CHAPTER

by becoming conscious of the offerings we receive, then by feeling gratitude for them, and finally by continuing to pay forward our gifts with a heart of joy. When we actually start to use our gifts as tools to facilitate giving, we deepen our understanding of relationships and start to sync up with this vast “inner-net.” (5) Serve to alight with a natural unfolding: What each of us does, on a personal level, is make such small offerings of service that ultimately create the field for a deeper change. The revolution starts with you and me. It’s all about being there for one another, for TMCA, for your chapter, for the community you live in, and for the organization where you work. These were some wonderful reasons for service Sherry shared with our chapter. The Hill Country Chapter thanks you for your time.



At the June meeting. *Left to right:* Sabrina Maultsby, city secretary, San Saba; Margie Rivera, deputy city secretary, Fredericksburg; Elaine Simpson, TRMC, city secretary, Granite Shoals; Shelley Britton, city secretary, Fredericksburg; Lori Carroll, TRMC, city secretary, Boerne; Brenda Craig, TRMC, city secretary, Kerrville; Toni Milam, TRMC, city secretary, Llano; Kelly Dix, city secretary, Burnet; and guest speaker and TMCA President Sherry Mashburn, TRMC, city secretary, College Station.

TMCA CHAPTER NEWS

Lone Star Chapter

By Chapter President **Vickie Schmid, TRMC**

Deputy City Secretary, Richardson

May

The Lone Star Chapter took a break in May to allow members time to turn their attention to the May General Election!

June Meeting

Many thanks to Celina City Secretary Vicki Faulkner, TRMC, for hosting the June 3 Lone Star Chapter meeting in the City of Celina and for providing beautiful flower arrangements which were raffled off to benefit future scholarships. City Manager Mike Foreman and Mayor Sean Terry were on hand to give Lone Star Chapter Members a warm welcome to the City of Celina.

Executive Director Marla Roe and PR/Marketing Manager Ryan Callison with the Frisco Convention and Visitors Bureau presented ideas on “Marketing Your Group/Your Position.” Marla and Ryan offered suggestions on updating the chapter’s webpage to make it inviting and appealing to first time visitors to the page and discussed how to use social media, utility bill stuffers, email blasts



Speakers Marla Roe and Ryan Callison at the June meeting.

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and blogs to market the position of city secretary. They suggested a “Did You Know” campaign that identifies the top three things the city secretary handles that citizens might not know about and suggested that the campaign could spotlight a different department each month.

Immediate Past President Janis Cable, city secretary, Lowry Crossing, gave an inspiring Character First presentation on “Dependability,” defining dependability as fulfilling the commitments you have made, even if it requires sacrifice.

Carole Kuykendall, deputy city secretary, Greenville, was named Lone Star Chapter Member of the Year. Greenville City Secretary Debbie Newell and members of Carole’s family were present as Clerk/Member of the Year Committee Chair Shelley George, TRMC, city secretary, Allen, presented Carole with her Member of Year plaque. Shelley also announced that Jenny Page, TRMC, city secretary, Frisco, was named Lone Star Chapter Clerk of the Year. Jenny was presented with her Clerk of the Year plaque at the July 1 Frisco City Council Meeting. The mayor, city council, city manager, various city staff members, and media representatives were present to commemorate Jenny receiving her award.



Frisco City Secretary **Jenny Page, TRMC** (above, third from right), was honored by the chapter as the Lone Star Chapter Clerk of the Year; a plaque was presented to her at the July 1 Frisco City Council meeting. Pictured: City of Frisco Mayor and Council, and Lone Star Chapter members Vickie Schmid, TRMC, deputy city secretary, Richardson; Shelley George, TRMC, city secretary, Allen; Deborah Sorensen, TRMC, city secretary, McLendon-Chisholm; and Kristi Morrow, assistant city secretary, Frisco.

LONE STAR CHAPTER

June TMCCP Seminar in League City

Congratulations to Lone Star Chapter Member Stephanie Storm, records analyst, Wylie, on passing your TMCCP Course 1 exam! We are very proud of you!



Stephanie Storm

Special thanks to Stacy Henderson, city secretary, Lucas, and to Kristy Andrews, tech services, Plano, for attending the “Meet and Greet” at the June TMCCP seminar! We look forward to seeing you at a Lone Star Chapter meeting soon!

July 8 Athenian Dialogue & Chapter Meeting

Dr. G.M. Cox facilitated the Athenian Dialogue on the book *I Am Malala*, giving great insight into the culture of Swat Valley, the traditions of Pakistan, views of government in the Middle East as well as here in the USA, and the effect all those things have on being a leader. Dialogue attendees engaged in in-depth discussions on the right to education for all people—boys and girls, how leadership in Swat paralleled leadership experiences in the city



Clerk of the Year/Member of the Year Chair Shelley George, TRMC, city secretary, Allen, presented a plaque to Lone Star Member of the Year **Carole Kuykendall**, deputy city secretary, Greenville.

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secretary's/city clerk's office, and the risk of being a role model or leader in today's society.

Many thanks to the City of Frisco for hosting the July Lone Star chapter meeting during the Dialogue lunch hour. Immediate Past President Janis Cable, city secretary, Lowry Crossing, presented the Character First trait of "Enthusiasm" and identified the five keys to building enthusiasm as: (1) Know your purpose, (2) Treat every job as important, (3) Do your best, (4) Motivate others, and (5) Overcome discouragement. The chapter also discussed the benefits of the chapter filing as a non-profit entity with the state and conducted a brainstorming session sharing ideas on how to market the position of city secretary. Some awesome door prizes provided by the City of Frisco were raffled off with the proceeds going to fund future scholarships!

September Records Management Workday

The Lone Star Chapter Records Management Workday was held on September 2 in McKinney. Topics included "PIA Panel Discussion," "Notary Public Law," "Open Meetings Act," and "TABC Laws/Regulations/Records Database."



Above photos: Dr. Cox facilitated an Athenian Dialogue for the chapter in July.

LONE STAR CHAPTER

Christy Badilla, TRMC,
city secretary, Glen Rose

Robyn Battle, city secretary, Prosper

Tena Brown, city secretary, Gunter

Janis Cable, city secretary, Lowry Crossing

Susan Coffey, city secretary, Weston

Vicki Faulkner, TRMC, city secretary, Celina

Shelley George, TRMC, city secretary, Allen

Lisa Henderson, TRMC, city secretary,
Plano

Alice Holloway, TRMC,
city secretary, Pilot Point

Jenny Huckabee, city secretary, Aubrey

Laura Kennemer, city secretary, Quinlan

Carole Kuykendall,
deputy city secretary, Greenville

Kristi Morrow,
assistant city secretary, Frisco

Debbie Newell, city secretary, Greenville

Jenny Page, TRMC, city secretary, Frisco

Susie Quinn, TRMC, city secretary, Murphy

Vickie Schmid, TRMC, deputy city

secretary, Richardson

Carrie Smith, TRMC, city secretary, Parker

Alice Snyder, TRMC,
assistant city secretary, Plano

Deborah Sorensen, TRMC,
city secretary, McLendon-Chisholm

Kelly Tharp,
chief communications & business
development officer, Greenville ISD

Denise Vice, TRMC,
assistant city secretary, McKinney

Christie Wilson, TRMC,
city secretary, The Colony

Jo Ann Wright,
assistant city secretary, Pilot Point

Norma Zenk, city secretary, Azle

TMCA CHAPTER NEWS

North Texas Chapter

By Chapter President **Mary Supino, TRMC**
City Secretary, Arlington

Greetings to our fellow chapters from the North Texas Chapter!

We met on June 3 in Euless for our annual awards luncheon, at which we named our NTMCA City Secretary of the Year, the NTMCA Nominee for the TMCA Municipal Clerk of the Year, and honored all of our chapter committee members who have dedicated their time to serve and participate in our association this year. Congratulations and thank you to all of you!

Diane Callahan, TRMC, city secretary, City of Highland Village, was named the NTMCA City Secretary of the Year. Diane is currently serving as vice president of the NTMCA board. She has served on many NTMCA committees, including chairing the Audit Committee. Diane is and always has been a dedicated and supportive member of the NTMCA and is always willing to be a resource to other clerks. She has a positive attitude and truly loves her work. We are incredibly proud to have her as a member of our chapter and on the board. Diane will be retiring this fall. We will miss her greatly, but know that we will continue to see her at seminars and our annual holiday party.



NTMCA City Secretary of the Year **Diane Callahan, TRMC**, city secretary, Highland Village, with the chapter Municipal Clerk of the Year Committee Chair Aimee Nemer, TRMC, city secretary, Richardson.

NORTH TEXAS CHAPTER

Art Camacho, TRMC, city secretary, Haltom City, was selected as the NTMCA nominee for TMCA Municipal Clerk of the Year. Art is currently serving as the immediate past president of TMCA, and he completed a very successful and memorable term as president. He has served on the TMCA board since 2006. Additionally, Art is an active member of our chapter and has given countless volunteer hours to the Association by serving on a number of committees throughout the years. Art is a friend to everyone he meets and gives willingly of his time to assist his fellow clerks—personally and professionally. Good luck, Art!

Congratulations to Holly Fimbres, city secretary, Trophy Club; Diane Rasor, TRMC, city administrator/city secretary, Newark; and Amy Shelley, TRMC, city secretary, Colleyville, who were awarded 2015 Alyce Deering scholarships. We were so thrilled to be able to award three scholarships this year!



Above: NTMCA nominee for TMCA Municipal Clerk of the Year **Art Camacho, TRMC**, city secretary, Haltom City, and Haltom City City Manager Thomas Muir.

Inset at left: Chapter President Mary Supino, TRMC, city secretary, Arlington, with the three Alyce Deering Scholarship winners, from left to right: **Holly Fimbres**, city secretary, Trophy Club; **Diane Rasor, TRMC**, city administrator/city secretary, Newark; and **Amy Shelley, TRMC**, city secretary, Colleyville.



NORTH TEXAS CHAPTER

The 2015-2016 slate of officers was presented and will be voted into office at the August meeting. The proposed officers are: President Mary Supino, TRMC, city secretary, Arlington; Vice President Carol Borges, TRMC, city secretary, Westworth Village; Treasurer Sheila Morales, town secretary, Copper Canyon; Secretary Amy Shelley, TRMC, city secretary, Colleyville; and Historian Laura Bell, TRMC, deputy city secretary, Carrollton.

At this meeting, the membership approved the following business items:



Committee members recognized at the awards luncheon:

Holiday Celebration Committee 2014: Chair Linda Rhodes, TRMC, city secretary, Lake Worth; Norma Zenk, TRMC, city secretary, Azle; Asucena Garcia, TRMC, accounting gen./admin. asst., Decatur; Jessica McEachern, city administrator, Bridgeport

Alyce Deering Scholarship Committee: Chair Alicia Richardson, TRMC, city secretary, North Richland Hills; Amy Arnold, TRMC, city secretary, White Settlement; Jeannie Kenyon, admin. aide, Arlington; Traci Henderson, TRMC, dep. city secretary, Southlake

Audit Committee: Chair Mary Kayser, TRMC, city secretary, Fort Worth, and Julie Heinze, city secretary, Lewisville

Bylaws Committee: Chair Ron Gonzales, TRMC, asst. city secretary, Fort Worth; Jennifer Phillips, asst. to the city sec., Irving; Zolaina Parker, city secretary, Watauga

Membership Committee: Chair Michael Wells, TRMC, city secretary, Bedford; Amanda Jacobs, asst. city secretary, Bedford; Zolaina Parker, city secretary, Watauga

Legislative Committee: Chair Kim Sutter, TRMC, city secretary, Euless; Diane Raser, TRMC, city admin./city secretary, Newark; Theresa Scott, TRMC, town secretary, Flower Mound

Municipal Clerk of the Year Committee: Chair Kim Sutter, TRMC, city secretary, Euless, and Aimee Nemer, TRMC, city secretary, Richardson

Nominating Committee: Chair Diane Cockrell, TRMC, city secretary, Decatur, and Aimee Nemer, TRMC, city secretary, Richardson

Professional Seminar Committee: Chair Norma Zenk, TRMC, city secretary, Azle; Tara Brooks, city secretary, Grapevine; Krystle Nelinson, city secretary/mgmt. analyst, Carrollton

Technology/Communications Committee: Chair Martha Garcia, TRMC, deputy city secretary, Arlington, and Julie Arrington, city secretary, Pantego

Ad Hoc Committee: Diane Cockrell, city secretary, TRMC, Decatur; Alicia Richardson, TRMC, city secretary, North Richland Hills; Kim Sutter, TRMC, city secretary, Euless

NORTH TEXAS CHAPTER

- Meeting minutes from March 18 and April 1 business meetings;
- Monthly treasurer reports from April and May 2015;
- Second quarterly treasurer report (January–March 2015);
- Budget expenditure of \$2,300 from “Special Projects” fund for the scanning and storage of NTMCA documents and photographs.

We have such a strong chapter and we are all so dedicated to supporting one another in the pursuit of empowerment and education. Our jobs are demanding and I know we also are putting so much into our work, as well as finding time to be at home with our families. On top of all of our work and home obligations, our committee members find the time to contribute to our chapter in a meaningful way. Our chapter would not exist without the hard work and contributions of our committee members.

We met in Arlington on July 15 at the Bob Duncan Community Center. Jay Warren, Marketing Communications Manager for the City of Arlington, talked to us about “Different Platforms to Communicate with our Citizens and how to effectively get information out in our Communities.”

Jay is a communications professional with 22 years of experience in broadcasting, marketing, strategic communications, and public relations. Prior to joining the City of Arlington, Jay lived in Virginia where he was the main anchor and senior political reporter at the NBC affiliate for 15 years.



NORTH TEXAS CHAPTER

Reaching people is a big challenge to cities these days. This is due to several reasons: 1) fighting shrinking media coverage, 2) diverse audiences which are more segmented and have different interests, 3) ever-expanding channels for media, and 4) communicating municipal news is a challenge.

The City of Arlington has implemented the following strategies to increase communication: 1) built a “news”-looking website which functions like any media website (news articles, content, content buckets, search feature, lots of images and videos, traffic camera, and weather station), 2) uses social media (Facebook, Twitter, Linked In, Pinterest and Instagram), 3) uses video storytelling, 4) built a media studio. The studio gives their city a place to create training videos, hold formal interviews (an interview set), hold news conferences, and has also opened up opportunity to work with partnerships in the community.

All these strategies help increase communications in and regarding Arlington all the while offering more transparency in the City of Arlington.

After his presentation, Jay answered a few really great questions from our chapter members. We are all looking for better and more efficient ways to communicate with our citizens and Jay’s presentation provided our attendees with some great ideas on how to reach out to our community members.

Attendees at the July meeting:

Julie Arrington, town secretary, Pantego

Laura Bell, TRMC, deputy city secretary, Carrollton

Treasurer Carol Ann Borges, TRMC,
city secretary, Westworth Village

Peggy Burnside, TRMC, administrative director, TMCA/TMCCP

Vice President Diane A. Callahan, TRMC,
city secretary, Highland Village

Art Camacho, TRMC, city secretary, Haltom City

Diane Cockrell, TRMC, city secretary, Decatur

Christine Green, city secretary, University Park

Amanda Hartwick, deputy city secretary, University Park

Jeanine Inman, TRMC, assistant city secretary, Newark

Amanda Jacobs, assistant city secretary, Bedford

Jeannie Kenyon, administrative aide, Arlington

Keesha Lay, TRMC, city secretary, Keene

Secretary Sheila Morales, town secretary, Copper Canyon

Lori Payne, TRMC, city secretary, Southlake

Mary Peters, public information officer, North Richland Hills

Diane Rasor, TRMC, city administrator, Newark

Alicia Richardson, TRMC, city secretary, North Richland Hills

Miriam Sheehan, TRMC, administrative assistant, TMCA/TMCCP

Historian Amy Shelley, TRMC, city secretary, Colleyville

Monica Solko, TRMC, assistant city secretary, North Richland Hills

President Mary Supino, TRMC, city secretary, Arlington

Kim Sutter, TRMC, city secretary, Euless

Michael Talley, economic development director, Keene

Lindsay Wells, TRMC, deputy city secretary, Euless

Michael Wells, TRMC, city secretary, Bedford

Wendy Withers, TRMC, town secretary, Shady Shores

NORTH TEXAS CHAPTER

At this meeting, the membership approved the following business items: meeting minutes from June 3 business meeting and monthly treasurer reports from June 2015.

The NTMCA is always looking to expand our membership and meet new clerks in our area. For anyone interested in attending our meetings or joining our chapter, please see our chapter website www.ntmca.org or contact Mary Supino at Mary.Supino@arlingtontx.gov or 817-459-6186. We are very fortunate to be able to have amazing speakers to come to our meetings to share information and knowledge with us in order to enhance our leadership skills. We would love to share these opportunities for professional development with more of our colleagues. Please join us at an upcoming meeting to see what our chapter has to offer you.



TMCA CHAPTER NEWS

Northeast Texas Chapter

By Chapter President **Sherry Roberts, TRMC**

City Secretary/Office Manager, White Oak

The Northeast Texas Chapter held its second quarterly meeting of the year on June 12 at The Tumbleweed Steakhouse in Gladewater. We had a great group of members who enjoyed lunch, fellowship, and a presentation by Chapter President Sherry Roberts, TRMC, city secretary, White Oak, over the budget and tax rate adoption processes.

Members discussed a variety of current events relating to their respective cities, including proclamations, elections, ambulance service, and the infamous Overton Lemonade Fiasco. There was discussion regarding the chapter's Deanna McCasland Scholarship application period in July every year; all members who qualify were encouraged to apply.

The minutes from March were approved, and Kathy Hoover, TRMC, city secretary, Gilmer, was elected as chapter secretary to replace Jennifer Studdard.

Chapter meetings are a fun time of fellowship where we can exchange experiences, ideas, ask questions, and learn from each other. Meetings are hosted by alternating cities within the region to garner more participation. The next meeting will be in Canton on October 2, where TMCA President Sherry Mashburn, TRMC, city secretary, College Station, will be our special guest.

Members in attendance at the June meeting:

Brian Andrews, city secretary, Quitman

Shelly Ballenger, TRMC, city secretary, Longview

Vice President Doris Crockett, city secretary, Bullard

Deborah Dane, TRMC, city clerk, Kilgore

Rachél Gafford, city secretary, Overton

Bonnie Hambrick, city secretary, Athens

Melba Haralson, TRMC, city secretary, Gladewater

Secretary Kathy Hoover, TRMC, city secretary, Gilmer

Candis Jones, admin. asst. for city secretary, Longview

Tammy Lofton, city secretary, Waskom

Debbie Pierce, city secretary, Carthage

Laura Rex, city secretary, Big Sandy

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

Donna Sickel, retired city secretary, Carthage

Sandra Thur, Clarksville City

Gail Weir, TRMC, city secretary, Ore City

Fran Wendeborn, retired city secretary, Rusk

Lawanna Williams, Kilgore EDC

TMCA CHAPTER NEWS

Panhandle Chapter

By Chapter Secretary **Kimberly Sloat, TRMC**

City Secretary, Canadian

The Panhandle Chapter June 25 for our bi-monthly meeting. We met at The Amarillo Club in Amarillo with eight members present for the meeting.

The meeting was called to order by Vice President Karen Price, TRMC, city secretary, Pampa. Members ate lunch while Gary Pitner, executive director of the Panhandle Regional Planning Commission, went over several of the programs that the PRPC offers. (I had no idea they were involved in so much.) This is an invaluable organization to the municipalities in the Panhandle.

The minutes and the treasurer's report were then presented and approved. The meeting was adjourned.

Our next scheduled meeting was scheduled for August 27 at the Amarillo Club. If you're in the area and would like to attend one of our meetings, we would love to have you!!!



Panhandle Chapter members represented at the TMCCP seminar in League City in June.

PANHANDLE CHAPTER



Gary Pitner, executive director of the Panhandle Regional Planning Commission, spoke at the June meeting.

Members at the June meeting:

Treasurer Machiel Covey, city secretary, Clarendon

Patricia Phipps, TRMC, city secretary, Friona

Vice President Karen Price, TRMC,
city secretary, Pampa

Kim Rehkopf, city secretary, Dumas

Stella Sauls, TRMC, city secretary, Borger

Secretary Kimberly Sloat, TRMC,
city secretary, Canadian

Kristina Solomon, city secretary, Tulia

Kathy Styles, city secretary, Perryton



TMCA CHAPTER NEWS

Red River Chapter

By Chapter Vice President & Secretary/Treasurer **Janelle Dolan, TRMC**
City Clerk, Burkburnett

Members of the Red River Chapter met for our quarterly meeting at El Mejicano in Wichita Falls on June 24 at 1:00 p.m. President Byers called the meeting to order and welcomed everyone.

Business of the Red River Chapter was conducted. The minutes of March 25 were approved, as well as the treasurer's report through June 24.

President Byers provided an update on all of the upcoming seminars offered by the Texas Municipal Clerks Certification Program. Most members will be attending the upcoming seminars: "Legislative Update" in San Marcos in August and "Graduate Institute" in Fort Worth on October 8-9.

Tracy Norr, city clerk, Wichita Falls, reported she has now earned her Texas Registered Municipal Clerk Certification from TMCCP. Congratulations were bestowed upon her from the group.

Tracy Norr, TRMC, and Amy Anderson, city secretary, Lakeside, attended the TMCCP seminar "Goals for Public Service: A View From the City Clerk's Office" and provided a review on the seminar. The seminar emphasized grammar skills, team building skills, logical

thinking, and volunteering to mentor others. They concluded their presentation with a team building skill that brought laughs while showing us how to work together.

Our next meeting will be held September 16 at El Mejicano Restaurant. Everyone is invited to attend any of our chapter meetings.

For more information about the chapter contact Janelle Dolan, TRMC, city clerk, Burkburnett, at jdolan@burkburnett.org or 940-569-2263.

Members in attendance at the June meeting:

Amy Anderson, city secretary, Lakeside City

Marie Balthrop, TRMC, city secretary, Holliday

Tracy Blankston-Smith, administrative assistant, Lakeside City

Linda Byers, TRMC, city secretary, Vernon

Janelle Dolan, TRMC, city clerk, Burkburnett

Nita Hons, utility supervisor, Seymour

Tracy Norr, TRMC, city clerk, Wichita Falls

Conchita Torrez, TRMC, city secretary, Seymour

TMCA CHAPTER NEWS

Salt Grass Chapter

By Chapter Secretary **Doris Speer, TRMC**
City Secretary, Tomball

Salt Grass Summer

The Salt Grass Chapter took a three-month hiatus after its April meeting. However, the chapter provided 200 stuffed goodie bags for the June 2015 TMCCP seminar in League City, and provided chartered bus transportation for those attendees interested in visiting the Kemah Boardwalk the evening of June 18.

The chapter will gear up for an exciting next few months returning with a meeting on August 12 in Baytown. Salt Grassers hope to see everyone!

In other chapter news, all are reminded that the annual Salt Grass Chapter Public Information Act Seminar in Deer Park is set for September 9.

At right: Webster Deputy City Secretary Crystal Roan, TRMC, and City Secretary Pauline Small, TRMC, helped assemble and transport hundreds of Salt Grass Chapter goody bags for attendees of the June TMCCP seminar in League City.



SALT GRASS CHAPTER



Michele Glaser, TRMC

Michele Glaser, City Secretary, Seabrook, Retiring After 32 Years

City Secretary Michele Glaser, TRMC, of Seabrook retired on July 6 completing 32 years with the City of Seabrook, 17 years of which Michele was the city secretary. Glaser joined the city in 1983 as an assistant to the city manager.

The City of Seabrook has appointed Robin Hicks, who previously served as deputy city secretary in

Sugar Land, as the new city secretary.

Invitation

Salt Grass Chapter meetings are typically held on the second Wednesday of the month, January through April and August through December—our meetings are open to anyone and we love visitors! For more information on the Salt Grass Chapter, please contact President Lee Woodward, TRMC, city secretary, Huntsville, at lwoodward@huntsvilletx.gov.

TMCA CHAPTER NEWS

West Texas Chapter

By Chapter Historian **Diana Franco**
City Secretary, Kermit

The West Texas Chapter held their quarterly meeting in Odessa on May 20 and enjoyed the presentation given by Erica Wilson, Government Information Analyst, from the Texas State Library and Archives Commission. Points of discussion were how to manage records, emails, digital imaging, and social media. Afterwards everyone enjoyed a luncheon at the Barn Door and business was discussed by approving the minutes, treasurer's reports, and payment of bills.

Chapter President Amy Turner encouraged members to get their certification, recertifications, and apply for scholarships. The next chapter meeting was scheduled to be hosted by Monahans on August 19 at The Jazz, with TMCA President Sherry Mashburn, TRMC, city secretary, College Station, as the guest speaker.



Members in attendance at the meeting held on May 20. From left to right: Diana Franco, city secretary, Kermit; Karla Mata, deputy city secretary, Midland; SueAnn Reyes, deputy city secretary, Midland; Adriana Moreno, deputy city secretary, Odessa; Lorena Marquez, city secretary, Monahans; Elodia Gomez, deputy clerk, McCamey; Sara Copeland, city secretary, Andrews; Alma Acosta, city secretary, McCamey; Amy Turner, TMRC, city secretary, Midland; Norma Aguilar-Grimaldo, TMRC, city secretary, Odessa.

At right: Guest speaker Erica Wilson, Government Information Analyst, from the Texas State Library and Archives Commission.



WEST TEXAS CHAPTER

The West Texas Chapter would like to wish Adriana Moreno, former deputy city secretary for the City of Odessa, the best of luck at her new job at the Student Success Center at Odessa College. And now

an update on Tonya Todd, TRMC, city secretary, Wink: she is doing really well, is done with all her treatments and best of all, is Cancer Free.

TMCA CHAPTER NEWS

Yellow Rose Chapter

By Chapter President **Vicki Collins, TRMC**

City Secretary, Mansfield

The Yellow Rose Chapter held their June meeting on June 4 at the City of Mansfield.

Chapter President Vicki Collins, city secretary, Mansfield, welcomed everyone for attending the meeting. President Collins provided the invocation and everyone enjoyed great fellowship and a wonderful lunch from Rosa's Café.

The guest speaker for the meeting was George Hendrix, Record Consultants, Inc. Mr. Hendrix provided a very informative presentation that highlighted the following areas: "Best Practices"; State of Texas laws (paper vs. digital); "Generating Records" (the who, what, where, and whys); "Records Management Access"; "Records Preservation Act" (i.e. minutes, deeds, ordinances, resolutions); protection of permanent records and timely destruction; "Preserve, Protect, Destroy"; "Email (Things You Need to Know)"; "Bulletins D, B and F"; "Assignment of a Texas State Library & Archive Commission Analyst" (Erica Wilson, Dallas/Fort Worth); and checking the TSLAC to

Top right: George Hendrix, Record Consultants, Inc., making his presentation at the Yellow Rose Chapter June meeting.

Near right: President Collins presented Mr. Hendrix with a small token of appreciation from the chapter.



YELLOW ROSE CHAPTER

ensure the records manager officer is listed correctly. Due to technical difficulties with the audio and visual equipment during his presentation, Mr. Hendrix indicated that he would forward the PowerPoint presentation to President Collins to distribute to the group. President Collins presented Mr. Hendrix with a small token of appreciation from the chapter.

Business matters considered by the chapter were the approval of the April 2 chapter meeting minutes, an update on the chapter financials, and committee updates.

President Collins reviewed deadline dates with the group regarding the 2015 Yellow Rose Municipal Clerk of the Year nomination form and the committees form.

Belinda Berg, city secretary, Cedar Hill, graciously offered to host the August 6 luncheon.

Names were drawn for door prizes.

For those wishing to join the Yellow Rose Chapter, please contact President Vicki Collins, TRMC, at vicki.collins@mansfieldtexas.gov. Our meetings are held bi-monthly at 11:30 a.m.



Chapter Secretary Kisha Morris, city secretary, DeSoto, ready to greet lunch attendees.

Chapter members present at the June meeting:

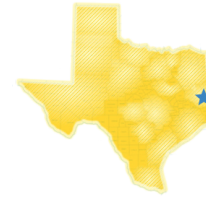
Belinda Berg, city secretary, Cedar Hill
 President Vicki Collins, TRMC, city secretary, Mansfield
 Cathy DiMaggio, TRMC, city secretary, Grand Prairie
 Mary McDonald, deputy city secretary, Midlothian
 Secretary Kisha Morris, city secretary, DeSoto
 Ivy Peterson, TRMC, deputy city secretary, Cleburne
 Shelia Rhodes, records management, Mansfield
 Marlene Tinker, executive assistant to the city secretary, Cedar Hill
 Tammy Varner, TRMC, city secretary, Midlothian
 Amber Villarreal, assistant city secretary, Waxahachie
 Pam Woodall, city secretary, Ovilla
 Destiny Wright, city secretary, Ferris
 Norma Zenk, TRMC, city secretary, Azle

TMCA Chapters



HILL COUNTRY CHAPTER

Brenda Craig, TRMC, President
City Secretary, Kerrville
830-258-1117
brenda.craig@kerrvilletx.gov



PINEYWOODS CHAPTER

Kara Atwood, TRMC, President
City Secretary, Lufkin
936-633-0211
kara@cityoflufkin.com



ALAMO CHAPTER

Sandra Passailaigue, TRMC, President
City Secretary, Leon Valley
210-684-1391
s.pass@leonvalleytexas.gov



LONE STAR CHAPTER

Vickie Schmid, TRMC, President
Deputy City Secretary, Richardson
972-744-4292
vickie.schmid@cor.gov
tmcalonestarchapter.com



RED RIVER CHAPTER

Linda Byers, TRMC, President
City Secretary, Vernon
940-552-2581
lbyers@vermontx.gov



BLUEBONNET CHAPTER

Diane Latham, President
Assistant City Secretary, Breckenridge
254-559-8287
dlatham@breckenridgetx.gov



LOWER RIO GRANDE VALLEY CHAPTER

Baudelia Rojas, TRMC, President
City Secretary, Alton
956-432-0760
baudelia.rojas@alton-tx.gov
www.facebook.com/lrgvsecretaries



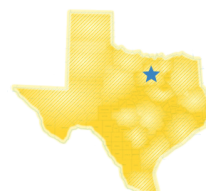
SALT GRASS CHAPTER

Lee Woodward, TRMC, President
City Secretary, Huntsville
936-291-5403
lwoodward@huntsvilletx.gov



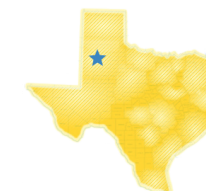
CAPITAL CHAPTER

Jeana Bellinger, TRMC, President
City Secretary, Brenham
979-337-7567
jbelling@cityofbrenham.org



NORTH TEXAS CHAPTER

Mary Supino, TRMC, President
City Secretary, Arlington
817-459-6188
mary.supino@arlingtontx.gov
ntmca.org



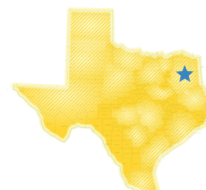
SOUTH PLAINS CHAPTER

Brenda Shaw, TRMC, President
City Manager/City Secretary, Morton
806-266-8850
bshaw@crosswind.net



CENTRAL TEXAS CHAPTER

Jana Lewellen, TRMC, President
City Secretary, Belton
254-933-5817
jlwellen@beltontexas.gov



NORTHEAST TEXAS CHAPTER

Sherry Roberts, TRMC, President
City Secretary/Office Mgr., White Oak
903-759-3936
sroberts@cityofwhiteoak.com



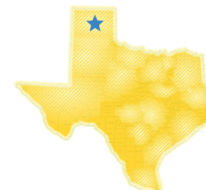
WEST TEXAS CHAPTER

Amy Turner, TRMC, President
City Secretary, Midland
432-685-7432
aturner@midlandtexas.gov



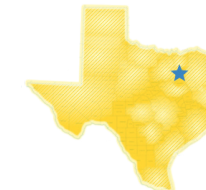
COASTAL BEND CHAPTER

Irma Parker, TRMC, President
City Secretary, Port Aransas
361-749-4111
iparker@cityofportaransas.org



PANHANDLE CHAPTER

Cheryl Salgado, TRMC, President
City Sec./Asst. City Mgr., Spearman
806-659-2524
citysec@ptsi.net



YELLOW ROSE CHAPTER

Vicki Collins, TRMC, President
City Secretary, Mansfield
817-276-4204
vicki.collins@mansfield-tx.gov

2015 TMCA Officers & Committees

Officers

President Sherry Mashburn
City Secretary, College Station
PO Box 9960
College Station, TX 77842
979-764-3541
smashburn@cxstx.gov

President Elect Cheryl Salgado
City Sec./Asst. City Mgr., Spearman
PO Box 37
Spearman, TX 76117
806-659-2524
citysec@ptsi.net

Vice President Lydia Lopez
City Secretary, Hewitt
PO Box 610
Hewitt, TX 76643
254-666-6171
citysecretary@cityofhewitt.com

Treasurer Sandra Watkins
City Secretary, Deer Park
PO Box 700
Deer Park, TX 77536
281-478-7247
skwatkins@deerparktx.org

Secretary Marie Balthrop
City Secretary, Holliday
PO Box 508
Holliday, TX 76366
940-586-1313
marie.balthrop@hollidaytx.org

Immediate Past President Art Camacho
City Secretary, Haltom City
PO Box 14246
Haltom City, TX 76117
817-222-7749
acamacho@haltomcitytx.com

TRUSTEES

Shelley George
City Secretary, Allen
305 Century Pkwy
Allen, TX 75013
214-509-4105
sgeorge@cityofallen.org

Aimee Nemer
City Secretary, Richardson
PO Box 830309
Richardson, TX 75083
972-744-4290
aimee.nemer@cor.gov

Kim Sutter
City Secretary, Euless
201 N Ector St
Euless, TX 76039
817-685-1419
ksutter@eulesstx.gov

Scarlet Swoboda
City Secretary, Victoria
PO Box 1758
Victoria, TX 77902
361-485-3040
sswoboda@victoriatx.org

EX-OFFICIO MEMBERS: *Advisory Mgmt. Committee Chair Norma Aguilar-Grimaldo, City Sec., Odessa; Peggy Burnside, TMCA/TMCCP Administrative Dir.; Dr. Amy Holt, TMCA/TMCCP Education Dir.*

Committees

Advisory Management Committee

Norma Aguilar-Grimaldo, Odessa, Past President, Chair
Art Camacho, Haltom City, Immediate Past President
Sherry Mashburn, College Station, President
Cheryl Salgado, Spearman, President Elect
Shelley George, Allen, Certification Committee Chair
Peggy Burnside, TMCCP/TMCA Admin. Dir.*
Amy Holt, TMCCP/TMCA Education Director*

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Teresa Herrera, Palestine
Janelle Williams, Galveston
Art Camacho, Haltom City, Board Liaison

Historian

Brenda Craig, Kerrville

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Jana Lewellen, Belton
Stella Sauls, Borger
Christi Shivers, Mexia
Karen Wilkerson, DeLeon
Kim Sutter, Euless, Board Liaison

*non-voting member

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Barbara Boyd, Center
Maria Gonzalez, Missouri City
Kathy Hoover, Gilmer
Baudelia Rojas, Alton
Aimee Nemer, Richardson, Board Liaison

Nominating Committee

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Gretchen Mercer, Canyon
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Jannette Goodall, Austin

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Kristi Gilbert, Argyle
Susan House, Mesquite
Saundra Passailaigue, Leon Valley
Sherry Reeves, Grandview
Sherry Roberts, White Oak
Kim Sutter, Euless, Board Liaison

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Melinda Welsh, Friendswood, Co-Chair
Jannette Goodall, Austin

TML Booth Committee

Leticia Vacek, San Antonio, Chair
Shelley Goodwin, Garden Ridge

TML Representative

Lydia Lopez, Hewitt, President Elect

Certification Committee

Shelley George, Chair
City Secretary, Allen
305 Century Pkwy, Allen, TX 75013
214-509-4105, sgeorge@cityofallen.org
Melissa Brunner
City Secretary, Flatonia
PO Box 329, Flatonia, TX 78941
361-865-3548, mbrunner@ci.flatonia.tx.us
Irma Parker
City Secretary, Port Aransas
710 W Ave A, Port Aransas, TX 78373
361-749-4111, iparker@cityofportaransas.org
Mary Supino
City Secretary, Arlington
PO Box 90231, Arlington, TX 76004
817-459-6188, mary.supino@arlingtontx.gov
Lee Woodward
City Secretary, Huntsville
1212 Avenue M, Huntsville, TX 77340
936-291-5403, lwoodward@huntsvilletx.gov
Peggy Burnside
Administrative Director, TMCA/TMCCP
1155 Union Cir #305067, Denton, TX 76203
940-565-3488, peggy.burnside@unt.edu
Dr. Amy Holt
Education Director, TMCA/TMCCP
1155 Union Cir #305067, Denton, TX 76203
940-565-3488, amy.holt@unt.edu

EX-OFFICIO MEMBERS: *Sherry Mashburn, TMCA President; Cheryl Salgado, TMCA President Elect; and Art Camacho, Immediate Past President*