



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

**Thursday, February 6, 2025
11:30 am**

**Hosted by: City of Palmer
Palmer City Hall
650 South Dallas Street
Palmer Texas 75152**

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- I. Welcome and Introductions by Cynthia Olguin, Yellow Rose Chapter President**
- II. Program**
- a. President Olguin “What is an Elevator Speech, and Do I Need One”?
- III. Business Meeting**
- a. Consider approving the October 3, and December 5, 2024, meeting minutes
- b. Consider approving financial reports through the period ending January 31, 2025
- c. Consider amending the budget to remove funding from the Technology Fund into the Guest Speaker Fund.
- d. Committee Updates
- IV. Announcements**
- a. Upcoming 2025 Chapter Meetings
- b. Upcoming Events
- c. Upcoming Deadlines
- a. Municipal Clerks Office of Achievement Award Applications Due March 15, 2025
- b. Texas Municipal Clerk’s Association Trustee Applications Due May 1, 2026
- 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

President Cynthia Olguin	Vice President Ivy Peterson	Secretary Bobbie Jo Taylor	Treasurer Caryn Stevens	Historian Monica Solko
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*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
Thursday, October 3, 2024**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, October 3, 2024, hosted by the City of Balch Springs, at Balch Springs City Hall. The meeting was made available for in-person attendance.

Attendees:

Cindy Gross, Balch Springs
Lisandra Leal, Burleson
Monica Solko, Burleson
Cynthia Chapman, Cleburne
Ivy Peterson, Cleburne
Alicia Thomas, DeSoto
Mona Lisa Galicia, Grand Prairie
Cynthia Olguin, Hutchins
Bobbie Jo Taylor, Kennedale
Jennifer Avila, Lancaster

Karen Ballesteros, Mansfield
Susana Marin, Mansfield
Erin Zaidle, Palmer
Sara Egan, Seagoville
Callie Green, Venus
Melissa Westen, Venus
Jami Bonner, Waxahachie
Amber Villarreal, Waxahachie
Josie Guzman, Wilmer
Mayra Ortiz, Wilmer

I. Welcome and Introductions by Cynthia Holguin, Yellow Rose Chapter President at 12:00 pm

President Olguin welcomed the attendees and thanked the City of Balch Springs for hosting the October meeting.

II. Program – TABC Representative Shawn Smith

TABC Representative Shawn Smith gave an informative presentation to those in attendance regarding the issuance of TABC licenses and permits in local government.

III. Business Meeting

- a. Consider approving the August 7, 2024, meeting minutes

Secretary Taylor presented the minutes for consideration. Callie Green of Venus requested a correction be made to the spelling of Melissa Westen's name, no other discussion or questions were made. A motion to approve with the correction to the



spelling of Melissa Westen's name was made by Susana Marin of Mansfield, and seconded by Lisandra Leal of Burleson.

The motion carried unanimously.

- b.** Consider approving financial report for the period ending September 30, 2024

Secretary Taylor presented the financial reports through the ending of September 30, 2024. Susana Marin of Mansfield made a motion to accept the financial reports as presented. Karen Ballesteros of Mansfield seconded the motion. The finance reports were approved unanimously.

- c.** Presentation by the Nominating Committee and consider appointing members to the Chapter committees for the FY25 & FY26 term

Susana Marin of Burleson presented a listing (attached) of persons being nominated by the Nominating Committee to serve terms for FY 25 and FY26. Bobbie Jo Taylor of Kennedale motioned to approve the listing as presented. Mona Lisa Galicia of Grand Prairie seconded the motion. The appointments were confirmed unanimously by the Chapter.

- d.** Presentation by the Scholarship Committee for the Year 2025 Yellow Rose Scholarships

Callie Green of Venus and Jamie Bonner of Waxahachie presented Scholarships on behalf of the Scholarship Committee. Holly Russell of Keene was awarded the Founders Scholarship and Lisandra Leal of Burleson was awarded the Yellow Rose Memorial Scholarship.

- e.** Set Chapter meeting schedule for the year 2025

The Chapter agreed to set the following schedule for the 2025 Calendar Year.

February – City of Palmer

April – City of Waxahachie

June – City of Mansfield

August – City of Grand Prairie

October – City of Venus

December – City of Hutchins



- f. Consider approving purchase of silent auction items to raise funds for the 2027 IIMC Conference being held in Fort Worth

The Chapter discussed items to be purchased on behalf of the Chapter to raise funds for the 2027 IIMC Conference being held in Fort Worth. No action was taken at this time.

- g. Committee Updates

No updates were presented.

IV. Announcements

- a. Upcoming 2024 Chapter Meetings
 - Thursday, December 5th, City of DeSoto
- b. Upcoming Events
 - TML Conference October 9th – 11th – 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.

V. Adjournment

Bobbie Jo Taylor of Kennedale motioned to adjourn the meeting at 1:19 p.m. Alicia Thomas of DeSoto seconded the motion. There being no further business the meeting was adjourned.



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



Scholarship Committee	Bylaws Review Committee
Cindy Gross	President
Monica Solko	Vice President
Lisandra Leal	Secretary
Jami Bonner	Treasurer
Stephanie Renteria	Historian

Holiday Committee	Legislative Committee
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	



**Yellow Rose Chapter of the Texas Municipal Clerks Association
MINUTES
Thursday, December 5, 2024**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, December 5, 2024, hosted by the City of DeSoto, at DeSoto Civic Center. The meeting was made available for in-person attendance.

Attendees:

Lisandra Leal, Burleson
Belinda Berg, Cedar Hill
Sabrina Del Bosque, Crandall
Alicia Thomas, DeSoto
Angie Martinez, Duncanville
Mona Lisa Galicia, Grand Prairie
Gloria Colvin, Grand Prairie
Cynthia Olguin, Hutchins
Alice Holloway, Joshua
Holly Russell, Keene
Bobbie Jo Taylor, Kennedale

Angie Arenas, Lancaster
Jennifer Avila, Lancaster
Stephanie Renteria, Lancaster
Karen Ballesteros, Mansfield
Keera Seiger, Mansfield
Erin Zaidle, Palmer
Caryn Stevens, Red Oak
Sumer Coulston, Red Oak
Laura Jack, Red Oak
Jami Bonner, Waxahachie
Amber Villarreal, Waxahachie

I. Welcome and Introductions by Cynthia Holguin, Yellow Rose Chapter President at 11:30 am

President Olguin welcomed the attendees and thanked the City of DeSoto for hosting the December meeting.

III. Business Meeting

- a. Consideration of closing the Yellow Rose bank account at Wells Fargo and to pen new banking account at Citizens National Bank.

Secretary Taylor presented the Chapter with options for the bank account due to the incoming new treasurer and the need to correct errors on the current bank account. Ms. Taylor advised that after review, opening a new account at another banking location provided to be unfeasible. Ms. Taylor motioned to close the current bank account at Wells Fargo so that a new bank account at the same location can be opened and the business information corrected to show that the Yellow Rose Chapter of TMCA is unincorporated and is not a 501 C3 organization. Cynthia Olguin of Hutchins seconded the motion. The motion carried unanimously.



V. Adjournment

Bobbie Jo Taylor of Kennedale motioned to adjourn the meeting at 11:45 a.m. Amber Villarreal of Waxahachie seconded the motion. There being no further business the meeting was adjourned.



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 9.25.24-10.24.24

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

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
	Luncheon Fees	\$ 75.00
	Membership Fees	\$ 750.00
TOTAL DEPOSITS		<u>\$ 825.00</u>

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	10/3/2024	CC Fees	\$ 23.63
	10/9/2024	Website Fees	\$ 25.00
	10/21/2024	Kendra Scott Raffle and Clerk of the Year Gift	\$ 140.73

TOTAL EXPENDITURES **\$ 189.36**

ENDING BANK BALANCE **\$ 21,346.27**

Submitted By: **Bobbie Jo Taylor, Secretary**
 Date: **02.04.2025**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 10.24.24-11.26.24

BEGINNING BANK BALANCE **\$ 21,346.27**

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
	Luncheon Fees	\$ 75.00
	Membership Fees	\$ 1,625.00
	TOTAL DEPOSITS	<u>\$ 1,700.00</u>

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	11/4/2024	CC Fees	\$ 70.06
	11/12/2024	Website Fees	\$ 25.00
	11/25/2024	TMCA A Richardson Gift	\$ 93.88
	11/25/2024	Amazon - Christmas Décor	\$ 119.33
	11/26/2024	City of Balch Springs Luncheon Reimbursement	\$ 592.08

TOTAL EXPENDITURES **\$ 900.35**

ENDING BANK BALANCE **\$ 22,145.92**

Submitted By: **Bobbie Jo Taylor, Secretary**
 Date: **02.04.2025**



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 11.26.24-12.24.24

BEGINNING BANK BALANCE **\$ 22,145.92**

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
	Luncheon Fees	\$ 175.00
	Membership Fees	\$ 250.00
12/3/2024	Membership Fees In Person	
	Deposit	\$ 250.00
	50/50 Fundraiser and Auction	\$ 455.00
	Repayment of Change	\$ 150.00
TOTAL DEPOSITS		<u>\$ 1,280.00</u>

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	11/29/2024	Amazon - Christmas Décor	\$ 19.46
	12/3/2024	CC Fees	\$ 63.57
	12/5/2024	Cash for Change	\$ 150.00
	12/6/2024	Gift Cards for Christmas	\$ 513.75
	12/9/2024	Cotton Patch Christmas	\$ 314.00
	12/9/2024	Website Montly Payment	\$ 25.00
TOTAL EXPENDITURES			<u>\$ 1,085.78</u>

ENDING BANK BALANCE **\$ 22,340.14**

Submitted By: **Bobbie Jo Taylor, Secretary**
 Date: **02.04.2025**

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 12.24.24-01.27.25

BEGINNING BANK BALANCE \$ 22,340.14

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
	Membership Fees	<u>\$ 100.00</u>
	TOTAL DEPOSITS	<u><u>\$ 100.00</u></u>

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	1/3/2025	CC Fees	\$ 15.11
	1/9/2025	Website Montly	\$ 25.00

TOTAL EXPENDITURES \$ 40.11

ENDING BANK BALANCE \$ 22,400.03

Submitted By: **Bobbie Jo Taylor, Secretary**
 Date: **02.04.2025**



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

INVOICE

Remit Payment to:

Yellow Rose Chapter – TMCA
 c/o Caryn Stevens City Secretary
 City of Red Oak
 111 S. Live Oak St.
 Red Oak, TX, 75154
 972-617-3638
cstevens@cityofredoak.org

DATE: **February 5, 2025**
 INVOICE #: **YR02052025**
 FOR: **Chapter Business Meeting Lunch Fee**

DESCRIPTION	AMOUNT
Yellow Rose Chapter Business Meeting Lunch Fee	
February 5, 2025 Palmer Texas	
\$25.00 per member	
•	\$
•	\$
•	\$
TERMS: Balance due upon receipt	
TOTAL	\$ 25.00

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) YELLOW ROSE CHAPTER OF THE TEXAS MUNICIPAL CLERKS ASSOCIATION	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) PROFESSIONAL ORGANIZATION	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. P.O. Box 393 6 City, state, and ZIP code Red Oak, TX 75154 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
or									
Employer identification number									
4	6	-	1	3	1	6	0	0	2

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date 10-23-2024
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they