



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

**Agenda**

Wednesday, February 9, 2022

12 noon -1:00 p.m.

**ZOOM Meeting**

**To join the meeting from the Zoom app or web browser:**

<https://us02web.zoom.us/j/81408228802>

**To join from telephone: (346) 248-7799.**

**Enter Meeting ID: 814 0822 8802 #, another #**

**I. Welcome:** Chapter President Amber Villarreal

**II. Business Meeting:**

- a) Recognition of graduates (certification and recertification) from the TMCCP program
- b) Consider minutes from October 14, 2021, Yellow Rose Chapter Meeting
- c) Consider Financial Report for the period ending January 26, 2022
- d) Discuss and consider Chapter website hosting options and associated funding
- e) Roundtable discussion of upcoming City elections
- f) Membership update

**III. 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, October 14, 2021**

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The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, October 14, 2021, at the City of Mansfield Chris Burkett Service Center located at 620 S. Wisteria Street, Mansfield, TX 76063

**Members/\*Guests in Attendance/\*\*Virtual Attendees**

Amber Villarreal	Waxahachie		Jamie Bonner	Waxahachie
Ivy Peterson	Cleburne		Susana Marin	Mansfield
Cynthia Olguin	Hutchins		Keera Seiger	Mansfield
Amanda Campos	Burleson		**Caryn Stevens	Red Oak
Kandi Jackson	Seagoville		Mayra Ortiz	Wilmer
Cynthia Chapman	Cleburne		Josie Guzman	Wilmer
Bethany Prewitt	Ennis			
Mona Lisa Galicia	Grand Prairie			
Aimee Neemer	Richardson			

**I. Welcome: Chapter President Amber Villarreal**

President Amber Villarreal, Waxahachie, called the meeting to order at 12:01 p.m., welcomed everyone attending in-person and virtual, and thanked Susana Marin and the City of Mansfield for hosting the meeting.

**II. Guest Speaker: Aimee Neemer, TRMC, MMC, TMCA President**

President Nemer thanked the Yellow Rose Chapter for the invitation and the opportunity to meet the group. President Neemer encouraged the members to apply for the various scholarships including vendor scholarships and stressed the importance of volunteering to serve on boards and committees. President Neemer updated the Chapter with 2021 TMCA updates:

- Highlights from the Annual Awards Banquet - installation of new President Amanda Campos; scholarship recipients, Clerk of the Year Awards, Time Capsule ceremony included tokens from TMCA chapters.
- TMCA’s 35<sup>th</sup> Anniversary included an 80’s theme party
- TMCA membership for 2021 was a record 1100 participants
- New 2022 virtual certification options expected to roll out in June 2022
- Seminar updates and seminar surveys



### **III. Business Meeting**

**a) Consider minutes from September 2, 2021, Yellow Rose Chapter Meeting**

Motion made by Susana Marin and seconded by Amanda Campos to approve the Minutes from September 2, 2021, with a correction to Item F. FY2021-2022. Motion carried unanimously.

**b) Consider Financial Report for the period ending September 24, 2021**

Treasurer Ivy Peterson presented the report for the period ending September 24, 2021. Motion made by Amanda Campos and seconded by Mayra Ortiz to approve the Financial Report through September 24, 2021. Motion carried unanimously.

**c) Review and consider amendments to Chapter By-Laws**

Motion made by Amanda Campos and seconded by Mona Lisa Galica to approve the amendments to the Chapter By-Laws. Motion carried unanimously.

**d) Discuss and consider Chapter website hosting options and associated funding.**

The item was postponed until the next agenda.

**e) Consider Scholarship Fund options**

President Villarreal recommended a scholarship fund to assist smaller cities with membership fees, meeting fees, and seminars. Caryn Stevens suggested creating a memorial fund to honor passing members Lynn Hill, Dana Argumaniz, and Lori Saunders. Amanda Campos suggested remaining within our chapter for chapter meetings and creating an Ad Hoc Committee to review the best way to move forward. Caryn Stevens, Mayra Ortiz, and Cynthia Olguin volunteered to serve on the committee.

**f) Set FY2021-2022 meeting schedule**

President Villarreal discussed meeting options, rotating between in-person and hybrid to relieve the burden on the cities of Burleson and Mansfield. Currently, they are the only cities that can provide hybrid meeting options and meeting space large enough to allow distancing. Mona Lisa Galacia offered to host a meeting at the Grand Prairie facilities, but it would have



limited seating. Caryn Stevens stated Red Oak is currently closed to the public but would consider hosting a meeting in the spring.

The following dates, meeting options, and host cities were considered for 2022 calendar year. President Villarreal will send out a new schedule for 2022.

- February– virtual meeting
- April – Grand Prairie (in person only)
- June – Mansfield (hybrid)
- August – Red Oak (hybrid)
- October – Burleson (hybrid)

President Villarreal asked for input for a date and time for the December holiday meeting and asked the Holiday Committee members to keep in mind the dates for the Secretary of State’s Election Seminar and IIMC Seminar also scheduled in December.

#### **IV. Adjourn**

President Villarreal reminded everyone that 2021/2022 annual membership applications will be sent out soon. The meeting adjourned at 12:47 pm.

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Amber Villarreal, President

ATTEST:

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Cynthia Olguin, Secretary



**TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.**  
**YELLOW ROSE CHAPTER**  
**TREASURER REPORT**  
**PERIOD 09/25/21 thru 10/26/21**

**BEGINNING BANK BALANCE** **\$ 16,253.47**

**DEPOSITS**

<i>Date</i>	<i>Description</i>	<i>Amount</i>
10/8/2021	Business Meeting Fees (of \$316.98 PayPal Transfer)	\$ 217.58
10/8/2021	Membership Dues (of \$316.98 PayPal Transfer)	\$ 99.40
10/26/2021	Meeting Fees (Paper Deposit)	\$ 20.00
		\$ -
		\$ -
		\$ -
<b>TOTAL DEPOSITS</b>		<b>\$ 336.98</b>

**EXPENDITURES**

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	10/15/2021	CVS Pharmacy - Speaker Gift for President Nemer	\$ 44.45
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 44.45</b>	

**ENDING BANK BALANCE** **\$ 16,546.00**

Submitted By: **Ivy Peterson, Treasurer**  
 Date: **2/1/2022**



**TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.**  
**YELLOW ROSE CHAPTER**  
**TREASURER REPORT**  
**PERIOD 10/27/21 thru 11/24/21**

**BEGINNING BANK BALANCE** **\$ 16,546.00**

**DEPOSITS**

<i>Date</i>	<i>Description</i>	<i>Amount</i>
11/17/2021	Business Meeting Fees (PayPal Transfer)	\$ 221.87
11/17/2021	Membership Dues (PayPal Transfer)	\$ 946.29
11/23/2021	Membership Dues (Paper Deposit)	\$ 350.00
		\$ -
		\$ -
		\$ -
<b>TOTAL DEPOSITS</b>		<b>\$ 1,518.16</b>

**EXPENDITURES**

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	10/27/2021	Walgreens - Door Prizes for Advanced Institute	\$ 206.48
	10/28/2021	Kroger - Flowers to honor Amanda Campos, TMCA President	\$ 75.76
			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL EXPENDITURES</b>			<b>\$ 282.24</b>

**ENDING BANK BALANCE** **\$ 17,781.92**

Submitted By: **Ivy Peterson, Treasurer**  
 Date: **2/1/2022**



**TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.**  
**YELLOW ROSE CHAPTER**  
**TREASURER REPORT**  
 PERIOD 11/25/21 thru 12/23/21

**BEGINNING BANK BALANCE** **\$ 17,781.92**

**DEPOSITS**

<i>Date</i>	<i>Description</i>	<i>Amount</i>
11/25 - 12/23	No deposits reported for this period	\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
<b>TOTAL DEPOSITS</b>		<b>\$ -</b>

**EXPENDITURES**

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	12/17/2021	Saltgrass Steakhouse - YR Christmas Party	\$ 438.38
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL EXPENDITURES</b>			<b>\$ 438.38</b>

**ENDING BANK BALANCE** **\$ 17,343.54**

Submitted By: **Ivy Peterson, Treasurer**  
 Date: **2/1/2022**



**TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.**  
**YELLOW ROSE CHAPTER**  
**TREASURER REPORT**  
 PERIOD 12/24/21 thru 01/26/22

**BEGINNING BANK BALANCE** **\$ 17,343.54**

**DEPOSITS**

<i>Date</i>	<i>Description</i>	<i>Amount</i>
1/18/2022	Kristin Dayle Designs - Return	\$ 114.24
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
<b>TOTAL DEPOSITS</b>		<b>\$ 114.24</b>

**EXPENDITURES**

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	1/18/2022	Kristin Dayle Designs - Flowers Order (cancelled above)	\$ 114.24
	1/20/2022	Kristin Dayle Designs - Flowers for Ortiz and Green families	\$ 119.08
	1/21/2022	Scholarship Recipient Disbursement - Cindy Gross	\$ 500.00
			\$ -
			\$ -
			\$ -
<b>TOTAL EXPENDITURES</b>			<b>\$ 733.32</b>

**ENDING BANK BALANCE** **\$ 16,724.46**

Submitted By: **Ivy Peterson, Treasurer**  
 Date: **2/1/2022**