



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

Hybrid Meeting

Thursday, August 5, 2021

11:30 a.m.-1:00 p.m.

Burleson City Hall – Council Chamber

141 Renfro St.

Burleson, TX 76028

- I. Welcome:** Chapter President Amber Villarreal
- II. Guest Speaker:** Aimee Nemer, TRMC, MMC, TMCA President
- III. Business Meeting:**
 - a) Recognize Past President Angie Wade
 - b) Consider minutes from June 3, 2021, Yellow Rose Chapter Meeting
 - c) Consider Financial Report for the period ending July 31, 2021
 - d) Consider FY 2021-2022 Yellow Rose Chapter Budget
 - e) Review Chapter By-Laws and take any necessary action
 - f) Discuss October YRC meeting (consider moving date due to TML conference)
 - g) Discuss Chapter website hosting options
- IV. Adjourn**

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.



**Yellow Rose Chapter of the
Texas Municipal Clerks Association
MINUTES
Thursday, June 3, 2021**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, June 3, 2021, at the City of Mansfield – Chris Burkett Service Center, 620 S. Wisteria Street, Mansfield, Texas 76063.

Members/*Guests in Attendance/Virtual Attendees**

Amber Villarreal	Waxahachie		Mona Lisa Galicia	Grand Prairie
Cindy Gross	Balch Springs		Gloria Colvin	Grand Prairie
Ivy Peterson	Cleburne		Chaquita Taylor	Grand Prairie
Cynthia Olguin	Hutchins		Susana Marin	Mansfield
Amanda Campos	Burleson		Keera Seiger	Mansfield
Jesse Elizondo	Burleson		Kathryn Roberson	Pantego
**Belinda Berg	Cedar Hill		Caryn Stevens	Red Oak
**Katherine Cenicola	Cedar Hill		Lori McGlothlin	Red Oak
**Cynthia Chapman	Cleburne		**Mayra Ortiz	Wilmer
**Bethany Prewitt	Ennis			

I. Welcome: Chapter President Amber Villarreal

President Amber Villarreal, Waxahachie, called the meeting to order at 11:56 a.m. and welcomed everyone attending in person and virtual. President Villarreal extend a special thanks to the City of Mansfield for hosting the meeting and Susana Marin and Keera Seiger for their hard work preparing for the meeting and arranging a delicious lunch. Ivy Peterson gave the invocation.

II. Business Meeting

a. Consider minutes from June 3, 2021, Yellow Rose Chapter Meeting

Motion made by Susana Marin, seconded by Amanda Campos to approve the Minutes of June 3, 2021, as submitted. Motion carried unanimously.

b. Consider Financial Report for the period ending May 25, 2021

President Villarreal announced agenda item b would be moved to the August chapter meeting and would include the financials through the end of July.

c. Recognition of the 2021 Yellow Rose and TMCA Clerk of the Year



Kathryn Roberson, Clerk of the Year Committee Member, announced Amanda Campos, City of Burleson, as the 2021 Yellow Rose and TMCA Clerk of the Year and recognized Amanda's contributions to the chapter and TMCA.

d. Discuss By-Law Updates

President Villarreal presented the updates and opened the floor for discussion. Areas of concern and discussion included the following: What constitutes a quorum, is a quorum required to vote, attendance, membership dues, definition of a member's voting rights, and the challenge with increasing membership and participation. Round table discussions were encouraged along with ideas to promote education and helpful topics the chapter can present.

III. Adjourn

President Villarreal announced the items of discussion for the August meeting including special guest, TMCA President Aimee Nemer, and members were encouraged to apply for scholarships. There being no further business, the meeting adjourned at 12:37 pm.

Amber Villarreal, President

ATTEST:

Cynthia Olguin, Secretary



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 05/26/21 thru 06/23/21

BEGINNING BANK BALANCE **\$ 14,741.85**

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
5/26 - 6/23	No deposits reported for this period	\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
TOTAL DEPOSITS		\$ -

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	5/28/2021	Clerk of the Year Presentation (ThingsToRemember)	\$ 123.67
	6/4/2021	Clerk of the Year Presentation (HEB)	\$ 30.05
	6/10/21	Retirement Presentation (HEB)	\$ 35.46
			\$ -
			\$ -
TOTAL EXPENDITURES			\$ 189.18

ENDING BANK BALANCE **\$ 14,552.67**

Submitted By: **Ivy Peterson, Treasurer**
 Date: **7/22/2021**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 06/24/21 thru 07/26/21

BEGINNING BANK BALANCE	\$ 14,552.67
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DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
7/23/2021	June 3rd Business Meeting Fees	\$ 60.00
7/23/2021	Membership Dues	\$ 500.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
TOTAL DEPOSITS		\$ 560.00

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	6/24 - 7/26	No Expenditures	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL EXPENDITURES			\$ -

ENDING BANK BALANCE	\$ 15,112.67
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Submitted By: **Ivy Peterson, Treasurer**
 Date: **7/27/2021**

YELLOW ROSE CHAPTER						
TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.						
PROPOSED FY 21/22 BUDGET						
REVENUE	FY17/18	FY 18/19	FY 19/20	FY 20/21	PROPOSED FY 21/22	COMMENTS
Dues	\$ 2,400.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	
Luncheons	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Professional Seminar	\$ -				\$ -	
Fundraiser for Scholarships	\$ -				\$ -	
Miscellaneous/Other	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 100.00	Reduce -- accurately reflect revenue
TOTAL REVENUE	\$ 5,750.00	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00	\$ 4,800.00	
OPERATING EXPENSES						
Luncheons - Food	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Luncheons - Retirees	\$ 140.00		\$ -	\$ -	\$ -	
Bank Fees	\$ -		\$ -	\$ -	\$ -	
Clerk of the Year	\$ 150.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	
Guest Gifts/Awards	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 1,000.00	
Holiday Luncheon	\$ 250.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	
Holiday Luncheon - Perfect Attendance	\$ 110.00		\$ -	\$ -	\$ -	
Supplies/Scrapbook	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	
Annual Audit	\$ -		\$ -	\$ -	\$ -	
Technology/Communications (website)	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	Consider new website--Expense may change
Miscellaneous Expenditures	\$ 100.00		\$ -	\$ -	\$ 75.00	
Chapter Logo Design	\$ -		\$ -	\$ -	\$ -	
Chapter T-shirt	\$ 850.00		\$ -	\$ -	\$ -	
Door Prizes (5 meetings)	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ -	Donations by members/hosting city
Scholarship Fund	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	Reduced to 2 Registration Scholarships
Mary Kaiser Scholarship	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	
TOTAL EXPENSES	\$ 6,650.00	\$ 6,025.00	\$ 6,025.00	\$ 5,025.00	\$ 4,800.00	
Budget Committee members:						
Ivy Peterson						
Amber Villareal						
Angie Wade						
Belinda Berg						