President’s Message

The first half of 2020 has challenged us to not only change the way we live and work but the way we think of providing services to our diverse and vibrant communities. These past few weeks, we have heard our residents speak passionately before our Councils about their expectations of much needed change. With all the conversations within our communities, I want to make sure you, our members, know we are listening too. As clerks, we are leaders in our communities determined to do our best in all that we do. The Executive Board share in this philosophy and strives to serve our members to the best of our abilities, but we can always improve.

At the July Board meeting we will be reviewing the association’s bylaws. As you know, the association has adopted bylaws that establish the structure of our organization. The association has set policies for accomplishing the goals of the association. We want to hear from you, our members, on recommendations of changes to consider for the bylaws. The Executive Board will review all bylaw submissions and vote to bring them forward for final consideration of the membership at the October Business Meeting. If you would
like to submit recommendations of bylaw changes for consideration, please submit to municlers@unt.edu by July 15.

I also encourage you to become involved in your association through impactful service. Our profession is made up of people who value service to the community. This same concept of service is needed of you in your association. In this newsletter President-Elect Aimee Nemer invites you to apply to serve on a committee for 2021. Your participation is vital to the success of our association not only today but for our future. This year, when it came time to seek nominees to serve as Trustees on the Executive Board, we learned that of 606 City Secretary members only 32 were eligible to apply. You, like me, may wonder why that is. The Policy Manual outlines that a nominee must be a current City Secretary with two years of service, is a TRMC, and has served on TMCA Committees for at least two years. The committee service is the lacking requirement for many of our members. As in our communities, to be part of the change needed you must be present and participate. I encourage you to take that step this year and be the spark that ignites a brighter future.

As we prepare to finish 2020 strong, know that the Executive Board wants to hear your ideas and needs. Please do not hesitate to contact me directly or reach out to any Executive Board member.

Thank you for all that you do for your communities and our association!

Shelley George, TRMC
2020 TMCA, Inc., President
sgeorge@cityofallen.org
As we prepare for the TMCA Annual Awards Banquet, this is the perfect time to think of honoring a mentor who has made an impact on your career and our profession. Please consider nominating an individual for one of the following honors:

The **Distinguished Service Award** is awarded in recognition of an individual who has distinguished themselves by making a significant contribution throughout their career to promote the municipal clerk profession, TMCA, Inc., and their peers. Nominees must be a TRMC, have been a member of TMCA for at least ten years (members are eligible up to two years after retirement), and must have demonstrated a significant contribution to the city secretary profession, their community, or to TMCA. Nominate now.

**Lifetime TMCA Membership** is awarded in recognition of a member’s significant contributions to the city secretary profession and in advancing the goals of TMCA, Inc., and TMCCP. Individuals become eligible for nomination after retirement and 10 years of active membership in good standing with the Association. Awardees are not subject to annual membership dues. Nominate now.

**Honorary TMCA Membership** is awarded in recognition of an individual who has performed exceptional services for the Association and for the improvement of municipal clerks and/or city secretaries. Awardees are not subject to annual membership dues. Nominate now.

These honors will be announced at the TMCA Annual Awards Banquet, held in conjunction with the Graduate Institute, in Corpus Christi in October. The names of the winners of these awards will be kept secret until announced at the banquet.

Nominations for these honors can be submitted by anyone (i.e. Chapter, Mayor, Council-member, supervisor, friend, or citizen). The nomination form can be downloaded here and must be submitted to municlkers@unt.edu by Wednesday, July 15, 2020.

### Previous recipients of Lifetime TMCA Membership have included:

- **Betty Brown** – Longtime TMCA member, mentor, and educator. Formerly Deputy City Clerk, Austin; retired Local Government/Election Specialist, Bickerstaff Heath Delgado Acosta, LLP
- **Alice Church** – 1983-84 TMCA President, frequent TMCA speaker, and founding creator/author of TMCA newsletter; retired City Secretary, Missouri City
- **Pat Rutherford** – 1986-87 TMCA President and briefly served as TMCA/TMCCP Co-Director; retired City Secretary, Benbrook
- **Wilma Thomas** – 1985-86 TMCA President; retired City Secretary, Wichita Falls

### Previous Recipients of Honorary TMCA Membership have included:

- **Dale Barstow** – Longtime TMCA sponsor (Municipal Code Corporation)
- **Ron Clark** – Former author of TMCA’s Texas Municipal Law & Procedure Manual (former Texas Representative and current Federal Judge)
- **Bruce Sherbet** – Longtime speaker for TMCA and educator of Texas city secretaries
- **Gail Simpkins** – Retired TMCA/TMCCP Administrative Assistant
- **Dr. Joyce Snay** – Retired TMCA/TMCCP Director

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Photo by Nate Rayfield on Unsplash
Emerging Leader Award
By Committee Chair Jeana Bellinger, TRMC

As chair of Texas Municipal Clerks Association’s Awards Committee, I am excited to announce TMCA’s Emerging Leader Award. This award will recognize an individual who has demonstrated outstanding leadership skills that exemplify TMCA’s mission and/or vision. The act of leadership can be through service to the nominee’s city, citizens, chapter, or to the municipal clerk profession. TRMC certification is not required; however, all nominees must be current members of TMCA and enrolled in the Texas Municipal Clerks Certification Program or have earned the TRMC. Current TMCA board members are not eligible for this award.

Nominations for this distinct award can be submitted by anyone (i.e. mayor, councilmember, supervisor, friend, or citizen). The nomination form can be downloaded here or by contacting the TMCA office at municlers@unt.edu. The deadline to submit nominations is Wednesday, July 15, 2020.

The 2020 TMCA Emerging Leader Award will be announced at the TMCA Annual Awards Banquet held in conjunction with the TMCCP Graduate Institute in Corpus Christi in October. We encourage you to make plans to attend the awards ceremony to support the nominees and honor the first recipient of this new award.
Congratulations to the 19 applicants who were awarded TMCA’s 2020 Municipal Clerk’s Office Achievement of Excellence Award!

City of Allen
City of Alton
Town of Argyle
City of Austin
Town of Bartonville
City of Bedford
City of Euless
City of Farmers Branch
City of Fredericksburg
City of Graham
City of Hondo
City of La Porte
City of Livingston
City of Manor
City of Plano
City of Richardson
City of San Antonio
City of Stephenville
City of Wichita Falls

Learn more about the award here.
Applications open annually October 1.
Everyone Counts & You Are Essential!

Apply now to serve on a 2020 TMCA committee

By TMCA President-Elect Aimee Nemer, TRMC
City Secretary, Richardson

In this year of the Census, you’ve probably heard the phrase “everyone counts” in some form or fashion. And during this COVID-19 crisis, we’ve all defined who and what is essential. As a member of TMCA, I want you all to know that every one of you count and each member is essential to the success of our association. The foundation of our association is our members and not only how we serve them, but their service to TMCA. There are many ways to serve, but committee service is crucial to our mission to provide an educational and professional development program for novice and experienced municipal clerks.

It doesn’t matter how much time you have or what your skillset is; there is a committee for you! Most committees only meet a few times a year—and the majority of that is through phone or email.

As our cities begin the recovery process and determine the economic impact of a world pandemic, our association will be a significant resource for our members in 2021. All of our committees contribute to the many supportive services we offer, whether it’s recognizing extraordinary efforts through our nominations, awards, and clerk of the year committees; reaching out to members through the membership committee; or providing educational scholarships through our scholarship committee; each committee provides an important function.

I truly hope that each one of you – from the novice municipal clerk to the seasoned municipal clerk – will carefully consider where you can best serve your association. Take a moment to review the Committee Criteria Policy and Committee Descriptions and apply today, while it’s fresh in your mind! Please reach out to me if you have any questions about serving.

The Committee Interest Questionnaire must be submitted to the President-Elect by September 1, 2020, to: Aimee Nemer, TMCA President-Elect City of Richardson, P.O. Box 830309, Richardson, Texas, 75083, or via email to aimee.nemer@cor.gov.

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(TML 2021 is in Houston)
Celebrating Texas City Secretaries
Retiring in 2020

Please contact TMCA Retirement Committee Chair Lisa Henderson, TRMC, if you are a city secretary who has retired or plans to retire in 2020. We want to honor you!

If you are a city secretary/municipal clerk retiring this year, please complete the 2020 TMCA Member Retirement Information Sheet as soon as possible and return it to Committee Chair Lisa Henderson or another committee member:

- Chair Lisa Henderson, TRMC, Plano
- Dianna Buchanan, TRMC, Haslet
- Ana Valdez, TRMC, Peñitas

The committee is working to complete the list of 2020 TMCA retirees before our October 29 Annual TMCA Awards Banquet in Corpus Christi. Names of all TMCA retirees retiring in 2020 will be announced at the banquet.
Bluebonnet Chapter

By Shawna Atkinson, TRMC
City Secretary, Abilene

The Bluebonnet Chapter met on March 11 in Stephenville at the Hearsay Wine Bar. The Stephenville City Council provided a delicious lunch from Greer’s Ranch Café.

The meeting began with a welcome from Stephenville City Secretary Staci King and Stephenville City Manager Allen Barnes. The invocation was provided by Stephenville City Council Member Alan Nix.

The oath of office was administered to Ryan Polster, City Secretary, Hamilton, as the new Chapter Vice President. The chapter’s Immediate Past President Christi Wynn, TRMC, was chosen as the Bluebonnet Chapter’s nominee for the TMCA Municipal Clerk of the Year by unanimous consent. Christi is a great representative of the Bluebonnet Chapter and we are excited to nominate her for this prestigious award.

After a brief update on upcoming events, the results of the silent auction were announced: $103 was raised for the Chapter’s Scholarship Fund. The meeting was adjourned right after a group photo at one of Stephenville’s beautiful murals.

The Bluebonnet Chapter meets quarterly on the second Wednesday of the month at noon. The next meeting will be held on September 9 in the City of Brownwood. Everyone is welcome to join us for lunch and fellowship!
Capital Chapter

By Chapter President Myrna Rios, TRMC
Deputy City Clerk, Austin

For all of us, this is and will likely continue to be the year of many firsts. With that said, keeping everyone’s safety in mind by maintaining social distancing, the Capital Chapter virtually met on Wednesday, May 27, 2020.

The meeting was promptly called to order to allow enough time to welcome our special guest, TMCA President Shelley George. She provided the chapter with an update on TMCA-related discussion around the future of seminars and other events due to COVID-19.

Because the virtual meeting provided flexibility, the meeting was well attended by members near and far! Many finally had the opportunity to participate in discussion and vote. Officer nominations were made to fill current vacancies. Congratulations to our newly elected officers: Vice President Tanya Smith, College Station City Secretary; Treasurer Robyn Densmore, Georgetown City Secretary; and Historian Ian Whittenton, College Station Deputy City Secretary.

We conducted a team building exercise that allowed us to get to know each other on a more personal level. One thing is for sure, there are many commonalities between us clerks! The meeting ended with wishing a great birthday to members who have had one recently, followed by congratulations to the City...
Capital Chapter

of Austin and the City of Manor on their TMCA Municipal Clerk’s Office Achievement of Excellence Award.

A big kudos to all the secretaries and clerks that are quickly adapting to this new challenge and keeping their municipalities on track! Future Capital Chapter meetings will continue to be held virtually until further notice. The next scheduled meeting will be scheduled in July. Please contact Chapter President Myrna Rios, TRMC, deputy city clerk, Austin, at myrna.rios@austintexas.gov with questions or if you would like to virtually join us!

May 27 Capital Chapter attendees:
TMCA/ TMCCP Ed. Director Dr. Amy Holt
TMCA President Shelley George
Myrna Rios, President
Tanya Smith, Vice President
Rachel Austin, Secretary
Robyn Densmore, Treasurer
Ian Whittenton, Historian
Jannette Goodall, Austin
Erika Brady, Austin
Stephanie Hall, Austin
Tammy Cook, San Marcos
Jo Anne Touchstone, Lakeway
Robyn Densmore, Georgetown
Mary Lynne Stratta, Bryan
Melissa Brunner, Flatonia
Jennifer Vetrano, Kyle
Karen Frost, Georgetown
Elizabeth Trevino, San Marcos
Tonya Sumner, Thorndale
Stacy Irwin, Thorndale
Jeana Bellinger, Brenham
Alicia Ramirez, Buda
Jennifer Lynch, Smithville
Central Texas Chapter

By Chapter Secretary Liz Caraway
Assistant City Secretary, Waco

These are different times for all cities and city clerks—not only in Texas but across the county and the world—due to the impact of COVID-19. The members of the Central Texas Chapter are no different and have each experienced the pandemic in varying degrees. City clerks have always found a way to rise to the occasion and accomplish the tasks set before them, with steadfast integrity. That has never been seen more than right now.

Since we did not have a chapter meeting this quarter due to physical distancing limits, we did want to showcase some of the ways that our chapter members have altered their usual duties due to COVID-19, including working from home, virtual City Council meetings and alternate service delivery.

Belton City Clerk Amy Casey, who worked from home for six weeks, said the following: “It does get rather lonely when your only coworkers are your dogs (who tend to snore or bark at the most inappropriate times)… so it was nice to have Zoom staff meetings that allowed you to “see” each other.” Amy included photos (above and right).

Top right: Waco City Secretary Esmeralda Hudson at their virtual city council meeting. Near right: A virtual City of Belton staff meeting. Inset: Belton City Clerk Amy Casey’s loyal coworkers during her telecommute from home!
Central Texas Chapter

Waco City Esmeralda Hudson and her team quickly mobilized to assist with virtual City Council meetings via WebEx as well as assisting various Boards and Commissions with conference call meetings. In addition, numerous service deliveries were altered to include online applications and the utilization of a front door drop box. (Virtual City Council meeting pictured on previous page.)

As we celebrated Municipal Clerks Week, chapter member Lydia Lopez, City Clerk, Hewitt, participated in Municipal Clerks Week by being featured on the Texas Municipal Clerks Association flyer.

In other chapter news, we will hold our first Zoom meeting in June where our new chapter officers will officially take the reins.

For more information about joining the Central Texas chapter and our meetings, contact Chapter President Esmeralda Hudson, at ehudson@wacotx.gov for more information.
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 Kingsville, Texas on March 12 at Bray’s Smokehouse, hosted by our Chapter President Mary Valenzuela, city secretary, Kingsville. We enjoyed a delicious meal and had a great time of fellowship, sharing, and catching up.

TMCA Trustee Teresa Valdez, city secretary, Rockport, installed the 2020 officers for the Coastal Bend Chapter: President Mary Valenzuela, City Secretary, Kingsville; Vice President Rebecca Huerta, City Secretary, Corpus Christi; Treasurer Ruby Beaven, Assistant City Secretary, Rockport; and Secretary Cathy Duhart, City Secretary, Sinton. Teresa Valdez did a beautiful job installing and encouraging the officers for the 2020 year.

The TMCA Graduate Institute Seminar is getting closer, and we are so excited that it will be in Corpus Christi this year. We spent some time finalizing our plans for the entertainment and hosting of this great event and the plans are coming along tremendously.

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

Those in attendance:
Mary Valenzuela, City Secretary, Kingsville
Teresa Valdez, City Secretary, Rockport
Ruby Beaven, Assistant City Secretary, Rockport
Cathy Duhart, City Secretary, Sinton
Rebecca Huerta, City Secretary, Corpus Christi
Norma Duran, Management Assistant, Corpus Christi
Kandi Hubert, City Secretary/Administrator

The March 12 chapter meeting. Seated, from left to right: Ruby Beaven, Asst. Secretary, Rockport; Cathy Duhart, City Secretary, Sinton; and Norma Duran, Management Assistant, Corpus Christi. Standing: Rebecca Huerta, City Secretary, Corpus Christi; Mary Valenzuela, City Secretary, Kingsville; Teresa Valdez, City Secretary, Rockport; Kandi Hubert, City Secretary/Administrator, Goliad.
This has been a trying time for the Northeast Chapter as it has been for us all. We have had to come up with inventive ways to not only do our normal day-to-day activities, but to come alongside each other and be there for each other during these uncertain times. Pictured at right is a snapshot of our virtual chapter meeting which was held using Zoom. We have actually used this opportunity to meet more often than our normal quarterly meetings. We have met three times in the past couple of months and it has been a great way to network even more with some of the city secretaries who may not be able to get away to make the quarterly meetings.

In other news Melba Hart, long time city secretary in Gladewater and now in White Oak, announced her upcoming retirement at our last meeting. We are so very proud of the work she has done and wish her all the best in this new chapter of her life. Leah Brooks has been training under Melba for a while now and will do a wonderful job stepping into those shoes!
Greetings from the Pineywoods Chapter! I hope this article finds you all well. As municipal clerks and city secretaries, we are facing unprecedented challenges in our communities and in our own families as we navigate this time fighting the coronavirus/COVID-19 pandemic. Be encouraged that you have the resourcefulness and grit to meet the challenges and overcome them.

The TMCA Pineywoods Chapter meeting scheduled for April 8 in Lufkin was cancelled due to the coronavirus/COVID-19 pandemic. Should the social distancing and travel restrictions be lifted, we hope to meet at our regular quarterly meeting on July 15 in Lufkin. You are welcome to join us for lunch at Lufkin B-B-Q. It will surely be a wonderful time of fellowship and encouragement from our peers.

Best wishes from the Pineywoods Chapter!
South Plains Chapter

By Chapter Secretary Zanea Carpenter, TRMC
City Secretary, Muleshoe

The South Plains Chapter met on March 18 at Café J’s in Lubbock for our quarterly meeting with host Post City Manager Deana Smith.

Chapter President Belinda Terrell, city secretary, Whiteface called the meeting to order and there were introductions of members and guests. Beth Walls, city secretary, Levelland, presented a program to the group on “The 2020 W-4 Form.”

President Terrell announced that Sharon Trumble had retired on February 24 and LeAnn Gallman would retire on May 1.

Municipal Clerk of the Year Committee Chair Amanda Cummings of Shallowater gave a report from the committee. The South Plains Chapter Municipal Clerk of the Year for 2020 is Whiteface City Secretary Belinda Terrell and our TMCA Texas Municipal Clerk of the Year nominee for 2020 is Lubbock City Secretary Becky Garza.

Committee members for the Annual Chapter Seminar were appointed: Zanea Carpenter, Muleshoe; Amanda Cummings, Shallowater; and Veronica Olguin, Morton.

Our next meeting will be June 24. Kim Perez, Ralls, will host the meeting. If you would like to join us please contact Secretary Zanea Carpenter at zcarpenter@muleshoetx.org for information.

Members and guests at the March meeting:
Lillian Atkinson, City Secretary, Dickens
Zanea Carpenter, TRMC, City Sec., Muleshoe
Susan Collazo, Municipal Clerk, Post
Nikki Coronado, Asst. City Sec., Shallowater
Amanda Cummings, TRMC, City Secretary, Shallowater
Dallon Ellis, Dickens, Guest
LeAnn Gallman, TRMC, City Mgr., Muleshoe
Maria Henson, Shallowater, Guest
Brittney Moore, City Secretary, New Deal
Meg Nelson, City Secretary, Post
Veronica Olguin, TRMC, Dep. City Sec., Morton
Becky Rodriguez, Dickens, Guest
Brenda Shaw, TRMC, City Mgr./Sec., Morton
Deana Smith, TRMC, City Manager, Post
Belinda Terrell, TRMC, City Mgr./Sec., Whiteface
Sharon Trumble, City Secretary, New Deal
Beth Walbrick, Levelland, Guest
Beth Walls, TRMC, City Secretary, Levelland
TMCA Chapters

Alamo Chapter
Peggy Cimics, TRMC, President
City Secretary, Cibolo
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Bluebonnet Chapter
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Central Texas Chapter
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tmcalonestarchapter.com

Lower Rio Grande Valley Chapter
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Deputy City Secretary, McAllen
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yrodriguez@mcallen.net
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City Secretary, Ore City
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citysecretary@orecitytx.org

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citysecretary@cityofcanadian texas.com

Pineywoods Chapter
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City Sec. & Asst. City Mgr., Livingston
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citysecretary@livingston.net

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marie.balthrop@wichitafallstx.org

Salt Grass Chapter
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City Secretary, Spring Valley
713-465-8308
rbenitez@springvalleytx.com

South Plains Chapter
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City Secretary, Whiteface
806-287-1111
whiteface5@aol.com

West Texas Chapter
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Deputy City Secretary, Midland
432-685-7910
sreyes@midlandtexas.gov

Yellow Rose Chapter
Angie Wade, TRMC, President
City Secretary, Ennis
972-875-1234
awade@ennistx.gov
yellowrosetmca.com
2020 TMCA NEWS

MARCH 2020

2020 TMCA EXECUTIVE BOARD

President Shelley George
City Secretary, Allen
214-509-4105
ggeorge@cityofallen.org

President Elect Aimee Nemer
City Secretary, Richardson
972-744-4290
aimee.nemer@cor.gov

Vice President Maria Jackson
City Secretary, Missouri City
281-403-8686
mari.jackson@missouricitytx.gov

Secretary Amanda Campos
City Secretary, Burleson
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acampos@burlesontx.com

Lenae Prince
City Secretary, Brownwood
325-265-1692
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EX-OFFICIO MEMBERS:

Dr. Amy Holt, Director, TMCA/TMCCP Education Director

Advisory Management Committee

Chair Marie Balthrop, Wichita Falls, Past President, Chair

Shelley George, Allen, President

Kim Sutter, Euless, Immediate Past President

Aimee Nemer, Richardson, President Elect

Irma Parker, Addison, Certification Committee Chair

Peggy Burnside, TMCA/TMCCP Administrative Director*

Dr. Amy Holt, TMCA/TMCCP Education Director*

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Art Canasacho, Haltom City

Jannette Goodall, Austin

Alicia Richardson, North Richland Hills, Board Liaison

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Roxanne Benitez, Spring Valley Village

Amy Casey, Belton

Tracylvn Garcia, Tomball

Erika McComis, Argyle

Gretchen Mercer, Canyon, Board Liaison

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Maria Jackson, Missouri City, Board Liaison

Municipal Clerk of the Year Committee

Deborah Sorensen, Roysie City, Chair

Lacie Hale, Hutto

Saundra Passailaque, Leon Valley

Bobbie Jo Taylor, Crandall

Christi Wynn, Brownwood, Board Liaison

Nominating Committee

Lydia Lopez, Hewitt, Chair

Zanea Carpenter, Muleshoe

Kerrl Craig, Horseshoe Bay

Susie Quinn, Murphy

Tina Stewart, The Colony

Shelley George, Allen, President

Aimee Nemer, Richardson, President Elect

2020 TMCA COMMITTEES

Certification Committee

Chair Irma Parker, City Secretary, Addison
972-450-7071, iparker@addisontx.org

Ellie Monteaux, City Sec. & Asst. City Mgr., Livingston
936-327-4311, citysecretary@livingston.net

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806-323-6473, citysecretary@cityofcanadiantx.com

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940-565-3488, amy.holt@unt.edu

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940-565-3488, amy.holt@unt.edu

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Aimee Nemer, Richardson, President Elect