

TMCA NEWS



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

President's Message "Leadership Musts"

The TMCA, Inc., board of directors recently voted to adopt the "Leadership Musts" list on the following page as a guideline to assist municipal clerks in their leadership role. The list was developed by the La Porte Chief of Police Ken Adcox. La Porte City Secretary Patrice Fogarty, TRMC, passed it along to the TMCA board for possible review and consideration. In lieu of my quarterly "President's Message," I present this guide in support of your development as a leader. The guide contains a lot of common sense suggestions that both remind us of things we know and encourage us to strive to become better leaders. Print the list and keep it close as a guide to help develop your leadership skills.

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PRESIDENT'S MESSAGE

You can be a leader in many venues, in many ways, and in many instances. Clarify your values, be true to your nature, and lead on. I hope this guide can benefit you in sharpening your leadership skills. ★

Leadership Musts

Reprinted with the permission of La Porte Chief of Police Ken Adcox

- You must give more than you get in return. Why? Because it's no longer all about you. Starting today, adjust your vocabulary by replacing the words I, Me, and Mine with We, Us, and Ours.
- You must care more about others than they care about you. Why? Because only those who are unselfish and compassionate can be trusted to lead.
- You must live, from this point forward, outside your comfort zone, even when playing it safe seems easier. Why? Because progress does not happen when you stand still.
- You must lead even when no one else is following you yet. Why? Because respect is earned. Remember, popularity is not respect. Be respected for doing the right things, even when they are unpopular.
- You must grind out the details when it's easier to shrug them off and accept things on their face. Why? Because the devil is in the details.
- You must deliver results when making excuses is an option. Why? Because leaders get things done, and there are no good reasons for unfinished business.
- You must learn not to manage based on the vocal minority. Why? Because a team's strength always lies in the silent majority.
- You must try and, if you fail, try again. Why? Because failure is not an option in our business.
- You must be kind to people who have been cruel to you. Why? Because it's what HE would want you to do.
- You must meet deadlines that are unreasonable and deliver results that are unparalleled. Why? Because leaders make the impossible happen.
- You must be accountable for your actions, as well as the actions of all those who work for you. Why? Because the buck stops with you now.
- You must understand that you are no longer a player, but a coach. Good coaches care about their people, while focusing on creating a well-disciplined, high-performing, winning team. Doing this may sometimes mean being unpopular, as you make your players, who may at one time have been your peers, run laps. Why? Because your people don't need another friend; they need a leader.
- You must do your best work within the confines of your own home. Why? Because family always comes first.

TMCCP GRADUATE INSTITUTE SEMINAR

“Ethics”

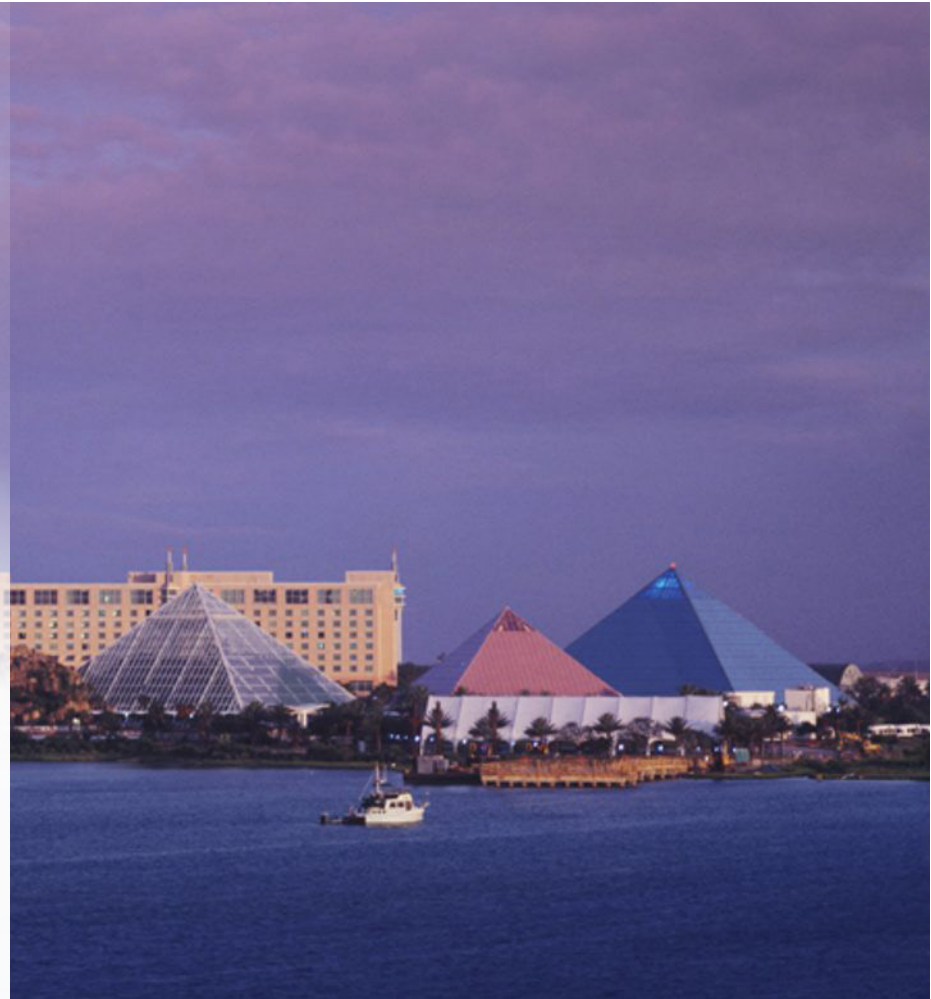
With Dr. Marcia Staff

October 27-28, 2016, Galveston

Join us next month in beautiful Galveston at the Moody Gardens Hotel for the TMCCP Graduate Institute Seminar on “Ethics,” presented by Dr. Marcia Staff. Topics include:

- Ethics and Public Servants: A Look at Roles and Values
- Balancing Law and Ethics: Whose Law? Whose Ethics?
- Evaluating Ethical Options In Public Life
- Ethical Options In and Out of Public Life
- Dealings with Difficult Ethical Situations When You Are Not In Charge
- Codes of Ethics: Values and Limitations
- Help is Here: Ethical Decision-Making Models That Really Work

Learn more and register today! ★



Moody Gardens, Galveston

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Celebrate Municipal Clerks

Thursday, October 27, 2016, Moody Gardens Hotel, Galveston

TMCA Annual Business Meeting, October 27, 11:30 a.m.

Including 2015 Annual Business Meeting minutes, treasurer's report, 2016 resolutions, election of 2017 officers

TMCA Annual Awards Banquet, October 27, 5:30 p.m.

Includes presentation of the 2016 TMCA Municipal Clerk of the Year, presentation of scholarship awards, recognition of our 2016 retirees, the installation of 2017 TMCA officers, and the 2017 president's acceptance speech. After the banquet, attendees will enjoy a cruise on the Colonel Paddlewheel Boat, featuring a dessert reception, cash bar, and door prizes. The cruise is sponsored by Municipal Code Corporation, the Salt Grass Chapter, and CobbFendley.

*A banquet ticket is included in your Graduate Institute registration. If you are not attending the seminar but would like to attend the banquet, please **purchase** your banquet ticket in advance. We hope to see you there!*

Texas Registered Municipal Clerks

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

Alicia Richardson, TRMC, City Secretary, North Richland Hills, earned her Texas Registered Municipal Clerk Certification in January 2002. She has nearly two decades of municipal experience. Alicia is a member of both TMCA and the North Texas Chapter.



Alicia Richardson, TRMC

How long did you work on achieving your TRMC?

I enrolled in the program in September/October 1998 and graduated in January 2002. I am currently working on my third recertification. As a newbie to the program, I did not know what to expect, but looked forward to the seminars. I see the program as a two-and-a-half- or three-year onboarding process for the city secretary office; the education is applied every day in our organizations. The program allowed me to cross paths with exceptional people that have inspired me, and to this day still encourage me to grow.

What inspired you to pursue the TRMC designation?

I was fortunate to work under the mentorship of Patricia Hutson. She was the “all-knowing and answer any kind of question” city secretary. She knew the city like the back of her hand and her style was easy and approachable. People knew they could go to her for assistance with anything. She was trusted and respected... and that was something that I wanted for myself. Patricia took me under her wing and taught me every facet that comprises the office of the city secretary. She ensured that I had a solid foundation to build my future professional development that eventually lead me to Highland Village (five years), Southlake (three years) and back full circle to the city where I started my municipal clerk career.

How do you feel your TRMC validates your professionalism?

Today, the designation is a strong indicator of one’s dedication to obtain the education and skill set necessary to be an effective leader within a municipality’s administrative organization. The designation differentiates the complexity of the position (city secretary/municipal clerk) from the traditional secretary. A city secretary/municipal clerk is responsible for different programs/services of city government in general law and home rule cities. Most notably, elections, records management, Public Information Act, and Open Meetings Act, all of which are mandated by state or federal law. The designation certifies that a member in good standing has received the education/training and recurrent education/training to knowledgeably comply with state and federal laws and effectively manage the various programs/services under his/her purview.

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

I have been fortunate to work in municipalities where city council and administration have been fully supportive of my professional development. I obtained my TRMC while employed with the City of North Richland Hills. As I moved in my career, I was blessed to have city council’s support in writing with a provision in my employment contract for professional development.

TEXAS REGISTERED MUNICIPAL CLERKS

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

It is really nice to work in an organization and with people that truly rally behind you and your successes. I received personal notes of congratulations from city council members when I received my original certification. My mayor planned to join me in January 2007 when I received my first recertification, but that was the year of the ice storm and neither one of us made it to the conference. In our city we have an employee newsletter where personal and professional achievements are shared with the organization.

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

I'd like to think that I fell into our profession, but I know our steps are guided for us and my natural tendency to serve is a natural gift needed in the profession of city secretary/municipal clerk. To be an effective team member and valuable member to our community is the reason to expand our knowledge and become proficient in the programs/services provided by the office of the city secretary. The best way to cultivate your personal growth and professional development is by enrolling in the Certification Program. As I mentioned before, I see the program as a two-and-a-half- or three-year onboarding process for the city secretary office; the education is applied every day in our organizations. The professional and personal relationships you make along the way are priceless. My best piece of advice is to stop looking for reasons why you can't join, but instead list the reasons how the program will foster your professional development.

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

I am a member of the International Institute of Municipal Clerks (IIMC) and I'm working toward my Certified Municipal Clerk (CMC) designation. I hope to receive that designation in the near future. I really enjoy the Athenian Dialogues and look forward to being inducted into the Athenian Leadership Society Fellowship.

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

The staff has always been responsive to my questions and requests, which makes it comforting for "newbies" and "seasoned" clerks. I like the recent changes that allow additional methods to earn points for recertification and encouraging fellowship with newly enrolled attendees at seminars.

Anything else you would like to add?

The success of our profession is contingent upon every member. We need to seize every opportunity to market our profession. Get involved... start with your local chapter and incorporate TMCA to immerse yourself with others to develop your skillset. Just as iron sharpens iron, we must come in contact and work with one another to hone our effectiveness at the local and state level. A great leader recognizes early on when to start, stop, and continue. Any of you who have had the pleasure of hearing Jon Stigliano are familiar with that catchphrase. ★

PROFILE

2016 TMCA Certification Committee

The TMCA Certification Committee promotes the Texas Municipal Clerks Certification Program and sets the policies and procedures for the operation of the Certification Program.

This is a brief introduction of the TMCA members who have comprised this vital committee in 2016.

*Chair Lee Woodward, TRMC
City Secretary, Huntsville*

Lee Woodward, city secretary, Huntsville, has served her city since September 2009 and handles the combined roles of city secretary, elections officer, public information officer, and records management officer. She is an instructor for TMCCP's annual Election Law Seminar and for the annual Houston-Galveston Area Council seminar on election law. She was a co-author of the tenth edition of the TMCA *Texas Municipal Clerks Handbook*.



Members of the 2016 Certification Committee. *Front row, left to right: Mary Supino, TRMC, city secretary, Arlington; Committee Chair Lee Woodward, TRMC, city secretary, Huntsville; Gretchen Mercer, TRMC, city secretary, Canyon; and Dr. Amy Holt, TRMC, education director, TMCA/TMCCP. Second row: Irma Parker, TRMC, city secretary, Port Aransas; Melissa Brunner, TRMC, city secretary, Flatonia; and Peggy Burnside, TRMC, administrative director, TMCA/TMCCP. Not pictured: ex-officio members TMCA President Cheryl Salgado, TRMC, city secretary/asst. city manager, Spearman; TMCA Immediate Past President Sherry Mashburn, TRMC, city secretary, College Station; and TMCA President-Elect Lydia Lopez, TRMC, city secretary, Hewitt.*

CERTIFICATION COMMITTEE PROFILE

Lee completed the requirements for her TMCA Texas Registered Municipal Clerk designation in November 2011, became a Certified Municipal Clerk with the International Institute of Municipal Clerks (IIMC) in 2013, and received her Master Municipal Clerk certification in 2015. She is a graduate of the Certified Public Manager Program through the William P. Hobby Center, is a Registered Parliamentarian with the National Association of Parliamentarians, and is a charter member of the Texas State Association of Parliamentarians unit in the Brazos Valley. Lee is a member of the Texas City Management Association, a charter member and officer for Women Leading Government through ICMA/TCMA, and of the Texas Association of Municipal Information Officers.

Lee is active within TMCA, having served on the Scholarship and Certification Committees, and as the chair of the Resolutions Committee. She is also active in her local Salt Grass Chapter of TMCA, where she has performed the duties of president, vice president, secretary, and historian. Lee was a member of the 2012 Legislative Policy Committee on Personnel and Pension Reform for the Texas Municipal League and served as the 2013-14 Conference Chairman and on the Nominating Committee for the Texas State Association of Parliamentarians (TSAP). She was the 2015-16 Public Relations and Marketing Committee chair-

man for IIMC and now serves on their Policy Review Committee, is an IIMC Athenian Fellow, and in 2015 was approved as an IIMC Athenian Dialogue Facilitator.

“The Certification Committee is a great chance to work with more seasoned members of the TMCA leadership. The committee was invaluable to my deputy and me as we were completing the TMCCP requirements, with scholarships and support making it possible. Education and lifelong learning are huge to both of us, so I am indebted to TMCA for giving me this special opportunity and look forward to giving back to our members.”

Melissa Brunner, TRMC City Secretary, Flatonia

Melissa Brunner, TRMC, has served as the city secretary of Flatonia since 1999. She earned her TRMC in 2003, recertified in 2008 and 2013, and is currently enrolled in her third recertification. Melissa received her CMC from IIMC in 2009.

Melissa is an active member of the Capital Chapter of TMCA. She has also held the offices in the chapter of past president, president, vice president, treasurer, and secretary, as well as having served on numerous committees.

Melissa is also active in TMCA. She is currently serving her fifth year on the Certification Committee. She has served on the Municipal Clerk of

the Year Committee as a member and as chair; the Retirement Committee; the TML Booth Committee as chair; the Open Records Steering Committee (four years); and the Membership Committee as chair.

“I feel that the certification program provided by the Texas Municipal Clerks Association is such an amazing asset to our profession. I am pleased and honored to be able to serve on the Certification Committee.”

Gretchen Mercer, TRMC City Secretary, Canyon

Gretchen Mercer, TRMC, has served as the city secretary of Canyon since 2006. She previously served as the City of Canyon’s administrative assistant to the public works director. Gretchen earned her TRMC in 2014 and is currently enrolled in her first recertification.

She is an active member of the Panhandle Chapter of TMCA. She has held the offices of chapter president, vice president, secretary, and historian. Her chapter committee service includes its Nomination Committee (both chair and member), TMCA Conference Hosting Committee (chair), and Notary Training Seminar Committee. She currently co-chairs the committee for the chapter’s two-day records management course scheduled for September 8-9 in Amarillo.

CERTIFICATION COMMITTEE PROFILE

Gretchen is also active in TMCA. Her committee service includes the Membership Committee (2010-2012; chair, 2013), Resolutions Committee, and Nomination Committee. She has convened at TMCCP Election Law Seminars (2013-2015). She has also enjoyed volunteering for TMCA's booth at the TML Conference since 2013, where she finds it "a great opportunity to meet our fellow city secretaries away from the [TexasMunicipal-Clerks Yahoo Group] keyboards and promote the Certification Program to the elected officials and management of the cities."

"It is an honor to serve the members of TMCA through the Certification Committee. I believe the TMCCP certification is key to the success of every municipal clerk; the incredible education, support, and networking are priceless. I'm grateful for the opportunity to be a part of setting and strengthening the policies and procedures for the Certification Program and encouraging others just as I was and continue to be. I wear my TRMC badge with a lot of pride."

Irma Parker, TRMC City Secretary, Port Aransas

Irma Parker, TRMC, has served as Port Aransas city secretary since 2013. Irma previously served as the City Secretary for the City of Rockport from 1998 to 2013.

Irma earned her TRMC Certification in 2008 (No. 536), recertified in 2013, and is currently enrolled in her second recertification.

Irma is active in TMCA, where she has served on the Membership, Resolution, Scholarship, and Nominating Committees; this is her second year serving on the Certification Committee. She is a speaker for the TMCCP Election Law Seminar, and has also convened at TMCCP Election Law Seminars. Irma currently serves as Coastal Bend Chapter President having previously served as president, vice president, treasurer, and secretary. Her chapter committee service includes Membership, Athenian Dialogue Seminar Planning, Scholarship, Nominating, and Audit. She has been selected as the Coastal Bend Chapter's Clerk of the Year and nominee for the TMCA Texas Municipal Clerk of the Year.

Irma holds membership in IIMC. She received her Certified Municipal Clerk designation and is actively pursuing her Master Municipal Clerk and IIMC Athenian Fellow certifications.

Irma is an active member of Region 11 of the Texas Municipal League, and served as Region 11 Secretary four times. In addition, she was selected as a member of the TML 100th Birthday Committee. Irma is active in community organizations including the Rotary International, Port Aransas

Art Center, Rockport Little Theatre, and Rockport-Fulton Chamber of Commerce where she is a graduate of Leadership Aransas County Class VIII, served as the Government Class Facilitator and was selected Bay Blazer of the Year in 2007.

"I am honored to be given the opportunity to serve my fellow clerks as a member of the Certification Committee. TMCA and TMCCP's educational programs provide us with the knowledge needed to perform our jobs and earn the respect and trust of our citizens. There is no occupation as rewarding as that of a municipal clerk! I thank the current and past board members and staff for their vision and commitment to our profession and I appreciate the opportunity to work alongside people who honestly work to make our profession better, volunteers, who juggle as hectic a schedule, with work, family, and civic responsibilities, and at the same time, answering the call of service to our noble profession." ★

OBITUARY

Alice Church



1983-1984 Association President Alice Church

Mentor and friend to Texas city secretaries TMCA Past President Alice Rose Moore Church, 83, passed away on August 13, 2016, of a melanoma cancer in association with Alzheimer's disease. In lieu of flowers, memorials may be made at www.alz.org.

Alice began her Texas city secretary career as city secretary of Missouri City, then Garland, and finally served as city secretary of Fort Worth, where she retired in 1998.

Alice served as the president of the Association from 1983-1984—at that time named the Association City Clerks and Secretaries of Texas (ACCSOT)—and served in other officer positions on the board, as well as trustee. She was a TMCA member for nearly four decades. She was awarded Lifetime TMCA Membership in 1998 upon her retirement.

Alice earned her Texas Registered Municipal Clerk Certification in 1977 (No. 58) and recertified twice before her

ALICE CHURCH

retirement. Alice was a speaker for TMCCP seminars. She was also the editor/author of the TMCA newsletter for many years in the 1980s and early 1990s. TMCA honored Alice as the TMCA Municipal Clerk of the Year in 1990.

According to her obituary in the **Star-Telegram**, “After working in the Indiana government for several years, she married Frank Church, had three children, and moved to the many places his job with Uniroyal Tires took them, ending up in a suburb of Houston in 1971. After 16 years of high involvement in her communities, churches, and children’s schools, she went to work as the city secretary of Missouri City, a job she adored. From there she went to Garland and Fort Worth as their city secretary as well. Alice was very active in her profession, serving as president of the Texas Municipal Clerks Association and doing professional development for clerks throughout Texas.”

[Read her full obituary at the Star-Telegram.](#)

[Please join friends of Alice in posting your memories, condolences, and photos here.](#)

TMCCP Certificates Earned

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

Course 1

Frances Aguilar, Manor
 Ruby Beaven, Rockport
 Giani Cantu, Lake Jackson
 Peggy Clifton, Mineral Wells
 Sara Copeland, Andrews
 Kerri Craig, Dripping Springs
 Rene Dowl, Garland
 Bonnie Hambrick, Athens
 Kimberly Hemmi, Scotland
 April Hilbrich, Victoria
 Kandi Jackson, Sunnyvale
 Laura Kennemer, Quinlan
 Kathy Moore, Kennedale
 Sheila Morales, Copper Canyon
 Virginia Ochoa, Winters
 Mindi Parks, Everman
 Donna Schmoekel, Schertz
 Amber Schuler, Shady Shores
 Stephanie Storm, Wylie
 Allison Tidwell, Fort Worth
 Kristina Vega, Gonzales

Course 2

Francis Aguilar, Manor
 Amy Anderson, Lakeside City
 Kristy Andrews, Plano
 Ruby Beaven, Rockport
 Cheryl Brown, Kerrville
 Peggy Clifton, Mineral Wells
 Sara Copeland, Andrews
 René Dowl, Garland
 Angela Galvan, Clear Lake Shores
 Lacie Hale, West Lake Hills
 Stacy Henderson, Lucas
 Kandi Jackson, Sunnyvale
 Sheila Morales, Copper Canyon
 Holly Nagy, Converse
 Virginia Ochoa, Winters
 Veronica Olguin, Morton
 Kim Pence, Corinth
 Brittani Porter, La Vernia
 Ingrid Rex, Flower Mound
 Amber Schuler, Shady Shores
 Stephanie Storm, Wylie
 LaToshia Williams, Port Arthur
 Sydney Wynn

Course 3

Frances Aguilar, Manor
 Holly Blake, Southlake
 Kerri Craig, Dripping Springs
 Roxanne De Leon, Elmendorf
 Angela Galvan, Clear Lake Shores
 Stacy Henderson, Lucas
 Elvia Schuller, Horizon City
 Stephanie Storm, Wylie

Course 4

Kristy Andrews, Plano
 Ruby Beaven, Rockport
 Donna Boner, Lake Dallas
 Ginger Choate, Flower Mound
 Nellie De La Fuente, Galveston
 Lacie Hale, West Lake Hills
 Tammie Mitchell, Farwell
 RaeAnn Morris, Bickerstaff Heath
 Virginia Ochoa, Winters
 Ingrid Rex, Flower Mound
 Donna Schmoekel, Schertz
 Joni Vaughn, Lake Dallas

Texas Registered Municipal Clerks

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

Teresa Moore, TRMC, City Secretary, Horseshoe Bay, earned her Texas Registered Municipal Clerk Certification in January 2011. She has served with the City of Horseshoe Bay since 2008. Teresa is a member of both TMCA and the Hill Country Chapter.



Teresa Moore, TRMC

How long did you work on achieving your TRMC?

After joining TMCA in early 2008, I attended my first TMCCP seminar and started my first home-work module in August 2008. I took my last two exams in June of 2009, but it took me until April of 2010 to complete the required seminars. I received my certification in January 2011.

What inspired you to pursue the TRMC designation?

In January 2008 I was appointed as only the second city secretary to serve Horseshoe Bay. John Bird, who served on the council at that time, encouraged me to research training. It didn't take long to find TMCA. At first I was apprehensive because I was beginning a new career "later" in life and going back to school to boot! Once I got started I loved it, and was determined to finish as soon as possible.

How do you feel your TRMC validates your professionalism?

Obtaining and maintaining my TRMC certification provides personal, professional and civic rewards. Knowing the time, effort, and commitment I put into obtaining my TRMC gives me personal pride and a sense of accomplishment. Our elected officials view my TRMC as a measurable and reliable indication of my ability to professionally fulfill the many, varied duties as city secretary. And the citizens of our city who may not know me personally have confidence in my abilities based on the TRMC achievement.

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

The city council has always supported me in my efforts by funding my certification training requirements and acknowledging my achievements.

TEXAS REGISTERED MUNICIPAL CLERKS

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

I was presented with a beautiful plaque and honored during a council meeting when I graduated in January of 2011. Getting my picture in the newspaper was a nice memento of the occasion—one I can show my grandchildren when they ask about my career.

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

Having the knowledge to perform a City Secretary's duties makes workdays less stressful and allows me to enjoy my job and co-workers. Professional confidence based on comprehensive training also allows me to sleep well at night. And if something new and challenging presents itself, I know how to find the answers.

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

Unfortunately, because I started out later in life, I will be retiring soon, so I will not be pursuing any further certification. However, I strongly encourage younger clerks to get all the education and training available to them. You will not meet a better group of people than city clerks/secretaries. We are strong, honest, and work to serve others. We are all happy to brainstorm with our peers when complex issues arise. Serving as a trained, professional city secretary is something you will be proud of no matter what you go on to do!

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

When I first started, Dr. Joyce Snay was the TMCCP education director, and a wonderful educator. Peggy, Alexandra, and Miriam have guided me every step of my journey and I can't thank them enough. Dr. Amy Holt stepped in seamlessly as education director and will continue to guide the TMCA into a bright future.

Anything else you would like to add?

My only regret is that I didn't become a municipal clerk/city secretary sooner. It has been the best working experience of my career. As city secretary I handle our annual city council elections, post public notices in the newspaper, maintain public records—but I also get to pick up trash on the side of the highway on Earth Day with my co-workers, become friends with an amazing variety of citizens, all while living on Lake LBJ in the beautiful Hill Country! ★

Upcoming Educational & Networking Opportunities

September 14, Deer Park • Contact **Melinda Welsh** for information
Salt Grass Chapter's 15th Annual Public Information Seminar

October 4-7, Austin • **Learn more here**
Texas Municipal League Conference

Don't miss TMCA's session on Wednesday, "The Digital Age: Taming Your Texts, Tweets, and Other Digital Records." It will feature speakers Corby Alexander, city manager, La Porte; Alan Bojorquez, attorney, Bojorquez Law Firm, PC; Patrice Fogarty, TRMC, city secretary, La Porte; and Laura Mueller, attorney, Bojorquez Law Firm, PC.

October 26, Galveston • **Register now**
Athenian Dialogue: "Sam Houston"

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

October 27-28, Galveston • **Register now**
TMCCP Graduate Institute Seminar: "Ethics"

Educational credit: TMCCP Course 2 or Recertification seminar credit

January 24, 2017, Frisco

Lone Star Chapter's Athenian Dialogue (details to be announced)

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

January 25-27, 2017, Frisco

TMCCP Seminar: "Election Law"

Educational credit: TMCCP Course 4 or Recertification seminar credit

IIMC Bulletin

Congratulations to **Jeana Bellinger, TRMC**, city secretary, Brenham; **Lacie Hale, TRMC**, city secretary, West Lake Hills; and **Amy Piukana, TRMC**, city secretary, Farmers Branch, on receiving the Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC).

Jeana Bellinger earned her Texas Registered Municipal Clerk (TRMC) designation from TMCCP in 2010 (No. 576). She is enrolled in her second recertification. Jeana has been a member of TMCA for over a decade, and has served on the TMCA Audit Committee (two years) and Scholarship Committee. She is a member of the Capital Chapter of TMCA.

Lacie Hale completed her work in the Texas Municipal Clerks Certification Program this year, earning her TRMC Certification; she will graduate in January 2017. She has been a member of TMCA for several years, and is also a member of the Capital Chapter of TMCA.

Amy Piukana earned her TRMC designation from TMCCP in 2012 (No. 657). She is enrolled in her first recertification. Amy has been a TMCA member for almost a decade, and is also active in the Lone Star Chapter of TMCA.

TMCCP Seminars

TMCCP had two excellent seminars this summer.

Pictured below left: June found us in San Antonio for “Open Meetings Act, Public Information Act, Records Management, & Parliamentary Procedure” with speakers Patrice Fogarty, TRMC, city secretary, La Porte; LeAnn Gallman, TRMC, city manager, Muleshoe; Jannette Goodall, TRMC, city clerk, Austin; Mary Kayser, TRMC, city secretary, Fort Worth; Sherry Mashburn, TRMC, city secretary, College Station; Pauline

Small, TRMC, retired city secretary of Webster; and Mary Lynne Stratta, TRMC, city secretary, Bryan. Speakers also covered disaster recovery and agendas and minutes. Over 280 were in attendance.

Pictured below right: In August we were in Granbury for “Essential Skills for Top-Notch Organizational Behavior and Communication” with speaker Janet Melancon. We had 160 in attendance.



Texas Registered Municipal Clerks

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

Delia Flores, TRMC, City Secretary, Balcones Heights, earned her Texas Registered Municipal Clerk Certification in January 2007 and is currently working on her second recertification. She is a 15 year member of TMCA; she is also active in the Alamo Chapter.



Delia Flores, TRMC

How long did you work on achieving your TRMC?

Three years.

What inspired you to pursue the TRMC designation?

To learn all I could and be better in the position of city secretary.

How do you feel your TRMC validates your professionalism?

I believe it shows how important it is to me to do the best I can for the city.

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

One of our city council members took me to Michaels to purchase a frame for my Certificate of Recertification with his own money.

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

I was recognized during a city council meeting.

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

I believe that without the first TRMC Certification it would have taken me much longer to learn all of the requirements of my position.

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

I have not decided yet but I am considering a CMC.

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

I would say yes.

Anything else you would like to add?

The Alamo Chapter of TMCA has also been an asset in my career as a city secretary, and has served as another avenue for networking and gaining more knowledge. ★

TMCA CHAPTER NEWS

Alamo Chapter

By Chapter President **Sandra Passailaigue, TRMC**

City Secretary, Leon Valley

The Alamo Chapter met on April 27 at the City of Leon Valley city hall. Special guest San Antonio City Clerk Emeritus Norma Rodriguez spoke to members on the benefits of her scholarship fund and her goal to promote continuing education for clerks in the Alamo Chapter. Ms. Rodriguez presented a check for \$400.00 to the chapter.

Leon Valley City Manager Kelly Kuenstler gave a presentation on “Creating an Ethical Culture.” Members participated in discussions on ethics and professionalism in the workplace.

Audit Committee members Delia Flores, TRMC, city secretary, Balcones Heights, and Joy Hart, TRMC, account manager, Franklin Legal Publishing, presented the financial statement for year 2015. Ms. Flores said with the accurate documentation received from Treasurer Lisa Hernandez, TRMC, city administrator/secretary, Natalia, made the review process much easier. The Audit Committee stated the chapter had an accurate account of all funds going forward.

Members welcomed city secretaries Holly Nagy, Converse, and Brittani Porter, LaVernia.



Members present at this meeting were: Chapter President Sandra Passailaigue, TRMC, city secretary, Leon Valley; Vice President Leticia Saenz, TRMC, deputy city clerk, San Antonio; Secretary: Debra Howe, TRMC, city secretary, Castroville; Treasurer: Lisa Hernandez, TRMC, city admin./sec., Natalia; Historian Grace Tamez, TRMC, city secretary, Helotes; Joy Hart, TRMC, acct. mgr., Franklin Legal Publishing; Kristin Mueller, city clerk, Universal City; Diane Gonzales, city secretary, Olmos Park; Kym Buntyn, city secretary, Castle Hills; Angela Trejo, mayor's liaison, Leon Valley; Debby Goza, TRMC, city secretary, Live Oak; Peggy Cimics, TRMC, city secretary, Cibolo; Trudy Whitfield, HR generalist, Live Oak; Yolanda Benitez, city secretary (retired), Garden Ridge; Special guests: Leon Valley City Manager Kelly Kuenstler; San Antonio City Clerk Emeritus Norma Rodriguez; and Leon Valley Assistant City Manager/HR Director Crystal Caldera.

ALAMO CHAPTER

The City of Cibolo and the City of Live Oak hosted the June 29 Alamo Chapter meeting at the City of Live Oak city hall. The Alamo Chapter was welcomed by City of Live Oak Mayor Mary M. Dennis and Assistant City Manager Jordan Matney. Our speaker was Allison Lane, archivist and art program manager for University Health System who gave a presentation titled "Winds and Words of War." Ms. Lane shared WWI propaganda prints from the San Antonio Public Library Collection.

Chapter vice president and City Clerk/City Secretary of the Year Nominating Committee member Leticia Saenz announced the Alamo Chapter nominee for the TMCA 2016 Municipal Clerk of the Year as Grace Tamez, TRMC, city secretary, Helotes.

On behalf of the Bylaws Review Committee, Treasurer/Bylaws Committee Member Lisa Hernandez presented amendments to the Alamo Chapter bylaws which were approved unanimously.

Upcoming Events and Important Information:

- Our next regular meeting was scheduled to be hosted in the City of Balcones Heights on August 24 with a door prize provided by the cities of Cibolo and Live Oak.
- There was a consensus to reschedule our October 26 meeting to October 19. This was done because our meeting date conflicted with the TMCCP Graduate Institute which is being held October 27-28.
- We have cancelled the December 28 meeting and there was a

consensus not to reschedule it at all due to the holidays. Regular meetings will resume in January 2017.

- The Alamo Chapter TMCA, Inc. Banquet has been scheduled for Sunday, December 4 at 5:00 p.m. at the Leon Valley Conference Center.
- The Nominating Committee is forming the slate of officers for the 2017-2018 term. The slate of officers will be voted on at the October 19 meeting.

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

TMCA CHAPTER NEWS

Capital Chapter

By Chapter Secretary **Lucretia Alvarez, TRMC**

City Secretary, Elgin

The Capital Chapter met on May 11 at the City of Manor's council chambers with 17 members and 3 guests present. City Secretary Frances Aguilar hosted the group, and City Manager Tom Bolt welcomed everyone to the City of Manor.

Guest speaker Kirk Franklin of Franklin Legal Publishing provided a copy of information to each member regarding "Proclamations, Resolutions, and Ordinances." He explained that a proclamation is typically a ceremonial gesture; a resolution is a statement of an opinion, policy, or has a contractual or administrative significance; but an ordinance is more formal and authoritative and carries more weight. Mr. Franklin concluded his presentation by pointing out general rules for drafting ordinances and basic rules for any criminal statute.

There was a lunch break catered by Good Luck Grill of a delicious southern meal with chicken fried steak, mashed potatoes, and green beans. The meeting reconvened for the business portion of the meeting led by Capital Chapter's vice president Rachel Austin, city secretary, Jonestown.

The Capital Chapter currently has 63 members. Seth Gipson, TRMC, city secretary, Hutto, and Julia Vicars, city secretary, Volente were appointed to join Chair Lucretia Alvarez, TRMC, city secretary, Elgin, and Debbie Haile,



The chapter at their May meeting in the City of Manor.

CAPITAL CHAPTER

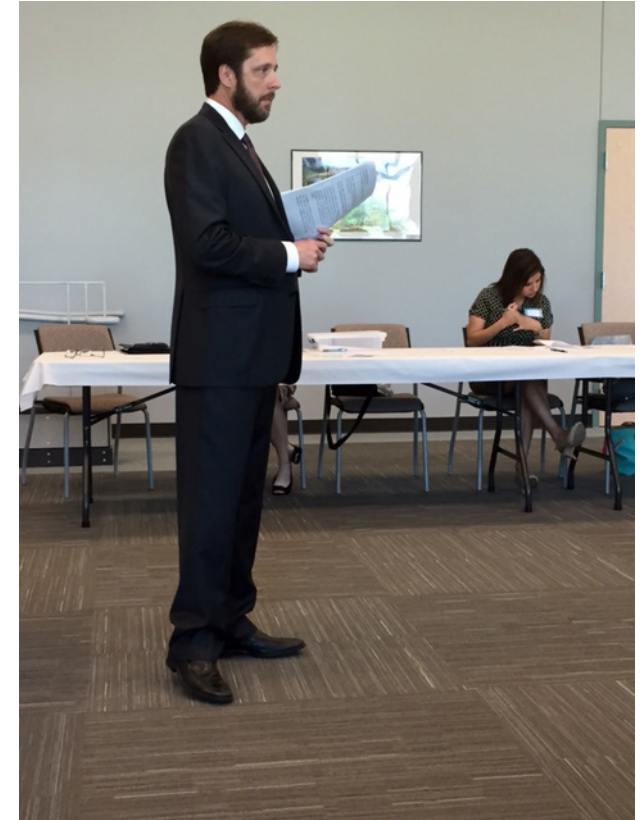
city secretary, Leander, on the Membership Committee.

Capital Chapter members voted on their TMCA Municipal Clerk of the Year nominee, choosing Jeana Bellinger, TRMC, city secretary, Brenham.

The Capital Chapter Clerk of the Year will be announced at the next meeting in September to be held in Bryan.

Capital Chapter scholarships are available each quarter, and Scholarship Committee Chair Rachel Austin announced scholarships were awarded to Frances Aguilar, city secretary, Manor, for \$265.00, and Belinda Kneblick, assistant city secretary, Lago Vista, for \$250.00, from the scholarship fund.

The Capital Chapter will meet at the City of Bryan in September and at the City of San Marcos in December. Please contact Jeana Bellinger at JBellinger@cityofbrenham.org if you would like to attend one of our meetings or gather more information about our chapter.



At right: Speaker Kirk Franklin addressed the chapter in May.

Attendees at the May meeting:

Frances Aguilar, city secretary, Manor
 Secretary Lucretia Alvarez, TRMC, city secretary, Elgin
 Vice President Rachel Austin, city secretary, Jonestown
 Alan Bojorquez, city attorney, West Lake Hills
 Susan Brock, TRMC, city secretary, Taylor
 Melissa Brunner, TRMC, city secretary, Flatonia
 Tammy Cook, TMRC, deputy city secretary, San Marcos
 Seth Gipson, TRMC, city secretary, Hutto
 Treasurer Lacie Hale, city secretary, West Lake Hills
 Debbie Haile, TRMC, city secretary, Leander
 Joy Hart, TRMC, account manager, Franklin Legal

Lola Hazel, city secretary, Giddings
 Mike Long, management assistant, Hutto
 Christine Martinez, city secretary (retired)
 La'Richer Parks, administrative assistant, Elgin
 Debora Penberg, TRMC, deputy city secretary, Leander
 Melissa Perry, city secretary, Jarrell
 Historian Robyn Ryan, city secretary, Rollingwood
 Karen Thompson, TRMC, city secretary, Pflugerville
 Lluvia Tijerina, administrative assistant, Manor
 Julia Vicars, city secretary, Volente

TMCA CHAPTER NEWS

Central Texas Chapter

By Chapter Secretary **Amber Fuller, TRMC**
City Secretary, Hubbard

The Central Texas Chapter of Municipal Clerks held a quarterly meeting on June 29. The City of Mexia hosted the meeting at the Farm House Restaurant. Chapter President Jana Lewellen, TRMC, city secretary, Robinson, welcomed everyone, and the chapter enjoyed their lunch. The chapter discussed upcoming workshops and the TMCA Graduate Institute in October.

The chapter nominated Lydia Lopez, TRMC, city secretary, Hewitt, as the 2016 Chapter Clerk of the Year. The next scheduled meeting will be at Morgan’s Point Resort in September.



At the Central Texas Chapter’s meeting in Mexia in June. *Front row:* Michelle Hicks, TRMC, city secretary, Lacy Lakeview; Trish Ervin, TRMC, city secretary (retired), Waco; and Esmeralda Hudson, TRMC, city secretary, Waco. *Middle row:* Roshuna Wiley, deputy city secretary/water dept. sup., Mexia; Judy Keally, city secretary/city administrator, Teague; Jana Lewellen, TRMC, city secretary, Robinson; Amy Casey, city clerk, Belton; and Wanda Brooks, administrative assistant, Bellmead. *Back row:* Lydia Lopez, TRMC, city secretary, Hewitt; Brenda Jackson, city secretary, Groesbeck; Christi Shivers, TRMC, city secretary/finance director, Mexia; and Crystal Briggs, city secretary, Nolanville.

TMCA CHAPTER NEWS

Coastal Bend Chapter

By Chapter Secretary **Rebecca Huerta**

City Secretary, Corpus Christi

The Coastal Bend Chapter met on June 28. The meeting was graciously hosted by the City of Robstown at their beautiful new city hall. Attendees enjoyed a delicious barbecue lunch.

Chapter President Irma Parker, TRMC, city secretary, Port Aransas, welcomed all the attendees. The topic of the day's educational program was employment law. Chapter President Parker stated that she and other area city secretaries had attended the annual Texas Business Conference Employment Law Update Seminar in Corpus Christi on April 8. She reviewed the information provided at the seminar, pointing out areas of special interest and/or changes in the law. She recommended the seminar to all city secretaries tasked with human resources duties.

One of the highlights of the business meeting was the selection of our chapter's Municipal Clerk of the Year Nominee, Scarlet Swoboda, TRMC, city secretary, Victoria, and Chapter Member of the Year Mary Valenzuela, city secretary, Kingsville. Congratulations to Scarlet and Mary!

Additionally, Chapter President Parker discussed our participation in an educational video on provisional voting for the 2017 Election



Coastal Bend Chapter members in the Robstown Council Chambers. *Standing left to right:* Paul Pierce, asst. city secretary, Corpus Christi; Mary Gonzales, city secretary, Mathis; Caron Vela, finance director, Mathis; Rebecca Huerta, city secretary, Corpus Christi; Scarlet Swoboda, TRMC, city secretary, Victoria; Beatriz Charo, grants administrator, Robstown; Nora Barrera, administrative asst., Robstown; and Herman Rodriguez, city administrator/city secretary, Robstown. *Sitting from left to right:* Cathy Duhart, city secretary, Sinton; Mary Valenzuela, TRMC, city secretary, Kingsville; Judy Crosthwait, city secretary, Austwell; and Irma Parker, TRMC, city secretary, Port Aransas.

COASTAL BEND CHAPTER

Law Seminar. Our chapter will be working with the director of the Port Aransas Community Theater Company to produce a fun and informative skit. Finally, Ms. Parker reviewed the upcoming events calendar. She stated that our next chapter meeting would be held in Port Aransas in July, and she also encouraged us to attend the TML

Region 11 meeting on August 19 in Refugio.

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

TMCA CHAPTER NEWS

North Texas Chapter

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

Greetings! I hope that everyone is enjoying their summer and is able to have a bit of a vacation to relax with family and friends.

Our annual awards luncheon was held on June 8 in Carrollton. Thank you to Carrollton City Secretary Laurie Garber for hosting our luncheon. We were given a warm welcome by Carrollton Mayor Pro Tem Anthony Wilder.

Congratulations to Art Camacho, TRMC, city secretary, Haltom City; Ron Gonzales, TRMC, assistant city secretary, Fort Worth; Aimee Nemer, TRMC, city secretary, Richardson; and Jeannie Kenyon, administrative aide, Arlington, who were all awarded 2016 Alyce Deering scholarships. We were very excited to be able to award four scholarships this year! Our Alyce Deering Scholarship Committee members and chapter members did a phenomenal job fundraising and we were so pleased to be able to provide these awards to our members to continue their educational pursuits, in certification or recertification.

In addition, as part of our awards program, we recognized those that served on committees this year. These committees and our committee members are essential to our association and work so very hard to support this chapter. We appreciate all they have done this year and thank them for their service.

At top: Carrollton Mayor Pro Tem Anthony Wilder welcomed the chapter to Carrollton.
Near right: The chapter's Alyce Deering Scholarship award recipients.



NORTH TEXAS CHAPTER

2016 Committee Members Recognized

Alyce Deering Scholarship Committee: Chair Diane Cockrell, TRMC, Decatur; Kristi Gilbert, TRMC, town secretary, Argyle; and Traci Henderson, TRMC. **Audit Committee:** Chair Art Camacho, TRMC, city secretary, Haltom City; and Julie Heinze, city secretary, city secretary, Lewisville. **2015 Holiday Committee:** Chair Monica Solko, TRMC, assistant city secretary, North Richland Hills; Alicia Richardson, TRMC, city secretary, North Richland Hills. **Membership Committee:** Chair Art Camacho, TRMC, city secretary, Haltom City; and Laurie Garber, admin. serv. manager/city secretary, Carrollton. **Municipal Clerk of the Year Committee:** Chair Ron Gonzales, TRMC, assistant city secretary, Fort Worth; Jean Dwinnell, TRMC, deputy city secretary, Coppell. **Nominating Committee:** Chair Kristi Gilbert, TRMC, town secretary, Argyle; Shannon Montgomery, TRMC, executive secretary/records analyst, Trophy Club. **Professional Seminar Committee:** Chair Tara Brooks, city secretary, Grapevine; Christine Green, city secretary, University Park; Jeannie Kenyon, administrative aide, Arlington. **Technology/Communications Committee:** Chair Martha Garcia, TRMC, deputy city secretary, Arlington.

Congratulations to our NTMCA nominee for the TMCA Clerk of the Year Art Camacho, TRMC, city secretary, Haltom City! We are so very proud of Art and so incredibly fortunate to have him as a member of our chapter. He is constantly giving back to the association and supporting his fellow



At top: NTMCA Chapter committee members celebrated at the June meeting. *At right:* NTMCA members at the June meeting.

NORTH TEXAS CHAPTER

clerks and he is always willing to step up and serve our chapter. He served as chair for both the chapter's Membership and Audit Committees this year! Thank you, Art, and congratulations!!

Lastly, I was so thrilled to have been awarded the NTMCA Municipal Clerk of the Year award for 2016. It is such an incredible honor and I feel so lucky to have had the opportunity to serve on the NTMCA board and serve as president for the last two years.

At this meeting, the membership approved the following business items: the March 9, 2016, meeting minutes; monthly treasurer reports for March, April and May 2016; and the second quarter treasurer report for FY 2015-2016.

Thank you to Kristi Gilbert, TRMC, town secretary, Argyle, who hosted our July meeting. We were welcomed by Argyle Mayor Peggy Krueger. Our speaker this month was Kirk Franklin, Franklin Legal Publishing, who talked with our group regarding the topic of "Ordinances, Resolutions, and Proclamations."

At this meeting, the membership approved the following business items: the June 8 meeting minutes; the monthly treasurer's report for June 2016; and the third quarter treasurer's report for FY 2015-2016.

At top: NTMCA Chapter Municipal Clerk of the Year Mary Supino, TRMC, and NTMCA's nominee for TMCA Municipal Clerk of the Year Art Camacho, TRMC. *At right:* The North Texas Chapter at their July meeting.



NORTH TEXAS CHAPTER

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



At top: Argyle Mayor Peggy Krueger welcomes the NTMCA. Above: Speaker Kirk Franklin, Franklin Legal Publishing, spoke on "Ordinances, Resolutions, and Proclamations."

Members present at the July meeting:

Historian Laura Bell, TRMC, city secretary, Addison
 Vice President Carol Borges, TRMC, city sec., Westworth Village
 Art Camacho, TRMC, city secretary, Haltom City
 Peggy Burnside, TRMC, admin. director, TMCA/TMCCP
 Tammy Dixon, TRMC, town secretary, Bartonville
 Holly Fimbres, TRMC, town secretary, Trophy Club
 Kristi Gilbert, TRMC, town secretary, Argyle
 Krystal Hays, south central sales manager, Municode
 Susie Hiles, assistant to the city manager, Azle
 Dr. Amy Holt, TRMC, education director, TMCA/TMCCP
 Amanda Jacobs, TRMC, assistant city secretary, Bedford
 Shanae Jennings, TRMC, city secretary, Irving
 Erika McComis, city secretary, Bridgeport
 Shannon Montgomery, TRMC,
 exec. secretary/records analyst, Trophy Club
 Treasurer Sheila Morales, town secretary, Copper Canyon
 Jennifer Phillips, TRMC, asst. to the city secretary, Irving
 Ingrid Rex, executive assistant to town manager, Flower Mound
 Alicia Richardson, TRMC, city secretary, North Richland Hills
 Miriam Sheehan, TRMC, admin. specialist, TMCA/TMCCP
 Secretary Amy Shelley, TRMC, city secretary, Colleyville
 Theresa Scott, TRMC, town secretary, Flower Mound
 President Mary Supino, TRMC, city secretary, Arlington
 Kim Sutter, TRMC, city secretary, Euless
 Lindsay Wells, TRMC, deputy city secretary, Euless
 Michael Wells, TRMC, city secretary, Bedford
 Norma Zenk, TRMC, city secretary, Azle

TMCA CHAPTER NEWS

Northeast Texas Chapter

By Chapter President **Sherry Roberts, TRMC**

City Secretary, White Oak

The Northeast Texas Chapter was honored to hear an insightful presentation from Smith County Administrator Leonardo Brown at the Hampton Inn & Suites in Palestine on June 9. Mr. Brown is the very first administrator for Smith County.

During the chapter business meeting, members voted to approve the minutes from February and the most recent treasurer's report. Chapter President Sherry Roberts, TRMC, city secretary, White Oak, reminded members to apply for the \$500 Deana McCasland Chapter Scholarship by July 31. This scholarship is to help fund TMCCP seminar expenses in 2017. The Scholarship Committee will consist of Sherry Roberts; Doris Crockett, city secretary, Bullard; and Kathy Hoover, TRMC, city secretary, Gilmer.

The attending members nominated President Sherry Roberts as the Northeast Texas Chapter Clerk of the Year. Members approved Melba Haralson, TRMC, city secretary, Gladewater; Debbie Dane, TRMC, city clerk, Kilgore; and Teresa Herrera, TRMC, city secretary, Palestine, to the Nominating Committee for the chapter's election of officers in December. Our next chapter meeting will be held in Canton on Thursday, September 29, at 10:00 a.m.



The Northeast Texas Chapter's Municipal Clerk of the Year nominee Sherry Roberts, TRMC

After our business meeting, Smith County Administrator Leonardo Brown, whose background is in human resource management, gave a presentation about performance analysis and solutions. He also touched on the new FLSA Overtime rule and defined exempt and non-exempt employees.

The chapter would like to thank Palestine City Secretary Teresa Herrera for arranging a delightful lunch provided by Sadler's Catering from Jacksonville.

Members in attendance at the meeting:

Ami Ashworth, deputy city secretary, Palestine
 Cassandra Brager, city clerk, Tyler
 Vice President Doris Crockett, city secretary, Bullard
 Debbie Dane, TRMC, city clerk, Kilgore
 Cinda Etheridge, city secretary, Rusk
 Rachél Gafford, city secretary, Overton
 Melba Haralson, TRMC, city secretary, Gladewater
 Teresa Herrera, TRMC, city secretary, Palestine
 Tammy Lofton, city secretary, Waskom
 Greg Lowe, Jacksonville
 President Sherry Roberts, TRMC, city secretary, White Oak

TMCA CHAPTER NEWS

Panhandle Chapter

By Chapter Secretary **Machiel Covey, TRMC**

City Secretary, Clarendon

Since the last TMCA newsletter the Panhandle Chapter has met twice: on April 28 and June 23 for our bi-monthly meetings. We met in Amarillo at The Amarillo Club with 10 members present for the April meeting and 11 members present for the June meeting.

The April meeting was called to order by President Price. Members had lunch. Kevin Starbuck, City of Amarillo-Emergency Management Coordinator, discussed severe weather warnings and how to get grants and financial assistance for storm shelters. He explained that the National Weather Service issues the official warnings and the location of the transmitter towers. He discussed different programs that are available to cities such as phone alerts and storm shelter identification stickers.

The June meeting was called to order by President Price. Members had lunch, then Mikal Willimon, CPA from Willimon, Brown, Graham & Company, C.P., went through the auditing process with us, and then opened the meeting to a round table discussion to answer questions.

Our chapter presented the “Humble Humor of Election Law” comedy skit for the Texas Municipal League Region II meeting on April 28 in Canyon. It was fun to show others some of the crazy situations that



At top right: The chapter at the April meeting. *At near right:* The chapter at the June meeting.

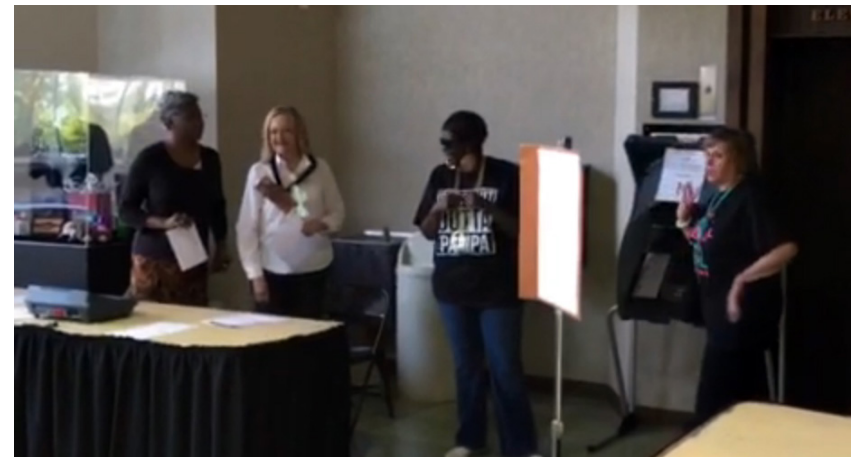
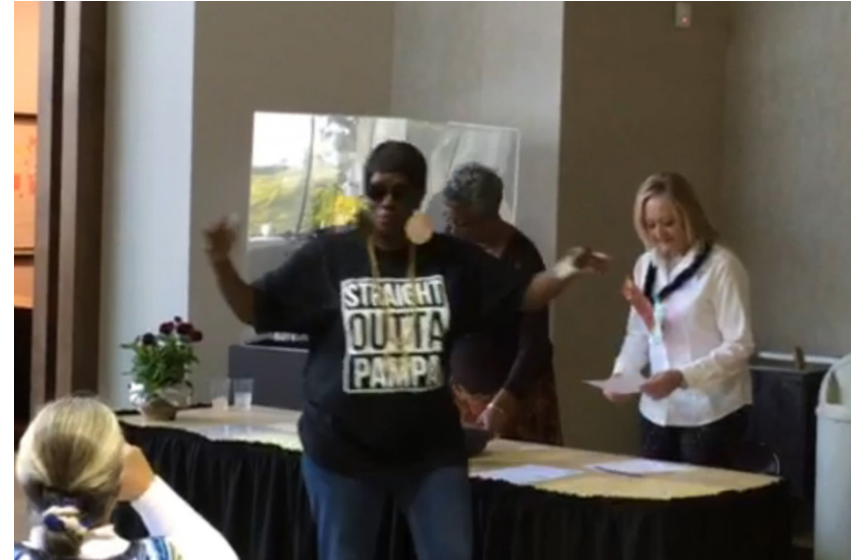
PANHANDLE CHAPTER

happen while people are voting. We had the electioneerer with a sign sneaking in the voting area, a woman using her CHL as identification and showing off her new handgun named “Roxanne” to the election workers, and the person on the phone who starts taking pictures in the voting area. We had several other characters playing different roles of crazy voters. Everyone enjoyed the humor and we had a blast being silly together!

Our chapter has the opportunity to host a records retention training class at the Panhandle Regional Planning Commission building on September 8-9 in Amarillo. The cost would be \$75.00 per person with a limit of 40 people. We will block a group of rooms at the Marriot downtown for the function. The instructor will be from the Texas State Library & Archives Commission.

TMCA President Cheryl Gibson-Salgado, TRMC, city secretary/assistant city manager, Spearman, shared with the group about her meeting with the TMCA Bluebonnet Chapter in Abilene and what a wonderful time she had. We are looking forward to hearing about all of the chapters on a more personal level.

We had to say goodbye to one of our chapter members. Perryton City Secretary Kathy Styles, TRMC, announced that she and her husband Mark would be moving to Wichita Falls in July and would both be going to work at the City View ISD. Kathy is currently our treasurer and just received her TMCA certification in January. Kathy is a sweet woman and a great friend who will be dearly missed. Kristina Solomon, city secretary,



The Panhandle Chapter presented the “Humble Humor of Election Law” for the Texas Municipal League Region II meeting in April.

PANHANDLE CHAPTER

Tulia, has offered to take Kathy's position as treasurer. Kathy and Mark have children and other family members that live in the Wichita Falls area and we are so happy for them and excited for their new adventure in life!

Our chapter has nominated Gretchen Mercer, TRMC, city secretary, Canyon, for TMCA Municipal Clerk of the Year.

Gretchen has been the city secretary in Canyon for 10 years and has served as our chapter president. She is always active in all of our projects and has been on several TMCA committees. The City of Canyon was ranked #9 on the "10 Best Small Towns in America" list provided by the website Livability. If you have not read about it yet, the article came out in the July publication of Texas Town & City. Gretchen and the full city staff played a major role in this achievement! We are very proud of Gretchen and appreciate all that she has accomplished for the TMCA Panhandle Chapter, TMCA, and the City of Canyon.

Our next meeting was scheduled for August 18 at the Amarillo Club. We planned a round table discussion with the more experienced clerks breaking in the newbies!



Kathy Styles, TRMC

Current Panhandle Chapter members:

Frances Childers, city secretary, Dalhart

Machiel Covey, TRMC, city secretary, Clarendon

Suzanne Finch, TRMC, city secretary, Hereford

Lindy Forsyth, TRMC, city secretary, Lefors

Charlene Gardner, TRMC, deputy city secretary, Pampa

Frances Hibbs, TRMC, city secretary, Amarillo

Andrea McDonald, TRMC, finance secretary, Amarillo

Gretchen Mercer, TRMC, city secretary, Canyon

Patricia Phipps, TRMC, city secretary/city mgr., Friona

Karen Price, TRMC, city secretary, Pampa

Kim Rehkopf, city secretary, Dumas

Cheryl Salgado, TRMC, city secretary/asst. city mgr., Spearman

Stella Sauls, TRMC, city secretary, Borger

Lynette Sloan, city secretary, Stinnett

Kimberly Sloat, TRMC, city secretary, Canadian

Kathy Styles, TRMC, city secretary, Perryton

Kathy Rendon, city secretary, Stratford

Kristina Solomon, city secretary, Tulia

Lynn Vela, city secretary, Gruver

Nelwyn Ward, city secretary, Memphis

Veronica Willburn, city secretary, Panhandle

TMCA CHAPTER NEWS

Red River Chapter

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

Members of the Red River Chapter met for our quarterly meeting at Johnny Carino's in Wichita Falls on June 15 at 1:00 p.m.

President Balthrop called the meeting to order and welcomed everyone. Members in attendance at the meeting were Marie Balthrop, TRMC, city secretary, Holliday; Linda Byers, TRMC, city secretary, Vernon; Sandy Page, TRMC, city secretary, Bowie; and Tracy Norr, TRMC, city clerk, Wichita Falls. It was noted that attendance was low due to the fact that a TMCCP seminar was taking place in San Antonio on June 16-17 and several members were attending that seminar.

Business of the Red River Chapter was conducted. The minutes of March 23, 2016, meeting were approved, as well as the treasurer's report through May 31, 2016.

After discussing upcoming seminars, the chapter moved on to the planning of the Athenian Dialogue which is scheduled for August 19. This was the first dialogue hosted by our chapter. TMCCP Education Director Dr. Amy Holt, TRMC, was the facilitator, and the book chosen was *Walt Disney – An American Original* by Bob Thomas. The chapter discussed all details which included food, door prizes, welcome bags, and other supplies. We are very excited to be hosting our first dialogue.

Our next meeting will be held September 21 at Johnny Carino's. Everyone is invited to attend any of our chapter meetings.

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

TMCA CHAPTER NEWS

Salt Grass Chapter

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

Salt Grass Summer

The Salt Grass Chapter took a three-month hiatus after its April meeting. The chapter will gear up for an exciting next few months returning with a meeting on August 10 in Webster. Salt Grassers are looking forward to seeing everyone! Guests are always welcome! For more information on the Salt Grass Chapter, please contact President Paula Favors, TRMC, city secretary, Wharton, at pfavors@cityofwharton.com.

In other news, all are reminded that the Salt Grass Chapter's 15th Annual Public Information Act Seminar in Deer Park is set for September 14 from 8:00 a.m.—3:00 p.m. For more information, please contact Chapter Secretary Melinda Welsh, TRMC, city secretary, Friendswood, at mwelsh@friendswood.com.

New and Returning Members

The City of Kemah appointed as its new city secretary Carolyn Anderson, former city secretary of City of Dickinson. The City of Stafford appointed Tomika R. Lewis as its new city secretary. The City



The Salt Grass Chapter meetings are always well attended and informative.

of Dickinson appointed long-time employee Alun Thomas as its new city secretary. The Salt Grass Chapter wholeheartedly welcomes these new and returning members.

Invitation

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

TMCA CHAPTER NEWS

South Plains Chapter

By **Jodie House**

City Secretary, Crosbyton

The South Plains Chapter of TMCA recently honored two retiring members. Mary Jo Collins, former city secretary of Brownfield, and Nancy Hale, former city secretary of Spur. Mary Jo started with the city of Brownfield in 1972 and Nancy began her career in Spur in 1978.

These two ladies have been a huge asset not only their communities but to our chapter as well. We wish them a long and happy retirement!

At right, from left to right: Thomas Harris III, TRMC, assistant city secretary, Sugar Land; Elena Quintanilla, city secretary/city manager, Ransom Canyon; Becky Garza, TRMC, city secretary, Lubbock; Toni Chrestman, TRMC, city secretary, Slaton; Mary Jo Collins, city secretary (retired), Brownfield; LeAnn Gallman, TRMC, city manager, Muleshoe; Sharon Trumble, city secretary, New Deal; Brenda Shaw, TRMC, city secretary, Morton; Jo Ann Beard, TRMC, city secretary, Smyer; and Maria Hatchett, TRMC, city secretary/treasurer (retired), Lamesa.



Above, from left to right: Laura Adams, city clerk, Spur; Beth Walls, TRMC, city secretary/director of HR, Levelland; Nancy Hale, TRMC, city secretary (retired), Spur; Toni Chrestman, TRMC, city secretary, Slaton; LeAnn Gallman, TRMC, city secretary, Muleshoe; and Brenda Shaw, TRMC, city secretary, Morton.



TMCA CHAPTER NEWS

West Texas Chapter

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

The West Texas Chapter held their May 18 quarterly meeting in Pecos and was hosted by City Secretary Mary Carmen Wood at the Pecos Valley Country Club.

Chapter President Amy Turner called meeting to order and SueAnn Lopez, Deputy City Secretary, Midland, did roll call. Chapter President discussed business by approving minutes, the treasurer's report, and payment of bills.

Members enjoyed lunch, and Mrs. Turner introduced our guest speaker Kirk Franklin with Franklin Legal Publishing, Inc., who presented a program on "Ordinances, Resolutions & Proclamations" which was very educational.

West Texas Chapter President Amy Turner also spoke about the scholarships for the upcoming year. Members also nominated the chapter's Scholarship Committee: Amy Turner, city secretary, Midland; Mary Carmen Wood, city secretary, Pecos; and Sara Copeland, city secretary, Andrews. Evelyn Ammons, who recently retired, sent a thank you note for the gift card she received from our chapter.

The next chapter meeting was scheduled to be hosted by the Andrews on August 17 with guest speaker TMCA President Cheryl Salgado, TRMC, city secretary/assistant city manager, Spearman. Remember: everyone is welcome to attend our meetings!



At top: Members in attendance at the meeting: SueAnn Lopez, deputy city secretary, Midland; Mary Carmen Wood, city secretary, Pecos; guest speaker Kirk Franklin, Franklin Legal Publishing; Amy Turner, TRMC, city secretary, Midland; Sara Copeland, city secretary, Andrews; Karla Mata, deputy city secretary, Midland; Diana Franco,

city secretary, Kermit; Crystal Montez, deputy city secretary, Odessa; and Lorena Marquez, city secretary, Monahans.

Above: West Texas Chapter President Amy Tuner, TRMC, city secretary, Midland, and guest speaker Kirk Franklin of Franklin Legal Publishing, Inc.

TMCA CHAPTER NEWS

Yellow Rose Chapter

By Chapter President **Dara Crabtree, TRMC**

City Secretary, Seagoville

The Yellow Rose Chapter met on June 2 in Burleson at the Burleson Police Department.

The chapter enjoyed fellowship and a wonderful meal. A presentation of the new TMCA Yellow Rose Chapter website was provided by Chapter Historian Jesse Elizondo, deputy city secretary, Burleson. The chapter was very impressed with new website and thanked everyone for all their hard work.

A short business meeting was conducted. The April 7, 2016, minutes were approved. The proposed budget was discussed including the proposed scholarship application form, followed by suggestions and comments from the membership.

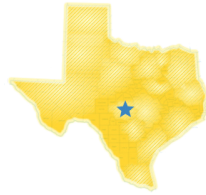
Our next meeting was scheduled for August 4. Guests are welcome to attend any future meeting. For more information on our chapter please contact President Dara Crabtree, TRMC, city secretary, Seagoville, at 972-287-6819 or dcrabtree@seagoville.us.



Front row, left to right: Amanda McCrory, TRMC, city secretary, Burleson; Cathy DiMaggio, TRMC, city secretary, Grand Prairie; Susan House, TRMC, assistant city secretary, Mesquite; Sonja Land, TRMC, city secretary, Mesquite; Dara Crabtree, TRMC, city secretary, Seagoville; Jeanne Heard, TRMC, city secretary, Mansfield; Susana Miran, assistant city secretary, Mansfield.

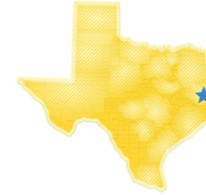
Back row, left to right: Cindy Gross, TRMC, city secretary, Balch Springs; Amber Villarreal, assistant city secretary, Waxahachie; Lori Saunders, TRMC, city secretary, Waxahachie; Keely Wells, public information coordinator, Mesquite; Kisha Morris, city secretary, DeSoto; Jesse Elizondo, deputy city secretary, Burleson.

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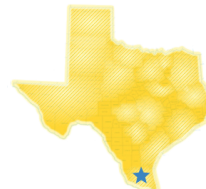
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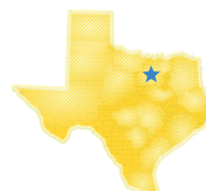
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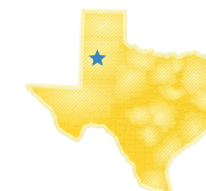
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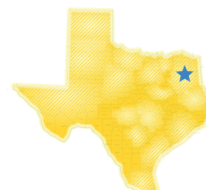
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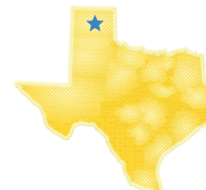
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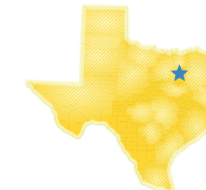
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*non-voting member

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Susan House, Mesquite
Christi Wynn, Brownwood
Wendy Withers, Shady Shores
Marie Balthrop, Holliday, Board Liaison

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