



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

**Thursday, December 11<sup>th</sup>, 2025  
11:30 am**

**Hosted by: City of Hutchins  
City of Hutchins Event Center  
400 N. JJ Lemmon Rd.  
Hutchins, TX 75141**

- I. Welcome – Yellow Rose President – Cynthia Olguin**
- II. Business Meeting**
  - a. Consider approving the meeting minutes of the October 7, 2025, meeting.
  - b. Consider approving financial reports through the period ending November 26th, 2025.
  - c. Presentation of the 2025 Yellow Rose Clerk of the Year, by Amanda Campos, Clerk of the Year Committee Chair - Burlison
- III. Yellow Rose Holiday Celebration with Lunch**
- 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, 2024 – September 30, 2026

<b>President</b> Cynthia Olguin	<b>Vice President</b> Ivy Peterson	<b>Secretary</b> Bobbie Jo Taylor	<b>Treasurer</b> Caryn Stevens	<b>Historian</b> Monica Solko
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### Audit Committee

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

### Budget Committee

**Caryn Stevens**  
Chiquita Taylor  
Amber Villarreal  
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

**Ivy Peterson - Co**  
**Holly Russell - Co**  
Susana Marin  
Stephanie Renteria  
Cynthia Olguin

### Membership Committee

**Sumer Coulston**  
Mona Lisa Galicia  
Bobbie Jo Taylor  
Jennifer Avila

### Nominating Committee

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

### Scholarship Committee

**Monica Solko**  
Lisandra Leal  
Jami Bonner  
Stephanie Renteria

### Holiday Committee

**Karen Ballesteros**  
Jennifer Avila  
Sumer Coulston  
Keera Seiger  
Stephanie Renteria  
Monica Solko



Chapter of Texas Municipal Clerks Association

**BUSINESS MEETING MINUTES  
THURSDAY, OCTOBER 9, 2025**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, October 9, 2025, at the City of Venus, Venus Civic Center, 210 S. Walnut Street, Venus, Texas, 76084.

**ATTENDEES**

Bobbie Jo Taylor	Alvarado	Susana Marin	Mansfield
Amanda Campos	Burleson	Keera Seiger	Mansfield
Lisandra Leal	Burleson	Erin Zaidle	Palmer
Sabrina Del Bosque	Crandall	Caryn Stevens	Red Oak
Sofine Lewis	Duncanville	Callie Green	Venus
Veronica Welch	Glen Rose	Melissa Westen	Venus
Catherine Morris	Oak Leaf	Amber Villarreal	Waxahachie
Holly Russell	Keene	Kristin Downs	Wilmer
Cari Warwick	Keene	Angie Martinez	Wilmer
Barbara Dahl	Kennedale		

**I. CONVENE MEETING AND INTRODUCTION OF VENUS MAYOR ALEJANDRO GALAVIZ**

Secretary Bobbie Jo Taylor with the City of Alvarado called the meeting to order at 11:42 a.m. and expressed appreciation to Callie Green and the City of Venus for hosting this month's meeting. She then introduced the Mayor of the City of Venus, the Honorable Alejandro Galaviz.

**II. WELCOME – THE CITY OF VENUS MAYOR, ALEJANDRO GALAVIZ**

Secretary Bobbie Jo Taylor of Alvarado welcomed the Honorable Mayor Alejandro Galaviz and invited him to the podium to address the meeting. Mayor Galaviz welcomed our chapter to Venus, Texas and thanked City Secretary Callie Green for her invitation to the meeting. He spoke about the vital role of city secretaries/clerks in the smooth operation of cities. He recognized and praised the often-demanding work that secretaries/clerks perform through preserving official records, administering elections, ensuring government transparency and legality, and providing administrative support for City Council and city staff of local governments.

### III. BUSINESS MEETING:

#### a. Consider approving the August 7, 2025, meeting minutes.

It was noted that the spelling of Jami Bonner's name should be corrected as on the August 7, 2025, minutes as follows:

Page 1: Attendees:

Jamie Jami Bonner – Waxahachie

A motion was made to approve the minutes with the corrected spelling by Amber Villarreal of Waxahachie and seconded by Susana Marin of Mansfield.

The motion carried unanimously.

#### b. Consider approving financial reports through the period ending September 30, 2025.

Treasurer Caryn Stevens of Red Oak presented the Financial Reports for the periods from July 25, 2025, through September 24, 2025, indicating the chapter balance of \$24,556.69, after deposits and expenditures.

A motion was made to accept the Financial Reports as presented by Holly Russell of Keene and seconded by Callie Green of Venus.

The motion carried unanimously.

#### c. Award Yellow Rose Founders and Memorial/Legacy Scholarships.

Lisandra Leal of Burleson presented the Yellow Rose Founders Scholarship to Jami Bonner of Waxahachie and the Memorial/Legacy Scholarship to Sumer Coulston of Red Oak.

#### d. Consider adopting two new scholarships to fund memberships and business meetings fees.

Secretary Bobbie Jo Taylor presented for adoption two new scholarships, the Yellow Rose Membership Scholarship and the Yellow Rose Meetings Scholarship, as well as the updated and drafted Yellow Rose Chapter Scholarship Policy, led by Historian Monica Solko of Burleson and the Scholarship Committee.

A motion was made to adopt the two new scholarships as well as the updated Scholarship Policy as presented by Susana Marin of Mansfield and seconded by Keera Seiger of Mansfield.

The motion carried unanimously.

**e. Consider a budget amendment to the FY 2025/2026 Budget for funding of new scholarships.**

Secretary Bobbie Jo Taylor of Alvarado presented the budget amendment to the membership and explained how the funds for the new scholarships were raised by the 50/50 fundraiser and silent auction from the 2024 holiday luncheon.

A motion was made to adopt the budget amendment to the FY 2025/2026 Budget as presented by Amanda Campos of Burluson and seconded by Caryn Stevens of Red Oak.

The motion carried unanimously.

**f. Schedule 2026 Yellow Rose Chapter Meeting locations and dates.**

Secretary Bobbie Jo Taylor of Alvarado asked for volunteers from the membership who wished to host a chapter meeting in 2026. The following is list of 2026 meeting months and hosts:

February – Red Oak  
April – Mansfield  
June – Keene/Joshua  
August – Palmer  
October – Venus  
December - Waxahachie

**g. Committee Updates**

The following items were discussed by the membership:

- Scholarship Committee: New scholarships for membership and meetings;
- Clerk of the Year Committee: Nominations for Clerk of the Year for Yellow Rose Chapter – due by October 24;
- Holiday Committee: Karen Ballesteros of Mansfield to take over as the Chair of the Committee; and,
- Technology/Communications Committee: Updates on Yellow Rose website.

**IV. Announcements**

**a. Upcoming 2025 Chapter Meetings**

- a. December 4<sup>th</sup> Holiday Party – Hosted by the City of Hutchins
- b. Wellness Gathering
  - a. November 14<sup>th</sup> – Hosted by the Yellow Rose Chapter

**V. HALLOWEEN EVENTS (Trick or Treat?)**

Secretary Bobbie Jo Taylor of Alvarado entertained us with a game of Halloween trivia. Several raffle gifts were donated and given out as prizes.

**VI. ADJOURN**

There being no further business, Secretary Bobbie Jo Taylor of Alvarado adjourned the meeting at 12:34 pm.

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

**ATTEST:**

\_\_\_\_\_  
Caryn Stevens, Treasurer



Chapter of Texas Municipal Clerks Association

**TREASURER REPORT**

PERIOD 9/25/2025 - 10/24/2025

**BEGINNING BANK BALANCE**                      9/25/2025                      **\$ 24,556.69**

**DEPOSITS**

<i>Ck#</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Luncheon Fees	\$ 350.00
		Membership Fees	\$ 1,100.00
		Deposits	-
<b>TOTAL DEPOSITS</b>			<b><u>\$ 1,450.00</u></b>

**EXPENDITURES**

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Egov Payment (No debit this statement)	-
1095	9/29/2025	City of Burleson (Scholarship-Leal)	\$ 300.00
	10/1/2025	Sheepdog Designs (gifts for 11/14 Event)	\$ 208.38
	10/3/2025	Monthly Fees for CC Payments (ACH)	\$ 64.22
1096	10/21/2025	City of Venus (Oct 9 Bus. Meeting meal)	\$ 330.12
<b>TOTAL EXPENDITURES</b>			<b><u>\$ 902.72</u></b>

**ENDING BANK BALANCE**                      10/24/2025                      **\$ 25,103.97**

**Submitted By:** Caryn Stevens, Treasurer

**Date:** 11/17/2025



Chapter of Texas Municipal Clerks Association

**TREASURER REPORT**  
**PERIOD 10/25/2025 - 11/26/2025**

**BEGINNING BANK BALANCE**                      10/25/2025                      **\$ 25,103.97**

**DEPOSITS**

<i>Ck#</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Luncheon Fees	\$ 325.00
		Membership Fees	\$ 500.00
		Deposits	-
<b>TOTAL DEPOSITS</b>			<b><u>\$ 825.00</u></b>

**EXPENDITURES**

<i>Ck#</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Egov Payment (No debit this statement)	-
	11/3/2025	Monthly Fees for CC Payments (ACH)	\$ 52.26
	11/12/2025	Bittersweet Bakery (for 11/14 Event)	\$ 112.50
	11/12/2025	Walgreen's (gift cards X4 for 11/14 Event)	\$ 438.63
	11/14/2025	Amazon (holiday party supplies)	\$ 198.56
	11/21/2025	2nd Monthly Fees for CC Payments (ACH)	\$ 50.00
	11/26/2025	Personalization Mall (COY & YRCOY gifts)	\$ 218.63
<b>TOTAL EXPENDITURES</b>			<b><u>\$ 1,070.58</u></b>

**ENDING BANK BALANCE**                      11/26/2025                      **\$ 24,858.39**

**Submitted By:** Caryn Stevens, Treasurer

**Date:** 12/3/2025