



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

**Wednesday, December 13, 2023
11:30 am**

Hosted by: City of Mansfield
Mansfield City Hall, Multi-Purpose Room
1200 East Broad Street, Mansfield, TX 76063

I. Welcome and Introductions by Cindy Gross, Yellow Rose Chapter President and Joe Smolinski, Mansfield City Manager

II. Business Meeting

- a. Consider approving the October 12, 2023, meeting minutes
- b. Consider approving financial report for period ending November 24, 2023
- c. Technology Committee Report: Update on the new Yellow Rose Chapter website

III. Announcements

2024 Chapter Meetings held the 2nd week of the month (specific dates to be determined)

- February, City of Burleson
- April, City of Grand Prairie
- June, City of Red Oak
- August, City of Cleburne
- October, City of Balch Springs
- December, City of DeSoto

IV. Adjourn Business Meeting

V. Holiday Event

- a. Enjoy holiday meal and festivities
- b. Deliver donated items to Mansfield Nursing and Rehabilitation Center, 1402 East Broad Street (next door to city hall). See suggested donation list in this packet.



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
Keera Seiger

Legislative Committee

Mayra Ortiz
Sonja Land
Jami Bonner
Belinda Berg

Membership Committee

Amber Villarreal
Alicia Thomas
Monica Solko
Susana Marin

Nominating Committee

Susana Marin
Amber Villarreal
Bobbie Jo Taylor
Amanda Campos

Scholarship Committee

Caryn Stevens
Sumer Coulston
Jami Bonner
Callie Green

Technology/Communications Committee

Keera Seiger
Mayra Ortiz
Chiquita Taylor
Ivy Peterson



**Yellow Rose Chapter of the Texas Municipal Clerks Association
MINUTES
Thursday, October 12, 2023**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, October 12, 2023, at the Charles Beatty Municipal Services Building, Hatchet Room (2nd Floor), 408 S Rogers St, Waxahachie, TX 75165. The meeting was made available for in-person attendance.

Attendees:

Cindy Gross, Balch Springs	Keera Seiger, Mansfield
Amanda Campos, Burleson	Bobbie Jo Taylor, Ovilla
Lisandra Leal, Burleson	Sumer Coulston, Red Oak
Monica Solko, Burleson	Caryn Stevens, Red Oak
Cynthia Chapman, Cleburne	Callie Green, Venus
Ivy Peterson, Cleburne	Jami Bonner, Waxahachie
Alicia Thomas, DeSoto	Clarice Crocker, Waxahachie
Jannette Goodall, Fort Worth	Amber Villarreal, Waxahachie
Gloria Colvin, Grand Prairie	Josie Guzman, Wilmer
Mona Lisa Galicia, Grand Prairie	Mayra Ortiz, Wilmer
Cynthia Olguin, Hutchins	Ruby Velasquez, Wilmer
Susana Marin, Mansfield	

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 Waxahachie for hosting the October meeting. Host Amber Villarreal introduced City of Waxahachie's Mayor David Hill.

II. Presentation by Jannette Goodall, TMCA President

President Goodall reported the sessions were great and complimented the municipal clerk speakers at the Texas Municipal League Annual Conference. There are plans to include municipal clerk sessions for next year's conference. She gave highlights regarding the upcoming TMCA/TMCCP Advanced Institute in Frisco, TMCA Annual Business Meeting that includes membership dues increase, bylaws revisions, creation of a new Budget Committee for future planning, swearing in of trustees and officers, except for president who will be sworn in during the banquet. She stated the banquet will be fun and will recognize retirees, awards of achievement, distinguished and emerging leader awards, and finally, the municipal clerk of the year. President Goodall stated the best part of TMCA presidency is visiting the chapters and getting to know the members of the organization across the state.



President Gross stated, thanked President Goodall (and Yellow Rose Chapter member) for attending and personally providing important and useful information for the members.

III. Business Meeting

- a.** Consider approving the minutes from August 31, 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 Alicia Thomas of DeSoto. The motion carried unanimously.

- b.** Consider approving financial report for the period ending September 26, 2023

Treasurer Taylor noted that FY23 scholarship award(s) were disbursed in October for the Advanced Institute creating an overlap of fiscal year expenses.

With no further discussion, President Gross called for a motion. Motion to approve as presented was made by Caryn Stevens of Red Oak, and seconded by Mona Lisa Galicia of Grand Prairie. The motion carried unanimously.

- c.** Discuss and consider meeting dates for 2024

In accordance with the bylaws Article VII – Meetings, a schedule of meetings shall be submitted to the membership at the regular meeting held in August.

Chapter meetings are held the second week of every other month. Cities volunteered to host meetings in 2024, and the schedule is as follows:

- February, City of Burleson
- April, City of Grand Prairie
- June, City of Red Oak
- August, City of Cleburne
- October, City of Balch Springs
- December, City of DeSoto

With no further discussion, President Gross called for a motion. Motion to approve as presented was made by Ivy Peterson of Cleburne, and seconded by Monica Solko of Burleson. The motion carried unanimously.



- d. Consider Committee Appointments to fill vacancies:
 - a. Nominating Committee (appoint Immediate-Past President)
 - b. Holiday Committee
 - c. Technology/Communications Committee

With no further discussion, President Gross called for nominations.

Motion to appoint Amber Villarreal of Waxahachie to the Nominating Committee was made by Amanda Campos of Burleson, and seconded by Ivy Peterson of Cleburne. The motion carried unanimously.

Motion to appoint Keera Seiger of Mansfield to the Holiday Committee was made by Ivy Peterson of Cleburne, and seconded by Mona Lisa Galicia of Grand Prairie. The motion carried unanimously.

Motion to appoint Ivy Peterson of Cleburne to the Technology/Communications Committee was made by Amanda Campos of Burleson, and seconded by Cynthia Olguin of Hutchins. The motion carried unanimously.

- e. Scholarship Committee Report and presentation of awards

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

Scholarships are for an amount up to \$300, and are to be used during Fiscal Year 2024 (October 1, 2023 thru September 30, 2024). The deadline for applying for Yellow Rose scholarships was September 1st. The award announcements are as follows:

Sumer Coulston of Red Oak is the recipient of the Yellow Rose Founders Scholarship (honoring the founding members of the Yellow Rose Chapter).

Ivy Peterson of Cleburne is the recipient of the Yellow Rose Memorial Scholarship (honoring those who have passed away).

- f. Membership Committee Report

Committee Chair Amber Villarreal of Waxahachie acknowledged the committee members Alicia Thomas of DeSoto, Monica Solko of Burleson, and Susana Marin of Mansfield.

Membership dues payments are due by October 31st of each year.



The membership committee reached out to other cities not already members and encouraged those in attendance to also reach out to others.

There was discussion regarding establishing a membership scholarship and to include ½ year of lunch fees. Other ideas were to use the buddy system and consider hosting meetings in a town not represented. This task was referred to the Scholarship Committee to discuss at the February meeting.

~~g. Technology Committee Report~~

h. Other Committee Updates

President Gross, Chair of the Bylaws Review Committee announced the committee is working on the bi-annual review, and will have an item at a future meeting.

Ivy Peterson, Chair of the Holiday Committee announced the committee is moving forward with planning details of the event being held on December 13th in Mansfield. A suggestion to consider is to have a silent auction and donate the proceeds for the membership scholarship.

IV. Announcements

- President Gross asked all the attendees around the room to introduce themselves
- Congratulations were extended to the following Yellow Rose Chapter members:
 - Caryn Stevens of Red Oak for the Yellow Rose Chapter's nomination for 2023 Texas Municipal Clerk of the Year
 - Mona Lisa Galicia of Grand Prairie and Bobbie Jo Taylor of Ovilla for being officially nominated to serve as Trustees on the Texas Municipal Clerks Association Executive Board beginning January 1, 2024
 - Amanda Campos of Burleson for the appointment of Treasurer to the Association of Hispanic Municipal Officials
- Host City of Waxahachie drew names for door prizes that were donated by businesses in the Downtown Association. Members were encouraged to visit these businesses and take advantage of the discount coupons included in the gift bags.
 - Upcoming 2023 Chapter Meetings
 - Wednesday, December 13th, City of Mansfield



V. Adjournment of the meeting at 12:35 pm

Cindy Gross, President

ATTEST:

Ivy Peterson, Secretary



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
PERIOD 9-26-2023-10.25.2023

BEGINNING BANK BALANCE	\$ 18,482.81
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DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
10.13.23	2024 Memberships - Galicia, Wade, Prewitt, Guzman Ortiz, Velasquez, McDonald, Gross Varner, October Luncheon Fees	\$ 775.00

TOTAL DEPOSITS	\$ 775.00
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EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
1087	10.12.23	October Lunch The Doves Nest	\$ 367.67

TOTAL EXPENDITURES	\$ 367.67
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ENDING BANK BALANCE	\$ 18,890.14
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Submitted By: **Bobbie Jo Taylor, Treasurer**
 Date: **11.22.2023**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
PERIOD 10.26.2023-11.24.2023

BEGINNING BANK BALANCE	\$ 18,890.14
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DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
11.7.23	2024 Memberships Peterson, Chapman, Quintana, Olguin, marin, Coulson, Luncheon Fees - Burleson, GP, Red Oak	\$ 525.00
11.20.23	2024 Memberships Stevens, Berg, Ericson Keera, Karen - Mansfield	\$ 250.00
11.22.23	Duff, Land, King 2024 Memberships	\$ 150.00
TOTAL DEPOSITS		\$ 925.00

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	11.20.23	November Hosting Website	\$ 25.00
	11.20.23	October Hosting Website	\$ 25.00
	11.20.23	Web Design payment 2 of 2	\$ 750.00
	11.03.23	ACH Merchant	\$ 1.00
TOTAL EXPENDITURES			\$ 801.00

ENDING BANK BALANCE	\$ 19,014.14
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Submitted By: **Bobbie Jo Taylor, Treasurer**
 Date: **12.06.2023**



Mansfield Nursing and Rehab | Mansfield, Texas 76063

Items to be donated:

Bingo prizes: residents play bingo everyday

Games: dominoes, scrabble, playing cards, uno

Brain games

Word finds: large print

Nail polish: Pretty nail sessions every Tuesday

Mini sodas

Chocolate candy

Chips

Cookies

Rice Krispies treats

Vienna Sausages

Potted Meat

Puzzles

Lotion

Body wash (men & women)

Toothpaste

Mouth wash: mini bottles

Socks

