



# Lone Star Chapter

**Minutes**  
**Lone Star Chapter**  
**Texas Municipal Clerks Association**  
**Monthly Meeting**  
**April 8, 2008**  
**City of Richardson**

**1. CALL TO ORDER**

President Carole Ehrlich called the meeting to order at 11:50 p.m. The following members and guests were present:

<u>Name</u>	<u>City/County</u>
Stephanie Calame	City of Wylie/Collin
Beverly Covington	City of McKinney/Collin
Codi Delcambre	City of Argyle/Denton
Carole Ehrlich	City of Wylie/Collin
Stephanie Galanides	City of Heath/Rockwall
Shelley George	City of Allen/Collin
Holly Harmon	City of McKinney/ Collin
Sandy Hart	City of McKinney/Collin
Mary Kayser	City of Garland/Dallas
Angela Kelly	The Colony/Denton
Carole Kuykendall	City of Greenville/Hunt
Kristy Land	City of Plano/Collin
Lisa Lewis	City of Pilot Point/Denton
Julie Lollar	City of Denison/Grayson
Aimee Nemer	City of Murphy/Collin
Debbie Newell	City of Greenville/Hunt
Nan Parker	City of Frisco/Collin
Sherrie Phelps	City of Ladonia/Fannin
Cathy Pugh	City of Tom Bean/Grayson
Susie Quinn	City of Rowlett/Rockwall & Dallas
Vickie Schmid	City of Richardson/Collin
Pamela Schmidt	City of Richardson/Collin
Carrie Smith	City of Parker/Collin
Gayle Walton	City of Wylie/Collin
Christie Wilson	The Colony/Denton
Kathy Wingo	City of Lucas/Collin
Dianne Zucco	City of Plano/Collin
Lesia Thornhill	City of Princeton/Collin
Tabatha Monk	
<b>GUESTS:</b>	

Mary Lynne Stratta	Guest Speaker
Wayne Gilmore	Mayor Pro Tem/City of Greenville
Rose Sickel	City of McKinney
Marta Gore	City of McKinney
Bret Baldwin	Mayor/City of Murphy
James Fisher	City Manager/City of Murphy
Colleen Halbert	Council Member/City of Murphy
Jim Threadgill	Mayor Pro Tem/City of Parker
Dena Daniel	City Administrator/City of Parker
Sally Magnuson	Mayor Pro Tem/City of Plano
Sherry Howard	Mayor/City of Tom Bean
Mindy Manson	City Manager/City of Wylie

## 2. WELCOME

President Ehrlich introduced Mr. Bill Keffler, City Manager for the City of Richardson who gave the Host City Welcome. Mr. Keffler has been with the City of Richardson since 1977 and holds a bachelor's degree in government from the University of Notre dame and a master's degree in Public Administration from Texas Tech University. Mr. Keffler welcomed Lone Star Chapter members and guests to the City of Richardson and thanked all for attending.

## 3. INTRODUCTIONS OF MEMBERS AND GUESTS (President Ehrlich)

President Ehrlich asked each attending LSC member to introduce themselves and their guests.

## 4. PRESENTATION OF 2008 LONE STAR CHAPTER SCHOLARSHIP RECIPIENTS (2008 Scholarship Committee Chair, Julie Lollar)

2007-2008 Lone Star Chapter Scholarship Committee Chair, Julie Lollar presented two scholarships to Chapter members. She reported that the funds were raised by the Chapter during the past year and each scholarship was for \$500.00 to be used toward TMCA certification or re-certification. The recipients were:

Carrie Smith, City of Parker – Vickie Shaw Davis Scholarship (in memory of LSC member Vickie Shaw Davis)

Kathy Wingo, City of Lucas – Lone Star Chapter Scholarship

## 5. INTRODUCTION OF SPEAKER

**Mary Lynne Stratta (IIMC Vice President, Past TMCA President)**  
**Presentation: "PROMOTING THE CITY SECRETARY'S OFFICE"**  
**(Kathy Wingo, City of Lucas)**

President Elect Kathy Wingo introduced the LSC guest speaker Mary Lynne Stratta. Mary Lynne was appointed City Secretary to the City of Bryan, Texas, by the Bryan City Council in 1990. She is a graduate of the Texas Municipal Clerks Certification Program as well as being awarded the Certified Municipal Clerk designation by the International Institute of Municipal Clerks (IIMC) in 1996 and finally in 2004 received her Master Municipal Clerks certification.

Ms. Stratta was the 2005 President of TMCA and recently was elected as the Vice President of the IIMC. IIMC is world-wide organization, with approximately 10,000 members from 27 countries. In 2003 Ms. Stratta won the prestigious Quill Award from the IIMC.

Ms. Stratta is an instructor of election law, parliamentary procedure and open government for the Texas Municipal Clerks Certification Program and the Texas Municipal League. Ms. Stratta has testified before the State Legislature on numerous occasions relative to city-related legislation.

Ms. Stratta presented "Promoting the Office of Municipal Clerk (City Secretary) in Your Community". Ms. Stratta spoke about perception issues as they deal with lack of knowledge of the "clerks" role in the municipality and community. She presented areas to improve this perception and identify key competencies that included: organizational, communication, interpersonal, and leadership competencies.

She asked the attendees to interact with each other and come up with a noun that denoted the City Clerk's Office. The group shared with each other the key nouns they determined designated the office. Some of those included: engine, gasoline, tornado, key, and the wheels that keep things turning.

Ms. Stratta spoke about the ability to identify and solve problems, make sound decisions and generate new ideas which she stated were all part of the day to day competencies that must be met in the office. She also urged those in attendance to be cognizant of lifestyle choices such as diet, exercise, emotional health and stress management. She reported that these areas must be achieved to have a balanced life.

#### **6. ANNOUNCEMENTS – President Ehrlich**

**President Ehrlich noted the upcoming meetings and thanks everyone for their attendance.**

**May 2008 - No LSC Meeting**


**June 4, 2008 – City of Lowry Crossing**

- **Floor nominations for 2008-2009 LSC Officers**
- **Presentation of 2008 Clerk of the Year**


#### **7. ADJOURN**

With no further business, President Ehrlich adjourned the meeting at 1:35 p.m.

**Respectfully Submitted:**

  
**Eddie Sturgal, Secretary**

**Approved:**

  
**Carole Ehrlich, President**