



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

**Thursday, October 3, 2024  
11:30 am**

**Hosted by: City of Balch Springs  
Balch Springs City Hall  
13503 Alexander Rd., Balch Springs**

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- I. Welcome and Introductions by Cynthia Olguin, Yellow Rose Chapter President**
- II. Program – TABC Representative Shawn Smith**
- III. Business Meeting**
  - a. Consider approving the August 7, 2024, meeting minutes
  - b. Consider approving financial report for the period ending September 30, 2024
  - c. Presentation by the Nominating Committee and consider appointing members to the Chapter committees for the FY25 & FY26 term
  - d. Presentation by the Scholarship Committee for the Year 2025 Yellow Rose Scholarships
  - e. Set Chapter meeting schedule for the year 2025
  - f. Consider approving purchase of silent auction items to raise funds for the 2027 IIMC Conference being held in Fort Worth
  - g. Committee Updates
- IV. Announcements**
  - a. Upcoming 2024 Chapter Meetings
    - Thursday, December 5<sup>th</sup>, City of DeSoto
  - b. Upcoming Events
    - TML Conference October 9<sup>th</sup> – 11<sup>th</sup> – Houston  
TMCA Sponsored Sessions  
“Unveiling the Dynamics of Election Services & Contracts” will be held on Wednesday, October 9, from 3:30 - 4:45 pm.  
  
“Guiding Lights: Navigating Ethical Leadership in a Complex World” will be held on Thursday, October 10, from 9:15 - 10:30 am.
    - Advanced Institute October 31<sup>st</sup> – November 1<sup>st</sup> – South Padre Island
- 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, 2024 – September 30, 2026**

|                                    |                                       |                                      |                                   |                                  |
|------------------------------------|---------------------------------------|--------------------------------------|-----------------------------------|----------------------------------|
| <b>President</b><br>Cynthia Olguin | <b>Vice President</b><br>Ivy Peterson | <b>Secretary</b><br>Bobbie Jo Taylor | <b>Treasurer</b><br>Caryn Stevens | <b>Historian</b><br>Monica Solko |
|------------------------------------|---------------------------------------|--------------------------------------|-----------------------------------|----------------------------------|

\*Proposed Committee Listing

**Audit Committee**  
**Jami Bonner**  
 Belinda Berg  
 Callie Green  
 Bethany Prewitt  
 Cynthia Olguin

**Budget Committee**  
**Caryn Stevens**  
 Chiquita Taylor  
 Amber Villareal  
 Bobbie Jo Taylor

**Bylaws Review Committee**  
**President**  
 Vice President  
 Secretary  
 Treasurer  
 Historian

**Clerk of the Year Committee**  
**Amanda Campos**  
 Ivy Peterson  
 Amber Villarreal  
 Keera Seiger

**Technology/Communications Committee**  
**Lisandra Leal**  
 Keera Seiger  
 Chiquita Taylor  
 Karen Ballesteros

**Legislative Committee**  
**Mayra Rios**  
 Susana Marin  
 Holly Russell  
 Stephanie Renteria  
 Ivy Peterson  
 Cynthia Olguin

**Membership Committee**  
**Bobbie Jo Taylor**  
 Alicia Thomas  
 Mona Lisa Galicia  
 Sumer Coulston  
 Jennifer Avila

**Nominating Committee**  
**Susana Marin**  
 Monica Solko  
 Mona Lisa Galicia  
 Cindy Gross (ex officio)

**Scholarship Committee**  
**Cindy Gross**  
 Monica Solko  
 Jami Bonner  
 Stephanie Renteria  
 Lisandra Leal

**Holiday Committee**  
**Jennifer Avila**  
 Karen Ballesteros  
 Sumer Coulston  
 Keera Seiger  
 Alicia Thomas  
 Stephanie Renteria  
 Monica Solko



**Yellow Rose Chapter of the Texas Municipal Clerks Association  
MINUTES  
Wednesday, August 7, 2024**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Wednesday, August 7, 2024, hosted by the City of Cleburne, at La Moderna Field, 1906 Brazzle Boulevard, Cleburne, Texas 76033. The meeting was made available for in-person attendance.

**Attendees:**

Beth Walls, Alvarado  
Cindy Gross, Balch Springs  
Lisandra Leal, Burleson  
Belinda Berg, Cedar Hill  
Rosie Ericson, Cedar Hill  
Cynthia Chapman, Cleburne  
Ivy Peterson, Cleburne  
Alicia Thomas, DeSoto  
Cynthia Olguin, Hutchins

Holly Russell, Keene  
Bobbie Jo Taylor, Kennedale  
Keera Seiger, Mansfield  
Callie Green, Venus  
Melissa Westin, Venus  
Jami Bonner, Waxahachie  
Josie Guzman, Wilmer  
Mayra Rios, Wilmer

**I. Welcome and Introductions by Cindy Gross, Yellow Rose Chapter President at 12:00 pm**

President Gross welcomed the attendees and thanked the City of Cleburne for hosting the August meeting.

**II. Business Meeting**

President Gross rearranged the agenda to accommodate presenters' availability.

- g.** Consider approving the June 26, 2024, meeting minutes

Secretary Ivy Peterson presented the minutes for consideration. With no questions or discussion, President Gross called for a motion. Motion to approve as presented was made by Bobbie Jo Taylor of Kennedale, and seconded by Alicia Thomas of DeSoto. The motion carried unanimously.

- h.** Consider approving purchase of silent auction item(s) to raise funds for the 2027 IIMC Conference being held in Fort Worth



President Cindy Gross lead the discussion about the request from TMCA President Jeannette Goodall for the Chapter to consider donating a silent auction item to raise funds for the IIMC conference. The discussion was mostly about what type of item should be donated and to consider something small. A gift card was mentioned since many attendees travel via plane, and larger items such as gift baskets or flowers are bulky for traveling. There were questions related to when the item would need to be purchased and if it would be expensed from the FY24 or FY25 budget. President Gross would obtain more details and communicate to the Chapter via email.

There were suggestions/comments to use unexpended funds from the FY24 budget for items that promote the Chapter, such as shirts, sweaters, etc.

**i. Other Committee Updates**

On behalf of the Nominating Committee Chair, Susana Marin, co-worker Keera Seiger encouraged the members to submit their committee application as soon as possible. Committee appointments are scheduled for consideration at the next meeting on October 3, 2024. There was discussion regarding holding a drawing for committee service to encourage engagement with the members.

An announcement encouraging members to submit scholarship applications as the deadline if fast approaching, August 31, 2024.

**a. Retirement Recognition for Cynthia Chapman**

Cynthia Chapman of Cleburne came forward and accepted a flower bouquet presentation and retirement card signed by the attending members. The members congratulated her on her retirement.

**b. Presentation by the Nominating Committee for the FY25 & FY26 Yellow Rose Chapter Executive Board**

Members serving on the FY23 & FY24 Nominating Committee are Susana Marin (Chair), Amber Villarreal, Bobbie Jo Taylor, and Amanda Campos.

On behalf of Committee Chair, Susana Marin, co-worker Keera Seiger presented the slate of officers:

- Cynthia Olguin – President
- Ivy Peterson – Vice President
- Bobbie Jo Taylor – Secretary
- Caryn Stevens – Treasurer
- Monica Solko – Historian



Nominations were requested from the floor. With no nominations or further discussion, President Gross called for a motion. Motion to approve the slate of officers as presented was made by Lisandra Leal of Burleson, and seconded by Alicia Thomas of DeSoto. The motion carried unanimously.

- c. Swearing-in Ceremony for the newly elected Yellow Rose Chapter Executive Board for the FY25 & FY26 term (October 1, 2024 – September 30, 2026)

The officers-elect who were in attendance, President Cynthia Olguin, Vice President Ivy Peterson, and Secretary Bobbie Jo Taylor were administered their oath of office by current President Cindy Gross. The Treasurer and Historian will take their oath outside of the meeting before their term commences on October 1, 2024.

- d. Presentation by the Budget Committee to discuss and consider the Yellow Rose Chapter FY25 Budget

Treasurer and Budget Committee Chair, Bobbie Jo Taylor presented the proposed budget and highlighted the differences from the previous fiscal year (FY24) budget.

There was discussion how to increase member engagement at meetings with a suggestion of interactive games/prizes that include winning a membership or meeting fee.

With no further discussion, President Gross called for a motion. Motion to approve the FY25 Budget as presented was made by Ivy Peterson of Cleburne and seconded by Mayra Rios of Wilmer. The motion carried unanimously.

- e. Consider amendments to the Yellow Rose Chapter of TMCA bank account

Treasurer Bobbie Jo Taylor presented this item for the purpose of amending the Chapter's bank account information by establishing the new Key Executive, Caryn Stevens, and Account Signer, Cynthia Olguin, and their respective addresses. New bank cards will be issued to the new President and Treasurer.

With no further discussion, President Gross called for a motion. Motion to approve as presented was made by Keera Seiger of Mansfield, and seconded by Belinda Berg of Cedar Hill. The motion carried unanimously.

- f. Consider approving financial report for the period ending July 24, 2024

Treasurer Bobbie Jo Taylor presented this item. With no questions or discussion, President Gross called for a motion. Motion to approve as presented was made by



Callie Green of Venus, and seconded by Rosie Ericson of Cedar Hill. The motion carried unanimously.

**IV. Announcements**

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

**V. Adjournment of the business meeting at 12:35 pm**

**VI. Approved minutes on October 3, 2024**

\_\_\_\_\_  
Cynthia Olguin, President

ATTEST:

\_\_\_\_\_  
Bobbie Jo Taylor, Secretary



| Nominating Committee     | Budget Committee |
|--------------------------|------------------|
| Susana Marin             | Caryn Stevens    |
| Monica Solko             | Chiquita Taylor  |
| Mona Lisa Galicia        | Amber Villarreal |
| Cindy Gross (ex officio) | Bobby Jo Taylor  |
|                          |                  |

| Audit Committee | Membership Committee |
|-----------------|----------------------|
| Jami Bonner     | Bobby Jo Taylor      |
| Belinda Berg    | Alicia Thomas        |
| Callie Green    | Mona Lisa Galicia    |
| Bethany Prewitt | Summer Coulston      |
| Cynthia Olguin  | Jennifer Avila       |

| Clerk of the Year Committee | Technology/Communications Committee |
|-----------------------------|-------------------------------------|
| Amanda Campos               | Lisandra Leal                       |
| Ivy Peterson                | Keera Seiger                        |
| Amber Villarreal            | Chiquita Taylor                     |
| Keera Seiger                | Karen Ballesteros                   |
|                             |                                     |



| <b>Scholarship Committee</b> | <b>Bylaws Review Committee</b> |
|------------------------------|--------------------------------|
| Cindy Gross                  | President                      |
| Monica Solko                 | Vice President                 |
| Lisandra Leal                | Secretary                      |
| Jami Bonner                  | Treasurer                      |
| Stephanie Renteria           | Historian                      |

| <b>Holiday Committee</b> | <b>Legislative Committee</b> |
|--------------------------|------------------------------|
| Jennifer Avila           | Mayra Rios                   |
| Karen Ballesteros        | Susana Marin                 |
| Summer Coulston          | Holly Russell                |
| Keera Seiger             | Stephanie Renteria           |
| Alicia Thomas            | Ivy Peterson                 |
| Stephanie Renteria       | Cynthia Olguin               |
| Monica Solko             |                              |



**TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.**  
**YELLOW ROSE CHAPTER**  
**TREASURER REPORT**  
**PERIOD 7.24.24 - 8.23.24**

**BEGINNING BANK BALANCE** **\$ 20,831.62**

**DEPOSITS**

| <i>Date</i>           | <i>Description</i> | <i>Amount</i>                  |
|-----------------------|--------------------|--------------------------------|
|                       | Luncheon Fees      | <u>\$ 625.00</u>               |
| <b>TOTAL DEPOSITS</b> |                    | <b><u><u>\$ 625.00</u></u></b> |

**EXPENDITURES**

| <i>Ck #</i> | <i>Date</i> | <i>Description</i>          | <i>Amount</i> |
|-------------|-------------|-----------------------------|---------------|
|             | 8/5/2024    | CC Fees                     | \$ 29.85      |
|             | 8/8/2024    | Kroger - Chapman Retirement | \$ 48.69      |
|             | 8/9/2024    | Website Fees                | \$ 25.00      |
| 1090        | 8/13/2024   | Scholarship-Peterson        | \$ 300.00     |
| 1091        | 8/14/2024   | August Luncheon             | \$ 611.17     |

**TOTAL EXPENDITURES** **\$ 1,014.71**

**ENDING BANK BALANCE** **\$ 20,441.91**

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

Date: **10.1.24**



**TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.**  
**YELLOW ROSE CHAPTER**  
**TREASURER REPORT**  
PERIOD 8.23.24 - 9.25.24

**BEGINNING BANK BALANCE** **\$ 20,441.91**

**DEPOSITS**

| <i>Date</i>           | <i>Description</i> | <i>Amount</i>                  |
|-----------------------|--------------------|--------------------------------|
|                       | Luncheon Fees      | <u>\$ 300.00</u>               |
| <b>TOTAL DEPOSITS</b> |                    | <b><u><u>\$ 300.00</u></u></b> |

**EXPENDITURES**

| <i>Ck #</i> | <i>Date</i> | <i>Description</i> | <i>Amount</i> |
|-------------|-------------|--------------------|---------------|
|             | 9/3/2024    | CC Fees            | \$ 6.28       |
|             | 9/9/2024    | Website Fees       | \$ 25.00      |

**TOTAL EXPENDITURES** **\$ 31.28**

**ENDING BANK BALANCE** **\$ 20,710.63**

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

Date: **10.1.24**