

TMCA NEWS



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TMCA President Kim Sutter, TRMC
City Secretary, Euless

President's Message

Let's cut to the chase... I am not going to start with any great lead in story to make this announcement. I am just going to make the announcement and hopefully you will be as excited as your executive board is, and you will read on... Are you ready? On behalf of the TMCA Executive Board, I am proud to announce the **Municipal Clerk's Office Achievement of Excellence Award**. The award was designed to recognize excellence in the effective and efficient management of resources in a municipal clerk's office.

You might be wondering what this is all about. Well, we all like/love what we do, right? Some days we may question why that is true, and others outside our profession may wonder why as well and that is okay. I thoroughly enjoy visiting with our members and hearing everyone talk about the day-to-day experiences of a municipal

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PRESIDENT'S MESSAGE

clerk in Texas. I believe most would agree that while a number of our duties are cyclical in nature, i.e., elections, board appointments, budgets, records management, etc., we have the opportunity to experience new things and some old things with a new twist. As a municipal clerk, we have to remain on our toes and be on the lookout for changing legislation, advisories, and rulings that impact our roles and duties, as well as improved or new technologies that catapult us into the future all while continuing our development as a knowledgeable, efficient, effective

“The test of the artist does not lie in the will with which he goes to work, but in the excellence of the work he produces.”

—Thomas Aquinas

and responsive professional while imparting professional standards of quality and integrity and remaining above reproach, and keeping the public's confidence. Quite a level to rise to! How does your office measure up in the eyes of your mayor and city council? The public? For the most part, in my opinion, municipal clerks are the very last to toot their own horns and/or maybe even receive recognition for a job well done. We are simply proud to serve our communities behind the scenes, which include the mayor, city council, staff, and residents. As with most of you, I am extremely proud of the services and many contributions my office provides to those we serve.

So how do we share our passion and our accomplishments in our professional life? We should be doing it each and every day, but how? **One way you can achieve the visibility and recognition is by applying to receive the designation.** The application submittal period is **October 1 through December 31, 2019**, and recipients will be notified by March 30, 2020. Don't delay: review the **application** today and begin preparing your application for submittal.

and responsive professional while imparting professional standards of quality and integrity and remaining above reproach, and keeping the public's confidence. Quite a level to rise to! How does your office measure up in the eyes of your mayor and city council? The public? For the most part, in my opinion, municipal clerks are the very last to toot their own horns and/or maybe even receive recognition for a job well done. We are simply proud to serve our communities behind the scenes, which include the mayor, city council, staff, and residents. As with most of you, I am extremely proud of the services and many contributions my office provides to those we serve.



**TMCA Strategic Plan,
Strategic Initiative #4—
“Promotion of the profession.”**

TMCA enhances and communicates the identity and vital role of the municipal clerk to a city's success.

PRESIDENT'S MESSAGE

TMCA President's Tour of Texas

CHAPTER	DATE
<i>Pineywoods</i>	<i>1/16/2019</i>
<i>Yellow Rose</i>	<i>2/7/2019</i>
<i>Bluebonnet</i>	<i>3/13/2019</i>
<i>Northeast Texas</i>	<i>3/15/2019</i>
<i>Red River</i>	<i>3/20/2019</i>
<i>Central Texas</i>	<i>3/27/2019</i>
<i>Coastal Bend</i>	<i>3/28/2019</i>
<i>Hill Country</i>	<i>4/18/2019</i>
<i>Alamo</i>	<i>4/24/2019</i>
<i>Panhandle</i>	<i>6/20/2019</i>
<i>Lone Star</i>	<i>7/18/2019</i>
<i>North Texas</i>	<i>9/11/2019</i>
<i>Lower Rio Grande Valley</i>	<i>9/18/2019</i>
<i>West Texas</i>	<i>11/13/2019</i>
<i>Salt Grass</i>	<i>12/11/2019</i>
<i>South Plains</i>	<i>12/18/2019</i>
<i>Capital</i>	<i>TBA</i>

What are Your Training Needs?

As part of the TMCA Strategic Plan, our organization is soliciting ideas from members to determine what subjects/topics you, our members, would like to see presented at our seminars. **What training do you see a need for that we are not already covering?** In a state as big as Texas, and given the fact that so many of you wear many, many different hats, we recognize that it is important to ensure that the topics are broad enough to be informative to a wide array of interests. The training cannot be so specific that large segments of our membership feel left out during a 12-hour seminar. Given that, if you have ideas for seminar topics, please email me at amy.holt@unt.edu. —Education Director Dr. Amy Holt, TRMC

Training we currently offer: Election Law, Municipal Budget Cycle, Legislative Update, Public Funds Investment, Records Management, Ethics, Open Meetings Act, Public Information Act, Agendas, and other topics associated with subjects such as: emotional intelligence, leadership, working with difficult people, effective communication, resiliency, organizational behavior, human resources, relations with the media, and conflict management.

Vol. XXX No. 2, June 2019

TMCA News is published by:

Texas Municipal Clerks Association, Inc.

1155 Union Circle #305067, Denton, TX 76203

municlerks.unt.edu

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Stand Up and Be Counted On a TMCA Committee

Apply by September 1 for 2020 Committee Service

By President Elect **Shelley George, TRMC**

City Secretary, Allen



Shelley George, TRMC

If you've ever recruited new board and commission members in your city, you know how important it is to find citizens with a wide variety of experiences, interests, backgrounds and expertise. It's a goal we share when recruiting for Texas Municipal Clerks Association committees. Just like in our communities, we depend on the service of a diverse and diligent group to make our association strong!

We are currently recruiting for twelve committees, including Audit, Awards, Certification, Membership, Municipal Clerk of the Year, Nominating, Resolutions, Retirement, Scholarship, Strategic Planning, Technology, and TML Booth. Details on each committee are provided in the **TMCA Committee Criteria Policy**.

To volunteer, you must be a Texas Registered Municipal Clerk; a current, active paid member of TMCA, Inc.; and a practicing municipal clerk/city secretary in Texas. Practicing assistant/deputy clerks and secretaries may serve with a letter of support from their municipal clerk/city secretary or

current employer. Assistant/deputy clerks and secretaries are eligible to serve on the Awards, Resolutions, Retirement, Scholarship, Strategic Planning, and Municipal Clerk of the Year Committees only. **Most committees meet by conference call**, while some (including Audit and Certification) hold meeting(s) which require in-person attendance.

Committee Interest Questionnaires must be received by **September 1** to be considered for service in 2020. Please submit your completed questionnaire to: **Shelley B. George, TRMC, City Secretary, City of Allen, 305 Century Parkway, Allen, TX 75013**. If preferred, questionnaires may be emailed to sgeorge@cityoffallen.org or faxed to **214-509-4119**.

If you have questions about serving on a committee, contact Shelley B. George at 214-509-4105 or email sgeorge@cityoffallen.org.

Recognize TMCA Retirees

Retiring in 2019? Know a city secretary retiring in 2019? Let the TMCA Retirement Committee know so we may honor TMCA retirees! If you are a city secretary/municipal clerk who plans to retire this year, please complete the **2019 TMCA Member Retirement Information Sheet** as soon as possible and return it to Committee Chair Stella Sauls or one of the other committee members:

Stella Sauls, TRMC, Borger, Chair, ssauls@borgertx.gov

Lisa Henderson, TRMC, Plano, lisah@plano.gov

Rebecca Huerta, TRMC, Corpus Christi, rebeccah@cctexas.com

Brenda Shaw, TRMC, Morton, bshaw@crosswind.net

Deborah Sorensen, TRMC, Royse City, deborah.sorensen@roysecity.com

The committee is working to complete the 2019 TMCA retiree list **before our October 24** Annual TMCA Awards Banquet in Fort Worth. Names of all TMCA retirees retiring in 2019 will be announced at the banquet.



Upcoming Education & Networking Opportunities

June 12, 2019 • League City, Texas

Athenian Dialogue: "The Real Elizabeth" • [learn more](#)

June 13-14 • League City, Texas

TMCCP "How Emotional Intelligence Influences Strong Leadership & Ethical Behavior" • [learn more](#)

August 22-23 • San Marcos, Texas

TMCCP "Legislative Update" • registration opens mid-June

September 4 • Garland, Texas

TMCA Lone Star Chapter's "Working With Records" Workshop • [learn more](#)

October 8-11 • San Antonio, Texas

TML Annual Conference • [learn more](#)

October 24-25 • Fort Worth, Texas

TMCCP Graduate Institute Seminar: "Be An Inspired Leader!" • registration opens in August

TMCA/TMCCP EDUCATION DIRECTOR'S CORNER

Ethical Behavior Collectively



TMCCP Education Director
Dr. Amy Holt

When you study ethics it is often done in a way such that the individual is your unit of study. In other words, you study ethics so individuals know how to act with high ethical standards. This is important. Ultimately, most decisions are made by individuals.

It is also important to consider ethics in a more collective way. This is the idea of organizational ethics. Organizational ethics are “the policies, procedures, and culture of doing the right things in the face of difficult and often controversial issues” (Leonard 2019). Stated another way, ethics in the context of municipal government is the philosophical and morally decent standards that a municipality attempts to stand by even in difficult circumstances. Ethical dilemmas that might challenge a municipality include topics such as discrimination, improper use of funds, improper use of city-owned resources, waste of resources, misuse of official position, social injustice, or conflicts of interest.

As stated above, ultimately the decisions made by individuals will have the most impact on these types of situations. The organization, however, must be a place that demonstrates, models, and expects high standards of ethical behavior. A municipal official should understand the ethical nature of his or her position in the municipality in such a way to recognize how he or she can positively impact the greater good of their town or city.

According to M.J. Mafunisa (2001) local governments, as a collective unit, must:

- adhere to a high standard of professional ethics (such as the TMCA Code of Ethics)
- promote the efficient, effective, and economic use of resources
- provide services impartially, fairly, equitably, and without bias
- be accountable

Moreover, municipal leaders should build and sustain an ethical culture by offering training, communicating the importance of an ethical culture, and investigating ethical risks that may be present in the organization. They should ensure that the code of conduct and/or code of ethics is implemented. When the organization has stressed the importance of ethics to the collective group, then individuals within the group know that ethical action is expected of them in every situation and at all times. Organizational ethics are interdependent with the organizational culture. Organizational ethics affects almost every aspect of a municipality's ability to provide services to citizens.

Leonard, K. (2019). Accessed on March 29, 2019 from <https://smallbusiness.chron.com/importance-ethics-organizations-20925.html>

Mafunisa, M.J. (2001). *Professionalism: The Ethical Challenge for Municipal Employees*. *Journal of Public Administration*, 36(4).

<https://smallbusiness.chron.com/importance-ethics-organizations-20925.html>

IIMC Conference

May 19-22, 2019, Birmingham, Alabama

Photo by Alicia Richardson



TMCA President Kim Sutter, TRMC, city secretary, Euless, represented Texas in the Parade of Flags.

Texas was well-represented at the IIMC Annual Conference! Thank you to TMCA/TMCCP Education Director Dr. Amy Holt and North Richland Hills City Secretary Alicia Richardson for sharing these photos.

Above top right photos: at the IIMC Region IV meeting: Fort Worth City Secretary Mary Kayser, TRMC (right), updates the members on IIMC at the meeting; IIMC Region IV Director and San Antonio City Clerk Leticia Vacek, TRMC (center), and Fort Worth City Secretary Mary Kayser, TRMC (standing right), prepare for the IIMC Region IV meeting.

At near right: Fort Worth City Secretary Mary Kayser, TRMC (second from right), and Livingston City Secretary & Asst. City Mgr. Ellie Monteaux, TRMC (at far right), are inducted as IIMC Athenian Leadership Society Fellows.



Photo by Alicia Richardson



Texas clerks with the Texas flag after the conference's opening ceremony.



Photos by Alicia Richardson

Texas Municipal League Report

By TML Representative **Aimee Nemer, TRMC**

City Secretary, Richardson



TML Representative
Aimee Nemer, TRMC

The TML Board of Directors met on March 29 in Austin. The board ratified the selection of Dallas as the 2023 location for the TML Annual Conference. The conference locations for the next several years are: San Antonio—2019, Grapevine—2020, Houston —2021, San Antonio—2022, and Dallas—2023.

The board also received a membership report listing 1,159-member cities, with the newest being Double Horn, population 238. There are 64 cities who are not League members, and of that 64, 62 are 2,000 or fewer in population, and two are under 5,000 population.

TML staff updated the board on the legislative session with a strong focus on revenue caps. The Board ratified the following actions of the TML Executive Committee with a unanimous vote.

Relating to Workers' Compensation and Cancer Presumption for Firefighters

The Executive Committee decided that no change is needed to the existing position in the legislative program (oppose legislation that would substantively change or expand the scope of the current disease presumption law, unless doing so is supported by reputable, independent scientific research) and that staff should move forward with negotiations. [with Texas firefighter groups]

Relating to Opposition to Revenue Caps

The Executive Committee reaffirmed the League's position on revenue caps (to oppose legislation that would impose a revenue and/or tax cap of any type, including a reduced rollback rate, mandatory tax rate ratification elections, lowered rollback petition requirements, limitations on overall city expenditures, exclusion of the new property adjustment in effective rate and rollback rate calculations, or legislation that lowers the rollback rate and gives a city council the option to re-raise the rollback rate) and directed League staff to stay the course in opposition.

The Executive Committee asked that the TML president strongly communicate to the membership the situation, the League's position, and the Executive Committee's support for League staff.

If you have any questions about the League's policies on legislation, please visit their website at <https://www.tml.org/101/Policy>.

A reminder as you are on-boarding new councilmembers after May elections, TML provides some excellent free resources for newly elected officials—<https://www.tml.org/214/Newly-Elected-Resources> as well as training—<https://www.tml.org/216/Essential-Training>.

TMCCP Certificates Earned

Congratulations to the following enrollees who recently 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 2

Rachel Austin, Jonestown
Kimberly Morris, Jones Creek
Ashley Owens, Coppel
Belinda Terrell, Whiteface

Course 4

Kristin Downs, Duncanville
Elizabeth Harrell, Oak Ridge North
Kristan Kahler, Ore City
Lisa Moravitz, Upper Brushy Creek WCID
Jill Shelton, Bandera
Jennifer Vetrano, Kyle

Course 3

Rachel Austin, Jonestown
Stefanie Borchers Brown
Lisa Brown, Hutto
Johna Childers, Lufkin
Betty Conde, Lamesa
Trista Evans, Pflugerville
Lauren Field, Allen
Rocio Gonzalez, Allen
Yael Forgey, Azle
Jessie Hanks, Kaufman
Kimberly Kopecky, Fulshear
Tina Link, Wylie
Mickie Matlock, Granbury
Kelly McDonald, Lake Worth
Sharon McFadden, Graham
Patsy Patten, Wilmer
Courtney Paz, Lubbock
Donna Raglin, Runaway Bay
Jill Shelton, Bandera
Jennifer Stubbs, Pflugerville
Cynthia Sullivan, Rosenberg
Danyel Swint, Rosenberg
Sydney Wynn

IIMC Bulletins

Congratulations to **Christina Cabrera, TRMC**, assistant city secretary, Bryan; **Lori Cartwright, TRMC**, city secretary, Waxahachie; **Tammy Cook, TRMC**, deputy city secretary, San Marcos; **Lisa Henderson, TRMC**, city secretary, Plano; **Monica Solko, TRMC**, city secretary, Lake Worth; **Amber Villarreal, TRMC**, assistant city secretary, Waxahachie; and **Angie Wade, TRMC**, city secretary, Ennis, on receiving the **Certified Municipal Clerk** designation from the International Institute of Municipal Clerks (IIMC). To earn the CMC designation, a municipal clerk must attend extensive education programs often totaling more than 120 educational hours. The CMC designation also requires pertinent experience in a municipality.

TMCA CHAPTER NEWS

Alamo Chapter

By Chapter Vice President **Debby Goza, TRMC**
City Secretary, Live Oak

During our recent Alamo Chapter meeting on February 27 incoming Alamo Chapter President Peggy Cimics, TRMC, Cibolo, called the meeting to order.

A motion was made and carried to have Debby Goza, TRMC, Live Oak, serve as vice president for a term of two years ending in 2021.

Outgoing President Saundra Passailaigue administered the oath of office to President Peggy Cimics and Vice President Debby Goza.

The December 6, 2018, minutes and the January 31, 2019, treasurer's report were approved by the chapter.

Jennifer Reyna, TRMC, Alamo Heights, introduced Ms. Lisa Pinto, vice president, Public Relations & Corporate Communications of SWB. Ms. Pinto gave a presentation on social media. She discussed which two platforms were most important for cities to have accounts on, social media strategy, dos and don'ts of social media, how to create original content and how to avoid getting hacked.



The Alamo Chapter at their meeting in April.

ALAMO CHAPTER

President Cimics spoke about the TMCA booth at the October 9-11 TML Conference in San Antonio. It was decided that the chapter's committee would be comprised of: Chapter President Cimics, Cibolo; Vice President Debby Goza, Live Oak; Jennifer Reyna, Alamo Heights; Debra Howe, Castroville; Kristin Mueller, Universal City; Amanda Valdez, Cibolo; Yolanda Benitez (retired); and Saundra Passailaigue, Leon Valley. The committee was set to meet next on April 11 at Corner Bakery.

Retiree Grace Young (Scholarship/Fundraiser Committee) spoke regarding the 2019 Fundraiser Project: Fiesta/Alamo Chapter Medals.

The Alamo Chapter met next on April 24, hosted by the City of Alamo Heights and City Secretary Jennifer Reyna. Our special guest and speaker was TMCA President Kim Sutter, TRMC, Eules. She spoke about TMCA scholarships, nominations for the TMCA Board, and participation in TMCA.

At this meeting the chapter celebrated Alamo Heights City Secretary Jennifer Reyna, TRMC, on receiving her degree: Distinguished Graduate for the Public Administration Degree Program. She earned her Associates Degree at San Antonio College. Congratulations, Jennifer! The next Alamo Chapter meeting will be in June, hosted by the City of Helotes.



Above: Alamo Heights City Secretary Jennifer Reyna, TRMC, was surprised at the April chapter meeting with celebration of her receiving her degree: Distinguished Graduate for the Public Administration Degree Program. She earned her Associates Degree at San Antonio College. (Pictured with Alamo Heights Finance Director Robert Galindo [right] and City Manager Buddy Kuhn [left].)

Inset: Leticia Vacek, TRMC, city clerk, San Antonio, with guest TMCA President Kim Sutter, TRMC, city secretary, Eules: "Thanks for your visit, Kim, during FIESTA in San Antonio!"

ALAMO CHAPTER

The following members were present at the February meeting:

President Peggy Cimics, City of Cibolo

Jennifer Reyna, City of Alamo Heights

Vice President Debby Goza, City of Live Oak

Grace Young, Retiree

Treasurer Christina Picioccio, City of Fair Oaks Ranch

Lisa Hernandez, City of Natalia

Secretary Kristin Mueller, City of Universal City

Joy Hart, Franklin Legal

Historian Diane Gonzalez, City of Olmos Park

Rebecca Del Toro, City of Selma

Amanda Valdez, City of Cibolo

Robert Cardenas, City of Selma

Debra Howe, City of Castroville

Janice Alamia, City of Hollywood Park

Saundra Passailaigue, City of Leon Valley

Leticia Vacek, City of San Antonio

Leticia Saenz, City of San Antonio

Guests/Speaker:

Speaker - Lisa Pinto, Vice President, Public Relations & Corporate Communications of SWB

Jordan Matney, Assistant City Manager Live Oak (guest)

Scott Wayman, City Manager Live Oak (guest)

TMCA CHAPTER NEWS

Bluebonnet Chapter

By Chapter Secretary **Staci L. King, TRMC**

City Secretary, Stephenville

The Bluebonnet Chapter met on March 13 in Coleman. Members were welcomed by Mayor Tommy Sloan and City Manager Diana Lopez. A fajita lunch was provided by Atmos.

The meeting began with a welcome from Mayor Sloan who also gave the invocation. Minutes and the treasurer's report were presented and approved.

President Christi Wynn, TRMC, was chosen as the Bluebonnet Chapter's nominee for TMCA Municipal Clerk of the Year. Christi is a great servant-leader and we are blessed to have her in our chapter!

Our guest of honor was TMCA President Kim Sutter, TRMC. Ms. Sutter spoke to the chapter about leadership and opportunities in the Texas Municipal Clerks Association. We were honored to have her take time from her busy schedule to join us.

The Bluebonnet Chapter meets quarterly on the second Wednesday of the month at noon. The meeting locations for 2019 are: June—Hamilton; September 11—San Angelo; December 11—Early. Everyone is welcome to join us for lunch and fellowship! We would love for you to be a part of our chapter!



Front row, left to right: Heather Robertson-Caraway, TRMC, City Secretary, Breckenridge; Staci King, TRMC, City Secretary, Stephenville; Brenda Kilgo, City Secretary, City of Early.

Back row: Diane Latham, Deputy City Secretary, Breckenridge; Christi Wynn, TRMC, City Secretary, Brownwood; Karen Langley, TRMC, City Secretary, Coleman; Ryan Polster, City Secretary, Hamilton; Nan Billings, TRMC, City Secretary, Bangs; Shawna Atkinson, City Secretary, Abilene; Crystal Blevins; TMCA President Kim Sutter, TRMC, City Secretary, Euless.

TMCA CHAPTER NEWS

Capital Chapter

By Chapter Secretary **Myrna Rios, TRMC**

Deputy City Clerk, Austin

The Capital Chapter met on March 28 at Bickerstaff Heath Delgado Acosta, LLP, in Austin with 13 members present. Jamie Lee Case, TRMC, city secretary, San Marcos, hosted the group. The attendees enjoyed lunch during business discussion regarding chapter bylaws, the creation of a private Capital Chapter member Facebook page and Share Point site to share Chapter event photos and documents with current members. The members discussed the creation of a Capital Chapter logo: members can submit proposals which will go up for a vote on the winning design at the next chapter meeting, which was scheduled to be held on May 15 in West Lake Hills.

Please contact Chapter President Jamie Lee Case, TRMC, city clerk, San Marcos, at jcase@sanmarcostx.gov, if you would like to join or would like information regarding the TMCA Capital Chapter.



March 28, 2019 Capital Chapter meeting attendees: Front row, left to right - Christine Martinez, retired; Robyn Ryan, City Secretary, Rollingwood; Betty Brown, retired; Lucretia Alvarez, Administrative Assistant, Taylor. Back row, left to right - Tammy Cook, Deputy City Clerk, San Marcos; Jamie Lee Case, City Clerk, San Marcos; Trista Evans, Deputy City Clerk, Pflugerville; Stephanie Hall, Business Process Specialist, Austin; Erika Brady, Assistant City Clerk, Austin; Jennifer Stubbs, Assistant City Clerk, Pflugerville; Myrna Rios, Deputy City Clerk, Austin; Rachel Austin, City Secretary, Jonestown.

TMCA CHAPTER NEWS

Central Texas Chapter

By Chapter Secretary **Liz Caraway**

Assistant City Secretary, Waco

The Central Texas Chapter held a quarterly meeting on March 27 hosted by the City of Nolanville, who provided a delicious lunch. The meeting was called to order and special guest TMCA President Kim Sutter was introduced.

President Sutter provided her background and valuable information about municipal clerks and emphasized their supportive roles not only for their city but for each other.

Various business was discussed, including Chapter Clerk of the Year. The meeting ended with a “What’s Happening in Your City” update from attendees. The June 2019 meeting will be hosted by the City of Waco at the Dr Pepper Museum.

Everyone is invited to attend any of our chapter meetings. Contact President Michelle Hicks, TRMC, city secretary, Lacy Lakeview, at michelle.hicks@lacylakeview.org for more information.



Following the March meeting, members posed for a photo. *From left to right:* Amy Casey (Belton), Renee Flores (Crawford), Michelle Garcia (Belton), TMCA President Kim Sutter (Eules), Crystal Briggs (Nolanville), Sandie Polk (Waco), Christi Shivers (Mexia), Althea Wall (Morgan’s Point Resort), Lydia Lopez (Hewitt), Esmeralda Hudson (Waco), Patricia Ervin (Bellmead), Michelle Hicks (Lacy-Lakeview), and Wanda Brooks (Bellmead).

CENTRAL TEXAS CHAPTER

Members present at the March chapter meeting:

Chapter President Michelle Hicks, TRMC, city secretary, Lacy Lakeview

Donna Barkley, TRMC, city secretary, Woodway

Crystal Briggs, city secretary, Nolanville

Wanda Brooks, deputy city secretary, Bellmead

Amy Casey, TMRC, city clerk, Belton

Michelle Garcia, executive administrative assistant to the city manager, Belton

Esmeralda Hudson, TRMC, city secretary, Waco

Jana Lewellen, TRMC, city secretary, Robinson

Lydia Lopez, TRMC, city secretary, Lacy-Lakeview

Christi Shivers, TRMC, city secretary, Mexia

Patricia Ervin, interim city secretary, Bellmead

Renee Flores, city secretary, Crawford

Sandie Polk, records coordinator, Waco

Althea Wall, city secretary, Morgan's Point Resort



TMCA President Kim Sutter (left) receives a special gift from Central Texas Chapter President Michelle Hicks.

TMCA CHAPTER NEWS

Coastal Bend Chapter

By Chapter Secretary **Cathy Duhart, TRMC**

City Secretary, Sinton

Greetings from the Coastal Bend Chapter! This quarter, our chapter held a meeting in Rockport on March 28. We were extremely honored to have with us our TMCA President, Kim Sutter, TRMC, city secretary, Eules.

We enjoyed a delicious meal provided to us by the City of Rockport and a time of fellowship and sharing.

During our business meeting, a presentation was given by the Rockport Chamber of Commerce regarding their assistance for the TMCA Graduate Institute Seminar in Corpus Christi in October 2020. Proposed changes were discussed regarding our Coastal Bend Chapter scholarship guidelines; the creation of a logo for the Coastal Bend Chapter; and fundraising ideas for the upcoming 2020 TMCA Graduate Institute Seminar coming to Corpus Christi.

President Kim Sutter installed our Coastal Bend Chapter officers for 2019: President Mary Valenzuela; Treasurer Ruby Beaven; Secretary Cathy Duhart. Vice President Rebecca Huerta was not present and will be installed at the next meeting. President Sutter offered some wonderful insights and words of wisdom to the new officers and the members present. She also encouraged everyone



From left to right: Teresa Valdez, City Secretary, Rockport; Mary Gonzales, City Secretary, Mathis; Mary Valenzuela, City Secretary, Kingsville; TMCA President Kim Sutter, City Secretary, Eules; Gabriela Hernandez, City Secretary, Beeville; Cathy Duhart City Secretary, Sinton; Beatriz Charo, Asst. City Secretary, Robstown; Jan Hill, City Secretary, Fulton. (Not pictured: Ruby Beavens Asst. City Secretary, Rockport.)

COASTAL BEND CHAPTER

to take advantage of the scholarships and travel stipends offered by TMCA, which will help assist those who are certifying or recertifying in the program.

We are really excited about the TMCA Graduate Institute coming to Corpus Christi in 2020!!! We discussed fundraising ideas and different entertainment events that will ensure a grand time is had by all who attend.

Our next meeting will be in Sinton in June and we are looking forward to that being hosted by City Secretary Cathy Duhart.

Anyone interested in joining the Coastal Bend Chapter, or to make general inquiries, can contact Chapter Secretary Cathy Duhart, city secretary, Sinton, at 361-364-2381 or city1395@sintontexas.org.

Members in attendance at the March chapter meeting:

Mary Valenzuela, City Secretary, City of Kingsville

Teresa Valdez, City Secretary, City of Rockport

Ruby Beaven, Assistant City Secretary, City of Rockport

Cathy Duhart, City Secretary, City of Sinton

Gabriela Hernandez, City Secretary, City of Beeville

Beatriz Charo, Asst. City Secretary, City of Robstown

Mary Gonzales, City Secretary, City of Mathis

Jan Hill, City Secretary, City of Fulton

TMCA CHAPTER NEWS

Hill Country Chapter

By Chapter Secretary **Kerri Craig, TRMC**
City Secretary, Horseshoe Bay

The Hill Country Chapter met in Fredericksburg at West End Pizza on April 18. We celebrated our chapter's newest Texas Registered Municipal Clerk: Laura Calcote from the City of Wimberley! We also congratulated those who recently passed exams: Erica Berry (Llano), Jill Shelton (Bandera), Georgina Hernandez (Bertram), and Christina Picioccio (Fair Oaks Ranch).

TMCA President Kim Sutter joined us at our April meeting. We had a wonderful discussion that covered many topics related to TMCA and being a municipal clerk in Texas. She gave us some very helpful advice, updated us on the many activities going on in the organization, and a quote we will remember: "Don't wait around for opportunity. See it on the sidewalk, open the door and let it in!" Thank you for joining our little part of Texas, Kim! We look forward to another visit in the future.

The next chapter meeting is scheduled for June 20. We always meet in Fredericksburg, where the restaurants and shopping make it very hard to go back to work after the meeting!



The April 18 meeting at West End Pizza in Fredericksburg. *From left to right:* Chapter President Elaine Simpson (Granite Shoals), Margie Rivera (Fredericksburg), TMCA President Kim Sutter (Eules), Brenda Craig (Kerrville, retired), Jill Shelton (Bandera), Laura Calcote (Wimberley), and Shelley Goodwin (Fredericksburg). (Not pictured: Chapter Secretary Kerri Craig [Horseshoe Bay] and Erica Berry [Llano].)

TMCA CHAPTER NEWS

Lone Star Chapter

By Chapter President **René Dowl, TRMC**
 City Secretary, Garland

The Lone Star Chapter held its April meeting in Frisco; it featured a presentation from Homeland Security on Election Safety. Lone Star Chapter scholarships were awarded to The Colony City Secretary Tina Stewart (*below left*) and to Wylie Administrative Secretary Tina Link (*below right*)—congratulations!



Lone Star Chapter Records Workshop *September 4, Garland, Texas*

The TMCA Lone Star Chapter will host its bi-annual **Records Day Workshop** on **Wednesday, September 4**, in **Garland** at The Atrium, 300 N. Fifth Street, from 8:30 a.m. to 3:00 p.m.

This year’s workshop will include the following presentations:

“Soft Skills/Emotional Intelligence”

John Spencer, Ernst & Young, US RIM Service Delivery Manager | ESS

“Social Media & The Law”

Brian England, Deputy City Attorney, City of Garland

“E-Records (Email Management and Social Media)”

Texas State Library and Archives Commission

“Restoration After an Emergency Event”

Stephanie Storm, TRMC, City Secretary, City of Wylie

The registration fee is \$65 for each attendee through August 19. After August 19 the fee increases to \$75 for each attendee. A continental breakfast, snacks, and lunch will be provided.

Register here. If you require additional information please contact René Dowl: rdowl@garlandtx.gov or 972-205-2404.

TMCA CHAPTER NEWS

North Texas Chapter

By Chapter President **Amy Shelley, TRMC**
City Secretary, Southlake

Greetings TMCA Members!

As summer approaches, remember your sunscreen! Whether you're an avid or amateur gardener, a runner, cyclist, or just love the sunshine, I hope you take time out to enjoy the blessings of Texas weather.

I hope everyone had a quiet election season, with no runoff elections needed! Elections are daunting and very time-consuming. As with everything, the time passes quickly and before you know it, we'll be ramping up again for another successful season. But for now, let's just enjoy summer!

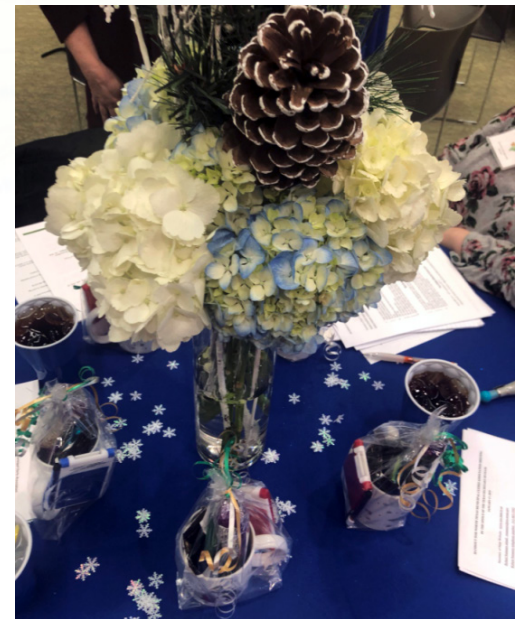
We began the year with host Yael Forgey, Azle's city secretary, who provided a relaxed atmosphere with beautiful table decorations, a delicious menu, and awesome door prizes. This meeting was held at the Azle Memorial Library.

Our guest speaker was Director of Government Filings Robert Sumners of the Texas Secretary of State who spoke to us about "Notary Services." He shared with us "Ten Things to Keep You Out of Trouble" and "Best Practices."

If you would like to reach out to Robert with questions, feel free to contact him at 512-463-5562 or email at rsumners@sos.texas.gov.



Speaker Robert Sumners



NORTH TEXAS CHAPTER

In February Argyle hosted the meeting at the Denton County Southwest Courthouse. This facility is new and gorgeous! Guest speaker Dianna Faulkenberry, City of Decatur, provided “An Overview of Court Records.” She hoped to help municipal court clerks identify if a record request is for the court, and who is responsible to approve the request, and who will process them. Does the request fall under: PIA, RULE 12, Common Law Right of Inspection (CLR) or C.C.P. 45.0218§? It was very interesting listening to someone so passionate about court records!

Thanks to Christine Green and Amanda Hartwick our March meeting was held in University Park. It was great visiting with former NTMCA President Sheila Morales and her family; her daughter was our guest speaker! The University Park Public Library meeting room provided us with a great view of the area. We also enjoyed delicious food from Zoe’s Kitchen.

Guest speaker Alicia Morales shared a topic she really enjoys, “Active Listening.” Alicia grew up in Copper Canyon before going to John Brown University to earn an undergraduate degree in Psychology. She is currently an executive coordinator at Deloitte, managing calendars, travel and requests from her clients. Previously, she worked as the administrative assistant to the clinic director at the Cooper Clinic in Dallas. This position helped her realize her interest and passion for team dynamics, problem solving, and creativity within the traditional administrative role.

She believes that we all can influence others and to be a leader to those around us, regardless of the job titles we hold. Business knowledge and hard skills could advance a career, but she encourages everyone to refine their people skills, to maximize the quality of that career.



The NTMCA Chapter in February with speaker Dianna Faulkenberry.

NORTH TEXAS CHAPTER

The “Active Listening” skill can greatly impact your work and relationships with coworkers, and it can also be taken to like outside of work with your friends and family.

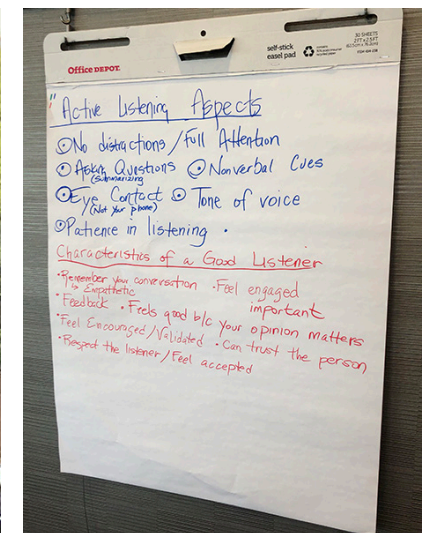
I believe Alicia shared with us some valuable information, especially her point about listening with the intent to understand, not reply.

NTMCA will not have a regular chapter business meeting until July, when we meet in Richardson for the joint meeting with the TMCA Lone Star Chapter. We do not meet in May due to our municipal elections, and June is our Annual Awards meeting, which will be hosted by the City of North Richland Hills.

As of the publishing of this newsletter, the NTMCA chapter will have hosted our Professional Seminar and an Athenian Dialogue with facilitator Dr. Holt on April 18. We are also currently busy seeking applications for our Alyce Deering Scholarship, Municipal Clerk of the Year, TMCA Clerk of the Year nominations, and the drafting of our FY 2019-2020 budget.

In closing, I'd like to thank ALL our members for their continued dedication to TMCA and NTMCA!

At right: The North Texas Chapter at their March meeting. Alicia Morales was the meeting's guest speaker.



TMCA CHAPTER NEWS

Panhandle Chapter

By Chapter Secretary **Stella Sauls, TRMC**

City Secretary, Borger

Since the last TMCA newsletter the Panhandle Chapter has met twice for our bi-monthly meetings: February 21 and April 18. We met at the Amarillo Club in Amarillo, with 12 members in attendance in February and 14 members in attendance in April.

The February meeting was called to order by President Kimberly Sloat, TRMC, city secretary, Canadian, welcoming all attendees. The program was presented by Mr. Danny Barrett of the Texas Communities Group. The Texas Communities Group is an agency that helps small communities with their abandoned and substandard properties, as well as helping with weeds, junk vehicles, and debris.

The chapter had the normal reading of the minutes and treasurer's report. The president stated that the Audit Committee had audited the books and the chapter's executive board would review the finding. The executive board will also be working on a policy and procedures manual.

The April meeting was called to order by President Kimberly Sloat, city secretary, Canadian. The program was presented by Mr. Caleb Pool, District Representative with U.S. Representative Mac Thornberry's Office.



First row, left to right: Charlene Gardner, Pampa; Karen Haddon, Booker; Kristina Solomon, Tulia; and Frances Hibbs, Amarillo. Middle row, left to right: Kim Rehkopf, Dumas; Machiel Covey, Clarendon; Stacie Miller, Stinnett; Karen Price, Pampa. Back row, left to right: Rosa Mendez, Tulia; Kim Fowler, Perryton; Roni Willborn, Panhandle; speaker Caleb Pool; Kim Sloat, Canadian; and Jan Sanders, Amarillo.

PANHANDLE CHAPTER

The chapter had their normal business meeting with the reading of the minutes and treasurer's report. A list of recommendations from the audit was given to the membership for review and the president explained that they would be part of the new policy and procedures manual; President Sloat explained the chapter's executive board met on April 10 and started the review of the policy and procedures manual. Our chapter made their nominations for the TMCA Municipal Clerk of the Year. Good luck to those nominated!!!

Our next meeting is scheduled for June 20 at the Amarillo Club.



Speaker Mr. Danny Barrett, Texas Communities Group, at the chapter's February meeting.

TMCA CHAPTER NEWS

Pineywoods Chapter

By Chapter President **Ellie Monteaux, TRMC**

City Secretary and Assistant City Manager, Livingston

Greetings from the Pineywoods Chapter!

The Pineywoods Chapter hosted an IIMC Athenian Dialogue on Friday, February 15. Lufkin City Secretary Kara Andrepont and Administrative Executive Assistant Johna Childers welcomed the group to the Pitser Garrison Civic Center in Lufkin. Mary Lynne Stratta, city secretary, Bryan, facilitated the dialogue over the book “The Biel-ski Brothers: The True Story of Three Men Who Defied the Nazis, Built a Village in the Forest and Saved 1,200 Jews.” With attendance at the dialogue and completion of a learning assessment, attendees can earn credit toward their TRMC recertification and toward achieving the IIMC Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation.

Sincere appreciation to those who attended, including Jenny Page, city secretary, Humble; Elanna Killian, administrative assistant, Humble; Kara Andrepont, city secretary, Lufkin; Johna Childers, executive administrative assistant, Lufkin; Teresa Valdez, city secretary, Rockport;



Attendees at the Pineywoods Athenian Dialogue on February 15 in Lufkin (left to right): Laure Morgan, Heather Van Dine, Johnna Childers, Elanna Killian, Mary Kayser, Teresa Valdez, Alicia Ramirez, Jenny Page, dialogue leader Mary Lynne Stratta, and Ellie Monteaux.

PINEYWOODS CHAPTER

Laure Morgan, city manager, Hemphill; Mary Kayser, city secretary, Fort Worth; Heather Van Dine, records management coordinator, Friendswood; Alicia Ramirez, city clerk, Buda; and Ellie Monteaux, city secretary/assistant city manager, Livingston.

A special thank you to Bryan City Secretary Mary Lynne Stratta, TRMC, for her dedication to her fellow municipal clerks in bringing

this leadership training to the Pineywoods Chapter. Mary Lynne, thank you for sharing your insight, knowledge and guidance through the unique experience of the Athenian Dialogue.

Our next Pineywoods Chapter meeting will be held Wednesday, July 17. Everyone is welcome to attend this meeting.

Best wishes from the Pineywoods Chapter!

TMCA CHAPTER NEWS

Salt Grass Chapter

By Chapter Secretary **Dixie Roberts, TRMC**
City Secretary, Alvin

February Meeting

The Salt Grass Chapter held their monthly meeting on February 13 at the Meadows Place Community Center. Chapter President Crystal Dozier, TRMC, city secretary, Hunters Creek Village, called the meeting to order with many members in attendance. Members shared sweets and treats for Valentine's Day and Timothy B. Kirwin of Kirwin Law Firm, PLLC, gave a lively presentation on the "Game of Thrones... How to Navigate Politics and Effectively Perform Your Job." Timothy's presentation facilitated great discussions and there were many interesting stories shared by those in attendance.

March Meeting

The Salt Grass Chapter hosted a notary training session in the City of West University Place on March 13 with 51 attendees from area cities. The training was led by Tomball City Secretary Doris Speer, TRMC, and was offered to city employees of local governments within the Chapter area. Topics of discussion included proper procedures for notarial acts, how to avoid costly mistakes, and vital notary techniques and disciplines. West University hosted this event and served a wonderful lunch with a flare of St. Patrick's Day décor.



Salt Grass Chapter members listen intently to the presentation given by guest speaker Timothy B. Kirwin of Kirwin Law Firm, PLLC, on February 13.

SALT GRASS CHAPTER

April Meeting

On April 10 the Salt Grass Chapter welcomed a Records Retention Workshop presented by the Texas State Library and Archives Commission (TSLAC) held in the City of Webster at Fire Station #1. Megan Carey, Government Information Analyst for TSLAC presented an Introduction to Records Management and Managing Electronic Records. Great information was presented to all those in attendance. The chapter held their meeting during the lunch break, where a full agenda of items was discussed and considered, including the nomination of Lee Woodward, TRMC, city secretary, La Porte, for the TMCA Municipal Clerk of the Year.

The next Salt Grass Chapter meeting was set for August 14 in La Porte. Salt Grass Chapter meetings are typically held on the second Tuesday of the month, January through April and August through December. For more information about monthly meetings, please contact Secretary Dixie Roberts, TRMC, at droberts@cityofalvin.com.



TSLAC Presentation on Records Management.



Chapter members attending the Notary Training session on March 13.



Chapter members during the lunch chapter meeting on April 10.

SALT GRASS CHAPTER

Members present at the March 2019 Salt Grass Chapter meeting were:

Sonia Acosta, Deputy City Secretary, Deer Park

Roxanne Benitez, TRMC, City Secretary,
Spring Valley Village

Shannon Bennett, TRMC, City Secretary, Deer Park

Leticia Brysch, City Clerk, Baytown

Giani Cantu, TRMC, City Secretary, Richwood

Crystal Dozier, TRMC, City Secretary,
Hunters Creek Village

Tracy Dutton, TRMC, City Clerk, Bellaire

Anna Evelyn, Executive Assistant/Asst. City
Secretary, West University

Paula Favors, TRMC, City Secretary, Wharton

Tracylynn Garcia, TRMC, Assistant City Secretary,
Tomball

Marisela Garcia, TRMC, Assistant City Secretary,
Webster

Olga Garza, City Secretary, Southside Place

Thelma Gilliam, TRMC, City Secretary,
West University Place

Sandra Ham, City Secretary, Nassau Bay

Sharon Harris, TRMC, Deputy City Secretary, La Porte

Lori Hollingsworth, TRMC, City Secretary, El Campo

Maria Jackson, TRMC, City Secretary, Missouri City

Shawna Jones, Executive Assistant, La Porte

Tomika R. Lewis, TRMC, City Secretary, Stafford

Lisa Modisette, TRMC, Assistant City Secretary,
Hedwig Village

Jessica Rackley, Records Technician, Deer Park

Dixie Roberts, TRMC, City Clerk, Alvin

Angela Smith, TRMC, City Secretary/HR Manager,
Cleveland

Doris Speer, TRMC, City Secretary, Tomball

Cassie Stephens, City Clerk, Hilshire Village

Alex Trevino, Deputy City Secretary,
Spring Valley Village

Karen Vannerson, Honorary Member, Linebarger,
Goggan, Sampson & Blair

Lee Woodward, TRMC, City Secretary, La Porte

TMCA CHAPTER NEWS

South Plains Chapter

By Chapter Secretary **Zanea Carpenter, TRMC**
City Secretary, Muleshoe

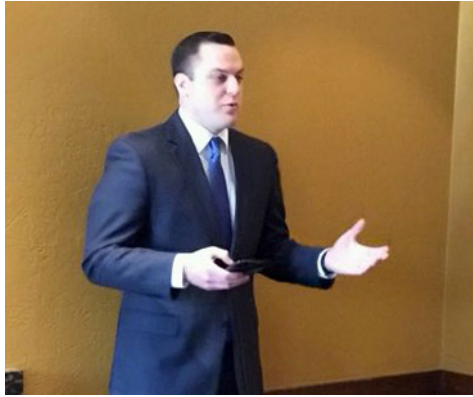
The South Plains Chapter met at The Plaza in Lubbock on March 20 for our quarterly meeting. Our meeting was hosted by Renee Wilbanks from the City of Idalou.

Chapter President Belinda Terrell of Whiteface called the meeting to order. Renee Wilbanks, City Secretary of Idalou introduced her son, and guest speaker, Kase Wilbanks, Reporter/Anchor with KCBD Newschannel 11. Kase, a graduate of Idalou ISD, spoke to the group about how he began his journey in journalism, news writing and broadcasting. He attended Texas A&M in Canyon and received his degree in Mass Communications. He served as an intern for KCBD before joining ABC 7 in Amarillo and has recently returned to KCBD. Kase has had some of his stories to reach the national news media. He shared with us how information is obtained, how to share information and facts with the media and explained that reporters just try to share the information they obtain. It takes a great deal of time and work to get the facts and news to the broadcast. Kase shared with us how some of this process takes place.

Congratulations to Becky Garza, TRMC (pictured top right), city secretary, Lubbock, for being chosen by the chapter as their TMCA state nominee for the 2019 Municipal Clerk of the Year, and to Elena Quintanilla, TRMC (pictured at near right), city secretary/city manager, Ransom Canyon, for being selected as the South Plains Chapter of TMCA Municipal Clerk of the Year.



SOUTH PLAINS CHAPTER



Guest speaker Kase Wilbanks

President Terrell congratulated Amanda Cummings of Shallowater, Kathy Field of Slaton, and Patricia Isaguirre of Hale Center on their TRMC certification and graduation and Kim Perez of Ralls was congratulated for completion of her TRMC 1st Recertification at the Election Law Seminar in Frisco, TX held in January. Zanea Carpenter of Muleshoe was congratulated for completing her CMC through IIMC.

Congratulations to Elena Quintanilla of Ransom Canyon for being selected as the South Plains Chapter of TMCA Municipal Clerk of the Year and Becky Garza of Lubbock was chosen for the TMCA state nominee for the 2019 Municipal Clerk of the Year.

Beth Walls of Levelland presented information to the group on Municipal Clerks Week, May 5-11, 2019, and encouraged attendees to pick up handouts she provided and to promote Municipal Clerks Week at your prospective cities.

Our next meeting will be June 19. Zanea Carpenter, City of Muleshoe, will host the meeting. If you would like to join us please contact Secretary Zanea Carpenter at zcarpenter@city-of-muleshoe.com for information.

Members and guests in attendance at the March chapter meeting:

Zanea Carpenter, TRMC, City Secretary, Muleshoe

Susan Collazo, Municipal Clerk, Post

Betty Conde, City Secretary, Lamesa

Nikki Coronado, Assistant City Secretary, Shallowater

Amanda Cummings, TRMC, City Secretary, Shallowater

Caitlyn English, City Secretary Assistant, Lubbock

LeAnn Gallman, TRMC, City Manager, Muleshoe

Maria Hatchett, Retired City Secretary, Lamesa

Pam King, City Secretary, Slaton

Veronica Olguin, TRMC, Deputy City Secretary, Morton

Brad Overcash, Deputy City Secretary, Snyder

Courtney Paz, Deputy City Secretary, Lubbock

Kim Perez, TRMC, City Secretary, Ralls

Elena Quintanilla, TRMC, City Manager, Ransom Canyon

Brenda Shaw, TRMC, City Manager/Secretary, Morton

Deana Smith, TRMC, City Manager, Post

Belinda Terrell, City Manager/Secretary, Whiteface

Sharon Trumble, City Secretary, New Deal

Amy Wallace, City Secretary, Crosbyton

Beth Walls, TRMC, City Secretary, Levelland

Kase Wilbanks, KCBD

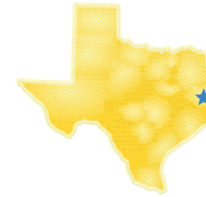
Renee Wilbanks, City Secretary, Idalou

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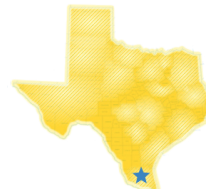
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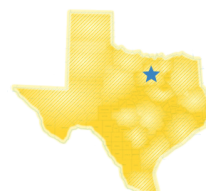
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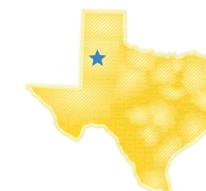
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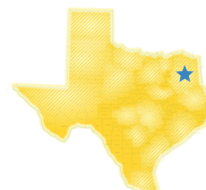
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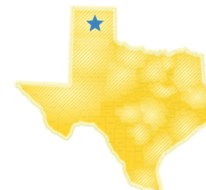
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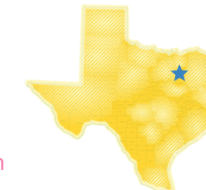
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EX-OFFICIO MEMBERS: *Advisory Management Committee Chair Lydia Lopez, City Secretary, Hewitt; Peggy Burnside, TMCA/TMCCP Administrative Director; Dr. Amy Holt, TMCA/TMCCP Education Director*

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EX-OFFICIO MEMBERS: *TMCA President Kim Sutter, President Elect Shelley George, and Immediate Past President Marie Balthrop*

Advisory Management Committee

Lydia Lopez, Hewitt, Past President, Chair
Kim Sutter, Euless, President
Marie Balthrop, Wichita Falls, Immediate Past President
Shelley George, Allen, President Elect
Melissa Brunner, Flatonia, Certification Committee Chair
Peggy Burnside, TMCA/TMCCP Administrative Director*
Dr. Amy Holt, TMCA/TMCCP Education Director*
**non-voting member*

Audit Committee

René Dowl, Garland, Chair
Norma Aguilar-Grimaldo, Odessa
Kristina Vega, Gonzales
Amanda Campos, Burleson, Board Liaison

Membership Committee

Amy Shelley, Southlake, Chair
Comprised of Chapter Presidents
Alicia Richardson, North Richland Hills, Board Liaison

Municipal Clerk of the Year Committee

Jeana Bellinger, Brenham, Chair
Roxanne Benitez, Spring Valley
Myrna Rios, Austin
Tina Stewart, The Colony
Aimee Nemer, Richardson, Board Liaison

Nominating Committee

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Kerri Craig, Horseshoe Bay
Saundra Passailaigue, Leon Valley
Susie Quinn, Murphy
Alicia Smith, Willow Park
Kim Sutter, Euless, President
Shelley George, Allen, President Elect

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Jannette Goodall, Austin

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Gretchen Mercer, Canyon, Board Liaison

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Linda Asbell, Lakewood Village
Sara Copeland, Andrews
Erika McComis, Argyle
Tanya Smith, College Station
Janelle Stahr, Burkburnett
Bobbie Jo Taylor, Crandall
Jo Ann Touchstone, Lakeway
Maria Jackson, Missouri City, Board Liaison

Technology Committee

Melinda Welsh, Friendswood, Chair
Michelle Hicks, Lacy Lakeview
Ana Valdez, Penitas
Lee Woodward, La Porte, Board Liaison

TML Booth Committee

Alamo Chapter members
Peggy Cimics, Cibolo, Board Liaison

TML Representative

Aimee Nemer, Richardson