



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

**Thursday, October 12, 2023
11:30 am**

Hosted by: City of Waxahachie
Charles Beatty Municipal Services Building, Hatchet Room (2nd Floor)
408 S Rogers St, Waxahachie, TX 75165

I. Welcome and Introductions by Cindy Gross, Yellow Rose Chapter President

II. Presentation by Jannette Goodall, TMCA President

III. Business Meeting

- a. Consider approving the August 31, 2023, meeting minutes
- b. Consider approving financial report for the period ending September 26, 2023
- c. Discuss and consider meeting dates for 2024
- d. Consider Committee Appointments to fill vacancies:
 - a. Nominating Committee (appoint Immediate-Past President)
 - b. Holiday Committee
 - c. Technology/Communications Committee
- e. Scholarship Committee Report and presentation of awards
- f. Membership Committee Report
- g. Technology Committee Report
- h. Other Committee Updates

IV. Announcements

Upcoming 2023 Chapter Meetings

- Wednesday, December 13th, City of Mansfield

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, August 31, 2023**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, August 31, 2023, at the City of Red Oak, Red Oak Government Center, 101 South Live Oak Street, Red Oak, Texas 75154. The meeting was made available for in-person attendance.

Attendees:

Beth Walls, Alvarado	Raeanna Byington, Kennedale
Cindy Gross, Balch Springs	Susana Marin, Mansfield
Amanda Campos, Burleson	Keera Seiger, Mansfield
Lisandra Leal, Burleson	Bobbie Jo Taylor, Ovilla
Monica Solko, Burleson	Leslie Galloway, Pantego
Rosie Ericson, Cedar Hill	Sumer Coulston, Red Oak
Cynthia Chapman, Cleburne	Caryn Stevens, Red Oak
Ivy Peterson, Cleburne	Jami Bonner, Waxahachie
Sabrina Del Bosque Crandall	Amber Villarreal, Waxahachie
Alicia Thomas, DeSoto	Josie Guzman, Wilmer
Mona Lisa Galicia, Grand Prairie	Mayra Ortiz, Wilmer
Cynthia Olguin, Hutchins	

I. Welcome and Introductions by Cindy Gross, Yellow Rose Chapter President at 11:50 am

President Gross welcomed the attendees and thanked the City of Red Oak for hosting the August meeting. Host Caryn Stevens introduced City of Red Oak guests, being Mayor Mark Stanfill, City Manager Todd Fuller, and Assistant City Manager Jonathan Philips.

II. Presentation by Clerk of the Year Committee

The 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 presented the recently awarded Yellow Rose Clerk of the Year, Caryn Stevens of Red Oak with a beautiful arrangement of flowers and an etched glass vase. Red Oak Mayor Stanfill, City Manager Fuller, and Assistant City Manager Philips gathered for a group picture with Caryn Stevens in honor of this prestigious award.



III. Business Meeting

- a.** Consider approving the minutes from June 7, 2023, Yellow Rose Chapter meeting

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

Motion to approve as presented was made by Amanda Campos of Burleson, and seconded by Monica Solko of Burleson. The motion carried unanimously.

- b.** Consider approving financial report for the period ending July 23, 2023

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

Motion to approve as presented was made by Susana Marin of Mansfield, and seconded by Caryn Stevens of Red Oak. The motion carried unanimously.

- c.** Budget Committee Report: Consider approval of the Fiscal Year 2024 Annual Budget

The Committee Chair and Chapter Treasurer Bobbie Jo Taylor of Ovilla introduced the committee members, Amber Villarreal of Waxahachie, Mona Lisa Galicia of Grand Prairie, and Belinda Berg of Cedar Hill and thanked them for their efforts in preparing the FY 24 budget.

There was discussion regarding scholarship awards and how overlapping fiscal year disbursements affects the budget preparation. There is a deadline for award recipients to request scholarship reimbursements, but the deadline will be more clearly communicated.

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 of Grand Prairie. The motion carried unanimously.

- d.** Discuss and consider participation in the TML Annual Conference, Dallas, TX

President Gross announced the TML Annual Conference is in Dallas this year and the Dallas/Fort Worth area Chapters, North Texas, Lone Star, and Yellow Rose Chapters are coordinating efforts and participation for the TMCA booth and educational session. Recruitment of TMCA booth volunteers are in progress, and TMCA Board Member Amanda Campos announced the Executive Board's discussion surrounding outfit coordination for identifying the each clerk according to their chapter membership. The



conference is being held October 4 – 6, 2023 and the educational sessions are on Wednesday, October 4th, and Thursday, October 5th.

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

Committee Chair Keera Seiger of Mansfield provided an update on the development of the new chapter website being created and designed by EvoGov. Other Committee members are Mayra Ortiz of Wilmer, Chiquita Taylor of Grand Prairie, and Ivy Peterson, of Cleburne.

The Committee has had several organizational meetings with EvoGov with the kickoff meeting on July 26th. Other meetings were August 3rd, 15th, 18th, and 31st. EvoGov is in the design phase of the requested pages, content, forms, including online payment forms. The Committee hopes to provide another update at the next Chapter meeting.

- f. Holiday Committee Report: Discuss and consider date and venue options for December's holiday meeting/event

The Committee Chair, Ivy Peterson of Cleburne announced Committee members Cindy Gross of Balch Springs, Cynthia Chapman of Cleburne, and Angie Wade of Ennis. There was discussion regarding what is preferred for the venue, restaurant, rented facility, or a city-hosted event. The City of Mansfield volunteered to host the December holiday event on December 13th, and Keera Seiger of Mansfield volunteered to assist the Committee in the planning. There are no funds available in the FY24 budget, so the event fee will be the usual \$25 per person. There was a suggestion to designate the charity to be a local-Mansfield nursing facility. The Committee will organize games, décor, and possibly a gift-exchange.

- g. Other Committee Updates

- The deadline for applying for Yellow Rose scholarships is September 1st.
- Membership dues for FY24 are due by October 31, 2023



IV. Announcements

- TMCA Immediate Past President Amanda Campos announced and congratulated Mona Lisa Galicia of Grand Prairie, and Bobbie Jo Taylor of Ovilla for being officially nominated to serve as Trustees on the TMCA Executive Board beginning January 1, 2024. The TMCA membership is to vote for the Executive Board at the annual business meeting held during the Advanced Institute Seminar in October, 2023.
- President Gross asked all the attendees around the room to introduce themselves.
- Host City of Red Oak drew names for door prizes.
 - Upcoming 2023 Chapter Meetings
 - Thursday, October 12th, City of Waxahachie
 - Wednesday, December 13th, City of Mansfield

V. Adjournment of the meeting at 12:50 pm

Cindy Gross, President

ATTEST:

Ivy Peterson, Secretary



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 07.26.23 - 08.23.2023

BEGINNING BANK BALANCE	\$ 19,015.90
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DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
8.14.23	Red Oak August Luncheon	\$ 50.00
8.14.23	Ovilla August Luncheon	\$ 25.00
8.14.23	Cleburne August Luncheon	\$ 25.00
8.14.23	Pantego August Luncheon	\$ 25.00
8.14.23	Burleson August Luncheon	\$ 75.00
8.14.23	GP August Luncheon	\$ 25.00
8.14.23	Cedar Hill August Luncheon	\$ 50.00
TOTAL DEPOSITS		\$ 275.00

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
CC	7.25.23	Evogov - Website Project payment 1 of 2	\$ 750.00
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL EXPENDITURES			\$ 750.00

ENDING BANK BALANCE	\$ 18,540.90
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Submitted By: **Bobbie Jo Taylor, Treasurer**
 Date: **9.1.2023**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
PERIOD 08.24.2023-9.26.23

BEGINNING BANK BALANCE	\$ 18,540.90
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DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
8.31.23	Red Oak Luncheon 350 Membership 300 Luncheon	\$ 650.00

TOTAL DEPOSITS	\$ 650.00
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EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
CC	8.31.23	Soulman's Luncheon	\$ 421.90
		Petal Plus Clerk of the year	\$ 81.19
1085	9.1.23	City of Ovilla Scholarship	\$ 205.00
CC	8.31.23		\$ -
			\$ -
			\$ -

TOTAL EXPENDITURES	\$ 708.09
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ENDING BANK BALANCE	\$ 18,482.81
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Submitted By: **Bobbie Jo Taylor, Treasurer**
 Date: **10.02.23**