



TMCA NEWS

CONTENTS

- President's Message** • page 1
 - Clerk of the Year Honorees** • page 4
 - Election Law Seminar** • page 5
 - New Recertification Options** • page 6
 - New Website Features** • page 7
-
- SPECIAL ANNUAL BANQUET SECTION**
- 2010 TMCA Annual Banquet** • page 8
 - TMCA 2010 Clerk of the Year** • page 10
 - 2011 TMCA Officers** • page 11
 - 2011 Officers & Committees** • page 12
 - President's Acceptance Speech** • page 13
 - Profile: New Trustee** • page 19
 - Scholarships** • page 20
 - 2010 TMCA Retirees** • page 24
-
- TMCA Booth at TML Conference** • page 25
 - TML Report** • page 26
 - IIMC News** • page 27
 - Chapter News** • page 30
 - TMCCP Certificates Earned** • page 35
 - Chapter Contact Information** • page 59

President's Message

As many of you know, service to others has always been a virtue that I value very highly. I have served others in many different ways over the years: sometimes through one-on-one conversations; sometimes in groups that start out purely as visits; and sometimes through more organized venues such as civic organizations, and certainly through my local municipal clerks chapters – North Texas Municipal Clerks Association and more recently, the Lone Star Chapter.

I had always been in awe of the knowledge and abilities of those who were members of the TMCA board and those who had served before them. I can remember thinking when I first became a member of TMCA that it would be great to be as knowledgeable, competent,



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TMCA President
Pamela Schmidt, TRMC
City Secretary, Richardson

PRESIDENT'S MESSAGE

and confident as they were, and that I wanted to be like them. Well, our esteemed leader, Dr. Joyce Snay, presented me with that very challenge when she talked to me about accepting the nomination to serve on the TMCA board. I began my service on the board in January 2002. The end of December 2010 will complete nine full years on the board, with one more to come as past president. In order to do the things asked and required of me in my service to you, I've had to study, ask a lot of questions, learn, and always remember that I was representing each of you as well as our profession—a very principled and respectable profession—and my city in all things. With everything that I did, from the way I dressed to the articles written for you, I was challenged to present the values I held and felt that each of you should think about. Such responsibility and duty underscored my purpose and gave me structure. By the end of this year, I will have visited cities and met fantastic and inspirational city clerks throughout the state. I hope that I was able to fulfill my duties to you in the manner expected by you.

Your board members and executive staff have had a very successful year, and I challenge each TMCA member, TMCA board member, and

staff member to continue to be ever mindful of the need for continued growth. Always keep in mind the purpose and goal when considering changes and to be open to new ideas. To the members particularly, I urge you to communicate openly to the board, which meets four times a year and reads every comment on the evaluation forms you complete at the end of each seminar—but don't stop there. If you have an idea or suggestion, send an email to each board member or to the president. Always strive to be the best you can be.

Although I could go on and on about this wonderful organization, the friendships made, the challenges and experiences and successes throughout 2010, I won't. I will tell you that it has truly been an honor to serve you for the past nine years and particularly in 2010 as your president. See you in 2011.

Thank you!

Pamela Schmidt, TRMC

2010 TMCA President

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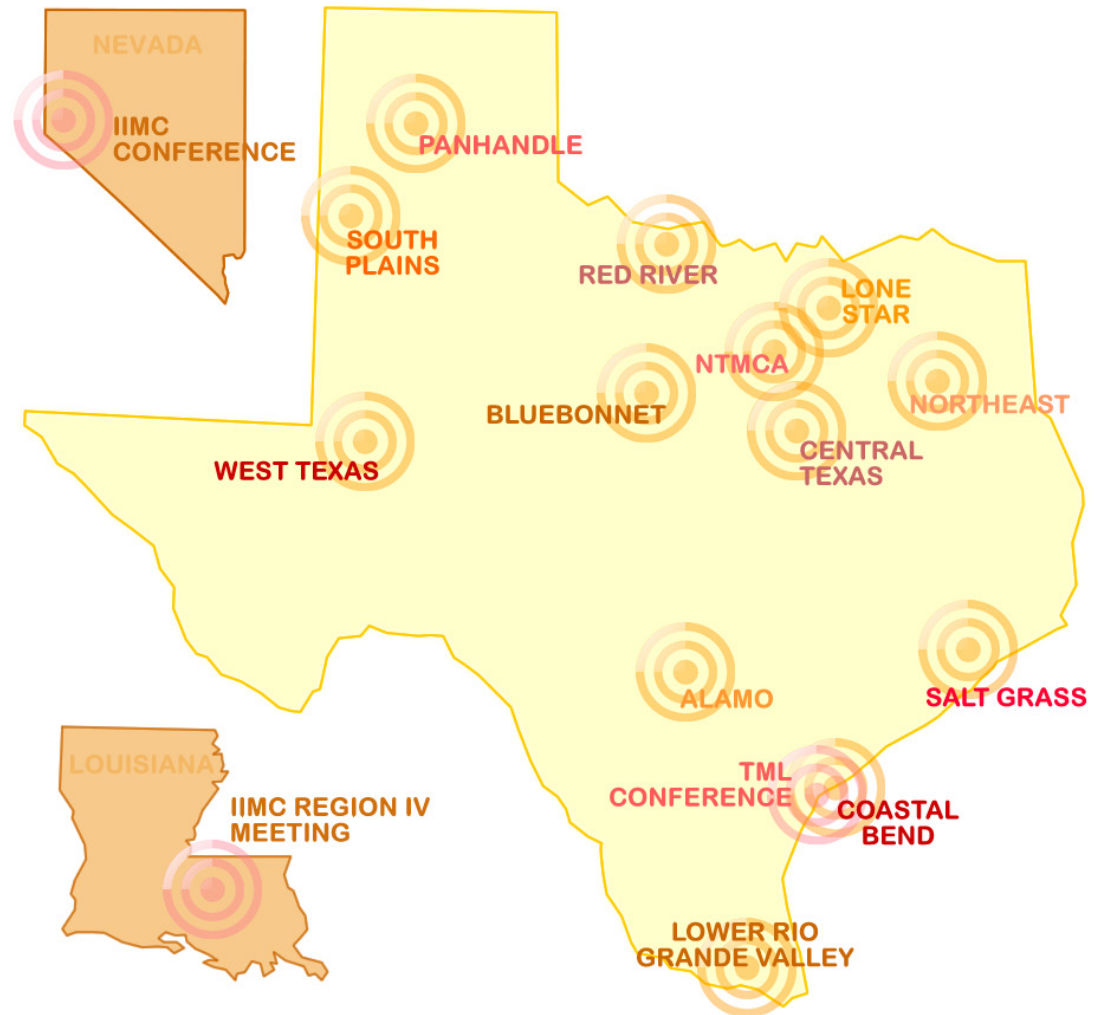
2010 President's Travels

In her capacity as 2010 president, TMCA President Pamela Schmidt traveled extensively this year from her home city of Richardson. She coordinated visits with thirteen TMCA chapters across the state, represented us at the 2010 IIMC Conference in Nevada, convened at our Affiliates Day session at the annual TML Conference, and attended the IIMC Region IV meeting in Louisiana.



Above: With the Coastal Bend Chapter members in June.

February 17, Hillsboro - Central Texas Chapter	November 17, Odessa - West Texas Chapter
May 23-27, Reno, Nevada - IIMC Annual Conference	November 18 - Lower Rio Grande Valley Chapter
June 10, Port Aransas - Coastal Bend Chapter	December 1 - Red River Chapter
August 11, Houston - Salt Grass Chapter	December 3-4, Baton Rouge, Louisiana - IIMC Region IV meeting
August 25, San Antonio - Alamo Chapter	December 8, Eastland - Bluebonnet Chapter
September 8, Fort Worth - North Texas Chapter	December 10, Tyler - Northeast Chapter
October 6, Lucas - Lone Star Chapter	December 15 - South Plains Chapter
October 28, Corpus Christi - TML Conference - Affiliates' Day Session	December 16 - Panhandle Chapter



2010 Texas Municipal Clerk of the Year Honorees

Marie Balthrop, TRMC
City Secretary, Holliday



Red River Chapter
state nominee &
Chapter Clerk of the Year

Shelly Doty, TRMC
City Secretary, Cleburne



North Texas Chapter
Chapter Clerk of the Year

Lila Fuller, TRMC
City Secretary, Nacogdoches



Pineywoods Chapter
state nominee &
Chapter Clerk of the Year

LeAnn Gallman, TRMC
City Secretary, Muleshoe



South Plains Chapter
state nominee

Mary Kayser, TRMC
City Secretary, Garland



state nominee
TMCA Municipal Clerk
of the Year

Linda Knight, TRMC
City Secretary, Breckenridge



Bluebonnet Chapter
state nominee

Lydia Lopez, TRMC
City Secretary, Hewitt



Central Texas Chapter
state nominee

Yrene Morgan, TRMC
Administrative Assistant, Teague



Central Texas Chapter
Chapter Clerk of the Year

Lisa Olmeda, TRMC
City Secretary, Wharton



Salt Grass Chapter
state nominee &
Chapter Clerk of the Year

Irma Parker, TRMC
City Secretary, Rockport



Coastal Bend Chapter
state nominee

Pamela Schmidt, TRMC
City Secretary, Richardson



North Texas Chapter
state nominee

Scarlet Swoboda, TRMC
City Secretary, Victoria



Coastal Bend Chapter
Chapter Clerk of the Year

Teresa Valdez, TRMC
City Secretary, Bastrop



Capital Chapter
state nominee &
Chapter Clerk of the Year

Carole Vanzant, TRMC
City Secretary, Fair Oaks Ranch



Alamo Chapter
state nominee &
Chapter Clerk of the Year
Hill Country Chapter
Chapter Clerk of the Year

Annette Villarreal, TRMC
City Secretary, McAllen



Lower Rio Grande
Valley Chapter
state nominee &
Chapter Clerk of the Year

Toni Wilson, TRMC
City Secretary (ret.), Sundown



South Plains Chapter
Chapter Clerk of the Year

Kathy Wingo, TRMC
City Secretary, Lucas



Lone Star Chapter
state nominee &
Chapter Clerk of the Year

TMCCP SEMINAR

Election Law Seminar

January 12-14, 2011, Irving, Texas

Early Registration Deadline: *December 29*

Join us Wednesday, **January 12**, through Friday, **January 14**, at the **Sheraton Grand Hotel DFW** in Irving for our annual **Election Law Seminar!** **Learn more and register now.**

The optional **Pre-Seminar Session** covering “**Responsibilities of the Municipal Clerk in Municipal Elections**” and “**Step-by-Step Process of an Election**” runs Wednesday from 10:30 a.m. to 4:00 p.m. This Pre-Seminar session is recommended for those new to elections, or for those experienced in elections who are seeking a refresher. Registration for this session includes the invaluable “**Step-By-Step**” **handbook**.

An optional **Question-and-Answer Session** will be held for an hour at 6:00 p.m. on Wednesday with a panel of city secretaries and experts. Anyone is welcome to attend this informal session.

The **Election Law Seminar** begins at 7:00 p.m. on Wednesday and adjourns at 11:00 a.m. on Friday. (*A list of topics and speakers is available in the chart at right.*)

Our Thursday luncheon features a **graduation ceremony** for all those who have earned their Texas Registered Municipal Clerk Certification through TMCCP in 2010 and those who have completed recertification. **Our keynote speaker will be US District Judge Ron Clark.**

We hope to see you in Irving this January! **Register today.**

Pre-Seminar Session (optional)

Wednesday, January 12, 10:30 a.m.–4:00 p.m.

Responsibilities of the Municipal Clerk in Municipal Elections, Step-By-Step Process of an Election

Patrice Fogarty, TRMC; Mary Kayser, TRMC; Sherry Mashburn, TRMC; and Toni Milam, TRMC

Q&A Session (optional)

Wednesday, January 12, 6-7:00 p.m.

Featuring a panel of city secretaries

This session is open to any pre-seminar or seminar attendee.

Election Law Seminar

Wednesday, January 12, 7:00 p.m., through Friday, January 14, 11:00 a.m.

Wednesday evening concurrent sessions (choose one):

Election Workshop for Small Cities

LeAnn Gallman, TRMC; Linda Knight, TRMC; and Pauline Small, TRMC

or

Provisional Voting

Mary Kayser, TRMC, and Susie Quinn, TRMC

or

Contracting with ISDs and Other Entities

Patricia Ervin, TRMC, and Sherry Mashburn, TRMC

Thurs. and Friday concurrent sessions (attend all three):

Redistricting Legislation Information/Contracting & Training Workers

Bruce Sherbet

and

Ethics in the Election Process

Maureen Kane

and

Early Voting

Lydia Ozuna, TRMC; Mary Lynne Stratta, TRMC; and Sandra Watkins, TRMC

TMCCP RECERTIFICATION

New Additional Options For TMCCP Recertification

Attention all graduates pursuing recertification: we have some exciting news for you!

Effective January 1, 2011, those enrolled in their second TMCCP recertification (or beyond) will now have **new alternative educational options** to the three required book reports. (There is no retroactive credit for any of the new options listed at right.)

We welcome your questions! Please contact the TMCCP/TMCA office at 940-565-3488 with any questions. ★



The requirements for the second TMCCP recertification (and beyond) beginning January 1, 2011:

1. **Enroll** in the TMCCP Recertification Program.
2. **Be a member of TMCA, Inc.**, at time of recertification enrollment and maintain continuous membership throughout recertification.
3. **Attend the following six TMCCP seminars:**
 - 2 TMCCP Graduate Institute Seminars
 - 2 TMCCP Election Law Seminars
 - 2 TMCCP Seminars (other than the Graduate Institute and Election Law Seminars)
4. **New: educational options! Accumulate a total of 60 points from the following options.**
 Note: at least one book report is required.
 - Book report (at least one required) (**list of approved books**) *each 20 points*
 - TMCCP revised homework module (**learn more**) *20 points*
 - **Athenian Dialogue with assessment** (to be graded by Education Director Dr. Snay) *20 points*
 - Knowledge Transfer Action Plan (**KTAP**) with approved seminar (e.g., ARMA, TSL, and other professional certifications and groups outside of TMCCP)
 - 10 points (minimum 6 hr. seminar)*
 - 20 points (minimum 12 hr. seminar)*
 - **IIMC Academy session with assessment** *20 points*
 - **IIMC online distance learning course** *30 points*
 - Approved **college course** in government, management, business administration, public administration, finance, or economics *40 points*

New Website Features

TMCA is excited to announce our new online shopping and seminar registration capabilities, as well as a new, expanded TMCA directory!

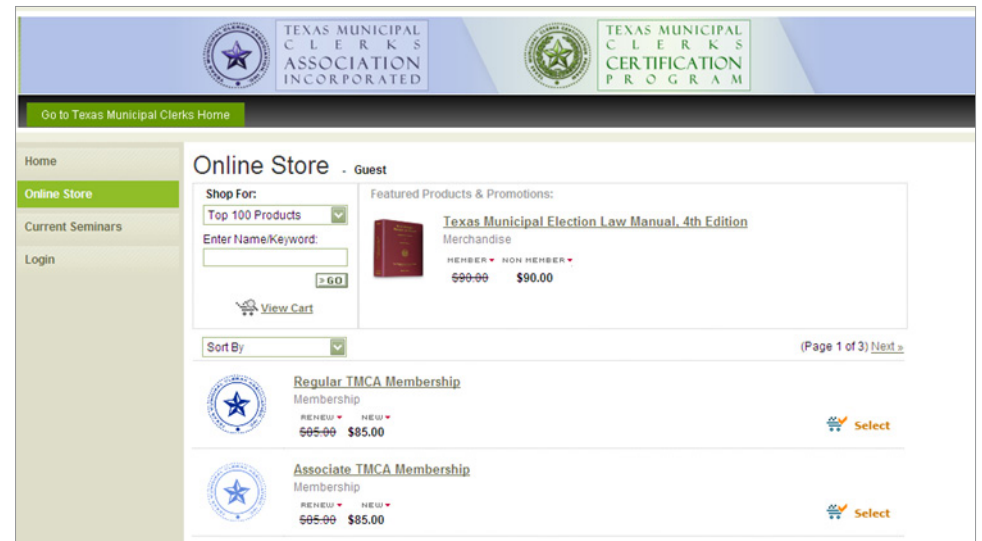
We sent all TMCA members an email in early November announcing our **new interactive portal**. From this new portal you can sign in and purchase items in our online store (we now accept credit cards!), register for TMCCP seminars, renew your TMCA membership dues, update your contact information, check the status of your membership dues, and view the expanded searchable TMCA online membership directory!

If you have not yet signed in and confirmed the account we have set up for you, **contact us** so that we can give you your temporary password to get you started.

We look forward to rolling out new features in the coming year, including an upgraded view of TMCCP enrollees' work and history in the Certification Program and Recertification Program. Stay tuned! ★



Texas Municipal Clerks' new portal.



Texas Municipal Clerks online store.

TMCA Annual Banquet

TMCA held a wonderful, memorable annual banquet this year at the Hilton Galveston Island Resort on October 14, 2010. TMCA members were recognized, scholarships were awarded, 2010 retirees were honored, the 2010 TMCA Municipal Clerk of the Year was announced, and the 2011 TMCA officers were sworn into office.

The following pages in this special TMCA newsletter section offer a glimpse of the banquet. We hope to see you next year at the TMCA banquet at the **InterContinental** in **Addison** on **November 3, 2011!**



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2010 TMCA President **Pamela Schmidt, TRMC**, city secretary, Richardson, receives a plaque of appreciation from the TMCA membership, presented by 2011 TMCA President **Mary Kayser, TRMC**, city secretary, Garland.

At left: Salt Grass Chapter members at the TMCA Annual Banquet. From left to right: Crystal Roan, deputy city secretary, Webster; Pauline Small, TRMC, city secretary, city secretary, Webster; Glenda Gundermann, city secretary, Sugarland; Thelma Lenz, TRMC, city secretary, West University; Sandra Watkins, TRMC, city secretary, Deer Park; Maria Gonzalez, deputy city secretary, Missouri City; and Salt Grass Chapter President Missy Bunch, TRMC, city secretary, Katy.

2010 TMCA Municipal Clerk of the Year

*Congratulations to Garland City Secretary
Mary Kayser, TRMC, on her selection as the
2010 TMCA Texas Municipal Clerk of the Year!*

The prestigious award was presented by TMCA Municipal Clerk of the Year Committee Member Cara McPartland, TRMC, city secretary, Wimberley, at the TMCA Annual Awards Banquet held in Galveston on October 14.

Mary has served as the city secretary of the City of Garland since November 2006. Previously she served as the city secretary of Burleson from 1999-2006, and as the deputy city secretary of Burleson from 1992-1999.

She earned her Texas Registered Municipal Clerk Certification in 1999 (No. 325), and recertified in 2004 and 2009. Mary has also earned both the CMC and MCC designations from IIMC.

Mary is active in her professional memberships. She has held membership in TMCA since 1993, and has served on several committees, including the Certification Committee and the Advisory Management Committee. Mary has recently served as the TMCA representative on the TML Board of Directors. She has held



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2010 Municipal Clerk of the Year **Mary Kayser, TRMC** (left), city secretary, Garland, is presented a plaque by TMCA Municipal Clerk of the Year Committee Member **Cara McPartland, TRMC**, city secretary, Wimberley.

2010 MUNICIPAL CLERK OF THE YEAR

the TMCA offices of trustee, treasurer, secretary, vice president, and president elect. In 2011, Mary will serve as the president of TMCA, Inc.

Mary is also active in both the North Texas Chapter (NTMCA) and the Lone Star Chapter of TMCA, and has served on several NTMCA Chapter committees. Mary has served in all offices of the NTMCA Chapter, and was honored as the NTMCA Clerk of the Year in 2001, 2008, and 2009.

Mary holds membership in the International Institute of Municipal Clerks, where she has served on committees such as Annual Conference Committee, Resource Committee, and the Policy Review Committee, which she currently chairs; she was also a member of the IIMC Property Assessment Task Force. Mary was recently nominated by the TMCA Executive Board to represent Texas as the IIMC Region IV director, and will assume that position in May 2011.

Mary has served as an excellent teacher and mentor to Texas

Municipal Clerks. She has co-presented for TMCA at the TMCCP Election Law Seminar on “Early Voting” and “Step By Step: Conduct of an Election,” as well as at TMCA’s session during TML Affiliates

Day. She has been a Texas Municipal League instructor for Newly Elected Officials every year since 2006. She has also taught at the local level for the Government Finance Officers Association of Texas, the TMCA Lone Star Chapter, and the TMCA North Texas Chapter. Mary has also served as a convener for both TMCA and IIMC. Additionally, Mary has been co-author of the three most recent editions of TMCA’s Texas Municipal Clerks Handbook.



2010 Municipal Clerk of the Year **Mary Kayser, TRMC** (center), city secretary, Garland, is applauded by TMCA President **Pamela Schmidt, TRMC** (left), city secretary, Richardson, and TMCA Municipal Clerk of the Year Committee Member **Cara McPartland, TRMC**, city secretary, Wimberley.

When nominating Mary as a candidate for TMCA Municipal Clerk of the Year, Missouri City City Secretary Patrice Fogarty, TRMC, wrote, “Mary has been a mentor to so many clerks, bringing them expert advice and the relief in knowing they have someone in their corner and on their side... someone to help them traverse the laws and demands of this profession.” ★

2011 TMCA Executive Board

The TMCA officers were installed at the Annual Banquet on October 14 in Galveston.

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Seated, from left to right:

Vice President Norma Grimaldo, TRMC
City Secretary, Odessa

President Mary Kayser, TRMC
City Secretary, Garland

President Elect LeAnn Gallman, TRMC
City Secretary, Muleshoe

Standing, from left to right:

Trustee Sandra Watkins, TRMC
City Secretary, Deer Park

Treasurer Linda Knight, TRMC
City Secretary, Breckenridge

Trustee Annette Villarreal, TRMC
City Secretary, McAllen

Trustee Pauline Small, TRMC
City Secretary, Webster

Immed. Past Pres. Pamela Schmidt, TRMC
City Secretary, Richardson

Trustee Cheryl Gibson-Salgado, TRMC
City Secretary, Spearman

Trustee Susie Quinn, TRMC
City Secretary, Rowlett

Secretary Art Camacho, TRMC
City Secretary, Haltom City

Trustee Sherry Mashburn, TRMC
City Secretary, College Station

2011 TMCA Officers & Committees

Officers

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Secretary Art Camacho
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Treasurer Linda Knight
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EX-OFFICIO MEMBERS: *Advisory Management Committee Chair Patricia Ervin, Waco; Peggy Burnside, TMCCP/TMCA Administrative Director*

Committees

Advisory Management Committee

Patricia Ervin, Waco, Past President, Chair
LeAnn Gallman, Muleshoe, President Elect
Mary Kayser, Garland, President
Pamela Schmidt, Richardson, Immed. Past Pres.
Becky Garza, Lubbock, Certification Comm. Chair*
Peggy Burnside, TMCCP/TMCA Admin. Dir.*

Audit Committee

Brenda Craig, Kerrville, Chair
Melba Haralson, Gladewater
Amanda McCrory, Burleson
Norma Grimaldo, Odessa, Board Liaison

Historian

Suzanne Finch, Hereford

Membership Committee

(Comprised of **Chapter Presidents**)
Shelly Doty, Cleburne, Chair
Sandra Watkins, Deer Park, Board Liaison

*non-voting member

Municipal Clerk of the Year Committee

Cara McPartland, Wimberly, Chair
Peggy Cimics, Cibolo
Linda Rhodes, Lake Worth
Christi Shivers, Mexia
Christi Wilson, The Colony
Sherry Mashburn, College Station, Bd. Liaison

Nominating Committee

Brenda Dennis, Schertz, Chair
Aimee Nemer, Murphy
Irma Parker, Rockport
Mary Lynne Stratta, Bryan
Carole Vanzant, Fair Oaks Ranch
LeAnn Gallman, Muleshoe, Board Liaison
Mary Kayser, Garland, Board Liaison

Open Records Steering Committee

Melissa Brunner, Flatonia

Resolutions Committee

Marie Balthrop, Holliday, Chair
Cynthia Bowman, Bryan
Toni Chrestman, Slaton
Diane Cockrell, Decatur
Laure Morgan, Hemphill
Annette Villarreal, McAllen, Board Liaison

Retirement Committee

Gail Weir, Ore City, Chair
Melissa Brunner, Flatonia
Sharon Harris, La Porte
Sonja Land, Mesquite
Jennifer Reyna, Alamo Heights
Susie Quinn, Rowlett, Board Liaison

Scholarship Committee

Diane Zucco, Plano, Chair
Krishna Langton, Sealy
Sandra Passailaigue, Shavano Park
Brenda Shaw, Morton
Linda Zartler, Boerne
Peggy Burnside, TMCCP/TMCA Admin. Dir.
Pauline Small, Webster, Board Liaison

Technology Committee

Patrice Fogarty, Missouri City, Co-Chair
Shelley George, Allen, Co-Chair

TML Booth Committee

Thelma Lenz, West University Place, Chair
Salt Grass Chapter Members

TML Representative

Norma Grimaldo, Odessa, Vice President

Certification Committee

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EX-OFFICIO MEMBERS: *Mary Kayser, TMCA President; LeAnn Gallman, TMCA President Elect; and Pamela Schmidt, TMCA Immediate Past President*

2011 President's Acceptance Speech

© Paul Traves, TL6 Photography



2011 President Mary Kayser, TRMC
City Secretary, Garland

Mary Kayser, TRMC, city secretary, Garland, was elected the 59th president of TMCA during the TMCA Annual Business Meeting on October 14, 2010, in Galveston. She presented this acceptance speech to attendees of the TMCA Annual Banquet.

I am so honored to stand here before you as your 2011 TMCA President.

In 1991 when Jean Crawley, the Burleson city secretary, hired me to be the records coordinator in the City of Burleson, I had no idea what a city secretary did. A short time after I was hired, the city manager resigned, and Jean and the public works director, Bill Davison, became co-acting city managers—a position they held for 18 months. Jean asked me to “help her out,” and soon I found myself taking minutes, putting together agenda packets, posting agendas, and many of the other things a city secretary does. Then suddenly we were faced with four recall petitions which were highly political. They were validated, and so my very first election involved the recall of four council members, a mayoral election, and the regular election of three council members. After it was over, the four council members had been recalled, three council members were elected, and the mayor’s seat was in a run-off. We had a run-off election for mayor in June, and then in August (back in the day when we had four election dates) we had a special election to fill the three vacancies created by the recall—one of which resulted in another run-off. That was handled in September, and by October we had a full council seated.

PRESIDENT'S ACCEPTANCE SPEECH

At this point Jean had made me her deputy. I was so excited because I had found a career that I loved. At one point during all this, I asked Jean how she stayed so calm with all the activity of the elections and the regular activities of running the City of Burleson. She credited her training, involvement with TMCA and NTMCA, and her friends Alyce Deering, Susan Crim, Ranette Larsen, and others. Looking back now, I think that her attendance at TMCA seminars and NTMCA business meetings were as much therapy as they were educational. As we all know, no one understands us and the stresses, foibles, and joys of our jobs like other clerks. Once we were able to catch our breath, Jean signed me up for membership in the NTMCA and TMCA, and I was entered into the certification program.

Jean's integrity, work ethic, poise, calm demeanor, and confidence inspired me. She also believed that there were no limits on what you could do as a city secretary. Managing Municipal Court and the Information Technology Department were just two of the many opportunities I had to learn and grow while in Burleson. Jean's standards were high. Many people thought that she expected perfection. She didn't expect perfection, but you had better be aiming for it. If you made a mistake, you admitted it, fixed it, and didn't make it again. She had a passion

for the profession of city secretary and for clerk education. She was very proud of the certification program and the recertification program. She was involved with the local chapter and with TMCA. She encouraged me to do the same.



Jean Crawley, city secretary, Burleson (since retired), during her 1993 TMCA presidency.

As I mentioned, I was enrolled in the certification program and had made a start but hadn't gotten very far. Work kept getting in the way. Jean was now a deputy city manager with Burleson, and she let me know that if I had thoughts about being city secretary in Burleson, I had better get my TRMC. Needless to say that lit a fire under me, and I got busy and got certified.

I was fortunate to have Jean as a mentor. She embodied what a municipal clerk really is: knowledgeable, ethical, educated, and involved. Not only did she give a lot to her career, she gave to other clerks with her time and through her involvement with TMCA. She served as TMCA president in 1993, was named TMCA Municipal Clerk of the Year in 1996, and served on the Administrative Management Committee. She was part of the team that selected Dr. Joyce Snay to take over as TMCA executive director from Dorothy Byrd. As a matter of fact, that was how I first met Dr. Snay: she and Jean were scheduled to have lunch. Something came up, and Jean was not able to go, so I was drafted to take Dr. Snay to lunch. That was the start

PRESIDENT'S ACCEPTANCE SPEECH

© Paul Traves, f16 Photography



2011 President Mary Kayser, TRMC, delivers her acceptance speech.

of a great friendship with Dr. Snay. Jean wasn't able to be here tonight, but I know that the fact that I am standing here as your 2011 president is directly related to Jean's mentorship, encouragement, and support.

While I was working on my certification, I was able to see what a dynamic organization TMCA was, and I knew then that I wanted to be a part of it. I was still a deputy, so I volunteered to serve on committees in the North Texas Chapter, and eventually became an officer. Once I was named city secretary in Burleson, I filled out a committee interest form for TMCA and received my first committee assignment on the Certification Committee. It was amazing to see what all went into our education program. Since I knew that I loved elections, I worked up the nerve to ask Pauline Small and Patrice Fogarty, two individuals that I admired greatly, if they wanted some help with their Early Voting presentation. I thought it might be easier with three people, and they said yes. That was a terrific opportunity to share something I loved with other clerks, to find out that I was able to get up in front of people and talk, and it was the start of great friendships.

A few years later I was approached to be a trustee on the TMCA board. I felt honored and inadequate at the same time, but I said yes anyway. During my time on the TMCA board, I have learned so much about this organization and just how dynamic and strong it is. The dynamics and strength come from you, the members, and I am thrilled to stand here as your TMCA president for 2011.

I want to thank Billy Arcement for allowing me to expand on some of his thoughts on leadership which mirror my own.

Last year President Schmidt gave us a challenge to put our TMCA Code of Ethics in a prominent place in our office and to look at the code and reflect on it. I want to present you with another challenge this year. Take that cornerstone of ethics and integrity and build a solid foundation of leadership skills.

I believe that every one of us is a leader. However, we must believe that we are leaders, and we have to see ourselves as leaders. Have you been in one of these situations? Raising children? You are a leader.

PRESIDENT'S ACCEPTANCE SPEECH

Offering a helping hand to others at work? You are a leader. Are you active in a social or professional organization? You are a leader.

My challenge to you is to be on the look out for those leadership opportunities, both big and small. The more we practice the skill of leadership, the better we become at it.

I also believe that leadership is where the rubber meets the road. As municipal clerks we often describe our jobs as where the rubber meets the road. In our cities, we interact with citizens and fellow employees, and we have the ability to influence how municipal government is seen by our citizens. Great organizations are lead by great leaders. How do you become a great leader? Look for those opportunities to work with leaders that you admire in your city, your community, in TMCA, or other professional organizations you may be involved in. Participate in leadership classes. If you are in the midst of recertifying, pick one of the many books on leadership that are on the book list and read it with the thought of, "How can I apply this to my life, my job or my community?" Then put into practice the skills of leadership.

My challenge to you is to approach your work responsibilities from the viewpoint of an effective leader. Mentor a clerk, encourage other clerks to join TMCA or their local chapter and to enter and complete the Certification

Program. Be that person that helps employees, council, and your citizens to work together better. Effective leadership will create a positive impact in your office and your city. It takes effective leadership to get the job done right.

I also believe that as leaders we must make learning a core requirement for success. As leaders we must constantly grow our knowledge base and challenge those who work for and with us to do the same. Through TMCA we have great opportunities for learning. We have varied seminar topics. The TMCCP recertification book list has a variety of books on leadership, personal growth, more technical topics, and several books that have been used in the Athenian Dialogues. Utilize the Athenian Dialogues if you are looking for a learning experience that is interactive and personal. If you or one of your staff attend a seminar or do a book report, encourage discussion of the topic at work.

I read a quote from Alvin Toffler: "The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn and relearn."

My challenge to you is to not become complacent; we must seek out knowledge and apply it.

And my final challenge for you is to continue to incorporate our TMCA



2011 TMCA President **Mary Kayser, TRMC**, city secretary, Garland, is administered the oath of office by 2010 TMCA President **Pamela Schmidt, TRMC**, city secretary, Richardson.

PRESIDENT'S ACCEPTANCE SPEECH

Code of Ethics into all we do. I believe that as city secretaries, we are leaders, and when we as leaders follow our code of ethics, we have integrity. We are principled, dependable, trustworthy, and consistent. At times this can be a courageous stance to take, but remember you have a fantastic network of clerks that are standing with you and supporting you.

Leadership is truly about a willingness to serve others. As your president, I am offering my service to you, the members of TMCA.

Let me close with a quote from George Bernard Shaw:

“I am of the opinion that my life belongs to the whole community, and as long as I live, it is my privilege to do for it whatever I can. I want to be thoroughly used up when I die, for the harder I work, the more I live. I rejoice in life for its own sake. Life is no ‘brief candle’ for me. It is a sort of splendid torch which I have got hold of for the moment, and I want to make it burn as brightly as possible before handing it on to future generations.”

Let us make the torch that is TMCA burn even brighter in 2011.

Thank you. ★



2010 committee chairs present at the banquet are recognized for their service.

Standing from left to right: Certification Committee Chair **Becky Garza, TRMC**, city secretary, Lubbock; Membership Committee Chair **Melba Haralson, TRMC**, city secretary, Gladewater; Nominating Committee Chair **Toni Chrestman, TRMC**, city secretary, Slaton; Resolutions Committee Chair **Carole Vanzant, TRMC**, city secretary, Fair Oaks Ranch; Retirement Committee Chair **Danette Dunlap, TRMC**, city secretary, Abilene; Scholarship Committee Chair **Marie Balthrop, TRMC**, city secretary, Holliday; Technology Committee Co-Chair **Shelley George, TRMC**, city secretary, Allen; TML Booth Committee Chair **Scarlet Swoboda, TRMC**, city secretary, Victoria; and Open Records Steering Committee Chair **Melissa Brunner, TRMC**, city secretary, Flatonia.



2010 TMCA President **Pamela Schmidt, TRMC** (*far right*), city secretary, Richardson, swears in the 2011 officers: President **Mary Kayser, TRMC**, city secretary, Garland; President Elect **LeAnn Gallman, TRMC**, city secretary, Muleshoe; Vice President **Norma Grimaldo, TRMC**, city secretary, Odessa; Secretary **Art Camacho, TRMC**, city secretary, Haltom City; and Treasurer **Linda Knight, TRMC**, city secretary, Breckenridge.



The 2011 TMCA trustees were sworn into office at the Annual Banquet. *From left to right:* **Annette Villarreal, TRMC**, city secretary, McAllen; **Pauline Small, TRMC**, city secretary, Webster; **Susie Quinn, TRMC**, city secretary, Rowlett; **Sherry Mashburn, TRMC**, city secretary, College Station; **Cheryl Gibson-Salgado, TRMC**, city secretary, Spearman; and **Sandra Watkins, TRMC**, city secretary, Deer Park.

PROFILE

New Executive Board Trustee Sandra Watkins, TRMC

Sandra Watkins has served as the city secretary of Deer Park since 1992; she was previously the deputy city secretary from 1985-1992.

Sandra received her Texas Registered Municipal Clerk Certification (TRMC) in January 2000 (No. 362). She recertified in 2005 and 2010. Sandra is also an IIMC Certified Municipal Clerk.

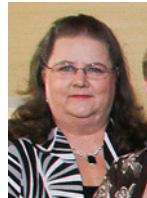
Sandra is active in her professional affiliations. In TMCA, she has served on the Certification Committee (2007-2010), Audit (1997), Historian (2000), Nominating (2004), Resolution (chair 2002), Scholarship (2003, chair 2006), and TML Booth (chair 2001). Sandra is also active in IIMC.

She is a member of the Salt Grass Chapter of TMCA, where she has served as all offices including that of president. She has served on the

following Salt Grass Chapter committees: Annual Banquet, Audit, By-Laws, Christmas, Clerk of Year, Deloris McKenzie Scholarship, Fundraising, Meeting Location, Nominating, Procurement, Scholarship, and Silent Auction. She has hosted the Annual Salt Grass Chapter Public Information Seminar since 2002. Sandra was the chapter's nominee for the TMCA Municipal Clerk of the Year in 2000, 2009, and 2010, and the Salt Grass Chapter Municipal Clerk of the Year

in 2000 and 2009.

Sandra is an excellent mentor and instructor to her fellow clerks. She has taught on "Early Voting" at the TMCCP Election Law Seminar, and has been a HGAC Election Law instructor. She is a co-author of TMCA's *Texas Municipal Clerks Handbook*. ★



Congratulations to Sandra Watkins, TRMC, City Secretary, Deer Park, on her election to the 2011 TMCA Executive Board!



2010 TMCA President Pamela Schmidt, TRMC (left), city secretary, Richardson, installs 2011 Trustee Sandra Watkins, TRMC (right), city secretary, Deer Park, as fellow 2011 Trustee Cheryl Gibson-Salgado, TRMC (center), city secretary, Spearman, looks on.

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2010 Scholarships



Scholarship Committee Chair Marie Balthrop, TRMC, City Secretary, Holliday

Top right: Municipal Code Corporation Scholarship winner **Amy Piukana**, assistant to the city secretary, Hurst, with **Dale Barstow**, vice president sales, Municipal Code Corporation.

Near right: Franklin Legal Publishing Scholarship winner **Barbara Boyd**, city secretary, Center, with **Charles Clements**, Franklin Legal Publishing.

Congratulations to the fifteen TMCA members who were awarded scholarships at the Annual Banquet! This year the TMCA Major Scholarship Awards included the Dorothy F. Byrd Scholarship, the Lila Fern Martin Scholarship, the Dr. Joyce Snay Scholarship, and individual scholarships from the following vendors: American Legal Publishing, Franklin Legal Publishing, Linebarger Goggan Blair & Sampson, and Municipal Code Corporation. Two MCCi Records Management Scholarships were also awarded.

The TMCA Scholarship Committee awards scholarships annually amongst a pool of applicants based upon factors of eligibility. Thank you to this year's Scholarship Committee for their service: Chair Marie Balthrop, TRMC, city secretary, Holliday; Toni Milam, TRMC, city secretary, Buda; Brenda Shaw, TRMC, city secretary/manager, Morton; Christi Shivers, TRMC, city secretary/finance director, Mexia; Peggy Burnside, TRMC, administrative director, TMCA/TMCCP; and Board Liaison Sherry Mashburn, TRMC, city secretary, College Station.



learn more about TMCA scholarship opportunities

SCHOLARSHIPS



Above photos from left to right: Municipal Code Corporation Scholarship winner **Ellie Monteaux**, city secretary, Livingston, with **Dale Barstow**, vice president sales, Municipal Code Corporation.

MCCi Records Management Scholarship winner **LeAnn Gallman**, TRMC, city secretary, Muleshoe, with **Russell Haddock**, senior account executive SW Region, MCCi.

Franklin Legal Publishing Scholarship winner **Melissa Brunner**, TRMC, city secretary, Flatonia, with **Charles Clements**, Franklin Legal Publishing.

Near right: **Russell Haddock**, senior account executive SW Region, MCCi.

Far right: **Dale Barstow**, vice president sales, Municipal Code Corporation.



SCHOLARSHIPS

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Above left: **Dr. Joyce Snay, TRMC**, education director, TMCA/TMCCP, with American Legal Scholarship winner **Beth Nemeth**, city secretary, Blooming Grove.

Above center: **Russell Haddock**, senior account executive SW Region, MCCi, with MCCi Records Management Scholarship winner **Pauline Small, TRMC**, city secretary, Webster.

Above right: **Kathy Wingo, TRMC (left)**, city secretary, Lucas, was presented the Linebarger Goggan Blair & Sampson Scholarship by firm partner **Richard Hill (right)**.

At left: Dr. Joyce Snay Scholarship winner **Cynthia Bowman, TRMC**, assistant city secretary, Bryan, with **Dr. Joyce Snay, TRMC**, education director, TMCA/TMCCP.

Honorees not pictured:

*Joyce Snay Scholarship
winner Stacey Chadwick,
deputy city secretary, Rowlett*

*Lila Fern Martin Scholarship
winner Leticia Vacek, TRMC,
city clerk, San Antonio*

Dorothy F. Byrd Scholarship winners

*Dina Garcia,
city secretary, Penitas*

*Cynthia Singleton, TRMC,
city secretary, Colleyville*

*Kim Sutter, TRMC,
deputy city secretary, Euless*

*Sonia Webb,
deputy city secretary, Pearland*

Thank You to Our Scholarship Donors

Thank you to all those who donated to TMCA scholarships in 2010

American Legal Publishing

*Carolyn Bachofen
Dorothy F. Byrd Scholarship*

*Marian Benson
Dorothy F. Byrd Scholarship*

*Bluebonnet Chapter
Dorothy F. Byrd Scholarship
Dr. Joyce Snay Scholarship*

*Virginia Byrd
Dorothy F. Byrd Scholarship*

*Ralph & Betty Culp
Dorothy F. Byrd Scholarship*

Franklin Legal Publishing, Inc.

*Joanne Kuhn
Dorothy F. Byrd Scholarship*

Linebarger Goggan Blair & Sampson

*Lone Star Chapter of TMCA
Dr. Joyce Snay Scholarship*

*Karen & Patrick Martin
Dorothy F. Byrd Scholarship*

Jo Moore, TRMC

Dorothy F. Byrd Scholarship

Municipal Code Corporation & MCCi

*Charldean Newell
Dorothy F. Byrd Scholarship*

*NTMCA Chapter of TMCA
Dorothy F. Byrd Scholarship
Dr. Joyce Snay Scholarship*

*Susie Quinn, TRMC
Dorothy F. Byrd Scholarship*

*Red River Chapter of TMCA
Dr. Joyce Snay Scholarship*

*Norma Rodriguez
Dorothy F. Byrd Scholarship*

*South Plains Chapter of TMCA
Dorothy F. Byrd Scholarship
Lila Fern Martin Scholarship
Dr. Joyce Snay Scholarship*

*Nancy Spur
Dorothy F. Byrd Scholarship*

Congratulations to Our 2010 Retirees



2010 retiree Deloris McKenzie, TRMC, city secretary, Friendswood, spoke at the Annual Banquet.

- Debra Booth, TRMC, Deputy City Secretary, Garland*
- Kitty Bristow, Director of Finance/City Secretary, Andrews*
- Janice Carroll, TRMC, City Secretary, Irving*
- Rosalie Chavez, City Secretary/Assistant City Manager, Sanger*
- Jean Collins, City Secretary, Gonzales*
- Amanda Elizondo, TRMC, City Secretary, Weslaco*
- James Fisher, Town Secretary, Highland Park*
- Connie Foreman, City Secretary, Lacy Lakeview*
- Marie Feutz, City Secretary, Leon Valley*
- Barbara Gibson, City Secretary/HR Director, Port Lavaca*
- Connie Hooks, TRMC, City Secretary, College Station*
- Kaylah McCord, City Secretary, Midland*
- Deloris McKenzie, TRMC, City Secretary, Friendswood*
- Ada Owens, TRMC, City Secretary, Aransas Pass*
- Paula Paschal, Town Secretary, Flower Mound*
- Angie Scarlett, TRMC, City Secretary, Throckmorton*
- Bonnie Scaff, TRMC, City Secretary, Bovina*
- Linda Vranich, TRMC, City Secretary, Robinson*
- Toni Wilson, TRMC, City Secretary, Sundown*



2010 retiree Toni Wilson, TRMC, city secretary, Sundown, spoke at the Annual Banquet.

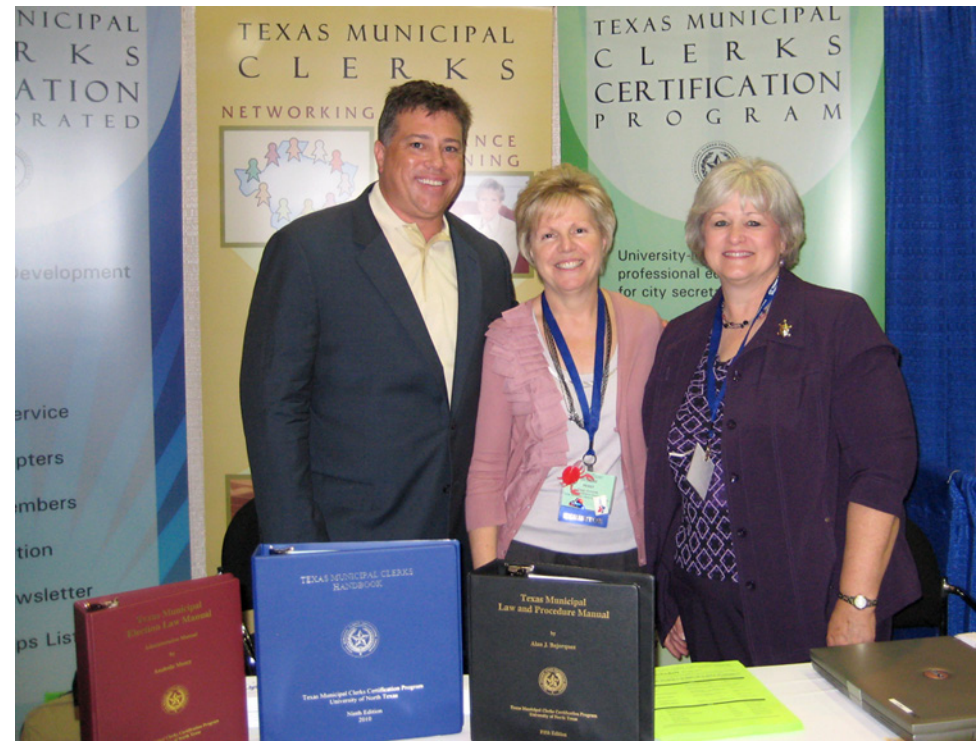


Annual TML Conference Booth

October 27-29, 2010, Corpus Christi, Texas

Thank you to all those who volunteered at the TMCA booth at the 2010 Texas Municipal League Conference!

- | | |
|---|---|
| Amanda Alvarado,
city secretary, Mathis | Linda Knight, TRMC,
city secretary, Breckenridge |
| Esther Arzola,
city secretary, Port Aransas | Edna Lopez, TRMC,
city secretary, Kingsville |
| Linda Asbell, city secretary,
Lakewood Village | Lydia Lopez, TRMC,
city secretary, Hewitt |
| Cynthia Contreras,
city secretary, Bishop | Amanda McCrory, TRMC,
city secretary, Burseson |
| Brenda Dennis, TRMC,
city secretary, Schertz | Murvat Musa, city secretary,
Ransom Canyon |
| Shelly Doty, TRMC,
city secretary, Cleburne | Pamela Schmidt, TRMC,
city secretary, Richardson |
| Kimberly Drysdale,
city secretary, Ingleside | Carrie Smith, TRMC,
city secretary, Parker |
| Patricia Ervin, TRMC,
city secretary, Waco | Mary Lynne Stratta, TRMC,
city secretary, Bryan |
| LeAnn Gallman, TRMC,
city secretary, Muleshoe | Scarlet Swoboda, TRMC,
city secretary, Victoria |
| Shelley George, TRMC,
city secretary, Allen | Jo Ann Talbot, TRMC,
city secretary, Kaufman |
| Cheryl Gibson-Salgado, TRMC,
city sec./asst. city mgr., Spearman | Bonnie Taylor |
| Pam Hatzenbuehler, deputy
city secretary, Port Aransas | Sandra Watkins, TRMC,
city secretary, Deer Park |
| Jan Hill, city secretary, Fulton | |



At the 2010 TMCA booth at the Annual TML Conference: attorney and *Texas Municipal Law & Procedure Manual* author **Alan Bojorquez**; **Peggy Burnside, TRMC**, administrative director, TMCA/TMCCP; and TML Booth Committee Chair **Scarlet Swoboda, TRMC**, city secretary, Victoria.

Texas Municipal League Report

By TML Representative Mary Kayser, TRMC
City Secretary, Garland



Mary Kayser, TRMC

The 2009-2010 TML Board of Directors met on October 27 at the TML Conference in Corpus Christi. The meeting was led by President Debra McCartt, Amarillo; President Elect Robert Cluck, Arlington; new Executive Director Bennett Sandlin; and Scott Houston in his new position as General Counsel for TML.

The following items were taken up by the board:

- The board reviewed and approved the annual audit of TML and the organization is in excellent financial shape.
- Approved the creation of a committee made up of finance officers and city managers to investigate the cost of administering city sales taxes by the comptroller. The Comptroller's Office charges cities a 2% fee for this service but hasn't been able to tell TML what the actual cost of providing the service is. This fee provides 35% of the Comptroller's budget.
- TML is monitoring the interim committees and nothing alarming at this time. However there are those in Austin that think cities are either banks that they can use to balance the state budget or just looking for more ways to raise money from their citizens whether the city needs it or not.
- The TOMA federal suit related to the criminal penalties

of TOMA is set for trial in November. TML has filed an affidavit of expert witness in the case.

- TML currently has 1117 member cities. 96 cities are not members, of that number 91 are under 2000 in population.
- TML will endorse Hurst City Councilmember Henry Wilson and San Antonio Mayor Julian Castro for positions on the NLC Board of Directors.

At the General Session Executive Director Frank Sturzl was recognized and TML President Debra McCartt announced the endowed scholarship in his name at San Angelo State University. TMCA was included on the list of contributors.

On Thursday, October 28, a reception was held for incoming President Robert Cluck. I attended with your next TML Representative, Norma Grimaldo, TRMC, city secretary, Odessa.

On Friday the TML Nominating Committee made its report and Leonard Reed, Mayor of the City of Willis, was nominated and confirmed as the president elect for TML. Norma Grimaldo took over as your TML Representative. She will report on the TML Legislative agenda after the December TML board meeting.

I have truly enjoyed my two years of service on the TML Board. It was an honor to represent TMCA. ★

IIMC News

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

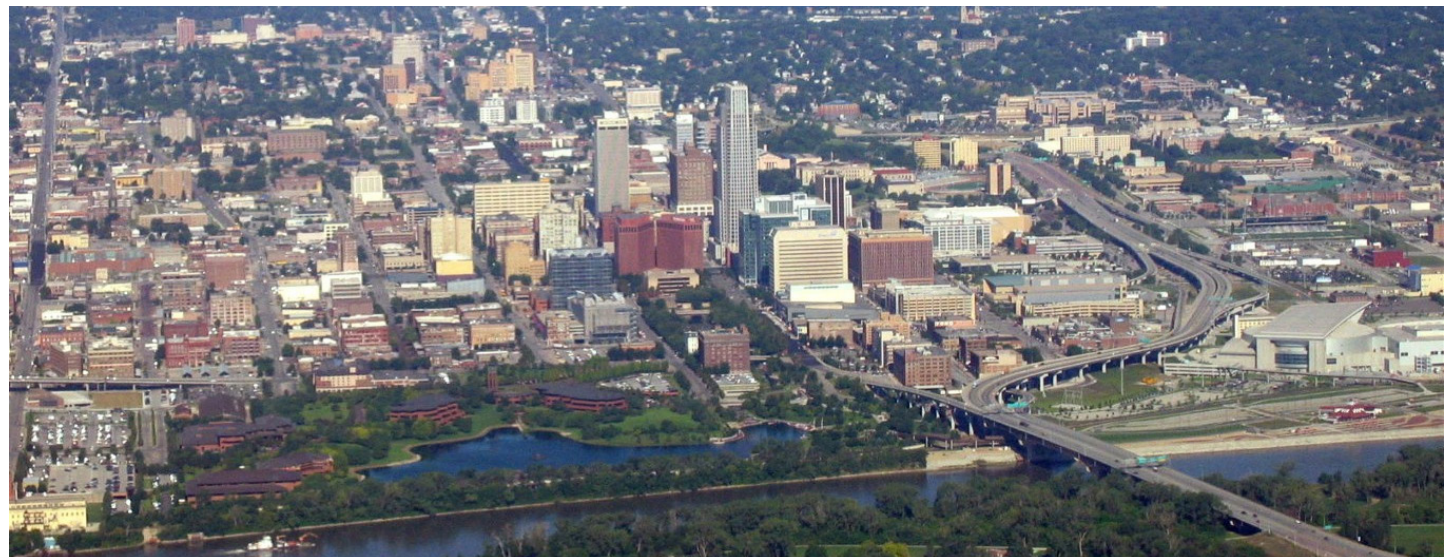


Mary Lynne Stratta, TRMC

The nine amendments to the IIMC constitution that were approved at the annual conference in Reno, Nevada, were sent to the entire IIMC membership for a ratification vote. All nine passed overwhelmingly. This is wonderful news for the organization in that all nine were meant to ensure that IIMC operates as efficiently and ethically as possible in the future. Some of the constitutional amendments have been needed since 2005, so it is especially gratifying that

the membership was finally able to bring these to fruition.

The IIMC board of directors held its mid-year board meeting November 5-6 in Omaha, Nebraska. At the meeting, IIMC paid off the secured line of credit from the Municipal Clerks Education Foundation that was needed to settle litigation from 2005-2006. IIMC paid off the line of credit almost three years early, as we



"Omaha, Nebraska" by flickr user [Ron Reiring/kla4067](#). Photo licensed under a [Creative Commons Attribution 2.0 Generic license](#).

IIMC News

have worked diligently to pay more than required since securing the line of credit in early 2009. Even after paying off this debt, IIMC is financially healthy with adequate reserves and a building reserve fund that was established last year.

The board approved some minor changes to the education guidelines that are meant to clean up some small remaining issues. These changes do not relate to the type or quality of education needed for certification, but rather how IIMC staff processes applications, etc.

After receiving cost figures for a possible conference outside North America, it was decided that the cost was too high at this time. Therefore, the board voted to solicit bids for a conference in North America in 2015. On behalf of Texas, the Region IV directors and I (as past president) asked that the board not award any conference contracts during Texas election week in May in the future, as is the case for the 2011 conference in Nashville. Upcoming conferences are as follows: May 8-12, 2011 – Nashville, Tennessee; May 20-24, 2012 – Portland, Oregon; May 19-23, 2013 – Atlantic City, New Jersey; and May 18-22, 2014 – Milwaukee, Wisconsin.

The board conducted the annual performance review of Executive Director Chris Shalby. Chris received an excellent evaluation from the board and he was thanked for his service to our members.

The 2011 study tour will be in South Africa. Information will be forthcoming soon from IIMC. ★

IIMC Bulletin

Congratulations to Debbie Chelf, TRMC, for earning the Certified Municipal Clerk (CMC) designation from IIMC. The CMC designation program is designed to enhance the job performance of the clerk in small and large municipalities, and prepares the participants to meet the challenges of the complex role of the municipal clerk.

Debbie earned her Texas Registered Municipal Clerk Certification (TRMC) in 2007, and is enrolled in her first recertification.



Mary Lynne Stratta, TRMC, city secretary, Bryan, with Diane Zucco, TRMC, city secretary, Plano, at the IIMC Conference in May. Diane was inducted into Athenian Leadership Society.

IIMC Region IV Meeting

December 3-4, Baton Rouge, Louisiana

Congratulations to 2011 TMCA President Mary Kayser, TRMC, city secretary, Garland, on her election to IIMC Region IV Director!



Above: Texas clerks in attendance at the IIMC Region IV meeting. *Standing from left to right:* **Aimee Nemer, TRMC**, city secretary, Murphy; **Sherry Mashburn, TRMC**, city secretary, College Station; **Sandra Watkins, TRMC**, city secretary, Deer Park; **Betty Brown, TRMC**, local government/election specialist, Bickerstaff Heath; **Lee Woodward, TRMC**, city secretary, Huntsville; and **Dr. Joyce Snay, TRMC**, education director, TMCA/TMCCP. *Seated from left to right:* **Patrice Fogarty, TRMC**, city secretary, Missouri City; **Pamela Schmidt, TRMC**, city secretary, Richardson; **Mary Lynne Stratta, TRMC**, city secretary, Bryan; **Mary Kayser, TRMC**, city secretary, Garland; and **Pauline Small, TRMC**, city secretary, Webster.



Top: TMCA President **Pamela Schmidt, TRMC**, city secretary, Richardson, nominated **Mary Kayser, TRMC**, city secretary, Garland, to serve as Region IV Director. Mary was elected.

Middle: IIMC Immediate Past President **Mary Lynne Stratta, TRMC**, city secretary, Bryan, gave an IIMC update.

Above: Texas clerks helping the seminar speaker Barbara Greene.

TMCA CHAPTER NEWS

Alamo Chapter

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

The Alamo Chapter held their regular meeting on August 25 at the City of San Antonio Records Facility.

Alamo Chapter President Benitez called the meeting to order. TMCA President Pamela Schmidt, TRMC, city secretary, Richardson, was the chapter's guest.

President Schmidt spoke about service to your cities, communities, organizations and to your families. She stated that serving each other results in professional and personal growth.

President Schmidt also shared the importance of serving on committees and explained how committee members are selected.

Alamo Chapter President Benitez presented TMCA President Schmidt with a gift and gift card to Bath & Body Works in appreciation for her visit to the chapter.

Banquet Committee Chair Jennifer Reyna, TRMC, Alamo Heights, reported that the First Annual Alamo Chapter Banquet will be held on December 5 from 4:00–7:00 p.m. at Paesano's Restaurant.



At top: The Alamo Chapter at their meeting at the San Antonio Records Facility in August.

Above: TMCA President **Pamela Schmidt, TRMC**, city secretary, Richardson, spoke to the chapter about service.

ALAMO CHAPTER

Bylaws Committee Chair Sandra Passailaigue, TRMC, Shavano Park, provided an update on the proposed Bylaws and passed out copies of a final draft. She reported that she hoped to have these ready for approval at the next meeting.

Nominating Committee Chair Yolanda C. Benitez, TRMC, Garden Ridge, distributed copies of the officer application forms, along with the duties and responsibilities. She stated that the deadline to submit the applications would be September 22.

Scholarship Committee Chair Leticia Vacek, TRMC, San Antonio, reported that the scholarship application form is being worked on.

President Benitez opened the discussion to approve a donation from the Alamo Chapter towards the Frank Sturzl Project. TMCA President Pam Schmidt pointed out that the TMCA, Inc., is the largest affiliate of the Texas Municipal League, and added that if each chapter donated \$100, that would boost TMCA to the Pinnacle Level. President Benitez recommended that the Alamo Chapter donate \$150.00 to the Frank Sturzl Scholarship. After a brief discussion, the motion was made by Sandra Passailaigue, TRMC, city clerk, Shavano Park, and seconded by Delia Flores, TRMC, city secretary, Balcones Heights, to approve the donation in the amount of \$150. Treasurer Linda Gill, city secretary, Castle Hills, wrote out the check, and President Benitez presented the check to TMCA President Pam Schmidt.



On behalf of the Alamo Chapter, President Yolanda Benitez, TRMC, city secretary, Garden Ridge, presented a donation to TMCA President Pamela Schmidt, TRMC, city secretary, Richardson, for the TML-sponsored Frank Sturzl Scholarship.

Having no further business to discuss, President Benitez adjourned the meeting at 1:00 p.m. The members toured the records facility following the meeting.

The Alamo Chapter held their next meeting on October 20 at Picante Grill, located in the City of Alamo Heights. President Benitez called the meeting to order.

Speaker Nancy Thomas, Investment Professional with Frost Bank, provided an economic forecast and financial tips to the membership.

ALAMO CHAPTER

Banquet Committee Chair, Jennifer Reyna, TRMC, Alamo Heights, provided an estimated cost for the First Annual Banquet, which totaled \$425.00.

Bylaws Committee Chair, Saundra Passailaigue, TRMC, Shavano Park, presented the proposed bylaws for review and approval.

Nominating Committee Chair Yolanda C. Benitez, TRMC, Garden Ridge, thanked the members of the Nominating Committee for their input: Angela Cantu, city secretary-treasurer, LaVernia; Debra Howe, TRMC, city secretary, Castroville; Carole Vanzant, TRMC, city secretary, Fair Oaks Ranch; and Peggy Cimics, city secretary/HR director, Cibolo. Chair Benitez stated that initially no one submitted an application for the office of president; however, they were able to develop a slate of officers with a little persuasion.

Scholarship Committee Chair Leticia Vacek, TRMC, city clerk, San Antonio, reported that the deadline to submit an application is November 12, and that they have received two applications. They hope to award two scholarships at the banquet.



The Alamo Chapter at their meeting in August at the City of San Antonio Records Facility.

After a brief discussion and a couple of deletions approved by the membership, the revised bylaws for the Alamo Chapter were approved unanimously. President Benitez thanked Chair Sandra Passailaigue and her committee for their hard work on this project.

Nominating Committee Chair Yolanda C. Benitez presented the 2011-2012 slate of officers for approval by the membership. They were approved unanimously as follows: President Jennifer Reyna, TRMC, city secretary, Alamo Heights; Vice President Carole Vanzant, TRMC, city secretary, Fair Oaks Ranch; Secretary Sandra Passailaigue, TRMC, city clerk, Shavano Park; Treasurer Linda Gill, city secretary, Castle Hills; and Historian Mary Ybarra, TRMC, deputy city secretary, Schertz. President Benitez stated that the new officers will be installed at the December 5th banquet.

President Benitez announced that the Alamo Chapter members who attended the TMCCP Graduate Institute presented Alamo Chapter nominee for TMCA Clerk of the Year Carole Vanzant, TRMC, city secretary, Fair Oaks Ranch, with a bracelet at the luncheon prior to the TMCA Awards Banquet.

President Benitez announced that Leticia Vacek, TRMC, city clerk, San Antonio, was the recipient of the Lila Fern Martin scholarship in the amount of \$1,000, and presented her with a floral arrangement on behalf of the Alamo Chapter.

President Benitez thanked the membership for honoring her by allowing her to serve as the President for the previous two years. ★

Members present at the October meeting:

Janice Alamia, city secretary, Hollywood Park
 Yolanda C. Benitez, TRMC, city secretary, Garden Ridge
 Angela Cantu, city secretary-treasurer, La Vernia
 Peggy Cimics, TRMC, city secretary/HR director, Cibolo
 Celia Deleon, city secretary, Olmos Park
 Becky Del Toro, Selma
 Delia Flores, TRMC, city secretary, Balcones Heights
 Linda Gill, city secretary, Castle Hills
 Deborah L. Goza, TRMC, city secretary, Live Oak
 Debra Howe, TRMC, city secretary, Castroville
 Sandra Passailaigue, TRMC, city clerk, Shavano Park
 Jennifer Reyna, TRMC, city secretary, Alamo Heights
 Leticia Saenz, deputy city clerk, San Antonio
 Melinda Uriegas, elections manager, San Antonio
 Leticia Vacek, TRMC, city clerk, San Antonio
 Carole Vanzant, TRMC, city secretary, Fair Oaks Ranch
 Heather Weidenbach, city secretary, Windcrest
 Trudy Whitfield, HR technician, Live Oak

TMCA CHAPTER NEWS

Bluebonnet Chapter

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

San Angelo City Clerk Alicia Ramirez, TRMC, hosted a Bluebonnet Chapter meeting on September 15 at Miss Hattie's Café & Saloon.

San Angelo guests at the Bluebonnet Meeting were Ty Meighan, public information officer; Lysia H. Bowling, city attorney; Maryann Vasquez, assistant recreation manager; and Charlotte Farmer, city council member.

Bluebonnet Chapter President Kay Torres led the business session of the meeting. Topics of discussion included reading of correspondence and announcements, approval of minutes, the treasurer's report, and the historian's report.

The chapter discussed the Bluebonnet Scholarship. Scholarships were awarded to Christi Wynn, TRMC, city secretary, Brownwood,



Photo: **Chapter members at the September meeting.** Back row, from left to right: **Alicia Ramirez, TRMC**, city clerk, San Angelo; **Nancy Turnbow**, city secretary, Baird; **Linda Knight, TRMC**, city secretary, Breckenridge; **Troy Emery**, city secretary, Ranger; **Jean Gilmore**, city secretary, Clyde; **Tiffni Hererra**, assistant city secretary, Abilene; **Pat Martindale**, city secretary, Bronte; **Danette Dunlap, TRMC**, city secretary, Abilene; **Diane Latham**, assistant city secretary, Breckenridge. Front row: **Christi Wynn, TRMC**, city secretary, Brownwood; **Karen Lou Graham**, interim city manager/CFO, Stamford; **Judy Jackson**, assistant city secretary, Throckmorton; **Kay Torres**, city secretary, Robert Lee; **Maria Franco**, city secretary, Hamlin. (Chapter members not shown: Billie Pearce, city secretary, Tuscola, and Frankie Mayfield, Tuscola.)

BLUEBONNET CHAPTER

and Tiffni Herrera, assistant city secretary, Abilene.

The chapter also discussed contribution to the Dorothy Byrd Scholarship (donated \$250); donation to the Frank Sturzl Scholarship Fund (donated \$100); and donation of a door prize at the TMCCP Graduate Institute (donated \$75 Visa gift card).

In regard to developing programs at chapter meetings, the following members volunteered to serve on the first Programs Committee: Kay Torres, city secretary, Robert Lee; Danette Dunlap, TRMC, city secretary, Abilene; Alicia Ramirez, TRMC, city clerk, San Angelo; and Judy Jackson, assistant city secretary, Throckmorton.

Christi Wynn, TRMC, city secretary, Brownwood; Tiffni Herrera, assistant city secretary, Abilene; and Diane Latham, assistant city secretary, Breckenridge, were nominated for appointment to a 2011 Scholarship Committee. A motion passed to have the standing officers of the 2010 Nominating Committee serve another year; officers will be sworn in at the December chapter meeting. Pat Martindale, city secretary, Bronte; Nancy Turnbow, city secretary, Baird; and Louetta Wallace, city secretary, Haskell, were nominated for the Bluebonnet Chapter Municipal Clerk of the Year Committee. ★

TMCCP Certificates Earned

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

Course 1

Barbara Boyd, Center
Fonda Brewer, Chireno
Kelly Daniel, Friona
Kathryn Davidson, Gilmer
Robin Eldridge, La Porte
Lindy Forsyth, Lefors
Maria Gonzalez, Missouri City
Jessica Graefe, Giddings
Jacquelyn Harborth,
George West
Joy Hart, Murphy
Leisa Hester,
Orange County WCID #1
Michelle Hicks, Lacy Lakeview
Esmeralda Hudson, Waco
Judy Jackson, Throckmorton
Gena Jiral, Yoakum
Ellie Monteaux, Livingston
Teri Murdock, Italy
Donna Myers,
Orange County WCID #1
Beth Nemeth, Blooming Grove

Amy Piukana, Hurst
Sherry Roberts, White Oak
Stella Sauls, Borger
Alice Snyder, Plano
Sara White, Round Rock

Course 2

Nan Billings, Bangs
Tiffni Herrera, Abilene
Teresa Herrera, Palestine
Tiffany Littlepage, Bulverde
Teri Murdock, Italy
Alice Snyder, Plano

Course 3

Christel Pettinos, Coppell
Crystal Roan, Webster

Course 4

Betsy Gates, Tomball
Teresa D. Herrera, Palestine
Gretchen Mercer, Canyon
Crystal Roan, Webster
Sara White

TMCA CHAPTER NEWS

Capital Chapter

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

The Capital Chapter of Texas Municipal Clerk's met on September 15 in West Lake Hills with approximately 17 members present. Janet Rogers, city secretary, West Lake Hills, hosted a wonderful lunch. She introduced Zoning and Planning Commission Secretary Mark Littrell, City Administrator Robert Wood, and Mayor Dave Claunch. These officials greeted the chapter members with enjoyable stories on how to keep a sense of humor while working in the political arena, and expressed their respect for the work all city secretaries perform on behalf of their particular cities.

Chapter President Teresa Valdez, TRMC, city secretary, Bastrop, opened the business meeting. Minutes and financial reports were approved. The chapter further approved the annual donation of a "crisp" \$100 bill to be given as a prize at the 2010 TMCCP Annual Graduate Institute Seminar, and a new donation of \$200.00 to the Frank Sturzl Scholarship.

The following officers were elected to serve the Capital Chapter for 2011-2013: President Melissa Brunner, TRMC, city secretary, Flatonia; Vice President Toni Milam, TRMC, city secretary, Buda; Treasurer Debbie



In foreground: Capital Chapter President Teresa Valdez, TRMC, city secretary, Bastrop, at the chapter's meeting in West Lake Hills in September.

CAPITAL CHAPTER

Chelf, TRMC, city secretary, Jarrell, (rescinded acceptance; nominations and election for this position will be conducted at December 2010 chapter meeting); Secretary Amy Harris, city secretary, Cameron; Historian Brenda Page, city secretary, Smithville; and Teresa Valdez, TRMC, city secretary, Bastrop, will serve as immediate Past President.

New T-shirts are available for city secretaries to purchase; they have the fun motif, *“I don’t know all of the answers, but I can tell you where to go... find them.”* Contact Melissa Brunner at mbrunner@ci.flatonia.tx.us.

On a personal note: my membership in the local and state organization, service on various local and state committees, and my recent position as the secretary for the Capital Chapter provided me with many wonderful opportunities to meet and get to know so many dynamic people who have enriched my life. Your support and friendship—not only to me, but to each member striving to achieve a newer level of professionalism—made this journey a valuable life experience. It has been an honor, a privilege, and a pleasure to participate in and serve this organization. I will hold each memory very precious. ★



Capital Chapter President **Teresa Valdez, TRMC** (*standing*), city secretary, Bastrop, and chapter members at the chapter’s meeting in West Lake Hills in September.

TMCA CHAPTER NEWS

Central Texas Chapter

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

The Central Texas Chapter held their bi-monthly meeting on August 18, hosted by the City of Fairfield at the Conference Center.

The Central Texas Chapter nominated Yrene Morgan, TRMC, administrative assistant, Teague, as Chapter Clerk of the Year, and will present her family with a memorial plaque.

The Central Texas Chapter will make a donation to the Frank Sturzl TML Scholarship Development Fund.

The Central Texas Chapter held their next bi-monthly meeting on October 20, hosted by the City of Robinson at their city hall.

The Central Texas Chapter established the Yrene Morgan Scholarship Fund in the amount of \$200.00.

There was discussion concerning survey responses from the joint Salado Seminar.

The next Central Texas Chapter meeting will be held on December 3 at Heitmiller Steak House in Bellmead. ★

Central Texas Chapter members in attendance in October:

President Lydia Lopez, TRMC, city secretary, Hewitt
 Secretary Donna Hawkins, city secretary, Beverly Hills
 Cynthia Ward, city secretary, Bellmead
 Brenda Jackson, city secretary, Groesbeck
 Dorthy Jackson, city manager, Hubbard
 Amber Rankin, city secretary, Hubbard
 Michelle Hicks, city secretary, Lacy Lakeview
 Jana Henderson, city secretary, Robinson
 Cindy Cooper, Robinson
 Kathy McKenzie, Robinson
 Esmeralda Hudson, assistant city secretary, Waco
 Cresandra Polk, Waco

TMCA CHAPTER NEWS

Coastal Bend Chapter

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

The Coastal Bend Chapter met in Kingsville on September 24 at the Big House Barbecue. Edna S. Lopez, city secretary, City of Kingsville, hosted the meeting. Kingsville Mayor Sam Fugate welcomed all of us and encouraged us to visit some of the interesting sites in the Kingsville area.

We held a short business meeting where the chapter members voted to raise the chapter scholarship amount from \$150 to \$250 starting in 2011. President Swoboda reminded everyone that the deadline for submission of the scholarship application was the end of February. In other business, members voted to allocate \$100 towards the gift basket for the TMCA booth at the TML Conference. President Swoboda asked for volunteers to sign up to work at the booth in October, encouraging all to attend the annual TML Conference in Corpus Christi. Members were reminded of the TMCCP Graduate



From left to right: Special guest speaker **Mary Lynne Stratta, TRMC**, city secretary, Bryan; **Bonnie Taylor, TRMC**, city secretary, Lakeside; **Edna S. Lopez, TRMC**, city secretary, Kingsville; **Esther Arzola, TRMC**, city secretary, Port Aransas; **Larry Thompson, TRMC**, city secretary, Ganado; **Scarlet Swoboda, TRMC**, city secretary, Victoria; **Pam Hatzenbuehler**, deputy city secretary, Port Aransas; and **Larry Butler, TRMC**, city secretary, Nordheim.

COASTAL BEND CHAPTER

Institute Seminar in Galveston on October 14-15, and the TMCCP Election Law Seminar in Irving on January 12-14, 2011.

Our special guest and presenter was Mary Lynne Stratta, TRMC, city secretary, Bryan, who presented a program on “Promoting the Role of City Clerk.” We always enjoy it when Mary Lynne attends our chapter meetings and shares her incredible knowledge with us. A star made of railroad spikes was presented to Mary Lynne. It was designed and made by Darrell Swoboda, husband of President Swoboda. Thank you, Mary Lynne!

Larry Butler, city secretary, Nordheim, handed out the completed membership books that he volunteered to put together for the chapter. They are great, and we appreciate his time and efforts so much for tackling this project. Thank you, Larry!

Following the wonderful meal, meeting, and presentation from Mary Lynne, we all went on a tour of the famous King Ranch as guests of the City of Kingsville. Santa Gertrudis cattle and quarter horses are raised on the 15,500-acre ranch. The tour was an hour long, but well worth it. If you ever have the chance to take the tour, you should. Thank you, Edna, for setting up the tour for all of us. We really enjoyed it!

Scarlet Swoboda, city secretary, City of Victoria will host the next meeting in November in Victoria at a date to be determined. ★

Members in attendance at the September meeting:

Esther Arzola, city secretary, Port Aransas

Larry Butler, city secretary, Nordheim

Pam Hatzenbuehler, deputy city secretary, Port Aransas

Edna S. Lopez, TRMC, city secretary, Kingsville

Scarlet Swoboda, TRMC, city secretary, Victoria

Bonnie Taylor, city secretary, Lakeside

Larry Thompson, TRMC, city secretary, Ganado

Guests in attendance:

Sam Fugate, mayor, Kingsville

Karen Lassmann

Mary Lynne Stratta, TRMC, city secretary, Bryan

Darrell Swoboda

TMCA CHAPTER NEWS

Hill Country Chapter

By Chapter Secretary **Shelley Britton**
City Secretary, Fredericksburg

June 2010

The Hill Country Chapter held its June 23 meeting at the Comanche Trace clubhouse in Kerrville. Members reported on projects and stories of interest from their cities. Minutes of the April 2010 meeting were approved along with the treasurer's report.

It was reported that Hill Country Chapter member Carole Vanzant, TRMC, city secretary, Fair Oaks Ranch, was nominated for TMCA Clerk of the Year by both the Hill Country Chapter AND the Alamo Chapter! (Congratulations, Carole! We are all very proud of you!)

May elections were discussed and various challenges were shared, including newly elected councils, employee issues, budget concerns, and other matters. The chapter discussed having an upcoming meeting in one of the surrounding Hill Country cities, either Llano, San Saba, or Mason. Shelley Britton agreed to research the options and report back to the group.

The meeting adjourned at 1:00 p.m. with a tour of the Comanche Trace facilities.



At the Hill Country Chapter meeting at Comanche Trace, Kerrville, on June 23. *From left to right:* **Maria Alvarado**, assistant city secretary, Junction; **Irma Hernandez**, Menard; **Shelley Britton**, city secretary, Fredericksburg; **Ronda Reichle**, city secretary, Granite Shoals; **Brenda Craig**, TRMC, city secretary, Kerrville; **Theresa Gill**, assistant city secretary, Granite Shoals; **Margie Rivera**, Fredericksburg; **Vivian Saiz**, city secretary, Junction; **Karen Kiehne**, Fredericksburg.

HILL COUNTRY CHAPTER

August 2010

The chapter's August 25 meeting was held at Kelly's Café in Fredericksburg. Members reported on projects and stories of interest from their cities. Minutes of the June 2010 meeting were approved along with the treasurer's report. The group discussed making a donation to TMCA for the Frank Sturzl Scholarship Fund, and it was agreed upon to send \$250. It was also reported that San Saba wanted to host the next chapter meeting.

The Hill Country Chapter meets every other month on the fourth Wednesday in Fredericksburg. For information, please contact Vivian Saiz at vsaliz@cityofjunction.com or Shelley Britton at sbritton@fbgtx.org. ★

Members in attendance at the August meeting:

Maria Alvarado, assistant city secretary, Junction

Shelley Britton, city secretary, Fredericksburg

Brenda Glenn Craig, TRMC, city secretary, Kerrville

Pat Dildine, city secretary, Johnson City

Kelly Dix, city secretary, Burnet

Karen Kiehne, assistant city secretary, Fredericksburg

Bobbie Mowery, city secretary, Blanco

Vivian Saiz, city secretary, Junction

Carole Vanzant, TRMC, city secretary, Fair Oaks Ranch



TMCA CHAPTER NEWS

Lone Star Chapter

By Chapter President **Bruce Dunn**
City Secretary, St. Paul

The Lone Star Chapter continues its policy of offering meetings throughout its region.

August 4, 2010. The Lone Star Chapter met at the Town Hall in the Town of St. Paul. Chapter business included a review of the Records Management Workday survey results, the presentation of the proposed 2010-11 chapter budget, and presentation of the slate of officers for 2010-11. Discussion included the possibility of additional scholarship opportunities for members and the Athenian Dialogues.

President-Elect Bruce Dunn, town secretary, St. Paul, introduced The Honorable Jodie Laubenberg as the guest speaker. Representative Laubenberg spoke on "Interfacing with Austin."

September 1, 2010. The Lone Star Chapter met at the city hall in the City of Plano. Chapter business included the approval of a one time donation of \$250 to the Frank Sturzl scholarship fund; approval of three additional scholarships in the 2009-10 budget year that must be expensed by September 30, 2011; approval of four scholarships in the 2010-11 budget year; direction to the Scholarship Committee to develop criteria for ranking scholarship applications; the approval of

the 2010-11 chapter budget; and the election of officers for 2010-11.

2010-2011 Lone Star Chapter officers are as follows: President Bruce Dunn, town secretary, St. Paul; President-Elect Vicki Faulkner, TRMC, city secretary, Celina; Secretary Carrie Smith, TRMC, city secretary, Parker; Treasurer Diane Zucco, TRMC, city secretary, Plano; and Historian Stephanie Storm, records management administrative assistant, Wylie.

President-Elect Bruce Dunn introduced Captain Harrell and Dr. Gamber as the speakers for the September 1 meeting. Captain Harrell provided information on the City of Plano's "CPR Anytime" program. Dr. Gamber discussed the important role CPR plays in saving lives, and instructed the chapter members on the current standards for administering CPR.

October 6, 2010. The Lone Star Chapter met at the city hall in the City of Lucas.

TMCA President Pamela Schmidt, TRMC, city secretary, Richardson, conducted the installation of the 2010-2011 Lone Star Chapter offi-

LONE STAR CHAPTER

cers. President Bruce Dunn presented Immediate Past President Kathy Wingo, TRMC, city secretary, Lucas, a plaque recognizing her dedicated service to the chapter during the past two years.

Please join us as a member or guest at our chapter meetings in:

December 1, 2010 – Randy’s Steakhouse, Frisco, Collin and Denton Counties

February 2, 2011 – City of Parker, Collin County

March 2, 2011 – City of Greenville, Hunt County

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

Members in attendance at the October meeting were:

Bruce Dunn, town secretary, St. Paul

Carole Ehrlich, TRMC, city secretary, Wylie

Vickie Faulkner, TRMC, city secretary, Celina

Joy Hart, administrative assistant, Murphy

Lisa Henderson, deputy city secretary, The Colony

Mary Kayser, TRMC, city secretary, Garland

Carole Kuykendall, deputy city secretary, Greenville

Julie Lollar, TRMC, city secretary, Denison

Aimee Nemer, TRMC, city secretary, Murphy

Debbie Newell, city secretary, Greenville

Susie Quinn, TRMC, city secretary, Rowlett

Pamela Schmidt, TRMC, city secretary, Richardson

Carrie Smith, TRMC, city secretary, Parker

Stephanie Storm, records management admin. assistant, Wylie

Christi Wilson, TRMC, city secretary, The Colony

Kathy Wingo, TRMC, city secretary, Lucas

Diane Zucco, TRMC, city secretary, Plano

Guests in attendance:

Joe Cordina, mayor, Parker

Dena Daniel, city administrator, Parker

TMCA CHAPTER NEWS

North Texas Chapter

By Chapter President **Shelly Doty, TRMC**
City Secretary, Lake Worth

TMCA Members,

The North Texas Municipal Clerks Association Chapter (NTMCA) held our professional business meeting on September 8 in Fort Worth, where the officers for 2010-2011 were installed by TMCA President Pamela Schmidt, city secretary, Richardson. The new officers are: President Shelly Doty, TRMC, city secretary, Cleburne; Vice President Kim Sutter, TRMC, deputy city secretary, Euless; Treasurer Norma Zenk, TRMC, city secretary, Azle; Secretary Alicia Richardson, TRMC, city secretary, Highland Village; and Historian Diane Cockrell, TRMC, city secretary, Decatur.

Other business conducted included the approval of a one time scholarship contribution of \$150 to the Frank Sturzl Scholarship Fund and approval of the FY 2010/2011 budget. The members discussed bringing back our Professional Business Day in 2011, and the Holiday Celebration Committee announced that this year's party would be held on Wednesday, December 8, at 11:00 a.m. at the Texas Star in Euless.



TMCA President **Pamela Schmidt, TRMC** (*at podium*), city secretary, Richardson, addresses the 2010-2011 NTMCA Chapter officers.

NORTH TEXAS CHAPTER

Last year was a great year under the exceptional leadership of President Linda Rhodes, TRMC, city secretary, Lake Worth. Linda did a great job of bringing the chapter together. Our membership count exceeded expectations, we had great turnout at our meetings, and thanks to the hard work of Alicia Richardson and the 2009-2010 Board, we now have our own chapter website. If you haven't had a chance, take a minute to check it out at www.ntmca.org.

We are planning several changes this year. Among them, we will be conducting our meetings in various locations and on various dates with the hopes of involving more of the membership. Several member cities have volunteered to host the monthly meetings. A schedule of meetings will go out in early November.

If you are in the Dallas-Fort Worth area and are not currently attending NTMCA meetings, you are encouraged to do so. Feel free to contact me at shelly.doty@cleburne.net or at 817-645-0908 for more information on the meetings and membership. We would love to have you come and be a part of our organization!

I am excited to be able to serve the NTMCA members as their 2010-2011 President. ★

At top right: TMCA President Pamela Schmidt, TRMC, city secretary, Richardson.

Near right: 2010-2011 NTMCA Chapter President Shelly Doty, TRMC (left), city secretary, Cleburne, is administered the oath of office by TMCA President Pamela Schmidt.



TMCA CHAPTER NEWS

Panhandle Chapter

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

The Panhandle Chapter met August 19 at the Amarillo Club with ten members present for their bimonthly meeting. The June 24 minutes were approved.

The program was presented by Judy Nunn. She gave an overview of the dispute resolution program through the Panhandle Regional

Planning Commission Dispute Resolution Center in Amarillo.

Chapter President Gretchen Mercer, city secretary, Canyon, presided over the meeting.

The chapter is scheduled to meet again October 21 at 11:30 a.m. at the Amarillo Club, Amarillo, Texas. ★



Members present at the August meeting:

- Kelly Daniel, deputy city secretary, Friona
- Chapter Historian Suzanne Finch, TRMC, city secretary, Hereford
- Chapter Secretary Cheryl Gibson-Salgado, TRMC, city secretary, Spearman
- Mary Sue Lyles, city secretary, Groom
- Gretchen Mercer, city secretary, Canyon
- Kim Rehkopf, city secretary, Dumas
- Nelwyn Ward, city secretary, Memphis.
- Guest: Janice Henson, city secretary (ret.), Perryton

TMCA CHAPTER NEWS

Red River Chapter

By Secretary-Treasurer **Lydia Ozuna, TRMC**
City Clerk, Wichita Falls

Wichita Falls City Clerk Lydia Ozuna, TRMC, hosted the Red River Chapter members at Logan's Roadhouse in Wichita Falls on September 16. In the absence of the chapter president and vice president, Secretary-Treasurer Ozuna presided over the meeting.

Mrs. Ozuna welcomed everyone and asked for individual introductions. Mr. Robert Torres, Conchita Torres' husband, was in attendance as a guest.

Mrs. Ozuna introduced the guest speaker, Mr. Miles Risley, city attorney for the City of Wichita Falls. Mr. Risley brought an informative program on the Open Meetings Act, which raised numerous questions from our members. Mr. Risley also responded to questions at the end of his presentation and was available to answer questions. He provided members with his email address.

A business session was held approving minutes of June 16 as well as the Third Quarter Financial Report.

Members discussed the upcoming TMCCP Graduate Institute Seminar, its benefits, and the importance of attending. Members that will be attending will make plans to carpool.

The importance of the TMCCP Certification Program was also discussed. Members who are not certified were encouraged to sign up and begin or continue this very important education.

Plans were discussed for the next meeting which will be held December 1 in Wichita Falls at Pasquals Restaurant. Our special guest speaker will be our very own TMCA President Pamela Schmidt, TRMC, city secretary, Richardson. Everyone is looking forward to hearing from our president and learning about future plans for TMCA, Inc.

Our first quarterly meeting will be March 16, 2011, at Pasquals Restaurant. The guest speaker for that meeting will be Mr. Russell Haddock, MCCi, and the program topic will be records management.

RED RIVER CHAPTER

The Red River Chapter's second quarterly meeting will be held June 15, with the location to be determined. Kim Tomlinson, director for the Rathgeber House, will be our guest speaker. The Red River Chapter contributes to this non-profit organization, which is similar to the Ronald McDonald House. The Rathgeber House is located in Wichita Falls and provides a home away from home for families with loved ones in Wichita Falls' hospitals.

The third quarterly meeting will be held September 21, tentatively, with location and speaker to be determined.

We are looking forward to an exciting, educational, and informative year, and encourage anyone who is interested in visiting our chapter to do so. If you need more information, please contact Lydia Ozuna, Red River Chapter Secretary-Treasurer at lydia.ozuna@wichitafallstx.gov or 940/761-7409. ★

Members present at the September meeting:

Amy Anderson, city secretary, Lakeside City

Kelly Bloodworth, city secretary, City of Henrietta

Barbara Bowman, city clerk, Cashion Community

Linda Byers, city secretary, Vernon

Trish Holley, city clerk, Burkburnett

Secretary-Treasurer Lydia Ozuna, TRMC, city clerk,
Wichita Falls

Conchita Torrez, TRMC, city secretary, Seymour

TMCA CHAPTER NEWS

Salt Grass Chapter

By Chapter Secretary **Sharon Harris, TRMC**
Assistant City Secretary, La Porte

August 2010

The Salt Grass Chapter held its monthly meeting on August 11 at the Texas Land & Cattle Steak House in Houston. President Missy Bunch, TRMC, city secretary, Katy, called the meeting to order at 11:40 a.m.

The speaker for the lunch meeting was our very own TMCA President Pamela Schmidt, TRMC, city secretary, Richardson, speaking to the chapter on service as it relates to city secretaries/clerks' role in their profession.

Business of the chapter included approval of the April 14 minutes and approval of the April, May, June, and July 2010 financial reports. Reports were received from the Banquet/Holiday Party and Promotional Committees.

The following members were appointed to committees:

Nominating Committee: Patrice Fogarty, TRMC, city secretary, Missouri City; Jenny Redden, TRMC, city secretary, Morgan's Point; and Pauline Small, TRMC, city secretary, Webster



At the Salt Grass Chapter meeting. From left to right: Guest speaker TMCA President **Pamela Schmidt, TRMC**, city secretary, Richardson; **Pauline Small, TRMC**, city secretary, Webster; and **Patrice Fogarty, TRMC**, city secretary, Missouri City.

SALT GRASS CHAPTER

Audit Committee: Lisa Olmeda, TRMC, city secretary, Wharton; Krisha Langton, TRMC, city secretary, Sealy; and Martha Gillett, TRMC, city secretary, La Porte

Bylaws Committee: Charlene Tighe, executive secretary, Deer Park; Patrice Fogarty, TRMC, city secretary, Missouri City; and Thelma Lenz, TRMC, city secretary, West University Place

September 2010

The Salt Grass Chapter held its monthly meeting on September 8 at the Texas Land & Cattle Steak House in Houston. President Bunch called the meeting to order at 11:45 a.m.

The speaker for the meeting was Joy Moran, Vice President of Education, Toastmasters International Post Oak Club. Ms. Moran spoke to the Chapter on conquering the fear of public speaking (Glossophobia).

Business conducted included approval of the August 11 meeting minutes and the August 2010 financial report. Reports were received from the following committees: Banquet/Holiday Party, Nominating, Audit, Bylaws, and Promotional.

New business included the chapter changing the October monthly meeting date due to the upcoming TMCCP Graduate Institute Seminar in Galveston. Pauline Small provided a brief summary of



Deer Park City Secretary Sandra Watkins, TRMC, with her new mayor Jay Stokes and former mayor Wayne Riddle at the TMCA Annual Banquet in Galveston in October.

an Athenian Dialogue. The chapter voted to sponsor the Athenian Dialogue on January 11, 2011, in Irving.

The Salt Grass Chapter is very proud to report a donation of \$250.00 to the Frank Sturzl Scholarship for his many years of support.

October 2010

The Salt Grass Chapter held its October meeting on October 6 at the City of Webster police department. President Bunch called the meeting to order at 11:46 a.m.

SALT GRASS CHAPTER

Hector de Leon, Director of Communications and Voter Outreach Office of the Harris County Clerk Office, updated the chapter on upcoming elections. Mr. de Leon confirmed the county is blessed to have adequate voting equipment for entities conducting elections. Entities that provided Harris County with assistance by loaning them equipment after the devastating fire the county encountered include Bexar, Brazoria, Comal, Dallas, Denton, Ft. Bend, Galveston, Gregg, Grimes, Jefferson, Lubbock, Montgomery, Travis, Tarrant and Wharton County, the City of Friendswood, and Arapahoe County in Colorado.

The Nominating Committee reviewed the current officers, as well as one member interested in serving as historian. The following will serve as the 2011 officers: President Thelma Lenz, TRMC, city secretary, West University Place; Vice President Sharon Harris, TRMC, assistant city secretary, La Porte; Secretary Maria Gonzalez, deputy city secretary, Missouri City; Treasurer Crystal Roan, deputy city secretary, Webster; And Historian Krisha Langton, TRMC, city secretary, Sealy. Michele Glaser, TRMC, city secretary, Seabrook;



Salt Grass Chapter President **Missy Bunch**, TRMC, city secretary, Katy, and **Sandra Watkins**, TRMC, city secretary, Deer Park, at the TMCA Graduate Institute in Galveston.

Sharon Harris, TRMC, assistant city secretary, La Porte; and Pauline Small, TRMC, city secretary, Webster, were appointed to the Deloris McKenzie Scholarship Committee.

After the meeting, members of the chapter stayed back and helped stuff “goodie bags” for the Graduate Institute. Many members donated various promotional items to include in the bags.

Congratulations to the following Salt Grass Chapter members who took TMCCP exams in October: Betsy Gates, assistant city secretary, Tomball; Crystal Roan, deputy city secretary, Webster; Charlene Tighe, executive secretary, Deer Park; and Sonia Webb, deputy city secretary, Pearland.

At the November 10 meeting the chapter will vote on changes to the bylaws and discuss items in an open forum.

In December the chapter will hold the Annual Banquet/Holiday Party where the 2011 Salt Grass Chapter Officers will be installed, the Deloris McKenzie Scholarship will be awarded and the Salt Grass Chapter Outstanding Municipal Clerk of the Year will be presented.

SALT GRASS CHAPTER

Members present at the October Salt Grass Chapter meeting:

Carolyn Anderson, city secretary, La Marque

Meredith Brant, TRMC,
assistant city secretary, Seabrook

Missy Bunch, TRMC, city secretary, Katy

Amanda Davenport, city secretary, Piney Point

Tracy Dutton, TRMC, city clerk, Bellaire

Patrice Fogarty, TRMC,
city secretary, Missouri City

Sue Gallagher, HR director, Webster

Michele Glaser, TRMC,
city secretary, Seabrook

Maria Gonzalez,
deputy city secretary, Missouri City

Rose Hamidian, records manager, Webster

Sharon Harris, TRMC,
assistant city secretary, La Porte

Claudia Harrison, city secretary, Brookshire

Pat Jones, TRMC,
city secretary, Nassau Bay

Thelma Lenz, TRMC,
city secretary, West University

Young Lorfing, TRMC, city secretary, Pearland

Patti McGuire,
assistant to city manager, Bellaire

Teresa Owens, insurance/benefits, Humble

Michelle Perez,
deputy city secretary, Friendswood

Jenny Redden, TRMC,
city secretary, Morgan's Point

Crystal Roan, deputy city secretary, Webster

Pauline Small, TRMC, city secretary, Webster

Christy Stroup,
assistant city secretary, Clear Lake Shores

Charlene Tighe,
assistant city secretary, Deer Park

Melinda Welsh, TRMC,
city secretary, Friendswood

TMCA CHAPTER NEWS

South Plains Chapter

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

The South Plains Chapter met on September 15 at the city hall in Levelland. The meeting was hosted by Levelland City Secretary Beth Walls. President LeAnn Gallman, TRMC, city secretary, Muleshoe, called the meeting to order.

Beth Walls introduced City Manager Rick Osburn, and Eric and David Quinn, Levelland EDC Director. David Quinn gave a very

informative overview of the City of Levelland Industrial Rail Park including to scale model of the rail park. After the meeting Mr. Quinn took members on a tour of the park and gave a very detailed background on the development of the park.

President LeAnn Gallman read a thank you note from Toni Wilson, city secretary (ret.), Sundown, for the gift card from the South Plains Chapter.



SOUTH PLAINS CHAPTER

A motion carried to give one \$100.00 bill for a door prize for TMCCP Graduate Institute Seminar.

Motion was made by Beth Walls and seconded by Murvat Musa to donate \$125.00 to the Frank Sturzl scholarship.

Members discussed setting a designated meeting place for South Plains Chapter meetings. Maria Hatchett, TRMC, city secretary/treasurer, Lamesa, suggested the Lubbock Club; after a discussion on this location and other locations, the members requested Maria Hatchett check to see if the Lubbock Club would require a contract to be signed to have meetings at their location. This item will be placed on the next agenda.

2011-2012 Nomination Committee Committee Chair Toni Chrestman stated the 2011-12 slate of officers will be: President Toni Chrestman, TRMC, city secretary, Slaton; Vice President Maria Hatchett, TRMC, city secretary/treasurer, Lamesa; Treasurer Brenda Shaw, TRMC, city secretary/manager, Morton; Secretary Sharon Trumble, city secretary, New Deal; Historian Belinda Terrell, city secretary, Whiteface; Director Jodie House, city secretary, Crosbyton. The motion to accept these nominations carried.

Murvat gave report on Annual Chapter Seminar to be held on October 21, 2010 from 9:00 a.m. to 3:00 p.m. at the Ranch House



Levelland EDC Director **David Quinn** gave a very informative overview of the City of Levelland Industrial Rail Park, including a to-scale model of the rail park. After the meeting Mr. Quinn took members on a tour of the park and gave a very detailed background on the development of the park.

SOUTH PLAINS CHAPTER

located in Ransom Canyon. Attorney Donna Clark will be the speaker for seminar on open records. Honey Child will cater the meal. Registration will be \$30.00 per person. Brenda will send out registration forms to South Plains Chapter members.

The next meeting was set for December 15. Muleshoe City Secretary LeAnn Gallman, TRMC, will be hosting. ★

Members and guests in attendance at the September meeting:

Jo Ann Beard, city secretary, Smyer

Toni Chrestman, TRMC, city secretary, Slaton

LeAnn Gallman, TRMC, city secretary, Muleshoe

Maria Hatchett, TRMC, city secretary/treasurer, Lamesa

Jodie House, city secretary, Crosbyton

Sharon Kerby, Slaton

Monica Lopez, city secretary, Lorenzo

Murvat Musa, city secretary, Ransom Canyon

Brenda Shaw, TRMC, city secretary/manager, Morton

Beth Walls, city secretary, Levelland

Toni Wilson, TRMC, city secretary (ret.), Sundown

Toni Longoria, city clerk, Lorenzo

Sue Castles, Xcel, Lubbock

TMCA CHAPTER NEWS

West Texas Chapter

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

The West Texas Chapter met at The Barn Door Steakhouse in Odessa for its third-quarter meeting on July 21.

President Tonya Todd, TRMC, city secretary, Wink, called the meeting to order at 11:30 a.m. Interim Secretary/Treasurer Tonya Todd called roll with eight members present, representing six cities. President Tonya Todd determined a quorum was present.

Payment of bills was approved. The purchase of gift sacks for the TMCCP seminar in El Paso, and a \$50.00 memorial in memory of Lou Ann Watson's husband, Henry, were among the bills approved.

The Nominating Committee for 2011-2012 officers consisted of Anita Sparks, city secretary, Rankin; Evelyn Ammons, city secretary, Big Lake; and Karen Bullard, city secretary, Crane. Presentations to the members for the 2011-2012 officers that were approved are as follows: President Tonya Todd, TRMC, city secretary, Wink; Vice President Gloria Saenz, city secretary, Kermit; Secretary/Treasurer Karen Bullard, city secretary, Crane; and Reporter/Historian Marla Arizola, city secretary, Sterling City.

The fourth-quarter meeting of the West Texas Chapter of Municipal Clerks was scheduled for November 17 at the Barn Door Steakhouse in Odessa. This will be the chapter's Christmas Party. Members can bring a gift to exchange not to exceed \$10.00.

A "Preparation for Records Retention" program was presented by Midland Interim City Secretary Amy Turner and Deputy City Secretary Lyn Miller. Lyn Miller shared information about ARMA International and the local chapter for this organization. Lyn also shared with the members that the City of Midland was

WEST TEXAS CHAPTER

having a “Free the Files Day.” Each department will devote this day to records management. Amy Turner presented a Power Point presentation to the members that covered the elements of compliance, records management basics, retention schedule basics, disposal of records, E-records, and resources for getting started. Members were encouraged to set aside time each week for records management. The presentation was excellent. The members gave Lyn and Amy a gift as a token of their appreciation for their time and effort on this presentation.

The meeting adjourned at 1:35 p.m. ★

Members present at the July meeting:

Evelyn Ammons, city secretary, Big Lake

Reporter/Historian Karen Bullard, city secretary, Crane

Cindy Green, Iraan

Laquetta Harris, city secretary, Iraan

Lyn Miller, deputy city secretary, Midland

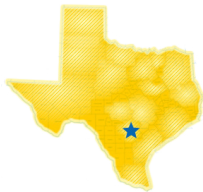
Anita Sparks, city secretary, Rankin

President Tonya Todd, TRMC, city secretary, Wink

Amy Turner, interim city secretary, Midland

Guest: Sherry Wilson – Daughter of Evelyn Ammons

TMCA Chapters



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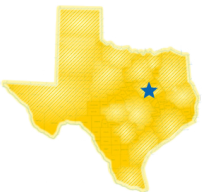
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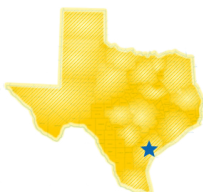
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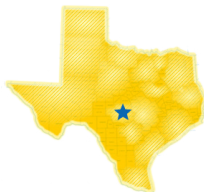
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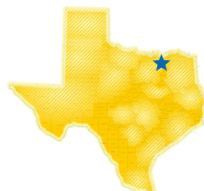
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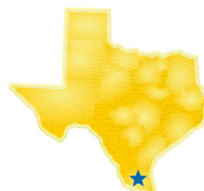
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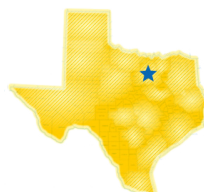
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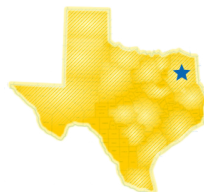
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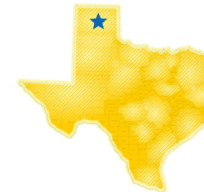
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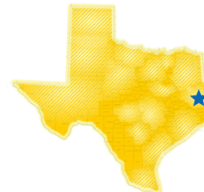
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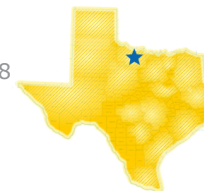
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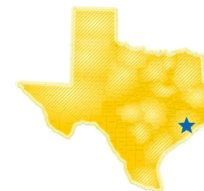
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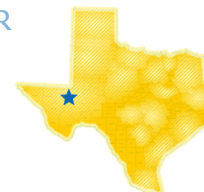
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