



# Lone Star Chapter

---

**Minutes**  
**Lone Star Chapter**  
**Texas Municipal Clerks Association**  
**Monthly Meeting**  
**City of Plano**  
**Plano City Hall**  
**Building Inspections Training Room (1<sup>st</sup> Floor)**  
**1520 K Avenue**  
**Plano, TX**  
**September 2, 2009**

**1. CALL TO ORDER**

President Kathy Wingo (Lucas) called the meeting to order at 12:02 p.m.

Mr. Thomas H. Muehlenbeck, City Manager, City of Plano welcomed TMCA Lone Star Chapter members to the City of Plano. Mr. Muehlenbeck recalled the first city that he managed in Kansas and gave recognition to the city clerk for getting him through rough spots and being very knowledgeable. Mr. Muehlenbeck further stated that he had great appreciation for city clerks/secretaries and reflected his appreciation for the City of Plano City Secretary, Diane Zucco, for all of her contributions to the city.

**2. INTRODUCTIONS**

President Wingo asked for introductions of those in attendance.

Name	City/County
Ardis, Linda	City of Lavon/Collin
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
Lollar, Julie	City of Denison/Grayson
Nemer, Aimee	City of Murphy/Collin
Snyder, Alice	City of Plano/Collin
Stewart, Lisa	City of Southmayd/Grayson
Sturgal, Eddie	Inactive Member
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>	
Kotwitz, Sharon	Sr. Admin. Asst., City of Plano
Sims, Steve	Speaker – Sr. Planner, City of Plano
Nino, Teresa	City Secretary, City of Whitesboro

Eddie Sturgal, inactive member, made a brief statement of a personal nature regarding the nomination process.

**3. APPROVAL OF AUGUST 5, 2009 MINUTES. (Secretary, Gayle Walton)**

Historian Julie Lollar made a correction to Item #8 to reflect her title as "Historian". No other corrections were noted.

A motion was made by Diane Zucco (Plano) and seconded by Aimee Nemer (Murphy) to approve the Lone Star Chapter August 5, 2009 Minutes with the correction as noted. The motion passed unanimously.

**4. PRESENTATION AND DISCUSSION OF ONLINE SURVEY RESULTS (Secretary, Gayle Walton)**

Secretary Gayle Walton (Wylie) presented the results of the Lone Star Chapter Online Survey. The survey was conducted in May 2009 and included feedback from the Lone Star Chapter members. The survey consisted of six questions:

1. Currently, the TMCA Lone Star Chapter meets on the 1<sup>st</sup> Wednesday of each month except for certain months. Please check a day and a week of the month that may work better for you.

*Top Results: Wednesday (58%) and 1<sup>st</sup> week of the Month (38%).*

2. TMCA Lone Star Chapter meetings consist of speakers and/or roundtable discussions. What topics would be of interest to you?

*Top Results: New Legislation: How Am I Affected? (63%), Other (topics noted) (50%), and Records Management: Are we in compliance? (42%)*

3. Currently, the TMCA Lone Star Chapter provides scholarships to its members which can be used towards a TMCA sponsored seminar or other organization seminars/training. Please tell us if you have ever applied or is interested in applying for a scholarship.

*Top Results: I have never applied for a scholarship but may in the future (38%), Other, with no comments noted (25%), I've received a scholarship in the past and would consider applying again (17%), and I have never applied for a scholarship nor do I have any plans to apply (17%).*

4. TMCA Lone Star Chapter is committed to providing service to its members. What other services do you feel would be beneficial to you through TMCA Lone Star Chapter?

*Top Results: Lone Star Chapter Web Page (54%), Mentoring Buddy for new members (33%), and Other (invitations to non-member cities) (29%).*

5. In the TMCA Lone Star Chapter Bylaws, what changes would you like incorporated?

*Top Results: Other (comments noted) (50%), Defined Committee Requirements/Responsibilities (46%), and Defined Policies/Procedures (42%).*

6. How overall satisfied are you with the services/membership provided by TMCA Lone Star Chapter?

*Top Results: Very Satisfied (67%), Somewhat Satisfied (21%), and Satisfied (8%).*

It was noted that the complete results of the Online Survey will be available on the upcoming Lone Star Chapter website.

**5. APPROVAL OF JULY 2009 TREASURER'S REPORT (Treasurer, Christie Wilson)**

Treasurer Christie Wilson (The Colony) presented the Lone Star Chapter Treasurer's Report for the period of July 2009. There were no corrections.

A motion was made by Historian Julie Lollar (Denison) and seconded by Secretary Gayle Walton (Wylie) to approve the July 2009 Lone Star Chapter Treasurer Report. The motion passed unanimously.

**6. DISCUSS AND APPROVE THE 2009-2010 BUDGET (Budget Committee)**

Treasurer Christie Wilson (The Colony) presented the 2009-2010 Lone Star Chapter Budget. Treasurer Christie Wilson (The Colony) noted three new changes that were included in the budget:

- Previously the membership approved that Lone Star Chapter Cookbooks be given as speaker gifts. Due to this approval, no funds are being allocated for speaker gifts.
- Funds were allocated for the purchase of Lone Star Chapter Receipt books.
- November 2009-October 2010 expenses for the Lone Star Chapter Website were allocated.

It was also noted that the funds from the proposed 2010 Records Management Work Day is included in the budget.

A motion was made by Shelley George (Allen) and seconded by Bruce Dunn (St. Paul) to approve the 2009-2010 Lone Star Chapter Budget. The motion passed unanimously.

**7. DISCUSS AND APPROVE SLATE OF 2009-2010 EXECUTIVE BOARD (Nominating Committee)**

Carole Ehrlich (Wylie), member of the Nominating Committee, presented the slate of 2009-2010 Lone Star Chapter Officers:

- President – Kathy Wingo (Lucas)
- President-Elect – Bruce Dunn (St. Paul)
- Secretary – Shelley George (Allen)
- Treasurer – Diane Zucco (Plano)
- Historian – Vicki Faulkner (Celina)

A motion was made by Treasurer Christie Wilson (The Colony) and seconded by Secretary Gayle Walton (Wylie) to approve the 2009-2010 TMCA Lone Star Chapter Officers as presented. The motion passed by a majority vote. Eddie Sturgal, inactive member, opposed and Historian Julie Lollar (Denison) abstained.

**8. ANNOUNCEMENTS – President Wingo**

**a. COMMITTEE REPORTS**

- **Holiday**  
No report was given.
- **Legislative (September)**  
Shelley George (Allen) gave a report on legislative changes.
- **Membership**  
No report was given.
- **Scholarship/Fundraising**  
No report was given.

**b. UPCOMING MEETINGS**

- **October 14, 2009 – The Colony**
- **November 4, 2009 – Allen**
- **December 2, 2009 – Holiday Luncheon - TBA**

**c. UPCOMING TMCA SEMINARS**

- **October 8-9, 2009 – Graduate Institute, San Antonio**
- **October 21-23, 2009, TML, Fort Worth**
- **January 11-13, 2010, Election Law, Irving**

The amount raised by the raffle was \$27.00 which will be used to fund upcoming scholarships.

**9. SPEAKER, STEVE SIMS, CITY OF PLANO SENIOR PLANNER – “THE 2010 CENSUS”**

Diane Zucco (Plano) introduced City of Plano Senior Planner Steve Sims as the speaker. Mr. Sims spoke on “The 2010 Census” and utilized a power point presentation. Mr. Sims noted how important the Census is to cities and communities. Several key points noted about the Census were:

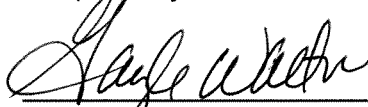
- The Census is Federal mandated.
- It provides state and local government representation.
- The Census also identifies public and social service needs.
- It provides much need information about customers.
- It provides updated demographics.
- The Census meets the data needs of businesses and government.
- The Census provides information needed for Federal and state funding.
- The Census provides information needed for grants to supplement budgets and services.

A question and answer segment followed Mr. Sims presentation.

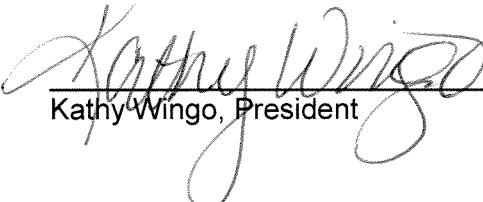
**10. ADJOURN**

With no further business, Carole Ehrlich (Wylie) made a motion to adjourn the meeting and seconded by Historian Julie Lollar (Denison). The motion passed unanimously. President Wingo adjourned the meeting at 1:10 p.m.

Respectfully Submitted:

  
Gayle Walton, Secretary

Approved:

  
Kathy Wingo, President