

TMCA NEWS



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TMCA President
Art Camacho, TRMC
City Secretary, Haltom City

PRESIDENT'S MESSAGE

What Time Is It In Your World?

"It was the best of times, it was the worst of times."
...Whew, I am so glad to get the first line of my first official "President's Message" finished. I am, of course, quoting the famous beginning from *A Tale of Two Cities* by Charles Dickens, which deals with the French Revolution in Europe during the 1770's, and it is famous throughout the world. So what does that have to do with you as you sit in your small cubicle—in a small city hall building—in a small Texas town where everybody knows everybody? It has everything to do with you and any clerk who is faced with the challenges that continue to appear daily at your workplace like the numerous pieces of junk mail that will later find their way into your office trash can, or "File 13" as I like to call it.

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PRESIDENT'S MESSAGE

If you went into this profession believing you would be able to work each day in a completely stable and pleasant environment, you were sadly mistaken. The office of the city clerk is, as attorney Alan Bojorquez stated in his address at the January TMCCP Graduation Ceremony luncheon, “where the action is.” I don’t say this to dishearten anyone, but to only confirm the reality of the municipal government situation. City Hall is the place where the local citizens go and present their problems and displeasure and demand that “action be taken immediately!” In most cases, they don’t want to go through an elected representative, but would rather engage a person who they know is “working for them.” Their complaint can range from a traffic ticket, high water utility bill, a neighbor’s barking dog, or the pothole that is right in front of their home. It is as rare as a Dallas Cowboy playoff win when someone comes into your office and just expresses thanks for a particular dependable service your city provides. And I won’t even mention the huge list of possible dilemmas that come from other sources such as coworkers, service providers, attorneys, and other government agencies.



In February TMCA President **Art Camacho, TRMC**, city secretary, Haltom City, presented a personalized embroidered blanket to retiring North Richland Hills City Secretary **Patricia Hutson, TRMC**, on behalf of the TMCA membership, as a token of appreciation for her many years of TMCA membership and in honor of her retirement. Patricia has been a member of TMCA since 1992.

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Send articles to: alexandra.burke@unt.edu

PRESIDENT'S MESSAGE

But despite the constant opposition and problems you face, you do have a solution, and that is to make it the “best of times.” This does not mean that the particular problem or individual is going to disappear, but your ability to handle the situation can be greatly improved to the point where you are able to encounter it with a manner that does not demean the person, deflect the problem, nor does the encounter become detrimental to you. This is what the TMCA offers in training through the TMCCP for you in customer service and the other numerous aspects of a city clerk’s vocation. The program is designed to assist you not only in the handling of your difficulties, but it also provides critical prevention measures that can eliminate many of the possible problems that could arise.

So what time is it in your world? As this message is being read, you are at the part of the election season that deals with candidates, political signs, and maybe even some “mudslinging” that usually accompanies these political races, unless you were one of the fortunate who was able to cancel their election. I am sure that most of these “lucky” ones are still coming to work in the morning with such a broad smile on their face, you would have thought Brad Pitt, George Clooney, or _____ (fill in the blank with your favorite heartthrob) moved next door to them. However, that euphoria is temporary, and they will soon be back in the front lines alongside you, working to provide efficient government for

all citizens. But the main point is that when you encounter a truly difficult situation, you are then able to demonstrate the true character and abilities that define your profession—you can give them your “best.”

I had never realized the difficulties that many of the TMCA clerks encounter until I really began to listen to their personal stories of how hard it is to provide attention to both their careers and their families. While my two daughters were growing up, I left the majority of their upbringing to my wife, Robbie, and was rarely placed in a position of having to sacrifice one over the other. The demands of the clerk’s position can sometimes be tremendously overwhelming, and I have the utmost respect for the woman who can meet the agenda deadline at 6:00 p.m. and have dinner on the table at 6:20. It is easy to be emotionally and mentally drained after a very hard encounter with a citizen, coworker, or elected official, and you may not always have given your best effort, but in most cases, you are usually given the opportunity to make things better. So take the time to become involved with the program, participate in the training, and you will find yourself growing in confidence in your abilities to handle the tough situations. I wish you all the “best of times” in 2014 in both your career and life.

Art Camacho, TRMC

2014 TMCA President

acamacho@haltomcitytx.com

TMCCP SEMINAR

Records Management & HR Practices

April 10-11, 2014, McAllen

Join us in McAllen this April for comprehensive education on records management and human resources practices!

Our speakers for this TMCCP seminar will be **Jannette Goodall**, TRMC, CRM, ERM^P, city clerk, Austin; **Bob Guz**, CRM, CDIA, ERM^S, records and information management officer, Austin; and **Passion Hayes**, SPHR, IPMA-CP, director of human resources, Addison. TMCCP enrollees may receive either Course 2 or recertification seminar attendance credit. **Learn more about the seminar and register today!** ★



This seminar will include:

Records Management 101

Basic records management requirements, principles, and best practices

Importance of records and information management

Program requirements

Developing a network

Leveraging existing resources

Identifying additional resources

Electronic Records Management

Basic electronic records management terminology

Communicating with technology staff

Challenges of electronic records management, cloud computing, portable devices, email, social media, and other technologies

Developing an ERM strategy

Human Resources Practices

Creating effective questions to ask during an interview

Conducting an internal investigation

Conflict resolution and collaboration

Creating a respectful workplace

Nominations Wanted For the 2014 TMCA Municipal Clerk of the Year

By Municipal Clerk of the Year Committee Chair **Pauline Small, TRMC**
City Secretary, Webster

Nominate your 2014 TMCA Municipal Clerk of the Year By June 15!



Pauline Small, TRMC

Nominations are now being accepted for the distinguished 2014 TMCA Municipal Clerk of the Year Award. Each TMCA chapter is encouraged to nominate a representative for consideration. Nominations are also accepted by individuals. Take this opportunity to recognize one of our own for their significant contributions they have made on the local and/or state level.

Please submit your nomination(s) to: Pauline Small, TRMC, City Secretary, City of Webster, 101 Pennsylvania, Webster, Texas 77598; email: psmall@cityofwebster.com.

The nomination form may be downloaded [here](#), or you may contact the TMCA office to request the form: alexandra.burke@unt.edu or 940-565-3488. Nomination forms will also be sent to all TMCA chapter presidents.

The DEADLINE to submit nominations is June 15, 2014.

The 2014 TMCA Municipal Clerk of the Year will be announced at the TMCA Annual Awards Ceremony held in conjunction with the TMCCP Graduate Institute in **Kerrville** on Thursday, **October 23, 2014**. Make plans to attend the Awards Ceremony to support your nominee(s) and honor the recipient of this prestigious recognition. ★

Nominee requirements:

1. Must be a municipal clerk who is an active member of TMCA and must have been an active member 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 (TRMC) Certification;
5. Must currently hold a municipal clerk position; and
6. Must not be a prior recipient of the Municipal Clerk of the Year award.

Members of the 2014 TMCA Municipal Clerk of the Year Committee:

Chair Pauline Small, TRMC, City Secretary, Webster

Joy Hart, TRMC, City Secretary, Buda

Laure Morgan, TRMC, City Secretary/Office Manager, Hemphill

Jenny Page, TRMC, City Secretary, Fresco

Angela Winkle, TRMC, City Secretary, Crowley

TMCA Board Liaison Jennifer Reyna, City Secretary, Alamo Heights

Adopt a Neighboring Clerk

By TMCA President **Art Camacho, TRMC**
City Secretary, Haltom City

In addition to my duties as an Executive Board officer, I have also served in my local chapter as an officer and have hosted chapter meetings in my city. I firmly believe that these meetings are a vital part of our association system and provide an opportunity of fellowship and encouragement to the clerks in that particular area. It is also unfortunate, but because of tight budgets, some clerks are unable to attend even the most basic educational seminars that are scheduled by the TMCA, and chapter meetings are sometimes the magnitude of their office extension. In my early days as a clerk in Ranger, I only had \$500 budgeted yearly for education and training, so I was able to attend two seminars and used the funding for registration only, staying with family and cheap hotels to make up the difference, and absorbing all of the additional costs. I was just happy to be able to get paid to attend the seminar and get my credits. I was then soon able to qualify for a TMCA **travel**

stipend and receive the financial assistance to acquire my certification.

It was this experience that inspired me to do something to assist clerks in acquiring financial aid from outside of what was offered by the TMCA and other affiliated sources. This is why I sold the state seals and the “TGIM” mugs at the Election Seminar. I first started selling the state seals at the Bluebonnet Chapter meetings and was able to raise over \$300 for scholarships. Later, I did the same when I was at Azle and as I do now at Haltom City, with the funding going to the NTMCA Chapter’s Alyce Deering Scholarship Fund.

But what I want to approach the membership with is something a little different from financial aid. One of the key things that I also experienced when I first started attending the chapter meetings was the camaraderie of other clerks in letting me



Alamo Chapter

“It is a great feeling when you are accepted by a group of your peers in work and friendship.”



Lower Rio Grande Valley Chapter



Lone Star Chapter

ADOPT A NEIGHBORING CLERK

know that I was one of the group and they were genuinely concerned with me acquiring my certification. This made my attendance at the chapter meetings much more interesting and enjoyable, because I felt I was part of a unit with a purpose. The chapter at the time was raising funds for the IIMC conference in San Antonio, and we were all busy putting together packets for the attendees. In addition, I also established a close working relationship with a few of the clerks and would either call or email them



Capital Chapter

with questions that would arise at work. It is a great feeling when you are accepted by a group of your peers in work and friendship.

So what I want to propose is a program called **“Adopt a Neighboring Clerk.”** This is simply two chapter clerks establishing a relationship with a neighboring city/town clerk, and together

encouraging and assisting this clerk who may be new to the clerk’s job, or is unaware of the local chapter and its functions, or even unaware of TMCA. The reason to have two clerks is that it doesn’t leave one person completely responsible, and together it would also be more enjoyable if it is shared. The idea would be to find a clerk in close proximity that would be able to join the other two in the following scenarios:



Coastal Bend Chapter



South Plains Chapter



Salt Grass Chapter



Hill Country Chapter



Northeast Texas Chapter



Pineywoods Chapter

ADOPT A NEIGHBORING CLERK

1. Travel to a chapter meeting together.
2. Travel to a seminar together.
3. Have a lunch date for just friendship-building purposes.
4. Send a birthday card, anniversary card, or a holiday greeting card.

This kind of activity can build a close bond that will have a goodwill effect on everyone involved, especially the new clerk. A direct and sincere contact will make a much larger difference in gaining chapter members than just a

brochure in the mail or an occasional email.

It is important for a new clerk to know that you are taking time for their well-being. But be careful in that you don't get too personal or involved with matters that can have legal consequences. Just use wisdom in determining at what length you choose to assist, and know your limits. The main focus is to introduce them to TMCA and



Central Texas Chapter

your chapter and to be able to help them in matters that pertain to the job.

I would encourage those clerks who wish to undertake this venture to contact their **chapter president** and obtain a list of clerks in their area who would be candidates for "adoption." In addition, you may have other ways of building this program by suggesting other methods of participation that has been effective. The potential for new chapter and TMCA members is great, and I, along with Membership Committee Chair **Kathy Wingo, TRMC**, am wishing all the best for all clerks who want to undertake this venture. ★



Red River Chapter



West Texas Chapter



Bluebonnet Chapter



Yellow Rose Chapter



Panhandle Chapter



North Texas Chapter

Upcoming Events

April 10-11, McAllen • **Registration open**

TMCCP Records Management & HR Practices Seminar

Educational credit: TMCCP Course 2 or
Recertification seminar attendance credit

April 11, Bryan • **Registration open**

IIMC Athenian Dialogue: The Junction Boys

Educational credit: TMCCP recertification credit can be earned with dialogue participation and the satisfactory completion of the learning assessment; dialogue is also preapproved for three IIMC CMC or MMC education points with the satisfactory, timely completion of a learning assessment.

April 16, Colleyville

TMCA North Texas Chapter's Professional Seminar

April 24, Carrollton • **Registration open**

Parliamentary Procedures Workshop

Co-hosted by Strategic Government Resources and TMCA.
(Does not qualify for TMCCP credit.)

May 18-22, Milwaukee, WI • **Registration open**

IIMC Annual Conference

June 19-20, Tyler • *registration opens in May*

TMCCP Public Funds Investment Seminar

Educational credit: TMCCP Course 3 or 4 or
Recertification seminar attendance credit

July 25-26, Belton • **Registration open**

TMCA Central Texas Chapter's Retreat at Summers Mill

About IIMC Athenian Dialogues

What is an Athenian Dialogue? Dialogues are facilitator-led conversations about a featured book that attendees have read. The event lasts six hours, usually with a break for lunch; attendance at a Dialogue can range from 10 to around 30 people. Per IIMC, Dialogues “explore leadership principles and practice, drawing on the insights contained” in the book, and “clerks share their experience and understanding as it relates to the ideas of the author and the relevance of those ideas to their public leadership role.”



Why should I attend? IIMC Athenian Dialogues are an excellent opportunity for education and connection with fellow clerks. Anyone is welcome to register for Dialogues. If you are working toward **Texas Registered Municipal Clerk recertification**, you can earn 20 points with attendance at an Athenian Dialogue and submission of a written assessment to TMCCP. Dialogues are approved for three **IIMC CMC or MMC** education points with the satisfactory, timely completion of a learning assessment.

When are they held? Dialogues can be hosted by interested parties in concert with IIMC's Education Department and in compliance with **IIMC's Athenian Leadership Dialogue Policy**. TMCCP updates a list of upcoming Dialogues on our educational events page as we are notified of Dialogues being held in Texas. Be sure to bookmark IIMC's list of upcoming **Athenian Dialogues** as your definitive list of upcoming Dialogues.

Learn more about IIMC Athenian Dialogues here. ★

2014 Scholarships

By Scholarship Committee Chair **Cara McPartland, TRMC**
City Secretary/Court Clerk, Wimberley

Whether we work for the largest of cities or the smallest of towns, as municipal clerks, we all share the same desire to attain the highest level of competency through the outstanding educational and professional development opportunities offered by the Texas Municipal Clerks Association. TMCA can help you reach your fullest potential and you can help your city deal with all-too-common budget constraints by applying for financial assistance through one or more of TMCA's scholarship programs.

Scholarships are available for TMCA members enrolled in the **Texas Municipal Clerks Certification or Recertification Programs**, as well as for eligible Texas Registered Municipal Clerks (TRMCs) who are pursuing an **undergraduate or graduate degree** in a field of study that directly enhances professional job performance. Details on eligibility and application procedures for **TMCA's Major Scholarship** and the **MCCi Records Management Scholarship**, including links to application forms, are available on the following pages.

TMCA recognizes the personal dedication and financial commitment of all of its members, and scholarships are one of the many ways TMCA encourages and supports lifelong learning for both novice and experienced municipal clerks. Let TMCA help you achieve your professional and educational goals by applying today!

Learn more about scholarships and apply today:

- *About the Scholarships, page 11*
- *General Requirements, page 12*
- *Selection Criteria, page 12*
- *Scholarship Administration, page 13*



*Scholarship applications must be received by **TMCA Scholarship Committee Chair Cara McPartland** by **June 15** to be considered. The TMCA Scholarship Committee will consider all applications for eligibility and designate scholarship recipients. Scholarship winners will be notified that they have been awarded a scholarship and the presentation of the scholarship will be at the annual TMCA Awards Banquet (the awards banquet will be held at the Graduate Institute Seminar in **Kerrville** on **October 23**.)*

2014 SCHOLARSHIPS

About the Scholarships • General Requirements • Selection Criteria • Scholarship Administration

About the Scholarships

Apply for a TMCA Major Scholarship Award or an MCCi Records Management Scholarship

TMCA Major Scholarship Awards

Depending on the applicant's intended use of the scholarship—TMCCP or college/university study—the applicant may be granted a scholarship from one of the following sources, chosen by the Scholarship Committee. To apply for a TMCA Major Scholarship Award, download and submit our **application form**.

Dorothy F. Byrd Scholarship

Maximum amount awarded: \$500

Intended use: pursuit of either the Texas Registered Municipal Clerk Certification/Recertification (TRMC) or eligible college/university study

History: The Dorothy F. Byrd Scholarship was established in 1993 by the members of the Texas Municipal Clerks Association, Inc., to honor Dorothy Byrd, former Executive Director of Texas Municipal Clerks Certification Program and Texas Municipal Clerks Association, Inc.

Lila Fern Martin Scholarship

Maximum amount awarded: \$1,000

Intended use: eligible college/university study

History: The Lila Fern Martin Scholarship honors the 1958-1959 president of the Association of City Clerks and Secretaries of Texas—the predecessor organization of TMCA.

Dr. Joyce Snay Scholarship

Maximum amount awarded: \$500

Intended use: pursuit of the Texas Registered Municipal Clerk Certification/Recertification (TRMC)

History: Established in 2008, this scholarship honors former TMCCP/TMCA Education Director Dr. Joyce Snay.

Susan Rocha Scholarship

Maximum amount awarded: \$500

Intended use: pursuit of the Texas Registered Municipal Clerk Certification/Recertification (TRMC), including travel to and from approved seminars.

History: Established in 2011 to honor Susan Rocha's memory and her commitment to education and enthusiasm for the municipal field. Ms. Rocha was a partner with Denton, Navarro, Rocha and Bernal, P.C., and a frequent speaker for the TMCCP Legislative Update Seminar. The scholarship was established by friend and colleague, Alan Bojorquez, Bojorquez Law Firm, P.C., to be administered by TMCA, Inc.

Vendor Scholarships

Maximum amount awarded: \$500

Intended use: pursuit of the Texas Registered Municipal Clerk Certification (TRMC) or Recertification, including travel to and from approved seminars.

History: Various donors contribute funds toward Texas Municipal Clerks scholarships in recognition of the mission of TMCA and TMCCP, which states, "The Texas Municipal Clerks Association and the Texas Municipal Clerks Certification Program are dedicated to providing an educational and professional development program for novice and experienced municipal clerks." Past vendor donors have included: American Legal Publishing; Franklin Legal Publishing, Inc.; Linebarger Goggan Blair & Sampson, LLP; Municipal Code Corporation; and the Underwood Law Firm.

MCCi Records Management Scholarship

Developed to recognize city secretaries/municipal clerks who have established outstanding systems for records management or who have improved existing systems. To apply for an MCCi Records Management Scholarship, download and submit our **application form**.

Maximum amount awarded: \$500.00 in each of three categories

Intended use: Scholarship award funds are to be used for continued or advanced education in a TMCCP program or a TMCA-approved records management program (e.g., ARMA, Texas State Library, Council of Governments), including travel to and from eligible seminars.

History: The MCCi Records Management Scholarship was developed in 2006 for the purpose of recognizing city secretaries/municipal clerks who have established outstanding systems for records management or who have improved existing systems.

2014 SCHOLARSHIPS

About the Scholarships • General Requirements • Selection Criteria • Scholarship Administration

General Requirements

Eligible applicants shall be current paid members of TMCA and shall have been paid members of TMCA 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. Applicants must have already earned the TRMC to be eligible to use the funds for a college degree.

(To learn about requirements for those pursuing a bachelor degree or graduate degree, **visit our website.**)

Selection Criteria

1. Applicants must meet all of the eligibility requirements.
2. Scholarships will be awarded based on a combination of the applicant's years of municipal service, membership in TMCA, Inc., and progress in the Texas Municipal Clerks Certification/Recertification Program. For those pursuing a college or university degree, points are awarded based on the number of college hours completed.
3. Preference will be given to applicants who have not received a previous award.
4. With the exception of the MCCi Records Management Scholarship, preference will be given to 1) city secretaries or municipal clerks; 2) assistant or deputy city secretaries or municipal clerks; and 3) other TMCA, Inc., members. Applicants *must be* city secretaries/municipal clerks to be eligible for the MCCi Records Management Scholarship.
5. Members of the current scholarship committee are not eligible to apply for a TMCA Major Scholarship or MCCi Records Management Scholarship.

Scholarship Committee:

*Chair Cara McPartland, TRMC
City Secretary, Wimberley*

*Susan House, TRMC
City Secretary, Mesquite*

*Amy Turner, TRMC
City Secretary, Midland*

*Christi Wynn, TRMC
City Secretary, Brownwood*

*Board Liaison
Scarlet Swoboda, TRMC
City Secretary, Victoria*

Submit completed form
by **June 15** to:

Cara McPartland, TRMC
City Secretary, City of Wimberley
PO Box 2027, Wimberley 78676
Fax 512-847-0422
cmcpartland@cityofwimberley.com

*Download the TMCA Major
Scholarship Award **application***

*Download the MCCi Records
Management Scholarship
application*

2014 SCHOLARSHIPS

About the Scholarships • General Requirements • Selection Criteria • [Scholarship Administration](#)

Scholarship Administration

(For full information about scholarship administration, visit our [website](#).)

The TMCA 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 following the award of scholarship. The recipient must submit original, official receipt(s) issued by TMCCP, the college, or the university to receive payment for reimbursable expenses. Reimbursable expenses depend upon the scholarship awarded. Each scholarship and eligible expenses are listed at right.

Dorothy Byrd Scholarship

(for TMCCP certification/recertification or college)

Reimbursable expenses are exclusive to TMCCP expenses, including: enrollment fees, textbooks, exam fees, and TMCCP seminar registration fees and travel expenses; or college expenses, including: 1) credit-hour tuition fees (extension and correspondence courses listed in the institutional catalog that apply to the recipient(s) degree plan are acceptable); 2) building use fees; 3) student service fees; 4) identification card fees; 5) publications fees; 6) union building fees; 7) property damage fees; 8) science laboratory fees; and 9) academic department fees.

Lila Fern Martin Scholarship

(for college use only)

Reimbursable expenses are exclusive to: 1) credit-hour tuition fees (extension and correspondence courses listed in the institutional catalog that apply to the recipient(s) degree plan are acceptable); 2) building use fees; 3) student service fees; 4) identification card fees; 5) publications fees; 6) union building fees; 7) property damage fees; 8) science laboratory fees; and 9) academic department fees.

Susan Rocha Scholarship

(for TMCCP certification/recertification, incl. travel)

Reimbursable expenses are exclusive to: enrollment fees, textbooks, exam fees, TMCCP seminar registration fees and travel expenses.

Dr. Joyce Snay Scholarship

(for TMCCP certification/recertification, incl. travel)

Reimbursable expenses are exclusive to: enrollment fees, textbooks, exam fees, TMCCP seminar registration fees and travel expenses.

Vendor Scholarships (Including the MCCi Records Management Scholarship)

(see page 11 for intended use)

Reimbursable expenses are exclusive to: enrollment fees, textbooks, exam fees, TMCCP seminar registration fees and travel expenses. ★

For full information about the scholarships, including post award requirements, please [visit our website](#).

Spotlight on Municipal Clerks

2014 San Antonio Women's Hall of Fame



Leticia Vacek, TRMC

The San Antonio Women's Hall of Fame (SAWHOF) board of directors will recognize San Antonio City Clerk Leticia M. Vacek as a 2014 Hall of Fame Inductee in the Public Service Category. The Induction Ceremony/Luncheon will be held on March 22 at 11:00 a.m. at the Omni Colonnade Hotel. SAWHOF recognizes and honors outstanding women in the community for their service and contributions. Several contributions include the creation of the city's Archival Program and Municipal Digital Collection; establishment of a Passport Acceptance Facility; and the implementation of Electronic Campaign Finance Reporting for Office-holders and Candidates. SAWHOF was established to honor women who have contributed substantially to San Antonio or Bexar County.



Dolle Downe, TRMC (center), city secretary, Lancaster, at her retirement celebration in January. TMCA Trustee **Shelley George, TRMC** (second from right), city secretary, Allen, presented her a commemorative blanket on behalf of the TMCA membership.

2014 Madison County Chamber of Commerce's Woman of the Year Nominee

Congratulations to Midway City Secretary Debra Newkirk on her nomination as Madison County Chamber of Commerce's Woman of the Year! Fellow City Secretary Lee Woodward, TRMC, Huntsville, said, "Since starting last year, Debra has worked tirelessly to educate herself, assist her council, and benefit her community. Way to go, Debra!"

TMCCP EDUCATION DIRECTOR'S CORNER

\$0 Required



TMCCP Education Director
Dr. Amy Holt

Do you want to improve in your position? Do you want to advance in your career? Do you hope to be respected in your workplace? Of course—we all do! I suggest to you that one free way to accomplish all of these things is to more fully develop your “soft skills.”

Most managers agree that soft skills are the most important criteria used when evaluating performance. It is assumed that employees should have the technical expertise to do their job, but what sets someone apart from their peers is their mastery of the soft skills necessary to excel in their position.

Soft skills are often associated with a person’s “Emotional Intelligence” and include your ability to listen well, communicate effectively, positively interact with others, handle conflict, work well under pressure, accept criticism, and maintain a positive attitude. Soft skills can be harder to identify than “hard skills,” which include specific, trainable abilities such as technological aptitudes, knowledge of election laws and attention to detail. These hard skills are essential, but soft skills often create the hard results.



Here are some ways to develop and strengthen your soft skills. First, become a keen observer of others. If you work well with someone, ask yourself why. What is it about the person that you like and relate to?

When you begin to trust someone, pinpoint the reasons why. Second, be intentionally kind to at least one person every day. As you learn to focus on the needs of another person you are developing your Emotional Intelligence and your ability to read, understand and respond to others. Third, be an attentive listener. Listen more than you speak and seek to understand and learn from what the other person is saying. Finally, have a positive attitude by being encouraging and helpful to others and never speaking critically of someone behind their back.

While it may be harder to develop your soft skills than it is to acquire new hard skills, it can be done and you can train yourself with a little practice. You do not have to have a separate line-item in the budget for this training and development! ★

2014 Election Law Seminar

January 15-17, 2014, Irving, Texas

This year's TMCCP Election Law Seminar in Irving was dynamic, educational, and a great networking opportunity! Twenty-three speakers educated 492 attendees in 17 sessions, on everything from the latest information on candidate packets to early voting to recall elections—and much, much more.

Top right: The "TML Legislative Update" session with speakers Scott Houston and Bill Longley, TML legal counsel.

Middle right: Pauline Small, TRMC, city secretary, Webster; Melinda Welsh, TRMC, city secretary, Friendswood; and Patrice Fogarty, TRMC, city secretary, La Porte, instruct the "Runoffs, Vacancies, and Recounts" session.

Lower right: Attendees between sessions at the Election Law Seminar.

Below: The "Mail Ballots and FPCA Ballots" session with Patrice Fogarty, TRMC, and Pauline Small, TRMC.



TMCCP ELECTION LAW SEMINAR



Above, from left to right: TMCA Past President Pamela Schmidt, TRMC, city secretary (ret.), Richardson, and TMCA/TMCCP Administrative Director Peggy Burnside, TRMC, work at the registration table at the TMCCP Election Law Seminar. TMCA/TMCCP Education Director Dr. Amy Holt welcomes attendees at the seminar registration table. Speakers engage with attendees of the Wednesday afternoon "Round Table for Attendees Contracting for the First Time."

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From left to right: Attendees at the "Step By Step: Process of an Election" session. Speakers Pauline Small, TRMC, city secretary, Webster, and Patrice Fogarty, TRMC, city secretary, La Porte, instruct attendees of the "Mail Ballots and FPCA Ballots" session. Seminar speaker Shelley George, TRMC, city secretary, Allen; Danette Dunlap, TRMC, city secretary, Abilene; and speaker Sherry Mashburn, TRMC, city secretary, College Station, converse between sessions. Speakers Kim Sutter, TRMC, city secretary, Euless; Sandra Watkins, TRMC, city secretary, Deer Park; and Lydia Lopez, TRMC, city secretary, Hewitt, instruct attendees on "Early Voting for Early Voting Clerks."

TMCCP ELECTION LAW SEMINAR



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Above, left to right: The “Step By Step: Process of an Election” session with speakers LeAnn Gallman, TRMC, city secretary, Muleshoe; Shelley George, TRMC, city secretary, Allen; Cheryl Salgado, TRMC, city secretary/assistant city manager, Spearman; and Sherry Mashburn, TRMC, city secretary, College Station. Attendees of the TMCCP Election Law Seminar between sessions. The “Provisional Voting” session with speakers Mary Kayser, TRMC, city secretary, Fort Worth, and Lee Woodward, TRMC, city secretary, Huntsville. Seminar attendees between sessions.



Left to right: Attendees respond to a question in the “Ordering an Election, Posting and Publishing Notices, and Canceling Elections” session, with speakers LeAnn Gallman, TRMC, city secretary, Muleshoe, and Shelley George, TRMC, city secretary, Allen. Speakers Irma Parker, TRMC, city secretary, Port Aransas, and LeAnn Gallman, TRMC, city secretary, Muleshoe, teach the “Recruiting and Training Election Workers” session. Attendees listen to speaker Ashley Mitchell, TRMC, administrative services director, Carrollton, in the “Local Option Petitions and Elections” session.

TMCCP ELECTION LAW SEMINAR

Attendees enjoyed a wonderful luncheon at the seminar. The keynote speaker was *Texas Municipal Law and Procedure Manual* author and attorney Alan Bojorquez of Bojorquez Law Firm, LLP. During the graduation ceremony there were 36 new graduates who were awarded their certificate of TRMC Certification, and there were 44 graduates who were awarded their certificate of TRMC Recertification.

Above right: TMCA/TMCCP Administrative Director Peggy Burnside, TRMC; Immediate Past President Norma Grimaldo, TRMC, city secretary, Odessa; President Elect Sherry Mashburn, TRMC, city secretary, College Station; and keynote speaker Alan Bojorquez. *Center right:* President Art Camacho, TRMC, city secretary, Haltom City, addresses the attendees. *Below right:* Attendees of the graduation luncheon.

Below: Mother and daughter graduates of the Texas Municipal Clerks Certification Program, Yolanda Benitez, TRMC, city secretary (retired), Garden Ridge, and Roxanne Benitez, TRMC, administrative assistant, Hedwig Village.



TMCCP ELECTION LAW SEMINAR

At right, above and below: Attendees of the TMCCP graduation luncheon.

At right, center: TMCA/TMCCP Education Director Dr. Amy Holt speaks about the Texas Municipal Clerks Certification Program before the graduation and recertification ceremony.

Below: TMCA President Art Camacho, TRMC (right), city secretary, Haltom City, presents a gift of thanks to keynote speaker Alan Bojorquez, attorney, Bojorquez Law Firm, PC.



TMCCP Graduating Class of 2014

Congratulations to graduates earning their Texas Registered Municipal Clerk Certification!



Photo © Paul Traves, TL6 Photography

Graduating Class of 2014. *Front row:* Blanca Garcia, executive assistant, McKinney; Melinda Uriegas, assistant city clerk, San Antonio; Jo Ann Touchstone, city secretary, Dripping Springs; Vicki Collins, city secretary, Mansfield; Roxanne Benitez, administrative assistant, Hedwig Village; Leticia Saenz, deputy city clerk, San Antonio; Baudelia Rojas, city secretary, Alton.

Middle row: Mary Supino, city secretary, Arlington; Kara Atwood, city secretary, Lufkin; Christie Whitley Smith, secretary to the mayor & council, Port Arthur; Rosena Becker-Ross, city secretary/court admin., Mount Enterprise; Sabra Davis, city administrator, Granger; Jana Faucett, city secretary, Belton; Shannon Bennett, deputy city secretary, Deer Park; Gay Ferguson, city clerk, Nederland; Cara Hubbard, city secretary, Reno; Paula Favors, city secretary, Wharton; Lindsay Wells, administrative secretary, Euless.

Back row: Linda Asbell, city secretary, Lakewood Village; Terry Blanchard, city secretary, Rockdale; Kimberly Sloat, city secretary, Canadian; Tammy Dixon, town secretary, Bartonville; Christy Badilla, city secretary, Brady; Lisa Modisette, administrative assistant/accounts manager, Hedwig Village.

Not pictured: Sheri Bellard, city secretary, Port Arthur; Leo Bonanno, code enforcement officer, Denton; Jacky Casey, assistant to the city secretary, Rockwall; Patricia Cortes; Janelle Dolan, city clerk, Burkburnett; Asucena Garcia, accounts payable, Decatur; Jannette Goodall, city clerk, Austin; Lyn Hill, city secretary, Cedar Hill; Kimberly Perez, city secretary, Ralls; Diana Gordon Offord, city secretary, Fulshear; Cynthia Raleigh, public works coordinator, Schertz; Amy Shelley, city secretary, Colleyville.

TMCCP Recertifying Class of 2014

Congratulations to graduates who have recertified their Texas Registered Municipal Clerk Certification!



Photo © Paul Traves, T16 Photography

Recertifying Class of 2014. *Front row:* Linda Cernosek, city secretary, Rosenberg; Scarlet Swoboda, city secretary, Victoria; Alice Rodgers, city secretary, Lake Jackson; Theresa Bowe, city clerk, Yoakum; Jennifer Reyna, city secretary, Alamo Heights; Peggy Burnside, administrative director, TMCA/TMCCP.

Middle row: Miriam Sheehan, administrative specialist, TMCA/TMCCP; Kelly Edwards, city secretary, Westlake; Melinda Welsh, city secretary, Friendswood; Susan House, assistant city secretary, Mesquite; Maria Hatchett, city secretary, Lamesa; Ron Gonzales, assistant city secretary, Fort Worth; Marla Porter, city secretary, Conroe; Vickie Schmid, deputy city secretary, Richardson; Laure Morgan, city secretary, Hemphill; Pat Jones, city secretary, Nassau Bay; Mary Kayser, city secretary, Fort Worth.

Back row: Kristi Rogers, town secretary, Hickory Creek; Tracy Dutton, city clerk, Bellaire; Lori Carroll, city secretary, Boerne; Theresa Van Meter, city secretary, West Orange; Carol Vanzant, city secretary, Fair Oaks Ranch; Jenny Page, city secretary, Frisco; Lori Payne, executive secretary, Southlake; Jeanne Heard, city secretary, Joshua; Christie Wilson, city secretary, The Colony; Yolanda Benitez, city secretary (ret.), Garden Ridge.

Not pictured: Linda Ardis, city secretary (ret.), Lavon; Donna Batchler, city secretary, Ennis; Cynthia Bowman, exec. admin. specialist, San Jacinto River Authority; Tina Broussard, city secretary, Beaumont; Melissa Bunch, city secretary, Katy; Janet Davis, city secretary, Santa Fe; Cathy DiMaggio, city secretary, Grand Prairie; Debbie Haile, city secretary, Leander; Sharon Jenkins, HR manager, Sugar Land; Angela Kelly, city secretary, Farmers Branch; Julie Lollar, deputy city clerk, Denison; Edna Lopez city secretary (ret.), Kingsville; Sylvia Martinez, utility billing clerk, Plains; Amanda McCrory, city secretary, Burleson; Cynthia Olguin, administrative assistant, Duncanville; Fran Wendeborn, city secretary (ret.), Rusk; Christi Wynn, city secretary, Brownwood.

THANK YOU

Thank you to everyone who contributed to the success of the 2014 Election Law Seminar!

Thank you to our volunteer speakers:

Norma Aguilar-Grimaldo, TRMC, City Secretary, Odessa
 Betty Brown, TRMC, Local Government Election Specialist,
 Bickerstaff Heath Delgado Acosta, LLP
 Patrice Fogarty, TRMC, City Secretary, La Porte
 LeAnn Gallman, TRMC, City Secretary, Muleshoe
 Shelley George, TRMC, City Secretary, Allen
 Thomas Harris, Assistant City Secretary, Lubbock
 Scott Houston, Texas Municipal League Legal Counsel
 Mary Kayser, TRMC, City Secretary, Fort Worth
 Bill Longley, Texas Municipal League Legal Counsel
 Lydia Lopez, TRMC, City Secretary, Hewitt
 Sherry Mashburn, TRMC, City Secretary, College Station
 Deloris McKenzie, TRMC,
 Consultant & Retired City Secretary of Friendswood
 David Mendez, Attorney,
 Bickerstaff Heath Delgado Acosta, LLP
 Ashley Mitchell, TRMC,
 Administrative Services Director, Carrollton
 Aimee Nemer, TRMC, City Secretary, Richardson
 Irma Parker, TRMC, City Secretary, Port Aransas
 Cheryl Salgado, TRMC,
 City Secretary/Assistant City Manager, Spearman
 Pauline Small, TRMC, City Secretary, Webster
 Kim Sutter, TRMC, City Secretary, Euless
 Sandra Watkins, TRMC, City Secretary, Deer Park
 Melinda Welsh, TRMC, City Secretary, Friendswood
 Lee Woodward, TRMC, City Secretary, Huntsville

*Thank you to all those
 who volunteered as session conveners:*

Marie Balthrop, TRMC	Esmeralda Hudson, TRMC
Linda Byers, TRMC	Cara McPartland, TRMC
Laura Bell, TRMC	Gretchen Mercer, TRMC
Zanea Carpenter, TRMC	Murvat Musa, TRMC
Brenda Dennis, TRMC	Christel Pettinos, TRMC
Shelly Doty, TRMC	Jennifer Reyna, TRMC
Lila Fuller, TRMC	Crystal Roan, TRMC
Norma Aguilar-Grimaldo, TRMC	Leticia Saenz, TRMC
Jannette Goodall, TRMC	Pamela Schmidt, TRMC
Melba Haralson, TRMC	Scarlet Swoboda, TRMC
Thomas Harris, TRMC	Amy Turner, TRMC
Joy Hart, TRMC	Teresa Valdez, TRMC

*Thank you to all those
 who volunteered to scan attendance:*

Marie Balthrop, TRMC	Ellie Monteaux, TRMC
Rosena Becker-Ross, TRMC	Lori Payne, TRMC
Linda Byers, TRMC	Amy Piukana, TRMC
Tammy Cook, TRMC	Ivy Peterson, TRMC
Shannon DePrater, TRMC	Alicia Richardson, TRMC
Danette Dunlap, TRMC	Crystal Roan, TRMC
Sharon Harris, TRMC	Pam Rowe, TRMC
Thomas Harris, TRMC	Mary Supino, TRMC
Joy Hart, TRMC	Karen Wilkerson, TRMC
Jeanine Inman, TRMC	Norma Zenk, TRMC
Gretchen Mercer, TRMC	

TMCCP ELECTION LAW SEMINAR

Thank You to Our Seminar Sponsors

Clockwise from top left:

TMCA Gold Seminar Sponsor **Franklin Legal Publishing**, with President/ Attorney at Law **Kirk Franklin**, second from right.

Red Wing Software representative **Gay Shelton** (*left*) talks with seminar attendees at her booth.

Audie Sciumbato, **Underwood Law Firm, P.C.**, talks with a seminar attendee during a session break. Underwood Law Firm is a TMCA Platinum Seminar Sponsor.

Dale Barstow, vice president sales, **Municipal Code Corporation**, greets a seminar attendee. Municipal Code Corporation and MCCi are a TMCA Platinum Seminar Sponsor.



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IIMC News

By IIMC Region IV Director **Mary Kayser, TRMC**

City Secretary, Fort Worth

© Paul Traves, flsphoto.com



Mary Kayser, TRMC

IIMC Update

The 2013 Region IV meeting that was held December 10- 12, 2013, in Midwest City, Oklahoma, was great. The education sessions were right on point for what we deal with on a daily basis. The first session was entitled “Monkey Management or Developing Workers into Thinkers and Doers.” If you imagine the problems that employees or others bring as monkeys, you get the gist of the program. This session was presented by Tom Rider, executive director, Municipal Electric Systems of Oklahoma, and executive director, Oklahoma Gas Association. Mr. Rider did a great job and we got excellent tips for recognizing “monkeys” and keeping them out of our office and with, as the song says, “the one that brung them.” He also helped us to identify when we should take control of a monkey—FYI: not too often.

After a great lunch, we went back for the second session, “The Millennials are Coming!” with Pam Spinks, director of professional development,



Texas and Louisiana clerks at the Region IV IIMC meeting.

IIMC News: IIMC UPDATE

Oklahoma Municipal Assurance Group. This was an outstanding discussion of the impact the millenials are having and will have on our organizations. There is a lot to think about as we get ready for the next generation.

Wednesday evening we all went out for a view of Christmas lights and dinner. There was also an Ugly Christmas Sweater Contest. There are some very creative folks in Region IV.

On Thursday we held the Region IV Business meeting. All Region IV states were represented. Region Director Pattie Dupuis gave a recap of the IIMC Midyear meeting held in Savannah and it is **available on page 28**. Some highlights follow.

There are committees reviewing both the IIMC Policy Manual and the IIMC Constitution. We have a balanced budget and funds continue to grow in the reserve account. The financial policies and processes put in place by the past few years by the IIMC board are paying dividends in financial health of the organization. In education, Athenian Dialogues were approved for three points. There is ongoing conversation about how to keep IIMC and its education programs current and relevant. Please **share your thoughts** on IIMC education with me.

In addition, we approved a resolution of support for Vincent Buttiglieri, MMC, municipal clerk of the Township of Ocean, Monmouth County, New Jersey, for 2015 IIMC Vice President.



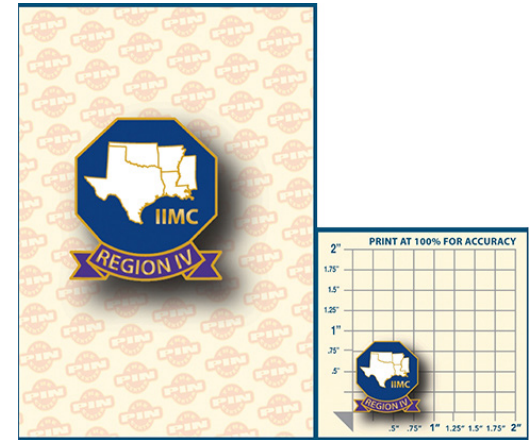
At the Region IV 2013 Dinner on Wednesday evening (*from left to right*): Region IV Director **Pattie Dupuis**; former Region IV Director **Deb Miner**; Region II Director and IIMC Vice President-Elect **Vincent Buttiglieri**, municipal clerk, Ocean, New Jersey; and Region IV **Mary Kayser**, TRMC, city secretary, Fort Worth.

IIMC News: IIMC UPDATE

Mary Ann Hess, city clerk, Laurel, Mississippi, will be the next Region IV Director. She will be sworn in at the 2014 conference in Milwaukee and will represent Region IV well.

We discussed a Region IV pin. Regions I and III have already moved forward with region pins and we will not be far behind. The design is pictured at right. More information to follow.

The IIMC mid-year meeting was very productive and the Region IV meeting was educational and productive.



Municipal Clerks at the IIMC Region IV meeting in December in Oklahoma.

IIMC NEWS: MID-YEAR WRAP-UP

Texas will be hosting the IIMC Region IV meeting in 2014. It will be held in San Antonio on September 11-12. More information coming soon.

The registration for the 2014 IIMC Conference in Milwaukee is now open: **IIMC—Official Website—Upcoming Conference**

Please consider attending the conference. It is a great educational opportunity, and you will have the chance to network with clerks from around the world.

I am honored to serve as one of the two Region IV Directors. Please feel free to contact me with any questions or concerns about IIMC.

Mary J. Kayser, TRMC, MMC

Region IV Director

City Secretary, Fort Worth

817-392-6161

mary.kayser@fortworthtexas.gov

Mid-Year Wrap-Up

Our International Institute of Municipal Clerks Board of Directors Mid-Year Meeting was held in Savannah, Georgia. We met on November 22-23, 2013. We had a great Board Development session on the twenty-second followed by the Board meeting which concluded on the twenty-third. Past president and city clerk of Savannah Dy-
anne Reese welcomed and hosted an event at city hall for us.

2013 IIMC Conference Recap—Atlantic City, NJ

The 2013 Conference in Atlantic City was projected to make a net profit of \$43,050, providing us with the first conference in several years to exceed expectations. However, with reduction in expenses by year-end 2013, we will stand to net approximately \$88,000. Also, approximately 630 full-paying delegates and strong support from the Atlantic City host committee and New Jersey helped provide for an excellent conference, both in revenue and events.

2014 IIMC Conference—Milwaukee, WI

The 2014 Conference will feature two co-host hotels— Hilton Milwaukee Downtown and the Hyatt Regency Milwaukee—that connect through a skywalk via the convention center. Both hotels are less than a 10-minute walk to the riverfront area; we will find plenty of establishments overlooking the Milwaukee river. The Third Ward is Milwaukee's Arts and Fashion District. It offers restaurants, spas, theaters, galleries, and boutiques, all in a historic warehouse setting. The neighborhood was named a "Top 12 Art Place in 2013."

IIMC NEWS: MID-YEAR WRAP-UP

The All Conference Event will take place at the famous Harley-Davidson Museum. It is a landmark featuring these unique, world popular bikes.

The current fees are \$575.00 early bird for Delegates and \$265.00 for guest. No fee increase is proposed for 2014 Conference.

[2015 IIMC Conference—Hartford, CT](#)

[2016 IIMC Conference—Omaha, NE](#)

[2017 IIMC Conference—Montreal, Canada](#)

[2018 IIMC Conference—Norfolk, VA](#)

Education Department Report

We have not hired a Director of Education through 2012 and 2013; we have created the Education Resource Group (which consists of four institute directors) to work with our education department on an as-needed basis regarding all things education. The staff does an excellent job of handling internal and technical processes, of working with institutes, and maintaining a healthy relationship with all education providers.

CMCs—Since January 1, 2013, IIMC has awarded 240 CMC designations

MMCs—Since January 1, 2013, IIMC has awarded 79 MMC designations

Captus Press Online Course Program: Thanks to Hyland Technolo-

gies, the Education Department was able to videotape two sessions at the 2013 Conference at no charge. These sessions will be submitted to Captus Press who will turn them into online courses. We are hoping for any early 2014 release date.

The board approved awarding of points for the Athenian Dialogues, at 3 points each, not to exceed 18 points total. The board did not award points for the technical bulletins, but did refer it back to committee for additional discussion.

Finance

The 2013 projected year-end budget places IIMC in the positive for the seventh consecutive year. Battling a bad economy and a decline in conference attendance these past years, IIMC's reliance on strong policies, and the board and IIMC staff's commitment to adhere to those policies, has kept us financially sound.

Marketing/Communications

Ms. Emily Maggard continues to divide her time between marketing (75%) and education (25%). She offers a weekly "E-Briefing," combining education and general information. You can now [register online](#) for the upcoming IIMC conference.

IIMC NEWS: MID-YEAR WRAP-UP

This year, IIMC uploaded to its website 15 out of 16 new technical Bulletins from the NAGARA and MCEF grant. The 15 bulletins are complimentary to IIMC members.

Membership

The Department continues to focus on membership recruitment and retention and to perform due diligence in reaching out to members. The 2013 projected year-end membership figures will exceed the \$1 million mark for the sixth year in a row.

Region IV members as of December 3, 2013:

Arkansas	87	MMC: 12	CMC: 42
Louisiana	93	MMC: 24	CMC: 44
Mississippi	121	MMC: 8	CMC: 27
Oklahoma	111	MMC: 7	CMC: 39
Texas	196	MMC: 28	CMC: 87
<i>Total</i>	<i>608</i>	<i>79</i>	<i>239</i>

Budget

The Budget and Planning Committee recommended the adoption of the 2014 budget with a balance of \$3,349 in revenues over expenditures.

Region XI Development Consultant

Mr. Nick Randle has been responsible for initiating quite a bit of activity in Region XI. He has already overseen three Region XI meetings

(currently working on four); he is in the process of contacting the Indian Local Government to discuss future collaborative arrangements. We are excited about a June Symposium in Brussels and view this as a promising international education meeting. More information will be forthcoming.

Building Update

As of September 23, IIMC entered into a lease agreement regarding their 900 square foot office, which is now fully leased, which has reduced the monthly burden toward the mortgage payment from \$1,400 to roughly \$400. The new lease agreement has saved IIMC \$2,400 a month, which now goes into its operating reserves.

Policy

The Policy Review Committee has worked diligently throughout the year revising the policy manual and is still in the process of ensuring consistency and uniformity in layout and presentation. It is still under review with more work to do between the mid-year meeting and May 2014. Once the entire policy manual is revised by the committee and approved by the board they will then reformat it.

Constitution

At the 2012 Mid-Year Meeting in Portland, Oregon, the board created a Constitution Task Force to review, update, and rewrite IIMC's

IIMC NEWS: MID-YEAR WRAP-UP

constitution as part of an overall revision process. The Task Force rewrote the document, putting it in active voice, and corrected grammar and syntax throughout the document. After much discussion by the board, the constitution was sent back for more review and will be brought up again at a later date.

Municipal Clerks Education Foundation (MCEF)

Mr. Dale Barstow reported that MCEF contributions are down approximately 60%. They will be doing the Hawaii raffle and are also hosting the “Explore Milwaukee” fundraiser at the annual conference. The “Explore Milwaukee” program costs \$30, and they have selected vendors who will be providing discounts to participating IIMC members. Participants will also be entered into a drawing for a special gift. More details will be forthcoming. [Visit this page for scholarship and grant information.](#) ★

TMCCP Certificates Earned

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

Course 1

Jennifer Faircloth, Lucas
Michelle Perez, Friendswood

Course 2

Michelle Hicks, Lacy Lakeview
Mary Valenzuela, Kingsville

Course 4

Carol Ann Borges, Westworth Village
Jennifer Faircloth, Lucas
Mona Lisa Galicia, Grand Prairie
Seth Gipson, Hutto
Melissa Grace, Boerne
Deborah Gurka, Texas City
Connie Hansen, Providence Village
Rhonda Nabors, Grand Prairie
Jennifer Phillips, Irving
Kathryn Sanchez, Blue Mound
Barbara Denise Vice, Sachse



TMCA CHAPTER NEWS

Alamo Chapter

By Chapter President **Carole Vanzant, TRMC**
City Secretary, Fair Oaks Ranch

At the chapter's October 2013 meeting, members met at the City of Balcones Heights Civic Center where they enjoyed a potluck of a variety of salads. Guest speaker Linda Hambrick was unable to make the meeting due to unexpected weather delays, and was rescheduled for the chapter's February 2014 meeting. Leticia Saenz, assistant city secretary, San Antonio, was awarded the 2013 Chapter Scholarship to be used towards her TMCCP recertification. Members who attended the recently-held TML Annual Conference and TMCCP Graduate Institute provided information on what they learned at the conferences. At the TMCA Annual Banquet in October, Jennifer Reyna, TRMC, city secretary, Alamo Heights, was reinstated as a TMCA board trustee, and Carole Vanzant, TRMC, city secretary, Fair Oaks Ranch, was awarded the Susan Rocha scholarship.

On December 11, chapter members met at the Pompeii Italian Grill in San Antonio for a scrump-



*Standing, from left: **Janie Willman**, city secretary, Castle Hills; **Norma Rodriguez**, city clerk emeritus, San Antonio; **Patty Cox, TRMC**, city secretary, Kirby; **Debra Howe, TRMC**, city secretary, Castroville; **Grace Tamez, TRMC**, city secretary, Helotes; **Debby Goza, TRMC**, city secretary, Live Oak; **Peggy Cimics, TRMC**, city secretary, Cibolo; **Yolanda Benitez, TRMC**, city secretary (ret.), Garden Ridge; **Carole Vanzant, TRMC**, city secretary, Fair Oaks Ranch; and **Leticia Saenz, TRMC**, deputy city clerk, San Antonio. *Sitting, from left: **Trudy Whitfield**, HR generalist, Live Oak; **Melinda Uriegas, TRMC**, assistant city clerk, San Antonio; and **Janice Alamia**, city secretary, Hollywood Park.**

ALAMO CHAPTER

tious Italian Christmas lunch. Past TMCA president and former San Antonio city clerk Norma Rodriguez joined the members for lunch and contributed \$200 toward the chapter scholarship fund. Conversations amongst the attendees included individual 2013 challenges and triumphs.

Chapter President Vanzant announced Janie Willman, city secretary, Castle Hills, is now chairing the chapter's Communication Committee, and Grace Tamez, city secretary, Helotes, TRMC, will assist her

in the creation of chapter newsletters.

In lieu of a gift exchange, donations were accepted for the Sunshine Cottage, a school that offers habilitation and learning programs for hearing-impaired children and their parents. A handmade wood cross, donated by the City of Fair Oaks Ranch city administrator in appreciation of the work city clerks/city secretaries perform, was won by Melinda Uriegas, TRMC, assistant city clerk, San Antonio. ★

TMCA CHAPTER NEWS

Capital Chapter

By Chapter Secretary **Jessica Graefe, TRMC**
City Secretary, Giddings

The Capital Chapter held their 2013 Annual Holiday Luncheon on December 18 in Elgin. The meeting was held at the lovely home of Jeff and Gena Carter. Gena is the Greater Elgin Chamber President.

The meeting was hosted by Shirley Garvel, city secretary (ret.), Elgin; Brenda Page, city secretary, Smithville; and Jessica Graefe, TRMC, city secretary, Giddings. Mayor Marc Holm welcomed all the guests to Elgin and introduced EDC Director Joe Nueman.

An ornament exchange was enjoyed along with a great meal and fellowship.

A round table discussion was held regarding amending the charter by-laws. Great suggestions were heard and discussed.

Below is the following meeting schedule:

March 12 – Brenham

May – Bickerstaff Heath in Austin

July – Summer Mill Retreat in Belton

September – Bickerstaff Heath in Austin

December – Hutto



The Capital Chapter at their December meeting in Elgin.

CAPITAL CHAPTER

We are thankful to our host cities/towns for the wonderful hospitality.

For information please contact Shirley Garvel, at 512-281-5724 or sgarvel@ci.elgin.tx.us. ★

Chapter members present at the meeting:

Lucretia Alvarez, city secretary, Elgin

Jeana Bellinger, TRMC, city secretary, Brenham

Susan Brock, TRMC, city clerk, Taylor

Betty Brown, TRMC, local government election specialist, Bickerstaff Heath

Christina Buckner, city secretary, Lago Vista

Cathy Fryer, attorney, Bickerstaff Heath

Shirley Garvel, city secretary (ret.), Elgin

Seth Gipson, CMO management assistant, Hutto

Mary Goering, assistant city secretary, La Grange

Jessica Graefe, TRMC, city secretary, Giddings

Joy Hart, TRMC, city secretary, Buda

Elizabeth Lopez, city secretary, Bastrop

Christine Martinez, city secretary, Hutto

Sherry Mashburn, TRMC, city secretary, College Station

Cara McPartland, TRMC, city secretary, Wimberley

Lisa Oltmann, city secretary, La Grange

Brenda Page, city secretary, Smithville

Melissa Perry, city secretary, Jarrell

Myrna Rios, supervisor, Austin

Janet Rogers, city secretary (ret.), West Lake Hills

Robyn Ryan, city secretary, Rollingwood

Mary Lynne Stratta, TRMC, city secretary, Bryan

Violet Zbrank, city secretary (ret.), La Grange

TMCA CHAPTER NEWS

Central Texas Chapter

By Chapter Secretary **Jana Faucett, TRMC**
City Clerk, Belton

The Central Texas Chapter held a bi-monthly meeting on December 11. The City of Mexia hosted the meeting and Christi Shivers, TRMC, city secretary/finance director, Mexia, welcomed everyone in attendance!

An amazing lunch was provided by the Farm House Restaurant. Chapter members enjoyed food and fellowship, including their annual “Ornament Gift Exchange” — and let’s not forget collecting donations for “Toys for Tots”! Once again the Central Texas Chapter members collected tons of gifts and provided for those less fortunate in our community. Thank you, Central Texas Chapter members, for your heart-felt generosity!

Members also discussed nomination of officers for 2014-2016, future chapter meetings, and upcoming seminars.

In other news, once again we are gearing up for our annual seminar. This year the Central Texas



The Central Texas Chapter at their December meeting in Mexia.

CENTRAL TEXAS CHAPTER

Chapter will be hosting this **wonderful seminar at “Summers Mill Retreat and Conference Center”** in Belton on July 25-26. We are looking forward to using this beautiful venue, which is centrally located between Austin and Waco, and hope to see our friends from the Capital Chapter there!

The Central Texas Chapter would like to give a big “congratulations” to Jana Faucett, TRMC, city secretary, Belton, for completing the Texas Municipal Clerks Certification Program. Jana received her diploma at this year’s TMCCP Election Law Seminar in January! ★



TMCCP graduate **Jana Faucett, TRMC**, city secretary, Belton, in January.

SAVE THE DATE

JULY 25 & 26, 2014

SUMMERS MILL RETREAT
FORMERLY SALADO SEMINAR

SUMMERS MILL ■ BELTON, TEXAS

WWW.SUMMERSMILL.COM

Central Texas Chapter of Municipal Clerks

Chapter members at the December meeting:

- Kaci Allen, public information director, Robinson
- Sandra Barton, city secretary, Robinson
- Trish Ervin, TRMC, city secretary, Waco
- Jana Faucett, TRMC, city clerk, Belton
- Amber Fuller, city secretary, Hubbard
- Donna Hawkins, city secretary, Beverly Hills
- Michelle Hicks, city secretary, Lacy Lakeview
- Lydia Lopez, TRMC, city secretary, Hewitt
- Christine McMains, mun. court clerk, Lacy Lakeview
- Cresandra Polk, records coordinator, Waco
- Christi Shivers, TRMC, city secretary, Mexia
- Jana Taylor, city secretary, Fairfield
- Roshuna Wiley, deputy city secretary, Mexia

TMCA CHAPTER NEWS

Lone Star Chapter

By Chapter President **Janis Cable**

City Secretary, Lowry Crossing

The TMCCP 2013 Graduate Institute Seminar was a wonderful time for those who were able to attend. We are extremely proud of our members who deserve special recognition. Aimee Nemer, TRMC, city secretary, Richardson, and Shelley George, TRMC, city secretary, Allen, serve as trustees on the TMCA Board; their dedication to our chapter and TMCA is outstanding and appreciated. Also, Kathy Wingo, TRMC, city secretary, Lucas, was the recipient of the Franklin Publishing Scholarship. Congratulations, Kathy!

Our November meeting was held at The Bear's Den at Sharkarosa Wildlife Ranch in Pilot Point. This unique meeting spot was entertaining and educational. Guest Speaker Jeff Steele's list of accomplishments includes professional musician; former mayor for the City of Wilmer; and educator: he spoke on "Exceptionalism and Mediocrity in Government Today." Oh, and he is married to country music star Janie Fricke, who attended with him.



Above left: At the TMCA Annual Awards Banquet in October, **Kathy Wingo, TRMC**, city secretary, Lucas, poses with **Kirk Franklin**, president of Franklin Legal Publishing; Kathy was the recipient of the Franklin Publishing Scholarship.



Above right: **Aimee Nemer, TRMC**, city secretary, Richardson, and **Shelley George, TRMC**, city secretary, Allen, were sworn in as 2014 TMCA trustees at the TMCA Annual Awards Banquet.

LONE STAR CHAPTER

In December we held our Holiday Luncheon and fundraising auction at the Train Depot in Frisco's Heritage Center. After a brief meeting to attend to housekeeping items, members had a wonderful catered meal and enjoyed outbidding one another on their favorite silent auction items. Our revenue from the auction provides education scholarships to our members. ★



The chapter at the November meeting held at The Bear's Den at Sharkarosa Wildlife Ranch in Pilot Point.

TMCA CHAPTER NEWS

Lower Rio Grande Valley Chapter

By Chapter Historian **Ana Valdez**
City Secretary, Peñitas

The Lower Rio Grande Valley City Secretaries and Clerks Association met on November 20 at El Rancho Grande Restaurant in San Juan. Robert Mullins and Jade Coldren of BIS Digital were present to discuss digital recording solutions.

The chapter had a great turnout at the TMCCP Election Law Seminar in Irving on January 15-17. At the seminar our chapter's Secretary/Treasurer Baudelia Rojas, TRMC, city secretary, Alton, graduated and earned her Texas Registered Municipal Clerk Certification. Congratulations to Ms. Rojas!

On January 22 the association reconvened at the Palm View Golf Course in the City of McAllen. The chapter brainstormed ideas for entertainment at the April TMCCP Records Management & HR Practices Seminar, which will be held in McAllen. We look forward to seeing you there!

For those wishing to join the LRGV Chapter please contact President Hilda Pedraza at hilda.pedraza@pharr-tx.gov. Meetings are held the third Wednesday of every month at 11:30 a.m. Also be sure to like our Facebook page at www.facebook.com/lrgvsecretaries.



The Lower Rio Grande Valley Chapter at its November meeting in San Juan.

LOWER RIO GRANDE VALLEY CHAPTER



At left: Chapter members pose with TMCCP graduate Baudelia Rojas, TRMC, city secretary, Alton, after the TMCCP graduation ceremony in January.

At lower left: The chapter at its January meeting in McAllen.



Members in attendance at the January meeting:

Amanda Elizondo, TRMC, city secretary, Harlingen

Arcie Felix, TRMC, city secretary, Mercedes

Yolanda Galarza, Brownsville

Gloria Garcia, Brownsville

Elena Garza, assistant city secretary, Harlingen

Secretary/Treasurer Baudelia Rojas, TRMC,
city secretary, Alton

Vice President Bobby Rodriguez, city secretary, San Juan

Yesenia Rodriguez, TRMC, administrative supervisor, McAllen

Griselda Rosas, administrative supervisor, Brownsville

Virginia Singleterry, administrative assistant, McAllen

Annette Villarreal, TRMC, city secretary, McAllen

Yolanda Ysasi, Los Indios

Perla Zamora, TRMC, deputy city secretary, McAllen

North Texas Chapter

By Chapter President **Diane Cockrell, TRMC**

City Secretary, Decatur

Greetings to our fellow Texans from the North Texas Chapter! Since the last edition of TMCA News, our chapter met in Crowley in November, Fort Worth in December, and Flower Mound in January.

At the November meeting we were welcomed by Interim Crowley City Manager and Fire Chief Robert Loftin. Guest speaker Cara White, with TOASE (Taylor-Olson-Adkins-Sralla-Elam), reviewed our duties as related to the Open Meetings Act and the complications—oh, and don't forget the penalties for violation of the act. Cara also shared her past experiences with the Public Information Act and reviewed what is expected of us when filling record requests. Thank you, Crowley City Secretary Angela Winkle, TRMC, for hosting the meeting.

The holiday meeting on December 4 at the Fort Worth Botanical Gardens was festive and enjoyable. We were welcomed by Fort Worth Mayor Betsy Price—WOW, what a dynamic personality. Members of the chapter's Holiday Committee outdid themselves: Aimee Nemer, TRMC, city secretary, Richardson; Laura Bell, TRMC, deputy city secretary, Carrollton; Martha Garcia, TRMC, deputy city secretary, Arlington; and Monica Solko, TRMC, assistant city secretary, North Richland Hills. Thank you, ladies!



The North Texas Chapter at its November meeting in Crowley.

NORTH TEXAS CHAPTER

We were honored to enjoy the company of several of our retired city secretaries, who are so enthusiastic and know how to have fun. Our members donated a total of \$800 to the Mission Granbury and the Cleburne Chamber of Commerce /Tornado Relief Fund, supporting two of our local cities that suffered significant tornado damage earlier this year. They are still struggling to recover, so please keep them in your prayers. The Silent Auction profits subsidize the chapter's Alyce Deering Scholarship Fund, and raised a whopping \$845.

Special thanks to Flower Mound Town Secretary Theresa Scott, TRMC, for serving as our host for the January meeting. We were welcomed by Flower Mound Town Manager Jimmy Stathatos and enlightened and entertained by Linda Swindling, author and certified speaking professional, who shared from her book ways to "Stop Complainers and Energy Drainers." Linda walked us through identifying the complainer's type and provided us with strategy and tools to help stop complainers. She reminded us what complainers cost us. And she asked if we are ever seen as a complainer.



The North Texas Chapter at its December meeting at the Fort Worth Botanical Gardens.

NORTH TEXAS CHAPTER

Thank you, TMCA, for the Texas Municipal Clerks Certification Program and the TMCCP Election Law Seminar. Most of us don't realize how much preparation, follow-up, and WORK it takes to hold a seminar. We are blessed to have such an active staff and association to support our profession.

The North Texas Municipal Clerks Association had four graduates and eight recertifying from our membership. Congratulations to graduates Asucena Garcia, TRMC, accounts payable, Decatur; Amy Shelley, TRMC, city secretary, Colleyville; Mary Supino, TRMC, city secretary, Arlington; and Lindsay Wells, TRMC, administrative secretary, Euless. Congratulations to recertification graduates: Peggy Burnside, TRMC, administrative director, TMCA/TMCCP; Kelly Edwards, TRMC, town secretary, Westlake; Ron Gonzales, TRMC, assistant city secretary, Fort Worth; Susan House, TRMC, assistant city secretary, Mesquite; Mary Kayser, TRMC, city secretary, Fort Worth; Amanda McCrory, TRMC, city secretary, Burleson; Lori Payne, TRMC, executive secretary, Southlake; Miriam Sheehan, TRMC, administrative assistant, TMCA/TMCCP.

We hope you all enjoyed your time in Irving and were able to get a caricature portrait by Benjamin Vincent on Thursday evening.



The North Texas Chapter at its January meeting in Flower Mound.

NORTH TEXAS CHAPTER

NTMCA Monthly Meetings:

We welcome anyone who can attend our monthly meetings. The meetings offer an Empowerment Series featuring professional speakers to help us hone our skills and learn new ones. We appreciate our member cities that host the meeting monthly; by moving the meetings around the Metroplex all member cities have an opportunity to participate. Our yearly Professional Seminar will be held on April 16 in Colleyville. Future meeting dates are listed below. Please visit our website for information: www.ntmca.org.

March 19—Cross Roads

April 16—Colleyville—Professional Seminar

May 2014—No meeting; elections

June 11—Lewisville MCL Grand

July 16—Roanoke

August 20—Azle

September 17—Grapevine

The North Texas Chapter attendees at the January meeting were:

Amy Arnold, TRMC, city secretary, White Settlement

Laura Bell, TRMC, assistant city secretary, Carrollton

Carol Borges, city secretary, Westworth Village

Karen Bradley, administrative assistant, Highland Village

Diane Callahan, TRMC, city secretary, Highland Village

Art Camacho, TRMC, city secretary, Haltom City

Diane Cockrell, TRMC, city secretary, Decatur

Shannon DePrater, TRMC, town secretary, Cross Roads

Stephanie Dimas, administrative aide I, Arlington

Asucena Garcia, TRMC, office clerk, Decatur

Ron Gonzales, TRMC, assistant city secretary, Fort Worth

Julie Heinze, city secretary, Lewisville

Mary Ann Henline, human resource manager, Decatur

Susie Hiles, assistant to the city sanager, Azle

Susan House, TRMC, assistant city secretary, Mesquite

Holly Houston, assistant to the city secretary, Euless

Amanda Jacobs, assistant city secretary, Bedford

Sonja Land, TRMC, city secretary, Mesquite

Sheila Morales, town secretary, Copper Canyon

Aimee Nemer, TRMC, city secretary, Richardson

Linda Rhodes, TRMC, city secretary, Lake Worth

Theresa Scott, TRMC, town secretary, Flower Mound

Mary Supino, TRMC, city secretary, Arlington

Kim Sutter, TRMC, city secretary, Euless

Lluvia Tijerina, assistant city secretary, Lewisville

Michael Wells, TRMC, city secretary, Bedford

Norma Zenk, TRMC, city secretary, Azle

TMCA CHAPTER NEWS

Northeast Texas Chapter

By Chapter President **Gail Weir, TRMC**

City Secretary, Ore City

The Northeast Texas Chapter met December 13 for their annual Christmas meeting at Traditions Restaurant in Tyler. The group is planning for items to be donated for goody bags for those attending the TMCCP Public Funds Investment Seminar to be held in Tyler, June 19-20.

The chapter was honored to have retirees attending: Fran Wendeborn, city secretary (ret.), Rusk, and Karen Custer, city clerk (ret.), Kilgore. They were each presented with a blanket with our chapter logo on it.

The chapter congratulates its president, Rosena Becker-Ross, TRMC, city secretary, Mount Enterprise, on her graduation at the TMCCP Election Seminar in Irving. We will now proudly add "TRMC" at the end of her name!

For more information about the Northeast Chapter and meeting times, contact Ms. Becker-Ross at citymte@eastex.net.



The Northeast Texas Chapter at their December meeting in Tyler.

NORTHEAST TEXAS CHAPTER

Those attending the December meeting were:

Rosena Becker-Ross, TRMC,
city secretary, Mount Enterprise

Cassandra Brager, city clerk, Tyler

Karen Custer, city clerk (ret.), Kilgore

Deborah Dane, city clerk, Kilgore

Linda Faulkner, Mount Enterprise

Melba Haralson, TRMC,
city secretary, Gladewater

Teresa Herrera, TRMC,
deputy city secretary, Palestine

Sereca Huff, assistant city secretary, Van

Debra Johnson,
assistant city secretary, Canton

Laura Moody, city secretary, Big Sandy

Sherry Roberts, TRMC,
city secretary/office manager, White Oak

Jennifer Studdard,
city secretary/director of finance, Nash

Fran Wendeborn, TRMC,
city secretary (ret.), Rusk

Lawanna Williams, finance director, Kilgore



Chapter President **Rosena Becker-Ross, TRMC**, city secretary, Mount Enterprise, earned her Texas Registered Municipal Clerk Certification in January.

TMCA CHAPTER NEWS

Red River Chapter

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

On December 3 members of the Red River Chapter met for our quarterly meeting at Pasquals Restaurant in Wichita Falls. President Byers called the meeting to order and welcomed everyone.

Chapter business was conducted. The minutes of September 18 meeting were approved, as well as the treasurer's report through October 31.

The chapter discussed our Christmas project for 2013: a single mother with five children that was previously living at Faith Refuge, but is now in an apartment and working hard to better herself and her family. Along with the donation from the chapter, the members also donated individually to this worthy project. The Red River Chapter acknowledges the many blessings we have and wanted to share with another family at Christmas time.

Elections were held, and Linda Byers will remain as chapter president and Janelle Dolan as vice president/secretary/treasurer.

Members also discussed TMCA updates, future chapter meetings, and upcoming seminars.



Red River Chapter members at the TMCCP Election Law Seminar in Irving in January.

RED RIVER CHAPTER

Our next meeting will be held March 19, with a location to be announced. The chapter is very excited that TMCA President Art Camacho, TRMC, city secretary, Haltom City, is scheduled to attend this meeting. Everyone is invited to attend any of our chapter meetings.

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

Attending the December meeting were:

Amy Anderson, city secretary, Lakeside City

Marie Balthrop, TRMC, city secretary, Holliday

Tracy Blankston-Smith, administrative assistant, Lakeside City

Linda Byers, TRMC, city secretary, City of Vernon

Mitzi Wallace, TRMC, city secretary, Bowie

TMCA CHAPTER NEWS

Salt Grass Chapter

By Chapter Secretary **Paula Favors, TRMC**
City Secretary, Wharton

November 2013 Meeting

The Salt Grass Chapter held their monthly meeting on November 13 at Tommy Bahama in The Woodlands. Chapter President Maria Gonzalez, TRMC, city secretary, Missouri City, called the meeting to order with many members in attendance. Donna Johnson, Olson & Olson, gave a presentation and oversaw a roundtable discussion on social media.

The 2014 Executive Board slate was voted upon, scholarship recipients were approved (see the following December meeting), and the chapter unanimously approved a generous holiday donation to M.D. Anderson Cancer Center.

The chapter accepted the 2014 slate of officers as follows: President Crystal Roan, TRMC, deputy city secretary, Webster; Vice President Lee Woodward, TRMC, city sec-

retary, Huntsville; Secretary Paula Favors, TRMC, city secretary, Wharton; Treasurer Doris Speer, city secretary, Tomball; and Historian Melinda Welsh, TRMC, city secretary, Friendswood.

December 2013 Meeting

The Salt Grass Chapter held their 2013 Annual Installation Banquet/Holiday Luncheon on December 11 at Maggiano's in Houston. Salt Grass Chapter President Maria Gonzalez, TRMC, city secretary, Missouri City, welcomed special guests and Salt Grass Chapter members. Chapter Secretary Paula Favors, TRMC, city secretary, Wharton, led the Pledge of Allegiance and City Manager Wayne J. Sabo of Webster gave the invocation.

Congratulations are in order for winners of the Deloris McKenzie Scholarship and the Pa-

trice Fogarty Athenian Dialogue Scholarship. Thelma Lenz, TRMC, city secretary, West University Place, will receive a full scholarship up to \$500, and Michelle Perez, TRMC, deputy city secretary of Friendswood and Betsy Gates, TMRC, deputy city secretary of Tomball will receive partial scholarships for up to \$250 for travel and registration costs incurred while attending a Texas Municipal Clerks Certification Program seminar. Lee Woodward, TRMC, city secretary, Huntsville, and Sandy Watkins, TRMC, city secretary, Deer Park, will receive a scholarship for \$100 to attend an Athenian Dialogue.

Sharon Harris, TRMC, assistant city secretary, La Porte, proudly accepted the 2013 Salt Grass Chapter award for "Outstanding Municipal Clerk" from last year's recipient, Thelma Lenz, TRMC, city secretary, West University Place. Harris

SALT GRASS CHAPTER

thanked her husband, city, and all who had supported her in her career.

Crystal Roan, TRMC, deputy city secretary, Webster, introduced 2013 TMCA President Norma Aguilar-Grimaldo, TRMC, city secretary, Odessa. President Aguilar-Grimaldo spoke of the importance of each officer's role, and installed the new officers as follows: President Crystal Roan, TRMC, deputy city secretary, Webster; Secretary Paula Favors, TRMC, city secretary, Wharton; and Historian Melinda Welsh, TRMC, city secretary Friendswood. (Vice President-elect Lee Woodward, TRMC, city secretary, Huntsville, and Treasurer-elect Doris Speer, TRMC, city secretary, Tomball, were not able to attend and were installed in January.)

The chapter presented outgoing President Gonzalez with an appreciation gavel plaque and lovely gift on behalf of the chapter.



The Salt Grass Chapter enjoyed the 2013 Annual Installation Banquet/Holiday at Maggiano's in Houston. From left to right: 2013 Salt Grass Chapter Historian **Robin Eldridge, TRMC**, city secretary, La Marque; 2013 President **Maria Gonzalez, TRMC**, city secretary, Missouri City; 2013 Outstanding Municipal Clerk **Sharon Harris, TRMC**, assistant city secretary, La Porte; 2014 President **Crystal Roan, TRMC**, deputy city secretary, Webster; 2014 Secretary **Paula Favors, TRMC**, city secretary, Wharton; and 2014 Historian **Melinda Welsh, TRMC**, city secretary, Friendswood.

SALT GRASS CHAPTER

January 2014 Salt Grass Chapter Meeting

The Salt Grass Chapter welcomed the New Year with a meeting on January 22. President Crystal Roan, TRMC, deputy city secretary, Webster, called the meeting to order at Pecos Grilling Company in Tomball and swore in 2014 Vice President Lee Woodward, TRMC, city secretary, Huntsville, and Doris Speer, TRMC, city secretary, Tomball.

The chapter heard a presentation on the aims, implementation, and advantages of 311 systems from Frank Carmody, Assistant Director of Operations in Administration and Regulatory Affairs for the City of Houston.

The next meeting was set for February 12 with host Linebarger Goggan Samson & Blair.



President **Crystal Roan, TRMC**, deputy city secretary, Webster, installed 2014 Vice President **Lee Woodward, TRMC**, city secretary, Huntsville, and 2014 Treasurer **Doris Speer, TRMC**, city secretary, Tomball.

SALT GRASS CHAPTER

The Salt Grass Chapter wishes special congratulations to all our 2014 graduates and recertifiers!

Sherri Bellard, TRMC, Port Arthur, graduate

Roxanne Benitez, TRMC, Hedwig Village, graduate

Shannon Bennett, TRMC, Deer Park, graduate

Paula Favors, TRMC, Wharton, graduate

Lisa Modisette, TRMC, Hedwig Village, graduate

Diana Gordon Offord, TRMC, Fulshear, graduate

Christe Whitley Smith, TRMC, Port Arthur, graduate

Tina Broussard, TRMC, Beaumont, recertification

Melissa Bunch, TRMC, Katy, recertification

Linda Cernosek, TRMC, Rosenberg, recertification

Janet Davis, TRMC, Santa Fe, recertification

Tracy Dutton, TRMC, Bellaire, recertification

Sharon Jenkins, TRMC, Sugarland, recertification

Pat Jones, TRMC, Nassau Bay, recertification

Scarlet Swoboda, TRMC, Victoria, recertification

Theresa Van Meter, TRMC, West Orange, recertification

Melinda Welsh, TRMC, Friendswood, recertification ★

Members in attendance at the January 2014 Salt Grass Chapter meeting were:

Roxanne Benitez, TRMC, administrative assistant, Hedwig Village

Tracey Dutton, TRMC, city clerk, Bellaire

Paula Favors, TRMC, city secretary, Wharton

Betsy Gates, TRMC, deputy city secretary, Tomball

Maria Gonzalez, TRMC, city secretary, Missouri City

Heather Neeley, city secretary, Oak Ridge North

Crystal Roan, TRMC, deputy city secretary, Webster

Doris Speer, TRMC, city secretary, Tomball

Lee Woodward, TRMC, city secretary, Huntsville

TMCA CHAPTER NEWS

South Plains Chapter

By Chapter Secretary **Belinda Terrell**
City Secretary, Whiteface

The South Plains Chapter met on December 18 at Praire Ladies Multicultural Center in Crosbyton. The meeting was hosted by the City of Crosbyton and City Secretary Jodie House.

President Maria Hatchett called the meeting to order and welcomed members and guests. Guests included Heather VonGonten, benefit specialist from TML IEBP, and TMCA President Norma Aguilar-Grimaldo, TRMC, city secretary, Odessa.

TMCA President Norma Aguilar-Grimaldo spoke to the members and guests about taking a journey. Some of the items she spoke about were self-value, caring, nurturing, being flexible, and worry. Chapter President Maria Hatchett presented her with a gift.

President Marie Hatchett read thank-you notes from Toni Chrestman on the passing of her daughter, and Kirk Franklin of his mother. Robin Varner, city secretary, Opdyke West, has passed away.

Sue Castle from Xcel Energy presented a check of \$1,500 for the local scholarship.

The minutes from the September 2013 meeting and the treasurer's report were approved.

Kim Perez gave an update on the chapter's 2013 Annual Chapter Seminar held in November at the Lubbock Garden and Arts Center. There was 32 persons signed up for the conference and 27 made it due to weather.

President Hatchett appointed Toni Chrestman, TRMC, city secretary, Slaton, as chair for the chapter's Municipal Clerk of the Year Committee for 2014; she also appointed Brenda Shaw, TRMC, city manager/city secretary, Morton, and Belinda Terrell, city secretary, Whiteface, to the committee.

The next meeting was set for March 19. Murvat Musa, TRMC, city administrator/secretary, Ransom Canyon, will be hosting the next meeting. ★

In attendance at the meeting:

Lillian Atkinson,
 city secretary, Dickens

JoAnn Beard, TRMC,
 city secretary, Smyer

Sue Castles, Xcel Energy

Toni Chrestman, TRMC,
 city secretary, Slaton

LeAnn Gallman, TRMC,
 city secretary, Muleshoe

Maria Hatchett, TRMC,
 city secretary, Lamesa

Jodie House,
 city secretary, Crosbyton

Kim Perez, TRMC,
 city secretary, Ralls

Lisa Richardson,
 city secretary, Anton

Brenda Shaw, TRMC, city
 manager/city secretary, Morton

Belinda Terrell,
 city secretary, Whiteface

Beth Walls, TRMC,
 city secretary, Levelland

Deana Watson, TRMC,
 city secretary, Post

Renee Wilbanks,
 city secretary, Idalou

Cynthia Williams, TRMC,
 assistant city secretary, Post

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

Guest: HeatherVonGonten, TMLIEBP

TMCA CHAPTER NEWS

West Texas Chapter

By Chapter President **Amy Turner, TRMC**
City Secretary, Midland

The West Texas Chapter gathered for their last quarterly meeting of the year on November 20 at Mi Piaci Italian Restaurante in Odessa. Chapter members opened their arms to special guest Latrina Little, who accompanied Karen Bullard, city secretary, Crane; Latrina will potentially fill Karen's position upon Karen's retirement.

In chapter business, members considered the minutes from the previous meeting, reviewed the treasurer's report, and elected new officers. Appointments included SueAnn Reyes, deputy city secretary, Midland, as secretary; 2013 TMCA President Norma Grimaldo, TRMC, city secretary, Odessa, as treasurer; and Adriana Moreno, deputy city secretary, Midland, as historian. Dates for the 2014 chapter meetings were set for February 19, May 21, August 20, and November 19.



Meeting attendees (from left to right): Adriana Moreno, deputy city secretary, Midland; Tonya Todd, TRMC, city secretary, Wink; Amy Turner, TRMC, city secretary, Midland; Norma Grimaldo, TRMC, city secretary, Odessa; SueAnn Reyes, deputy city secretary, Midland; Latrina Little, guest; and Karen Bullard, city secretary, Crane.

WEST TEXAS CHAPTER

Meeting members also came prepared for a Christmas-spirited special program and enjoyed a gift exchange game. Each member brought a gift valued at \$20 or less for no particular recipient, and drew a number one through eight, since there were eight participants. The person that drew the number one was able to choose from the variety of gifts, and as the game progressed, each person received the chance to make a selection from the batch of gifts or “steal” from another if they were vying for someone else’s gift. ★



West Texas Chapter President Amy Turner with her “stolen goods” (previously possessed for a short moment by Norma Grimaldo and Tonya Todd).

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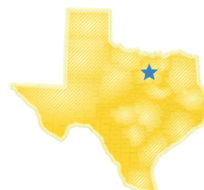
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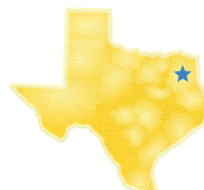
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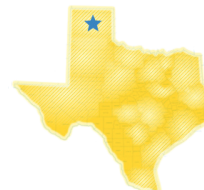
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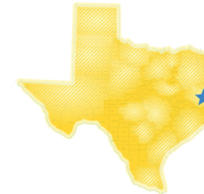
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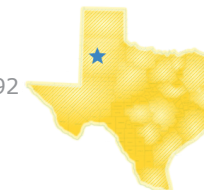
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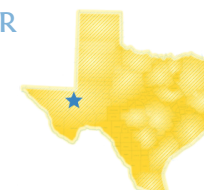
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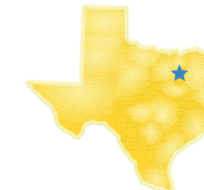
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EX-OFFICIO MEMBERS: *Advisory Mgmt. Committee Chair Mary Kayser, City Sec., Fort Worth; Peggy Burnside, TMCA/TMCCP Admin. Dir.; Dr. Amy Holt, TMCA/TMCCP Ed. Dir.*

Committees

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

Audit Committee
Jeana Bellinger, Brenham, Chair
Norma Aguilar-Grimaldo, Odessa
Alice Holloway, Pilot Point
Esmeralda Hudson, Waco
Kim Sutter, Euless, Board Liaison

Historian
Brenda Glenn Craig, Kerrville

Membership Committee
Kathy Wingo, Lucas, Chair
Comprised of Chapter Presidents
Marie Balthrop, Holliday, Board Liaison

**non-voting member*

Municipal Clerk of the Year Committee
Pauline Small, Webster, Chair
Joy Hart, Buda
Laure Morgan, Hemphill
Jenny Page, Frisco
Angela Winkle, Crowley
Jennifer Reyna, Alamo Heights, Board Liaison

Nominating Committee
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Linda Rhodes, Lake Worth
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Cheryl Salgado, Spearman, Board Liaison
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Sherry Mashburn, College Station, Pres. Elect

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Melinda Welsh, Friendswood, Co-Chair

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Salt Grass Chapter Members

TML Representative
Sherry Mashburn, College Station, Pres. Elect

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