



**Minutes**  
**Lone Star Municipal Clerks Association**  
**Monthly Chapter Meeting**  
**June 2, 2010**

**1. CALL TO ORDER**

President Kathy Wingo (Lucas) called the meeting to order at 12:07 p.m. on Wednesday, June 2, 2010, at City of Celina's Old Celina Park located at 12670 FM 428, Celina, Texas

**2. WELCOME & INTRODUCTIONS**

President Wingo asked for introductions of members in attendance.

Board Members Present:

Kathy Wingo, President	City Secretary, Lucas, Collin
Carole Ehrlich, Immediate Past President	City Secretary, Wylie, Collin
Bruce Dunn, President-Elect	Town Secretary, St. Paul, Collin
Diane Zucco, Treasurer	City Secretary, Plano, Collin/Denton
Shelley B. George, Secretary	City Secretary, Allen, Collin
Vickie Faulkner, Historian	City Secretary, Celina, Collin

Members Present:

Joy Hart	Administrative Assistant, Murphy, Collin
Carole Kuykendall	Deputy City Secretary, Greenville/Hunt
Julie Lollar	City Secretary, Denison, Grayson
Aimee Nemer	City Secretary, Murphy, Collin
Teresa Nino	City Secretary, Whitesboro, Grayson
Vickie Schmid	Assistant City Secretary, Richardson, Collin/Dallas
Carrie Smith	City Secretary, Parker, Collin
Alice Snyder	Assistant City Secretary, Plano, Collin/Denton
Stephanie Storm	Records Management Administrative Assistant, Wylie, Collin
Christie Wilson	City Secretary, The Colony, Denton

President Wingo introduced the following guests at the meeting:

Guests Present:

Bill Carmickle	Mayor, Lucas, Collin
Leeann Oland	City Secretary, Weston, Collin
Jacky Cross	Administrative Secretary, Wylie, Collin
Carolyn Turner	Administrative Assistant, Celina, Collin
Robert Patrick	City Manager, Lucas, Collin
James Kunke	Community Relations & Tourism Director, Lewisville, Dallas/Denton

**3. DISCUSS AND CONSIDER THE APPROVAL OF THE APRIL AND MAY 2010 TREASURER'S REPORT – Diane Zucco, LSMCA Treasurer (Plano)**

Motion was made by Bruce Dunn (St. Paul) and seconded by Vicky Schmidt (Richardson) to approve the April and May 2010 Treasurer's Reports. Motion passed unanimously.

**4. DISCUSS AND CONSIDER THE APPROVAL OF THE APRIL 7, 2010, MINUTES – Shelley George, LSMCA Secretary (Allen)**

Motion was made by Bruce Dunn (St. Paul) and seconded by Christie Wilson (The Colony) to approve the minutes of the April 7, 2010, meeting with the a correction to the county listed for Julie Lollar (Denison). Motion passed unanimously.

**5. AWARD OF ONE \$500 SCHOLARSHIP – Carrie Smith, LSMCA Scholarship Chair (Parker)**

Carrie Smith (Parker), Chair of the Scholarship Committee, presented the Lone Star Chapter Vickie Shaw Davis Scholarship to Christie Wilson (The Colony). This \$500 scholarship is awarded annually in memory of Vickie Shaw Davis, Lone Star Chapter member and City Secretary of the City of Ladonia.

**6. AWARD OF CLERK OF THE YEAR – Christie Wilson, LSMCA Clerk of the Year Chair (The Colony)**

Christie Wilson (The Colony), Chair of the Clerk of the Year Committee, presented the 2010 Lone Star Chapter Clerk of the Year Award to Kathy Wingo (Lucas). Ms. Wingo has unselfishly volunteered her time to further the municipal clerk role through service in the Lone Star Chapter, TMCA, Inc., and IIMC.

**7. DISCUSS THE RECORDS MANAGEMENT WORK DAY, PLANNING AND PROGRESS – Bruce Dunn, LSMCA President-Elect (St. Paul)**

President-Elect Dunn advised regarding speakers and topics scheduled, registrations fees, availability of information on the Chapter's website and spoke regarding vendor opportunities.

**8. INTRODUCTION OF MR. JAMES KUNKE, PIO, WHO WILL DO A PRESENTATION ON THE *HANDLING OF PUBLIC INFORMATION* - Bruce Dunn, LSMCA President-Elect (St. Paul)**

President-Elect Bruce Dunn (St. Paul) introduced Mr. James Kunke, Community Relations & Tourism Director of the City of Lewisville as the speaker for the June 2<sup>nd</sup> meeting. Mr. Kunke spoke on the topic of "Handling of Public Information." He discussed the importance of preparing for interviews with the media.

**9. ANNOUNCEMENTS – Kathy Wingo, LSMCA President (Lucas)**

**a. COMMITTEE REPORTS**

**b. UPCOMING MEETINGS**

- July 14, 2010 – Records Management Work Day, Allen
- August 4, 2010 – Rep. Laubenberg, *Interfacing with Austin*, St. Paul
- September 1, 2010 – *Public Speaking*, Plano

- October 6, 2010 – Installation of Officers, Lucas

**c. UPCOMING & IIMC SEMINARS/EVENTS**

- June 17-18, 2010 – TMCA, Inc. *Public Funds Investment*, Lubbock
- August 5-6, 2010 – TMCA, Inc. *Records Management/Open Records/Parliamentary Procedure*, El Paso
- October 14-15, 2010 – TMCA, Inc. *Graduate Institute: Ethics*, Galveston

**10. ADJOURN**

With no further business, President Wingo (Lucas) adjourned the meeting at 1:24 p.m.

**The LSMCA members approved the minutes on the 4<sup>th</sup> day of August, 2010.**

**APPROVED:**

---

**Kathy Wingo, PRESIDENT**

**ATTEST:**

---

**Shelley B. George, SECRETARY**