



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

**Wednesday, June 26, 2024
11:30 am**

**Hosted by: City of Red Oak
Red Oak Government Center
101 South Live Oak Street, Red Oak, Texas 75154**

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

II. Program: Boards and Commissions Round Table Discussion

III. Business Meeting

- a. Consider approving the April 4, 2024, meeting minutes
- b. Consider approving financial report for the period ending May 23, 2024
- c. Committee Updates

IV. Announcements

Upcoming 2024 Chapter Meetings

- Wednesday, August 7th, 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 Gross

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, April 4, 2024**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, April 4, 2024, at the City of Grand Prairie, City Hall Vision Conference Room, 2nd Floor, 300 West Main Street, Grand Prairie, Texas 75050. The meeting was made available for in-person attendance.

Attendees:

Amanda Campos, Burleson
Lisandra Leal, Burleson
Monica Solko, Burleson
Ivy Peterson, Cleburne
Gloria Colvin, Grand Prairie
Mona Lisa Galicia, Grand Prairie
Candis Jones, Grand Prairie
Cynthia Olguin, Hutchins

Holly Russell, Keene
Susana Marin, Mansfield
Keera Seiger, Mansfield
Sumer Coulston, Red Oak
Caryn Stevens, Red Oak
Amber Villarreal, Waxahachie
Josie Guzman, Wilmer
Ruby Velasquez, Wilmer

I. Welcome and Introductions by Cynthia Olguin, Yellow Rose Chapter Vice-President at 11:56 am

Vice-President Olguin welcomed the attendees and thanked the City of Grand Prairie for hosting the April meeting.

II. Program: Briefing of TMCA President Lee Woodward's Zoom Meeting with Chapter Presidents

Vice-President Olguin shared highlights of the discussion and noted nine chapters were represented. The topics included:

- Members expressed sponsored luncheons to be a marketing opportunity
- Webinars – can share with chapter, but only the registrants can get credit
Training – limit sponsored meetings to two per year
- TABC changes – relating to health permits and how it affects charges for City permits
- Encouraged to continue recruiting new members, but also important to retain and engage existing members



- Providing beneficial programs is key with specific pertinent topics
- Consider one per year extended meeting for more in-depth training
- TMCA Board discussed reaching out to Texas City Managers Association for promoting the municipal clerk profession
- Recruitment – there was discussion surrounding a compassion committee to recognize individuals' achievements, hand written condolences, birthday, birth of a child, etc.
- Fundraising – raffles at each meeting with donated items
- Excellence Award – the application is extensive and is similar to a Certified Municipal Clerk (CMC) application with backup. A recommendation was made to revise the application and provide a how-to training session for those interested in applying. The award is for two years.

There was a brainstorming discussion among the Yellow Rose Chapter members to consider doing a 50/50 silent auction to fund sponsorships, as well as consider hosting Athenian Dialogue next year.

III. Business Meeting

- a. Consider approving the February 8, 2024, meeting minutes

Secretary Peterson recommended amending the proposed minutes to include Leslie Galloway of Pantego as an attendee. In addition, a note of correction was made to change the date for approving the December 13, 2023, meeting minutes. With no further discussion, Vice-President Olguin called for a motion. Motion to approve as amended with both corrections was made by Mona Lisa Galicia and seconded by Susana Marin of Mansfield. The motion carried unanimously.

b. Committee Updates

Membership Committee – There are currently 49 members. There was discussion about providing new members with a welcoming token, such as a swag bag, mug, mailed card, etc.

Bylaws Review Committee – The Executive Board is reviewing the bylaws and will present to the Chapter should any changes be recommended.

Technology/Communications Committee – The Membership Committee will provide an updated member list for the website.

IV. Announcements

Upcoming 2024 Chapter Meetings

- June, City of Red Oak Date: 5th
- August, City of Cleburne Date: 7th
- October, City of Balch Springs
- Thursday, December 5th, City of DeSoto

Retirements

- Cynthia Chapman – TMCA – August 2024

V. Adjournment of the business meeting at 1:01 pm

VI. Approved minutes on June 26, 2024

Cindy Gross, President

ATTEST:

Ivy Peterson, Secretary



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
PERIOD 01.26.2024-2.26.2024

BEGINNING BANK BALANCE \$ 19,153.80

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
2.26.24	Online Payments- Luncheon	\$ 550.00
2.26.24	Online Payments -Membership	\$ 200.00
2.2.24	Branch Deposit	\$ 550.00
TOTAL DEPOSITS		<u><u>\$ 1,300.00</u></u>

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Egov Payment	\$ 25.00
		Monthly Fees for CC Payments	\$ 16.45

TOTAL EXPENDITURES \$ 41.45

ENDING BANK BALANCE \$ 20,412.35

Submitted By: **Bobbie Jo Taylor, Treasurer**
 Date: **6.14.24**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
PERIOD 2.26.2024 - 3.25.2024

BEGINNING BANK BALANCE **\$ 20,412.35**

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
3.15.24	Branch Deposit - Membership	\$ 50.00
TOTAL DEPOSITS		\$ 50.00

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Egov Payment	\$ 25.00
		Monthly Fees for CC Payments	\$ 25.76
TOTAL EXPENDITURES			\$ 50.76

ENDING BANK BALANCE **\$ 20,411.59**

Submitted By: **Bobbie Jo Taylor, Treasurer**

Date: **6.14.24**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 3.26.24-4.23.24

BEGINNING BANK BALANCE \$ 20,411.59

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
4.9.24	Branch Deposit - Luncheon	\$ 425.00
4.1.24	Recovery of Returned Check and Fee	\$ 87.00
TOTAL DEPOSITS		<u><u>\$ 512.00</u></u>

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Egov Payment	\$ 25.00
		Monthly Fees for CC Payments	\$ 17.35

TOTAL EXPENDITURES \$ 42.35

ENDING BANK BALANCE \$ 20,881.24

Submitted By: **Bobbie Jo Taylor, Treasurer**

Date: **6.14.24**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 4.24.24-5.23.24

BEGINNING BANK BALANCE \$ 20,881.25

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
TOTAL DEPOSITS		<u>\$ -</u>

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Egov Payment	\$ 25.00
		Monthly Fees for CC Payments	\$ 8.62

TOTAL EXPENDITURES \$ 33.62

ENDING BANK BALANCE \$ 20,847.63

Submitted By: **Bobbie Jo Taylor, Treasurer**

Date: **6.14.24**