



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

**Thursday, October 9th, 2025
11:30 am**

**Hosted by: City of Venus
Venus Civic Center
210 S. Walnut
Venus Texas 76084**

- I. Convene meeting and Introduction of Venus Mayor Alejandro Galaviz**
- II. Welcome - Venus Mayor Alejandro Galaviz**
- III. Business Meeting**
 - a. Consider approving August 7, 2025, meeting minutes.
 - b. Consider approving financial reports through the period ending September 30, 2025.
 - c. Award Yellow Rose Founders and Memorial/Legacy Scholarships.
 - d. Consider adopting two new scholarships to fund memberships and business meeting fees.
 - e. Consider a Budget amendment to the FY 2025/2026 Budget for funding of new scholarships.
 - f. Schedule 2026 Yellow Rose Chapter Meeting locations and dates.
 - g. Committee Updates
- IV. Announcements**
 - a. Upcoming 2025 Chapter Meetings
 - a. December 4th Holiday Party– Hosted by the City of Hutchins
 - b. Wellness Gathering
 - a. November 14th – Hosted by the Yellow Rose Chapter
- V. Halloween Events (Trick or Treat?)**
- VI. 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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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

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



Chapter of Texas Municipal Clerks Association
Yellow Rose Chapter of the Texas Municipal Clerks Association
MINUTES
THURSDAY, AUGUST 7, 2025

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, August 7, 2025, at the City of Grand Prairie, Vision Conference Room (2nd Floor), located at 300 W. Main Street, Grand Prairie, TX. 75050.

ATTENDEES

Lisandra Leal	Burleson	Linda Yowell	Grand Prairie
Monica Solko	Burleson	Mona Lisa Galicia	Grand Prairie
Ivy Peterson	Cleburne	Alice Holloway	Joshua
Belinda Berg	Cedar Hill	Cynthia Olguin	Hutchins
Sabrina Del Bosque	Crandall	Holly Russell	Keene
Alicia Thompson	DeSoto	Karen Ballesteros	Mansfield
LaGerrisyn Runnels	DeSoto	Susana Marin	Mansfield
Chiquita Taylor	Duncanville	Caryn Stevens	Red Oak
Sofine Lewis	Duncanville	Amber Villarreal	Waxahachie
Gloria Colvin	Grand Prairie	Jamie Bonner	Waxahachie
Jordan Bowens	Grand Prairie		

I. WELCOME AND INTRODUCTION BY CYNTHIA OLGUIN, YELLOW ROSE CHAPTER PRESIDENT – 11:30 a.m.

President Cynthia Olguin with the City of Hutchins, called the meeting to order at 11:30 a.m. and expressed appreciation to Mona Lisa Galicia and the City of Grand Prairie for hosting this month's meeting, and to Republic for sponsoring the lunch.

Mona Lisa Galicia with the City of Grand Prairie introduced Robert Serna, Fitness and Wellness Supervisor, and Nyddia Hannah, Fitness Leader, from The Epic. Both spoke on the importance of fitness and nutrition.

II. BUSINESS MEETING:

a. PRESENTATION BY THE BUDGET COMMITTEE TO DISCUSS AND CONSIDER THE YELLOW ROSE CHAPTER FY26 BUDGET.

Treasurer Caryn Stevens of Red Oak presented the FY26 Budget to the membership.

Motion made by Mona Lisa Galicia of Grand Prairie seconded by Alicia Thompson of DeSoto to approve the budget as submitted.

Motion carried unanimously.

b. CONSIDER FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 25, 2025.

Treasurer Caryn Stevens of Red Oak presented the Financial Report for period ending June 25, 2025, indicating the chapter balance is \$23,094.48, after deposits and expenditures.

Motion made by Ivy Peterson of Cleburne, seconded by Holly Russell of Keene to accept the Financial Report for period ending June 25, 2025, as submitted.

Motion carried unanimously.

c. CONSIDER APPROVING THE JUNE 12, 2025 MEETING MINUTES

Motion made by Caryn Stevens of Red Oak seconded by Belinda Berg of Cedar Hill to approve the minutes with the following corrections:

Page 1: Attendees:

Holly Russell – ~~Kenne~~ Keene

Page 1: Welcome:

President Olguin welcomed the attendees and thanked the City of Mansfield for hosting the June meeting. President Olguin introduced Mr. Joe ~~Slominski~~ Smolinski, City Manager, City of Mansfield, who generously welcomed the chapter to the City of Mansfield.

Page 2c: Audit, Motion:

Susana Marin of ~~Marin~~ Mansfield motioned to accept the 2025 Yellow Rose Chapter Audit Report. Mona Lisa Galicia of Grand Prairie seconded the motion. The motion carried unanimously.

Page 3e. Committee Updates:

The chapter requested that Ivy Peterson with Cleburne and Holly Russell of ~~Kenne~~ Keene fill in the role of Legislative Committee Chair due to a vacancy. Ms. Peterson and Ms. Russell agreed.

Motion carried unanimously.

D. COMMITTEE UPDATES

Legislative Committee member Holly Russell with the City of Keene updated the membership on the Executive Summary from the Texas Secretary of State regarding SB2753 and handed out copies to everyone.

III. UPCOMING 2025 CHAPTER MEETINGS AND OTHER EVENTS

- August 7th – Hosted by the City of Grand Prairie
- October 9th – Hosted by the City of Venus
- December 11th – Hosted by the City of Hutchins
- August 21 – 22, 2025, TMCA Legislative Update in Georgetown,
- October 2 – 3, TMCA Advanced Institute, Grapevine
- October 29-31, 2025, TML Conference and Exhibit in Ft. Worth,

IV. ADJOURN

There being no further business President Cynthia Olguin of Hutchins adjourned the meeting at 1:04 pm.

Cynthia Olguin, President

ATTEST:

Monica Solko, Historian



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
PERIOD 7/25/2025 - 8/25/2025

BEGINNING BANK BALANCE 7/25/2025 **\$ 23,174.08**

DEPOSITS

<i>Ck#</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Luncheon Fees	\$ 550.00
		Membership Fees	\$ 100.00
		Deposit	
TOTAL DEPOSITS			<u>\$ 650.00</u>

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Egov Payment (No debit this statement)	-
		Monthly Fees for CC Payments (ACH)	\$ 14.43
TOTAL EXPENDITURES			<u>\$ 14.43</u>

ENDING BANK BALANCE 8/25/2025 **\$ 23,809.65**

Submitted By: Caryn Stevens, Treasurer

Date: 9/17/2025



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 8/26/2025 - 9/24/2025

BEGINNING BANK BALANCE 8/26/2025 **\$ 23,809.65**

DEPOSITS

<i>Ck#</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Luncheon Fees	\$ 225.00
		Membership Fees	\$ 550.00
		Deposits	-
TOTAL DEPOSITS			<u>\$ 775.00</u>

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
		Egov Payment (No debit this statement)	-
		Monthly Fees for CC Payments (ACH)	\$ 27.96
TOTAL EXPENDITURES			<u>\$ 27.96</u>

ENDING BANK BALANCE 9/24/2025 **\$ 24,556.69**

Submitted By: Caryn Stevens, Treasurer

Date: 9/30/2025

YELLOW ROSE CHAPTER SCHOLARSHIP POLICY

The Yellow Rose Chapter is proud to offer four scholarship opportunities that celebrate the history and legacy of our members as well as supporting members in their professional development and participation.

SCHOLARSHIP OPPORTUNITIES

- **Memorial Scholarship:** Created to honor the memory of members who have passed away, this scholarship recognizes their lasting contributions and commitment to the organization. It continues their legacy by supporting current members in their professional growth and involvement.
- **Founders Scholarship:** Established in recognition of the organization's founding members, this scholarship highlights their vision and dedication in building the foundation of our work. It is awarded to encourage ongoing growth, engagement, and leadership among our membership.
- **Membership Scholarship:** Covers one year of chapter membership dues and the lunch fee for three Yellow Rose business meetings.
- **Meeting Scholarship:** Covers the lunch fee for all Yellow Rose business meetings for one year.

ELIGIBILITY

Applicants must:

- Be employed by a Texas municipality in a related role (e.g., city secretary, deputy, records clerk).
- Be a current or prospective member of the Yellow Rose Chapter.
- Demonstrate financial need or lack of city funding for participation (*for membership and/or meeting scholarship*)
- Commit to attending at least three luncheons during the calendar year.

APPLICATION & PROCESS

- Applications are made available each year through the Yellow Rose Chapter Scholarship Committee.
- Completed applications must be submitted by **September 1**.
- All applications are reviewed and evaluated by the Scholarship Committee.
- Recipients will be notified of their award status by **October 1**.
- Scholarship will be formally awarded at the October business meeting.

RECIPIENT REQUIREMENTS

Recipients of any Yellow Rose Chapter scholarship are expected to:

- Attend at least three luncheons during the year.
- Participate in a chapter committee and chapter activities when possible (e.g., volunteering, committee support).
- All scholarships are non-transferable and must be used within the membership year (October 1 – September 30).



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER

2026 Application for Yellow Rose Chapter Scholarship Awards

General Requirements: Eligible applicants shall be current paid member of Yellow Rose Chapter and have had attended a minimum of three meetings in the past 12 months.

PERSONAL INFORMATION

Applicant's Name
Title
City of
Address
City/State/Zip
Telephone Email

Table with 4 columns: MUNICIPAL POSITIONS HELD, City/Organization, FROM MM/YYYY, TO MM/YYYY. Rows include City Secretary/Clerk, Deputy/Assistant CS/CC, and Other TMCA Member.

Which Scholarship(s) will you be applying for? (choose all that may apply)

- Yellow Rose Founders Scholarship
Yellow Rose Memorial Scholarship
Yellow Rose Membership Scholarship*
Yellow Rose Meeting(s) Scholarship*

*See Membership/Meeting Scholarship Policy for details.

Have you been awarded a scholarship in the past? Yes No

PROFESSIONAL INFORMATION:

Are you currently a paid member of TMCA, Inc.? Yes No

Are you currently a paid member of the Yellow Rose Chapter? Yes No

Number of Chapter meetings attended in the past 12 months:

(must have attended a minimum of 3 meetings)

Are you currently a Texas Registered Municipal Clerk? Yes No

Are you currently enrolled in Certification/Recertification Program? Yes No

Date of Certification:

Date(s) of Recertification:

How do you intend to use the scholarship: *(Designate one)*

- Texas Municipal Clerks Certification Program
- College/University (only if TRMC is already obtained)
- Support my professional growth and contributions to the organization

EDUCATIONAL INFORMATION:

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

Year Enrolled in TMCCP _____
Expected Certification or Recertification date _____

(Certification Program Enrollees)

Number of course(s) completed _____
(1 course = 4 modules homework, 1 exam, 2 required seminars)

(Recertification Enrollees)

Number of education points completed _____
Number of required seminars completed _____

➤ **PLEASE ENCLOSE A TMCCP TRANSCRIPT** (Now available on the TMCA portal website at <https://tmca.memberclicks.net> , located on the “My Portal” button under “My Transcript”).

(Complete the following section ONLY if scholarship is to be used for college.)
NOTE: Applicant must have already obtained the TRMC to be eligible to use scholarship funds for college.

COLLEGE OR UNIVERSITY

Name of University _____

Department/School/College _____

Major _____ Minor _____

Year Enrolled _____ Number of Hours earned (minimum of 30 required) _____

Current Grade Point Average _____ Expected graduation date _____

Degree plan filed with the institution. Yes No *(If yes, please attach a copy.)*

PLEASE ENCLOSE A RESUME AND OFFICIAL TRANSCRIPT FROM EACH COLLEGE ATTENDED

APPLICANT, PLEASE READ AND SIGN:

I am a paid member of the Yellow Rose Chapter of TMCA, Inc., in good standing, have attended a minimum of three meetings in the past 12 months, agree to serve on a committee for the next year, and provide a recap at a Chapter meeting of the information learned at the conference or seminar. I understand that if I am awarded a Yellow Rose scholarship, it must be used by the end of the calendar year following the year in which the scholarship is awarded; and I commit to do so. I attest that the information contained in this application is true and correct.

Signature

Date

APPLICATION MUST BE RECEIVED BY SEPTEMBER 1, 2026, at 5:00 p.m.

Send Applications to: Yellow Rose Scholarship Committee Member via email at _____