



Lone Star Chapter

Minutes
Lone Star Chapter
Texas Municipal Clerks Association
Monthly Meeting
February 6, 2008

1. CALL TO ORDER

President Carole Ehrlich called the meeting to order at 12:00 p.m.

2. INTRODUCTIONS

Jim Berzina, Interim City Manager, City of Murphy welcomed the Lone Star Chapter to the City of Murphy.

<u>Name</u>	<u>City/County</u>
Stephanie Calame	City of Wylie/Collin
Beverly Covington	City of McKinney/Collin
Bruce Dunn	City of St. Paul/Collin
Carole Ehrlich	City of Wylie/Collin
Shelley George	City of Allen/Collin
Holly Harmon	City of McKinney/ Collin
Sandy Hart	City of McKinney/Collin
Nina Jones	City of Denison/Grayson
Carole Kuykendall	City of Greenville/Hunt
Julie Lollar	City of Denison/Grayson
Heather McGee	City of Murphy/Collin
Aimee Nemer	City of Murphy/Collin
Debbie Newell	City of Greenville/Hunt
Cathy Pugh	City of Tom Bean/Grayson
Pamela Schmidt	City of Richardson/Collin
Carrie Smith	City of Parker/Collin
Eddie Sturgal	City of Lowry Crossing/Collin
Gayle Walton	City of Wylie/Collin
Christie Wilson	The Colony/Denton
Kathy Wingo	City of Lucas/Collin
Dianne Zucco	City of Plano/Collin
Kristy Land	City of Plano/Collin
GUESTS:	
Rose Sickel	City of McKinney/Collin

3. SPECIAL CONGRADULATIONS AND PRESENTATION TO NINA JONES UPON HER RETIREMENT FROM THE CITY OF DENISON.

President Carole Ehrlich presented Mrs. Nina Jones with a Certificate of Appreciation plaque from the Lone Star Chapter for her years of service to the City of Denison and for her involvement with the Lone Star Chapter. In addition, President Ehrlich presented an embroidered TMCA Blanket to Mrs. Jones on behalf of the Texas Municipal Clerks Association. The Chapter also enjoyed a cake designating her retirement.

4. SPECIAL RECOGNITION TO 2007 GRADUATES, RECERTS, TESTERS

President Carole Ehrlich presented a silver star to Ms. Gayle Walton (Wylie) for receiving her TMCA certification and to Vickie Faulkner (Celina) for her recertification with TMCA. Ms. Faulkner was absent.

5. APPROVAL OF NOVEMBER 7, 2007 AND DECEMBER 5, 2007 MINUTES (Eddie Sturgal, City of Lowry Crossing).

Chapter Action

Nina Jones (Denison) made a motion to approve the Minutes as presented. Gayle Walton (Wylie) seconded the motion. A vote was taken and passed unanimously.

**6. APPROVAL OF TREASURER'S REPORT-JANUARY 2008 (Christie Wilson, The Colony).
(The report include November 2007 through January 2008)**

Chapter Action

Kathy Wingo (Lucas) made a motion to approve the Treasurer's reports which included November 07, December 07, and January 08 as presented. Aimee Nemer (Murphy) seconded the motion. A vote was taken and the motion passed unanimously.

7. INTRODUCTION OF SPEAKER (Kathy Wingo, City of Lucas).

Vice President Kathy Wingo (Lucas) introduced Pamela Schmidt, City Secretary, City of Richardson.

Mrs. Schmidt spoke on the topic of Election Law and presented packets to members containing Legislation updates. Ms. Schmidt explained that some of the House Bills had changed and briefly reviewed House Bills 417, 1921, 2926, 3143 and 730. Senate Bills 74, 361 and 493 were also reviewed. Ms. Schmidt also gave out packets containing election material and answered questions as presented by LSC members.

Vice President Kathy Wingo presented Mrs. Schmidt with a \$25.00 Master card.

**8. CONSIDER AND ACT UPON APPROVAL OF THE 2006-2007 AUDIT LETTER. 9Chair
Beverly Covington, City of McKinney).**

Mrs. Covington (McKinney) presented the 2006-2007 Audit Letter and explained the process and reviewed the items as presented. She also gave recommendations on the upkeep of the LSC books in

order to ensure a great audit. Mrs. Covington will send a copy of the Audit letter to President Ehrlich which will be e-mailed to the members of LSC. The audit letter is on file with the LSC Secretary and TMCA.

Chapter Action

A motion was made by Pam Schmidt (Richardson), seconded by Aimee Nemer (Murphy) to approve the 2006-2007 Audit Letter as presented. A vote was taken and the motion passed unanimously.

9. CONSIDER AND ACT UPON APPROVAL TO ASK EACH HOST CITY TO PROVIDE A GIFT FOR THE SCHOLARSHIP RAFFLE. (Julie Lollar, Fund Raiser/Scholarship Committee Chair)

Ms. Lollar explained that it is difficult for the LSC Fundraising/Scholarship Committee to come up with raffle items for each Chapter meeting. She suggested allowing each member city, hosting the meeting, could obtain a gift for the Raffle.

Chapter Action

A motion was made by Nina Jones (Denison), seconded by Debbie Newell (Greenville) to ask the host city to supply the raffle item(s). A vote was taken and the motion passed unanimously.

10. DISCUSSION AND POSSIBLE ACTION REGARDING THE PUBLICATION OF THE LONE STAR CHAPTER COOKBOOK (Julie Lollar, Fundraiser/Scholarship Committee Chair).

Julie Lollar (Denison) asked for ideas from members regarding the cover of the Lone Star Chapter cookbook. Aimee Nemer (Murphy) suggested that since the title of the cookbook will be "Clerks In The Kitchen" that it would be great to have a drawing depicting a municipal clerk either in kitchen attire or with kitchen equipment. Kristy Land (Plano) volunteered to bring a drawing to the next meeting for the members to look at. Ms. Lollar stated that she can get prices for the publication/printing of the cookbook and will have the prices available at the next LSC meeting. President Ehrlich noted that it would be ideal to have the cookbook ready by July for display at the LSC Records Management 2nd Annual Work Day, which would probably boost sales of the cookbook. The Chapter concurred that it would like for this cookbook to be ready for distribution by July if possible.

11. ANNOUNCEMENTS – President Ehrlich

President Ehrlich spoke briefly regarding the upcoming LSC Records Management 2ND Annual Work Day. It was stated that the 2008 LSC Work Day will be held in July at the same location of last year's event

A. COMMITTEE REPORTS

• Scholarship Applications (Julie)

Julie Lollar, Scholarship Committee Chair passed out application forms to members in attendance. She noted that the applications are due in March 1, 2008 and the Scholarships will be awarded in April.

B. UPCOMING MEETINGS

- March – City of Plano (Roundtable-Texas Municipal Clerks Handbook.
- April – City of Richardson (Promoting the City Secretary's Office, Mary Lynne Stratta)

C. UPCOMING SEMINARS


- April – Municipal Finance (Irving) April 10-11, 2008.
- Municipal personnel Management (Nassau Bay) June 12-13, 2008

Julie Lollar (Denison) Scholarship Chair sold raffle tickets and raised \$39.00 for the Lone Star Chapter Scholarship Fund.

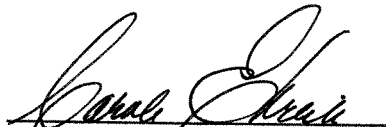
12. ADJOURN

With no further business, President Ehrlich adjourned the meeting at 1:20 p.m.

Respectfully Submitted:


Eddie Sturgal, Secretary

Approved:


Carole Ehrlich, President