



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

**Thursday, April 4, 2024  
11:30 am**

**Hosted by: City of Grand Prairie  
City Hall, Vision Conference Room, 2<sup>nd</sup> Floor  
300 West Main Street, Grand Prairie, Texas 75050**

---

- I. Welcome and Introductions by Cynthia Olguin, Yellow Rose Chapter Vice-President**
- II. Program: Briefing of TMCA President Lee Woodward's Zoom Meeting with Chapter Presidents**
- III. Business Meeting**
  - a. Consider approving the February 8, 2024, meeting minutes
  - b. Committee Updates
- IV. Announcements**

Upcoming 2024 Chapter Meetings

  - 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**  
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, February 8, 2024**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, February 8, 2024, at the City of Burleson City Hall, Council Chambers, 141 West Renfro Street, Burleson, Texas 76028. The meeting was made available for in-person attendance.

**Attendees:**

Jessica Hill, Alvarado  
Beth Walls, Alvarado  
Cindy Gross, Balch Springs  
Amanda Campos, Burleson  
Lisandra Leal, Burleson  
Monica Solko, Burleson  
Karen Goodman, Burleson

Ivy Peterson, Cleburne  
Sandra Ma, Dalworthington Gardens  
Gloria Colvin, Grand Prairie  
Mona Lisa Galicia, Grand Prairie  
Shannon Pruitt, Grandview  
Karen Ballesteros, Mansfield  
Jami Bonner, Waxahachie

**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 Burleson for hosting the February meeting.

President Gross recognized the members of the Chapter that were recognized during the Election Law Seminar in January for earning their Texas Registered Municipal Clerk certification or recertification:

- Certification: Jamie Bonner of Waxahachie, Sumer Coulston of Red Oak, Sara Egan of Seagoville, Callie Green of Venus, Mayra Rios of Wilmer, and Keera Seiger of Mansfield.
- Recertification: Amanda Campos (3<sup>rd</sup>) of Burleson, Jannette Goodall (2<sup>nd</sup>) of Fort Worth, and Susana Marin (1<sup>st</sup>) of Mansfield.

President Gross also congratulated chapter members Mona Lisa Galicia of Grand Prairie, and Bobbie Jo Taylor of Ovilla for being sworn in as Trustees of the Texas Municipal Clerks Association Executive Board during TMCA's annual business meeting in January.

## **II. Program: Records Management**

Kelly O'Brien, CRM, Records Manager for the North Texas Municipal Water District, and serving as the Immediate Past President of the Dallas ARMA Chapter conducted an engaging and interactive exercise for records disaster recovery. The chapter members were assigned to small groups and a box of items. Each group of three inventoried the items in the box determining if they were in fact a record, documented the type of record, its retention according to the Texas State Library and Archives Commission retention schedule, and if or when the record is/was eligible for destruction.

Ms. O'Brien encouraged the attendees to meet with the city's records liaisons each quarter to keep them engaged in managing their department's records, and suggested trivia, records terminology, or other brain-teaser games to make the meetings fun.

April is annually celebrated and promoted by ARMA as National Records and Information Management (RIM) Month and was developed to promote good record keeping and to emphasize the importance of having organized records.

## **III. Business Meeting**

- a. Consider approving the December 6, 2023, meeting minutes

With no discussion, President Gross called for a motion. Motion to approve as presented was made by Beth Walls of Alvarado and seconded by Amanda Campos of Burleson. The motion carried unanimously.

- b. Consider approving financial report for the period ending January 25, 2024

With no further discussion, President Gross called for a motion. Motion to accept the report as presented was made by Amanda Campos of Burleson and seconded by Monica Solko of Burleson. The motion carried unanimously.

- c. Committee Updates

There were no 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 of the business meeting at 1:07 pm**

**VI. Approved minutes on April 4, 2024**

---

Cynthia Olguin, Vice-President

ATTEST:

---

Ivy Peterson, Secretary