



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

**Thursday, April 6, 2023  
11:30 am - 1:00 pm**

**Hosted by: City of Grand Prairie  
City Hall, Vision Conference Room, 2<sup>nd</sup> Floor  
300 West Main Street, Grand Prairie, Texas 75050**

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**I. Welcome** by Yellow Rose Chapter President-Elect Cindy Gross

**II. Presentations**

a. TMCA MemberClicks Orientation, by Kathleen Spriggs

**III. Business Meeting**

- a. Consider minutes from February 9, 2023, Yellow Rose Chapter Meeting
- b. Consider financial reports for the period ending March 23, 2023
- c. Committee updates

**IV. Announcements**

Upcoming 2023 Chapter Meetings

- June 1st, City of Desoto
- August 3rd, Cities of Red Oak and Ovilla
- October 5th, City of Waxahachie

**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  
Thursday, February 9, 2023**

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The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, February 9, 2023, at the City of Burleson City Hall, Council Chambers, 141 West Renfro Street, Burleson, Texas. The meeting was made available for in-person and virtual attendance.

**Attendees (\*Virtual)**

Beth Walls, Alvarado	*Sonja Land, Mesquite
Cindy Gross, Balch Springs	Sumer Coulston, Red Oak
Amanda Campos, Burleson	Caryn Stevens, Red Oak
Monica Solko, Burleson	Jamie Bonner, Waxahachie
Ivy Peterson, Cleburne	Amber Villarreal, Waxahachie
Bethany Prewitt, Ennis	Mayra Ortiz, Wilmer
*Gloria Colvin, Grand Prairie	Ruby Velasquez, Wilmer
*Chiquita Taylor, Grand Prairie	Faye Moore, Franklin Legal Publishing
*Kaylin Duff, Mesquite	

- I. Welcome: Yellow Rose Chapter President-Elect Cindy Gross at 11:57 am**
- II. Business Meeting**

- a)** Installation of Yellow Rose Chapter President, Cindy Gross

TMCA's immediate Past-President Amanda Campos of Burleson administered the oath of office to Yellow Rose Chapter's President-Elect Cindy Gross and President Gross immediately assumed her duties. The oath of office has been filed with the Secretary.

President Gross invited all attendees to introduce themselves to help acquaint the new members.

- b)** Recognition of Texas Municipal Clerks Certification Program Graduates (certification and recertification)

President Gross recognized Bethany Prewitt of Ennis, Belinda Berg of Cedar Hill, Cynthia Chapman of Cleburne, Ivy Peterson of Cleburne, and Amber Villarreal of Waxahachie.

President Gross also welcomed new member Beth Walls of Alvarado.



- c) Consider minutes from October 13, 2022, Yellow Rose Chapter Meeting

Motion to approve was made by Amber Villarreal of Waxahachie, and seconded by Caryn Stevens of Red Oak. The motion carried unanimously.

- d) Consider Financial Reports for the period ending January 26, 2023

Outgoing Treasurer Ivy Peterson of Cleburne presented the report for the period ending January 26, 2023.

Motion to approve was made by Amber Villarreal of Waxahachie, and seconded by Mayra Ortiz of Wilmer. The motion carried unanimously.

- e) Approve officer changes to the Yellow Rose Chapter bank account

According to the Wells Fargo security policy, please accept this request to update account information. The attached minutes of chapter meetings for October 13, 2022 and February 9, 2023 document the official record of the newly appointed Board of Trustees (i.e. Key Executive) and address changes for the following business.

Complete name of business:  
Yellow Rose Chapter of the Texas Municipal Clerks Association  
Account #: 1229085608

New Key Executive and Signer Address:  
Key Executive: Bobbie Jo Taylor, Treasurer, 105 S Cockrell Hill Rd, Ovilla TX 75154  
Signer: Cindy Gross, President, 13503 Alexander Rd, Balch Springs, TX 75181

Former Key Executive and Signer to be Removed from Account:  
Key Executive: Ivy Peterson, Treasurer, 10 N Robinson St, Cleburne, TX 76031  
Signer: Amber Villarreal, President, 401 S Rogers St, Waxahachie, TX 75165

Description of what changes are being made:  
For banking purposes, Wells Fargo account will be updated to reflect the newly elected Treasurer as the Key Executive, and the updated physical address for the business as 105 S Cockrell Hill Road, Ovilla, TX 75154.

Motion to approve was made by Mayra Ortiz of Wilmer, and seconded by Caryn Stevens of Red Oak. The motion carried unanimously.

- f) Discuss and consider Chapter website hosting options and associated funding

The Chapter's website account with GoDaddy expired in 2022. With the need for better functionality for continued maintenance and payment abilities, the Chapter membership



tasked the Technology Committee to research website design and hosting options. The Committee received and reviewed proposals from three vendors, CivicPlus, EvoGov, and Revize. After thorough review, the Committee recommended utilizing EvoGov, as this vendor offered a practical solution for the size of the organization and appropriately addressed the desired specifications.

Motion to approve the new website project to EvoGov and associated funding was made by Monica Solko of Burleson, and seconded by Caryn Stevens of Red Oak. The motion carried unanimously.

### **III. Roundtable discussion related to election matters**

Amanda Campos of Burleson led the discussion and gave a presentation sharing helpful election-related tips:

- Qualifying a candidate's application – show the same courtesy to all candidates
- Mail ballot processing – the signature verification committee verifies the signatures and the Early Voting Ballot Board should have a dedicated person to make phone calls to voters needing to remedy their ballot submission.
- Charter elections – the distinction was made that a Charter 'Committee' recommends ballot propositions to the council and a Charter 'Commission' determines the propositions without council's action.
- Communications – to be equally resourceful, it is a good practice to share answers to questions with all candidates; provide updates to the Council in a group email.
- Forms – if re-creating election forms, compare to the Secretary of State's most latest version to confirm all the required elements are included.
- Political signs – work with your city's code enforcement; pictures are helpful proving illegal sign placement. It's more helpful to not only advise the candidate the sign is improperly placed, but provide a solution. Example: "It is not legally placed here↓, but if you move it here↓, it's good."

The presentation also included resources that Amanda is willing to share, such as:

- Election calendar and task list in an Excel file
- Website "How-To" resources for candidates and voters, including voiceover videos and printable instructions
- Candidate training PowerPoint presentation

In addition to the election resources, Amanda displayed her office's project list which she is also willing to share to help other city secretary's document projects and successes throughout the year.



#### **IV. Announcements**

**a. Announcement of next Chapter Meeting date and location**

2023 Meeting location schedule:

- February, City of Burleson
- April, City of Grand Prairie
- June, City of Desoto
- August, Cities of Red Oak/Ovilla
- October, City of Waxahachie

#### **V. Adjourn**

Meeting adjourned at 1:07 pm

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Cindy Gross, President

ATTEST:

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Ivy Peterson, Secretary



**TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.**  
**YELLOW ROSE CHAPTER**  
**TREASURER REPORT**  
 PERIOD 01/27/23 thru 02/24/23

**BEGINNING BANK BALANCE** **\$ 17,652.43**

**DEPOSITS**

<i>Date</i>	<i>Description</i>	<i>Amount</i>
1/27/2023	Membership Dues (Branch Deposit)	\$ 50.00
2/22/2023	Membership Dues (Branch Deposit)	\$ 350.00
2/22/2023	Business Meeting Fees 2/9 (Branch Deposit)	\$ 25.00
2/22/2023	Business Meeting Fees 2/9 (Branch Deposit)	\$ 325.00
		\$ -
		\$ -
<b>TOTAL DEPOSITS</b>		<b>\$ 750.00</b>

**EXPENDITURES**

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	1/27 - 2/24	No withdrawals reported for this period	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL EXPENDITURES</b>			<b>\$ -</b>

**ENDING BANK BALANCE** **\$ 18,402.43**

Submitted By: **Ivy Peterson, Secretary on behalf of Treasurer during Officer Transition**  
 Date: **3/10/2023**

