

TMCA NEWS



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TMCA President
Cheryl Salgado, TRMC
City Secretary/Asst. City Mgr., Spearman

President's Message "Heighten Your Growth Through Appreciation"

Appreciation is a word that speaks of gratitude, value and worth. Is this word in your vocabulary? Do you actively practice it?

I want to encourage you to grow as an individual, as a friend, as an employee, and as a leader. A basic and simple way to grow and to help others grow is to be appreciative. Good, healthy, growing relationships begin with the ability to put others first and to develop an attitude of kindness toward everyone. Begin a relationship by giving respect. Initiate acts of kindness with everyone. A new relationship could become a tool in your life you did not know you were missing.

Giving appreciation to another person can give him or her feelings of hope, love, warmth, joy, purpose, and

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PRESIDENT'S MESSAGE

worth. When we lift people up, we give them positive attitudes that can spark ideas. You can be a person who lifts up others. You just need to care about people and greet them in a caring fashion. This can contribute to a positive change in people already in your life and will welcome in many more. Lead by example. Be an example of sensitive awareness of others with acknowledgement and a genuine smile.

When we help others in any way, we are also helping ourselves. Here is a short parable that demonstrates this point:

One day Turtle told his friend Crab: There is something different about you today.

Crab: I can't explain it. I just woke up happy. Who ever heard of a happy crab? Crabs are supposed to be crabby.

Turtle: Think unhappy thoughts.

Crab: I tried that. It doesn't do anything.

Turtle: Look around you and consider how unlucky you really are.

Crab: Nope, still happy.

Turtle: Just put a frown on your face, tell the world you're unhappy even if you're not.

Crab: I can't. My heart's not in it.

Turtle: Hum, funny.

Crab: What's that?

Turtle: I don't feel nearly as miserable in your company.

Crab: See? It's contagious.

Everyone appreciates another person's concern about them. I believe everyone you meet has something to teach you. Encouragement can energize a person and energy helps us face the day and be productive. Motivation can come from a few simple words, a suggestion, a compliment, an invitation or an understanding. Learning can often be the reward from taking a moment to reach out to another individual or stopping to visit. And learning turns into a growing experience for both individuals.

We have the opportunity daily to be appreciative of our families, our co-workers, our neighbors, and even strangers. Cullen Hightower said, "Strangers are what friends are made of."

In our jobs we are expected to perform at our best. Imagine not hearing words of appreciation. Would you begin to second guess yourself? Would you become less engaged in your work? What about your self-

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PRESIDENT'S MESSAGE

esteem? People need motivation and become more enthusiastic when they hear and feel genuine appreciation.

Uplifting others can set a positive tone for everything else. As Poet Edwin Markham wrote,

*There is a destiny that marks us as brothers;
No one goes his way alone.
All that we send into the lives of others
Comes back into our own.*

So, you can increase your own effectiveness as a leader by showing appreciation to others, and thereby providing them an opportunity to grow and develop themselves.

As Crab said above, "It's contagious." PASS IT ON! ★

TMCCP SEMINARS

Public Funds Investment Seminar

April 21-22, Overton Hotel, Lubbock

Register now for TMCCP's "Public Funds Investment" seminar in Lubbock featuring popular speaker Patrick Shinkle! This two-day seminar satisfies the 10-hour requirement for **PFIA & CPE**

Certification. It also fulfills a Course 3 or recertification seminar credit for those enrolled in TMCCP. **Anyone may register for this seminar!**



OMA, PIA, Records Seminar

June 16-17, Omni Colonnade, San Antonio

Join us in San Antonio this spring! Moderator Patrice Fogarty, TRMC, City Secretary, La Porte, and a team of speakers will cover the Open Meetings Act, the Public Information Act, records, and

much more. Registration will open in late April; watch our website for details! ★



2016 TMCA Municipal Clerk of the Year

By Municipal Clerk of the Year Committee Chair **Brenda Shaw, TRMC**

City Manager/Secretary, Morton

Nominate your 2016 TMCA Municipal Clerk of the Year By June 15!



Brenda Shaw, TRMC

2016 TMCA Municipal Clerk of the Year Committee:

Chair Brenda Shaw, TRMC
City Secretary, Morton

Kara Atwood, TRMC
City Secretary, Lufkin

Susan House, TRMC
City Secretary, Mesquite

Christi Wynn, TRMC
City Secretary, Brownwood

Wendy Withers, TRMC
City Secretary, Shady Shores

TMCA Board Liaison
Marie Balthrop, TRMC
City Secretary, Holliday

I am pleased to be serving on the Municipal Clerk of the Year Committee and would like to make this announcement: it is time once again to honor municipal clerks across this great state. Nominations are now being accepted for the distinguished 2016 TMCA Municipal Clerk of the Year award. **Each TMCA chapter is encouraged to nominate a representative for consideration. Nominations are also accepted by individuals.** Please take this opportunity to recognize a clerk's significant contributions, or maybe he or she has personally been an inspiration to you by mentoring you, whether it has been on a local or state level.

The nomination form may be downloaded here or you may contact the TMCA office to request the form (municlerks@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, 2016.**

The 2016 TMCA Municipal Clerk of the Year will be announced at the TMCA Annual Awards Banquet held in conjunction with the TMCCP Graduate Institute Seminar **in Galveston on October 27**. 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.

Please submit your nomination(s) to:

City Secretary Brenda Shaw, TRMC
City of Morton
201 E. Wilson Ave.
Morton, Texas 79346
bshaw@crosswind.net

Texas Registered Municipal Clerks

This series of articles spotlights your fellow Texas clerks who have earned the TRMC Certification.

Machiel Covey, TRMC, City Secretary, Clarendon, earned her Texas Registered Municipal Clerk Certification in January 2016. She has served with the City of Clarendon since 2009. She is a member of both TMCA and the Panhandle Chapter, where she currently serves as chapter secretary.



Machiel Covey, TRMC
City Secretary, Clarendon

How long did you work on achieving your TRMC?

I worked on my certification for five and a half years.

What inspired you to pursue the TRMC designation?

I was hired as the utility clerk in September 2009. The city secretary decided to retire in January and our interim city administrator told me she thought that I had what it takes to be city secretary and asked if I was interested. With the complete support of the council I was appointed city secretary and attended my first seminar in April 2010.

How do you feel your TRMC validates your professionalism?

I am so proud to have the TRMC after my name knowing what it took to get it and what it means to my city. I have the knowledge needed to assist my council and play an important role in the team that operates our city.

If you felt your employer supported your efforts in earning your TRMC, tell about a time you felt especially supported.

My council and coworkers have shown great support by budgeting my training and travel expense and covering my workload while I am there.

What would you say to encourage others to pursue the TRMC designation?

I have created great bonds with some of the most amazing people that have become family. Everyone offers assistance on any problem you are having—most of them have been there and done that!

Was the TMCA staff and/or TMCAboard helpful to you during your certification journey?

The TMCA/TMCCP staff are so nice and helpful and make sure you have the resources needed to complete the program.

Anything else you would like to add?

I received my GED in 1996 and the first council meeting I ever attended I took minutes. I was scared to death. We had a hostile council take over then resign just weeks after the May election, leaving us without a functioning government until the November election, which the county judge had to call for us. I learned more about municipal law and elections during that time than I would have in 10 years. It was like being thrown in the deep end of the pool, but it was my “time to shine,” and I did. The hostile council did manage to fire the administrator before they left, so it was me and the mayor. This program has changed me so much and I have never felt so good about myself and accomplishments. I am halfway through an associates degree and will be starting classes at our community college to complete my degree. ★

Learn more about
TRMC Certification.

Scholarship Opportunities

By Scholarship Committee Chair **Peggy Cimics, TRMC**

City Secretary, Cibolo

Learn more about scholarships and apply today:

- *About the Scholarships, page 7*
- *General Requirements, page 8*
- *Selection Criteria, page 8*
- *Scholarship Administration, page 9*



Peggy Cimics, TRMC

**2016 TMCA
Scholarship Committee:**

Chair Peggy Cimics, TRMC
City Secretary, Cibolo

Barbara Boyd, TRMC
City Secretary, Center

Tina Broussard, TRMC
City Secretary, Beaumont

Jenny Page, TRMC
City Secretary, Frisco

Beth Walls, TRMC
City Secretary, Levelland

Board Liaison
Sandra Watkins, TRMC
City Secretary, Deer Park

The purpose of the Texas Municipal Clerks Association’s scholarship program is to advance the education, professional development, and job performance of Texas municipal clerks by providing financial assistance to members who are enrolled in the Texas Municipal Clerks Certification Program, or in recertification. Scholarships are also available for TMCA members who are pursuing a bachelor’s or graduate degree in a program of study that directly enhances the individual’s professional job performance.

On behalf of TMCA and the 2016 Scholarship Committee, **I encourage all eligible municipal clerks to let TMCA help you achieve your professional and educational goals today by applying for one of the many scholarships available.**

Scholarship applications may be mailed, faxed, or emailed to Chair Peggy Cimics **no later than June 15** to be considered for a scholarship. Once the TMCA Scholarship Committee has reviewed and considered all applications, scholarship recipients will be notified

that they have been awarded a scholarship. Scholarships will be formally presented at the annual TMCA Awards Banquet at Moody Gardens in Galveston on October 27 (an event held during the TMCCP Graduate Institute Seminar).



2016 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: Agent IT; 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.

2016 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.

*Download the TMCA
Major Scholarship Award
application*

*Download the MCCi Records
Management Scholarship
application*

2016 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 7 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](#).

Texas Registered Municipal Clerks

This series of articles spotlights your fellow Texas clerks who have earned the TRMC Certification.

Crystal Roan, TRMC, City Secretary, Webster, earned her Texas Registered Municipal Clerk Certification in 2011, recertified in January 2016, and is enrolled in her second recertification. She has served with the City of Webster for almost 10 years—first as deputy city secretary, and now as city secretary. She is a member of both TMCA and the Salt Grass Chapter.



Crystal Roan, TRMC
City Secretary, Webster

How long did you work on achieving your TRMC?

I completed the TRMC certification program in three years. I received my designation in 2011, Municipal Clerk #628.

What inspired you to pursue the TRMC designation?

My city secretary, Pauline Small, TRMC, introduced me to the program when I began my employment with the City of Webster in 2007. She expressed the importance of the certification program to my career, my ability to serve the public, and the organization. A few months after I was hired, I attended a TMCCP Election Law Seminar. I can remember attending the luncheon and witnessing the look of pride on the faces of those that had worked so hard to receive their certification and recertification. That moment inspired me to receive my certification.

How do you feel your TRMC validates your professionalism?

My TRMC designation enhances my professional image. The TRMC designation validates my hard work and commitment to my career. It also brings respect in our profession and in my organization as a knowledgeable city secretary. The confidence that I have acquired from receiving my TRMC motivates me to be a leader.

If you felt your employer supported your efforts in

earning your TRMC, tell about a time you felt especially supported.

My city wholeheartedly supports education for all employees. I was afforded a budget for the required materials and travels to complete my certification. My city council recognizes the importance of the TRMC designation.

Did you receive any special recognition from your municipality for achieving this certification? If so, what?

My city council recognized me at a city council meeting. I was delighted to be recognized in front of my community, my peers, and my family. I was so proud of myself for achieving my goal of receiving my TRMC designation.

What would you say to encourage others to pursue the TRMC designation?

I encourage all city secretaries/municipal clerks to pursue the TRMC designation. Pursuing the TRMC designation shows your willingness to invest in your own development. The TRMC proves that you are dedicated to increasing your knowledge and achieving career advancement.

What type of ongoing education do you have planned for the future?

I received my CMC designation from the International Institute of Municipal Clerks in 2011; I am currently pursuing my

Learn more about
TRMC Certification.

TRMCs

MMC. I am also pursuing the Athenian Leadership Society Fellowship. I have attended five Athenian Dialogues and I have registered to attend my sixth dialogue in June. My city offers a wonderful degree reimbursement program that I plan to make the most of to secure a Bachelor's degree.

Was the TMCA staff and/or TMCA board helpful to you during your certification journey?

Yes, definitely! The TMCA staff is wonderful! Our Association is outstanding! The TMCA staff steered me through the process of securing my TRMC designation. They were constantly accessible and always kind. The TMCA Board always encourages our growth in our profession. They are committed to promoting the value of the certification program. I appreciate that many years ago the need for the certification program was recognized. They identify that we must continue to stress the significance of the program to city councils across the state. TMCA is devoted to the future of the certification program and to the betterment of public service.

Anything else you would like to add?

I embrace my certification for not only myself, for my profession, but most important, I embrace it for the public we serve and protect. ★

Rene Dowl Receives Trailblazer Award

Congratulations to Garland City Secretary Rene Dowl for receiving a 2016 Trailblazer Award from the South Dallas Business and Professional Women's Club, Inc. The award is presented by this organization to the first and only African American who has singularly achieved distinction in a given field; Rene Dowl serves as the first African American city secretary for the City of Garland. She will be recognized at the 53rd Annual V. Alyce Foster Trailblazer Awards Luncheon on April 16 in Dallas. *Congratulations, Rene!*

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

Kristy Andrews
Andrea Cunnigham, New Braunfels
Jennifer Evans, Texarakana

Course 2

Ginger Choate, Flower Mound
Lorri Coody, Jersey Village
Crystal Seagler, Hunters Creek Village

Course 3

Cathy Duhart, Sinton

Course 4

Sandra Barton, Lago Vista
Marina Cantu, Fort Stockton
Eloyce Rene Dowl, Garland
Caitlyn Huddleston, Gainesville
Kandi Jackson, Royse City
Holly Nagy, Commerce
Gale Roberts, Sulphur Springs
Kimberly Smith, Hallsville

TMCA/TMCCP EDUCATION DIRECTOR'S CORNER

Interacting with the Media



TMCCP Education Director
Dr. Amy Holt

I make it a priority to be responsive to your education needs. Recently, a clerk from the coastal area of Texas asked me to try to incorporate more training related to interacting with the media. I am happy to provide some information through this venue of your newsletter. As a reminder, please note we did a seminar on media relations (and emergency communications) in June of 2013. I am mindful that not all clerks can make every seminar; we offer education and training materials to our membership realizing that all who need the information may not be in attendance for a myriad of reasons. Many of our seminars include training topics on a rotating basis for this reason.

When I was on faculty in the Department of Public Administration at the University of North Texas, I covered media relations in a graduate course that students took as they were about to graduate with their masters. That being said, I offer the following information to help you feel more prepared and confident as you interact with the media. Positive media relations can help aid in good government. If you take the time to cultivate positive



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relationships with the reporters in your area, government transparency could be enhanced. The news media can be an effective tool for disseminating accurate and timely information.

First, check with your supervisor to make sure you are tasked with the job of providing information to the media related to municipal business. If not, direct the member of the media to the correct contact in your city or town.

If it is in your job responsibilities, then heed this information *before* you find the need to converse with the media.

EDUCATION DIRECTOR'S CORNER

Develop relationships (not friendships) with members of the news media. You may like and admire reporters. You might even enjoy your dealings with them, but do not forget that what you say can end up in the papers and online.

Be accessible. Make sure to return phone calls to the media. Do not ignore the message and hope they will not call back. If you need more time, call them back and let the person know when they can expect to hear back from you.

Think before you speak. Make sure you know what you want the message to be. Be prepared with the message and stay on message. Repeat the message and find ways to work the message into your answers to questions.

Do not let reporters put words in your mouth, like “so in other words...”

Check with other departments that may also be involved in the response to the media to ensure that information given will not be contrary to another department's response. Similarly, make sure that other departments/offices who may need to be aware of and involved with the situation have pertinent information.

Listen carefully to questions being asked. The reporter may have made false assumptions that need to be clarified before the question can be properly answered. Background information may need to be supplied first to put the answer in context.

Explain why you cannot elaborate instead of saying “no comment.”

Use simple terms and explanations to tell the story, even when the issue is complex. Reporters' writing must be as clear as possible so that all segments of the public can make sense of what is going on at town hall.

If you do not know the answer, say so. Do not speculate.

If an error is made in reporting, consider that it might be better not to seek correction. A response to ask for clarification of misinformation might actually unduly extend the coverage of a controversial issue.

During times of crisis, do not speculate on any aspect of the situation or try and downplay the seriousness of the situation. Do empathize with those who are negatively affected by whatever the situation is.

It might go without saying, but I'll say it: always tell the truth.

For further reference, I find these two articles helpful:

Thompson, Mike. (2007). **Step into a Reporter's Shoes to Fine-Tune Your Media Relations.** *Public Management*, ICMA.

Linsky, Marty. (2013). **Ten Tips Towards More Effective Media Relations.** *Cambridge Leadership Associates, LLC.* ★

Texas Registered Municipal Clerks

This series of articles spotlights your fellow Texas clerks who have earned the TRMC Certification.

Christi Wynn, TRMC, City Secretary, Brownwood, earned her Texas Registered Municipal Clerk Certification in 2009, recertified in 2014, and is enrolled in her second recertification. She has served with the City of Brownwood in several positions since 1999. She is active in TMCA and the Bluebonnet Chapter, where she serves as vice president.



Christi Wynn, TRMC
City Secretary, Brownwood

How long did you work on achieving your TRMC?

It took me two years to achieve the TRMC designation.

What inspired you to pursue the TRMC designation?

I was inspired by former Brownwood City Secretary Jan Kaase, TRMC, to pursue the TRMC designation. She knew the importance of the designation and pushed me to complete the requirements before she retired.

How do you feel your TRMC validates your professionalism?

I am proud to display TRMC behind my name. It has helped me in my career beyond my expectations. Although I feel that learning is a part of everyday life, the knowledge I have gained and continue to gain from the Texas Municipal Clerks Certification Program and Recertification Program is invaluable. Not only has it helped me in my role as city secretary, but also as a department leader, and in my personal life.

If you felt your employer supported your efforts in earning your TRMC, tell about a time you felt especially supported.

The City of Brownwood has always been very supportive in the educational benefits from the TMCCP. It is a requirement in my job description that I obtain and maintain my TRMC status. To me, that says a lot about the City of

Brownwood. They expect me to continue to learn, strive for excellence, and continue to grow. I am truly blessed to be a part of such a wonderful organization.

Did you receive any special recognition from your municipality for achieving this certification? If so, what?

When I received my TRMC designation and recertification, I was recognized at a council meeting.

What would you say to encourage others to pursue the TRMC designation?

I know it takes a while to obtain the TRMC designation, but it is so worth it. The knowledge, skills, and friendships you gain along the way are incredible. Yes, it is hard work — at first. But once you get there and you achieve the TRMC designation, it is smooth sailing. In order for you to grow in your career, you have to put your heart into it. Study, get those tests out of the way, and the rest will fall into place.

What type of ongoing education do you have planned for the future?

There are many ways I want to continue my education. My short term plan is to go back and reread some of the manuals we have available to us and that are so very valuable to our career such as the *Texas Municipal Election Law Manual*; *Texas Municipal Law and Procedure Manual*; *Texas Municipal Clerks Handbook*; *Texas Municipal League Handbook for Mayors and Councilmembers*; my city charter; etc. I also

Learn more about
TRMC Certification.

TRMCs

plan to take some online courses extending my knowledge of Word, Excel, and PowerPoint. My long term plan would be to obtain my CMC or MMC through the International Institute of Municipal Clerks.

Was the TMCA staff and/or TMCA board helpful to you during your certification journey?

The TMCA staff was very helpful through my journey. Any time I had a question, all I had to do was call or email and I would have an answer. The TMCA staff and board are excellent and so is the program.

Anything else you would like to add?

Nearly seventeen years ago, July 26, 1999, to be exact, I stumbled onto a job with the City of Brownwood as a code enforcement secretary and receptionist. I had high hopes of working my way up, but never imagined that I would one day become the city secretary. There were a lot of trials and tribulations along the way, but I kept trying. On March 27, 2006, I began working as the deputy city secretary. Immediately after, I joined TMCA,

and a little later, the Bluebonnet Chapter. Once the new budget year began, I was able to begin working towards my TRMC designation.

On January 13, 2009, I received my Texas Registered Municipal Clerk designation (number 574). I cannot describe how honored I felt as I walked across the stage. I thought about my grandmother, Wanda Davis, who was elected city secretary for the City of Junction many years before, and my mother, Helen Davis Wissner, who was elected to the city council in Junction and served one term. I guess you could say city government runs in my family.

On June 10, 2009, I was honored to be appointed city secretary for the City of Brownwood. On January 16, 2014, I received my first recertification, and I am currently working towards my second. Since the time I have become city secretary, it has been extremely busy. My husband Joey and I have welcomed two beautiful girls into this world. Hannah is now four and Ella is two. Some days truly feel like a juggling act, as many of you know, but I feel so very blessed to be where I am in my career, and in life. I hope you all find the successes and joys I have in this career path. ★

TMCCP SEMINAR

Election Law Seminar

January 20-22, 2016, Frisco

The 2016 TMCCP Election Law Seminar was a great success! We had 27 speakers educating over 500 attendees in 34 sessions, on everything from election technology to early voting to ordering an election, and much more.

At right: The "Legislative Update" session. *Below:* The "Step By Step Session For Cities Who Hold Their Own Elections."



TMCCP ELECTION LAW SEMINAR

At top right: Speakers Shelley George, TRMC, city secretary, Allen; LeAnn Gallman, TRMC, city manager, Muleshoe; and Patrice Fogarty, TRMC, city secretary, La Porte, conduct the “Step By Step Session For Cities Who Hold Their Own Elections.”

“Early Voting” speakers Crystal Roan, TRMC, city secretary, Webster, and Marie Balthrop, TRMC, city secretary, Holliday. Crystal Roan reads an audience question texted to her cell phone, a new feature of the Election Law Seminar.

The “Candidate Packets: Applications, Filings, and Petitions” session with speakers Mary Kayser, TRMC, city secretary, Fort Worth, and Aimee Nemer, TRMC, city secretary, Richardson.

Speakers Lee Woodward, TRMC, city secretary, Huntsville, and Mary Supino, TRMC, city secretary, Arlington, conduct the “Joint Elections” session.

Below: “Ordering An Election, Posting & Publishing Notices, Canceling Elections” with speakers Shelley George, TRMC, city secretary, Allen, and LeAnn Gallman, TRMC, city manager, Muleshoe.



TMCCP ELECTION LAW SEMINAR

At top right: Speakers Jannette Goodall, TRMC, city clerk, Austin, and Sherry Mashburn, TRMC, city secretary, College Station, at the "Charter Amendment Elections, Poll Watchers & Inspectors" session.

Aimee Nemer, TRMC, city secretary, Richardson, and Sherry Mashburn, TRMC, city secretary, College Station, conduct the "Round Table For Attendees Contracting For The First Time" before the seminar.

Speakers Christina Adkins, Secretary of State Elections Division; Scott Houston, TML deputy executive director and general counsel; and Bill Longley, TML legal counsel, at the first session of the Election Law Seminar, "Legislative Update On Elections."

"Round Table For Attendees Holding Their First Election" speakers Shelley George, TRMC, city secretary, Allen; LeAnn Gallman, TRMC, city secretary, Muleshoe; and Patrice Fogarty, TRMC, city secretary, La Porte.

Below: Speaker Patrice Fogarty (*far right*) talks to attendees about helpful resources for elections in the "Round Table For Attendees Holding Their First Election."



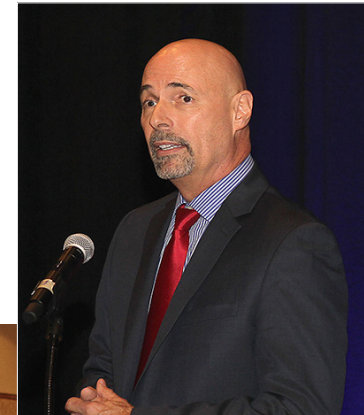
ELECTION LAW SEMINAR

At top, clockwise from left to right: Amanda Elizondo, TRMC, city secretary, Harlingen, earned her prestigious sixth recertification. Betty Brown, TRMC, and Jean Dwinnell, TRMC, deputy city secretary, Coppell, also received their sixth recertifications.

Addressing the attendees: President Cheryl Gibson-Salgado, TRMC, city secretary, Spearman; Dr. Allen Clark, associate vice president for University Information Services, UNT; TMCA/TMCCP Education Director Amy Holt, TRMC; and keynote speaker Bruce Sherbet, Collin County elections administrator.

Lower right: Attendees of the luncheon and graduation ceremony.

Below: Members of the Certification Committee and Immediate Past President Sherry Mashburn, TRMC (far right), city secretary, College Station, congratulate new graduate Becky McGrew, TRMC (far left), assistant city secretary, Katy.



TMCCP Graduating Class of 2016

Congratulations to graduates earning their Texas Registered Municipal Clerk Certification!



Graduating class of 2016. *First row, left to right:* Myrna Rios, TRMC, assistant city clerk, Austin; Tracy Norr, TRMC, city clerk, Wichita Falls; Ann Franklin, TRMC, city secretary, Bastrop; Lucretia Alvarez, TRMC, city secretary, Elgin; Becky McGrew, TRMC, assistant city secretary, Katy; Robyn Battle, TRMC, town secretary, Prosper; Tina Stewart, TRMC, deputy city secretary, The Colony; Jennifer Phillips, TRMC, assistant to the city secretary, Irving; Lori Saunders, TRMC, city secretary, Waxahachie; and Shelley Scazzero, TRMC, city secretary, Hudson Oaks.

Second row: Jamie Lee Pettijohn, TRMC, city clerk, San Marcos; Debora Penberg, TRMC, receptionist/administrative assistant, Leander; Kathy Styles, TRMC, city secretary, Perryton; Robin Hicks, TRMC, city secretary, Seabrook; Machiel Covey, TRMC, city secretary, Clarendon; Jennifer Clements, TRMC, management assistant to the city secretary, Lubbock; Virginia Singletery, TRMC, administrative assistant, McAllen; Kristy Cole, TRMC, city secretary, Rockwall; Dr. Amy Holt, TRMC, education director, TMCA/TMCCP; and Rosa Mendez, TRMC, deputy city secretary, Friona.

Third row: Staci King, TRMC, administrative assistant, Stephenville; Alicia Smith, TRMC, city secretary, Boyd; Michelle Perez, TRMC, deputy city secretary, Friendswood; Mary McDonald, TRMC, deputy city secretary, Midlothian; Marisela Garcia, TRMC, city secretary, Nassau Bay; Stephanie Dimas, TRMC, administrative aide, Arlington; Holly Fimbres, TRMC, city secretary, Trophy Club; Amanda Jacobs, TRMC, assistant city secretary, Bedford; and Julie Arrington, TRMC, city secretary, Pantego.

Not pictured: Cindy Bartlett, TRMC, asst. city secretary, Redwater; Kelly Burris, TRMC, accts. payable, Brownfield; Sheila Edmondson, TRMC, asst. city secretary, Cibolo; Mona Lisa Galicia, TRMC, risk advisor/legal asst., Grand Prairie; Carrie Jones, TRMC, asst. to city mgr., Denison; Elizabeth Lopez, TRMC, city secretary, Wilmer; Ana Valdez, TRMC, city secretary, Penitas; and Carla Walker, TRMC, city secretary, Granbury.

TMCCP Recertifying Class of 2016

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



First row, left to right: Esmeralda Hudson, TRMC, city secretary, Waco; Debra Howe, TRMC, city secretary, Castroville; Angela Winkle, TRMC, city secretary, Crowley; Nan Billings, TRMC, city secretary, Bangs; Betty Brown, TRMC (retired election specialist, Bickerstaff Heath); Donna Myers, TRMC, administrative assistant, Orange County WCID #1; Crystal Roan, TRMC, city secretary, Webster; Suzanne Finch, TRMC, city secretary, Hereford; Cindy Cerny, TRMC, city secretary, El Campo; and Joy Hart, TRMC, account manager, Franklin Legal Publishing.

Second row: LeAnn Gallman, TRMC, city manager, Muleshoe; Leticia Vacek, TRMC, city clerk, San Antonio; Susan Stewart, TRMC, administrative secretary, River Oaks; Mary Lynne Stratta, TRMC, city secretary, Bryan; Beth Walls, TRMC, city secretary/director of HR, Levelland; Barbara Boyd, TRMC, city secretary, Center; Lydia Lopez, TRMC, city secretary, Hewitt; Traci Henderson, TRMC, deputy city secretary, Southlake; Teresa Herrera, TRMC, city secretary, Palestine; and Shelley Goodwin, TRMC, city secretary, Garden Ridge.

Third row: Amanda Elizondo, TRMC, city secretary, Harlingen; Sherry Roberts, TRMC, city secretary/office mgr., White Oak; Brenda Glenn Craig, TRMC, city secretary, Kerrville; Norma Aguilar-Grimaldo, TRMC, city secretary, Odessa; Cynthia Mason, TRMC, assistant city secretary, Post; Lisa Elaine Simpson, TRMC, city secretary, Granite Shoals; Jean Dwinell, TRMC, deputy city secretary, Coppell; Christel Pettinos, TRMC, city secretary, city secretary, Coppell; Alice Snyder, TRMC, assistant city secretary, Plano; and Sandy Hart, TRMC, city secretary, McKinney.

Not pictured: Crista Bromley, TRMC, director of admin. services/deputy city secretary, Burnet; Carolyn Caldwell, TRMC, city sec./fin. dir., Lindale; Arcelia Felix, TRMC, city secretary, Mercedes; Jessica Graefe, TRMC; Jacquelyn Harborth, TRMC; Christina McDonald, TRMC, city secretary, Marble Falls; Kelly Moore, TRMC, asst. city sec., Port Arthur; Teresa Moore, TRMC, city secretary, Horseshoe Bay; Murvat Musa, TRMC; Karen Price, TRMC, city secretary, Pampa; LuAnn Rogers, TRMC, city secretary, Moulton; Cynthia Singleton, TRMC; Deana Smith, TRMC, city mgr./sec., Post; Karen Thompson, TRMC, city secretary, Pflugerville; Sara White, TRMC, city clerk, Round Rock; Janelle Williams, TRMC, city secretary, Galveston; Kathleen Wingo, TRMC, city sec. (ret.), Lucas; Diane Zucco-Ericson, TRMC, city sec. (ret.), Plano; and Linda Zartler, TRMC, asst. city mgr., Boerne.

THANK YOU

Thank you to everyone who contributed to the success of the 2016 Election Law Seminar!

Thank you to our volunteer speakers:

Christina Adkins, Secretary of State Elections Division
 Marie Balthrop, TRMC, City Secretary, Holliday
 Peggy Cimics, TRMC, City Secretary, Cibolo
 Patrice Fogarty, TRMC, City Secretary, La Porte
 LeAnn Gallman, TRMC, City Manager, Muleshoe
 Rebecca Garza, TRMC, City Secretary, Lubbock
 Shelley George, TRMC, City Secretary, Allen
 Jannette Goodall, TRMC, City Clerk, Austin
 Thomas Harris, TRMC, Deputy City Secretary, Lubbock
 Scott Houston, TML Executive Director & General Counsel
 Mary Kayser, TRMC, City Secretary, Fort Worth
 Bill Longley, TML Legal Counsel
 Sherry Mashburn, TRMC, City Secretary, College Station
 Amanda McCrory, TRMC, City Secretary, Burleson
 Ashley Mitchell, TRMC, Administrative Services Director, Carrollton
 Aimee Nemer, TRMC, City Secretary, Richardson
 Jenny Page, TRMC, City Secretary, Frisco
 Irma Parker, TRMC, City Secretary, Port Aransas
 Crystal Roan, TRMC, City Secretary, Webster
 Pauline Small, TRMC, City Secretary (Retired), Webster
 Doris Speer, TRMC, City Secretary, Tomball
 Ian Steusloff, Texas Ethics Commission
 Fred Stormer, Underwood Law Firm
 Mary Lynne Stratta, TRMC, City Secretary, Bryan
 Mary Supino, TRMC, City Secretary, Arlington
 Melinda Welsh, TRMC, City Secretary, Friendswood
 Lee Woodward, TRMC, City Secretary, Huntsville

Thank you to all those who volunteered as session conveners:

Kara Atwood, TRMC	Lydia Lopez, TRMC
Laura Bell, TRMC	Tanya McNutt, TRMC
Carol Borges, TRMC	Cara McPartland, TRMC
Melissa Brunner, TRMC	Gretchen Mercer, TRMC
Zanea Carpenter, TRMC	Toni Milam, TRMC
Diane Cockrell, TRMC	Kim Perez, TRMC
Brenda Dennis, TRMC	Susie Quinn, TRMC
Danette Dunlap, TRMC	Crystal Roan, TRMC
Norma Grimaldo, TRMC	Cheryl Salgado, TRMC
Michelle Hicks, TRMC	Brenda Shaw, TRMC
Robin Hicks, TRMC	Christi Shivers, TRMC
Esmeralda Hudson, TRMC	Scarlet Swoboda, TRMC
Maria Jackson, TRMC	Teresa Valdez, TRMC
Keesha Lay, TRMC	Mary Valenzuela, TRMC
Jana Lewellen, TRMC	Karen Wilkerson, TRMC

Thank you to all those who volunteered to scan attendance:

Kara Atwood, TRMC	Irma Parker, TRMC
Rosena Becker-Ross, TRMC	Hilda Pedraza, TRMC
Carol Borges, TRMC	Ivy Peterson, TRMC
Melissa Brunner, TRMC	Jamie Lee Pettijohn, TRMC
Tammy Cook, TRMC	Theresa Scott, TRMC
Brenda Dennis, TRMC	Christi Shivers, TRMC
Shelly Doty, TRMC	Tina Stewart, TRMC
Traci Henderson, TRMC	Scarlet Swoboda, TRMC
Teresa Herrera, TRMC	Amy Turner, TRMC
Maria Jackson, TRMC	Beth Walls, TRMC
Keesha Lay, TRMC	Karen Wilkerson, TRMC
Ellie Monteaux, TRMC	Christi Wynn, TRMC

TMCCP ELECTION LAW SEMINAR

Thank you to our seminar sponsors

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Texas Registered Municipal Clerks

This series of articles spotlights your fellow Texas clerks who have earned the TRMC Certification.

Perla Lara, TRMC, City Secretary, McAllen, earned her Texas Registered Municipal Clerk Certification in 2007, recertified in 2012, and is enrolled in her second recertification. She has served with the City of McAllen for 16 years, previously as deputy city secretary, and currently as city secretary. She is a longtime member of both TMCA and the Lower Rio Grande Valley Chapter Chapter.



Perla Lara, TRMC
City Secretary, McAllen

How long did you work on achieving your TRMC?

Four years.

What inspired you to pursue the TRMC designation?

Leticia Vacek, TRMC, city clerk, San Antonio (former city secretary of McAllen) and Annette Villarreal, TRMC (retired city secretary of McAllen).

How do you feel your TRMC validates your professionalism?

Individual certification-recertification status.

If you felt your employer supported your efforts in earning your TRMC, tell about a time you felt especially supported.

Yes, upper management has continually supported our professional development.

What would you say to encourage others to pursue the TRMC designation?

Encourage staff to take an active role in their professional development. I let staff know to value these opportunities to further their careers.

What type of ongoing education do you have planned for the future?

The Master Municipal Clerk (MMC) designation through the International Institute of Municipal Clerks.

Was the TMCA staff and/or TMCA board helpful to you during your certification journey?

Yes. ★

Learn more about
TRMC Certification.

TMCA CHAPTER NEWS

Alamo Chapter

By Chapter President **Sandra Passailaigue, TRMC**

City Secretary, Leon Valley

The Alamo Chapter met in October at Jimmy's Egg in the City of Castle Hills. Our special guest was Mayor Tim Howell, who welcomed the Alamo Chapter group to Castle Hills and complimented the city secretaries for their myriad duties and responsibilities. Mayor Howell praised his staff and also thanked Yolanda Benitez, TRMC, for her interim service to the city and for training the new Castle Hills city secretary Kymberlee Buntyn.

The Alamo Chapter members approved the Alamo Chapter's budget. Members also set the date, time, and location of the December 2015 business meeting/holiday luncheon for December 18 at Paesanos 1604. Melinda Uriegas, TRMC, assistant city clerk, San Antonio, gave a report on Legislative Update H.B. 23 on "Conflict of Interest."

The Alamo Chapter met again in December at Paesanos 1604. The meeting was hosted by Catherine Drolet of Kofile, Inc., who spoke to us about the preservation of our records. We had an extra special guest at our meeting, Bexar County District Clerk Donna Kay McKinney, who joined us to tell us all about her fascinating experiences as district clerk.

Lastly we had the honor of awarding Lisa Hernandez, TRMC, city administrator/city secretary of Natalia the 2015 TMCA Alamo Chapter Norma



Alamo Chapter Scholarship Committee members Grace Tamez, TRMC (*left*), city secretary, Helotes, and Jennifer Reyna, TRMC (*right*), city secretary, Alamo Heights, presented Lisa Hernandez, TRMC (*center*), city administrator/city secretary, Natalia, with the 2015 TMCA Alamo Chapter Norma Rodriguez Scholarship Award.

ALAMO CHAPTER

Rodriguez Scholarship Award. We concluded our business meeting and enjoyed a fabulous meal and holiday gift exchange.

If you are in our area and would like to join the Alamo Chapter, we would love to have you. Please contact the Alamo Chapter Membership Committee at CitySec@helotes-tx.gov or cityadmin@cityofnatalia.com for more information.



Castle Hills Mayor Tim Howell welcomed the Alamo Chapter to the city.

TMCA CHAPTER NEWS

Bluebonnet Chapter

By Chapter Historian **Ryan Polster**

City Secretary, Hamilton

The Bluebonnet Chapter held their December 9, 2015, meeting in San Angelo at the Officers' Quarters 8 at Fort Concho. San Angelo Deputy City Clerk Maria Franco hosted the meeting along with Mayor Dwain Morrison, City Manager Ramel Valenzuela, City Clerk Bryan Kendrick, and City Attorney Theresa James.

Bluebonnet Chapter Treasurer Danette Dunlap, TRMC, city secretary, Abilene reported a balance of \$2,682, \$1,226.04 in our chapter scholarship fund.

New officers were sworn in at this meeting. The oath of office was administered to Historian Ryan Polster, city secretary, Hamilton; Secretary Danette Dunlap, TRMC, city secretary, Abilene; Vice President Christi Wynn, TRMC, city secretary, Brownwood; and President Cindy Stafford, city secretary, Stephenville. Karen Wilkerson, TRMC, city secretary/administrator, De Leon, was absent and will be given the oath for treasurer at a later date.

The host sites for the 2016 chapter meetings are Breckenridge on March 9, Abilene on June 8, Dublin on September 14, and Early on December 14.



At top: Bluebonnet members at the meeting in San Angelo. *Standing, left to right:* Linda Knight, TRMC, city secretary (ret.), Breckenridge; Ryan Polster, city secretary, Hamilton; Rose Soliz, city secretary, Hamlin; Karen Langley, TRMC, city secretary, Coleman; Christi Wynn, TRMC, city secretary, Brownwood; Maria Franco, assistant city secretary, San Angelo; and Danette Dunlap, TRMC, city secretary, Abilene. *Seated:* Bonita Shields, city secretary, Ballinger; Cindy Stafford, city secretary, Stephenville; Nan Billings, TRMC, city secretary, Bangs; and Diane Latham, assistant city secretary, Breckenridge.

Above: New Bluebonnet Chapter officers being given the oath of office. *From left to right:* Historian Ryan Polster, Secretary Danette Dunlap, Vice President Christi Wynn, and President Cindy Stafford.

TMCA CHAPTER NEWS

Capital Chapter

By Chapter Secretary **Lucretia Alvarez, TRMC**
City Secretary, Elgin

The Capital Chapter met on December 2 at the Simon Theatre in downtown Brenham with 16 members present. Chapter President Jeana Bellinger, TRMC, city secretary, Brenham, hosted the group, thanked everyone for coming and welcomed them to the beautiful City of Brenham.

Jennifer Eckermann, City of Brenham's Main Street Manager, and Donna Cummins, Administrative Director of the Barnhill Center at the Historic Simon Theater, began the meeting with an informative historic tour of the renovation of the Simon Theatre, which would soon celebrate their grand opening. The sneak peek revealed the interesting history of the former building and its uses over the years. The restoration was exceptionally astounding and every detail was preserved to bring back an originality of the former beauty inside the theatre. The grand ballroom upstairs made a delightful meeting space, topped off with a delicious lunch. After the business meeting, the group enjoyed door prizes and their annual Christmas ornament exchange.

The Capital Chapter also met on January 13 at the Fleming Community Center in Elgin with 24 members present. Chapter Secretary Lucretia Alvarez, TRMC, city secretary, Elgin, hosted the



Capital Chapter December meeting at the Simon Theatre in Brenham. *Front row, left to right:* Violet Zbranek, city secretary (ret.), LaGrange; Kacey Weiss, dep. city secretary, Brenham; Amy Harris, city secretary, Cameron; Mary Goerig, asst. city secretary, LaGrange; Frances Aguilar, city secretary, Manor; Lisa Oltmann, city secretary, LaGrange; Christine Martinez, asst. city secretary, Hutto; Lucretia Alvarez, TRMC, city secretary, Elgin; Jeana Bellinger, TRMC, city secretary, Brenham.

Back row: Seth Gipson, TRMC, city secretary, Hutto; Mary Ann Ray, city secretary, Salado; Lacie Hale, city secretary, West Lake Hills; Karen Thompson, TRMC, city secretary, Pflugerville; Jamie Lee Pettijohn, TRMC, city clerk, San Marcos; Tammy Cook, TRMC, deputy city clerk, San Marcos; Joy Hart, TRMC, account mgr., Franklin Legal Publishing; Rachel Austin, city secretary, Jonestown.

CAPITAL CHAPTER

group; Elgin Economic Development Director Joe Newman was the morning greeter; and City Manager Kerry Lacy welcomed the group to the Sausage Capital of Texas, the City of Elgin.

Chapter President Jena Bellinger began the meeting with a special presentation to Shirley Garvel, retired city secretary of Elgin, for serving as the former chapter president (2013-2014). Elgin Community Development Director Amy Miller gave a very informative presentation on their Main Street program through the Texas Historic Association, and the many ways their small town is successful in keeping an active community full of activities in their historic downtown area. Elgin Parks and Recreation Director Michael Gonzalez gave a tour of the Fleming Center, which was renovated in 2013 from the Morris Hospital into a repurposed community center and office for the Parks and Recreation Department. The former operating room now



At top right: Capital Chapter President Jena Bellinger, TRMC, city secretary, Brenham, presents an appreciation award to Shirley Garvel, retired city secretary, Elgin, as Past President for 2013-2014.

Near right: Capital Chapter members enjoy training time together at the January TMCCP Election Law Seminar, celebrating several new graduates from their chapter. *Seated:* Joy Hart, TRMC, account mgr., Franklin Legal Publishing; Debora Penberg, TRMC, deputy city secretary, Leander; and Lucretia Alvarez, TRMC, city secretary, Elgin. *Standing:* Chance Chatham, city secretary, Point Venture; Julia Vicars, city secretary, Volente; Mary Ann Ray, city secretary, Salado; Debbie Haile, TRMC, city secretary, Leander.



CAPITAL CHAPTER

serves as the operational offices for staff, and the front waiting room is now a grand hall for meetings, receptions, and rental space. The City of Elgin swimming pool and Morris Park are located behind the Fleming Center. After lunch the group held their chapter business meeting, and enjoyed snowflake-themed door prizes.

Capital Chapter will meet in West Lake Hills on March 2 and in Manor on May 11. Please contact Jeana Bellinger at JBellinger@cityofbrenham.org if you would like to attend, or for more information about our chapter.

Members in attendance at the January meeting:

Frances Aguilar, city secretary, Manor
 Lucretia Alvarez, TRMC, city secretary, Elgin
 Rachel Austin, city secretary, Jonestown
 Jeana Bellinger, TRMC, city secretary, Brenham
 Melissa Brunner, TRMC, city secretary, Flatonia
 Susan Brock, TRMC, city secretary, Taylor
 Tammy Cook, TRMC, deputy city clerk, San Marcos
 Shirley Garvel, city secretary (ret.), Elgin
 Seth Gipson, TRMC, city secretary, Hutto
 Mary Goerig, assistant city secretary, LaGrange
 Debbie Haile, TRMC, city secretary, Leander
 Linda Hambrick, city secretary (ret.), Jonestown
 Amy Harris, city secretary, Cameron
 Joy Hart, TRMC, account manager, Franklin Legal Publishing
 Christine Martinez, assistant city secretary, Hutto
 Sherry Mashburn, TRMC, city secretary, College Station
 Lisa Oltmann, city secretary, LaGrange
 Debora Penberg, TRMC, deputy city secretary, Leander
 Jamie Lee Pettijohn, TRMC, city clerk, San Marcos
 Myrna Rios, TRMC, assistant city clerk, Austin
 Gus Roman, community services business manager, College Station
 Robyn Ryan, city secretary, Rollingwood
 Karen Thompson, TRMC, city secretary, Pflugerville
 Ian Whittenton, records management administrator, College Station

TMCA CHAPTER NEWS

Coastal Bend Chapter

By Chapter Secretary **Rebecca Huerta**

City Secretary, Corpus Christi

Greetings from the Coastal Bend Chapter! This quarter, our chapter held a meeting on January 28 which was hosted by the City of Corpus Christi in City Hall. Chapter President Irma Parker, TRMC, city secretary, Port Aransas, welcomed all the attendees.

During our business meeting, the board approved the expenditure of funds for the production of an educational video on provisional voting, which will be shown at the 2017 TMCA Election Law Seminar. Ms. Parker, our chapter president, asked for volunteers to appear in the video, and said has contacted the Port Aransas community theater director to direct. Additionally, the board discussed the possibility of booking a speaker to present on records retention and salvage techniques at a future meeting.

The main topic of the day's program was Election 2016. Ms. Parker discussed new legislation regarding Chapter 176 of the Texas Government Code. She reviewed the revised Forms CIS and CIQ that city secretaries should have to comply with our responsibilities as a filing authority for campaign finance reports. She also reviewed the May 7, 2016, Election Law Calendar, highlighting the new laws that affect the election administration process. The session was very

informative, and gave all present an opportunity to learn, share ideas and find efficiencies in our process.

All in all, another productive meeting for the Coastal Bend Chapter! Anyone interested in joining the Coastal Bend Chapter, or for general inquiries, can contact Chapter Secretary Rebecca Huerta, City Secretary-Corpus Christi, at (361) 826-3105 or rebeccah@cctexas.com.

Members in attendance at the January meeting:

Ruby Beaven, assistant city secretary, Rockport
 Debbie Carrion, municipal clerk, Robstown
 Cathy Duhart, TRMC, city secretary, Sinton
 Mary Gonzales, city secretary, Mathis
 Rebecca Huerta, city secretary, Corpus Christi
 Francisca Nixon, city secretary, Port Aransas
 Herman Rodriguez, city secretary, Robstown
 Kimberly Sampson, city secretary, Ingleside
 Teresa Valdez, TRMC, city secretary, Rockport
 Mary Valenzuela, TRMC, city secretary, Kingsville
 Caron Vela, finance director, Mathis
 Margarette Wright, assistant city secretary, Edna

TMCA CHAPTER NEWS

Lower Rio Grande Valley Chapter

By Chapter Historian **Yesenia Rodriguez, TRMC**
Administrative Supervisor, McAllen

The Lower Rio Grande Valley Chapter met in November at Salt Grass Steak House in McAllen. Many thanks to TMCA President Sherry Mashburn for visiting and speaking about “Service Leadership” and what that means to us; she also stressed the importance of the Texas Municipal Clerks Program.

The January meeting was hosted by City of Alton where Julie Wagner, Government Information Analyst for the Texas State Library & Archives Commission, presented a PowerPoint presentation regarding “Records Management” and the importance of document retention and disposal.

To join the LRGV Chapter or for more information on this chapter, please contact Baudelia Rojas, TRMC, city secretary, Alton, at baudelia.rojas@alton-tx.gov. Being a chapter member is a great way to network and get business done. 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 the January meeting in Alton.

LOWER RIO GRANDE VALLEY CHAPTER

Lower Rio Grande Valley Chapter Officers:

President Baudelia Rojas, TRMC, city secretary, Alton

Vice President Ana Valdez, TRMC, city secretary, Peñitas

Secretary/Treasurer Sandra Guajardo, administrative clerk,
San Juan

Historian Yesenia Rodriguez, TRMC, deputy city secretary,
McAllen

The cities of the LRGV Chapters members include: Alamo, Alton, Brownsville, Donna, Edcouch, Edinburg, Elsa, Granjeno, Harlingen, Hidalgo, La Feria, La Joya, La Villa, Laguna Vista, Los Fresnos, Los Indios, Lyford, McAllen, Mercedes, Mission, Palmview, Penitas, Pharr, Port Isabel, Palmhurst, Raymondville, Rancho Viejo, San Benito, San Juan, South Padre Island, Sullivan City, and Weslaco.



Lower Rio Grande Valley Chapter members with TMCA President Sherry Mashburn, TRMC (center), city secretary, College Station, at the December meeting.

TMCA CHAPTER NEWS

North Texas Chapter

By Chapter President **Mary Supino, TRMC**
City Secretary, Arlington

Greetings to our fellow chapters from the North Texas Chapter! I hope everyone had a wonderful holiday season!

We would like to thank Trophy Club Town Secretary Holly Fimbres, TRMC, and Executive Secretary/Records Analyst Shannon Montgomery for hosting our November Chapter meeting at the beautiful Trophy Club Country Club.

Dottie Gandy, Forte Speakers, joined our chapter in November to talk to us about the “High Cost of Low Trust.” Dottie shared some great stories with us, including a few personal stories, about how the lack of trust can create issues in personal and professional relationships. Dottie discussed the “Cores of Credibility – Competence (results/capabilities) and Character (integrity/intent).” People earn credibility by having both of these qualities, not just one. She also shared with us the “13 Behaviors of High Trust Leaders,” including “Talking Straight,” “Righting Wrongs,” “Keeping Commitments,” and “Clarifying Expectations.” We as leaders in our communities need to earn the trust of our citizens and our co-workers. This takes self-awareness and effort. Dottie provided us with some fantastic “takeaways” and handouts to use with our teams to understand and enhance the level of trust in our work groups. Great information!



At top right: Dottie Gandy of Forte Speakers addressed the group on the “High Cost of Low Trust.”

Center right: The North Texas members at the November meeting in Trophy Club.

Lower right: Town Manager Stephen Seidel addressed the members.

NORTH TEXAS CHAPTER

At this meeting, the membership approved the October 21 meeting minutes and the treasurer's report for October 2015.

We would like to extend a huge thank you to Monica Solko, TRMC, deputy city secretary, North Richland Hills, and Alicia Richardson, TRMC, city secretary, for organizing our fabulous holiday party in Lewisville. They worked so hard on putting this great event together and I know everyone had a fabulous time. We would also like to thank Julie Heinze, city secretary, Lewisville, for hosting our event.

Our members raised \$1,411 for the Alyce Deering Scholarship Fund. That is just amazing! Thank you to everyone who participated in our silent auction and raffle.

Our members were also so generous in donating birthday packages, office supplies, and over \$500 in monetary donations to The Children's Advocacy Center for Denton County. I am so proud that our members were able to provide support to such an incredible organization.

And everyone had a great time playing the City Secretary Olympics! Congratulations to our winner, Laura Bell, TRMC, city secretary, Addison. You know your City Secretary stuff!

We kicked off 2016 in Crowley with an AMAZING speaker, Ann Marks. We would like to thank Angie Winkle, TRMC, city secretary, Crowley, for hosting our January meeting. We had a delicious lunch and Angie



At right: North Texas Chapter members at their December holiday party in Lewisville.

NORTH TEXAS CHAPTER

made a decadent chocolate fudge sundae dessert for all of us!

Ann spoke about how we learn face and pattern recognition at a very early age. She discussed how we all stereotype (right, wrong, or indifferent), and that our life experiences may influence those stereotypes. Ann explained how stereotyping is an unconscious way we read faces, and that we do not realize how much we are actually doing it daily. She noted that conscious face reading provides us a way to actually connect with people.

Ann read the faces of a few of our attendees – including me, Carol Borges, and Art Camacho. It was fascinating and a lot of fun! I know I learned a few things and confirmed a few things about myself.

In summary, she stated we are all looking for person-to-person connections, and face reading provides the avenue to step into someone's reality for that personal connection.

At this meeting, the membership approved the November 18 meeting minutes; the treasurer's reports for November and December 2015; and the FY 2016 first quarter report (October 2015– December 2015).

Important dates for 2016:

- **March 18:** NTMCA Business Luncheon in Watauga—NTMCA Chapter member presentations featuring Art Camacho, Mary Kayser, Jesica McEachern, and Theresa Scott
- **April 6:** NTMCA Professional Seminar in Grapevine



Top right: Norma Zenk, TRMC, city secretary, Azle, and Linda Rhodes, TRMC, city secretary, Lake Worth.

Center right: North Texas Chapter members at the January meeting in Crowley.

Bottom right: Speaker Ann Marks addressed the members on face reading.

NORTH TEXAS CHAPTER

The NTMCA is always looking to expand our membership and meet new clerks in our area. For anyone interested in attending our meetings or joining our chapter, please see our chapter website www.ntmca.org or contact Chapter President Mary Supino at Mary.Supino@arlingtontx.gov or 817-459-6186. We are very fortunate to be able to have amazing speakers to come to our meetings to share information and knowledge with us in order to enhance our leadership skills. We would love to share these opportunities for professional development with more of our colleagues. Please join us at an upcoming meeting to see what our chapter has to offer you.

The NTMCA will host a Professional Seminar on April 6 in Grapevine—see our website soon for more details on this event. And please see our website for more information regarding meetings and upcoming events: www.ntmca.org.

Members present at the January meeting:

Wendy Blocker, city secretary, Sansom Park

Vice President Carol Borges, TRMC, city secretary, Westworth Village

Art Camacho, TRMC, city secretary, Haltom City

Diane Cockrell, TRMC, city secretary, Decatur

Janice England, TRMC, city secretary, Saginaw

Christine Green, city secretary, University Park

Amanda Hartwick, communications specialist / deputy city secretary, University Park

Treasurer Sheila Morales, town secretary, Copper Canyon

Linda Rhodes, TRMC, city secretary, Lake Worth

Theresa Scott, TRMC, Town Secretary, Flower Mound

Secretary Amy Shelley, TRMC, city secretary, Colleyville

President Mary Supino, TRMC, city secretary, Arlington

Angie Winkle, TRMC, city secretary, Crowley

Norma Zenk, TRMC, city secretary, Azle

TMCA CHAPTER NEWS

Panhandle Chapter

By Chapter Secretary **Machiel Covey, TRMC**

City Secretary, Clarendon

Since the last newsletter the Panhandle Chapter met once—December 17 for our bi-monthly meetings. We met at The Amarillo Club in Amarillo with 11 members present. We also had 10 members in attendance for the TMCCP Election Law Seminar.

The December meeting was called to order by President Cheryl Gibson-Salgado, TRMC, city secretary/assistant city manager, Spearman. Members ate lunch, had a round table discussion, and celebrated our Annual Christmas Party. The minutes and the treasurer's report were presented and approved. President Salgado installed officers for the 2016-2017 term. Each officer was given a different color of candle followed by the descriptive meaning for their office. The officers are as follows: President Karen Price; Vice President Kimberly Sloat; Secretary Machiel Covey; Treasurer Kathy Styles; and Historian Cheryl Gibson-Salgado, TRMC, city secretary/assistant city manager, Spearman.

At top: The 2016-2017 officers were sworn into office at the December meeting: President Karen Price; Vice President Kimberly Sloat; Secretary Machiel Covey; Treasurer Kathy Styles; and Historian Cheryl Gibson-Salgado, TRMC, city secretary/assistant city manager, Spearman.

At right: Panhandle Chapter members at the TMCCP Election Law Seminar in Frisco. *Front row, left side:* Machiel Covey, TRMC, city secretary, Clarendon; Gretchen Mercer, TRMC, city secretary, Canyon; Nelwyn Ward, city secretary, Memphis; and Cheryl Salgado, TRMC, city sec./asst. city mgr., Spearman. *Kimberly Sloat, TRMC, city secretary, Canadian; Suzanne Finch, TRMC, city secretary, Hereford; Charlene Gardner, TRMC, dep. city secretary, Pampa; Kristina Solomon, city secretary, Tulia; Lynn Vela, city secretary, Gruver; and Kathy Styles, city secretary, Perryton.*



PANHANDLE CHAPTER

It was announced that Kathy Styles and Machiel Covey would both be graduating with their TRMC at the Election Law Seminar. Karen Price will be completing her first recertification and Suzanne Finch will be completing her second recertification. It was also announced that Kimberly Sloat will serve on the TMCA Audit Committee and Gretchen Mercer will serve on the TMCA Certification Committee.

The meeting was adjourned.

Our Panhandle Chapter Historian, Cheryl Gibson-Salgado, assumed the duties of TMCA President in January for the 2016 year. She is a leader to us all and we couldn't be more proud that she is the one representing our organization. We still proudly wear our security shirts supporting the "Secret Service to the President"!

Our next meeting was scheduled for February 18 at 11:00 a.m. at the Amarillo Club with Kirk Franklin, of Franklin Legal Publishing Inc., as our guest speaker on the topic of ordinances and resolutions.



Machiel Covey, TRMC, city secretary, Clarendon; Suzanne Finch, TRMC, city secretary, Hereford; and Kathy Styles, TRMC, city secretary, Perryton. Machiel and Kathy were awarded their TRMC Certification at the ceremony in January; Suzanne earned her TRMC recertification.

Members in attendance at either the December meeting or January TMCCP seminar:

Secretary Machiel Covey, TRMC, city secretary, Clarendon
 Suzanne Finch, TRMC, city secretary, Herford
 Charlene Gardner, TRMC, deputy city secretary, Pampa
 Historian Cheryl Gibson-Salgado, TRMC, city secretary, Spearman
 Frances Hibbs, TRMC, city secretary, Amarillo
 Andrea McDonald, TRMC, administrative assistant, Amarillo
 Gretchen Mercer, TRMC, city secretary, Canyon
 Rosa Mendez, TRMC, deputy city secretary, Friona

President Karen Price, TRMC, city secretary, Pampa
 Kim Rehkopf, city secretary, Dumas
 Stella Sauls, TRMC, city secretary, Borger
 Vice President Kimberly Sloat, TRMC, city secretary, Canadian
 Kristina Solomon, city secretary, Tulia
 Treasurer Kathy Styles, TRMC, city secretary, Perryton
 Nelwyn Ward, city secretary, Memphis



TMCA CHAPTER NEWS

Red River Chapter

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

Members of the Red River Chapter met for our quarterly meeting at El Mejicano in Wichita Falls on December 9.

President Byers called the meeting to order and welcomed everyone.

Business of the Red River Chapter was conducted. The minutes of September 16 were approved, as well as the treasurer's report through December 9.

President Byers provided an update on all of the upcoming seminars offered by TMCCP. Several members planned to attend the Election Law Seminar in January.

The Nominating Committee submitted their recommendations for officers for the following year and they were approved. Holliday City Secretary Marie Balthrop, TRMC, will serve as president; Wichita Falls City Clerk Tracy Norr will serve as vice president; and Burkburnett City Clerk Janelle Dolan, TRMC, will serve as secretary/treasurer.

Marie Balthrop, Kim Hemmi, and Jen Driebergen will serve on the Christmas Project Committee. Jen Driebergen, deputy city clerk, Wichita Falls, will be contacting Faith Refuge to find a family. The chapter donates \$100 for the gifts. Along with the individual donations from the members we have been able in the past to buy gifts

and clothes for an entire family for Christmas. It has been a very rewarding experience to be able to do this and we look forward to it every year.

The chapter discussed hosting an Athenian Dialogue. The chapter is looking at August 19 for a possible date. Tracy Norr will be checking on possible locations for the dialogue.

Our next meeting will be held March 16 at El Mejicano Restaurant. Everyone is invited to attend any of our chapter meetings.

For more information about the chapter contact Janelle Dolan, City Clerk, City of Burkburnett, at jdolan@burkburnett.org or 940-569-2263.

Members in attendance at the December meeting:

Linda Byers, TRMC, city secretary, Vernon
 Janelle Dolan, TRMC, city clerk, Burkburnett
 Tracy Bankston-Smith, administrative assistant, Lakeside City
 Kim Hemmi, city secretary, Scotland
 Conchita Torrez, TRMC, city secretary, Seymour
 Tracy Norr, TRMC, city clerk, Wichita Falls
 Jen Driebergen, deputy city clerk, Wichita Falls

TMCA CHAPTER NEWS

Salt Grass Chapter

By Chapter Secretary **Melinda Welsh, TRMC**
City Secretary, Friendswood

November Meeting

The Salt Grass Chapter held their monthly meeting on November 11 at Nassau Bay City Hall. Chapter President Lee Woodward, TRMC, city secretary, Huntsville, called the meeting to order with many members in attendance, including special guest Nassau Bay City Manager Jason Reynolds. There was a Skype presentation on “Leadership Development—Having A ‘Growth Mindset’ Rather Than A ‘Fixed Mindset’” by Barry V. Bales, Ph.D., Assistant Dean for Professional Development with the LBJ School of Public Affairs at the University of Texas at Austin.

The chapter’s 2016 executive board slate was elected. The chapter also approved awarding one \$500 Deloris McKenzie scholarship, two \$250 Deloris McKenzie scholarships, and three \$100 Patrice Fogarty Athenian Dialogue scholarships, to be presented at the December meeting. The chapter unanimously approved a generous holiday donation of \$500.00 to Recipe for Success Foundation-Houston, selected by 2015 President Lee Woodward, TRMC, city secretary, Huntsville.

Top right: The use of Skype technology has enabled the Salt Grass Chapter to receive training and information that might otherwise be cost and travel prohibitive.

Near right: Chapter President Lee Woodward, TRMC, city secretary, Huntsville, presented a Texas pendant to Sandra Watkins, TRMC, city secretary, Deer Park, in honor of her selection as TMCA 2015 Municipal Clerk of the Year.



SALT GRASS CHAPTER

The chapter accepted the 2016 slate of officers as follows: President Paula Favors, TRMC, city secretary, Wharton; Vice President Doris Speer, TRMC, city secretary, Tomball; Secretary Melinda Welsh, TRMC, city secretary, Friendswood; Treasurer Olga Garza, city secretary, Southside Place; and Historian Marisela Garcia, TRMC, city secretary, Nassau Bay.

December Meeting

The Salt Grass Chapter held their 2015 Annual Installation Banquet/Holiday Luncheon on December 16 at Carmelo's Ristorante Italiano in Houston. Salt Grass Chapter President Lee Woodward, TRMC, city secretary, Huntsville, welcomed special guests and Salt Grass Chapter members. Chapter Historian Olga Garza, city secretary, Southside Place, led the Pledge of Allegiance and Michelle Perez, TRMC, deputy city secretary, Friendswood, gave the invocation.

President Lee Woodward recognized the Salt Grass Chapter 2015 retirees—Michele Glaser, TRMC, city secretary, Seabrook, and Beth Staton, city secretary, Hedwig Village—and announced that Pauline Small, TRMC, city secretary, Webster, would be retiring January 4.

Congratulations are in order for winners of the Deloris McKenzie Scholarships and the Patrice Fogarty Athenian Dialogue Scholarships. Doris Speer, TRMC, city secretary, Tomball received a full Deloris McKenzie Scholarship up to \$500, and Shannon Bennett, TRMC, deputy city secretary, Deer Park, and Lee Woodward, TRMC, city secretary, Huntsville, each received partial Deloris McKenzie Scholarships for up to \$250 for travel and registration costs incurred while attending a seminar sponsored by TMCCP. Doris Speer, TRMC, city secretary, Tomball, and Shannon Bennett, TRMC, deputy city secretary, Deer Park, each received a scholarship for \$100 to attend an IIMC Athenian Dialogue. Congratulations are also in order for Shannon Bennett,



Top right: Deloris McKenzie Calhoun, TRMC, city secretary (ret.), Friendswood, with Lee Woodward, TRMC, city secretary, Huntsville, who was one of the winners of the Deloris McKenzie Scholarship. *Middle right:* Patrice Fogarty, TRMC, city secretary, La Porte, with Shannon Bennett, TRMC, deputy city secretary, Deer Park, who won a Patrice Fogarty Athenian Dialogue Scholarship. *Near right:* Patrice Fogarty with Doris Speer, TRMC, city secretary, Tomball, who won a Patrice Fogarty Athenian Dialogue Scholarship.

SALT GRASS CHAPTER

Deer Park, the winner of the Olson and Olson Registration Scholarship in the amount of \$280 for the January 2016 Election Law Seminar in Frisco.

Retiring Webster City Secretary Pauline Small, TRMC, proudly accepted the 2015 Salt Grass Chapter award for “Municipal Clerk of the Year” from last year’s recipient, Maria Gonzalez, TRMC, city secretary, Missouri City. Mrs. Small thanked the chapter, her city members, and her family for supporting her in doing what she loves.

Lee Woodward, TRMC, city secretary, Huntsville, presented retiring Webster City Secretary Pauline Small, TRMC, with the Salt Grass Chapter’s first Lifetime Achievement Award, in honor of her many years of devoted service to the improvement and promotion of municipal clerks.

President Lee Woodward introduced 2015 TMCA President Sherry Mashburn, TRMC, city secretary, College Station. Sherry Mashburn spoke of the outstanding achievements of the Salt Grass Chapter and installed the new 2016 officers as follows: President Paula Favors, TRMC, city secretary, Wharton; Vice President Doris Speer, TRMC, city secretary, Tomball; Secretary Melinda Welsh, TRMC, city secretary, Friendswood; Treasurer Olga Garza, city secretary, Southside Place; and Historian Marisela Garcia, city secretary, Nassau Bay.

The chapter presented outgoing President Lee Woodward with a gavel plaque and gift card in appreciation of her dedication and service on behalf of the chapter. The



Top right: TMCA President Sherry Mashburn, TRMC, administered the oath of office to 2016 officers President Paula Favors, TRMC, city secretary, Wharton; Vice President Doris Speer, TRMC, city secretary, Tomball; Secretary Melinda Welsh, TRMC, city secretary, Friendswood; Treasurer Olga Garza, city secretary, Southside Place; and Historian Marisela Garcia, TRMC, city secretary, Nassau Bay.

Lower right: The chapter presented outgoing President Lee Woodward, TRMC, with a gavel plaque and gift card in appreciation of her dedication and service on behalf of the chapter.

SALT GRASS CHAPTER

chapter also presented 2015 TMCA President Sherry Mashburn with a gift card on behalf of the chapter.

Pauline Small, TRMC, City Secretary, Webster, Retiring After More Than 30 Years Of Service

Webster City Secretary Pauline Small, TRMC, retired on January 4 with more than 30 years of service with Webster and Sealy. Pauline served as city secretary of Webster since 1998; she was previously city secretary of Sealy from 1992-1998.

Pauline is an active and longtime member of TMCA. She was celebrated as the TMCA Municipal Clerk of the Year in 2007. Pauline served as a trustee on the TMCA executive board for 11 years. Her TMCA committee service included: Certification, Audit (1998; 2015 chair), Membership, Retirement, Nominating (chair), and Municipal Clerk of the Year (chair). Her longtime membership in the Salt Grass Chapter included holding all offices, including that of president. The Salt Grass Chapter selected her as its Municipal Clerk of the Year in 2001. Pauline was also active in TML and IIMC. She has served on a Texas House Elections Committee and has been

Above right: Pauline Small, TRMC, recognized for her service to the City of Webster upon her retirement.

Lower right: At the December chapter meeting, Salt Grass Chapter President Lee Woodward, TRMC (*far left*), city secretary, Huntsville, presented Pauline Small, TRMC (*third from right*), with the Salt Grass Chapter's **first** Lifetime Achievement Award, in honor of her many years of devoted service to the improvement and promotion of municipal clerks.



SALT GRASS CHAPTER

a member of a Texas Legislature working group on HAVA Implementation.

Pauline was part of the team of TMCCP Election Law instructors for over a decade. She has also been an instructor for Houston-Galveston Area Council for the last ten years for “Step by Step Elections.” Pauline co-authored the sixth, seventh, eighth, and ninth editions of TMCA’s *Texas Municipal Clerks Handbook*. In addition to over 30 years of experience in municipal service, she holds a Bachelor of Arts degree from the University of Houston, earned her Texas Registered Municipal Clerks Certification in 1997 (No. 297), and recertified her TRMC in 2002, 2007, and 2012. IIMC has awarded her its Master Municipal Clerk designation; and she is also an IIMC Athenian Leadership Society Fellow.

January Meeting

The Salt Grass Chapter welcomed the New Year with a meeting on January 13 at Carrabba’s in Houston hosted by Linebarger Goggan Samson & Blair, LLP, and honorary chapter member Karen Vannerson. President Paula Favors, TRMC, city secretary, Wharton, called the meeting to order and welcomed everyone in attendance.

The chapter heard a presentation from Bryan Groce, Director of Operations, Texas Fees and Fines, Linebarger Goggan Blair & Sampson, LLP, regarding services related to delinquent collections within the courts, specifically the value added services and the importance of customer service.

Committee appointments for 2016 were presented by President Favors and future educational seminars/training sessions were considered. The Salt Grass Chapter’s “15th Annual Public Information Seminar” is being planned for September 14 in Deer Park, and a repeat session of the chapter’s “Notary Public Training” will be held on April 13 in Friendswood. For additional information on the Public Information Seminar or Notary Training, please contact



At top: The Salt Grass Chapter at its January meeting in Houston.

Above: Speaker Bryan Groce of Linebarger Goggan Blair & Sampson, LLP, addresses the members.

SALT GRASS CHAPTER

Melinda Welsh, TRMC, city secretary, Friendswood (281-996-3270 or mwelsh@friendswood.com).

The Salt Grass Chapter would like to extend a hearty congratulations to all our 2016 Texas Registered Municipal Clerk graduates and recertifiers!

Graduates:

Marisela Garcia, TRMC, city secretary, Nassau Bay

Robin Hicks, TRMC, city secretary, Seabrook

Becky McGrew, TRMC, assistant city secretary, Katy

Michelle Perez, TRMC, deputy city secretary, Friendswood

Recertifiers:

Crystal Roan, TRMC, city secretary, Webster

Janelle Williams, TRMC, city secretary, Galveston

The next Salt Grass Chapter meeting was set for February 10 in Missouri City. Salt Grass Chapter meetings are typically held on the second Wednesday of the month, January through April and August through December. Our meetings are open to anyone and we welcome visitors!

Members in attendance at the January meeting:

Shannon Bennett, TRMC, deputy city secretary, Deer Park
 Missy Bunch, TRMC, city secretary, Katy
 Brenda Campagna, court clerk, Hunters Creek Village
 Robin Eldridge, TRMC, city secretary, La Marque
 Anna Evelyn, exec. assistant/asst. city secretary, West University Place
 Paula Favors, TRMC, city secretary, Wharton
 Patrice Fogarty, TRMC, city secretary, La Porte
 Marisela Garcia, TRMC, city secretary, Nassau Bay
 Olga Garza, city secretary, Southside Place
 Betsy Gates, TRMC, assistant city secretary, Tomball
 Maria Jackson, TRMC, city secretary, Missouri City
 Thelma Lenz, TRMC, city secretary, West University Place
 Monica Lopez, assistant city secretary, Hedwig Village
 Becky McGrew, TRMC, assistant city secretary, Katy
 Lisa Modisette, TRMC, director of HR and accounting, Hedwig Village
 Jennifer Namie, Olson & Olson (honorary member)
 Michelle Perez, TRMC, deputy city secretary, Friendswood
 Tiffany Poke, deputy court clerk, West University Place
 Crystal Roan, TRMC, city secretary, Webster
 Dixie Roberts, TRMC, city clerk, Alvin
 Crystal Seagler, city secretary, Hunters Creek Village
 Shelly Simon, deputy city secretary, Webster
 Doris Speer, TRMC, city secretary, Tomball
 Heather Van Dine, records clerk, Friendswood
 Karen Vannerson, Linebarger Goggan Blair & Sampson, LLP (honorary member)
 Melinda Welsh, TRMC, city secretary, Friendswood
 Lee Woodward, TRMC, city secretary, Huntsville

Others present were:

Elaine Herff, interim/retired city secretary, Meadows Place
 Pauline Small, TRMC, city secretary (ret.), Webster
 Bryan Groce, Linebarger Goggan Blair & Sampson, LLP
 Richard Hill, Linebarger Goggan Blair & Sampson, LLP
 Greg Layne, Linebarger Goggan Blair & Sampson, LLP
 Karolyn Williams, Linebarger Goggan Blair & Sampson, LLP

TMCA CHAPTER NEWS

South Plains Chapter

By **Jodie House**

City Secretary, Crosbyton



The South Plains Chapter of TMCA met on December 16 in Levelland at Platinum Bank. The atmosphere was warm and cozy with the help of the fireplace and a beautiful Christmas tree that only enhanced the meal and the always anticipated gift exchange. Happy 2016!

Those present in December:

- Laura Adams, city clerk, Spur
- Jo Ann Beard, TRMC, city secretary, Smyer
- Janine Butler, TRMC, city secretary, Littlefield
- Toni Chrestman, TRMC, city secretary, Slaton
- Lora Dockery, city secretary, Sundown
- Norma Garcia, city secretary, Lamesa
- Lisa Hernandez, TRMC, city admin./secretary, Natalia
- Jodie House, city secretary, Crosbyton
- Patricia Isaguirre, city secretary, Hale Center
- Monica Longoria
- Elena Quintanillia, city sec./city mgr., Ransom Canyon
- Kim Perez, TRMC, city secretary, Ralls
- Brenda Shaw, TRMC, city secretary, Morton
- Belinda Terrell, city secretary, Whiteface
- Jaime Torres
- Sharon Trumble, city secretary, New Deal
- Beth Walls, TRMC, city secretary/dir. of HR, Levelland

Guests: Tommy Combs, Chris Wade, Toni Wilson, Lema Shoukfeh-Franklin

TMCA CHAPTER NEWS

West Texas Chapter

By Chapter Historian **Diana Franco**
City Secretary, Kermit

The West Texas Chapter meeting was held in Odessa at Mi Piaci on December 9. Chapter President Amy Turner, TRMC, city secretary, Midland, discussed business, approving the minutes, treasurers' report, and payment of bills.

Our honored guest Big Lake City Secretary/City Manager Evelyn Ammons was unable to attend her retirement party or the annual gift exchange but we would like to wish her the very best on her upcoming retirement on February 1, at which time Stacy Stroud will be taking over her position.

The West Texas Chapter committee also awarded two recipients—Karla Mata, deputy city secretary, Midland, and Sara Copeland, city secretary, Andrews—with the Educational Programs Scholarship Awards for 2016. Congratulations, ladies.

The next quarterly meeting was scheduled to be held at Abuelos in Midland on February 17.



West Texas Chapter members at the December meeting. *Front row:* Diana Franco, city secretary, Kermit; Sara Copeland, city secretary, Andrews; Norma Aguilar-Grimaldo, TRMC, city secretary, Odessa; Crystal Montez, deputy city secretary, Odessa. *Back row:* Tonya Todd, TRMC, city secretary, Wink; SueAnn Lopez, deputy city secretary, Midland; Karla Mata, deputy city secretary, Midland; Amy Turner, TRMC, city secretary, Midland; Renee Lee, assistant city secretary, Rankin; and Miriam Watson, city secretary, Rankin.

TMCA CHAPTER NEWS

Yellow Rose Chapter

By Chapter President **Dara Crabtree, TRMC**

City Secretary, Seagoville

The Yellow Rose Chapter met on December 3 for their annual Christmas meeting at the Ruthe Jackson Center in Grand Prairie.

The chapter enjoyed fellowship and a wonderful meal provided by the City of Grand Prairie. Members donated articles of clothing for school-aged children to be given to the charity KIDS Inc (In Need of Clothing).

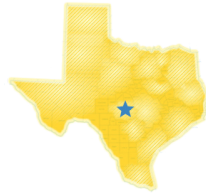
A short business meeting was conducted, including the approval of the following: the October 1 minutes, the treasurer's report for the

period of October 1 through November 30, and an amendment to the by-laws, Article X, Section 5, adding a Scholarship Committee.

A special thank you to the Holiday Committee for the laughter and joy they brought to the day with the fun activities they created for us.

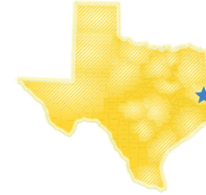
Guests are welcome to attend our next meeting on April 7 or any future meeting. For more information on our chapter please contact President Dara Crabtree, TRMC, city secretary, Seagoville, at 972-287-6819 or dcrabtree@seagoville.us.

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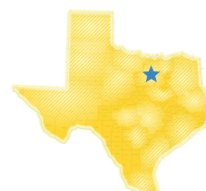
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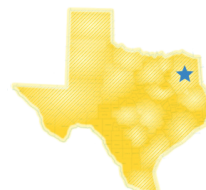
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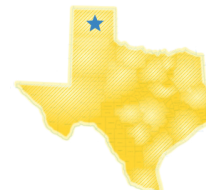
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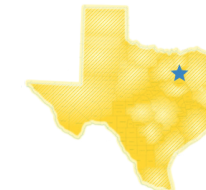
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PANHANDLE CHAPTER

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EX-OFFICIO MEMBERS: *Advisory Mgmt. Committee Chair Art Camacho, City Sec., Haltom City; Peggy Burnside, TMCA/TMCCP Administrative Dir.; Dr. Amy Holt, TMCA/TMCCP Education Dir.*

Committees

Advisory Management Committee

Art Camacho, Haltom City, Past President, Chair
Lydia Lopez, Hewitt, President Elect
Sherry Mashburn, College Station, Immediate Past President
Cheryl Salgado, Spearman, President
Lee Woodward, Huntsville, Certification Committee Chair
Peggy Burnside, TMCCP/TMCA Admin. Dir.*
Amy Holt, TMCCP/TMCA Education Director*

Audit Committee

Teresa Valdez, Rockport, Chair
Norma Grimaldo, Odessa
Kimberly Sloat, Canadian
Sherry Mashburn, College Station, Board Liaison

Historian

Kristi Gilbert, Argyle

Membership Committee

Cara McPartland, Wimberley, Chair
Toni Chrestman, Slaton
Lisa Henderson, Plano
Dixie Roberts, Alvin
Kim Sutter, Eules, Board Liaison

*non-voting member

Municipal Clerk of the Year Committee

Brenda Shaw, Morton, Chair
Kara Atwood, Lufkin
Susan House, Mesquite
Christi Wynn, Brownwood
Wendy Withers, Shady Shores
Marie Balthrop, Holliday, Board Liaison

Nominating Committee

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Linda Byers, Vernon
Jennifer Reyna, Alamo Heights
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Open Records

Steering Committee

Jannette Goodall, Austin

Resolutions Committee

Amy Turner, Midland, Chair
Michelle Hicks, Lacy Lakeview
Ellie Monteaux, Livingston
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Beth Nemeth, Blooming Grove
Kimberly Perez, Ralls
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Tina Broussard, Beaumont
Jenny Page, Frisco
Beth Walls, Levelland
Sandra Watkins, Deer Park, Board Liaison

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Patrice Fogarty, La Porte, Chair
Melinda Welsh, Friendswood
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TML Booth Committee

Toni Milam, Llano, Chair
Laure Morgan, Hemphill
Aimee Nemer, Richardson, Board Liaison

TML Representative

Lydia Lopez, Hewitt, President Elect

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