



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

**Thursday, February 8, 2024
11:30 am**

**Hosted by: City of Burleson
City Hall, Council Chambers, 141 West Renfro Street, Burleson, Texas 76028**

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

II. Program: Records Management

III. Business Meeting

- a. Consider approving the December 6, 2023, meeting minutes
- b. Consider approving financial report for the period ending January 26, 2024
- c. Committee Updates

IV. Announcements

Upcoming 2024 Chapter Meetings

- Thursday, April 4th, City of Grand Prairie
- June, City of Red Oak
- August, City of Cleburne
- October, City of Balch Springs
- Thursday, December 5th, City of DeSoto

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 **Vice President** **Secretary** **Treasurer** **Historian**
Cindy Cross Cynthia Olguin Ivy Peterson Bobbie Jo Taylor 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
Wednesday, December 13, 2023**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Wednesday, December 13, 2023, at the Mansfield City Hall, Multi-Purpose Room, 1200 East Broad Street, Mansfield, TX 76063. The meeting was made available for in-person attendance.

Attendees:

Cindy Gross, Balch Springs	Susana Marin, Mansfield
Belinda Berg, Cedar Hill	Keera Seiger, Mansfield
Alicia Thomas, DeSoto	Bobbie Jo Taylor, Ovilla
Chiquita Taylor, Duncanville	Leslie Galloway, Pantego
Bethany Prewitt, Ennis	Sumer Coulston, Red Oak
Angie Wade, Ennis	Laura Jackson, Red Oak
Gloria Colvin, Grand Prairie	Sara Egan, Seagoville
Mona Lisa Galicia, Grand Prairie	Callie Green, Venus
Cynthia Olguin, Hutchins	Amber Villarreal, Waxahachie
Karen Ballesteros, Mansfield	

I. Welcome and Introductions by Cindy Gross, Yellow Rose Chapter President at 11:42 am

President Gross welcomed the attendees and thanked the City of Mansfield for hosting the December meeting and the Annual Holiday Luncheon. Host Susana Marin introduced City of Mansfield City Manager Joe Smolinski. Deputy City Manager/CFO Troy Lestina, and Assistant City Manager Matt Jones. City Manager Joe Smolinski welcomed the group.

II. Business Meeting

- a.** Consider approving the minutes from October 12, 2023, Yellow Rose Chapter meeting

With no further discussion, President Gross called for a motion.

Motion to approve as amended was made by Susana Marin of Mansfield, with correction to remove Keera Seiger and Susana Marin as attendees, and seconded by Alicia Thomas, of DeSoto. The motion carried unanimously.

- b.** Consider approving financial report for the period ending November 24, 2023



Treasurer Taylor presented the report and explained the hosting and website design fees.

With no further discussion, President Gross called for a motion.

Motion to approve as presented was made by Susana Marin of Mansfield, and seconded by Angie Wade of Ennis. The motion carried unanimously.

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

Committee Chair Keera Seiger provided an update on the status of the new website. She gave a preview of the new website, which includes a new logo and updated features. One of the features is a payment page that will be available for the payment of the upcoming meeting.

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

President Gross recognized all the graduating members of the Chapter that will be recognized during the Election Law Seminar for earning their Texas Registered Municipal Clerk certification or recertification.

Certifications: Jamie Bonner of Waxahachie, Sumer Coulston of Red Oak, Sara Egan of Seagoville, Callie Green of Venus, Mayra Ortiz of Wilmer, and Keera Seiger of Mansfield.

Recertifications: Amanda Campos of Burleson, Jannette Goodall of Fort Worth, and Susana Marin of Mansfield.

IV. Adjournment of the business meeting at 12:00 pm



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.

VI. Approved minutes on February 8, 2024

Cindy Gross, President

ATTEST:

Ivy Peterson, Secretary

*Office of the City Secretary/Human Resources
City of Ovilla*

To: Yellow Rose Chapter of TMCA President Cindy Gross
CC: Executive Board Members and Yellow Rose Membership
Date: 1.31.2024
From: Bobbie Jo Taylor, Treasurer Yellow Rose Chapter

Honorable board members and fellow Yellow Rose Chapter Membership, I am submitting this memo due to my unavailability to attend the Business Meeting in Burleson on February 8, 2024. I have attached the two most recent financial reports in the hopes that you may see fit to accept them during the business meeting. In my absence, I wanted to give an update on the financial state of the Yellow Rose Chapter.

The Chapter continues to bring in more funding than we are spending each month. You will notice that there is a returned check fee and a returned check on the statement for January 2024. The check was not returned for insufficient funds however, the bank did still charge a fee. I have been in contact with the issuer of the check and have sent an invoice to cover the check and the banking fees associated with the returned item.

Also, I will be making a branch deposit this week that is not reflected in the attached statements for the amount of \$550.00. This amount comprised of membership dues and business meeting fees received since the last deposit was made. In addition, we continue to receive payments via our updated website. The total balance of the account as of the time this memo was written is \$19,978.80.

I will be back in my office on Monday, January 12, 2024, if anyone wishes to contact me for any additional clarification.

Respectfully submitted,



Bobbie Jo Taylor



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
PERIOD 11.25.2023-12.26.2023

BEGINNING BANK BALANCE	\$ 19,014.14
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DEPOSITS

	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	12.22.23	December Luncheon	\$ 400.00
		2024 Membership	\$ 50.00
cc	12.14.23	Online Payments	\$50.00

TOTAL DEPOSITS	\$ 500.00
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EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
1088	10.12.23	Speaker Fees - Reimburse CG	\$ 46.24
CC	12.13.23	Family Dollar: Gift Cards for Christmas	\$ 245.00
ACH	12.11.23	Egov December Payment	\$ 25.00
ACH	12.5.23	Monthly Fee for CC Payments	\$ 1.00

TOTAL EXPENDITURES	\$ 317.24
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ENDING BANK BALANCE	\$ 19,196.90
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Submitted By: **Bobbie Jo Taylor, Treasurer**
 Date: **01.23.24**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
PERIOD 12.27.2023-01.25.2024

BEGINNING BANK BALANCE	\$ 19,196.90
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DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
1.2.24	Online Payments December Luncheon	\$ 50.00
1.11.24	Online Payments December Luncheon	\$ 25.00

TOTAL DEPOSITS	\$ 75.00
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EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	12.27.23	Returned Check Fee	\$ 12.00
	12.27	Returned Check	\$ 75.00
ACH	12.11.23	Egov January Payment	\$ 25.00
ACH	12.5.23	Monthly Fee for CC Payments	\$ 6.10

TOTAL EXPENDITURES	\$ 118.10
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ENDING BANK BALANCE	\$ 19,153.80
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Submitted By: **Bobbie Jo Taylor, Treasurer**

Date: **01.31.24**