

**Minutes**  
**Lone Star Chapter (Proposed)**  
**Texas Municipal Clerks Association**  
**Monthly Meeting**  
**August 11, 2005**

**1. CALL TO ORDER**

The newly proposed Lone Star Chapter had a meeting on August 11, 2005 at the Frisco Chamber of Commerce Event Room, 6843 Main Street in Frisco. President Sandy Hart called the meeting to order at 12:10 p.m. with the following present:

<b>Name</b>	<b>City</b>	<b>County</b>
Sandy Hart	McKinney	Collin
Aimee Nemer	Murphy	Collin
Heather McGee	Murphy	Collin
Eddie Sturgal	Lowry Crossing	Collin
Kathy Wingo	Lucas	Collin
Shelley George	Allen	Collin
Rosa Stovall	Lavon	Collin
Dana Nixon	Melissa	Collin
Marla Barth	Nevada	Collin
Vickie Faulkner	Celina	Collin
Carole Ehrlich	Wylie	Collin/Dallas/Rockwall
Sara Thetford	Prosper	Collin/Denton
Shanae Jennings	Prosper	Collin/Denton
Elaine Bealke	Plano	Collin/Denton
Diane Zucco	Plano	Collin/Denton
Nan Parker	Frisco	Collin/Denton
Deanna Quigley	Frisco	Collin/Denton
Angela Lunsford	Frisco	Collin/Denton
Pam Schmidt	Richardson	Dallas/Collin
Joyce Snay	TMCA, Inc.	Denton
Nina Jones	Denison	Grayson
Julie Lollar	Denison	Grayson
Debra Newell	Greenville	Hunt
Carole Kuykendall	Greenville	Hunt
Dorothy Brooks	Rockwall	Rockwall

**2. THANK NAN PARKER AND THE CITY FRISCO FOR HOSTING EVENT**

President Hart thanked Treasurer Nan Parker and the City of Frisco for hosting the meeting. Treasurer Parker thanked Deanna Quigley and Angela Lunsford for their assistance and welcomed everyone to Frisco.

### **3. INTRODUCTIONS OF ATTENDEES**

Attendees introduced themselves and stated the city they represented.

### **4. PRESENTATION BY THE LOGO COMMITTEE**

President Hart recognized Logo Committee Chair and Secretary Aimee Nemer for a presentation on the logo for the chapter. Secretary Nemer passed out two proposed logos for members to review. Secretary Nemer stated that the logo committee met on July 14 and reviewed and discussed many options. She stated that the committee voted to submit two options to the membership for a majority vote once the chapter is official. Secretary Nemer requested members to give feedback on the two logos.

### **5. BY LAWS**

President Hart handed out by-laws for the newly proposed chapter. She asked that everyone review the by-laws and return any comments or suggestions. She stated that the by-laws would be voted on at the October meeting.

### **6. ANNOUNCEMENTS**

President Hart made the following announcements and passed around a sign-up sheet for members to list committees in which they would like to serve. She stated that TMCA President Mary Lynne Stratta would be present at the October meeting for the installation of officers. President Hart reminded members to submit feedback on the logos to Secretary Aimee Nemer. Vice-President Dorothy Brooks asked members to submit program ideas and meeting locations to her for future meetings.

- a. **AUGUST 18-19, 2005 LEGISLATIVE UPDATE SEMINAR**
- b. **SEPTEMBER 14, 2005 - NORTH TEXAS CHAPTER MEETING**
- c. **OCTOBER 6, 2005 – INSTALLATION OF OFFICERS AND FIRST OFFICIAL MEETING (PENDING APPROVAL OF NTMCA & TMCA EXECUTIVE BOARD)**
- d. **COMMITTEE VOLUNTEERS**

### **7. DOROTHY BROOKS – INTRODUCTION OF SPEAKER**

Vice-President Dorothy Brooks introduced Dr. Joyce Snay, Director of the Texas Municipal Clerks Association and Certification Program.

### **8. DR. JOYCE SNAY – Texas Registered Municipal Clerk’s Certification Program**

Dr. Snay recognized President Sandy Hart and presented her with a gift, thanking her for her courage and determination to initiate chartering a newly proposed chapter of the Texas Municipal Clerks Association.

Dr. Snay recognized TMCA Board Member Pam Schmidt who was present for the meeting.

Dr. Snay passed out two handouts; one reviewing the history of the Texas Municipal Clerks Association and Certification Program, and the TMCA, Inc. Code of Ethics.

Dr. Snay reviewed the history of the Municipal Clerk dating back to biblical times in Acts 19:35 “*It was the city clerk who quieted the rioting crowd to preserve law and order of the times.*” She talked about the first association of city secretaries –ACC/SOT, Association of City Clerks & Secretaries of Texas, and stated that the association at that time was mostly men.

Dr. Snay explained who Dorothy Byrd and Charldean Newell were and how they established the Texas Municipal Clerks Certification Program in 1967. She stated that Dorothy was a city secretary in Andrews, Texas and then began working on her doctorate through the University of North Texas. Dr. Snay explained that the Texas Municipal Certification Program (TMCCP) is a result of the doctorate work that Dorothy Byrd started but did not complete due to her becoming the director of the program. She stated that Dr. Charldean Newell also worked at the University of North Texas and assisted Ms. Byrd with implementing the program.

Dr. Snay went on to explain that the certification program (TMCCP) was recognized by the International Institute of Municipal Clerks in 1973 and by the State of Texas in House Bill 2092 in 1985.

Dr. Snay explained the purpose and resources of the TMCCP/TMCA and reviewed the requirements to obtain the Texas Registered Municipal Clerk (TRMC) designation. Some of the resources Dr. Snay reviewed are the Texas Municipal Law and Procedure Manual, The Texas Municipal Election Law Manual, and the Texas Municipal Clerks Handbook, all of which are available for purchase on the TMCA website. Dr. Snay provided handouts on the certification program and also stated that the information is available on the website at [www.unt.edu/municlerks](http://www.unt.edu/municlerks) . TMCA Board Member Pam Schmidt informed members about the email group/list serve that is an excellent quick resource for members to use.

In closing, Dr. Snay encouraged everyone to be active in both their local chapter and the state organization and continue networking with each other. Dr. Snay stated that city secretaries are not only the stars of local government, but the heart of it.

## 9. ADJOURN

With no further business, President Hart adjourned the meeting at 1:10 p.m.

**Respectfully Submitted:**



**Aimee Nemer, Secretary**

**Approved:**

  
**Sandy Hart, President**