



TMCA NEWS

NEWSLETTER OF THE
TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.

From the President's Corner

I hope you are having a great summer! This newsletter article focuses on training and professional development, and is a building block on what we have discussed in the prior two articles—creating a culture of service that lasts and being mindful of our internal customers.

Great customer service organizations have a culture that values the training and development of their employees. It all starts before employees have their first day on the job. A candidate interviewing for a job has already made some initial opinions about what is important to the potential employer based on how employees conduct themselves during the interview process. Once an employee arrives for their first day with the city, that employee MUST receive training as a part of a new-employee orientation program. This can vary from city to city, but every city should have some sort of orientation program. This orientation program is much more than just completing benefits paperwork.

Your new employee represents you in front of your customers. It is vital that the new employee understand customer service expectations and have a basic knowledge of the different services offered by the city. During orientation is the one opportunity to set clear expectations. Too many cities use on-the-job training for everything and throw employees into the daily operation without adequately explaining the basics of expected job performance. Unfortunately, any bad habits formed during the first six weeks on



President
Patrice Fogarty, TRMC

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President's Message

the job will be hard to break. The impressions formed during this orientation time are key to the success of this employee in the department position and the city. New employees need job specific training before they are turned loose on the job. Carefully select the experienced employee who will do the training to be sure they have teaching ability and empathy. An otherwise great employee may not be the best teacher for the new employee.

Recent graduates joining the workforce may have received adequate technical or occupation specific training, but it is rare to find someone who has received training in the soft skill areas. Soft skills refer to:

- Communication: speaking and listening
- Leadership
- Conflict Resolution
- Effective Meeting Facilitation, and
- Win-Win Negotiation

All organizations and their customers benefit when all employees receive the appropriate training in these critical areas.

Ongoing development, continuing education, and training are never-ending challenges. One of the motivating factors mentioned in employee satisfaction surveys is that the employer continues to invest in the employee's development

and professional education. Mentoring is in the category of training. Though the official purpose of a mentoring program is to transfer knowledge and experience to new employees or leaders, if done correctly, the mentor benefits as much or more than the one being mentored. The process usually helps the mentor re-focus skills and interests in their own job.

Cross training is another form of training, and it should be intentionally accomplished. Cross training provides avenues for growth and excellence in honing skills that may be otherwise buried. Sometimes cross training provides a very efficient and effective avenue for restructuring the department or all the city departments due to hidden strengths of employees coming to light.

Having a complete training program can have significant impact on customer service. Everyone has had the unfortunate experience of interacting with a city employee who has not been properly trained for his or her position. If this happens to be the first encounter a citizen has with the city, there will be negative feelings on the part of the citizen. Cities that invest in employee training, education and professional development create a work environment with high morale, low turnover; and perhaps most importantly, provide great employees with whom citizens will interact. It is a win-win for the individual employee, the total city employee family, and the citizens!

Patrice Fogarty, TRMC
2006 TMCA, Inc., President



coming fall 2006

2007 TMCCP Election Calendar

The 2007 TMCCP Election Calendar by Analeslie Muncy will be published this fall. All Texas municipal clerks will receive a complimentary copy via mail. The calendar will also be available to download from the [TMCCP website](#).

TMCA News is published by: **Texas Municipal Clerks Association, Inc.**, University of North Texas, PO Box 305067, Denton, Texas 76203; Ph 940-565-3488; Fx 940-565-2012; www.unt.edu/municlerks

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Send articles to: **TMCA, Inc.**, PO Box 305067, Denton, TX 76203; 940-565-3488; FAX 940-565-2012; aburke@unt.edu

TMCCP Graduate Institute Seminar

Authentic Leadership

November 9-10, 2006, South Padre Island, Texas

Anyone may attend. TMCCP enrollees receive Course 2 seminar credit.

An Invitation from Speaker Joe LaBeau, M.Ed.

You are invited to the TMCCP Graduate Institute, *Authentic Leadership*. This workshop will consist of a comprehensive learning experience that will focus on helping you discover and develop your personal leadership talents and abilities. You will also learn how these attributes help or limit you as a public official.

Attendees have the opportunity to take the CPI 260™ online. To participate, you will need to register for the TMCCP Graduate Institute by **October 13**. This assessment is scientifically valid, reliable and based on a well-known, highly regarded instrument called the California Psychological Inventory™ (CPI), a test that has been widely used by consulting psychologists for the past 30 years for law enforcement and management assessment.

During the seminar, members will discuss individual and group results of the assessment. The information will help you compare your individual leadership competencies with group averages for:

- other workshop attendees
- city managers and department directors
- National Civic League Directors
- 5,600 other managers and executives across the U.S.

In turn, this information will allow you to formulate scientifically based hypotheses to:

- understand how council, staff, and the city manager see you
- pinpoint behaviors that affect your success with others
- inventory your personal strengths and measure your untapped potential as a leader
- identify success roadblocks and develop strategies to reach your full potential as a leader

This assessment is for those who value the best in professional feedback using modern psychometrics. If you would like to get high quality, completely confidential feedback at low cost and have the opportunity to be involved in this part of the workshop, this assessment is for you.

After you register for the TMCCP Graduate Institute, you will be emailed instructions so you can take the assessment online at your convenience. When you come to the seminar, your confidential results will be distributed to you in report format. Let me emphasize: only you and I will read your results, and I will only be referring to them to construct the group averages. Your individual results will be kept confidential.

I have done this type of work with many groups. Participants have always enjoyed the experience; I am confident you will too. To participate, [register for the seminar](#)—be sure to include your email address to move on to the next step.

Joseph D. La Beau, M.Ed.
Licensed Professional Counselor

AWARDS BANQUET
TMCA

don't forget

TMCA
BUSINESS MEETING

November 9, 2006, 11:30 AM. The Annual **TMCA Business Meeting** is held Thursday, at the TMCCP Graduate Institute Seminar.

November 9, 2006, 6:00 PM. The Annual **TMCA Awards Banquet** is an opportunity to honor fellow TMCA members. We award scholarships, read resolutions, and announce the TMCA 2006 Municipal Clerk of the Year. **Purchase** your ticket now!

TEXAS MUNICIPAL LEAGUE CONFERENCE

October 25-27, 2006
Austin Convention Center

TMCA Affiliate's Program

Friday, October 27, 9:30-11:30 a.m.



President Patrice Fogarty, TRMC, city secretary, Missouri City, will preside during the professional development session held during **TML's Annual Conference**. Leticia McGowan, attorney, Dallas Independent School District, will present the program, **Open Government: Responding to Open Records Requests**. Please check the TML program directory for meeting location within the Austin Convention Center. President Fogarty will also present three scholarship awards (provided by Laserfiche, Linebarger, and Questys) to members selected by the scholarship and certification committees. Please join your professional colleagues for this outstanding session. See you in Austin!

We Want YOU!

Sign up now to help at the TMCA Booth at the Texas Municipal League Conference

By Melissa Brunner, TRMC



Melissa Brunner, TRMC

TMCA and TMCCP are looking for a few good people to help spread the word about our wonderful organizations. We have a great opportunity coming up through the TMCA booth at the Texas Municipal League Conference to be held at the Austin Convention Center on October 25-27. Volunteers serving in our booth will have the opportunity to share information about TMCA and TMCCP with city officials from members all over our state. We continue to be surprised about the number of officials who do not realize all of the different hats that we wear in our positions at our respective cities. We need some of our wonderful members to help share information with the city officials about our professional organization.

Please contact Melissa Brunner, TRMC, city secretary, Flatonina, to sign up for a time to share:
mbrunner@ci.flatonia.tx.us or 361-865-3548.

Please contact
Committee Chair
Melissa Brunner, TRMC,
to sign up for a time to share:
mbrunner@ci.flatonia.tx.us
361-865-3548



2006 Certification Committee

By LaDonna Floyd, TRMC

The TMCA Certification Committee promotes the Texas Municipal Clerks Certification Program and sets the policies and procedures for the operation of the Certification Program. This is a brief introduction of the TMCA members who have comprised this vital committee in 2006.

Certification Committee Chair LaDonna Floyd, TRMC, has served the City of Nederland since 1977, following her completion of an Associates Degree from Lamar University. LaDonna has worked in every department and was appointed as city clerk in May 1993. She completed the TRMC Certification in January 1998, No. 306, and recertified in 2003. LaDonna also received the designation of Certified Municipal Clerk through the International Institute of Municipal Clerks in November 1997. Most recently, LaDonna was accepted into IIMC's Master Municipal Clerk Academy in February 2003.

LaDonna co-authored Chapter 14, "Elections," in the *Texas Municipal Clerks Handbook*, 8th edition. She served as president and chair of several committees of the Golden Triangle Chapter of TMCA, Inc.

Asked about her service to the TMCCP Certification Committee, LaDonna said, *It is such an honor to serve as Chair of the Certification Committee and to be a part of the best municipal clerk's certification program in the United States. We strive to serve all members with the highest level of educational opportunities through the Texas Municipal Clerks Certification Program by providing the latest and most up-to-date information needed to proudly and confidently serve our communities. Every graduate, and those currently enrolled in the educational and professional development program, should be extremely proud of their accomplishments. I encourage all Texas municipal clerks to pursue the distinguished designation of becoming a Texas Registered Municipal Clerk.*

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



2006 TMCA Certification Committee. (standing, left to right) Mary Lynne Stratta, TRMC, city secretary, Bryan; Arthur Camacho, Jr., TRMC, city secretary, Azle; TMCA President Patrice Fogarty, TRMC, city secretary, Missouri City; Lydia Ozuna, TRMC, city clerk, Wichita Falls. (Seated, left to right) Susie Quinn, TRMC, city secretary, Rowlett; Toni Wilson, TRMC, city secretary, Sundown; Certification Chair LaDonna Floyd, TRMC, city secretary, Nederland; Sherry Mashburn, TRMC, city secretary, Bee Cave; and TMCCP/TMCA Director Joyce Snay, TRMC.

“It is truly an honor and a privilege to participate with such a wonderful group of professionals that our association and this committee offers.”

—Susie Quinn, TRMC

he received the Bluebonnet Chapter's Municipal Clerk of the Year Award in 2003. He co-authored Chapter 6, "Municipal Purchasing and Contracting" in the *Texas Municipal Clerks Handbook*, 8th edition, and has served on the Reception Committee of the North Texas Municipal Clerks Association.

In regard to his service on the Certification Committee, Art said, *It is an honor to contribute to the Texas Municipal Clerks Certification Program in the position of a certification committee member. I am very thankful for my association with an organization that continually strives to insure the quality of this educational program, especially when you consider the numerous legislative changes that affect municipal governments today. This sincere effort is demonstrated not only through the researched information provided in the course material and seminars, but also through the additional financial assistance provided to clerks throughout the state. City councils and management realize a certified clerk is a true advantage to their citizens, co-workers, and themselves. The certification and continual recertification of city clerks marks the difference between just doing a job and being involved in a profession.*

Sherry Mashburn, TRMC, was appointed city secretary of the Village of Bee Cave in July 1999 and was previously employed with the City of Katy as tax assessor-collector. Sherry earned the Texas Registered Municipal Clerk Certification (No. 401) in 2002 and is currently enrolled in the recertification program. She has been a member of the Texas Municipal Clerks Association, Inc., since 1999, and a member of the International Institute of Municipal Clerks since 2001. She attained her designation as Certified Municipal Clerk from IIMC in 2003 and was accepted into the Master Municipal Clerk Academy in 2004. She is currently in her second master level.

Sherry joined the Step-by-Step TMCCP Election Law team as an instructor in 2003. In July 2004, Sherry was appointed to the Open Records Steering Committee to represent all Texas cities. In April 2006, she was appointed to the City/County Ad

Hoc Committee on HAVA Implementation. She co-authored Chapter 9, "Public Information," in the *Texas Municipal Clerks Handbook*, 8th edition. Active in professional affiliations, Sherry serves as the vice president of the Capital Chapter of TMCA. She served on the audit and nominating committees for TMCA. Sherry has also been active in IIMC. She served on the hospitality committee for IIMC 2002 Conference; the public relations and marketing committee; and is currently serving on the mentoring committee. Sherry is also a member of the National Association of Parliamentarians.

Sherry states, *It is in large part due to our outstanding educational program that city clerks throughout Texas have earned the reputation for professionalism and expertise in all areas of city government. I am very honored to serve on a committee that is instrumental in providing clerks an opportunity for professional development they otherwise may not have.*

Susie Quinn, TRMC, began her career in city government with the City of Eastland in June of 1994 as city secretary. She held the position until March 1999 when she was appointed city secretary for City of Tye. In December 2000, she was appointed city secretary in Azle and then in December 2002, she moved to Rowlett where she is currently the city secretary. Susie received her Texas Registered Municipal Clerk Certification (No. 295) in January 1997; recertified in 2002; and will receive her second recertification in January 2007. She received the Dorothy F. Byrd Scholarship in 2002.

Susie is a member of the North Texas Municipal Clerks Association (NTMCA) and currently serves as vice-president for this local chapter. In 2005, she was honored by being selected as the NTMCA Municipal Clerk of the Year. Susie was a charter member of the Bluebonnet Chapter and served as its first president. In 1995, she was honored as the Bluebonnet Chapter Municipal Clerk of the Year. She was presented with a plaque of appreciation at the 10th Anniversary Celebration of the Bluebonnet Chapter in 2005. Susie co-authored

“City councils and management realize a certified clerk is a true advantage to their citizens, co-workers, and themselves. The certification and continual recertification of city clerks marks the difference between just doing a job and being involved in a profession.”

—Art Camacho Jr., TRMC

Chapter 10, “Board and Commissions and Constitutional Oath of Office,” in the *Texas Municipal Clerks Handbook*, 8th edition.

Susie is honored to be serving on the Certification Committee and stated, *It is truly an honor and a privilege to participate with such a wonderful group of professionals that our association and this committee offers. Frequent state law changes and new technology developments make it essential for city secretaries to continue to strive to complete the TMCCP certification and recertifications. The Texas Municipal Clerks Certification Program is one of the best programs in the nation as it offers us the opportunity to achieve the professional level of exemplary job performance our cities need.*

Toni Wilson, TRMC, has served the City of Sundown since April 1983. In her years with the city, she has worked with property taxes, municipal court, and utility billing. She assumed the election process, personnel department responsibilities, and the financial duties prior to officially being appointed as city secretary in October 2000. Toni is a Texas Registered Municipal Clerk (No. 385). She completed the TRMC Certification in January 2001; received her first recertification January 2006; and is currently working on her second recertification. She obtained the designation of Certified Municipal Clerk through the International Institute of Municipal Clerks in December 2003. Toni was a recipient of the Dorothy F. Byrd Scholarship in 2003.

Toni is completing a two year term as vice-president of the South Plains Chapter of TMCA, and will serve as president during 2007-2008. She has served as an officer in the chapter since 1998, and was previously on the chapter’s Municipal Clerk of the Year Selection Committee. Toni also served on the TMCA resolutions committee in 2002 and 2003, and the audit committee in 2004. She co-authored Chapter 3, “Municipal Finance,” in the *Texas Municipal Clerks Handbook*, 8th edition.

In reference to her service on the certification committee, Toni replied, *It has been a pleasure serving on this committee and to have active participation in awarding scholarships for continuing education to professional colleagues. As a past scholarship recipient, this program has helped me in so many ways not only with monetary support, but also with the encouragement I have received from the members. I will strive to continually show this support and encouragement to other members the way it has always been shown to me. ★*

TMCCP Course Certificates Earned

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

COURSE 1

Donna Barkley, Woodway
 Dorothy Brooks, Rockwall
 Nina E. Browning, Winnsboro
 LaKeisha Cannon-Scott, Jersey Village
 Debbie Chelf, Hutto
 Debbie Cody, College Station
 Dara Crabtree, Duncanville
 Matthew Denton, Prosper
 Deborah Jessup, Bullard
 Lee Garcia, Hewitt
 Debbie Gressett, Seminole
 Edna S. Lopez, Kingsville
 Cathy McMullan, Corsicana
 Toni Milam, Buda
 Donna Robbins, Mineral Wells
 Dixie Roberts, Lake Jackson
 Angie Scarlett, Throckmorton
 Tonya Thomas, Wink
 Annette Villarreal, McAllen
 Gail Weir, Ore City
 Susie Williamson, Shallowater
 Perla Zamora, McAllen
 Norma Zenk, Bedford

COURSE 2

Donna Barkley, Woodway
 Jhanna Bogan, Springtown
 Dorothy Brooks, Rockwall
 Lori A. Carroll, Boerne
 Debbie Gressett, Seminole
 Nancy Hale, Spur
 Julie Lollar, Denison
 Donna Robbins, Mineral Wells
 Dixie Roberts, Lake Jackson
 Christi Shivers, Mexia
 Carrie Smith, Parker
 Eddie Sturgal, Lowry Crossing
 Tonya Thomas, Wink
 Sheila Williams, Brazoria
 Norma Zenk, Bedford

COURSE 3

Jhanna Bogan, Springtown
 Stacy Corley, Nacogdoches
 Tracy Freimarck, Windcrest
 Julie Lollar, Denison
 Dixie Roberts, Lake Jackson
 Eddie Sturgal, Lowry Crossing

COURSE 4

Cynthia Archibeque, Bryan
 Deborah Jessup, Bullard
 Sandra K. Melton, Sherman
 Margie Smith, Wake Village

Municipal Code Corporation Scholarship

By Certification Committee Chair LaDonna Floyd, TRMC

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

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

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

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

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

PURPOSE

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

SCHOLARSHIP COMMITTEE

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

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

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

The 2006 Certification Committee members are: Chair LaDonna Floyd, TRMC, city secretary, Nederland; Art Camacho, Jr., TRMC, city secretary, Azle; Sherry Mashburn, TRMC, city secretary, Bee Cave; Susie Quinn, TRMC, city secretary, Rowlett; and Toni Wilson, TRMC, city secretary, Sundown.

The committee notifies the TMCA, Inc., president of the named recipient(s) and the amount of the award(s). The president notifies the recipient(s) and confirms his, her, or their attendance at the TMCCP Election Law

Seminar held in Austin, January 17-19, 2007.

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

SCHOLARSHIP ADMINISTRATION

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

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

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

ELIGIBLE APPLICANTS

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

SELECTION CRITERIA

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

POST AWARD REQUIREMENTS

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

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

TML Report

By TML Representative Lydia Ozuna, TRMC

The TML Board met in Hurst on June 16, 2006. Frank Sturzl, TML Executive Director, and the TML Staff provided the following information. The recent membership survey reflected that networking was the highest benefit of attending TML Conferences and TML Regional meetings.

TML adopted a neutral stand on local option appraisal caps because there were different positions within various cities. TML takes no position when cities are in opposition.

In order to protect TML against possible liability, a resolution will be submitted to TML membership to de-departmentalize 21 affiliates. Under this resolution the 21 affiliates would cease to be called departments and would become affiliate members. Changing the terms will have little or no effect on day-to-day relations between TML and its affiliates. This will be an amendment to the TML Constitution.

A resolution will be placed before the TML membership at the October TML Annual Conference to clarify payment of current membership dues. Dues are to be paid from municipal funds, not a third party. This will be an amendment to the TML Constitution.

H.B.1 provides that a school board election held on the same day as a municipal election shall be a joint election; however, the bill does not provide for the manner in which a school district will select the city with which to hold a joint election. Also, it is not clear whether the selected city may decline to participate in a joint election. Questions will be cleared up by an Attorney General Opinion or in court.

Look for a new citizens' education program called *Texas Cities Work* which will educate citizens about city services. TML will create a website to help cities learn about TML services.

Next TML Board meeting will be October 25, 2006 in Austin Texas. ★

TMCCP Seminars

Texas Municipal League Conference

October 25-28, 2006, Austin

TMCA Affiliate's Program—Open

Government: Responding to Open

Records Requests (October 27,

9:30-11:30 a.m.)

Graduate Institute Seminar –

Authentic Leadership

November 9-10, 2006, South Padre Island

Speaker: Joseph LaBeau

(Course 2 credit for TMCCP enrollees)

Election Law Seminar

Speaker: Texas Municipal Clerks

January 17-19, 2007, Austin

(Course 4 credit for TMCCP enrollees)

Office Administration

April 12-13, 2007, Beaumont

(Course 1 credit for TMCCP enrollees)

Municipal Finance

June 7-8, 2007, Amarillo

(Course 3 or 4 credit for TMCCP enrollees)

Legislative Update

Speaker: Alan Bojorquez

August 8-9, 2007, Irving

(Course 1 credit for TMCCP enrollees)

Graduate Institute –

Leadership Challenge

Speaker: James W. Dodson

October 11-12, 2007, Fredericksburg

(Course 2 credit for TMCCP enrollees)

Texas Municipal League Conference

November 7-9, 2007, Dallas

IIMC News

Sandy Hart, TRMC, city secretary, McKinney; and Tracy B. Norr, TRMC, town secretary, Pantego, have been accepted into the Second Level Membership of the IIMC Master Municipal Clerk Academy. Approximately 15% of over 10,300 members of IIMC have qualified for Academy status.

Beverly Covington, TRMC, deputy city secretary, McKinney; Pamela K. Rowe, TRMC, city secretary, Plains; and Cynthia Singleton, TRMC, city secretary, Colleyville, have been awarded the prestigious designation of Certified Municipal Clerk (CMC) from IIMC. Beverly, Pamela, and Cynthia join 70 municipal clerks from the State of Texas who currently hold the CMC designation.

CHAPTER NEWS

BLUEBONNET CHAPTER

By Nancy Turnbow

The Bluebonnet Chapter met at the San Angelo Convention and Visitor Bureau, located in the Visitors Center, on June 14. President Rhonda Williams, city secretary, Dublin, presided over the meeting. Alicia Ramirez, city secretary, San Angelo, welcomed everyone.

Those present for the meeting were: Virginia Dill, city secretary, Cisco; Jean Gilmore, city secretary, Clyde; Karen Lou Graham, city secretary, Anson; Linda Knight, TRMC, city secretary, Breckenridge; Diane Latham, assistant city secretary, Breckenridge; Pat Martindale, city secretary, Bronte; Deborah Michalewitz, deputy city clerk, San Angelo; Billie Pearce, city secretary, Tuscola; Anita Purcell, city secretary, Bangs; Alicia Ramirez, city secretary, San Angelo; Renee Scott, assistant city secretary, Abilene; Shirley Stuart, city secretary, Eastland; Kay Torres, city secretary, Robert Lee; Nancy Turnbow, city secretary, Baird; Louetta Wallace, city secretary, Haskell; and Rhonda Williams, city secretary, Dublin.

Special guests included: Mayor J. W. Lown, San Angelo; Mayor Carrol Wells, Bangs; Councilmember Charlotte Farmer, Single Member District #6, San Angelo; Business Liaison Kathy Keane, San Angelo; and City Attorney Mindy Ward, San Angelo.

Kathy Keane, business liaison, San Angelo, gave the invocation and lunch was served. The members considered a resolution and monetary support for the campaign for Mary Lynne Stratta, TRMC, MMC, city secretary, Bryan, for Second Vice President of the International Institute of Municipal Clerks (IIMC). Linda Knight stated that the proposed resolution is in support for the campaign of Mary Lynne Stratta, who served as TMCA, Inc., president in 2005. Linda gave an overview of IIMC and noted the expenses involved with the proposed presidential campaign. Following discussion, Kay Torres made a motion to approve the resolution and to donate \$250.00 from the Bluebonnet Chapter towards the campaign. Shirley Stuart seconded the motion, and the notion carried. The resolution is captioned as follows:

SUPPORTING THE CANDIDACY OF MARY LYNNE STRATTA, TRMC, MMC, AS SECOND VICE PRESIDENT OF THE INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS. ★

CAPITAL CHAPTER

By Melissa Brunner, TRMC

The Capital Chapter of Municipal Clerks met in the training room at the City of Bryan on May 31. Those present were: President Shirley Garvel, city secretary, Elgin; Vice President Sherry Mashburn, TRMC, city secretary, Bee Cave; Treasurer Teresa Valdez, TRMC, city secretary, Bastrop; Historian Amy Harris, city secretary, Cameron; Cynthia Archibeque, assistant to city secretary, Bryan; Jodi Chaney, records management coordinator, Bryan; Toni Milam, city secretary, Buda; Melissa Perry, city secretary, Hutto; Mary Lynne Stratta, TRMC, city secretary, Bryan; and Ruby White, TRMC, city secretary (ret.), Luling. Mayor Ernie Wentrcek, City of Bryan, welcomed the Capital Chapter members to the City of Bryan. President Garvel presented Ruby White, retired city secretary of Luling, a certificate and plaque bestowing an honorary lifetime membership with the Capital Chapter.

Teresa Valdez reported that the members of the bylaws committee had met and had two recommended changes for the membership to consider and vote on at a later meeting. The recommended changes to the bylaws were:

1. To change the month when the election of officers takes place. The new time line would be as follows:
 - A) July – appoint the nominating committee
 - B) October – membership votes for officers
 - C) January – Newly elected officers take office
2. Appoint an Audit Committee to check the books annually.

Toni Milam presented the award for Capital Chapter Clerk of the Year to Shirley Garvel. Toni Milam announced that the Capital Chapter nominee for Texas Clerk of the Year is Sherry Mashburn. Mary Lynne Stratta reported on the IIMC Conference in Anaheim, California, and stated that the educational program was outstanding. She reported that Dyanne Reese was elected 2nd Vice President for 2006. Mary Lynne also reported that she had rolled out her campaign for 2007 by distributing ribbons and pins. She will be going to Florida shortly and hopes to return with a Resolution of Support for her candidacy. She has already received several resolutions of support from other states, as well as from Region IV.

CHAPTER NEWS

Shirley Garvel reminded the membership that the silent auction proceeds in Salado will go to Mary Lynne's IIMC presidential campaign fund.

The chapter will meet in Salado July 28 and 29 and in Buda for the September meeting. A meeting place is needed for the December meeting. The program was presented by David Storrie, director of special projects, City of Bryan. Mr. Storrie discussed the public and private partnership for the development of the Traditions Golf Course and residential development. He then escorted the membership on a tour of the Traditions Golf Course, the Texas A&M University Golf Learning Center and the 2006 Southern Living Idea Home. ★

CENTRAL TEXAS CHAPTER

By Donna Hawkins

The Central Texas Chapter held their bi-monthly meeting at the City of Waco at the new Waco Transit Maintenance & Administration Building on June 14. Chapter members present were: President Carolyn Martin, TRMC, city secretary, Mexia; Vice President Lydia Lopez, TRMC, assistant city secretary, Waco; Treasurer Lee Garcia, finance director, Hewitt; Secretary Donna Hawkins, city secretary, Beverly Hills; Historian Audra Good, TRMC, assistant city secretary, Bellmead; Benevolence Officer Jennifer Canady, TRMC, city secretary, Woodway; Patricia Ervin, TRMC, city secretary, Waco; Connie Foreman, city secretary, Lacy Lakeview; Becky Frels, TRMC, city secretary, Hewitt; Betty Harrell, city secretary, Hillsboro; Yrene Morgan, TRMC, deputy city secretary, Mexia; Patti Paschall, city secretary, McGregor; Cresandra Polk, records coordinator, Waco; Kendra Pursche, administrative assistant, Robinson; Tanya Ramer, city secretary/city administrator, Meridian; Karen Sanchez, finance director, Robinson; Linda Vranich, city secretary, Robinson; and Krista Webb, city secretary, Rosebud. Guests present were: Jennifer Warren and Marsha Whitten of Waco. Special Guest Mayor Virginia Dupuy, Waco, spoke to the members and introduced John Hendrickson of the Waco Transit.

Central Texas Chapter members discussed plans for hosting the Salado Seminar Meeting with the Capital Chapter on July 28-29. The chapter bylaws were discussed, revisions made and a final version will be presented at the chapter meeting during the Salado Seminar in July. ★

LONE STAR CHAPTER

By Sandy Hart, TRMC

We are winding down our first year as a new chapter. It has been a rewarding experience for me as president. I have made a lot of new friends and learned about new communities in our area. It has been a great opportunity for the clerks in the counties of Fannin, Grayson, Collin, Rockwall, and Hunt to learn through our educational programs, to have questions answered, and to gain new resources from fellow members. Our chapter has grown to a strong 46 members.

The Scholarship Committee has been busy this year with monthly drawings at our luncheons and our very successful silent auction in January. We have raised enough money to award two scholarships for next year. This will give two of our members an opportunity to participate in the Texas Registered Municipal Clerks Certification Program. Our Scholarship Committee has also been working on compiling recipes for a cookbook as a fund raiser.

Elaine Bealke, TRMC, city secretary, Plano, and the Holiday Committee members are working on plans for the Holiday Luncheon to be held in December. Kathy Wingo, TRMC, city



(Top) President Sandy Hart (right), TRMC, city secretary, McKinney, addresses Lone Star Chapter members.

(Above) Vice President Dorothy Brooks, TRMC, Rockwall; President Sandy Hart, McKinney; speaker Dru Bookout; and Beth Woodson, Savoy.

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secretary, Lucas, has championed a project to provide an opportunity for our members to purchase chapter shirts.

The June 1 meeting included a very enjoyable presentation by Dru Bookout, professional speaker and co-director of the Richland College *Work Like Your Dog Institute*. We all learned a lot about finding ways to enrich our lives. The Clerk of the Year Committee, (Eddie Sturgal, Shelley George, and Sara Thetford) presented Nan Parker, TRMC, city secretary, Frisco, as the Lone Star Clerk of the Year. Attendees at the meeting were: Dorothy Brooks, city secretary, Rockwall; Tina Butterfield, McKinney; Beverly Covington, TRMC, deputy city secretary, McKinney; Matt Denton, city secretary, Prosper; Bruce Dunn, city secretary, St. Paul; Shelley George, TRMC, city secretary, Allen; Sandy Hart, TRMC, city secretary, McKinney; Carolyn Jones, town secretary, Fairview; Nina Jones, city clerk, Denison; Julie Lollar, deputy city secretary, Denison; Aimee Nemer, TRMC, city secretary, Murphy; Nan Parker, TRMC, city secretary, Frisco; Eddie Sturgal, city secretary, Lowry Crossing; Sara Thetford, deputy city secretary, Prosper; Beth Woodson, city secretary, Savoy; and several guests from the City of Frisco.

Our next meeting will be held on August 17 in the City of Celina with a presentation on *Records Preservation*; on September 7, the meeting will be held in Farmersville; the first meeting of our second year will be held on October 5 in Heath with TMCA President Patrice Fogarty, TRMC, city secretary, Missouri City, installing our new officers. Please try to join us and be an active part of the chapter. ★

LOWER RIO GRANDE VALLEY CHAPTER

by Perla Zamora

The Lower Rio Grande Valley City Clerks Association met on June 21 at Villa de Cortez Hotel in Weslaco. A post-election discussion was held. Those members that conducted elections in May cited no problems with the new iVotronic Voting System. Members shared ideas about potential guest speakers and efforts to increase attendance at meetings. A brief overview was given on the TMCCP seminar held in Lubbock in the month of June relating to media relations and effective communications.

The chapter met on August 16 at Palm View Golf Course in McAllen, Texas with the following present: Susie Alcocer, city secretary, Port Isabel; Martha Alvarado, city secretary, Donna; Amanda Elizondo, TRMC, city secretary; Weslaco; Arcie Felix, TRMC, city secretary, Mercedes; Lupita Galvan, Edinburg; Jolinda Hernandez, McAllen; Clarice Martinez, Edinburg; Aida Rivas, city



The Lower Rio Grande Valley Chapter at their meeting in June.



The August Lower Rio Grande Valley Chapter meeting. (Left to right): McAllen City Attorney Jim Darling; Annette Villarreal, McAllen; Molly Vallejo, Weslaco; Amanda Elizondo, TRMC, Weslaco, city secretary; Perla Zamora, McAllen.



At the Lower Rio Grande Valley Chapter meeting in August: Susie Alcocer, city secretary, Port Isabel.

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secretary, Palmview; Norma Rodriguez, McAllen; Molly Vallejo, secretary, Weslaco; Annette Villarreal, city secretary, McAllen; Historian Perla Zamora, assistant city secretary, McAllen.



Top: Jim Darling, city attorney, McAllen, at the Lower Rio Grande Valley Chapter in August.

Above (left to right): Jolinda Hernandez, McAllen; Clarice Martinez, Edinburg; and Lupita Galvan, Edinburg.

The guest speaker was McAllen City Attorney Jim Darling. He spoke on the topic of *Ethics for Local Government* expanding on *Conflicts of Interest* pursuant to LGC Chapter 172 and *Disclosure Requirements* under LGC Chapter 176. He reported that the City of McAllen had recently adopted an Ethics Ordinance incorporating LGC Chapters 172 and 176 as well as Open Meetings and Open Records Training. After his presentation, there was a question and answer session and then a business meeting.

For further information regarding our chapter, contact City Secretary Annette Villarreal 956-972-1730 or email avillarreal@mcallen.net. ★

NORTH TEXAS MUNICIPAL CLERKS CHAPTER

by Jeanne Fralicks, TRMC

On May 31st, many members of the North Texas Chapter were delighted to attend a reception honoring Nancy Meadows, TRMC, city secretary, Watauga. Nancy retired following 25 years of dedicated service to the City of Watauga. We will miss Nancy's endless enthusiasm and cheerfulness but wish her much happiness in the years ahead.

The North Texas Chapter held its annual recognition luncheon on June 14. The theme of this year's luncheon was *Sowing Seeds of Success*, and featured motivational speaker Marti Miller. The membership was delighted to hear that Marty Hendrix, TRMC, city secretary, Fort Worth, was selected as NTMCA's City Secretary of the Year by the committee. The committee members were: Mary Kayser, TRMC, city secretary, Burleson; Paula Pashal, TRMC, town secretary, Flower Mound; Jean Dwinnell TRMC, city secretary, Westlake; and Kelly Edwards, TRMC, city secretary, Roanoke. During the luncheon, NTMCA members who graduated or received their recertifications in 2006 were recognized and committee members who served during the 05-06 term were presented Certificates of Appreciation. Mary Kayser, TRMC, city secretary, Burleson, and Pamela Schmidt, TRMC, city secretary, Richardson, also received Certificates of Appreciation for leadership and representation of NTMCA through their service on the 2006 TMCA Executive Board. Additionally, a Certificate of Appreciation was presented to Dr. Joyce Snay, TRMC, TMCCP, for leadership and support of the North Texas Chapter.

On July 12 the monthly luncheon featured City Attorney David Berman of Nichols, Jackson, Dillard, Hager & Smith, LLP. Mr. Berman spoke on the new open records and open meetings training requirements.

Special thanks are extended to members of the NTMCA Reception Committee for planning the wonderful shopping excursion to Southlake Town Square. The committee members were: Art Camacho, TRMC, city secretary, Azle; Lori Farwell, TRMC, city secretary, Southlake; Alicia Richardson, TRMC, city secretary, Highland Village; Kim Sutter, TRMC, city secretary, Richland Hills. As a result of their hard work, TMCCP seminar participants were able to spend a relaxing evening enjoying Southlake's upscale shops and restaurants.

Municipal clerks in the North Texas area are invited to attend the September 13 meeting, which will feature TMCA President Patrice Fogarty, TRMC, city secretary, Missouri City. Pamela Schmidt, TRMC, city secretary, Richardson, is the scheduled speaker for October 11. We also hope that

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everyone will mark their calendars to attend the Holiday luncheon on December 13, to be held at Texas Star Golf Center in Euless.

Members of the Holiday Celebration committee include: Art Camacho, TRMC, city secretary, Azle; Rita Frick, TRMC, city secretary, Hurst; Becky Null, TRMC, deputy city secretary, Euless; and Linda Rhodes, TRMC city secretary, Lake Worth. ★



Marty Hendrix (center), TRMC, city secretary, Forth Worth, was selected as the North Texas Municipal Clerks Association Chapter's 2006 Clerk of the Year. She is pictured with Ron Gonzales, TRMC, assistant to the city secretary, Fort Worth; and Sylvia Glover, TRMC, assistant city secretary, Fort Worth.

PANHANDLE CHAPTER

by Suzanne Finch, TRMC

The Panhandle Chapter of Texas Municipal Clerks met June 15 at the Amarillo Club for their bi-monthly meeting. President Connie McKiernan, city secretary, Panhandle, presided over the meeting. The chapter members passed a resolution supporting the candidacy of Mary Lynne Stratta, TRMC, for 2nd Vice President of the International Institute of Municipal Clerks. Chapter Treasurer Mark Washburn resigned his position as treasurer, as he has taken the position of Public Works Director for Gruver. City Secretary Carolee Nance volunteered to serve out the remainder of his term as treasurer. The group voted unanimously to accept Carolee Nance, city secretary, Fritch, as chapter treasurer.

Panhandle Police Chief Rob Roach gave an educational program, *Law Enforcement State Training Funds*. He discussed how to obtain the funds and the best way to track the funds for audit purposes.

This meeting was attended by the following members: Crystal Black, court/city clerk, Fritch; Frances Childers, city secretary, Dalhart; Suzanne Finch, TRMC, city secretary, Hereford; Janie Guerra, city secretary, Cactus; Terri Johnson, TRMC, city manager/city secretary, Friona; Myrna Langford, city

secretary, Dimmitt; Christina Longoria, secretary, Dimmitt Police Department; Connie McKiernan, city secretary, Panhandle; Carolee Nance, city secretary, Fritch; Kim Rehkopf, city secretary, Dumas; Terry South, city secretary, Canadian; Nelwyn Ward, city secretary, Memphis; and Mark Washburn, city secretary, Gruver.

The chapter is scheduled to meet again on August 17 and October 19 at 11:30 a.m. at the Amarillo Club, Amarillo. ★

PINEYWOODS CHAPTER

by Terre Noble, TRMC

The Pineywoods Chapter held their quarterly meeting on July 12 at the Texas Star Restaurant in Colmesneil. Members present were: President Terre Noble, TRMC, city secretary, Center; Vice President Carrie Edwards, TRMC, city secretary, Colmesneil; Terri Bible, city secretary, Woodville; Nell Broussard, Colmesneil; Cinda Garner, city secretary, San Augustine; Betsy Gregson, city secretary, Huntington; Shelbi Matthews, Onalaska; Jeaneyse Mosby, assistant, San Augustine; Wendy



The Pineywoods Chapter at their July meeting.

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Stoddard, administrative assistant, Huntington; Angela Stutts, city secretary, Onalaska; and Mitzi Thompson, city secretary, Crockett.

Business included an amendment to the Pineywoods chapter's by-laws; fund raisers; scholarship applications; and preparation for the October annual banquet. Following lunch, Carrie Edwards, TRMC, city secretary, Colmesneil, gave a tour of Lake Tejas featuring their new 100-foot suspended slide, swimming area, beaches and beautiful landscape. ★

SOUTH PLAINS CHAPTER NEWS

Toni Chrestman, TRMC

The South Plains Chapter met on June 21 at the Plainview Civic Center and Country Club, Plainview. The meeting was hosted by the City of Plainview and Belinda Hinojosa, city secretary, Plainview. President Gayla Cowan welcomed the members and guests. The program was given by Duffy Hinkle, Plainview councilman, and John Bertsch, board member of Ports to Plains. They gave an interesting and informative presentation on Ports to Plains.

Pam Rowe, TRMC, city secretary, Plains, served as the chairman of the TMCCP June Seminar Committee. She reported that everything had gone really well. Pam received very positive comments on the goody bags and the transportation for Thursday night. There were 20 door prizes donated. She thanked Kirk Franklin, Franklin Legal Publishing, Inc., for his donation of door prizes and items for the goody bags. Chris Wade, TRMC, city secretary, Levelland, was recognized for performing the Heimlich maneuver during the Thursday luncheon.

Tommy Combs, deputy city secretary, Lubbock, reported that Kim Scofield, Texas Library Association, will be presenting the program for our training seminar on October 13. The seminar will be on managing electronic records and improving filing systems. It will be held at the Garden and Arts Center in Lubbock.

Chris Wade, TRMC, chairman of the Municipal Clerk of the Year Committee, reported that Karen Lawson, TRMC, city secretary, Floydada, was elected Chapter Municipal Clerk of the Year, and LeAnn Gallman, TRMC, city secretary, Mule-

shoe, was elected as our chapter nominee for Texas Municipal Clerk of the Year. The election was held at a special meeting on June 7.

The South Plains Chapter approved a resolution supporting Mary Lynne Stratta for 2nd Vice President of IIMC.

The members of the nominating committee for the 2007-2008 slate of officers are: Gloria Espinoza, chairman; Pam Rowe; and Karen Lawson. They will present the slate of officers at the September meeting.

The next meeting was set for September 20. Ralls will be the host city.

Members attending were Toni Chrestman, TRMC, city secretary, Slaton, Tommy Combs, deputy city secretary, Lubbock; Gayla Cowan, city secretary, Amherst; Gloria Espinosa, TRMC, city secretary, Ralls; LeAnn Gallman, TRMC, city secretary, Muleshoe; Maria Hatchett, TRMC, city secretary, Lamesa; Belinda Hinojosa, city secretary, Plainview; Jodie House, city secretary, Crosbyton; Vallerie Jones, city secretary, Jayton; Vickie Kelley, city secretary, Earth; Karen Lawson, TRMC, city secretary, Floydada; Pam Rowe, TRMC, city secretary, Plains; Jeannie Rogers, billing director, Tulia; Brenda Shaw, TRMC, city secretary, Morton; Chris Wade, TRMC, city secretary, Levelland; Wilma Williams, city secretary, Denver City, and Toni Wilson, TRMC, city secretary, Sundown.★



Thank ★ you

to TMCCP enrollee

Irma Parker
city secretary, Rockport

for donating a textbook to the TMCA Loan Library.

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