

TMCA NEWS

NEWSLETTER OF THE TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.



MARCH 2008

Vol. XIX No. 1

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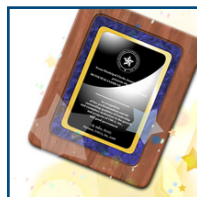
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President's Message

Teamwork (tēm'wûrk')

If you've known me very long, you know I am a sports nut. I would rather watch a baseball, basketball or football game than go shopping. I know, I know, finding a cute pair of shoes on sale is quite a thrill, but it does not compare to the thrill of a good game! There is so much to learn by playing on a team. You learn to communicate; you learn that hard work makes you better, and you learn that everyone has to work together to win.

Webster defines teamwork as "Cooperative effort by the members of a group or team to achieve a common goal." What better example of teamwork than in our careers?

As municipal clerks, we are called on to cooperate with our teammates—they may be your co-workers, city council members or citizens. We have learned (through all of our TMCA training!) how to recognize the different personality types we deal with on a daily basis and how to communicate with them to make the "plays" work. Our coach (your city manager or mayor) gives us the playbook (ordinances or laws) and expects us to study the plays and carry them out in order to win (serve our citizens).



TMCA President
Lila Fuller, TRMC

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President's Message



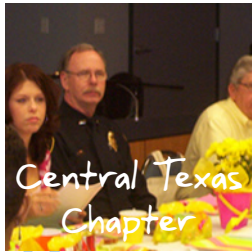
Atamio Chapter



Bluebonnet Chapter



Capital Chapter



Central Texas Chapter



Coastal Bend Chapter



attend a chapter meeting



Yes, it would be easier to let our citizens figure it out themselves—but that wouldn't be the best thing for the team. Our citizens are very much a part of our team—whether they know the game very well or not! It is our job to share our talents with them in order for them to understand the “plays” as well. This takes patience. But the more they learn the “game” the better the team is—and the more “wins” we will have. A Japanese proverb states, “None of us is as smart as all of us.” What a wonderful quote! It really puts into perspective that the career we have chosen is not a “singles match.” We depend on other departments to be able to do our jobs, and we depend on our citizens to let us know how well we are doing!

As a member of the Texas Municipal Clerks Association, you are also a very important teammate. The more “playing time” you get (getting involved), the more you contribute to the team. Have you ever watched a little league game where some of the players spend most of their time on the bench? They begin to lose interest and don't get much out of the game, right? But then, the coach puts them in the game and they get so excited and feel like they could hit a homerun, make that 3-point shot or catch that pass for a touchdown! Do you know why? Because they feel more a part of the team when they are “in the game”—they have ownership in the outcome of the game and they feel like they are contributing. Being involved in “the game” makes the difference in what we get from the team.

Early in my involvement with TMCA I attended a Graduate Seminar with Dr. Bettye Myers, Texas Women's University, as the seminar presenter. Dr. Myers shared with us the following story:

The Geese Story

In the fall when you see Geese heading south for the winter flying along in the “V” formation, you might be interested in knowing what science has discovered about why they fly that way.



Hill Country Chapter



Lone Star Chapter



Lower Rio Grande Valley Chapter



North Texas Chapter

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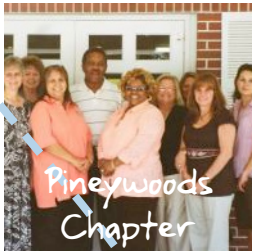
President's Message



Northeast Tx Chapter



Panhandle Chapter



Pineywoods Chapter



join TMCA committees



Red River Chapter



Salt Grass Chapter

It has been learned that as each bird flaps its wings, it creates uplift for the bird immediately following. By flying in a "V" formation, the whole flock adds at least 71% greater flying range than if each bird flew on its own. Quite similar to people who are part of a team and share a common direction get where they are going quicker and easier, because they are traveling on the trust of one another and lift each other up along the way.

Whenever a Goose falls out of formation, it suddenly feels the drag and resistance of trying to go through it alone and quickly gets back into formation to take advantage of the power of the flock. If we have as much sense as a Goose, we will stay in formation and share information with those who are headed the same way that we are going.

When the lead Goose gets tired, he rotates back in the wing and another Goose takes over. It pays to share leadership and take turns doing hard jobs.

The Geese honk from behind to encourage those up front to keep their speed. Words of support and inspiration help energize those on the front line, helping them to keep pace in spite of the day-to-day pressures and fatigue. It is important that our honking be encouraging. Otherwise it's just, well, honking!

Finally, when a Goose gets sick or is wounded by a gunshot and falls out, two Geese fall out of the formation and follow the injured one down to help and protect him. They stay with him until he is either able to fly or until he is dead, and then they launch out with another formation to catch up with their group. When one of us is down, it's up to the others to stand by us in our time of trouble. If we have the sense of a Goose, we will stand by each other when things get rough. We will stay in formation with those headed where we want to go.



attend TMCCP seminars



South Plains Chapter



West Texas Chapter

President's Message

What is the goal of TMCA? To provide an opportunity for pursuing professional development through training and professional interaction. Professional development is obtained by attending seminars and participating in the TMCA certification and recertification programs. The professional interaction is up to YOU. Be involved in your local chapter—volunteer to present a program at a chapter meeting or serve on a committee. Volunteer your skills and talents for a fundraiser or chapter event. Be involved in TMCA—submit an interest form to participate in one of the many TMCA committees; apply for the scholarships and travel stipends; volunteer to help at a seminar. There are many ways to be involved and the success of our team depends on us working together for our common goal. Don't just sit on the sidelines—get in the game!

“Snowflakes are one of nature's most fragile things, but just look at what they can do when they stick together.”

—Vesta Kelly

Lila Fuller, TRMC

2008 TMCA, Inc., President

Don't just sit on the sidelines—get in the game!

participate in your local TMCA chapter

view a [chapter map with contact information](#) • read the latest [chapter news](#)

join TMCA committees

members may begin volunteering for 2009 TMCA committees when we publish the Committee Interest Questionnaire in the June issue of *TMCA News*—stay tuned!

*pursue certification in the
Texas Municipal Clerks Certification Program*

learn more and enroll—[click here](#)

attend TMCCP seminars

anyone can attend! view a schedule of upcoming TMCCP seminars—[click here](#)

volunteer to help out at a TMCCP seminar

contact Administrative Director [Peggy Burnside](#) and volunteer to help out at the registration table

join your colleagues on our Texas Municipal Clerks Yahoo! Group

if you're not a member of our list serve yet, [learn more](#) and [join!](#)

TMCCP Seminar: Municipal Finance

“You Know More Than You Think You Know”

April 10-11, 2008, Irving



Financial consultant and trainer Lewis F. McLain, Jr., serves as the expert consultant for this seminar. He and his two co-presenters, Randy Moravec and Calvin Webb, will speak on a variety of topics, including:

Analytical Tools to Move You To the Front of the Class on ANY Topic

The Extraordinary Stories In the Balance Sheets

Managing a Vibrant, Stable Revenue Base

Resource Allocation

Decision Making Methods

Financial Policies

Theft and Fraud Prevention

The seminar will be held at the Sheraton Grand Hotel DFW Airport, 4440 W. John Carpenter Freeway, in Irving, Texas (972-929-8400). The block of rooms at the seminar hotel is currently full, but **overflow hotels** are listed on our website.

TMCCP enrollees will receive Course 3 seminar credit for attending this seminar. **Anyone is welcome to attend this seminar.**

Learn more about the seminar and register.

TMCCP Seminar Municipal Personnel Management June 12-13, 2008, Nassau Bay

Dr. Abraham Benavides, Assistant Professor of Public Administration at the University of North Texas, will be the speaker for the June Municipal Personnel Management seminar to be held at the Hilton Houston NASA Clearlake Hotel, June 12-13, 2008. Dr. Benavides completed his Ph.D. at Cleveland State University and joined the UNT Public Administration faculty in the fall of 2002. His areas of expertise are local government, governmental management, human resource management, and diversity issues in the public sector. Currently, his research involves Hispanic city managers, local government best practices for ethnic communities, and legal and management issues in human resources. Prior to coming to UNT, Dr. Benavides worked for county government in Ohio as an accreditation coordinator for a human service agency.



**check our
website
for information
in May!**



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2008 TMCA Municipal Clerk of the Year

By Municipal Clerk of the Year Committee Chair Aimee Nemer, TRMC

Once again, it's time to take the opportunity to nominate one of our own with the honor of **2008 Texas Municipal Clerk of the Year**. The deadline to receive nominations is June 15, 2008. Nominations are accepted by individuals or from a chapter of the TMCA, Inc. Each chapter is encouraged to nominate a representative to be considered.

Please submit your nomination to Committee Chair Aimee Nemer, TRMC, city secretary, City of Murphy, 206 N. Murphy Road, Murphy, Texas 75094. Nominations may also be submitted via fax at 972-468-4012 or email to anemer@murphytx.org. All nominations must be received on or before the **June 15, 2008**, deadline.

Nominees must meet the following requirements:

1. **A municipal clerk who has been an active member of TMCA, Inc., for at least five years**
2. **Must have provided service to other municipal clerks on a local level where the opportunity exists, or on a state level**
3. **Must have exhibited leadership abilities**
4. **Must hold the Texas Registered Municipal Clerk Certification**
5. **Must currently hold a municipal clerk position**

The nomination form may be **downloaded here** or you may contact the TMCA office at aburke@unt.edu or 940-565-3488. Nomination forms will also be mailed to all TMCA Chapter Presidents.

Members of the 2008 TMCA Municipal Clerk of the Year Committee include Eddie Sturgal, TRMC, city secretary, Lowry Crossing; Michele Glaser, TRMC, city secretary, Seabrook; Stacy Corley, TRMC, deputy city secretary, Nacogdoches; and TMCA Board Liaison Linda Knight, TRMC, city secretary, Breckenridge.

The 2008 TMCA Municipal Clerk of the Year will be announced at the Annual Awards Ceremony held in conjunction with the TMCCP Graduate Institute in Dallas on Thursday, October 2, 2008. Please send in your nominations and make plans to attend the Awards Ceremony to support your nominees and honor the recipient!



Submit nomination form by **June 15, 2008** to:

Chair Aimee Nemer
 TMCA Municipal Clerk of the Year Committee
 206 N Murphy Rd
 Murphy TX 75094

972-468-4012 fax

anemer@murphytx.org

download form



2007 TMCA Clerk of the Year Pauline Small, TRMC, city secretary, Webster

Apply for a Scholarship Today

By Scholarship Committee Chair Sandy Hart, TRMC



The mission of the Texas Municipal Clerks Association, Inc., and the Texas Municipal Clerks Certification Program is to provide an education and professional development program for novice and experienced municipal clerks. The Scholarship Program is a great way to advance these educational opportunities for members of the TMCA, Inc. Listed here are two different types of scholarships that applicants can apply for.

All entries must be received by TMCA Scholarship Committee Chair Sandy Hart no later than **June 15** to be considered for this year's scholarships. The TMCA Scholarship Committee will consider all applications, deliberate on the factors of eligibility, and designate the scholarship awards for all of one calendar year. The actual presentation of the awards will occur at specific events, such as the TMCCP graduate institute, the TMCA session at TML, and the TMCCP election law seminar. Scholarship winners will be notified that they have received a scholarship, and at which event the award will be made to them personally. ★

MCCi Records Management Scholarship

Go to the Application Form

The purpose of the scholarship is to recognize City Secretaries/ Municipal Clerks who have established outstanding systems for records management or who have improved existing systems. Scholarship award funds shall be used only for continued or advanced education in a TMCCP program or a TMCA, Inc., approved records management program, i.e. ARMA, Texas State Library, Council of Governments.

All applicants must meet the following eligibility requirements:

All Records Management Programs must be under the jurisdiction of the City Secretary/City Clerk

Applicant must be a member in good standing of the Texas Municipal Clerks Association, Inc.

TMCA Major Scholarship Awards

Go to the Application Form

Applicants can submit a single **application form** that will be used for consideration for the following scholarships:

Dorothy F. Byrd Scholarship

Maximum amount awarded - \$500 each
The purpose of the scholarship is to advance the education, professional development, and job performance of Texas municipal clerks by providing financial assistance to members who are pursuing TMCCP certification or recertification, or who are pursuing a college or university degree in a qualified program of study that directly enhances the recipient's professional job performance.

Lila Fern Martin Scholarship

Maximum amount awarded - \$1,000 ea. (one academic year)

The purpose of the scholarship is to provide financial assistance to eligible Texas Registered Municipal Clerks (TRMCs) who are pursuing a **bachelor's or graduate degree** that is directly related to the recipient's professional job performance.

Individual Scholarships from Vendors

Maximum amount awarded - \$500 each
The purpose of the scholarship is to provide an educational and professional development program for novice and experienced municipal clerks.

All applicants must meet the following eligibility requirements:

Eligible applicants shall be current paid members of TMCA, and shall have been paid members of TMCA for two consecutive years previous to the application for the scholarship.

Applicants must be actively pursuing certification or recertification in the Texas Municipal Clerks Certification Program.

Applicants in a program of study leading to a bachelor's degree must have completed thirty semester credit hours of study in an accredited institution of higher learning. Applicants must major in government, business administration, finance, management or economics. Recipients who do not have a degree plan on file with the institution must provide an official degree plan by the end of the first academic semester for which the scholarship funds are received. Subsequent scholarship funds will not be released by the TMCA treasurer until the degree plan is presented to the treasurer.

Applicants seeking a graduate degree must have completed nine (9) semester credit hours of graduate study in an accredited institution of higher learning. Applicants must have completed the institutional requirements for admission to Graduate School for a Master of Arts degree or a Master of Science degree in government, public administration, urban government, business administration, management, finance or economics. Persons admitted to a doctoral program or a law program will have similar requirements.

TMCCP Election Law Seminar

January 30-February 1, 2008, Austin

The 2008 TMCCP Election Law Seminar was a tremendous success! Over 580 were in attendance, and our eleven instructors presented invaluable information. It was a great finish to our many years of holding this seminar in Austin. We look forward to continued success holding the seminar in Irving!



Far left: Attendees of the Pre-Seminar Session of the 2008 Election Law Seminar.

Above: Volunteers and TMCCP staff at the seminar registration table. Left to right: Toni Wilson, TRMC, city secretary, Sundown; LeAnn Gallman, TRMC, city secretary, Muleshoe; Peggy Burnside, administrative director, TMCCP; Sandra Watkins, TRMC, city secretary, Deer Park; and Miriam Sheehan, administrative assistant, TMCCP.

Near left: Patrice Fogarty, TRMC, city secretary, Missouri City, presents a token of appreciation to fellow Step-By-Step speaker Deloris McKenzie, TRMC, city secretary, Friendswood, on the occasion of Deloris' final year as Step-By-Step presenter.

Below far left: Step-By-Step Pre-Seminar Session speakers Patrice Fogarty, TRMC, city secretary, Missouri City; Linda Knight, TRMC, city secretary, Breckenridge; Sherry Mashburn, TRMC, city clerk, San Marcos; and Deloris McKenzie, TRMC, city secretary, Friendswood.

TMCCP Election Law Seminar • January 30-February 1, 2008, Austin

2008 Recertifying and Graduating Classes of 2008

Photography by Paul Traves



The 2008 TMCCP Recertifying Class. *Front row, left to right:* Diane Rasor, city secretary, Haslet; Patricia Ervin, city secretary, Waco; Rebecca Garza, city secretary, Lubbock; Teresa Borders, city manager, Brazoria; Krisha Langton, city secretary, Sealy; Brenda Dennis, city secretary, Schertz; Janice Carroll, city secretary, Irving; Diana Echartea, city secretary, Wortham; Laura Reyes, deputy city secretary, Van Horn; Jo Ann Talbot, city secretary, Kaufman; Patty Cox, city secretary, Kirby.

Second row, left to right: LaDonna Floyd, city clerk, Nederland; Maria Arcos, city secretary, Granbury; Christa Albert, deputy city secretary, Corsicana; Linda Knight, city secretary, Breckenridge; Ivy Peterson, deputy city secretary, Cleburne; Melissa Brunner, city secretary, Flatonia; Young Lorfing, city secretary, Pearland; Arthur Camacho Jr., city secretary, Azle; Doris Speer, city secretary, Tomball; Patricia Anderson, deputy city secretary, Orange; Connie Ortiz, city secretary, Lockhart; Gloria Espinosa, assistant city secretary, Abilene; Shelly Doty, city secretary, Cleburne; Vicki Faulkner, city secretary, Celina.

Not pictured: Donna Batchler, Ennis; Kaylynn Holloway, West University Place; Jan Kaase, Brownwood; Kelly McDonald, Cleveland; and LeAnn Quinn, Cedar Park.

The 2008 TMCCP Graduating Class. *Front row, left to right:* Cynthia Stanley, assistant city secretary, Weatherford; Tracy Freimarck, city secretary, Windcrest; Gayle Walton, deputy city secretary, Wylie; Susie Williamson, city secretary/administrator, Shallowater; Dara Crabtree, city secretary, Duncanville.

Second row, left to right: Conchita Torrez, city secretary, Seymour; Meredith Brant, assistant to city secretary, Seabrook; Irma Parker, city secretary, Rockport; Nancy Hale, city secretary, Spur; Cathy McMullan, city secretary, Corsicana; Krysten Jeter, deputy city secretary, Dalworthington Gardens; Zanea Carpenter, utility billing supervisor, Muleshoe; Karen Sampson, office manager, Orange County WCID #1; Angie Scarlett, city secretary, Throckmorton; Myriam Uribe, town clerk, Anthony.

Not pictured: Diane Callahan, deputy city secretary, Highland Village; Debra Cody, Tampa, Florida; and Amanda Davenport, city secretary, Angleton.



Photographs © Paul Traves, f16 Photography, f16photo.com

TMCCP Election Law Seminar • January 30-February 1, 2008, Austin

Scholarship Recipients



Above: **Kay Lunnon**, city secretary, Gainesville, was awarded the annual Municipal Code Corporation Scholarship in the amount of \$500 at the Election Law Seminar in Austin. **Dale Barstow**, Municipal Code Corporation, presented the scholarship to Kay.



At right: **Russell Haddock**, Municipal Code Corporation, presented the first two annual MCCi Records Management Scholarships this year at the Election Law Seminar in Austin. **Sandra Watkins**, TRMC (top right), city secretary, Deer Park, was the recipient of a \$500 award for category 2, and **Patrice Fogarty**, TRMC (at right), city secretary, Missouri City, was the recipient of the category 3 award.



Photographs © Paul Traves, f16 Photography, f16photo.com

Luncheon & Graduation



Photo © Paul Traves, f16 Photography, f16photo.com



Photo courtesy of Melinda Welsh

Top: Representative Fred Brown, District 14, was the guest speaker at the TMCCP Election Law Seminar luncheon.

Above: Education Director Dr. Joyce Snay, TRMC, commences the graduation and recertification ceremony at the luncheon.



IIMC News

By Mary Lynne Stratta, TRMC, IIMC Vice President

In the mid-1990's, the IIMC Board indicated its desire that once every ten years, beginning in 2000, the IIMC annual conference be held outside North America. For the past several months, the IIMC staff and Executive Committee tried everything possible to schedule a joint conference with SLCC (the U.K. counterpart of IIMC) in May 2010 in England; however, we just could not make it work. Due to the current value of the American dollar in the U.K. and for numerous other reasons, we found that the costs to individual members and IIMC would be astronomical and result in a huge financial loss to the organization. Hotel room costs would have been prohibitive for almost all of our members to attend, and we could not secure guaranteed hotel room rates at any hotels. Convention center rental rates and food/beverage costs were also astronomical. SLCC was in agreement that their organization could not joint venture in an event that would result in a financial loss to their organization either. We tried desperately to find an alternative location in Region X or Region XI that would be affordable for our members and not create a financial hardship for IIMC. Again, we were not able to do so, but do have leads on possible sites for a conference in Region XI in a few years.

Based upon the above, the IIMC Board has voted to award the 2010 annual conference to Reno, Nevada. All guests and meeting events will be held under one roof at the Grand Sierra Resort. The guaranteed hotel room rate for the conference is \$119 per night. There will be no cost for meeting facilities and no minimum food/beverage costs. The all-conference event will be held at Lake Tahoe. The Board also expressed its strong desire to hold a conference in Region XI as soon as financially feasible. The Reno conference is projected to be financially beneficial to IIMC and it is hoped that any proceeds realized from that conference can be used to supplement a conference in Region XI in 2014 or 2015. As a reminder, here are the next few annual meeting locations: 2008 – Atlanta, Georgia; 2009 – Chicago, Illinois; 2010 – Reno, Nevada; 2011 – Nashville, Tennessee; 2012 – Portland, Oregon.

I am happy to report that the IIMC Executive Committee has resolved two of the three pending lawsuits filed by former employees who separated from employment with IIMC in the spring of 2005. Mediation and a mandatory court settlement conference with the remaining plaintiff, Joe Tiernay, have failed and IIMC is scheduled for trial the end of May. I can assure you that IIMC and President Tokar tried everything possible and went the extra mile to resolve this remaining lawsuit.

In an effort to alleviate several issues some members encountered regarding the current education guidelines, President Tokar appointed a Task Force at the mid-year Board meeting to work with staff to revisit certain aspects of the guidelines and to recommend options to help streamline the certification process. The Task Force's top priority was to develop a viable "grace period" for those members who were

in a certification program prior to January 1, 2007. The Task Force made its recommendation and the IIMC Board of Directors approved the following: 1) IIMC continue with the current guidelines in effect January 1, 2007, but to accommodate those students who need help on a case-by-case basis as follows (assuming the student completed at least one IIMC approved Institute course (or similar) for CMC or one IIMC approved Academy course (or similar) for MMC, prior to 2007); 2) IIMC honor any written commitments that the Education Department staff made to the students before 2007, for two years from the date of the commitment; 3) IIMC accept the courses and points completed in 2006, 2007 and 2008 according to the previous guidelines (those in effect prior to January 1, 2007); 4) Students who did not complete an Institute or Academy course (or similar) prior to 2007 and who entered into the program in 2007, shall follow the existing guidelines (in effect January 1,

2007); and 5) All students shall follow the existing guidelines (in effect January 1, 2007) as of January 1, 2009, except as to the total number of points required for certification for those members enrolled in a certification tract prior to January 1, 2007. For more information on any of these points, please contact Dr. Mohammad Eftekhari, IIMC's Director of Education and Research, at mhe@iimc.com or by calling 909-944-4162. The Task Force, which is comprised of various members including three Institute Directors, continues to work on its other objectives. IIMC will communicate further education changes to its members as soon as they are approved by the Board of Directors.

Please don't forget to apply for one of the new MCEF annual conference grants if you are eligible. More information about these grants is available on the IIMC website at www.iimc.com.

I hope to see everyone in Atlanta! ★



IIMC Bulletin CMC Awarded

Christie Wilson, TRMC, city secretary, The Colony, has recently been awarded the prestigious Certified Municipal Clerk designation from the International Institute of Municipal Clerks. The CMC designation requires that a municipal clerk must attend extensive education programs, as well as have pertinent experience in a municipality.

Christie Wilson earned her Texas Registered Municipal Clerk Certification (TRMC) in 2004 (No. 458), and is currently enrolled in her first recertification.

Texas Municipal Clerks Website Redesign

Texas Municipal Clerks launched a site redesign in February. We're excited about our new design, new features, and improved navigation—we look forward to your **feedback!**

New pages include:

- More information about TMCA (**clerk of the year, past presidents**)
- A dedicated information page about our **Yahoo! Group**
- A **calendar of events** page highlighting all the Texas Municipal Clerks events and deadlines (this tool is in addition to our standard **seminar calendar**)

This year we are also introducing a login feature for current TMCA members. Those who are 2008 members will be able to access the TMCA Directory, submit changes to us regarding their own contact information, and check their own TMCA history. Members of the Certification Program will be able to view their certification and recertification transcripts.

We hope you find the new design and features useful and enjoyable!

Our website was redesigned and reorganized by TMCCP Project Specialist Alexandra Burke, but we owe our new interactive features to the excellent work of Dr. Greg Jones.

Dr. Jones was hired to create the interactive portion of our website—including the login feature that allows TMCA members to view the TMCA database of members, as well as their own history, contact information, and records of certification work. These great new features give members access to TMCA networking tools and their own TMCCP education records.

More about Dr. Jones:

Greg Jones' interest is in expanding the way technology can be used to further the creation and distribution of knowledge and learning. His research focuses on the areas of emerging technologies for learning, which include visualization systems for education, virtual communities, telementoring, and multi-user 3D online learning environments (virtual environments). These technologies support learning by the distribution of interaction and feedback across both time and space via interactive forms of multimedia.

TMCCP Seminar Calendar

MUNICIPAL FINANCE SEMINAR

April 10-11, 2008, Irving

Speaker: Lewis McLain

TMCCP enrollees will receive Course 3 seminar credit

MUNICIPAL PERSONNEL MANAGEMENT SEMINAR

June 12-13, 2008, Nassau Bay

Speaker: Abraham Benavides

TMCCP enrollees will receive Course 1 or 2 sem. credit

OPEN MEETINGS/OPEN RECORDS SEMINAR

August 7-8, 2008, Tyler

Speaker: Marty Hendrix, TRMC

TMCCP enrollees will receive Course 1 seminar credit

GRADUATE INSTITUTE SEMINAR

October 2-3, 2008, Dallas

Speaker: Jeff Crilley

TMCCP enrollees will receive Course 4 seminar credit

ELECTION LAW SEMINAR

Monday, January 12, 7:00 p.m.

—**Wednesday**, January 14, 11:00 a.m., 2009, **Irving**

TMCCP enrollees will receive Course 4 seminar credit

PUBLIC RELATIONS SEMINAR

April 2-3, 2009, McAllen • Course 2 seminar credit

MUNICIPAL FINANCE SEMINAR

June 18-19, 2009, Waco • Course 3 or 4 seminar credit

LEGISLATIVE UPDATE SEMINAR

August 20-21, 2009, Irving • Course 2 seminar credit

GRADUATE INSTITUTE SEMINAR

October 8-9, 2009, San Antonio • Course 1 seminar credit

CENTRAL TEXAS CHAPTER

By Donna Hawkins

The Central Texas Chapter held their bi-monthly meeting in Waco at the Hamilton House for their Christmas Party.

Patricia Ervin, TRMC, city secretary, Waco, announced the first 2007 CTMC Municipal Clerk of the Year: Betty Harrell, city secretary, Hillsboro. Ms. Ervin presented Ms. Harrell a plaque.

The Central Texas Chapter held their bi-monthly meeting at the City of Lorena at Jessie Delight's Café on February 20. A wonderful lunch was served.

TMCA President Lila Fuller, TRMC, city secretary, Nacogdoches installed the

2008-2010 chapter officers. Her theme was "Recipe for a Successful Chapter." She presented each officer with the book *Brick Street Recipes* from Nacogdoches Main Street. Ms. Fuller encouraged the chapter members to go out to area cities, meet city clerks who may not be able to attend meetings, and broaden the membership. She also advised the members of the many scholarships and programs available through TMCA.

The next chapter meeting will be held on April 16 at the new Woodway City Hall. ★



Central Texas Chapter members at the February 20 meeting

Chapter members present at the December 13 meeting:

Patricia Ervin, TRMC, city secretary, Waco
 Connie Foreman, city secretary, Lacy Lakeview
 Becky Frels, city secretary (ret.), Hewitt
 Historian Audra Good, TRMC, assistant city secretary, Bellmead
 President Betty Harrell, city secretary, Hillsboro
 Secretary Donna Hawkins, city secretary, Beverly Hills

Monica Hendrix, city secretary, Lorena
 Esmeralda Hudson, asst city secretary, Waco
 Vice President Lydia Lopez, TRMC, city secretary, Hewitt
 Sherrill McDaniel, cust. serv. rep., Waco
 Patty Paschall, McGregor
 Christi Shivers, TRMC, city secretary, Mexia
 Linda Vranich, city secretary, Robinson



2008-2010 Central Texas Chapter officers

Chapter members present at the February 20 meeting:

Benevolence Officer Jennifer Canady, TRMC, city secretary, Woodway
 Patricia Ervin, TRMC, city secretary, Waco
 Treasurer Lea Garcia, finance director, Hewitt
 Kendra Giles, admin. asst., Robinson
 President Betty Harrell, city secretary, Hillsboro
 Secretary Donna Hawkins, city secretary, Beverly Hills
 Monica Hendrix, city secretary, Lorena
 Esmeralda Hudson, assistant city secretary, Waco
 Dorthy Jackson, city secretary, Hubbard

Vice President Lydia Lopez, TRMC, city secretary, Hewitt
 Yrene Morgan, TRMC, admin. asst., Teague
 Cynthia Olguin, TRMC, city secretary/administrator, Italy
 Patty Paschall, McGregor
 Sandra Polk, Waco
 Karen Sanchez, Robinson
 Angelia Sloan, city secretary, McGregor
 Linda Vranich, city secretary, Robinson
 Karen Warren, deputy city secretary, Hillsboro
 Roshuna Wiley, deputy city secretary, Mexia

Coastal Bend Chapter members in attendance at the December 12 meeting were:

Esther Arzola, city secretary, Port Aransas

Pat Brown, administrative assistant, Rockport

Carolyn Cauley, records clerk, Rockport

Cynthia Contreras, city secretary, Bishop

Pam Hatzenbuehler, deputy city secretary, Port Aransas

Diane Hosea, city secretary, Ingleside-on-the-Bay

Edna Lopez, city secretary, Kingsville

Becky Miska, city secretary, Edna

Ada Owens, TRMC, city secretary, Aransas Pass

Irma Parker, TRMC, city secretary, Rockport

Kathy Railsback, city secretary, Fulton

Scarlet Swoboda, TRMC, city secretary, Victoria

Bonnie Taylor, city secretary, Lakeside

Larry Thompson, city secretary, Ganado

Special guests in attendance included: Town of Fulton Alderwomen Carol Thompson and Beverly Garis, former Town of Fulton Alderwoman Faye Nell Harrell, and Betty Jean Spurlock of Lakeside.

COASTAL BEND CHAPTER

By Irma Parker, TRMC

The Coastal Bend Chapter met in Fulton on December 12 at the Old Schoolhouse.

Fulton’s Old Schoolhouse, built in 1886, was decorated by the Town of Fulton employees for the Chamber’s annual tour of homes. It was a special treat for us to step back in time with a historical presentation by Mrs. Harrell; Kathy’s home cooking (which was cooked and served in cast iron skillets); and decorations from that time period. Besides getting a great history lesson, we were also shown how to use a quill pen. Everyone attempted to sign our names with this authentic quill just like they did in the 1880’s. None of us were successful and only later did we find out that the reason we all did so poorly was that our *nib needed whittling*. (That’s our story and we are all sticking to it!) The Schoolhouse is currently in use as office space and by the city council for their meetings.

Scarlet Swoboda, TRMC, city secretary, Victoria and Ada Owens, TRMC, city secretary, Aransas Pass presented our educational program on “Minutes and Agendas.” Special thanks to you both—those presentations were great! This was a wonderful opportunity to network and share information. A copy of IIMC’s “Publications Order Page” was distributed to the members as a source for future reference materials. *[continued]*



Seated, left to right: Diane Hosea, city secretary, Ingleside on the Bay; Bonnie Taylor, city secretary, Lakeside; Irma Parker, TRMC, city secretary, Rockport, and Kathy Railsback, city secretary, Fulton.

Standing, second row: Cynthia Contreras, city secretary, Bishop; Edna Lopez, city secretary, Kingsville; Ada Owens, TRMC, city secretary, Aransas Pass; Esther Arzola, city secretary, Port Aransas; Scarlet Swoboda, TRMC, city secretary, Victoria; Becky Miska, city secretary, Edna; Larry Thompson, city secretary, Ganado.

Standing, third row: Pam Hatzenbuehler, deputy city secretary, Port Aransas; Pat Brown, administrative assistant, Rockport; and Carolyn Cauley, records clerk, Rockport.

COASTAL BEND CHAPTER, CONTINUED

A short business meeting was held at this meeting to elect a new chapter treasurer. Nominating Committee members Edna Lopez, Esther Arzola, and Betty Wood presented Ada Owens as their selection as Chapter treasurer. Congratulations Ada! Ada joins chapter officers President Irma Parker, TRMC, city secretary, Rockport; Vice President Rene Marshall, city clerk, Alice; and Secretary Scarlet Swoboda, TRMC, city secretary, Victoria.

The chapter's next meeting will be hosted by Ada Owens in Aransas Pass on Wednesday, March 19. A newsletter with final details on this meeting will be emailed to all members. Corpus Christi Caller-Times Reporter Jaime Powell and Rockport/Fulton Toastmasters Club President Lamar Story will be the speakers for the March meeting. Jaime will give us pointers on "Press Interviews" and Lamar's program is titled "How to Write a Speech." Both these programs will be fun, entertaining, and educational. Jaime is the "Political Pulse" writer for her newspaper, and Lamar has won several Toastmaster awards for humorous speech. In addition to this great program, our special guest will be TMCA's President Lila Fuller, TRMC, city secretary, Nacogdoches. ★



Presenter Scarlet Swoboda, TRMC, city secretary, Victoria, speaks on the topic of minutes.



Presenter Ada Owens, TRMC, city secretary, Aransas Pass, speaks on the topic of agendas.

TMCCP 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

Holly Harmon, McKinney
Amanda McDowell, Burleson
Staci R. McGinty, Huntsville
Jenny Page, Dayton

Barbara Roberts, Kemah
Kristi R. Rogers, Hickory Creek
Kim Whitton, Hurst

COURSE 2

Christi Wynn, Brownwood

COURSE 3

Vickie Schmid, Richardson

COURSE 4

Linda Ardis, Lavon
Kim Barnes, Roanoke
Lori A. Carroll, Boerne
Cecilia Castillo, Irving
Lindy Forsyth, Lefors
Sonia Hinojosa, Pharr
Angela Kelly, The Colony
Edna S. Lopez, Kingsville
Kay Lunnon, Gainesville

Staci R. McGinty, Huntsville
Cynthia Olguin, Italy
Jenny Page, Dayton
Sandy Page, Bowie
Hilda Pedraza, Pharr
Lisa Ramsey, Trophy Club
Barbara Roberts, Kemah
Angela K. Stutts, Onalaska
Christi Wynn, Brownwood

LONE STAR CHAPTER

By Carole Ehrlich, TRMC

The Lone Star Chapter celebrated the Christmas season with a December luncheon held at the Fletcher Warren Civic Center in Greenville, Texas. Twenty-eight members and guests were in attendance.

Entertainment was provided by Day Break. This talented group is comprised of young men and women from Greenville High School. Day Break performed dance movements while singing holiday songs as everyone enjoyed the meal that was catered by Cup and Saucer of Greenville, Texas.

Members held a Silent Auction of “theme” baskets that raised \$518.00 for the Lone Star Chapter Scholarship Fund.

There are several planned meetings for the chapter in 2008. Chapter members will present several roundtables to review chapters in the *Texas Municipal Clerks Handbook*. *[continued]*



Top: Debbie Newell, city secretary, Greenville, at the December chapter luncheon.

Above: Greenville High School's Day Break perform.

Members in attendance at the December meeting included:

Linda Ardis,
city secretary, Lavon

Debbie Newell,
city secretary, Greenville

Linda Aaron,
city secretary, Farmersville

Sherrie Phelps,
city secretary, Ladonia

Matthew Denton, TRMC,
town secretary, Prosper

Cathy Pugh,
city secretary, Tom Bean

Bruce Dunn,
town secretary, St. Paul

Pamela Schmidt, TRMC,
city secretary, Richardson

Vickie Faulkner, TRMC,
city secretary, Celina

Elaine Simpson, TRMC,
city secretary, Seagoville

Nina Jones,
city secretary (ret.), Denison

Carrie Smith, TRMC,
city secretary, Parker

Julie Lollar, TRMC,
city clerk, Denison

Eddie Sturgal, TRMC,
city secretary, Lowry Crossing

Angela Kelly, deputy city
secretary, The Colony

Gayle Walton, TRMC,
deputy city secretary, Wylie

Carole Kuykendall, assistant
city secretary, Greenville

Christie Wilson, TRMC,
city secretary, The Colony

Carolyn Lawhorn,
city secretary, McClendon-
Chisholm

Kathy Wingo, TRMC,
city secretary, Lucas

Aimee Nemer, TRMC,
city secretary, Murphy

Diane Zucco, TRMC,
city secretary, Plano

Guests in attendance were:

Tom Oliver, mayor, Greenville

Steven Oliver, city manager, Greenville

Lori Philyaw, community relations manager, Greenville

Doyle Dick, Main Street manager, Greenville

Sharon Kotwitch, Kristy Land, and Alice Snyder of Plano

LONE STAR CHAPTER, CONTINUED

There will also be a presentation by our friend and colleague, Mary Lynne Stratta, TRMC, city secretary, Bryan, entitled “Promoting the City Secretary’s Office”; member cities’ mayors and council members will be invited to this luncheon and presentation. Another topic for the year will focus on “Disaster Recovery Planning for Records,” presented by BMS-CAT. The chapter will also host the second annual Records Management Work Day presented by Margaret Hermesmeier and Laura Finger, state RMO representatives from the Texas State Library and Archives Commission. The Work Day will be open to all Texas cities, counties and other jurisdictions, and is planned for August 17 in Plano. ★

NORTH TEXAS MUNICIPAL CLERKS ASSOCIATION CHAPTER

By Ashley D. Mitchell, TRMC

The chapter had a wonderful turnout for its holiday lunch held on December 12 at the Stockyards Station in Fort Worth. We had 40 current members and seven retirees attend. The theme was “A Cowboy Christmas,” and attendees brought lots of gifts to take to the children at Cooks Children’s Medical Center. The Holiday Committee did an amazing job with the food, decorations, door prizes, and entertainment. Members of the Holiday Celebration committee included: Chair Shelly Doty, TRMC, city secretary, Cleburne; Vicki Collins, city secretary, Mansfield; Ivy Peterson, TRMC, assistant city secretary, Cleburne; Kathy Turner, TRMC, city Secretary, Kennedale; and Joanna King, city secretary, Benbrook.

At the February 13 meeting held in Fort Worth, Kay Godbey, TRMC, spoke to the chapter about the “Importance of Networking” and getting involved. This was a very informative topic for everyone since we all tend to stay within our professional groups.

Our next meeting will be March 12 in Irving and will feature Paulette Hartman, city manager, Joshua, and David Miller, city manager, Forest Hill, speaking about “Managing Your Family and Work Life.”

Preparations are currently underway for the NTMCA reception to be held at the TMCCP Municipal Finance Seminar in Irving on April 10-11. ★



At the NTMCA December meeting: Daniela Place, city secretary, and April Hill, assistant city secretary, Watauga.

NORTHEAST TEXAS CHAPTER

By Nina Browning, TRMC

The Northeast Texas Chapter of the Texas Municipal Clerks had their last meeting of 2007 at the Potpourri House in Tyler with nine members present. This was also the annual Christmas party with a gift exchange, which is always a lot of fun.

The new officers were elected. They are: Donna Sickel, city secretary, Carthage, serving another term as president, and Nina Browning, TRMC, city administrator, Winnsboro, as secretary/treasurer.

The next meeting will be held in Gladewater on March 28. We want to wish each and every chapter a great year! We also would like to welcome one of our own East Texas gals as the TMCA President for 2008: Lila Fuller, TRMC, city secretary, Nacogdoches. ★



The Northeast Texas Chapter at the Potpourri House in Tyler.

RED RIVER CHAPTER

By Marie Balthrop, TRMC



The Red River Chapter at the Cottage Tea Room in Wichita Falls. *Left to right:* Nita Hahns, asst. city secretary, Seymour; Minnie Walker, city secretary/admin. (ret.), Nocona; Conchita Torrez, TRMC, city secretary, Seymour; Carol Loucks, TRMC, city secretary, Henrietta; Pat Quisenberry, TRMC, city secretary (ret.), Vernon; Marie Balthrop, TRMC, city secretary, Holliday; Trish Holley, TRMC, city secretary, Burkburnett; and Linda Byers, city secretary, Vernon.

The chapter members met on December 5 at the Cottage Tea Room in Wichita Falls. Everyone welcomed guests and new members Nita Hahns and Linda Byers. Chapter members recognized retiree Pat Quisenberry, TRMC, city secretary/personnel director, Vernon. Pat has been a valuable asset to the Red River Chapter and the state TMCA organization, and she will be greatly missed. Congratulations on retirement, Pat!

The Red River chapter congratulated Conchita Torrez, TRMC, city secretary, Seymour, and Angie Scarlett, TRMC, city secretary, Throckmorton, two members who received their Texas Registered

RED RIVER CHAPTER, CONTINUED

Municipal Clerk Certification (TRMC) from the Texas Municipal Clerks Certification Program at the January Election Law Seminar in Austin.

Members participated in the annual Christmas ornament exchange and enjoyed the wonderful meal and desserts.

The next meeting will be held March 19. For more information about the Red River Chapter, please contact President Trish Holley at 940-569-2263. ★

Members in attendance at the meeting:

Marie Balthrop, TRMC, city secretary, Holliday

Linda Byers, city secretary, Vernon

Nita Hahns, asst. city secretary, Seymour

Trish Holley, city secretary, Burkburnett

Carol Loucks, TRMC,
city secretary, Henrietta

Pat Quisenberry, TRMC,
city secretary (ret.), Vernon

Conchita Torrez, TRMC,
city secretary, Seymour

Minnie Walker,
city secretary/admin. (ret.), Nocona

SALT GRASS CHAPTER

By Melissa A. “Missy” Bunch, TRMC

The Salt Grass Chapter held its November meeting at Joe’s Crabshack in Houston. Mary Cortner of Susan G. Komen Foundation for the Cure Houston gave an informative presentation to 25 members about women’s health. She explained that several factors such as stress, smoking, and surrounding environmental aspects all play a part in one’s health. Ms. Cortner spoke about breast cancer in both men and women, and suggested remedies which include early detection, common sense relating to health issues, and education.

The annual Christmas party was held at Vargo’s Restaurant in Houston with approximately 40 in attendance. The conversation, laughter, buffet, and gifts were all enjoyable. Each holiday season, the chapter president selects a charity to sponsor and the chapter members donate funds. President Holloway selected “My Friends Foundation for Children in Crisis.”

Certified Clinical Nutritionist Catherine Noel, Health Potentials, presented a program on health and nutrition at our January meeting. February’s meeting will consist of a program on Records Management to be presented by Sharon Harris, TRMC, assistant city secretary, LaPorte.

The chapter will hold its Seventh Annual Public Information Seminar on March 12 in Deer Park. This is an all-day seminar that covers the Public Information Act. Topics such as electronic documents, standards, procedures, and audit trail will be presented by Nanette Pfiester, Texas State Library. Other topics will include responding to public information requests and Public Information Act exceptions which will be presented by Laura Mueller, Texas Municipal League. ★



The Salt Grass Chapter board at the chapter’s Christmas party. *Left to right:* Historian Sharon Harris, TRMC, assistant city secretary, La Porte; Treasurer Thelma Lenz, TRMC, deputy city secretary, Missouri City; Secretary Missy Bunch, city secretary, Katy; Vice President Lisa Stavena, TRMC, city secretary, Wharton; and President Kaylynn Holloway, TRMC.

SOUTH PLAINS CHAPTER

Maria Hatchett, TRMC

The chapter met on December 19 at The Harvey House in Slaton. The meeting was hosted by the City of Slaton's Toni Chrestman, TRMC, and Sharon Kerby.

President Toni Wilson, TRMC, called the meeting to order and welcomed members and guests. Guest speaker Dolores Mosser gave a short history of the Harvey House. Thank you cards were received from Chris Wade and Cynthia Trower.

Committee Chair LeAnn Gallman, TRMC, reported on the annual chapter seminar, which took place on September 14, 2007. The seminar was presented by Slater Elza and Andrea Gulley of Underwood, Wilson, Berry, Stein & Johnson, P.C. Law Firm.

The chapter voted to donate \$250.00 for each TMCA scholarship.

Members who volunteered to serve on the Municipal Clerk of the Year Committee included: Beth Walls, city secretary, Levelland; Chair Toni Wilson, TRMC, city secretary, Sundown; and Pam Rowe, TRMC, city secretary, Plains.

Members who volunteered to serve on the Chapter Seminar Committee included: Maria Hatchett, TRMC, city secretary, Lamesa; Sharon Trumble, city secretary, New Deal; Belinda Terrell, city secretary, Whiteface; and Jeannie Rogers, billing director, Tulia.

The next meeting will be March 19. ★

Members in attendance at the December 19 meeting included:

JoAnn Beard, city secretary, Smyer

Toni Chrestman, TRMC,
city secretary, Slaton

Tommy Combs,
deputy city secretary, Lubbock

LeAnn Gallman, TRMC,
city secretary, Muleshoe

Maria Hatchett, TRMC,
city secretary, Lamesa

Jodie House, city secretary, Crosbyton

Sharon Kerby, Slaton

Karen Lawson, TRMC,
city secretary, Floydada

Sylvia Martinez,
utility billing clerk, Plains

Jane McDaniel, Lubbock

Patricia Phipps, TRMC,
deputy city secretary, Friona

Jeannie Rogers, billing director, Tulia

Pam Rowe, TRMC,
city secretary, Plains

Brenda Shaw, TRMC,
city secretary/manager, Morton

Belinda Terrell,
city secretary, Whiteface

Sharon Trumble,
city secretary, New Deal

Beth Walls, city secretary, Levelland

Toni Wilson, TRMC,
city secretary, Sundown

WEST TEXAS CHAPTER

By Evelyn Ammons

The chapter members met for a breakfast meeting on January 31 during the Election Law Seminar in Austin. President Laura Reyes, TRMC, assistant city secretary, Van Horn, called the meeting to order. Tonya Todd, TRMC, city secretary, Wink, held roll call.

The group enjoyed breakfast as they took care of the reports and minutes of the previous meeting. An Education Committee was appointed by President Laura Reyes to research future educational opportunities for our quarterly meetings. Norma Aguilar, TRMC; Lorena Marquez; and Evelyn Ammons will serve on the committee.

The next meeting of the West Texas Chapter will be held on April 23 in Odessa. ★

Members present for the January 31 meeting were:

Reporter/Historian
Evelyn Ammons,
city secretary, Big Lake

President Laura Reyes,
TRMC, assistant city
secretary, Van Horn

Becky Brewster, TRMC,
city secretary, Van Horn

Karen Hornsey,
city secretary, Crane

Gloria Saenz,
city secretary, Kermit

Lorena Marquez,
city secretary, Monahans

Secretary/Treasurer Tonya
Todd, TRMC,
city secretary, Wink

LouAnn Watson,
city secretary, McCamey

TMCA, INC., CHAPTERS



ALAMO CHAPTER
 Leticia Vacek, TRMC, President
 PO Box 839966, San Antonio, TX 78283-3966
 210-207-7253; 210-207-7032 Fax
leticia.vacek@sanantonio.gov



COASTAL BEND CHAPTER
 Irma Parker, TRMC, President
 622 E Market St, Rockport, TX 78382
 361-729-2213, ext. 138; 361-790-5966 Fax
citysec@cityofrockport.com



NORTH TEXAS MUNICIPAL CLERKS ASSOC. CHAPTER
 Ashley Mitchell, TRMC, President
 1945 E Jackson Rd, Carrollton, TX 75006
 972-466-3021; 972-466-3252 Fax
ashley.mitchell@cityofcarrollton.com



RED RIVER CHAPTER
 Patricia "Trish" Holley, TRMC, President
 501 Sheppard Rd, Burkburnett, TX 76354
 940-569-2263; 940-569-4192 Fax
tholley@burkburnett.org



BLUEBONNET CHAPTER
 Rhonda Williams, President
 213 E Blackjack St, Dublin, TX 76446-2303
 254-445-3331; 254-445-3727 Fax
dublintx@embarqmail.com



HILL COUNTRY CHAPTER
 K. Vivian Saiz, President
 730 Main St, Junction, TX 76849
 325-446-2622; 325-446-3003 Fax
vivian.saiz@cityofjunction.com



NORTHEAST TEXAS CHAPTER
 Donna Sickel, President
 PO Box 400, Carthage, TX 75633-0400
 903-693-3868, ext. 15; 903-693-3882 Fax
dsickel@lycos.com



SALT GRASS CHAPTER
 Lisa Stavena, TRMC, Vice President
 120 E Caney St, Wharton, TX 77488
 979-532-2491; 979-532-0181 Fax
lstavena@cityofwharton.com



CAPITAL CHAPTER
 Sherry Mashburn, TRMC, President
 630 E Hopkins St, San Marcos, TX 78666
 512-393-8089; 512-396-1576 Fax
mashburn_sherry@ci.san-marcos.tx.us



LONE STAR CHAPTER
 Carole Ehrlich, TRMC, President
 2000 Highway 78 S, Wylie, TX 75098
 972-442-8103; 972-442-8106 Fax
carole.ehrlich@wylietetexas.gov



PANHANDLE CHAPTER
 Suzanne Finch, TRMC, President
 PO Box 2277, Hereford, TX 79045
 806-363-7100; 806-363-7106 Fax
hfdcitysec@go-herd.com



SOUTH PLAINS CHAPTER
 Toni Wilson, TRMC, President
 PO Box 600, Sundown, TX 79372-0600
 806-229-3131; 806-229-2161 Fax
toni@sundowntx.com



CENTRAL TEXAS CHAPTER
 Betty Harrell, President
 PO Box 568, Hillsboro, TX 76645-0568
 254-582-3271; 254-582-0112 Fax
bharrell@hillsborotx.org



LOWER RIO GRANDE VALLEY CHAPTER
 Annette Villarreal, TRMC, President
 PO Box 220, McAllen, TX 78505-0220
 956-972-7130; 956-972-7138 Fax
avillarreal@mcallen.net



PINEYWOODS CHAPTER
 Carrie Edwards, President
 PO Box 144, Colmesneil, TX 75938-0144
 409-837-5211; 409-837-2502 Fax
cityofcolmesneil@valornet.com



WEST TEXAS CHAPTER
 Laura Barragan, TRMC, President
 PO Box 517, Van Horn, TX 79855-0517
 432-283-2050; 432-283-2839 Fax
laurabarragan@vanhorntx.org