



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

**Wednesday, August 7, 2024
11:30 am**

**Hosted by: City of Cleburne
La Moderna Field
1906 Brazzle Boulevard, Cleburne, Texas 76033**

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

II. Business Meeting

- a. Retirement Recognition for Cynthia Chapman
- b. Presentation by the Nominating Committee for the FY25 & FY26 Yellow Rose Chapter Executive Board
- c. Swearing-in Ceremony for the newly elected Yellow Rose Chapter Executive Board for the FY25 & FY26 term (October 1, 2024 – September 30, 2026)
- d. Presentation by the Budget Committee to discuss and consider the Yellow Rose Chapter FY25 Budget
- e. Consider amendments to the Yellow Rose Chapter of TMCA bank account
- f. Consider approving financial report for the period ending July 24, 2024
- g. Consider approving the June 26, 2024, meeting minutes
- h. Consider approving purchase of silent auction item(s) to raise funds for the 2027 IIMC Conference being held in Fort Worth
- i. Other Committee Updates

III. Announcements

- a. Upcoming 2024 Chapter Meetings
 - Thursday, October 3rd, City of Balch Springs
 - Consider Chapter Committee appointments
 - Consider setting 2025 meeting schedule
 - Thursday, December 5th, City of DeSoto

IV. 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 Gross 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							
TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.							
FY 24/25 PROPOSED BUDGET						As of 07.29.24	
REVENUE	FY 21/22	FY 22/23	FY 23/24	FY 23/24 Actual	PROPOSED FY 24/25	COMMENTS	
Dues	\$ 2,200.00	\$ 2,200.00	\$ 2,000.00	\$ 1,775.00	\$ 2,000.00		
Luncheons	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,325.00	\$ 3,100.00		
Professional Seminar		\$ -	\$ -		\$ -		
Fundraiser for Scholarships		\$ -	\$ -		\$ -		
Miscellaneous/Other	\$ 850.00	\$ 100.00	\$ 100.00	\$ 87.00	\$ 100.00		
TOTAL REVENUE	\$ 5,550.00	\$ 4,800.00	\$ 4,600.00	\$ 5,187.00	\$ 5,200.00		
OPERATING EXPENSES							
Luncheons - Food	\$ 2,000.00	\$ 2,000.00	\$ 1,750.00	\$ 877.80	\$ 1,750.00		
Luncheons - Retirees	\$ -	\$ -	\$ -		\$ -		
Bank Fees/Supplies	\$ -	\$ -	\$ -	\$ 93.42	\$ 150.00		
Clerk of the Year	\$ 175.00	\$ 175.00	\$ 225.00		\$ 225.00		
Guest Expenses	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 46.24	\$ 150.00		
Holiday Luncheon	\$ 600.00	\$ 600.00	\$ 700.00	\$ 245.00	\$ 1,000.00		
Supplies/Scrapbook	\$ 100.00	\$ 100.00			\$ -		
Technology/Communications (website)	\$ 100.00	\$ 100.00	\$ 1,500.00	\$ 925.00	\$ 800.00		
Chapter Promotions/Merchandise	\$ -	\$ -	\$ 200.00		\$ 300.00		
Scholarship Fund	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 300.00	\$ 600.00		
Miscellaneous Expenditures	\$ -	\$ 75.00	\$ 225.00	\$ 168.42	\$ 225.00		
TOTAL EXPENSES	\$ 4,475.00	\$ 4,650.00	\$ 5,700.00	\$ 2,655.88	\$ 5,200.00		
Budget Committee members:							
Bobbie Jo Taylor							
Amber Villareal							
Mona Lisa Galicia							
Belinda Berg							



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
PERIOD 5.24.24-6.26.24

BEGINNING BANK BALANCE **\$ 20,847.63**

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
	<i>Luncheon</i>	<u>\$ 575.00</u>
TOTAL DEPOSITS		<u><u>\$ 575.00</u></u>

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Egov Payment	\$ 25.00
		Monthly Fees for CC Payments	\$ 1.00

TOTAL EXPENDITURES **\$ 26.00**

ENDING BANK BALANCE **\$ 21,396.63**

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

Date: **7.29.24**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 6.27.24-7.24.24

BEGINNING BANK BALANCE \$ 21,396.63

DEPOSITS

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

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Egov Payment	\$ 25.00
		Monthly Fees for CC Payments	\$ 29.90
		Luncheon	\$ 510.11
TOTAL EXPENDITURES			<u><u>\$ 565.01</u></u>

ENDING BANK BALANCE \$ 20,831.62

Submitted By: **Bobbie Jo Taylor, Treasurer**
 Date: **7.29.24**



**Yellow Rose Chapter of the Texas Municipal Clerks Association
MINUTES
Wednesday, June 26, 2024**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Wednesday, June 26, 2024, at the City of Red Oak, Government Center, 101 South Live Oak Street, Red Oak, Texas 75154. The meeting was made available for in-person attendance.

Attendees:

Jessica Hill, Alvarado
Beth Walls, Alvarado
Amanda Campos, Burleson
Lisandra Leal, Burleson
Monica Solko, Burleson
Cynthia Chapman, Cleburne
Ivy Peterson, Cleburne
Krystine Rodriguez, Ferris
Cynthia Olguin, Hutchins
Bobbie Jo Taylor, Kennedale
Karen Ballesteros, Mansfield

Susana Marin, Mansfield
Erin Zaidle, Palmer
Sumer Coulston, Red Oak
Laura Jack, Red Oak
Caryn Stevens, Red Oak
Jami Bonner, Waxahachie
Amber Villarreal, Waxahachie
Josie Guzman, Wilmer
Mayra Ortiz, Wilmer
Ruby Velasquez, Wilmer

I. Welcome and Introductions by Cynthia Olguin, Yellow Rose Chapter Vice-President at 11:41 am

Vice-President Olguin welcomed the attendees and thanked the City of Red Oak for hosting the June meeting.

II. Program: Boards and Commissions Round Table Discussion

Jamie Bonner lead discussion and asked for ideas for recruiting, interviews, training, and what works in their city. Members shared experiences, processes, and challenges:

Vice-President Olguin shared they are a small city with a one-person City Secretary's office. They host a reception inviting interested citizens that results in a turnout of about 40 people. Some council members serve on boards, and citizens are allowed to serve on multiple boards.

Lisandra Leal shared her knowledge that Grapevine conducts interviews with board/commission applicants.

Monica Solko shared her experience from North Richland Hills that council appointed their representative on each board (i.e., Council liaison on every board).

There was discussion how board/committee members are recommended, and even proposed reappointed members were re-interviewed to determine their continued interest. Other notable practices:

- Consider doing video clips/reels
- Orientation/Training either in-house or provide training video links
- Gift bag with popcorn for reception
- Some councils are interested in being involved, others are not

Amanda Campos shared the following practices:

- CSO is charged with engaging with boards, attend a meeting providing an overview that include the do's and don'ts of open meetings, who is currently serving on council, quorums, separate chair/vice-chair trainings
- Diversity on boards, map location of members, current and proposed, length of term, new and tenured
- 75% attendance is required of all members

Lisandra Leal offered ideas for board/commission appreciation events:

- Murder mystery where attendees are involved with acting out the play
- Bingo for entertainment
- Charcuterie Board Freebie
- Cash bar is available at event

III. Business Meeting

- a. Consider approving the April 4, 2024, meeting minutes

With no discussion, Vice-President Olguin called for a motion. Motion to approve as presented was made by Amanda Campos of Burleson, and seconded by Caryn Stevens of Red Oak. The motion carried unanimously.

- b. Consider approving financial report for the period ending May 23, 2024

With no discussion, Vice-President Olguin called for a motion. Motion to approve as presented was made by Susanna Marin of Mansfield, and seconded by Beth Walls of Alvarado. The motion carried unanimously.

c. Committee Updates

There were no 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 of the business meeting at 12:49 pm was motioned by Bobbie Jo Taylor of Kennedale, and seconded by Mayra Ortiz of Wilmer.

VI. Approved minutes on August 7, 2024

Cindy Gross, President

ATTEST:

Ivy Peterson, Secretary