



**Yellow Rose Chapter
Texas Municipal Clerks Association, Inc.
Agenda**

**Wednesday, August 31, 2023
11:30 am - 1:00 pm**

**Hosted by: City of Red Oak
Red Oak Government Center
101 South Live Oak Street, Red Oak, Texas 75154**

- I. Welcome and Introductions** by Cindy Gross, Yellow Rose Chapter President
- II. Presentation by Clerk of the Year Committee**
- III. Business Meeting**
 - a. Consider approving the minutes from June 7, 2023, Yellow Rose Chapter meeting
 - b. Consider approving financial report for the period ending July 23, 2023
 - c. Budget Committee Report: Consider approval of the Fiscal Year 2024 Annual Budget
 - d. Discuss and consider participation in the TML Annual Conference, Dallas, TX
 - e. Technology Committee Report: Update on the new Yellow Rose Chapter website
 - f. Holiday Committee Report: Discuss and consider date and venue options for December's holiday meeting/event
 - g. Other Committee Updates
- IV. Announcements**

Upcoming 2023 Chapter Meetings

 - Thursday, October 12th, City of Waxahachie
 - December, TBD
- V. Adjournment**



The purpose of the Yellow Rose Chapter shall be to expand the knowledge and image of the office of the City Secretary or City Clerk (Municipal Clerk); to engage in organized efforts to promote awareness of the importance of the duties performed by those in municipal government; to encourage each member to pursue the education opportunities offered, emphasizing the value of certifications afforded by membership in the TMCA; to foster relationships and network opportunities along with assistance and support among the chapters and individuals throughout our area, as well as throughout the state; to mentor new city clerks/secretaries and to impart professionalism, honesty and integrity to the communities we represent and to stand united in the common goal of upholding the constitution and laws of our communities, state and country.



EXECUTIVE BOARD AND COMMITTEES
October 1, 2022 – September 30, 2024

President
Cindy Cross

Vice President
Cynthia Olguin

Secretary
Ivy Peterson

Treasurer
Bobbie Jo Taylor

Historian
Caryn Stevens

Audit Committee

Caryn Stevens
Cynthia Olguin
Angie Wade
Gloria Colvin

Budget Committee

Bobbie Jo Taylor
Amber Villarreal
Mona Lisa Galicia
Belinda Berg

Bylaws Review Committee

President
Vice President
Secretary
Treasurer
Historian

Clerk of the Year Committee

Mayra Ortiz
Keera Seiger
Sumer Coulston
Bethany Prewitt

Holiday Committee

Ivy Peterson
Cindy Gross
Cynthia Chapman
Angie Wade
Jaqueline Munoz

Legislative Committee

Mayra Ortiz
Sonja Land
Jami Bonner
Belinda Berg

Membership Committee

Amber Villarreal
Alicia Thomas
Monica Solko
Susana Marin

Nominating Committee

Susana Marin
Jaqueline Munoz
Bobbie Jo Taylor
Amanda Campos

Scholarship Committee

Caryn Stevens
Sumer Coulston
Jami Bonner
Callie Green

Technology/Communications Committee

Keera Seiger
Mayra Ortiz
Emily Starkey
Chiquita Taylor



**Yellow Rose Chapter of the Texas Municipal Clerks Association
MINUTES
Wednesday, June 7, 2023**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Wednesday, June 7, 2023, at the City of DeSoto and the City of Hutchins, DeSoto Civic Center, Bluebonnet Room, 211 East Pleasant Run Road, DeSoto, Texas. The meeting was made available for in-person attendance.

Attendees:

Cindy Gross, Balch Springs	Gloria Colvin, Grand Prairie
Amanda Campos, Burleson	Mona Lisa Galicia, Grand Prairie
Monica Solko, Burleson	Chiquita Taylor, Grand Prairie
Lisandra Leal, Burleson	Cynthia Olguin, Hutchins
Belinda Berg, Cedar Hill	Tabatha Mansell, Keene
Rosie Ericson, Cedar Hill	Bobbie Jo Taylor, Ovilla
Cynthia Chapman, Cleburne	Sumer Coulston, Red Oak
Ivy Peterson, Cleburne	Caryn Stevens, Red Oak
Alicia Thomas, DeSoto	Callie Green, Venus
Melissa Jones, DeSoto	Amber Villarreal, Waxahachie
Tachia Williams Mays, DeSoto	Josie Guzman, Wilmer
Bethany Prewitt, Ennis	Mayra Ortiz, Wilmer
Angie Wade, Ennis	Natalia Valle, Wilmer

I. Welcome and Introductions by Cindy Gross, Yellow Rose Chapter President at 11:37 am

President Gross welcomed the attendees and thanked the Cities of DeSoto and Hutchins for hosting the June meeting.

President Gross invited Brandon Wright, DeSoto's City Manager to offer a welcome to the City of DeSoto and provide the invocation.

Vice President Cynthia Olguin introduced and thanked Ms. Leigh Ferguson, representative of Republic Services for being the luncheon sponsor for today's business meeting. Ms. Ferguson offered some brief comments about the sanitation services Republic provides to municipalities in the Metroplex area. She also provided some business promotional products for the clerks to take home.



II. Presentation by Mayor Rachel Proctor, City of DeSoto - Leadership

DeSoto City Secretary Alicia Thomas introduced the speaker, Mayor Rachel Proctor who was elected as the City's 22nd Mayor in February 2021. Mayor Proctor is an entrepreneur and has revolutionized the way people lead in business and public service. Some highlights from Mayor Proctor's presentation was as follows:

- Leadership is deliberate and intentional
- Building healthy relationships is a deliberate action
- Sacrificing personal and family time doesn't automatically equal successful

Mayor Proctor shared a story about dolphins how being marine creatures, they must also come up for air. The same is true for us. Taking care of ourselves is a necessity in order to take care of community. As a team member, the team is better served if we are healthy from self-care of mind and soul. A handout named, "The Intentional Leader Self Care Quiz" was provided to the attendees.

Other encouraging and helpful highlights from the presentation were:

- Handle the 'puddles' before they become a 'flood'
- Embrace healthy confrontations
- Dedicate time for plan-task thinking. For successful planning, set the to-do list to a maximum of 3-things per day. Leave margin in the day for life to happen.
- Allow a full-stop each day.

Mayor Proctor was presented flowers and a token of appreciation by President Gross.

III. Business Meeting

- a. Consider approving the minutes from April 6, 2023, Yellow Rose Chapter meeting

There was no discussion and President Gross called for a motion.

Motion to approve as presented was made by Mayra Ortiz of Wilmer and seconded by Angie Wade of Ennis. The motion carried unanimously.

- b. Consider approving financial reports for the period ending May 24, 2023

There was no discussion and President Gross called for a motion.

Motion to approve as presented was made by Amber Villarreal of Waxahachie and seconded by Callie Green of Venus. The motion carried unanimously.



- c. Nominating Committee Report: Consider award of the 2023 Yellow Rose Chapter Municipal Clerk of the Year

Committee Chair Mayra Ortiz of Wilmer introduced the committee members, Keera Seiger of Mansfield, Sumer Coulston of Red Oak, and Bethany Prewitt of Ennis and announced the Municipal Clerk of the Year is awarded to **Caryn Stevens of Red Oak**. The Committee as well as the membership congratulated Ms. Stevens with a round of applause.

- d. Scholarship Committee Report: Consider names for the two (2) annual \$300.00 scholarships:
 - Yellow Rose Founders Scholarship (honoring the founding members of the Yellow Rose Chapter)
 - Yellow Rose Memorial Scholarship (honoring those who have passed away)
 - Other Suggestions

Committee Chair Caryn Stevens of Red Oak introduced the committee members, Sumer Coulston of Red Oak, Jami Bonner of Waxahachie, and Callie Green of Venus.

Various members commented in favor of the two suggested scholarship names, and with no further discussion, President Gross called for a motion.

Motion to approve as presented was made by Amanda Campos of Burleson and seconded by Mona Lisa Galicia of Grand Prairie. The motion carried unanimously.

- e. Technology Committee Report: Update on the new Yellow Rose Chapter website

On behalf of the Committee Chair Keera Seiger of Mansfield, Chiquita Taylor of Grand Prairie offered an update to the progress of the new chapter website. The Committee is in contact with the vendor EvoGov and is setting up organization meetings to kick-off the project. Another update is to be provided at the next meeting.

- f. Other Committee Updates

An announcement the Budget Committee is to commence in the near future to present an annual budget to the membership at the next meeting in August.



IV. Announcements

Upcoming 2023 Chapter Meetings

- Wednesday, August 2nd, City of Red Oak
- Thursday, October 5th, City of Waxahachie – May be rescheduled due to the TML Annual Conference
- December, TBD

V. Adjournment of the meeting at 12:28 pm

Cindy Gross, President

ATTEST:

Ivy Peterson, Secretary



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 05.25.23 thru 6.26.23

BEGINNING BANK BALANCE	<u>\$ 18,692.43</u>
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DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
6.13.23	Business Meeting Fees 6.7.23 (Branch Deposit)	\$ 300.00
	Wells Fargo Processing Delay Fees	\$ 5.00

TOTAL DEPOSITS	<u>\$ 305.00</u>
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EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
1084	6.12.23	B. Taylor City of Ovilla Scholarship	\$ 295.00
		(205.00 remaining on scholarship)	\$ -
CC	6.26.23	Personalization Mall Clerk of the Year Vase	\$ 151.53
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL EXPENDITURES	<u>\$ 446.53</u>
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ENDING BANK BALANCE	<u>\$ 18,550.90</u>
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Submitted By: **Bobbie Jo Taylor, Treasurer**
 Date: **6.29.23**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
PERIOD 06.27.23 thru 07.26.23

BEGINNING BANK BALANCE	\$ 18,550.90
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DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
6.30.23	Business Meeting Fees 6.7.23 (Branch Deposit) (checks mailed in)	\$ 190.00
7.12.23	Business Meeting Fees 7.12.23 (Branch Deposit) (checks mailed in)	\$ 275.00
TOTAL DEPOSITS		\$ 465.00

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL EXPENDITURES			\$ -

ENDING BANK BALANCE	\$ 19,015.90
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Submitted By: **Bobbie Jo Taylor, Treasurer**
 Date: **7.26.23**

