



Lone Star Chapter

Minutes
Lone Star Chapter
Texas Municipal Clerks Association
Monthly Meeting
June 4, 2008

1. CALL TO ORDER

President Carole Ehrlich called the meeting to order at 11:55 a.m.

2. INTRODUCTIONS

<u>Name</u>	<u>City/County</u>
Stephanie Calame	City of Wylie/Collin
Sandy Hart	City of McKinney/Collin
Bruce Dunn	City of St. Paul/Collin
Carole Ehrlich	City of Wylie/Collin
Pam Schmidt	City of Richardson/Collin
Holly Harmon	City of McKinney/Collin
Elaine Simpson	City of Seagoville
Carole Kuykendall	City of Greenville/Hunt
Julie Lollar	City of Denison/Grayson
Vickie Faulkner	City of Celina/Collin
Aimee Nemer	City of Murphy/Collin
Debbie Newell	City of Greenville/Hunt
Cathy Pugh	City of Tom Bean/Grayson
	City of Richardson/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

3. APPROVAL OF MARCH 5, 2008 AND APRIL 2, 2008 MINUTES (Eddie Sturgal, City of Lowry Crossing)

Eddie Sturgal (Lowry Crossing) made a motion to approve the March 5 and April 2, 2008 Minutes with changes noted as: Gayle Walton attendance of the March 5, 2008 meeting to

be deleted and Mayor Tom Oliver and Mayor Pro Tem Marta Munson.; Seconded by Aimee Nemer (Murphy). Motion passed unanimously.

4. APPROVAL OF TREASURER'S REPORTS - MARCH, APRIL AND MAY 2008 (Christie Wilson, City of The Colony)

Kathy Wingo (Lucas) made a motion to approve the March, April and May 2008 Treasurer's report; Seconded by Julie Lollar (Denison). Motion passed unanimously.

5. DISCUSSION AND POSSIBLE ACTION REGARDING THE RECORDS MANAGEMENT DAY, JULY 17, 2008. (Menu, Vendor Booths/Presentations, Usage for Funds Raised) (Christie Wilson, K. Wingo, Shelley George)

Chapter Discussion

Christie Wilson (The Colony) stated that she has received 52 RSVP's for the July 17, 2008 Records Management Work Day. President Ehrlich presented menu options and noted that the cost of attendance for one or more in a group is \$40.00 for the first participant and each additional person would be \$30.00. Continental breakfast and lunch will be served and is included in the price. Christie Wilson also provided a profit and loss statement which reflects the amount of revenue to the Lone Star Chapter from the Records Management Work Day.

Chapter Action

Eddie Sturgal (Lowry Crossing) made a motion for the work day funds to go into the Lone Star Chapter Scholarship fund; Seconded by Kathy Wingo (Lucas). Motion passed unanimously.

Julie Lollar (Denison) made a motion to approve the menu option of Burger Buffet; Seconded by Holly Harmon (McKinney). Motion passed unanimously.

6. DISCUSSION AND POSSIBLE ACTION REGARDING THE PUBLICATION OF THE LONE STAR CHAPTER COOKBOOK (Aimee Nemer, Fundraiser/Scholarship Committee- Sandy Hart, Publication).

Chapter Discussion

Aimee Nemer (Murphy) stated eight sponsor packet were sent out. The following sponsors responded:

- Scott Merriman forwarded a check for \$50.00
- Municipal Code forwarded a check for \$250.00 (half page ad)
- E government Solutions notified the committee of a check for \$500.00 (full page ad). E government stated that the check will mailed today.

Aimee Nemer urged the chapter to inform the committee of potential sponsors. President Ehrlich stated that Kirk Franklin has offered to put the new membership packets together for free and suggested that Franklin Legal Publishing could be mentioned in the cookbook. Sandy Hart (McKinney) stated that she would like to ask Kirk Franklin if he would like to place an ad in the cookbook. President Ehrlich asked if someone wanted to contact Mr. Franklin regarding placement of an ad. Ms. Nemer reiterated the cost of the ads: \$500.00 for a full page ad and \$250.00 for the half page ad. It was noted that the cookbook cover has not been selected. Elaine Simpson (Seagoville) stated that she knew a graphic designer

that may be willing to provide designs for the cookbook cover. Elaine Simpson also asked if she could offer to the graphic designer a free ad in the cookbook in lieu of payment for the design. After discussion, it was the consensus of the members present that this trade off would be advantageous to the graphic designer as well as the Chapter. Discussion followed regarding the revenue received from the cookbook and that it would be offered for sale in the amount of \$10.00 at the TMCA seminars.

Chapter Action

Sandy Hart (McKinney) made a motion that design options be reviewed by the Lone Star Chapter Board and that the Lone Star Chapter Board will make the final decision on the cookbook cover; Seconded by Bruce Dunn (St. Paul). Motion passed unanimously.

Aimee Nemer (Murphy) made a motion to use Lone Star Chapter Scholarship funds for the publication of the cookbook; Seconded by Gayle Walton (Wylie). Motion passed unanimously.

7. DISCUSSION AND POSSIBLE ACTION REGARDING THE NEW LONE STAR CHAPTER MEMBERSHIP PACKETS (Gayle Walton, Membership Chair).

Chapter Discussion

Gayle Walton (Wylie) Chair of the Membership Committee introduced the members of the Membership Committee and presented a proposed new member packet for the members to review. It was noted that the new member packet would be available to those joining the Lone Star Chapter. It was also noted that an informational brochure would also be available for those that only request information of the Lone Star Chapter.

Ms. Walton also stated that she had talked to some cities that would be interested in joining the Chapter but they wanted information about the chapter sent to them. Several of the Board members offered suggestions of items to be included in the packet.

The proposed new member packet would include:

- Lone Star Chapter Membership Directory
- Lone Star Chapter Informational Brochure
- TMCA informational brochure
- Lone Star Chapter Scholarship information
- Lone Star Chapter latest newsletter
- Lone Star Chapter Bylaws
- Information sheet of contact links (TMCA, Secretary of State, Ethics Commission, etc.)
- Lone Star Chapter Board member contact information
- Lone Star Chapter committee information
- Lone Star Chapter Note Pad

It was also noted that Kirk Franklin of Franklin Legal Publishing very graciously offered to print the proposed membership directory (in color with member pictures) at no cost to the Lone Star Chapter. The only cost to the chapter would be the cost of paper for printing of other items within the packet. It is estimated that the cost to produce other material in the membership packets and additional informational brochures as well would be around \$125.00. The jacket for the packet is a cut out jacket and is included in the price of the packets. Ms. Walton stated that the only question is the time frame of completion and that it

could be completed prior or after the new slate of officers are appointed for their inclusion in the membership directory. President Ehrlich asked Ms. Walton to go over the information brochure to give everyone a better idea of what is noted in the brochure. Eddie Sturgal (Lowry Crossing) stated that the Membership Committee has done a tremendous job on the proposed packet.

Chapter Action

Eddie Sturgal (Lowry Crossing) made a motion to approve the funding for the new member packet; Seconded by Aimee Nemer (Murphy). Motion passed unanimously.

8. NOMINATIONS FROM THE FLOOR FOR 2008-2009 LONE STAR CHAPTER OFFICERS (Carole Kuykendall, Nominating Chair).

Chapter Discussion

Chair of the Nominating Committee, Carole Kuykendall (Greenville) introduced the members of the Nomination Committee. Carole Kuykendall, Chair (Greenville), Aimee Nemer (Murphy) and Pam Schmidt (Richardson). It was noted that the correct procedure was to start at historian and move up as long as you are in good standing with the chapter.

It was noted that there are no nominations for the Secretary and Historian positions which are vacant. Nominations are being accepted until the end of June. The Nomination Committee will meet in July to discuss the slate of officers.

Ms. Kuykendall noted that this will be brought before the chapter at the August meeting and members will vote in September.

Chapter Floor Nominations

Eddie Sturgal (Lowry Crossing) made a nomination from the floor to place the name of Gayle Walton (Wylie) for Secretary. Pam Schmidt (Richardson) nominated Bruce Dunn (St. Paul) for historian. Bruce Dunn declined. Carole Kuykendall (Greenville) nominated Julie Lollar (Denison) for Historian.

At this time, the following will be considered for appointment to the 2009 Lone Star Board. Julie Lollar for Historian, Christie Wilson for Treasurer, Gayle Walton for Secretary, Eddie Sturgal for President Elect and Kathy Wingo for President.

9. PRESENTATION “LONE STAR CHAPTER CLERK OF THE YEAR” (Elaine Simpson, Clerk of the Year, Chair).

Elaine Simpson (Seagoville) introduced the Clerk of the Year Committee which consists of Elaine Simpson, Chair (Seagoville), Vickie Faulkner (Celina) and Nan Parker (Frisco). It was noted that Nan Parker is not only on the committee but is a prior recipient of the award. Also, Eddie Sturgal was recognized as the recipient of Clerk of the Year award in 2007.

Ms. Simpson stated that the Clerk of the Year Committee and chapter members are honored to have in our midst someone in our chapter that is a member of TMCA and IIMC as well. The 2008 Clerk of the Year is Sandy Hart, City Secretary, McKinney, Texas. Ms. Hart was the first President of the Lone Star Chapter after its formation, a current member of TMCA and IIMC along with other various board affiliations.

Ms. Hart was presented with a glass plaque and received a standing ovation.

**10. ANNOUNCEMENTS-Committee Chair Instructions/Forms (For new Committee Chairs)
President Ehrlich**

President Ehrlich suggested that outgoing chairmen and outgoing board officers prepare forms, information sheets and other helpful material on a CD to be given to the new chairman/board officer. This information would be very helpful and ensures a smooth transition.

It was noted that the lunch at the meeting was provided by the City of Lowry Crossing. Kathy Wingo made a motion for the lunch funds to go into the scholarship fund; Seconded by Sandy Hart (McKinney). Motion passed unanimously.

A. COMMITTEE REPORTS

B. UPCOMING MEETINGS

- Records Management work day on July 17, 2008
- Lone Star Chapter Meeting in August will be in Pilot Point.

C. UPCOMING SEMINARS

**TMCA - June 12-13, 2008 - Municipal Personnel Management
(Nassau Bay)**


11. ADJOURN

With no further business, President Ehrlich adjourned the meeting at 12:45 p.m.

Respectfully Submitted:


Eddie Sturgal, Secretary

Approved:


Carole Ehrlich, President