



# Lone Star Chapter

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**Minutes**  
**Lone Star Chapter**  
**Texas Municipal Clerks Association**  
**Monthly Meeting**  
**Krugerville City Hall • Council Chamber**  
**5097 U. S. Highway 377**  
**Krugerville, Texas**  
**March 4, 2009**

**1. CALL TO ORDER**

President Kathy Wingo (Lucas) called the meeting to order at 12:02 p.m.

**2. INTRODUCTIONS**

President Wingo asked for introductions of those in attendance.

Name	City/County
Bradley, Susan	City of Krugerville/Denton
Calame, Stephanie	City of Wylie/Collin
Henderson, Lisa	City of Pilot Point/Denton
Lollar, Julie	City of Denison/Grayson
Pugh, Cathy	City of Tom Bean/Grayson
Snyder, Alice	City of Plano/Collin
Sturgal, Eddie	City of Fate/Rockwall
Varnau, Vickie	City of Pilot Point/Denton
Walton, Gayle	City of Wylie/Collin
Wilson, Christie	City of The Colony/Denton
Wingo, Kathy	City of Lucas/Collin
Zucco, Diane	City of Plano/Collin
<b>GUESTS:</b>	
Shipley, Audrey	Deputy City Secretary, City of Krugerville

**3. APPROVAL OF FEBRUARY 4, 2009 MINUTES (Secretary, Gayle Walton)**

President-Elect Eddie Sturgal made a correction to the minutes to reflect his new position with the City of Fate. President Wingo asked for a motion to approve the February 5, 2009 Minutes.

A motion was made by President-Elect Eddie Sturgal (Fate) and seconded by Treasurer Christy Wilson (The Colony) to approve the Lone Star Chapter February 4, 2009 Minutes. The motion passed unanimously.

**4. APPROVAL OF TREASURER'S REPORT, FEBRUARY 2009 (Treasurer, Christie Wilson)**

Treasurer Christie Wilson (The Colony) presented the Lone Star Chapter Treasurers Report for the period of February 2009.

A motion was made by Historian Julie Lollar (Denison) and seconded by Cathy Pugh (Tom Bean) to approve the February 2009 Lone Star Chapter Treasurers Report. The motion passed unanimously.

**5. DISCUSS AND ACTION ON THE SALE OF THE CHAPTER COOKBOOKS (Stephanie Calame (Wylie), Chair, Scholarship/Fundraising Committee)**

Stephanie Calame (Wylie) gave a brief overview of the status of the Lone Star Chapter Cookbooks. Ms. Calame asked members for suggestions that would further accelerate the sale of the cookbooks. Several suggestions were made:

- President Kathy Wingo (Lucas) and Treasurer Christie Wilson (The Colony) suggested that cookbooks be used as speaker gifts.
- Diane Zucco (Plano) suggested that the cookbooks could be used as gifts or sold at the Records Management Work Day.
- President Kathy Wingo (Lucas) suggested that an email be sent to the TMCA Yahoo group stating that the cookbooks will be available at the next TMCA Seminar with contact information made available to those interested.
- Stephanie Calame (Wylie) also suggested that the cookbooks could be sold to city staff if approved by the City Manager. Ms. Calame stated that with the City of Wylie City Manager's permission, an email was sent to city staff informing them of the availability of the Lone Star Chapter Cookbooks. Two boxes of the cookbooks were sold to the City of Wylie staff.

Ms. Calame thanked everyone for their suggestions and stated that extra cookbooks were available at the meeting for those that would like to sell them. Several members received cookbooks to sell.

When asked how many cookbooks were remaining, Treasurer Christie Wilson stated that five hundred (500) cookbooks were printed and that she will be able to provide the number of cookbooks sold to date at the next meeting.

**6. DISCUSS THE JULY WORK SESSION**

President-Elect Eddie Sturgal (Fate) gave a brief overview of the status of the pending Records Management Work Day scheduled for July 2009. Mr. Sturgal stated that the Texas State Library recently has suffered staff transitions. It was noted that such transitions has made it very difficult to secure speakers for the Records Management Work Day. Treasurer Christie Wilson (The Colony) and Historian Julie Lollar (Denison) suggested that it may be best to cancel the Records Management Work Day for 2009.

President Kathy Wingo (Lucas) stated that she has been in contact with ARMA to secure a speaker but has not received any confirmation. Stephanie Calame (Wylie) stated that in her capacity as Records Management Administrative Assistant and with additional

training/material from ARMA, she would be open to participating as a speaker for a half-day as the Records Management Work Day next year.

The consensus of the Lone Star Chapter members present was to cancel the 2009 Records Management Work Day until next year.

## 7. **ROUNDTABLE DISCUSSION (President-Elect Eddie Sturgal)**

President-Elect Eddie Sturgal (Fate) noted the roundtable topic, Chapter 10 Boards and Commissions and Constitutional Oath of Office would be discussed at a later meeting. Mr. Sturgal stated that the roundtable discussion would pertain to member attendance and participation at the TMCA Lone Star Chapter monthly meetings.

Discussion followed regarding the fluctuating attendance at the monthly Lone Star Chapter meetings. A question was raised regarding topics/speakers at the meetings. It was noted that members of the Lone Star Chapter are not only city secretaries/clerks but city secretaries with dual positions, city administrators, finance directors, records management, etc., and that perhaps more diverse topics/speakers would provide the impetus needed for more member participation. Stephanie Calame (Wylie) suggested that a future roundtable discussion could be on records management.

It was also noted that a survey to the Lone Star Chapter members asking for feedback regarding meeting dates/location, topics/speakers, events and other comments, etc. would be beneficial. Secretary Gayle Walton (Wylie) and Diane Zucco (Plano) will prepare and provide a survey form to the board for its approval and subsequent submittal to the Lone Star Chapter members.

## 8. **ANNOUNCEMENTS – President Wingo**

### a. **COMMITTEE REPORTS**

- **Audit (November)**  
No report was given.
- **Budget (July)**  
No report was given.
- **Bylaw Review (October)**  
No report was given.
- **Clerk of the Year**  
Diane Zucco (Plano), Chairman of the Clerk of the Year Committee stated that applications for Clerk of the Year will be sent out in March with a May 8, 2009 deadline to respond. June 3, 2009 is the anticipated date to announce the Clerk of the Year recipient.

Discussion followed regarding the qualifications for Clerk of the Year. It was noted that the Lone Star Chapter has a policy for the Clerk of The Year. It was also noted that points are awarded for each requirement met.

*A nominee for Lone Star Chapter Municipal Clerk of the Year must meet the following requirements.*

*★A Municipal Clerk who has been an active member of the Texas Municipal Clerks Association, Inc., for at least five years.*

*★Must have provided service to other Municipal Clerks on a local level where the opportunity exists, or on a state level.*

*★Must have exhibited leadership abilities.*

*★Must be a Texas Registered Municipal Clerk.*

*★Must currently hold a Municipal Clerk position.*

Historian Julie Lollar (Denison) noted that all members have not received their TMCA certification. President-elect Eddie Sturgal (Fate) asked about the policy for TMCA Clerk of the Year. President Kathy Wingo (Lucas) stated that the Lone Star Chapter has no policy regarding TMCA Clerk of the Year. It was noted by Diane Zucco (Plano) that such a policy is not needed.

- **Holiday**

No report was given.

- **Legislative (September)**

No report was given.

- **Membership**

Chairman of the Membership Committee, Cathy Pugh (Tom Bean), stated that the city secretary for the City of Southmayd was mailed a new members packet which contains an application to be completed and submitted. It was also noted that the city secretary for the City of Crossroads has expressed an interest in joining the TMCA Lone Star Chapter. Audrey Shipley, Deputy City Secretary (Krugerville) completed a membership application as well. President Wingo (Lucas) stated that the City of Oak Point has a new city secretary. It was also noted that the City of Frisco has a new city secretary as well. Treasurer Christie Wilson (The Colony) suggested that at each monthly meeting, city secretaries in the surrounding area of the meeting could be invited to attend as guest of the chapter. Historian Julie Lollar (Denison) also suggested that city records management staff could be invited as well.

- **Nominating (July)**

No report was given.

- **Scholarship/Fundraising**

No report was given.

## **b. UPCOMING MEETINGS**

- **April 1, 2009 Lone Star Chapter Meeting**

President-Elect Eddie Sturgal (Fate) stated that the April 1<sup>st</sup> meeting will be held in the City of Celina.

**c. UPCOMING TMCA SEMINARS**

- **April 2-3, 2009 – Public Relations, McAllen**
- **June 18-19, 2009 – Municipal Finance, Waco**
- **August 20-21, 2009 – Legislative Update, Irving**
- **October 8-9, 2009 – Graduate Institute, San Antonio**

It was noted that the IIMC 63<sup>rd</sup> Annual Conference will be held May 18-23, 2009 in Chicago Illinois. The theme is "With Education, the Sky's The Limit".

Raffled items (clock, flower vase, covered ceramic dish and a diffuser kit) were presented by Sandra Bradley (Krugerville). The amount raised by the raffle was \$31.00 which will be used to fund upcoming scholarships.


**9. ADJOURN**

With no further business, President Wingo adjourned the meeting at 1:05 p.m.

Respectfully Submitted:

  
Gayle Walton, Secretary

Approved:

  
Kathy Wingo, President