



# Lone Star Chapter

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**Minutes**  
**Lone Star Chapter**  
**Texas Municipal Clerks Association**  
**Monthly Meeting**  
**Edward Community Center**  
**109 S Britton**  
**Tom Bean, Texas**  
**June 3, 2009**

**1. CALL TO ORDER**

President Kathy Wingo (Lucas) called the meeting to order at 12:03 p.m.

Mayor Sherry Howard, City of Tom Bean, welcomed everyone to the City of Tom Bean. Mayor Howard also presented a plaque to City Secretary Cathy Pugh acknowledging her dedication and service to the City of Tom Bean.

**2. INTRODUCTIONS**

President Wingo asked for introductions of those in attendance.

Name	City/County
Alavarado, Barbara	City of Howe/Grayson
Calame, Stephanie	City of Wylie/Collin
Dunn, Bruce	Town of St. Paul/Collin
Ehrlich, Carole	City of Wylie/Collin
Faulkner, Vickie	City of Celina/Collin
George, Shelley	City of Allen/Collin
Harmon, Holly	City of McKinney/Collin
Lollar, Julie	City of Denison/Grayson
Pugh, Cathy	City of Tom Bean/Grayson
Smith, Carrie	City of Parker/Collin
Snyder, Alice	City of Plano/Collin
Stewart, Lisa	City of Southmayd/Grayson
Sturgal, Eddie	City of Fate/Rockwall
Thompson, Lincoln	City of McKinney/Collin
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>	
Covington, Beverly	Retired-City of McKinney
Jones, Carolyn	Retired-City of Fairview
Howard, Sherry	Mayor, City of Tom Bean

Phillips, Tammy	Court Clerk, City of Tom Bean
Hogue, Eric	Mayor, City of Wylie
Orozco, Rachel	Library Director, City of Wylie
Woodson, Beth	City Secretary, City of Whitewright
Sears, Mona	City of Whitewright
Pierce, Cathy	City of Whitewright

**3. APPROVAL OF APRIL 1, 2009 MINUTES (Secretary, Gayle Walton)**

Secretary Walton stated that corrections were made to the April 1, 2009 minutes after it was forwarded to the members. Corrections included a name correction on page one and on page two, it was noted that the letter read from Eddie Sturgal, President Elect (Fate) stated his support for a IIMC scholarship for the year 2010.

A motion was made by President Elect Eddie Sturgal (Fate) and seconded by Diane Zucco (Plano) to approve the Lone Star Chapter April 1, 2009 Minutes. The motion passed unanimously.

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

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

A motion was made by Secretary Gayle Walton (Wylie) and seconded by President Elect Eddie Sturgal (Fate) to approve the April 2009 Lone Star Chapter Treasurer Report. The motion passed unanimously.

**5. DISCUSS AND APPROVE THE MEETING DATE CHANGE FOR OCTOBER 2009 (President Kathy Wingo)**

President Wingo stated that the Texas Municipal Clerks Association (TMCA) Graduate Institute is being held in San Antonio on October 8-9, 2009. President Wingo stated that the Lone Star Chapter October meeting is scheduled for October 2, 2009 but it was felt that with preparation being made by members to attend the Graduate Institute, it would be prudent to reschedule the Lone Star Chapter October meeting date.

It was suggested by President Wingo that Wednesday, October 14, 2009 would be a good date to have the Lone Star Chapter monthly meeting. Discussion followed with no objections for this date.

A motion was made by President Elect Eddie Sturgal (Fate) and seconded by Historian Julie Lollar (Denison) to change the Lone Star Chapter meeting date for the month of October from October 2, 2009 to October 14, 2009. The motion passed unanimously.

**6. AWARD OF TWO \$500 SCHOLARSHIPS (Scholarship Committee Chairman, Stephanie Calame)**

Stephanie Calame (Wylie), Chairman of the Scholarship Committee, presented two Lone Star Chapter Scholarships: IIMC Scholarship and the Lone Star Chapter Vickie Shaw Davis Scholarship. The recipients of the scholarships were:

★ IIMC Scholarship - Aimee Nemer (Murphy)

*This scholarship was approved only for the year 2009 to allow a member to attend the IIMC seminar in part to support the IIMC incoming Presidency of Mary Lynne Stratta (TMCA member and City Secretary, City of Bryan) along with the educational credits of IIMC towards a CMC or MMC certification.*

- ★ Lone Star Chapter Vickie Shaw Davis Scholarship – Holly Harmon (McKinney).  
*This scholarship is awarded annually in memory of Lone Star Chapter member Vickie Shaw Davis. Mrs. Davis was City Secretary for the City of Ladonia and was a very active member of the chapter until her death in 2006.*

## **7. AWARD OF CLERK OF THE YEAR (Clerk Of The Year Chairman, Diane Zucco)**

Diane Zucco (Plano), Chairman of the Clerk of the Year Committee, presented the Lone Star Chapter Clerk of the Year Award to Carole Ehrlich, City Secretary, City of Wylie.

Mayor Eric Hogue and Rachel Orozco, Library Director, City of Wylie was in attendance at the meeting in support of the recipient of this award.

Mrs. Ehrlich's service to the Lone Star Chapter and the Texas Municipal Clerk's Association were noted:

- ★ TMCA Committee Service:
  - 2006 Nominating Committee*
  - 2005 Retirement Committee Chair*
  - 2004 Retirement Committee*
  - 2003 Scholarship Committee Chair*
  - 2002 Scholarship Committee*

- ★ Lone Star Chapter Officer Service:
  - President – 10/2007-10/2008*
  - Vice President – 10/2006-10/2007*

- ★ City Secretary:
  - City of Wylie – 2003-Present (6 years)*
  - City of Seminole – July 27, 1998 – April 30, 2003 (5 years)*

- ★ Member of TMCA: Since 1998

## **8. RECOGNITION OF RETIREES FOR 2008-2009 (President Kathy Wingo)**

President Wingo presented 2009 Award Certificates to three members that retired from service to their prospective cities and the TMCA Lone Star Chapter. One retiree (Nan Parker) was not able to attend the presentation. A cake was also served in their honor.

- ★ Beverly Covington, Deputy City Secretary, retired from the City of McKinney.  
*During her tenure with the Lone Star Chapter, Mrs. Covington has chaired the Audit Committee and the Nominating committee. Mrs. Covington is a founding member of the TMCA Lone Star Chapter.*
- ★ Carolyn Jones, City Secretary, retired from the City of Fairview.  
*Mrs. Jones was very instrumental in the establishment of the Lone Star Chapter. Mrs. Jones is a founding member of the TMCA Lone Star Chapter.*

★ Nan Parker, City Secretary, retired from the City of Frisco.

*During her tenure with the Lone Star Chapter, Mrs. Parker was the Treasurer of the Lone Star Chapter from 2005-2006. Mrs. Parker service continued on the Membership Committee and on the Clerk of the Year Committee. Mrs. Parker is a founding member of the TMCA Lone Star Chapter.*

9. **SPEAKER, MARY KAYSER, CITY SECRETARY, CITY OF GARLAND. (Topic: “Networking: Weaving Our Strands of Knowledge and Building Our Bridges of Empowerment”)**

President Elect Sturgal introduced Mary Kayser as the guest speaker. Mrs. Kayser is the City Secretary for the City of Garland and also an active member of the Lone Star Chapter. Mrs. Kayser noted several key factors of networking including tips of network relationships:

- The importance of a **Tag Line**. Introduction of yourself should include a synopsis of what you do. Most people are not aware of the city secretary’s office and its functions.
- **Extra Curriculum Activities**. Extra curriculum activities outside of the office can be utilized to further your career position or they can be utilized by others. Make these activities known.
- **Join and actively participate in a professional association.**
- **The more relationships you have in place, the more access you have to information and resources.**
- **Keep a notebook or create a database that includes all of the people you meet and the information they shared with you.**

10. **ANNOUNCEMENTS – President Wingo**

a. **COMMITTEE REPORTS**

- **Budget (Meet in July)**  
No report was given.
- **Legislative (September)**  
No report was given.
- **Membership**  
No report was given.
- **Nominating (Meet in July)**  
No report was given.
- **Scholarship/Fundraising**  
No report was given.

b. **UPCOMING MEETINGS**

- **July – No Meeting**
- **August 5, 2009 – Denison**
- **September 2, 2009 – Plano**

**c. UPCOMING TMCA SEMINARS**

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

The amount raised by the raffle was \$36.00 which will be used to fund upcoming scholarships.

**11. ADJOURN**

With no further business, Historian Julie Lollar (Denison) made a motion to adjourn the meeting and seconded by Carole Ehrlich (Wylie). The motion passed unanimously. President Wingo adjourned the meeting at 1:15 p.m.

Respectfully Submitted:

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Gayle Walton, Secretary

Approved:

  
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Kathy Wingo, President