

TMCA NEWS

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Newsletter of the Texas Municipal Clerks Association, Inc.

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TMCA President
Amanda Campos, TRMC
City Secretary, Burleson

PRESIDENT'S MESSAGE

Hello members and welcome to 2022! I realize we are a couple of months into 2022 but this is our first publication of the year. My intention is to use the President's section of the publication to provide information about our organization. Before my service on the Board, I did not know much of how our wonderful organization ran or any operational processes.

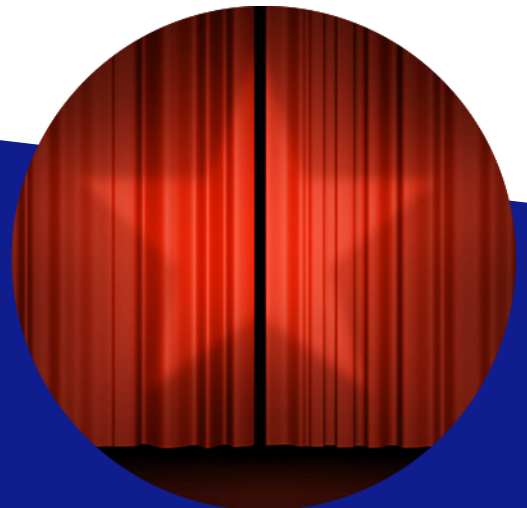
The Texas Municipal Clerks Certification Program (TMCCP) began in 1967 at the University of North Texas and was created by the Association of City Clerks and Secretaries of Texas (now known as Texas Municipal Clerks Association, Inc. [TMCA]). TMCA incorporated in 1986 as a non-profit organization. The TMCA Executive Board governs both the Association and the Certification Program and represents the membership in all aspects. Staffing and funding are separate for TMCA and TMCCP, but still provide seamless service and education for all members.

TMCA currently has one employee, Education Director Dr. Amy Holt, TRMC, while TMCCP has three employees, Administrative Director Miriam Sheehan, TRMC, Communications Specialist Alexandra Burke, and Administrative Specialist Kathleen Spriggs. Amazing team! The TMCCP employees are employed through the University of North Texas (UNT). All employees office

2022 Municipal Clerk Of the Year Nominations

Now accepting **nominations** for the 2022 Texas Municipal Clerk of the Year! Deadline to nominate is July 1.

The 2022 winner will be celebrated at the TMCA Awards Banquet on Oct. 20 in Georgetown.



PRESIDENT'S MESSAGE

in a building rented by TMCCP located at UNT. UNT has been a great partner for our program and a supportive resource. We are fortunate to enjoy this partnership.

TMCA collects revenues from membership dues only, while TMCCP collects revenues from seminars, publications, enrollment fees, exam fees, book loans, and a transfer of funds from TMCA for payment of a portion of staff support. TMCA expenditures are smaller than that of TMCCP. TMCCP operates all the seminars handling the logistics while TMCA's Education Director coordinates the content. The whole team works together and there is overlap of shared responsibilities to make sure every seminar is successful.

The Executive Board meets four times a year at regularly scheduled meetings that are determined the prior year. Meetings are usually held in March; sometime between the end of June and beginning of August; at the Advanced Institute in October; and in November.

It is at the November meeting that the next year's budget is proposed by the incoming President for TMCA and the Administrative Director for TMCCP, and approved by the board. Much like each city, once the budget is approved there may be changes during the year as needs arise, however these are kept to a minimum. I will work towards making our budget easily accessible by our membership.

Your TMCA Executive Board meets in special called meetings as the need arises; like a growing city those are becoming more frequent. It is an exciting time for TMCA with our growth and creation of diverse education and networking opportunities for everyone. There has been a concentrated effort by this Board to grow the Board membership, going from 13 members to 16 members this year. The addition of three Trustee positions gives more input and provides more resources to accomplish all our goals. Looking for representation from across the State is high on our priority list, which is why it is important we provide more engagement with the Board. I encourage you to contact any Board member or myself if you have any ideas or information you would like to see provided. Board members can be found **on our website** under the TMCA menu tab "Executive Board." I look forward to hearing from you this year, and if I can help serve the membership in any way, let me know. As always, remember to BE BOLD!

2023 Major Scholarships

DEADLINE: JUNE 15, 2022

[Learn more and apply today](#)

The TMCA scholarship program provides financial assistance to members who are enrolled in the Texas Municipal Clerks Certification Program or in Recertification. There are also scholarships 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. TMCA scholarships are \$500 for pursuit of the TRMC or recertification, or up to \$1,000 for pursuit of a bachelor's or graduate degree. Apply by June 15.

Below: Anson City Secretary LeeAnn Blankenship is presented a Dorothy F. Byrd Scholarship by Education Director Dr. Amy Holt at the 2019 TMCA Awards Banquet.



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TMCCP EDUCATION OPPORTUNITIES

Public Funds Investment Seminar
April 7-8, 2022, McAllen

Agendas and Minutes Webinar
1-3:00pm CT, April 22, 2022, Zoom

Records Management Hybrid Seminar
June 16-17, 2022, San Antonio/Zoom

Apply Now: 2023 Trustees

If you are interested in stepping up into a leadership role in TMCA, Inc., now is the time to apply for a position as a TMCA Executive Board trustee. Requirements to apply:

- Applicant must be a Texas Registered Municipal Clerk (TRMC).
- Applicant must be a practicing city secretary or municipal clerk for at least three years and a member in good standing of the Association for at least three years.
- Applicant must have served as a TMCA Committee member for at least two years.
- Applicant must obtain support from the mayor or city manager for service as an officer or trustee, providing for released time for attending all necessary meetings and financial support for travel, telephone, correspondence, and other related expenses.
- Applicant must provide a letter of recommendation from a city secretary (active or retired) or a chapter president.
- Applicant must be familiar with and accept the TMCA, Inc., Charter, Bylaws, Code of Ethics, corporate policies, and IRS Code, Section 501(c)(3)

The Executive Board meets four times a year and the dates are scheduled well in advance so you can plan accordingly. Attendance is crucial and missing more than one meeting a year results in automatic resignation. The term for a trustee is one year with the option to reapply the following year.

The TMCA Executive Board is the governing body of the organization and oversees the activities of the organization. They provide oversight of the educational and professional development program (TMCCP); and, in collaboration with staff, ensures information and materials presented are current and applicable to the needs of the profession. They plan for the future of TMCA by recognizing needs of the profession and working together to meet those needs, and are intentional about receiving input from the full membership of TMCA. Our organization is exceptional because of the members that have the heart to serve!

If you are interested in applying to serve as a trustee, complete and submit the **2023 Nomination Application form** along with a letter of recommendation by **May 1, 2022**.

Nominate Now: 2022 Awards

TMCA's **EMERGING LEADER AWARD** will recognize an individual who has demonstrated outstanding leadership skills that exemplify TMCA's mission and/or vision. Learn more [here](#). **Deadline to apply: June 15. Nominate now.**

The **DISTINGUISHED SERVICE AWARD** is awarded in recognition of an individual who has distinguished themselves by making a significant contribution throughout their career to promote the municipal clerk profession, TMCA, Inc., and their peers. Learn more [here](#). **Deadline to nominate: June 15. Nominate now.**

LIFETIME TMCA MEMBERSHIP is awarded in recognition of a member's significant contributions to the city secretary profession and in advancing the goals of TMCA, Inc., and TMCCP. Learn more [here](#). **Deadline to nominate: June 15. Nominate now.**

HONORARY TMCA MEMBERSHIP is awarded in recognition of an individual who has performed exceptional services for the Association and for the improvement of municipal clerks and/or city secretaries. Learn more [here](#). **Deadline to nominate: June 15. Nominate now.**

