

TMCA NEWS



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TMCA President Kim Sutter, TRMC City Secretary, Euless

President's Message

2019 has flown by so very fast. I have continued my travels around the great state of Texas and have completed 10 of 17 chapter visits as of this writing. It is so wonderful to have the opportunity to visit with our members and form new friendships along the way.

One of the TMCA executive board's goals for this year was to reach our membership goal of 1,000 members. This might have seemed lofty to some as we hit our all-time membership high of 980 last year and we seemed to stay in the mid to upper 900's for the past few years. However, I am a firm believer that if you measure it, it gets done!

I am proud to announce that TMCA hit the record 1,000-member mark on July 23, 2019! Needless to say, I am beyond excited, and the board has approved a **special scholarship drawing** to be conducted at the TMCCP Graduate Institute Seminar in Fort Worth to commemorate this special milestone! The name of each 2019 member will be included in a drawing for a complimentary registration scholarship to be used in calendar year 2020.



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PRESIDENT'S MESSAGE

Do you ever wonder what your board does to meet the goals of the organization? Your board meets at least four times a year and is continually discussing what we can do to make TMCA better and more beneficial to its members. We set aside a full day to discuss the business of your organization. A typical board meeting consists of 1) a review of the financials of the TMCA, Inc., and the TMCCP; 2) staff updates from Education Director Dr. Amy Holt and Administrative Director Peggy Burnside; 3) a review of seminar survey responses and discussion addressing concerns; 4) committee reports (and we have quite a few), including considering committee recommendations; 5) the president's report; 6) an International Institute of Municipal Clerks report; 7) a Texas Municipal League report; 8) various other considerations, including appointment of special committees, changes to policy and procedures, new programs, etc.; and 9) upcoming meetings. Your board serves the Association and strives to meet the needs of its members and this is YOUR ASSOCIATION! We are here to receive feedback and answer any questions you may have about TMCA and TMCCP. Please visit the [website](#) to see board members contact information and feel free to reach out to any member on the board!

The achievements of an organization are the results of the combined effort of each individual.

– Vince Lombardi

When will I see you? Check out the schedule at right!

TMCA President's Tour of Texas

CHAPTER	DATE
Pineywoods	1/16/2019
Yellow Rose	2/7/2019
Bluebonnet	3/13/2019
Northeast Texas	3/15/2019
Red River	3/20/2019
Central Texas	3/27/2019
Coastal Bend	3/28/2019
Hill Country	4/18/2019
Alamo	4/24/2019
Lone Star	7/18/2019
North Texas	9/11/2019
Lower Rio Grande Valley	9/18/2019
West Texas	11/13/2019
Salt Grass	12/11/2019
South Plains	12/18/2019
Panhandle	12/19/2019
Capital	TBA



TMCA's Municipal Clerks Office Award of Excellence

Accepting applications Oct. 1–Dec. 31

On behalf of the TMCA Executive Board, I am proud to announce the **Municipal Clerk's Office Award of Excellence**. The award was designed to recognize excellence in the effective and efficient management of resources in a municipal clerk's office.

You might be wondering what this is all about. Well, we all like/love what we do, right? Some days we may question why that is true, and others outside our profession may wonder why as well and that is okay. I thoroughly enjoy visiting with our members and hearing everyone talk about the day-to-day experiences of a municipal clerk in Texas. I believe most would agree that while a number of our duties are cyclical in nature, i.e., elections, board appointments, budgets, records management, etc., we have the opportunity to experience new things and some old things with a new twist. As a municipal clerk, we have to remain on our toes and be on the lookout for changing legislation, advisories, and rulings that impact our roles and duties, as well as improved or new technologies that catapult us into the future all while continuing our development as a knowledgeable, efficient, effective and

responsive professional while imparting professional standards of quality and integrity and remaining above reproach, and keeping the public's confidence. Quite a level to rise to! How does your office measure up in the eyes of your mayor and city council? The public? For the most part, in my opinion, municipal clerks are the very last to toot their own horns and/or maybe even receive recognition for a job well done. We are simply proud to serve our communities behind the scenes, which include the mayor, city council, staff, and residents. As with most of you, I am extremely proud of the services and many contributions my office provides to those we serve.

So how do we share our passion and our accomplishments in our professional life? We should be doing it each and every day, but how? **One way you can achieve the visibility and recognition is by applying to receive the designation.** The application submittal period is **October 1 through December 31, 2019**, and recipients will be notified by March 30, 2020. Don't delay: review the **application** today and begin preparing your application for submittal.

— *President Kim Sutter, TRMC*

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be an *inspired* LEADER!

TMCCP Graduate Institute Seminar

October 24-25, Fort Worth • speaker Joe Serio

Anyone may register! Topics include:

Managing Fear—Being Bold and Living the Dream

We'll explore fear as it impacts thoughts, beliefs, actions, and consequences, and illustrate how fear is the decisive factor in shaping one's leadership style. Includes: the roots of fear; identifying and reducing fear; understanding fear and productivity; and a seven-step success plan for managing fear.

Emotional Intelligence: Moving from the Inside Out

A variety of topics will be discussed, including the four pillars of EI, basic parts and functions of the brain and their role in determining our emotional responses; strategies for effectively controlling those emotional responses; and identifying and improving low emotional intelligence.

Being Resilient: Leaving Chronic Stress Behind

This segment dives into the issue of stress, discussing the physiology and neuroscience of stress, nutrition, health, exercise, diet, and sleep. It addresses resilience and presents strategies for reducing stress in order to develop more effective leadership.

Time Management: Getting More “Me” Time

Create a system for managing time under any circumstances. We'll address procrastination, uncover the myth of multitasking, setting goals and staying on course, and how to handle interruptions. Discover the critical connection between organization at home and performance at work.

Positive Interaction with Difficult People

Learn how judgments, perceptions, and assumptions affect communication; that fight or flight are not the only options; how and why listening is key; the importance of planning and goal setting in communication; strategies for giving and taking criticism; steps to resolve conflict effectively. Different types of personalities will be discussed with strategies for how to interact with them.

Leadership and Your Legacy

Pulling together all previous segments in the program, this features a discussion of what leadership looks like in real life, as well as defining the role and primary functions of a leader. The five pillars of leadership will be discussed along with practical ways to implement them in the workplace.

Celebrate Municipal Clerks

October 24, 2019
Sheraton
Fort Worth Downtown

TMCA Annual Business Meeting, 12:00 noon

Includes election of 2020 officers,
treasurer's report, and
voting on 2019 resolutions.

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

Includes presentation of the 2019
Texas Municipal Clerk of the Year,
presentation of scholarship awards,
recognition of our 2019 retirees,
and the 2020 president's acceptance
speech. Plus door prizes!

*Members' participation in and commitment to
the Texas Municipal Clerks Association
is vital to our success and future.*

We look forward to seeing you in Fort Worth!

*A banquet ticket and luncheon ticket is included
in your Graduate Institute registration.*

*If you are not attending the seminar
but would like to attend either event,
please purchase your banquet ticket in advance.*

Volunteer Now: TMCA Booth at the TML Conference

October 9-11, San Antonio

TMCA and its Alamo Chapter are in search of volunteers to showcase our profession at the TML Annual Conference to be held **October 9-11** in **San Antonio**.

If you plan to attend and would like to spread the word about the TMCA and the Certification Program, volunteer to work at our TMCA booth please **contact TML Booth Committee Chair Peggy Cimics at 210-566-6111**. See you in San Antonio!



*December 5-7
Hilton Palacio del Rio Hotel
San Antonio*

IIMC Region IV Meeting

Registration for the **IIMC Region IV meeting in San Antonio** on December 5-7 is now open! IIMC Region IV Director Leticia Vacek invites you to attend:

Hello Fellow Clerk Colleagues—

We have been working diligently to bring forth the best ever experience for you in San Antonio, Texas--home of the historic Alamo and the most fabulous Riverwalk. Not to leave out our Five Time National Championship Spurs! You are absolutely going to fall in love taking a River Barge Tour during the December season of our colorful and lighted Riverwalk. We are certainly looking forward to your attendance at the IIMC Region IV Meeting, where we are offering two Athenian Dialogues to select from as well as an Archival Program/ Tour of the City of San Antonio's Municipal Archives & Records Center. Come one, come all, and register early to meet me in San Antonio!

*—IIMC Region IV Director Leticia Vacek, TRMC, CMC, MMC
City Clerk/Director, City of San Antonio*

TMCA/TMCCP EDUCATION DIRECTOR'S CORNER

Mentoring as a Mutually Beneficial Partnership



TMCCP Education Director
Dr. Amy Holt

Do you want to help your peers take steps forward in their career? Mentoring is a great way to do that. Both as a “mentor” and as a “mentee,” you can be an effective force to help someone progress in their chosen career path. Whether that be a promotion, taking on a new assignment, or becoming a supervisor, a mentoring relationship can help both parties develop skills and attributes that allow for forward progress towards their professional goals. Mentoring can be defined as a more experienced team member guiding and developing the

knowledge, skills, and abilities of a peer. The “mentor” is usually viewed as the more experienced team member, but this is not always the case. Sometimes the “mentor” is less seasoned in the profession, but is very advanced in a particular skill set or personal attribute that the more seasoned “mentee” needs to acquire to strengthen their professional development goals.

If you want to be in a mentoring relationship consider these eight points (from Dr. Todd Dewett of “Authentically Accelerated”) for a successful mentoring experience.

Agree on a process with the other person

- When will you connect
- How frequently will you connect
- What are the topics you will address
- What communication channels will you use

Articulate the specific goals and skills to be attained

- What are the two to three specific goals to attain
- What milestones and skills will be needed to reach those goals
- What resources are needed to reach these goals

Be proactive to break down any status-related friction due to differences in knowledge or position

As the mentor, do anything you can to break down any “weird” feelings the less seasoned person may have due to perceived or real status differences

- Write the mentee a quick note to let them know you are thinking of them
- Go out of your way to say “hello” either in person or virtually whenever you can
- Tell them you are excited about the progress they are making

Probe with questions

- Don’t just give out advice
- Listen with probing questions so you can evaluate what they already know and what their limits are
- Example questions:
 - *What do you think about that?*
 - *What do you think the options are?*
 - *What would be some implications if you went a certain way with your decisions?*

Making connections

- Expand the mentee’s world by connecting them with people that might enhance their development

EDUCATION DIRECTOR'S CORNER

- Until they have proven themselves (that they are worth the risk of giving them your stamp of approval as a professional) connect them with groups where they can continue to learn
- Once they have proven that they are a “rock star” you can introduce them to a specific individual in your network who they may benefit from chatting with

Providing feedback

- Being a mentor is partially about being a cheerleader, but it's also about giving critical, difficult feedback
- Consider how the mentee best “hears” feedback. Is it in written form? In person?
- Provide examples of what they are doing

The Texas Municipal Clerks Association is an organization where mentoring “just happens.” We have a great group of individuals who are willing and able to mentor. **If you are interested in mentoring city clerks/secretaries and those who work in the municipal clerk's office, please send me (amy.holt@unt.edu) your name and contact**

well and where they can improve.

- When you are suggesting improvements make sure to include some concrete steps they can make as they concentrate on forward progress towards their goals.

Be authentic

- When you are the mentor, the mentee knows how great you are. Otherwise they wouldn't want you as a mentor. You want to continue to be the well-respected professional they see you as.
- Show them the real, whole person that you are:
 - *Tell them a little about your family*
 - *Tell them about a great learning moment you had*

- *Tell them about your failures*

- If you do this, it is another way to break down the status differences in your relationship so they can relax and listen more deeply to you

Checking up

- Are we doing more than having great conversations in this mentoring relationship? To do this, ask questions such as:
 - *Is the mentee doing something with my advice*
 - *Do you see evidence that they are moving forward*
 - *Are you still the right mentor for this person*

information. Include a list of the skills, expertise, and attributes that you feel capable of sharing with another person in the profession. **If you would like to be mentored, you can also send me your contact information.** If you have a specific area that you feel like you could benefit from having a mentor, please let me know that too.

OBITUARY

Pauline Small



We are heartbroken that our dear friend and mentor Pauline Small has passed. Her life will be celebrated in a memorial service held on Sunday, September 8, from 12-2:00 pm at the Webster Civic Center, 311 Pennsylvania St., Webster. In lieu of flowers, her family asks that you donate to the Houston Area Parkinson's Society or Care Partners: The Gathering Place.

Pauline is survived by her husband Richard Orville Small, her daughter, Aimee Cheleen Small, her son Richard Clay Small, her brother Walter Douglas Sawyer and his wife Linda Sawyer. Pauline was born on December 9, 1947, to parents Walter Sawyer and Ruby Beken Sawyer. She married Rick on June 12, 1969, at Park Place Lutheran Church. She graduated from the University of Houston with a Bachelor of Arts degree.

Pauline Small retired as the City Secretary of the City of Webster in 2015 after 36 years of dedicated public service. She was a longtime mentor, teacher, leader, and friend to Texas city secretaries.

Pauline was a member of the Texas Municipal Clerks Association for over two decades, and in that time served in leadership positions, as an instructor at the state and local levels, and as a good friend and mentor to her peers. She served on the TMCA Executive Board for 11 years and served on and chaired numerous TMCA committees. She held all offices in the TMCA Salt Grass Chapter, including that of president.

Her peers honored her as TMCA Salt Grass Chapter Municipal Clerk of the Year in 2001 and as the Texas Municipal Clerk of the Year in 2007.

PAULINE SMALL



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

Rachel Austin, Jonestown
Erica Berry, Llano
Lauren Field, Allen
Michelle Garcia, Belton
Rocio Gonzalez, Allen
Christine Green, University Park
Sheila Jennings, Farwell
Pamela King, Slaton
Kimberly Kopecky, Fulshear
Stephanie Martinez, Seabrook
Carla Oldacre, Wills Point
Dianna Buchanan, Haslet
Donna Raper, Emory
Elsa Robles, Hondo
Terry Ruiz
Cynthia Sullivan, Rosenberg
Danyel Swint, Rosenberg
Jennifer Vetrano, Kyle
Stefani Wright, Horseshoe Bay

Course 4

Rachel Austin, Jonestown
Barbara Bessent, Lubbock
Stefanie Borchers Brown, Leander
Nicola Browe, Stafford
Leslie Galloway, Kennedale
Debra Johnson, Canton
Bianca Maldonado, Cotulla
Mickie Matlock, Granbury
Catrina Maxwell, Nassau Bay
Patsy Patten
Courtney Paz, Lubbock
Donna Raglin, Runaway Bay
Danyel Swint, Rosenberg
Jessica Tucker, Luling

Course 2

Leah Brooks, White Oak
Johna Childers, Lufkin
Janet Dillard, Gun Barrell City
Kristin Downs, Duncanville
Katy Froyd, Cresson
Leslie Galloway, Kennedale
Michelle Garcia, Belton
Julie Harvill, Anahuac
Sheila Jennings, Farwell
Kristan Kahler, Ore City
Lisandra Leal, North Richland Hills
Georgia Martinez, Cotulla
Mickie Matlock, Granbury
Rita Monterrosa, Abilene
Lisa Moravitz, Upper Brushy Creek, WCID
Mayra Ortiz, Wilmer
Patsy Patten, Keene
Linda Pecina, Hearne
Christina Picioccio, Fair Oaks Ranch
Theresa Prasil, Teague
Donna Raglin, Runaway Bay
Jill Shelton, Bandera
Elizabeth Wilkinson, Schertz

Course 3

Brittany Andrews, Justin
Sheila Jennings, Farwell
Debra Johnson, Canton
Bianca Maldonado, Cotulla
Georgia Martinez, Cotulla
Linda Pecina, Hearne
Donna Raper, Emory
Elsa Robles, Hondo
Edna Rodarte, The Colony
Jennifer Vetrano, Kyle

IIMC Bulletins

Congratulations to **Kelly Ballard, TRMC**, city secretary, Keller; **Tracylynn Garcia, TRMC**, assistant city secretary, Tomball; and **Rachael Lynch, TRMC**, city secretary, Bridgeport, on receiving the **Certified Municipal Clerk** designation from the International Institute of Municipal Clerks (IIMC). To earn the CMC designation, a municipal clerk must attend extensive education programs often totaling more than 120 educational hours. The CMC designation also requires pertinent experience in a municipality.

TMCA CHAPTER NEWS

Alamo Chapter

By Chapter Vice President **Debby Goza, TRMC**

City Secretary, Live Oak

The Alamo Chapter met on June 26 with Vice President Debby Goza, TRMC, city secretary, Live Oak, calling the meeting to order. The meeting took place in Helotes at Helotes Gallery. This was a wonderful change of venue, and I wish to thank Helotes City Secretary Celina Perez for her efforts in making the meeting a success.

The meeting's guest speaker was award-winning author Cynthia Leal Massey, former corporate editor, college instructor, and magazine editor. She has published hundreds of magazine and newspaper articles and six books, two of them chronicling the history of Helotes. A full-time writer who publishes history columns for community publications, she is currently working on a new book, *Pioneer Cemeteries in Texas*. Ms. Massey gave a presentation on Historical Designations and steps to submit a nomination package to the Texas Historical Commission.

The April minutes and treasurer's report ending June 3 were approved by the chapter.

Vice President Debby Goza spoke about the October 9-11 TMCA booth in San Antonio. The results from the Alamo



The Alamo Chapter at their meeting at the Helotes Gallery.

ALAMO CHAPTER

Chapter survey were read and would be sent to TMCCP for review and approval.

Leticia Vacek, TRMC, city clerk, San Antonio, made a presentation to discuss the Alamo Chapter to serve as fiscal agent for the \$1,000 scholarship from the International Institute of Municipal Clerks (IIMC) to be used and to set aside funds to be used for the IIMC Region IV Education meeting in San Antonio on December 6.

On a sad note, the Alamo Chapter said a fond farewell to San Antonio Deputy City Clerk Leticia Saenz, TRMC.

Next Alamo Chapter Meeting was scheduled for August 28 to be hosted by the City of Universal City with special guest to be announced.



TMCA CHAPTER NEWS

Bluebonnet Chapter

By Chapter Secretary **Staci L. King, TRMC**

City Secretary, Stephenville

The Bluebonnet Chapter met on June 12 in Hamilton at the Hamilton Fine Arts Center, located in the beautifully restored, historic Knights of Pythias Lodge Hall. A barbecue lunch was sponsored by Waste Connections. Guests were welcomed by Mayor Jim McInnis and invocation was given by Ryan Polster, city secretary, Hamilton.

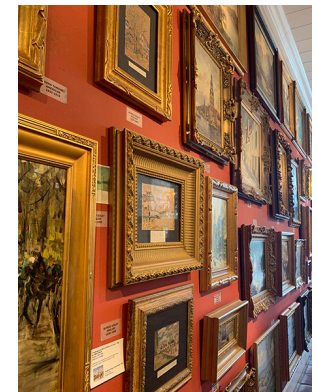
At the conclusion of the business meeting, the Bluebonnet Chapter was invited to tour the Ramsey Collection, which is housed on the historic downtown square. The Ramsey Collection is a private, forty-year collection of Old Masters, American Masters, European painters, and Modernists that is owned by Hamilton County residents Ray and Frances Ramsey. Mr. Ramsey was gracious to allow chapter members to tour his collection that includes works from Picasso, Kandinsky, Warhol, and Van Gogh, just to name a few. The Ramsey Collection is open by appointment to those wishing to visit and more information can be found at <http://ramseycollection.com/>. It is definitely worth the drive to Hamilton!

The Bluebonnet Chapter meets quarterly on the second Wednesday of the month at noon. The meeting locations for 2019 are: September 11, San Angelo, and December 11, Early.

Everyone is welcome to join us for lunch and fellowship! We would love for you to be a part of our chapter!



The Bluebonnet Chapter met in Hamilton in June. *At right:* The chapter was invited to tour the Ramsey Collection.



TMCA CHAPTER NEWS

Central Texas Chapter

By Chapter Secretary **Liz Caraway**

Assistant City Secretary, Waco

The Central Texas Chapter held a quarterly meeting at the Waco Dr Pepper Museum on June 21 hosted by the City of Waco. A delicious catered meal was provided by La Fiesta Restaurant. The meeting was called to order and Waco City Secretary Esmeralda Hudson provided a welcome.

Jana Lewellen, city secretary, Robinson, provided a very informative presentation and group discussion regarding elections.

Various business was discussed, including the nomination and approval for Chapter Clerk of the Year: Roshuna Wiley, deputy city secretary, Mexia.

Planning started on an Athenian Dialogue hosted by the chapter on October 4 in Waco. The meeting ended with a “What’s Happening in Your City” blurb from attendees. The October meeting will be hosted by the City of Mexia.

Everyone is invited to attend any of our chapter meetings. Contact President Michelle Hicks, TRMC, city secretary, Lacy Lakeview, at michelle.hicks@lacylakeview.org for more information.



The Central Texas Chapter in June (from left to right): Julie Olvera (Waco), Crystal Briggs (Nolanville), Althea Anthony (Morgan’s Point Resort), Roshuna Wiley (Mexia), Christi Shivers (Mexia), Donna Barkley (Woodway), Sandie Polk (Waco), Michele Bean (Waco). *Middle row:* Sendra Camarillo (Waco), Amy Casey (Belton), Wanda Brooks (Bellmead), Janet Sheguit, Jessica Navarro (Nolanville). *Front row:* Trish Ervin (Bellmead), Esmeralda Hudson (Waco), Michelle Hicks (Lacy Lakeview), Jana Lewellen (Robinson) and Liz Caraway (Waco).

TMCA CHAPTER NEWS

Coastal Bend Chapter

By Chapter Secretary **Cathy Duhart, TRMC**

City Secretary, Sinton

Greetings from the Coastal Bend Chapter! This quarter our chapter held a meeting in Sinton on June 20 at the Back Street Cafe.

We enjoyed a delicious meal at the Back Street Café and had a great time of fellowship, sharing, and catching up.

During our business meeting, an educational program presentation was given by Officer Justin Martinez of the Sinton Police Department on “Workplace Violence.” Officer Martinez gave us some key points to look for such as: negative changes in employee behavior, increased level of passive aggression, sense of helplessness, verbal threats, etc. After the presentation, Officer Martinez answered questions from those present and gave some ideas and suggestions for workplace safety at their individual office places.

The Coastal Bend Chapter was presented an idea for a new chapter



From left to right (front row): Rebecca Huerta, City Secretary, Corpus Christi; Mary Valenzuela, City Secretary, Kingsville; Ruby Beavens, Asst. City Secretary, Rockport. *Back row:* Officer Justin Martinez, Sinton Police Department; Kimberly Henry, City Secretary, Ingleside; Cathy Duhart, City Secretary, Sinton; Kandi Hubert, City Secretary/Administrator, Goliad; Teresa Valdez, City Secretary, Rockport; Gabriela Hernandez, City Secretary, Beeville; Jan Hill, City Secretary, Fulton.

logo by Ruby Beaven, assistant city secretary, Rockport. The chapter loved the logo and hopefully you all will get to see it soon and especially at the 2020 TMCA Graduate Institute, which is coming to Corpus Christi.

We are really excited about the TMCA Graduate Institute coming to Corpus Christi in 2020! We are getting closer to the date and are starting to finalize plans for the different entertainment events for the attendees.

Our next meeting will be in Beeville in September and we are looking forward to that being hosted by City Secretary Gabriela Hernandez.

Anyone interested in joining the Coastal Bend Chapter, or for general inquiries, can contact Chapter Secretary Cathy Duhart, city secretary, Sinton, at 361-364-2381 or city1395@sintontexas.org.

TMCA CHAPTER NEWS

Hill Country Chapter

By Chapter Secretary **Kerri Craig, TRMC**

City Secretary, Horseshoe Bay

The Hill Country Chapter met in Fredericksburg at Rathskeller Restaurant on June 20. We took care of the usual business related to approving minutes and financial reports, and quickly moved on to discussions regarding our upcoming Athenian Dialogue.

The Hill Country Chapter will be hosting an Athenian Dialogue on Friday, September 13. It will be held at The Ruff Haus, 502 E. Austin Street, in Wine/Shopping/Historical/Scenic Fredericksburg, Texas. Mary Lynne Stratta will facilitate a fascinating discussion regarding

the book *The Girls of Atomic City: The Untold Story of the Women Who Helped Win World War II* by Denise Kiernan. There will be a tour of the Nimitz Museum after the dialogue. We are very excited to be hosting this special event!

The next chapter meeting was scheduled for August 15. We always meet in Fredericksburg, where the restaurants and shopping make it very hard to go back to work after the meeting!

TMCA CHAPTER NEWS

Lower Rio Grande Valley Chapter

By Chapter Historian **Ruth McGinnis**
City Secretary, San Benito

June 2019 Meeting

Lower Rio Grande Valley Chapter met on June 19 in the City of Weslaco. The meeting was hosted by Weslaco City Secretary Myra Garza. We wish to thank Mr. Ricardo Saldana, Emergency Management Coordinator, Hidalgo County, for being our guest speaker and providing vital emergency management and hurricane safety educational material. The chapter also nominated Peñitas City Secretary Ana Valdez as the 2019 Texas Municipal Clerk of the Year.

July 2019 Meeting

The Lower Rio Grande Valley Chapter met on July 17 in the City of Pharr. The meeting was hosted by Pharr City Secretary Hilda Pedraza. President Yesenia Rodriguez swore in Ruth McGinnis, city secretary, San Benito, as historian for the Lower Rio Grande Valley Chapter. A tabletop discussion from different cities' 2019 election experiences was shared from which all attendees learned from each other. A dialogue was also held discussing House Bill 2840 which takes effect September 1, affecting cities' public comment period. Arcie Felix, city secretary, Mercedes, also announced her retirement. Several city secretaries announced plans to attend the Annual TML Conference in San Antonio where a TML Region 12 meeting will also be held.



The Lower Rio Grande Valley Chapter met in Weslaco in June; they are pictured here with guest speaker Ricardo Saldana, Emergency Management Coordinator, Hidalgo County.



LOWER RIO GRANDE VALLEY CHAPTER

It was President Yesenia Rodriguez's birthday which was celebrated with a lunch and a birthday cake.

For more information about the Lower Rio Grande Valley Chapter or how you may join, please contact Chapter President Yesenia Rodriguez at 956-566-1375.



Clockwise from top left: The LRGV Chapter celebrated President Yesenia Rodriguez on her birthday. The chapter met in the City of Pharr in July. The chapter met in June at the City of Weslaco. The chapter during its July meeting the City of Pharr.

TMCA CHAPTER NEWS

North Texas Chapter

By Chapter President **Amy Shelley, TRMC**
City Secretary, Southlake

Greetings TMCA members!

I can hardly believe summer is over! I hope you all enjoyed vacation time with your families, got your youngsters off to begin a new school year, college students moved into their new “digs,” and are ready for the next fiscal year. I wish you all well during this time of renewed energy and goal-setting.

NTMCA members continue to thrive and support each other in so many ways. During the month of May, i.e., election season, we saw many of our experienced members reach out to new clerks with guidance on conducting elections, campaign rules, and the dissemination of public information. It always makes me proud of our organization when I witness the spirit of camaraderie and support shared among our members.

For our April meeting we hosted an Athenian Dialogue. I want to give a BIG thanks to the Seminar Committee (Christine Loven, Colleyville; Allison Tidwell, Fort Worth; Amy Arnold, White Settlement) for doing an awesome job with this year’s Athenian Dialogue. Dialogue leader TMCA/TMCCP Education Director Dr. Amy Holt did an excellent job of presenting *The Woman Behind the New Deal* by Kirstin Downey. I think everyone took away a little bit of history and deeper understanding of how



The North Texas Chapter at their June Awards Luncheon.

NORTH TEXAS CHAPTER

different our working lives would be today, had it not been for the careful planning of Frances Perkins.

In June, we held our annual awards luncheon in the Grand Hall at NRH Centre. The location, menu, and glowing vases as centerpieces were enjoyed by all. I was presented the NTMCA Clerk of the Year award and Alicia Richardson (North Richland Hills) was nominated for the TMCA Clerk of the Year award. Alicia has been a longtime volunteer for our chapter. We appreciate her time and devotion to our organization. We all thrive because of the efforts of our dedicated members. On top of all 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. During the awards luncheon, we recognized these committees and members: Holiday, Municipal Clerk of the Year, Membership, Professional Seminar, Legislative, Technology/Communications, Audit, Alyce Deering Scholarship, Nominating, and Bylaws.

Our July meeting was held as a Joint Meeting in Richardson with the TMCA Lone Star Chapter. It was a pleasure gathering with another local chapter. We all loved the food and hospitality of our hosts. The meeting was a big hit with our guest speaker, Cynthia Cruz, Partnership Specialist in the Dallas Regional Census Office. She shared with us some valuable information about the upcoming 2020 Census. The Constitution requires the census and it's your lawful duty to be



TMCA North Texas and Lone Star Chapters at their joint meeting in July.

counted. Census 2020 will be the first to allow online participation. Being counted also helps to ensure that your city gets a fair share of the \$675 billion aid to federal programs, membership in the House of Representatives, and representation in state government. Though the census is a massive undertaking involving hundreds of millions of people, it happens only once every 10 years. So the government hires extra hands specifically for the census. Go to 2020census.gov/jobs or call 1-855-JOB-2020 to learn about the available positions—including clerks, recruiting assistants, office operations and field supervisors and census takers. These workers become the vital link to their fellow residents, supporting community initiatives involving legislation, quality-of-life and consumer advocacy. Businesses use census data to create jobs and local governments use the data for public safety and emergency preparedness.

NORTH TEXAS CHAPTER

The NTMCA board is wrapping up another productive year. In FY 18-19, we maintained a balanced budget, had some amazing speakers present, maintained our Facebook page, and improved communication through social media. We couldn't do it without our committee volunteers, host cities, supporters, and members for their time and devotion to our chapter.

Now, this being my last TMCA newsletter as president, I'd like to take this opportunity to express my personal gratitude to each of

our board members. Vice President Monica Solko, Treasurer Traci Henderson, Secretary Christine Green, and Historian Erika McComis have done a fabulous job this year! In addition to their "real jobs" and families, these ladies put in numerous hours supporting the programs and events our members enjoy each month. It truly is a group effort and I have been honored to work with this team! I thank you, from the bottom of my heart, for all your hard work, encouragement, and friendship! I wish you the best as you carry the torch next year. I know you will all do great work on behalf of our members. Cheers!

TMCA CHAPTER NEWS

Northeast Texas Chapter

By Chapter President **Kristan Kahler**
City Secretary, Ore City

The Northeast Chapter met on June 7. We were hosted by White Oak City Secretary Melba Haralson.

The nominating committee was happy to nominate Melba as our chapter's nominee for Municipal Clerk of the Year. Melba has been a blessing to many of us in the Northeast Texas Chapter with her helpful spirit and wealth of knowledge in her profession.

The ladies entered into a roundtable discussion where we gave and received advice from our peers on such subjects as dealing with disgruntled citizens, elections, budgets, and many other topics.

Our meeting adjourned and we enjoyed a time of visiting and a delicious barbecue lunch.

We look forward to our next meeting in September which will be hosted by Canton City Secretary Debra Johnson.



TMCA CHAPTER NEWS

Pineywoods Chapter

By Chapter President **Ellie Monteaux, TRMC**

City Secretary & Assistant City Manager, Livingston

Greetings from the Pineywoods Chapter!

The TMCA Pineywoods Chapter held their quarterly meeting in downtown Lufkin at The Manhattan Italian Restaurant on July 24.

The January minutes and the financial reports were approved. Chapter President Ellie Monteaux provided information about the TMCA Municipal Clerk's Office Achievement of Excellence Award and encouraged members to review the guidelines for the award and to submit their applications in the fall. Other business discussed included purchase of door prizes for the 2019 TMCCP Graduate Institute Seminar, appointment of an Audit Committee per chapter bylaws, and acceptance of nominations for chapter officers for the term beginning January 2020. Nominations were accepted as follows: Ellie Monteaux for Chapter President, Cinda Garner for Chapter Vice President, and Julie Davis for Chapter Secretary/Treasurer. Membership certificates were presented. We discussed contacting other city secretaries in our region to invite them as a guest to our October meeting.



July Meeting of the Pineywoods Chapter, *from left to right*: Wendy Bendy, City Secretary, Colmesneil; Kelli Beall, City Secretary/Accountant, Hemphill; Amanda Treat, City Secretary, Teneha; Cinda Garner, City Secretary, San Augustine; Julie Davis, City Secretary, Huntington; Johnna Childers, Assistant City Secretary, Lufkin; Jenny Page, City Secretary, Humble; Jeaneyse Mosby, Finance Director, San Augustine; Mitzi Thompson, City Secretary, Crockett; Debbie Wells, City Secretary, Lovelady; and Ellie Monteaux, City Secretary/Assistant City Manager, Livingston.

PINEYWOODS CHAPTER

Scholarship applications for the Pineywoods Chapter scholarship are due by September 30 with the award of the scholarship at the October meeting.

Our next Pineywoods Chapter meeting will be held Wednesday, October 16. Everyone is welcome to attend this meeting. It will be a great time to get together before we are all busy with fall activities. Best wishes from the Pineywoods Chapter!



Pineywoods Chapter Members Ellie Monteaux (left) and Laure Morgan are pictured with Ron Hall, co-author of *The Same Kind of Different As Me* at the Texas City Management Conference held in Fort Worth in June. Mr. Hall provided a heartfelt look into his friendship and life with Mr. Denver Moore and encouraged each of us to make a difference in the lives of those around us.

TMCA CHAPTER NEWS

Red River Chapter

By Chapter Secretary **Sharon McFadden, TRMC**

City Secretary, City of Graham

The Red River Chapter met for our quarterly meeting at Johnny Carinos in Wichita Falls on June 19.

President Balthrop called the meeting to order and welcomed everyone. Normal chapter business followed with the approval of minutes and financials. Our chapter nominated and approved an Athenian Dialogue Committee consisting of President Marie Balthrop, Brenda Tarpley, and Kim Hemmi. We also nominated and approved a Travel Stipend Committee with Sandy Page and Sharon McFadden as participants.

Our chapter is in the process of coordinating an Athenian Dialogue for the near future. Watch the TMCA and the IIMC website for upcoming details.

Jo Stone, city secretary, Vernon, was awarded TMCA's travel stipend to attend the TMCCP Legislative Update in San Marcos in August. Jo Stone also received a TMCA seminar registration fee scholarship to attend the TMCCP Graduate Institute in Fort Worth scheduled for October 2019.



Red River Chapter members at their June meeting. *Front row:* Marie Balthrop (President), Sandy Page, Jo Stone, Margie Poole, Sharon McFadden (Secretary), Gerri Ayers, Brenda Tarpley, Amanda Ruddy. *Second row:* Kim Hemmi (VP/Treasurer), Tim Houston.

RED RIVER CHAPTER

Our next meeting will be held on Wednesday, September 18, at 1:00 p.m. at Johnny Carinos, 4330 Kell W Blvd., Wichita Falls, 76309. Everyone is invited to attend any of our chapter meetings.

For more information about the Red River Chapter contact Chapter President Marie Balthrop (Wichita Falls) at marie.balthrop@wichitafallstx.gov or Chapter Secretary Sharon McFadden (Graham) at smcfadden@grahamtexas.net.



Front row: Marie Balthrop (President), Sharon McFadden (Secretary), Amanda Ruddy.
Second row: Tim Houston, Jo Stone, Kim Hemmi (VP/Treasurer), Gerri Ayers, Brenda Tarpley, Sandy Page, Margie Pool.

Red River members present at the June meeting:

- Sandy Page, TRMC, City Secretary, Bowie
- Margie Poole, City Clerk, Burkburnett
- Sharon McFadden, TRMC, City Secretary, Graham
- Gerri Ayres, City Secretary, Holliday
- Brenda Tarpley, TRMC, City Secretary, Jacksboro
- Tim Houston, City Secretary, Olney
- Kim Hemmi, TRMC, City Secretary, Scotland
- Jo Stone, City Secretary, Vernon
- Marie Balthrop, TRMC, CMC, City Clerk, Wichita Falls
- Amanda Ruddy, Deputy City Clerk, Wichita Falls

TMCA CHAPTER NEWS

Salt Grass Chapter

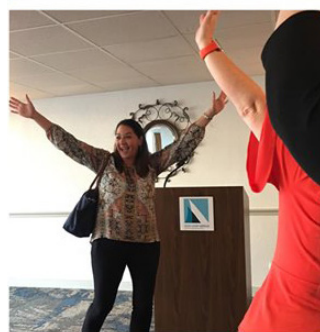
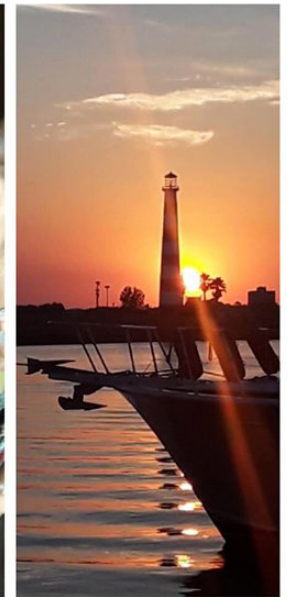
By Chapter Secretary **Dixie Roberts, TRMC**
City Secretary, Alvin

Salt Grass Summer

The Salt Grass Chapter took a three-month hiatus after its April meeting. However, several members of the chapter attended an Athenian Dialogue held at South Shore Harbour Resort and Conference Center in League City taught by our very own member and past president Lee Woodward. The Salt Grass Chapter welcomed all attendees to the TMCCP “Emotional Intelligence” Seminar in League City with a tote full of treats. A special thank-you to all members who helped put the totes together, supplied gifts, and handed them out during the seminar! The Salt Grass Chapter, along with Municode and CobbFendley, also hosted a social hour for attendees at the TMCCP seminar in League City. Light hors d’oeuvres and spirits were served. Thank you to all those that made this event possible! Great fun was had by all!

Upcoming Events

The chapter will gear up for an exciting next few months returning with a meeting on August 14 in La Porte. The chapter will host the annual Salt Grass Chapter Public



SALT GRASS CHAPTER

Information Act Seminar in Stafford on September 11. Topics in this seminar will include the ABCs of the Public Information Act, open records policies, processing public information requests, calculating cost estimates, and social media records. Guests are always welcome! For more information on the Salt Grass Chapter, please contact President Crystal Dozier, TRMC, city secretary, City of Hunters Creek Village, at crdozier@cityofhunterscreek.org.

Come Join Us!

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!



TMCA CHAPTER NEWS

South Plains Chapter

By Chapter Secretary **Zanea Carpenter, TRMC**
City Secretary, Muleshoe

The South Plains Chapter met at Triple J's Chop House & Brew Pub on June 19 for our quarterly meeting. Our meeting was hosted by Zanea Carpenter from the City of Muleshoe.

Chapter President Belinda Terrell of Whiteface called the meeting to order. Zanea Carpenter, city secretary, Muleshoe, introduced our guest speaker, Gary McHone, chief of police for the City of Muleshoe. Chief McHone holds a Bachelor of Arts in Homeland Security and a Master of Arts in Criminal Justice. He has a Master Peace Officer license and has graduated from the FBI Command College. He has his CPM and is a licensed Police Instructor through the State of Texas. Chief McHone began his law enforcement service in the United States Air Force of which he is a veteran of Operation Desert Storm. Gary spoke to group on leadership using strategies from the book *Lincoln on Leadership* by Donald T. Phillips.

President Terrell congratulated Barbara Bessent of Lubbock, Nikki Coronado of Shallowater, and Sheila Jennings of Farwell for passing their latest exams at the TMCCP



The South Plains Chapter at their June meeting.

SOUTH PLAINS CHAPTER

seminar held in League City. Belinda Terrell was also congratulated for passing her last exam.

Veronica Olguin of Morton gave a report of our upcoming chapter seminar. We also looked forward to hosting an Athenian Dialogue on *The Underground Railroad* (authored by Colson Whitehead) with dialogue leader Kathleen Novak on July 26 at the Lubbock Memorial Civic Center.

Our next meeting will be September 18. Sharon Trumble, New Deal, will host the meeting. If you would like to join us please contact Chapter Secretary Zanea Carpenter at zcarpenter@city-of-muleshoe.com for information.



Muleshoe Police Chief Gary McHone spoke to the chapter on leadership in June.

Members and guests in attendance at the June chapter meeting:

Zanea Carpenter, TRMC, City Secretary, Muleshoe

Toni Chrestman, TRMC, Retired, Slaton

Susan Collazo, Municipal Clerk, Post

Betty Conde, City Secretary, Lamesa

Andrea Corley, Executive Assistant, Levelland

Nikki Coronado, Assistant City Secretary, Shallowater

Amanda Cummings, TRMC, City Secretary, Shallowater

Kathy Field, TRMC, Deputy City Secretary, Slaton

LeAnn Gallman, TRMC, City Manager, Muleshoe

Becky Garza, TRMC, City Secretary, Lubbock

Debbie Gressett, TRMC, City Secretary, Seminole

Patricia Isaguirre, TRMC, City Secretary Hale Center

Gary McHone, Police Chief, Muleshoe

Rosa Mendez, TRMC, City Secretary, Friona

Magen Murchison, Mgmt Asst to City Secretary, Lubbock

Meg Nelson, City Secretary, Post

Veronica Olguin, TRMC, Deputy City Secretary, Morton

Kim Perez, TRMC, City Secretary, Ralls

Elena Quintanilla, TRMC, City Manager, Ransom Canyon

Lisa Richardson, City Secretary, Anton

Brenda Shaw, TRMC, City Manager/Secretary, Morton

Deana Smith, TRMC, City Manager, Post

Belinda Terrell, City Manager/Secretary, Whiteface

Sharon Trumble, City Secretary, New Deal

Amy Wallace, City Secretary, Crosbyton

Beth Walls, TRMC, City Secretary, Levelland

TMCA CHAPTER NEWS

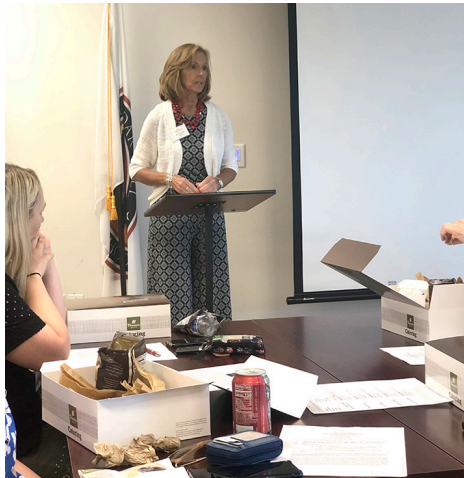
Yellow Rose Chapter

By Chapter President **Angie Wade, TRMC**
 City Secretary, Ennis

Greetings from the Yellow Rose Chapter!

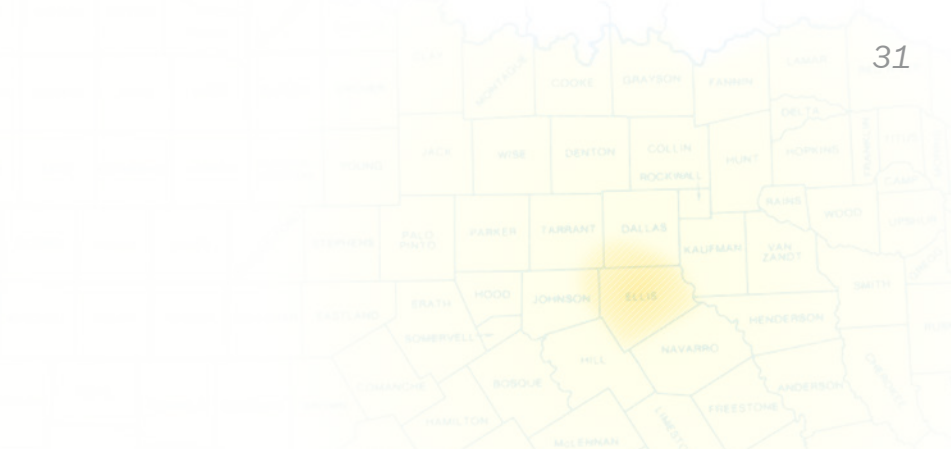
The Yellow Rose Chapter has had an exciting quarter! As TMCA’s newest chapter, we’ve finalized the details and are thrilled to be hosting our first Athenian Dialogue on November 8 in Cedar Hill. Thank you to Bryan City Secretary Mary Lynne Stratta, TRMC, for agreeing to facilitate the dialogue over the book *Capital Gains: Smart Things I Learned Doing Stupid Stuff*. Registration for the dialogue sold out in one day! We are excited at the opportunity to grow as a chapter through this experience and look forward to welcoming our guests from around the state.

The chapter met June 6 at the City of Cedar Hill Government Center. Member Lori Cartwright, city secretary, Waxahachie, gave a presentation regarding “Re-



Above: In June the chapter celebrated retiring city secretary Shelly Doty, TRMC, of the City of Cleburne.

At far left: Lori Cartwright, TRMC, city secretary, Waxahachie. At near left: TMCA Executive Board Trustee Amanda Campos, TRMC, city secretary, Burleson.



YELLOW ROSE CHAPTER

cords Management,” specifically electronic records. Lori and her deputy Amber Villarreal had recently attended a class given by the Texas State Library and Archives Commission on “Managing Electronic Records for Local Governments” and were able to answer many questions posed by our members. It was agreed on that electronic records management is a subject that all of our members could benefit from.

The chapter recognized retiree Shelly Doty from the City of Cleburne. Shelly served the City of Cleburne for 28 years and is a founding member of the Yellow Rose Chapter. TMCA Board Trustee and Yellow Rose Chapter member Amanda Campos presented Shelly with her retiree blanket on behalf of the Texas Municipal Clerks Association membership. She was also presented with flowers and a gift from the chapter. Shelly will be missed by all of us, but has promised to stay active with the chapter!

New members Jessie Hanks from the City of Kaufman and Caryn Stevens from the City of Red Oak were recognized and welcomed to the Yellow Rose Chapter. Congratulations were given to Kristin Downes, city secretary, Duncanville, for completing the requirements for her Texas Registered Municipal Clerks Certification; and to Lori Cartwright, city secretary, Waxahachie; Amber Villarreal, deputy city secretary, Waxahachie; and Angie Wade, city secretary, Ennis, for receiving their Certified Municipal Clerk designations from the International Institute of Municipal Clerks. We continue to encourage our members to educate themselves—not only to benefit the cities they work for, but to also grow confidence in themselves.

The chapter’s Clerk of the Year Committee recognized this year’s Yellow Rose Clerk of the Year and nominee for TMCA Clerk of the Year: Angie



Above: The Yellow Rose Chapter at their June meeting.

Wade, City Secretary, City of Ennis. I was humbled to receive the nomination, and reminded of the importance of membership in your chapter and in the Texas Municipal Clerks Association. It’s not only the educational value in membership, but it’s also the friendships, the encouragement, the pick-me-ups when needed, the “only an email away” from answers to almost any question we are posed with, and the pats on the back that we all need from time to time.

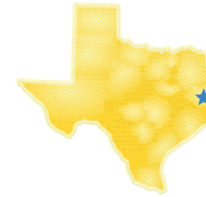
Members present included: Kristin Downes, Duncanville; Cynthia Chapman, Cleburne; Belinda Berg, Cedar Hill; Cindy Gross, Balch Springs; Ivy Peterson, Cleburne; Jessie Hanks, Kaufman; Katie Cenicola, Cedar Hill; LaGerisyn Runnels, Cedar Hill; Mayra Ortiz, Lancaster; Pam Woodall, Ovilla; Shelly Doty, Cleburne; Kathryn Roberson, Pantego; Leslie Galloway, Kennedale; Dana Argumaniz, Red Oak; Jesse Elizondo, Burleson; Amanda Campos, Burleson; Amber Villarreal, Waxahachie; Lori Cartwright, Waxahachie; MoNa Lisa Galicia, Grand Prairie; Ronda Quintana, Oak Leaf; Cathy Dimaggio, Grand Prairie; Angie Wade, Ennis.

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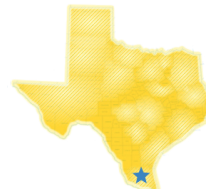
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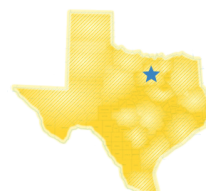
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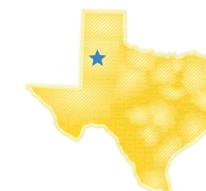
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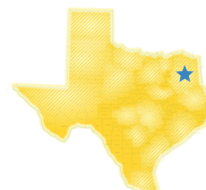
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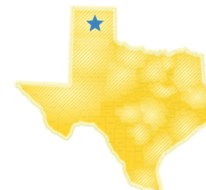
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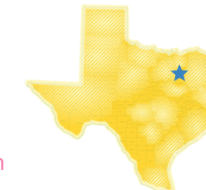
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EX-OFFICIO MEMBERS: *TMCA President Kim Sutter, President Elect Shelley George, and Immediate Past President Marie Balthrop*

Advisory Management Committee

Lydia Lopez, Hewitt, Past President, Chair
Kim Sutter, Euless, President
Marie Balthrop, Wichita Falls, Immediate Past President
Shelley George, Allen, President Elect
Melissa Brunner, Flatonia, Certification Committee Chair
Peggy Burnside, TMCA/TMCCP Administrative Director*
Dr. Amy Holt, TMCA/TMCCP Education Director*

Audit Committee

**non-voting member*

René Dowl, Garland, Chair
Norma Aguilar-Grimaldo, Odessa
Kristina Vega, Gonzales
Amanda Campos, Burleson, Board Liaison

Membership Committee

Amy Shelley, Southlake, Chair
Comprised of Chapter Presidents
Alicia Richardson, North Richland Hills, Board Liaison

Municipal Clerk of the Year Committee

Jeanne Bellinger, Brenham, Chair
Roxanne Benitez, Spring Valley
Myrna Rios, Austin
Tina Stewart, The Colony
Aimee Nemer, Richardson, Board Liaison

Municipal Clerks Office Award of Excellence Committee

Michelle Hicks, Lacy Lakeview, Chair
Rebecca Garza, Lubbock
Cheryl Gibson-Salgado, Spearman
Thelma Gilliam, West University Place
Jenny Page, Humble
Alicia Richardson, North Richland Hills, Board Liaison

Nominating Committee

Jennifer Reyna, Alamo Heights, Chair
Kerri Craig, Horseshoe Bay
Sandra Passailaigue, Leon Valley
Susie Quinn, Murphy
Alicia Smith, Willow Park
Kim Sutter, Euless, President
Shelley George, Allen, President Elect

Open Records Steering Committee

Jannette Goodall, Austin

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Doris Speer, Tomball, Chair
Tracy Norr, Mansfield
Angie Wade, Ennis
Beth Walls, Levelland
Christi Shivers, Mexia, Board Liaison

Retirement Committee

Stella Sauls, Borger, Chair
Lisa Henderson, Plano
Rebecca Huerta, Corpus Christi
Brenda Shaw, Morton
Deborah Sorenson, Royse City
Gretchen Mercer, Canyon, Board Liaison

Scholarship Committee

Crystal Roan, Webster, Chair
Linda Asbell, Lakewood Village
Sara Copeland, Andrews
Erika McComis, Argyle
Tanya Smith, College Station
Bobbie Jo Taylor, Crandall
Jo Ann Touchstone, Lakeway
Maria Jackson, Missouri City, Board Liaison

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Melinda Welsh, Friendswood, Chair
Michelle Hicks, Lacy Lakeview
Ana Valdez, Penitas
Lee Woodward, La Porte, Board Liaison

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Alamo Chapter members
Peggy Cimics, Cibolo, Board Liaison

TML Representative

Aimee Nemer, Richardson