

# TMCA NEWS

NEWSLETTER OF THE TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.



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## President's Message

## Membership \ˈmem-bər-,ship\

Rattling off the acronym TMCA comes as second nature to most of us. But have you really given some thought to what your membership in the Texas Municipal Clerks Association really means?

Membership in TMCA allows you to establish a professional network throughout the state. Professional development and education are available through:

- Becoming a **Texas Registered Municipal Clerk** (TRMC)
- Meeting in **regional chapters** of TMCA with professional counterparts from nearby cities
- Information exchange among state-wide network of municipal clerks via the **Yahoo! Groups**
- Complete information on TMCA/TMCCP through the association website **municlerks.unt.edu**, including valuable links to government and state agencies
- The new TMCA online **Membership Directory** with searching capabilities and automatic information updating
- **TMCA News** – the quarterly association newsletter
- Certification through the International Institute of Municipal Clerks (**IIMC**)



TMCA President  
Lila Fuller, TRMC

© Paul Traves, f1.6photo.com

## President's Message

Other benefits of membership include the opportunity to serve on boards and committees; eligibility for scholarships and travel awards; participation in the annual membership meeting and awards presentation; and participation in a professional network recognized by mayors, city managers and council members across the state as the leader in professional education for city clerks and secretaries.

Did you know that there are 1,209 incorporated cities in Texas, and of those cities over 900 city secretaries and/or their deputies or other city officials are members of TMCA? And of the over 900 members, **543** are Texas Registered Municipal Clerks! To me that says cities are recognizing the benefits of TMCA membership for their city clerks and supporting their clerks through TMCA membership and TRMC certification.

### What do YOU receive from your membership in TMCA, Inc.?

The mission of TMCA is to provide an educational and professional development program for municipal clerks. It has successfully accomplished this goal since 1967 when the Texas Municipal Clerks Certification Program was established at the University of North Texas. **TMCCP** is the educational arm of TMCA, and it exists to provide a professional development program with college/university level courses leading to certification as a Texas Registered Municipal Clerk. To me one of the greatest benefits of being a member of TMCA, Inc., is the ability to obtain the coveted TRMC!

TMCA is also an invaluable resource for professional networking and support. One of the great accomplishments during the last decade has been the creation of the **TexasMunicipalClerks Yahoo! Group** list serve, which was created to share information and experiences almost immediately. Before this, it used to take days to get a response to a question or hours on the phone surveying how other cities do things. Further enhancing our online presence, just this year the TMCA/TMCCP web page launched interactive features to provide exclusive information to its members, including a personal login for access to each member's TMCA membership history, TMCCP transcript, and the membership directory.

TMCA also financially supports its membership in their pursuit of professional education. For the last several years, through the generous contributions of donors and its own members, it has been possible to establish a major TMCA **scholarship** program that allows us to give money back to the members. Recently, we have been able to further expand the existing scholarship program through the generous donations of corporate and private sponsors. The scholarship program established by TMCA/TMCCP is a great source of pride for the leadership of this organization.

Another way the Association serves its members is through its history of producing invaluable **publications** tailored to its membership. Our oldest publication is the **Texas Municipal Clerks Handbook**, in print since 1976, and now in its eighth edition (a ninth edition is planned for 2010). TMCA has published the venerable **Texas Municipal Law**



committees



local chapters



seminars



sponsorship

## President's Message

**and Procedure Manual** and the **Texas Municipal Election Law Manual** since the early 1980's. The changes over the years to these manuals have made them easier to read and find the information clerks need quickly and accurately.

Once of the newest perks for members is the addition of the **Lands' End E-Store** to the TMCA/TMCCP web page which allows you to order merchandise bearing the TMCA logo directly through Lands' End. We are very proud of our association, and encourage each member to show pride in your professional organization by purchasing clothing and accessories with the TMCA logo.

invaluable to your career. Not having done homework or studied for exams in a long time describes just about all of us. Don't wait a day longer... go for it!"

"I was in the same situation when I did my certification. You can do this and the information is invaluable. Don't hesitate a moment longer—sign up and get started. On top of the studying, you get to go to seminars and make all sorts of new friends. We really are just one big happy family!"

"I started the program about a year ago and started out great, I'm three-fourths done with my first module. Then

Way to go, members! It is encouragement like this that makes me proudest to be a member of TMCA. I feel membership in TMCA is necessary. There are so many areas of responsibility given to municipal clerks—you pretty much have to be an expert in a little bit of everything! Whether you are known as the city secretary, city clerk, municipal clerk, town clerk, village clerk or some variation of the same, the majority of our duties are identical. We are responsible for minutes, ordinances, resolutions and elections. Most of us prepare agendas and may even serve as finance officer, personnel director, public works manager or municipal court supervisor. Some municipal clerks even

*"The knowledge you'll obtain and the friends you'll gain will be invaluable to your career."*

### Meeting the Challenges of the Diverse Role of the Municipal Clerk

According to our mission statement, TMCA/TMCCP is dedicated to providing all municipal clerks with the knowledge and skills necessary to "meet the challenges of the diverse role of the municipal clerk." I just love that part! I think most of us that have been in our position for more than a week have met some of those challenges, and it is a comfort knowing that someone understands that our jobs are unlike any other and someone is available to help us get through it. Recently someone on the Yahoo! Groups stated she was considering the certification program and was unsure of herself, as she had not done homework or studied for exams in years (boy, do I remember that feeling!). She asked for words of wisdom or of caution. I don't remember any true words of caution, but the following wonderful words of wisdom were submitted:

"Take it from a guy who has been out of the college scene for 25 years plus, it takes the first book, then you get rolling."

"It's the best thing to do for the position you are in! The knowledge you'll obtain and the friends you'll gain will be

several things happened that have taken up so much of my time in the last six to seven months that I haven't had time to really get anything done, but the nice thing is, it's pretty much self paced, you do have to set it in your mind that you will get it done, which can be accomplished. I haven't studied in 20 plus years, but the material is so wonderful! Some of the things I have picked up in just the first module show that **this is a program well worth going through!** The support of the people in the program is the best as well! You really need to do this, for yourself more than anything. It will make your job much easier, it will give you a network of support and new friends that is a true blessing, and it will give you a sense of accomplishment to be proud of (I look forward to that). I'm a 'newbie,' so I'm sure there are loads of other reasons to do this! All I can say for sure is... JUST DO IT!"

"The testimonials are endless on what a great benefit TMCCP can be for you and others who are contemplating signing up. Don't waste another ounce of energy 'thinking' about it and contact Miriam [Sheehan] to sign you up. Knowledge, self confidence, networking, and the education you will receive are only the beginning to doors that will open up for you once you are certified. You will not regret it!"

serve as the city administrator and may be the only full time professional employee at city hall. One of the most important things to remember as a municipal clerk is that you are a public official—and it is your duty to represent your profession and your city in order to inspire public confidence and respect for local government. TMCA gives us the skills to make this happen.

Dr. Snay recently stated, "we truly ARE operated by the members and exist to serve the membership, more than any other organization I've ever known."

It is so true. The Texas Municipal Clerks Association really is one big happy family! The members support, encourage, volunteer, teach and otherwise give back to each other many times over. TMCA, Inc.—YOUR association—is there to guide you and your city to "sustain the standards of performance excellence and ethical sensitivity necessary to meet the demands for productive, responsive Texas government entities and quality public service." I am so proud to represent you this year.

Lila Fuller, TRMC  
2008 TMCA, Inc., President





## 2009 TMCA Committees

# TMCA Needs Your Volunteer Service!

By TMCA President Elect Patricia Ervin, TRMC

Texas Municipal Clerks... what an awesome group! Our association and profession is one of the largest, and ever-so-challenging. Your good works keep our association afloat, and each of you contributes so much to our organization.

First, you give your heart because you take every task, every assignment, every phone call—*to heart*. You give your time and energy because your day doesn't stop at 5:00 p.m., nor does it begin at 8:00 a.m. You keep going and going and going!

You give your resourcefulness because everyone looks to you to have and know all the answers. You give your loyalty because you like what you do. In essence, TMCA, Inc., is the organization it is because of YOU!

In order to maintain the TMCA tradition, you are needed to serve on various committees. If you were chosen to represent TMCA on a committee in the past, I appreciate your service, and hope you will volunteer for another committee. For those of you who did not complete the questionnaire, I encourage your support for 2009.

The [Committee Interest Questionnaire form](#) is **available here**. Please complete the form and submit it to me via email or mail by **September 1**.

I look forward to our teamwork as your 2009 TMCA President.

*Trish Ervin*



TMCA Committee  
Interest Questionnaire



# Bulletins

## Act Now!

### Municipal Personnel Management Seminar

June 12-13, Nassau Bay

Learn more  
Register now

### Submit names of 2008 retirees for recognition

Read article  
Download form



## June 15 deadline

### TMCA major scholarships

Applications are due by June 15.

Learn more  
Apply now

### Municipal Clerk of the Year

Nominations are due by June 15.

Learn more  
Download form



## August 29 deadline

### TMCA membership contest

Ends August 29

Learn more and  
download form

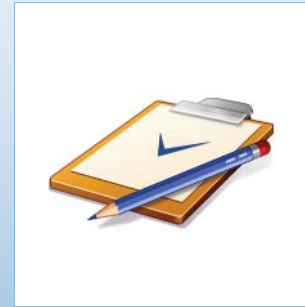


## Sept. 1 deadline

### Apply to join a TMCA committee

Applications are due by September 1.

Learn more  
Apply now



## TMCCP Seminars



# Municipal Personnel Management Seminar

June 12-13, 2008  
Nassau Bay, Texas

**Dr. Abraham Benavides**, an assistant professor in the Department of Public Administration at the University of North Texas, will be the featured speaker at the June **TMCCP Municipal Personnel Management Seminar**. The seminar will be held in Nassau Bay at the Hilton Houston NASA Clear Lake (overflow hotel information is available on our website).

Dr. Benavides will speak on:

- Strategic Thinking About Municipal Human Resources**
- Maintaining a High Performance Workforce**
- Employee Rights: Avoiding Legal Liability**
- Employee Responsibilities: Setting Expectations**
- Performance Evaluations and Working with Difficult People**
- Ethics and Leadership: A Call to Public Service**

Dr. Benavides has published in the Journal of State and Local Government Review, The Journal of Public Affairs Education, PM ICMA Public Management Magazine, The Journal of Public Management and Social Policy, and The International Journal of Organization Theory and Behavior. He serves as president of the North Texas Chapter of the American Society for Public Administration, and as a Civil Service Commissioner for the City of Denton.

There is still time to register for this seminar!  
Email us to secure your registration.

download registration form

overflow hotels

schedule of events



Marty Hendrix, TRMC  
*with*



Roger Gordon



Doug Jones



Mary Lynne Stratta, TRMC

and Thornton Wood

# Agendas & Minutes, Public Information & Open Meetings, Parliamentary Procedure Seminar

August 7-8, 2008  
Tyler, Texas

**Marty Hendrix, TRMC**, city secretary, Fort Worth, will be the expert consultant and instructor for the TMCCP seminar in August in Tyler.

Marty will be presenting with **Roger Gordon**, attorney, Bovey & Bojorquez; **Doug Jones**, records management officer, Fort Worth; **Thornton Wood**, Office of the Attorney General; and **Mary Lynne Stratta, TRMC**, city secretary, Bryan. The speakers will cover:

**Basics: The Texas Open Meetings Act**

**Basics: Agenda Preparation**

**Basics: Minute Preparation**

**Parliamentary Procedure—Roberts Rule of Order; Making “Robert” Your Friend**

**Basics: The Texas Public Information Act**

**Preparation of Open Records Request Policies and Procedures**

**Public Information Cost Rules**

Marty Hendrix has served numerous times as expert instructor for TMCCP, TML, and TMCA chapters, and has over 29 years of municipal government experience. Marty served as the president of TMCA in 1996; received the IIMC Quill Award in 1997; was selected as the TMCA Texas Municipal Clerk of the Year in 1998; achieved IIMC’s Master Municipal Clerk Academy; and is enrolled in her fifth TRMC recertification.

Watch our website this month for more information and the start of registration.



## Recognition of 2008 Retirees

By TMCA Retirement Committee Chair Linda Rhodes, TRMC

The Retirement Committee has been busy gathering information on retirees through each TMCA Chapter President and the TMCA office. These wonderful retirees will be recognized at the Graduate Institute Annual Awards Banquet this October in Dallas. Each TMCA Chapter President has been requested to provide the committee with information on each retiree. Please feel free to contact your Chapter President or Retirement Committee member with this information. We do not want to miss anyone!



TMCA 2008 Retiree Data Sheet

Form: [TMCA 2008 Retiree Data Sheet](#)

Your 2008 Retirement Committee members are:

Chair Linda Rhodes, TRMC City Secretary City of Lake Worth 3805 Adam Grubb Lake Worth, TX 76135 <a href="mailto:lindar@lakeworthtx.org">lindar@lakeworthtx.org</a>	Shelley George, TRMC City Secretary City of Allen 305 Century Parkway Allen, TX 75013 <a href="mailto:sgeorge@cityoffallen.org">sgeorge@cityoffallen.org</a>	Brenda Craig, TRMC City Clerk City of Kerrville 800 Junction Highway Kerrville, TX 78028 <a href="mailto:brendac@kerrville.org">brendac@kerrville.org</a>
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Thank you, TMCA members, for your assistance in gathering this information.

In closing, I would like to leave you with this thought:

*“When you retire, think and act as if you were still working; when you’re still working, think and act a bit as if you were already retired.” —Author Unknown*

## TMCCP Certificates Earned

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

### COURSE 1

Jo Ann Beard, Smyer  
Dessie Enns, Redwater

### COURSE 3

Linda Ardis, Lavon  
Tammy Edwards, Alvord  
Christy Fath, Burnet  
Debbie Haile, Leander  
Susan House, Mesquite  
Edna Lopez, Kingsville  
Amanda McCrory, Burleson  
Jenny Page, Dayton  
Lisa Ramsey, Trophy Club  
Jennifer Reyna, San Antonio  
Barbara Roberts, Kemah  
Kristi Rogers, Hickory Creek  
Mary Velasquez, Eagle Pass  
Christi Wynn, Brownwood

### COURSE 4

Mary Velasquez, Eagle Pass





## Behind the Scenes— TMCCP Seminars

By TMCA President Lila Fuller, TRMC

Have you ever really thought about where your seminar dollars go when you register for a TMCCP seminar? We all know we receive quality programs in quality facilities with quality speakers at our TMCCP seminars, but most of us are not aware of the behind-the-scenes details of producing a seminar.

### WHAT YOUR REGISTRATION FEES COVER

Consider that the registration fee for a seminar (other than Election Law or Graduate Institute) is \$210.00 for one person. For a TMCCP seminar with 100 attendees, approximately \$800 is spent on printing and postage to send notices to each member. Speaker fees average \$2,000 (and this doesn't include the speaker's lodging, meals, and travel). The hotel charges equipment, labor, and gratuity, for the audiovisual equipment, and these average \$1,000 for two days. The cost of handouts can range anywhere from \$650 to \$1,000. But wait—we haven't even gotten to the food!

Did you know that hotels charge up to \$55.00 *per gallon* for the coffee we drink at breaks? (And we thought gas prices were high!) And the sodas range from \$2.50-\$3.25 each! Typically, lunch provided for each attendee at our seminars costs about \$23.00 plus 20% gratuity. Then add muffins, fruit, pastries, and snacks, and the costs exceed \$8,000 *just for food for 100 attendees* at a two day seminar! Expenses for seminars such as Election Law are even greater because the larger attendance requires us to book conference hotels in metropolitan areas where the costs are higher. Each year we see increases in hotel costs in all areas due to inflation, gas prices, labor prices, food prices, and maintenance costs.

*Top right photo:* 2004 Election Law Seminar - Administrative Director Peggy Burnside preparing for the Election Law Seminar.

*At right:* 2005 Election Law Seminar - Seated behind the registration table, Betty Brown, TRMC (*left*), local government/election specialist, Bickerstaff Heath, and Shirley Acy, TRMC, city secretary (retired), Dallas, assist seminar attendees.

*Below right:* 2008 Election Law Seminar - Susie Quinn, TRMC, city secretary, Rowlett, is one of several who volunteered to distribute assigned place cards at the luncheon.





## Behind the Scenes—TMCCP Seminars



### PLANNING AHEAD

Did you realize that most hotel contracts for our seminars are booked two to three years in advance? This is done in order to lock in lower sleeping room rates so you can accurately plan for the costs in your budget. To me it is very important to know the costs associated with a seminar prior to developing my travel budget, which I have to do sometimes more than a year before the seminar! Unfortunately, we have no way of foretelling the number of attendees for any given seminar. TMCCP staff is very experienced in predicting attendee numbers based on previous history, but no one can know two years in advance what the future will hold. That is why we have experienced crowded conditions at some of our seminars. Staff books the hotels with accommodations that will best fit our needs based on previous attendance, projected membership numbers, the geographical location of the city, the subject of the seminar, and projected economic trends. Crowded conditions at our seminars don't mean poor planning—it means growing numbers and increased educational needs of our membership! I will gladly sit in a chair without a table to lean on if it means more clerks will be able to receive the educational benefits of a fantastic speaker! I am happy to wait in line for the elevator—it gives me more time to visit with friends and colleagues I haven't seen in a while. It means TMCA is doing its job!

### ELECTION LAW SEMINAR MOVE

The Election Law Seminar continues to be one of our most popular and highest attended seminars and averages close to 600

attendees. Because of the growth of the seminar over the last several years, the Election Law seminar requires a hotel that can accommodate 275-300 attendees for the pre-seminar Step-by-Step session, 600 attendees for the Secretary of State session, and three concurrent sessions of 300 attendees each, not to mention the number of overnight rooms needed for those attending. TMCCP Directors Snay and Burnside visited every possible hotel in Austin that could meet the space requirements for the Election Law Seminar, but were unable to negotiate a contract that would benefit the members. Because of the increased corporate demand for hotels in Austin, most hotels would only offer to book the conference for the week of New Year's. Others would only book our conference at the corporate rate (on average, \$200/night for sleeping rooms). The TMCA Executive Board and TMCCP staff felt these options would not be in the best interest of the membership.

The **Sheraton Grand Hotel DFW** in Irving will be the host hotel for the Election Law Seminar beginning in January 2009. We have held several seminars at this hotel, the most recent being the Municipal Finance seminar held this past April. The hotel has two large ballrooms that will accommodate our seminar format and a huge foyer area that will make breaks easy to navigate and allow us to comfortably mill around and visit. With DFW Airport next door, travel should be convenient for everyone. Though we will miss the beautiful view of Town Lake and the ambiance of Austin, we will gain great shopping at **Grapevine Mills** and restaurants galore within a short distance. (Being from a small town, I still get a kick out of watching the airplanes pass right beside the window of my room



*Top left:* 2005 Election Law Seminar - Mary Kayser, TRMC, city secretary, Garland, and TMCCP Administrative Director Peggy Burnside assemble the Step-By-Step booklet for the Pre-Seminar Session.

*Left:* 2004 Election Law Seminar - Volunteers at the registration table assist attendees.

## Behind the Scenes—TMCCP Seminars



*Top photo:* 2004 Election Law Seminar - Attendees gather at the Pre-Seminar Session.

*Middle photo:* 2007 Graduate Institute Seminar - TMCA officers assemble give-aways for attendees before the Annual TMCA Banquet.

*Above photo:* 2004 Election Law Seminar - At the registration table.

to land!) I feel confident the hotel staff will go out of their way to meet our needs. The hotel recently took their excellent service above and beyond the call of duty during extraordinary circumstances at the seminar we held at the Sheraton Grand in April. When the electricity went out at our Municipal Finance Seminar—circumstances which were beyond the hotel's control—the hotel staff did everything they could to make us comfortable and keep the seminar going; they even boiled water on a gas stove in order to have hot, fresh coffee for us the next morning! One thing is for sure, the change in venue will not change the quality of sessions or speakers for the Election Law Seminar, but will provide a more comfortable environment to learn and to network—and that's what it's all about!

From your evaluations, we have received some positive feedback on the move to Irving. Though everyone may not share these feelings, know that TMCCP staff and your TMCA Executive Board works hard to provide seminars that: facilitate learning in a comfortable environment; provide a great network for professional and personal growth; and offer a variety of activities. We look closely at the evaluations submitted after each seminar and make changes that will reflect the membership's needs. In response to comments on your evaluations, we have recently added healthier snacks for breaks and have started serving breakfast-type foods prior to the

beginning of the morning sessions. Your comments do make a difference! Be sure to fill out your evaluations or feel free speak to **Administrative Director Peggy Burnside** or a **board member** directly. We want and need your suggestions and feedback in order to serve you better.

### SEMINAR SPONSORSHIP POLICY

In an attempt to keep seminar costs affordable for all of our members, the TMCA Executive Board recently adopted a **Seminar Sponsorship Policy** which will allow vendors to purchase annual sponsorships for the purpose of offsetting TMCCP educational seminar costs. Four levels of sponsorship are available ranging from \$1,000 to \$3,000, and sponsors will be provided with a level of recognition that is commensurate with their contribution. Qualified vendors will be allowed to exhibit at the Annual TMCCP Election Law Seminar beginning in January 2009. This policy was implemented to help TMCA/TMCCP maintain current registration fees and offset increases seen annually in hotel venue expenses. TMCCP staff and the TMCA Executive Board are very aware of the tight budgets that cities are facing, and will strive to be diligent to keep expenses down.

If you know of vendors who would be interested in participating, you can direct them to the sponsorship policy located on our **website**. ★

**Learn more about our new seminar sponsorship policy!**





## Administrative Changes At TMCA Headquarters

By Advisory Management Committee Chair  
Patrice Fogarty, TRMC

On behalf of the Advisory Management Committee (AMC), I am pleased to provide an update of changes which have taken place at TMCA, Inc., headquarters.

As some of you may know, in 2007 our Executive Director, Dr. Joyce Snay, tendered her retirement letter effective at the end of 2008. Needing to help in the care of her family, Dr. Snay began a work-from-home arrangement. The Executive Board decided to rearrange the duties of what the Executive Director had been responsible for in the past and placed some of those duties with Peggy Burnside (then the Assistant Director). The Board also named Mrs. Burnside as the Administrative Director and named Dr. Snay as the Education Director, thus doing away with the title Executive Director and creating co-directors. It was also during this time that the Executive Board directed the AMC with the task of initiating the advertising process for a new Education Director.

Prior to commencing the advertising process, I visited with both directors about the working arrangements, inquiring as to how it was working for them and the office staff. Both Director Burnside and Director Snay stated the working arrangement was extremely successful and mutually beneficial to the members and staff. Dr. Snay remains constantly available to our staff and to our TMCA members, continuing with the regular duties of an Education Director, including the grading of homework, tests, and book reports, and thoroughly evaluating the education curriculum.

Director Burnside continues as Administrative Director and is charged with oversight of the TMCCP staff and program, the TMCCP budget, seminar planning and coordinating, continuing as a liaison to UNT and TMCCP publication authors, and maintaining all records of our busy organization. She could not do this without the tremendous help of office staff members Alexandra Burke and Miriam Sheehan and our student assistant, Stephanie Taylor.

After the input from both directors and staff, I inquired whether Dr. Snay would consider staying on as the Education Director under the present working arrangement, should the Board vote approval. The Board voted to continue with the present arrangement of dual directors, and Director Snay rescinded her letter of retirement. With great enthusiasm Director Snay stated, "This is an outstanding opportunity for me. Working with the members who are pursuing the distinguished Texas Registered Municipal Clerks Certification and/or recertifying is extremely rewarding and meaningful. It is also an honor and privilege to continue to work with and for the members of the advisory management committee, executive board, office staff, and all our members. It is a joy to be a part of this professional team as we collaborate for continued success."

Our education and administrative teams continue in place, and we are the better for it. How privileged we are to have such dedicated staff.



Administrative Director  
Peggy Burnside



Education Director  
Dr. Joyce Snay, TRMC





## IIMC News

By Mary Lynne Stratta, TRMC, IIMC President-Elect

Over the past year, the focus of much conversation among members, the IIMC Board of Directors, Institute Directors and staff, has been certification and the IIMC Education Guidelines adopted by the IIMC Board of Directors in October of 2006.

IIMC President Chuck Tokar appointed a Task Force of stake holders who spent many hours in deliberation resulting in eventual Board adoption of a “grace period” for certification candidates and changes to the course review process offering flexibility in reporting for Institutes, state associations and individuals. The new process encourages “pre-filing” but allows the practice of post-event filing by individuals seeking certification from IIMC and by state associations, and also allows an annual filing for institutes. This information can be viewed in more detail on the IIMC website at [www.iimc.com](http://www.iimc.com).

At its telecon meeting of April 3, 2008, and following thoughtful comments by Executive Director Chris Shalby, the IIMC Board of Directors determined to take a big step back and begin a methodical and planned approach to discover what exactly the membership wants from its certification programs. The Task Force ably steered the membership through the two most difficult and immediately pressing issues (preapproval and grandfathering). The Board decided it was time to have a serious conversation with the membership everywhere they gather asking what these certification programs mean and what the membership wants them to be in content and form. Let’s engage every member who is willing to define exactly what combination of education, professional experience and personal growth has real meaning for them personally and for the organizations they serve. In that light, on April 3, 2008, the following motion was approved by the Board:

“In support of the recommendations of Executive Director Shalby, at their meeting in Atlanta the Board of Directors shall: (a) conduct a meaningful face-to-face discussion of IIMC’s mission and education programs; (b) formulate an action plan to engage the membership, Institute Directors, committees, staff,

and the Board to define these programs—beginning with the membership; (c) identify any stand-alone issues that may require immediate attention (e.g., twelve MMC points per year); and (d) fold the Task Force recommendations and Director of Education reports into the Board and membership dialogue.”

The IIMC Board met on May 16 at the annual conference in Atlanta and spent the bulk of its time discussing educational issues. Based upon member and state association input, the Board agreed to continue its previous decision allowing pre or post event filing for point assessment determinations and also



Congratulations to Mary Lynne Stratta, TRMC, MMC (right), city secretary, Bryan, who was sworn in as president-elect of the International Institute of Municipal Clerks during the 2008 Conference held in Atlanta! Celebrating with Mary Lynne are IIMC President (1993-1994) Norma Rodriguez, city secretary (ret.) San Antonio, and IIMC President 2007-2008 Chuck Tokar, village clerk, Village of Chicago Ridge, Illinois.

## IIMC News

agreed to the following: 1) Extend the “grace period” for those who were enrolled in a certification program prior to January 1, 2007, through December 31, 2009; 2) Lower the number of points required to remain in the Master Municipal Clerk Academy from 12 points annually to 6 points annually; and 3) Immediately rescind the requirement for a Bachelor’s Degree or 15 years of experience beginning in 2013 to obtain the Master Municipal Clerk designation.

The Board also discussed the need to return to the practice of placing the decisions regarding educational needs for municipal clerks in the hands of our state/provincial associations and institute directors. In that light, several members of the IIMC Board participated with our institute directors, state association presidents and state education chairs in a wonderful discussion regarding clerk education and certification at the Education Colloquium in Atlanta.

There will be a great deal more discussion and member input regarding the entire education/certification program, including member input about the benefits of seeking accreditation for IIMC through a recognized credentialing agency. Basically, IIMC members need to tell the Board if holding certification(s) from an accredited agency is important to the members, and if the members are willing to comply with certification program guidelines to make accreditation a reality. A communication on this issue will be sent to members in the future as well as an educational needs survey.

I want to encourage Texas clerks to be aware of these upcoming opportunities to engage in this process throughout the next year. This is about the future of the IIMC certification programs and the primary activity of this professional association. Let’s envision a program that supports the profession in every member’s office, supports our state certification programs, a process that is understood and timely, tools to ease the workload burden

## IIMC Conference in Atlanta



**Texas clerks in attendance at the Region IV Meeting.** *Front row, left to right:* **Betty Brown, TRMC**, local government/election specialist, Bickerstaff Heath; **Lydia Ozuna, TRMC**, city clerk, Wichita Falls; IIMC Vice President **Mary Lynne Stratta, TRMC**, city secretary, Bryan; TMCA President **Lila Fuller, TRMC**, city secretary, Nacogdoches; **Dr. Joyce Snay, TRMC**, education director, TMCCP/TMCA.

*Back row, left to right:* **Mary Kayser, TRMC**, city secretary, Garland; **Elaine Simpson, TRMC**, city secretary, Seagoville; **Annette Villarreal, TRMC**, city secretary, McAllen; **Perla Zamora, TRMC**, deputy city secretary, McAllen; **Pamela Schmidt, TRMC**, city secretary, Richardson; **Shirley Gentry, TRMC**, city clerk, Austin; **Sandy Hart, TRMC**, city secretary, McKinney; **Sherry Mashburn, TRMC**, city clerk, San Marcos.



## IIMC News

on IIMC staff and institute directors, and provides greater accessibility of information to the membership.

I am also happy to report that Sharon Cassler, MMC, Clerk of Council, Cambridge, Ohio, was elected as IIMC's Vice President for 2008-2009. I look forward to working with Sharon on the IIMC Executive Committee to continue IIMC on this renewed path to excellence.

At the annual conference in Atlanta, I had the honor of moving from IIMC Vice President to IIMC President-Elect. Great progress was made in 2007-2008, and next year will be extremely busy with many challenges facing our organization. I am confident, however, that with the involvement of our members, it will be another great year for IIMC as we continue to work together to make our international organization all it can and should be for our members.

The Atlanta conference was an outstanding conference with wonderful, sound educational sessions. I have had only positive feedback regarding the conference. Make plans now to attend the annual conference in Chicago, May 19-23, 2009 (Tuesday-Saturday). I will be sworn in as IIMC President on Saturday, May 23, and I hope to see as many Texas clerks there as possible.

This year's annual Region IV meeting will be held December 4-6 in Oklahoma City. Make plans to attend.

Please feel free to **contact me** if you would like additional information.

Mary Lynne Stratta, TRMC, MMC  
IIMC President Elect

## IIMC Conference in Atlanta

Deloris McKenzie, TRMC, city secretary, Friendswood; Betty Brown, TRMC, local government/election specialist, Bickerstaff Heath; and Sherry Mashburn, TRMC, city clerk, San Marcos, greeted by the Coke Polar Bear at the opening reception at the Coca Cola Company.



Elaine Simpson, TRMC, city secretary, Seagoville; Shirley Gentry, city clerk, Austin; and Sandy Hart, TRMC, city secretary, McKinney, at the IIMC All Conference Event.



View more photos from the conference online.

*At left:* President Lila Fuller holds the Texas flag at the opening ceremony.



## IIMC News

### IIMC Master Municipal Clerk Designations Awarded

Three Texas municipal clerks were awarded the prestigious Master Municipal Clerk (MMC) designation from the **International Institute of Municipal Clerks** (IIMC) in February: **LeAnn Gallman**, TMRC, MMC, city secretary, Muleshoe; **Mary Kayser**, TRMC, MMC, city secretary, Garland; and **Sherry Mashburn**, TRMC, MMC, city clerk, San Marcos.

To qualify for entrance into the Master Municipal Academy (MMCA), which prepares participants for achieving the MMC status, one must have earned the CMC designation. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality. The program prepares the participants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with 47 institutions of higher learning.

The MMCA is an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and rigorous educational component, a professional and social contributions component, and a commitment to lifelong learning. The Academy members must demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities. ★

### IIMC Conference in Atlanta

At right: Mary Kayser, TRMC, city secretary, Garland, and Gordon Kayser, enjoying a coke at the opening reception.



Below, from left to right: Sherry Mashburn, TRMC, city clerk, San Marcos; Betty Brown, TRMC (trading a friendship pin with person standing in previous row), local government/election specialist, Bickerstaff Heath; Lydia Ozuna, TRMC, city clerk, Wichita Falls; Perla Zamora, TRMC, deputy city secretary, McAllen; and Annette Villarreal, TRMC, city secretary, McAllen.



[View more photos from the conference online.](#)

*At left:* Betty Brown, TRMC, local government/election specialist, Bickerstaff Heath, worked long hours as a mentor to first time IIMC Conference attendees.



## Texas Municipal League News

By TMCA President Elect Patricia Ervin, TRMC, TML Representative

### Texas Municipal League New Member Orientation February 29, Austin

The meeting convened with board member introductions.

Harvey Kronberg, editor and publisher of *The Quorum Report* in Austin, gave an assessment of the primary election and how the election results would impact major legislative issues that will be addressed in 2009. Mr. Kronberg mentioned that redistricting would play an important role during the political decision-making process.

#### Presentation by Officials From the City of Houston

Ms. Andrea White, Houston's First Lady, and Yolanda Alvarado of Houston, gave a summary of Mayor Bill White's high school dropout program. The program is a collaborative effort with Houston ISD. It is designed to reach out, door-to-door, to combat the problem of high school dropouts. Since the program began in 2004, more than 4,000 students have returned to school and about 200 of these students have graduated.

Mrs. White and Ms. Alvarado encouraged city participation in the program. Further details about the program will be included in the next TML *Texas Town & City* magazine.

#### President's Report

TML President Todd Pearson recommended a change in the TML Constitution/bylaws relating to the Board of Directors. He proposed that *all* past TML Presidents remain on the Executive Board as voting members as long as they remain in office. This change will require a vote at the TML Annual Conference.

#### TML Staff Reports

TML staff presented issues that will be examined during 2009 Legislative session. TML will monitor the process of all items. For a list of proposed issues, please email [trish@ci.waco.tx.us](mailto:trish@ci.waco.tx.us).

#### Texas Municipal Retirement System (TMRS) Update

A TML Budget and Audit Committee will review the TMRS retirement plans, particularly those that grant updated service credits and cost of living adjustments to retirees, and a new investment policy designed to generate higher rates of return on TMRS investments.

The next meeting of the TML Executive Board will be June 19-20 in Rockport. ★



## ALAMO CHAPTER

By Leticia M. Vacek, TRMC

The Alamo Chapter held their January 25 meeting at Apple Annie's Tea Room. The meeting was called to order by President Leticia M. Vacek, TRMC, city clerk, San Antonio.

In the absence of the treasurer, President Vacek presented the treasurer's report to the membership. One of the agenda items for this meeting was the election of a chapter vice president/recording secretary. President Vacek nominated Brenda Dennis, TRMC, city secretary, Schertz, for the position. The nomination was seconded and voted upon, and Ms. Dennis was unanimously elected vice president/recording secretary by the membership present. She was administered the oath of office by President Vacek.



*Above:* Members of the Alamo Chapter during the January 25 Board Meeting/Luncheon.

*At right:* **Brenda Dennis, TRMC** (far right), city secretary, Schertz, is administered the Oath of Office by Chapter President **Leticia M. Vacek, TRMC**, city clerk, San Antonio, during the January 25 Board Meeting/Luncheon.





## ALAMO CHAPTER, CONTINUED

The presentation for the January meeting was the City of San Antonio's "Electronic Filing of Campaign Finance Reports." Jeff Skeins, assistant information systems manager, and Tina J. Flores, assistant to the city clerk, San Antonio, were the featured speakers. After the presentation, President Vacek announced that San Antonio was working closely with the city secretary of Dallas to implement this program to be utilized for the July 15<sup>th</sup> report; the Dallas Mayor/City Council will purchase the electronic program for their use. (Since the January chapter meeting, the City of Dallas has signed and executed a contract for the purchase of said electronic program.)

Discussion was had on amending the chapter bylaws. A majority of the membership asked that this issue be tabled and discussed at the next chapter meeting.

The next meeting of the Alamo Chapter was held at Apple Annie's Tea Room on March 25. The meeting was called to order by the President Leticia M. Vacek, TRMC, city clerk, San Antonio. Vice President/Recording Secretary Brenda Dennis, TRMC, city secretary, Schertz, presented the minutes of the



Members of the Alamo Chapter at the March 25 Board Meeting/ Luncheon at Apple Annie's Tea Room.

last meeting for approval. Approval of the minutes passed in a unanimous vote.

President Vacek provided a report given to her by Treasurer Yolanda Benitez, TRMC, city secretary, Hondo. The report was approved by a unanimous vote.

Vice President/Recording Secretary Brenda Dennis presented possible amendments to the Chapter Bylaws/Handbook. Members discussed changes and agreed that the draft Bylaws/Handbook be mailed out to the entire membership so all could bring changes, additions, or deletions to the next chapter meeting.

Treasurer Yolanda Benitez, TRMC, was nominated as the nominee for Municipal Clerk of the Year. President Vacek requested the application be submitted to the TMCA Nominating Committee by June 1.

President Vacek asked for volunteers to host the next Chapter Board Meeting/ Luncheon, which is scheduled for Friday, May 30. Grace Tamez, TRMC, city secretary, Helotes, volunteered her city to host the meeting. ★

# BLUEBONNET CHAPTER

By Nancy Turnbow

The Bluebonnet chapter met March 12 in Cisco for its quarterly meeting. During the time set aside for our meeting, Virginia Dill, city secretary, Cisco, was presented the Municipal Clerk of the Year award for 2007. Following the meeting we toured the Cisco Museum. ★



Virginia Dill is awarded the 2007 Municipal Clerk of the Year award.



Above: Members at the Bluebonnet Chapter's March meeting. *Back row:* **Pat Harris**, Abilene; **Nancy Turnbow**, city secretary, Baird; **Gloria Espinosa**, TRMC, assistant city secretary, Abilene; **Rebecca Richburg**, assistant city secretary, Tuscola; **Virginia Dill**, city secretary, Cisco; **Pat Martindale**, city secretary, Bronte; **Susan Trotter**, city secretary, Stamford; **Diane Latham**, assistant city secretary, Breckenridge; **Rhonda Williams**, city secretary, Dublin; and **Linda Knight**, TRMC, city secretary, Breckenridge. *Second row:* **Maria Franco**, city secretary, Hamlin; **Danette Dunlap**, TRMC, city secretary, Abilene; **Billie Pearce**, city secretary, Tuscola; **Louetta Wallace**, city secretary, Haskell; and **Shirley Stuart**, city secretary, Eastland. *Front Row:* **Kay Torres**, city secretary, Robert Lee, and **Karen Lou Graham**, city secretary, Anson.

At right: Chapter officers are sworn into office.





At left: Mother-to-be **Amy Harris**, city secretary, Cameron, front row seated on left, holding up just one of many Baby Harris' outfits she received in a surprise baby shower held in Cameron in March.

Seated, left to right: **Amy Harris**, city secretary, Cameron; **Shirley Garvel**, city secretary, Elgin; and **Teresa Valdez**, TRMC, city secretary, Bastrop. Standing, left to right: **Toni Milam**, TRMC, city secretary, Buda; **Janet Rogers**, city secretary, Westlake Hills; **Shelli Turner**, city secretary, Rockdale; **Mary Goerig**, assistant city secretary, La Grange; **Melissa Brunner**, TRMC, city secretary, Flatonia; **Sherry Mashburn**, TRMC, city clerk, Bee Cave; **Karen Thompson**, TRMC, city secretary, Pflugerville; **Lori Paul**, Pflugerville; **Lisa Oltman**, city secretary, La Grange; **Shelley Goodwin**, deputy city clerk, San Marcos; **Cindy Crosby**, Bickerstaff Heath; **Fonda Bright**, deputy city secretary, Bee Cave; **Betty Brown**, TRMC, local government/election specialist, Bickerstaff Heath; and **Sara White**, city secretary, Round Rock. (Not shown: *Denise Melde*, city secretary, Thorndale.)

## CAPITAL CHAPTER

By Toni Milam, TRMC

The Capital Chapter met at the January TMCCP Election Law Seminar. The chapter made this their last chapter meeting at the annual Austin Election Law Seminar; in January 2009, the annual Election Law Seminar will be held in Irving. We're hoping for as a big a turn-out in Irving as we have had in Austin.

The Capital Chapter met in the City of Cameron on March 26, with host Amy Harris doing a great job of welcoming everyone to her city. After a brief business meeting, City Secretary Amy Harris was surprised with a baby shower to welcome her first "Baby Girl Harris." Lots of *oohs* and *aahs* were in order for the shower. There were lots of pink and purple little girl outfits. Amy and her husband K.C. are anxiously awaiting this precious bundle of joy, so congratulations, Amy and K.C.! [Update: Amy and K.C. gave birth to Kenley Rose Harris, 7 lb. 11 oz., 19 1/2" long. Mother and baby are doing fine.]

Those in attendance at the January Capital Chapter meeting were:

Fonda Bright, dep. city secretary, Bee Cave

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

Melissa Brunner, TRMC, city secretary, Flatonia

Debbie Chelf, TRMC, city secretary, Hutto

Kathy Clark, city secretary, Liberty Hill

Shirley Garvel, city secretary, Elgin

Mary Goerig, assistant city secretary, La Grange

Shelley Goodwin, deputy city clerk, San Marcos

Amy Harris, city secretary, Cameron

Linda Hight, office mgr., Copperas Cove

Jane Lees, city secretary, Copperas Cove

Sherry Mashburn, TRMC, city clerk, Bee Cave

Cara McPartland, city secretary, Wimberley

Kay Moraw, Cameron

Lisa Oltmann, city secretary, LaGrange

Connie Ortiz, TRMC, city secretary, Lockhart

Brenda Page, city secretary, Smithville

Janet Rogers, city secretary, Westlake Hills

Claudia Runnell, Bickerstaff Heath

Shelli Turner, city secretary, Rockdale

Teresa Valdez, TRMC, city secretary, Bastrop

Sara White, city secretary, Round Rock



## CAPITAL CHAPTER, CONTINUED

**REMINDER:** The Central Texas Chapter will be this year’s host for the annual **Salado Conference** in Salado on **July 25 and July 26**. This conference is absolutely one of the best all year. Hope you’re able to make it.

Nominations for the Capital Chapter Clerk of the Year were Toni Milam, TRMC, city secretary, Buda, and Melissa Brunner, TRMC, city secretary, Flatonia, as well as nominations for the TMCA Clerk of the Year. Congratulations to the nominees.

I am humbled to have received the 2008 nomination as the Capital Chapter’s Clerk of the Year. I would like to personally thank Melissa

Brunner, TRMC, who was also nominated for the Chapter’s Clerk of the Year, for covering my responsibilities as the chapter’s secretary while I was out due to deaths in my family earlier in the year. I appreciate all that she and the other members did for me while covering my duties. That’s what great city secretaries do for one another!

Upcoming meetings will be held in September, in the City of Bryan; in December, in the City of College Station; and in January, in the City of Irving. For more information regarding membership in the Capital Chapter, please contact President Sherry Mashburn at [mashburn\\_sherry@ci.san-marcos.tx.us](mailto:mashburn_sherry@ci.san-marcos.tx.us). ★

*Those in attendance at the March Capital Chapter meeting were:*

Fonda Bright, deputy city secretary, Bee Cave

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

Melissa Brunner, TRMC, city secretary, Flatonia

Debbie Chelf, TRMC, city secretary, Hutto

Cindy Crosby, Bickerstaff Heath

Shirley Garvel, city secretary, Elgin

Mary Goerig, assistant city secretary, La Grange

Shelley Goodwin, deputy city clerk, San Marcos

Amy Harris, city secretary, Cameron

Denise Melde, city secretary, Thorndale

Kay Moraw, Cameron

Lisa Oltmann, city secretary, LaGrange

Lori Paul, Pflugerville

Janet Rogers, city secretary, Westlake Hills

Karen Thompson, TRMC, city secretary, Pflugerville

Shelli Turner, city secretary, Rockdale

Teresa Valdez, TRMC, city secretary, Bastrop

Sara White, city secretary, Round Rock

## EDUCATION OPPORTUNITY

July 25-26, Salado, Texas

**Annual Salado Seminar** hosted by the Central Texas Chapter and the Capital Chapter

\$75 registration fee

## CENTRAL TEXAS CHAPTER

By Donna Hawkins

The Central Texas Chapter held their bi-monthly meeting on April 16 in the City of Woodway at their newly constructed City Hall. City Secretary Jennifer Canady, TRMC, conducted a guided tour of their beautiful state of the art facility. City Manager Yost Zachary delighted our appetites with his own homemade cooking.

The focus of this meeting was to work on plans for the Joint Salado Seminar hosted annually by the Central Texas Chapter and Capital Chapter of TMCA. Our chapter would like to extend an invitation to all TMCA members to attend this seminar. If you are interested, look for information to be submitted on the Texas Municipal Clerks Yahoo! Group soon. This annual two-day seminar is an opportunity for city secretaries/clerks or any other related

*Central Texas Chapter members present at the April meeting:*

Benevolence Officer Jennifer Canady, TRMC, city secretary, Woodway

Don Doering, city administrator/clerk, Teague

Patricia Ervin, TRMC, city secretary, Waco

Treasurer Lee Garcia, finance director, Hewitt

Historian Kendra Giles, administrative assistant, Robinson

Betty Harrell, city secretary, Hillsboro

Secretary Donna Hawkins, city secretary, Beverly Hills

Esmerald Hudson, assistant city secretary, Waco

Brenda Jackson, city secretary, Groesbeck

President Lydia Lopez, TRMC, city secretary, Hewitt

Sherrill McDaniel, customer service representative, Waco

Vice President Yrene Morgan, TRMC, administrative assistant, Teague

Kathy Sampson, Robinson

Karen Sanchez, Robinson

Christi Shivers, TRMC, city secretary, Mexia

Roshuna Wiley, deputy city secretary, Mexia

## CENTRAL TEXAS CHAPTER, CONTINUED

position in government to experience learning in a fun-filled and relaxed setting. Our goal is to exceed the previous year's attendance each year. We challenge you to invite a friend or co-worker. The registration fee is only \$75. Registration cards will be mailed out soon. Mark your calendar and SAVE THE DATES of July 25<sup>th</sup> and 26<sup>th</sup> for this annual seminar held in the beautiful historic Village of Salado!

The next Central Texas Chapter meeting will be held on June 18 at the City of Mexia. ★



The Central Texas Chapter at their April meeting.

## COASTAL BEND CHAPTER

By Irma Parker, TRMC

Aransas Pass City Secretary Ada Owens, TRMC, and Administrative Assistant Yvonne Stonebraker hosted the Coastal Bend Chapter meeting on Wednesday, March 19, at the Hawthorn Suites, Aransas Pass.

*Corpus Christi Caller-Times* reporter Jaime Powell and Rockport/Fulton Toastmasters Club President Lamar Story were speakers for the March meeting. Both programs were informative and entertaining. Attendees were able to discuss those “press” and “public speaking” anxiety issues, i.e. dry mouth and the deer-in-the-headlights look, with our speakers. In addition, Lamar provided us speaking tips to help build our confidence and enhance our speaking skills. Perhaps the most important tip was to be knowledgeable about the subject matter. The chapter's next newsletter will include the tips Lamar shared with us at this meeting.

## COASTAL BEND CHAPTER, CONTINUED

Billie Jo Tennill, city secretary, Odem, is coordinating the hosting duties for the June meeting. Bishop City Secretary Cynthia Contreras and Ganado City Secretary Larry Thompson, who also serve their communities as finance directors, are preparing the June program on Budget Preparation. Look for the next chapter newsletter for more details on this meeting. A short business meeting will also be held to select the Chapter's first scholarship recipient and first Chapter Member of the Year. Also selected at this meeting will be the Coastal Bend Chapter's TMCA Clerk of the Year Nominee. ★



Rockport/Fulton Toastmasters Club President **Lamar Story**; Corpus Christi Caller-Times reporter **Jaime Powell**; and hostess **Ada Owens**, TRMC, city secretary, Aransas Pass, and Yvonne Stonebraker, administrative assistant, Aransas Pass.



The Coastal Bend Chapter at their March meeting. Pictured left to right, front row: **Esther Arzola**, city secretary, Port Aransas; **Lila Fuller**, TRMC, city secretary, Nacogdoches; **Larry Thompson**, city secretary, Ganado; **Ada Owens**, TRMC, city secretary, Aransas Pass. Back row: **Pam Hatzenbuehler**, deputy city secretary, Port Aransas; **Edna Lopez**, TRMC, city secretary, Kingsville; **Rene Marshall**, city clerk, Alice; **Pat Brown**, administrative assistant, Rockport; **Carolyn Cauley**, records clerk, Rockport; **Irma Parker**, TRMC, city secretary, Rockport; and **Yvonne Stonebraker**, administrative assistant, Aransas Pass.

### Coastal Bend members in attendance at the March meeting were:

Rene Marshall, city clerk, Alice  
 Irma Parker, TRMC, city secretary, Rockport  
 Edna Lopez, TRMC, city secretary, Kingsville  
 Esther Arzola, city secretary, Port Aransas  
 Larry Thompson, city secretary, Ganado  
 Pam Hatzenbuehler, deputy city secretary, Port Aransas

Pat Brown, administrative assistant, Rockport  
 Carolyn Cauley, records clerk, Rockport

### Special guests included:

TMCA President, Lila Fuller, TRMC, city secretary, Nacogdoches  
 Tom Ginter, city manager, Aransas Pass



## LONE STAR CHAPTER

By Carole Ehrlich, TRMC

The Lone Star Chapter met in the City of Richardson on April 8. President Ehrlich introduced Mr. Bill Keffler, city manager, Richardson, who gave the host city welcome. The chapter was very pleased to have as its special guest speaker 2005 TMCA, Inc., President Mary Lynne Stratta, TRMC, city secretary, Bryan. Ms. Stratta presented “Promoting the Office of Municipal Clerk in Your Community.” She spoke about perception issues as they deal with lack of knowledge of the clerk’s role in the municipality and community. She presented areas to improve this perception and identify key competencies, which included: organizational, communication, interpersonal, and leadership. Members invited their mayors, city council members, and city managers to attend.



Mary Lynne Stratta, TRMC, city secretary, Bryan, was the guest speaker at the Lone Star Chapter meeting in April.

*Lone Star Chapter members and honored guests in attendance at the April meeting were:*

- |  |  |
|--|--|
| Stephanie Calame, Wylie                                      | Pamela Schmidt, TRMC,<br>city secretary, Richardson              |
| Beverly Covington, TRMC,<br>deputy city secretary, McKinney  | Carrie Smith, TRMC, city secretary, Parker                       |
| Codi Delcambre, TRMC,<br>town secretary, Argyle              | Gayle Walton, TRMC,<br>deputy city secretary, Wylie              |
| Carole Ehrlich, TRMC, city secretary, Wylie                  | Christie Wilson, TRMC,<br>city secretary, The Colony             |
| Stephanie Galanides,<br>city secretary, Heath                | Kathy Wingo, TRMC, city secretary, Lucas                         |
| Shelley George, TRMC, city secretary, Allen                  | Diane Zucco, TRMC, city secretary, Plano                         |
| Holly Harmon, records & information<br>coordinator, McKinney | Lesia Thornhill, city secretary, Princeton                       |
| Sandy Hart, TRMC, city secretary, McKinney                   | Tabatha Monk, Princeton  |
| Mary Kayser, TRMC,<br>city secretary, Garland                | <i>Guests:</i>   |
| Angela Kelly,<br>deputy city secretary, The Colony           | Guest speaker Mary Lynne Stratta, TRMC,<br>city secretary, Bryan |
| Carole Kuykendall,<br>deputy city secretary, Greenville      | Tom Oliver, mayor, Greenville                                    |
| Kristy Land, assistant city secretary, Plano                 | Wayne Gilmore, mayor pro tem, Greenville                         |
| Lisa Lewis, city secretary, Pilot Point                      | Marta Munson,<br>mayor pro tem, Lowry Crossing                   |
| Julie Lollar, TRMC, city clerk, Denison                      | Rose Sickel, McKinney  |
| Aimee Nemer, TRMC,<br>city secretary, Murphy                 | Marta Gore, McKinney   |
| Debbie Newell, city secretary, Greenville                    | Bret Baldwin, mayor, Murphy                                      |
| Nan Parker, TRMC, city secretary, Frisco                     | James Fisher, city manager, Murphy                               |
| Sherrie Phelps, city secretary, Ladonia                      | Colleen Halbert, council member, Murphy                          |
| Cathy Pugh, city secretary, Tom Bean                         | Jim Threadgill, mayor pro tem, Parker                            |
| Susie Quinn, TRMC,<br>city secretary, Rowlett                | Dena Daniel, city administrator, Parker                          |
| Vickie Schmid,<br>assistant city secretary, Richardson       | Sally Magnuson, mayor pro tem, Plano                             |
|  | Sherry Howard, mayor, Tom Bean                                   |
|  | Mindy Manson, city manager, Wylie                                |

## LONE STAR CHAPTER, CONTINUED

2007-2008 Lone Star Chapter Scholarship Committee Chair, Julie Lollar, TRMC, city clerk, Denison, presented two scholarships to chapter members. She reported that the funds were raised by the chapter during the past year, and each scholarship was for \$500 to be used toward TMCCP certification or recertification. The recipients were: Carrie Smith, TRMC, city secretary,

Parker, who received the Vickie Shaw Davis Scholarship (in memory of Lone Star Chapter member Vickie Shaw Davis); and Kathy Wingo, TRMC, city secretary, Lucas, who received the Lone Star Chapter Scholarship.

The chapter will host the Second Annual Records Management Work Day on July 17 in the City of Plano. Texas State Library and

Archives Commission representatives will be presenting two topics: “Managing Electronic Records” and “Improving Filing Systems.” The cost is \$40.00, and lunch and breakfast are provided. Contact Christie Wilson [cwilson@thecolonytx.gov](mailto:cwilson@thecolonytx.gov) for more information. The work day has been approved by IIMC for certification points. ★



The chapter presented scholarships at the April meeting. *Left to right: Julie Lollar, TRMC, city clerk, Denison; Kathy Wingo, TRMC, city secretary, Lucas; President Carole Ehrlich, TRMC, city secretary, Wylie; and Carrie Smith, TRMC, city secretary, Parker.*

### EDUCATION OPPORTUNITY

July 17, Plano, Texas

**Second Annual Records Management Work Day** hosted by the Lone Star Chapter

\$40 registration fee

thank you

to the

Red River Chapter

for their generous scholarship donation

thank you

to the

South Plains Chapter

for their generous scholarship donation

## LOWER RIO GRANDE VALLEY TEXAS CHAPTER

By Perla Zamora, TRMC

The Lower Rio Grande Valley Chapter met on April 16 at Fire Station No. 2 in San Juan. Guest speakers at the meeting were Ms. Diana Rodriguez, representing the Texas Agri-Life Expanded Nutrition System, and Ms. Gloria Ibanez, PA-C with Pecan Medical Center, LLC.

Ms. Rodriguez presented the history behind the program, and outlined the **MyPyramid** grid, noting that the food pyramid now depicts a set of steps on the side of the pyramid with an individual climbing those steps. She explained that the pyramid depicts the essential food groups needed daily, and the steps represent physical activity that goes along with eating healthy. Ms. Ibanez gave a very informative presentation on women's health and the importance of preventative care. ★



The Lower Rio Grande Valley Chapter at their April meeting in San Juan. Speakers were **Gloria Ibanez**, PA-C with Pecan Medical Center, LLC, and **Diana Rodriguez**, representing the Texas Agri-Life Expanded Nutrition System.

*The following Lower Rio Grande Valley Chapter members were in attendance at the April meeting:*

Gloria Banda-Gonzales, city secretary, San Juan

Amanda Elizondo, TRMC, city secretary, Weslaco

Sonia Hinojosa, assistant city clerk, Pharr

Aida Montoya, city clerk, Pharr

Veronica Montoya, city secretary, Edcouch

Norma Olvera, administrative assistant, McAllen

Hilda Pedraza, administrative assistant, Pharr

Historian Vicki Ramirez, San Juan

Aida Rivas, city secretary, Palmview

Yesenia Rodriguez, administrative supervisor, McAllen

Molly Vallego, Weslaco

President Annette Villarreal, TRMC, city secretary, McAllen

Secretary/Treasurer Perla Zamora, TRMC, deputy city secretary, McAllen



## NORTHEAST TEXAS CHAPTER

By Nina Browning, TRMC

The Northeast Texas Chapter met March 28 at Glory Bee Baking Company in Gladewater. City Secretary Melba Haralson, TRMC, hosted the meeting. Native East Texan and TMCA President Lila Fuller, TRMC, city secretary, Nacogdoches, was the honored guest. She presented an outline of her ideas and goals as president for the year.

The chapter selected Melba Haralson, TRMC, as its

nominee for TMCA Clerk of the Year.

A red rose was given to each attendee compliments of Mayor John Paul Talent.

Congratulations were extended to Nina Browning, who is now the new city administrator of Winnsboro, and Vickie Brenton, who took the reins as city secretary.

The next meeting will be held in Winnsboro in June.

*Below—the Northeast Texas Chapter (front row, from left to right):* **Gail Weir**, city secretary, Ore City; **Melba Haralson, TRMC**, city secretary, Gladewater; **Donna Sickel**, city secretary, Carthage; **Vickie Brenton**, city secretary, Winnsboro; and **Nina Browning, TRMC**, city administrator, Winnsboro. *Second row:* **Kathy Davidson**, city secretary, Gilmer; **Cassandra Brager**, city clerk, Tyler; **Lawanna Williams**, administrative assistant, Kilgore; **Karen Custer**, city clerk, Kilgore; and **Lila Fuller, TRMC**, city secretary, Nacogdoches.



## NORTHEAST TEXAS CHAPTER, CONTINUED



*Top left:* **Vickie Brenton**, city secretary, Winnsboro, and **Nina Browning, TRMC**, city administrator, Winnsboro. Nina Browning recently became the new city administrator of Winnsboro; Vickie Brenton took the reins as city secretary.



*Below left:* Northeast Texas Chapter's TMCA Clerk of the Year nominee **Melba Haralson, TRMC**, city secretary, Gladewater, and TMCA President **Lila Fuller, TRMC**, city secretary, Nacogdoches.

## TMCCP Seminar Calendar

### MUNICIPAL PERSONNEL MANAGEMENT SEMINAR

June 12-13, 2008, Nassau Bay

Speaker: Abraham Benavides

*TMCCP enrollees will receive Course 1 or 2 seminar credit*

### AGENDAS & MINUTES, PUBLIC INFORMATION & OPEN MEETINGS, PARLIAMENTARY PROCEDURE SEMINAR

August 7-8, 2008, Tyler

Speakers: Marty Hendrix, TRMC, with Roger Gordon, Doug Jones, Thornton Wood, and Mary Lynne Stratta, TRMC

*TMCCP enrollees will receive Course 1 seminar credit*

### GRADUATE INSTITUTE SEMINAR

October 2-3, 2008, Dallas

Speaker: Jeff Crilley

*TMCCP enrollees will receive Course 4 seminar credit*

### ELECTION LAW SEMINAR

**Monday**, January 12, 7:00 p.m.—

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

*TMCCP enrollees will receive Course 4 seminar credit*

### PUBLIC RELATIONS SEMINAR

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

### MUNICIPAL FINANCE SEMINAR

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

### LEGISLATIVE UPDATE SEMINAR

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

### GRADUATE INSTITUTE SEMINAR

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

## PANHANDLE CHAPTER

By Suzanne Finch, TRMC

The Panhandle Chapter met February 14 at the Amarillo Club with five members present for their bimonthly meeting. The program was on Women's Health, and was presented by Shirley Garner of the Heart Hospital at Northwest Texas.

The next meeting was held April 9 at the Amarillo Club with twelve members in attendance. Suzanne Finch, TRMC, city secretary, Hereford, presided over the meeting.

The group met to honor retiring City Secretary Janice Henson, TRMC, Perryton, for her many years of service to her community, to the Panhandle Chapter, and to the Texas Municipal Clerks Association.

The chapter is scheduled to meet again June 19 and August 21 at 11:30 a.m. in Amarillo at the Amarillo Club. ★

*Panhandle members in attendance at the April 9 meeting:*

- |   |   |
|---|---|
| Crystal Black, municipal court clerk/assist. city secretary, Fritch | Connie McKiernan, city secretary, Panhandle     |
| Donna DeRight, city secretary, Amarillo                             | Gretchen Mercer, city secretary, Canyon         |
| Cheryl Gibson-Salgado, TRMC, city secretary, Spearman               | Treasurer Carolee Nance, city secretary, Fritch |
| Janie Guerra, city secretary, Cactus                                | Nelwyn Ward, city secretary, Memphis            |
| Janice Henson, TRMC, city secretary, Perryton                       | Becca Wood, city secretary, Perryton            |
| Terri Johnson, TRMC, city manager/city secretary, Friona            |   |



**LeAnn Gallman, TRMC**, city secretary, Muleshoe, and **Toni Wilson, TRMC**, city secretary, Sundown, presented a TMCA embroidered blanket to **Janice Henson, TRMC**, city secretary, Perryton, in Perryton on April 7 in honor of her retirement. Congratulations on your retirement, Janice!



## RED RIVER CHAPTER

By Marie Balthrop, TRMC

The Red River Chapter met on March 26 at the Cottage Tea Room in Wichita Falls. The chapter welcomed new members Kim Whitsitt, city manager, Archer City, and Sam Bounds, city manager, Lakeside City. The chapter recognized recent TMCCP graduates Angie Scarlett, TRMC, city secretary, Throckmorton, and Conchita Torrez, TRMC, city secretary, Seymour. Members participated in a round table discussion about the upcoming May election.

The next meeting will be held June 18. For more information about the Red River Chapter, please contact President Trish Holley, TRMC, city secretary, Burkburnett, at 940-569-2263. ★

*Red River members attending the March meeting were:*

- |   |   |
|---|---|
| Marie Balthrop, TRMC,<br>city secretary, Holliday   | Sandy Page,<br>deputy city secretary, Bowie           |
| Sam Bounds,<br>city manager, Lakeside City          | Angie Scarlett, TRMC,<br>city secretary, Throckmorton |
| Linda Byers,<br>city secretary, Vernon              | Conchita Torrez, TRMC,<br>city secretary, Seymour     |
| Nita Hohns, assistant city<br>secretary, Seymour    | Mitzi Wallace, TRMC,<br>city secretary, Bowie         |
| Trish Holley, TRMC,<br>city secretary, Burkburnett  | Kim Whitsitt,<br>city manager, Archer City            |
| Lydia Ozuna, TRMC,<br>city secretary, Wichita Falls |   |



*Salt Grass Chapter officer installation: President Lisa Olmeda, TRMC, city secretary, Wharton; Vice President Melissa A. "Missy" Bunch, TRMC, city secretary, Katy; Secretary Thelma Lenz, TRMC, deputy city secretary, Missouri City; Treasurer Sharon Harris, TRMC, assistant city secretary, La Porte; Historian Sonya Palermo, assistant city secretary, Hedwig Village; and TMCA President Lila Fuller, TRMC, city secretary, Nacogdoches.*

## SALT GRASS CHAPTER

By Lisa Olmeda, TRMC

The Salt Grass Chapter held their Annual Banquet in Houston on April 16 at Vargo's Restaurant. TMCA President Lila Fuller, TRMC, city secretary, Nacogdoches, conducted the installation of the 2008-2009 Chapter Officers. Her theme was "Chocolate." She presented each officer with chocolate bars relating to their duties as officers and the value they bring to the chapter. Historian Sonya Palermo received Mounds; Treasurer Sharon Harris, TRMC, received a Pay Day; Secretary Thelma Lenz, TRMC, received a Symphony; Vice President Melissa A. "Missy" Bunch, TRMC, received a Reese's Peanut Butter Cup; and President Lisa Olmeda, TRMC, received a Milky Way. Lila Fuller also presented chocolate to each of the participating attendees saying to support one another and work together so that this chapter will become stronger. TMCA President Fuller also administered the Oath of Office to each officer.

Deborah Loesch, TRMC, city secretary, Hunters Creek, presented the Outstanding Municipal Clerk Award to Michele Glaser, TRMC, city secretary, Seabrook, with a plaque for Professionalism, Outstanding Qualities of Leadership, and Exemplary Dedication to the growth and progress of the Salt Grass Chapter. Congratulations to Michele Glaser!

## SALT GRASS CHAPTER, CONTINUED



Deloris McKenzie, TRMC, city secretary, Friendswood, presented the Certificate of Recognition for the Deloris McKenzie Scholarship of the Salt Grass Chapter of the Texas Municipal Clerks Association for 2008-09 to Thelma Lenz, TRMC, deputy city secretary, Missouri City.

Gift cards were given to attendees for the most number of years for the following: City Secretary, Deputy or Assistant City Secretary, and Texas Registered Municipal Clerks. Door prizes were also given to the attendees.

The Texas Municipal Clerks Certification Program's Municipal Personnel Management Seminar will be held on June 12-13 in Nassau Bay, which is located in the Salt Grass Chapter region. The Salt Grass Chapter held a business meeting, and there was a motion by Martha Gillett, TRMC, city secretary, La Porte, for the Salt Grass Chapter to host an evening shuttle service to Kemah on June 12 up to \$500. The chapter also requested a door prize donation from each city for the seminar. TMCA President Lila Fuller discussed the scholarships and the Texas Municipal Clerks Certification Program. ★



*Top left:* Michele Glaser, TRMC, city secretary, Seabrook, and Deborah Loesch, TRMC, city secretary, Hunters Creek Village. Michele was presented with the Outstanding Municipal Clerk of the Year Award.

*Near left:* Thelma Lenz, TRMC, deputy city secretary, Missouri City, was awarded the Deloris McKenzie Scholarship. The award was presented by Deloris McKenzie, TRMC, city secretary, Friendswood.

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Alexandra Burke;  
Peggy Burnside;  
Miriam Sheehan; &  
Joyce Snay, TRMC

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Send articles to:  
Alexandra Burke,  
aburke@unt.edu

# TMCA, INC., CHAPTERS



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



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



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



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



**BLUEBONNET CHAPTER**  
 Rhonda Williams, President  
 213 E Blackjack St, Dublin, TX 76446-2303  
 254-445-3331; 254-445-3727 Fax  
[dublintx@embarqmail.com](mailto:dublintx@embarqmail.com)



**HILL COUNTRY CHAPTER**  
 K. Vivian Saiz, President  
 730 Main St, Junction, TX 76849  
 325-446-2622; 325-446-3003 Fax  
[vivian.saiz@cityofjunction.com](mailto:vivian.saiz@cityofjunction.com)



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



**SALT GRASS CHAPTER**  
 Lisa Olmeda, TRMC, President  
 120 E Caney St, Wharton, TX 77488  
 979-532-2491; 979-532-0181 Fax  
[lolmeda@cityofwharton.com](mailto:lolmeda@cityofwharton.com)



**CAPITAL CHAPTER**  
 Sherry Mashburn, TRMC, President  
 630 E Hopkins St, San Marcos, TX 78666  
 512-393-8089; 512-396-1576 Fax  
[mashburn\\_sherry@ci.san-marcos.tx.us](mailto:mashburn_sherry@ci.san-marcos.tx.us)



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



**PANHANDLE CHAPTER**  
 Suzanne Finch, TRMC, President  
 PO Box 2277, Hereford, TX 79045  
 806-363-7100; 806-363-7106 Fax  
[hfdcitysec@go-herd.com](mailto:hfdcitysec@go-herd.com)



**SOUTH PLAINS CHAPTER**  
 Toni Wilson, TRMC, President  
 PO Box 600, Sundown, TX 79372-0600  
 806-229-3131; 806-229-2161 Fax  
[toni@sundowntx.com](mailto:toni@sundowntx.com)



**CENTRAL TEXAS CHAPTER**  
 Lydia Lopez, TRMC, President  
 PO Box 610, Hewitt, TX 76643-0610  
 254-666-6171; 254-666-6014 Fax  
[citysecretary@cityofhewitt.com](mailto:citysecretary@cityofhewitt.com)



**LOWER RIO GRANDE VALLEY CHAPTER**  
 Annette Villarreal, TRMC, President  
 PO Box 220, McAllen, TX 78505-0220  
 956-681-1020; 956-681-1010 Fax  
[avillarreal@mcallen.net](mailto:avillarreal@mcallen.net)



**PINEYWOODS CHAPTER**  
 Carrie Edwards, President  
 PO Box 144, Colmesneil, TX 75938-0144  
 409-837-5211; 409-837-2502 Fax  
[cityofcolmesneil@valornet.com](mailto:cityofcolmesneil@valornet.com)



**WEST TEXAS CHAPTER**  
 Laura Reyes, TRMC, President  
 PO Box 517, Van Horn, TX 79855-0517  
 432-283-2050; 432-283-2839 Fax  
[laurabarragan@vanhorntexas.org](mailto:laurabarragan@vanhorntexas.org)