



Lone Star Chapter

Minutes
Lone Star Chapter
Texas Municipal Clerks Association
Monthly Meeting
Almost Home Restaurant • 102 N. Ballard
Wylie, Texas
November 5, 2008

1. CALL TO ORDER

President Kathy Wingo (Lucas) called the meeting to order at 12:06 p.m.

2. INTRODUCTIONS

<u>Name</u>	<u>City/County</u>
Bannister, Linda	City of Melissa/Collin
Calame, Stephanie	City of Wylie/Collin
Dunn, Bruce	Town of St. Paul/Collin
Ehrlich, Carole	City of Wylie/Collin
George, Shelley	City of Allen/Collin
Kuykendall, Carole	City of Greenville/Hunt
Lollar, Julie	City of Denison/Grayson
Nemer, Aimee	City of Murphy/Collin
Newell, Debbie	City of Greenville/Hunt
Nixon, Dana	City of Melissa/Collin
Pugh, Cathy	City of Tom Bean/Grayson
Quinn, Susie	City of Rowlett/Rockwall/Dallas
Sturgal, Eddie	City of Lowry Crossing/Collin
Walton, Gayle	City of Wylie/Collin
Wilson, Christie	City of The Colony/Denton
Wingo, Kathy	City of Lucas/Collin
GUESTS:	
Myers, Brock	Blackmon Mooring
Trudo, Collin	Blackmon Mooring

Carole Ehrlich (Wylie) introduced Colin Trudo and Brock Myers from Blackmon Mooring. Roundtable introductions of members were also conducted.

3. APPROVAL OF SEPTEMBER 30, 2008 MINUTES (Secretary, Gayle Walton)

Secretary Gayle Walton (Wylie) presented the September 30, 2008 Lone Star Chapter Minutes for approval. President Kathy Wingo (Lucas) noted a correction as the year 2009 instead of 2008 for the date of the January 12-14, 2009 Election Law Seminar.

Carole Ehrlich (Wylie) made a motion to approve the September 30, 2008 Lone Star Chapter Minutes with the correction as noted. Aimee Nemer (Murphy) seconded. Motion passed unanimously.

4. APPROVAL OF TREASURER'S REPORT, OCTOBER (Treasurer, Christie Wilson)

President Wingo asked for any corrections or questions in regards to the October Treasurer's Report. There were no questions or corrections.

Bruce Dunn (St. Paul) made a motion to approve the October Treasurer's Report as presented. President-Elect Sturgal (Lowry Crossing) seconded. Motion passed unanimously.

5. INTRODUCTION OF THE SPEAKER (President-Elect, Eddie Sturgal)

President Wingo stated that this item would be moved until after Item #8.

6. APPOINTMENT OF 2008-2009 COMMITTEE CHAIR(S) AND MEMBERS (President, Kathy Wingo)

President Wingo presented the 2008-2009 Committee Chairmen and Members and the responsibilities of each committee. President Wingo asked if there were any questions and if any members would like to change their appointments. Aimee Nemer (Murphy) stated that Heather McGee (Murphy) will not be able to serve on the Holiday Committee. Ms. Nemer stated that she would like serve as Ms. McGee's replacement on the Holiday Committee. No other changes/corrections were noted.

7. APPROVAL OF HOLIDAY LUNCHEON COST, DECEMBER (Stephanie Calame).

Stephanie Calame (Wylie) stated that the Holiday Committee has set the date of December 3, 2008 as the Holiday Luncheon which will be held at the Woodbridge Country Club, 7400 Country Club Drive, Wylie, Texas. It was further noted that there are price options for the luncheon: (1) \$15.00 which includes catering of the luncheon but it does not include gifts for the entertainment nor decorations and (2) \$20.00 which includes gifts for entertainment, decorations and the catering of the luncheon.

Carole Ehrlich (Wylie) stated that the price options were due to the cost of the Holiday Luncheon. Mrs. Ehrlich stated that this has been an issue with the LSC Holiday Luncheons in the past, in that the cost of the luncheon usually does not include gifts for entertainment or decorations. It was further clarified that the Holiday Luncheon attendance cost usually covers the cost of the meal only. It was noted that the amount needed for gifts and decorations for this year's Holiday Luncheon is \$125.00. Ms. Ehrlich further suggested that for future Holiday Luncheons, the LSC budget allocate funds in the amount of \$125.00 for gifts and decorations. It was further suggested that a line item adjustment be made to the budget for the needed \$125.00 for this years luncheon.

President Wingo asked Treasurer Christy Wilson (The Colony) if a line item adjustment could be made in the budget to cover the cost of the decorations and entertainment gifts. Treasurer Wilson stated that she would have to review the budget in depth but that she felt that the budget was as streamlined as it could be.

President Wingo asked for any comments or suggestions. President-Elect Eddie Sturgal (Lowry Crossing) made a motion that the cost of the TMCA Lone Star Holiday Luncheon for December 3, 2008 be \$20.00 per person which includes the luncheon catering, entertainment gifts and decorations. The motion was seconded by Shelley George (Allen). Motion passed unanimously.

8. ANNOUNCEMENTS (President Wingo)

a. COMMITTEE REPORTS

- Holiday Committee – Stephanie Calame (Wylie)
Stephanie Calame presented Invitations to the December 3rd Holiday Luncheon (Woodbridge Country Club, 7400 Country Club Drive, Wylie, Texas).
- Audit Committee – Debbie Newell (Greenville), Matthew Denton (Prosper) and Shelley George (Allen)

President Wingo stated that she has LSC cookbooks available for those that would like to take some to sell in their city.

5. INTRODUCTION OF THE SPEAKER (President-Elect, Eddie Sturgal)

President-Elect Eddie Sturgal (Lowry Crossing) introduced guest speakers Brock Myers and Collin Trudo of Blackmon Mooring.

Carole Ehrlich (Wylie) stated that Blackmon Mooring provided valuable assistance to the City of Wylie in its development of a Disaster Plan regarding vital municipal records; recovery and storage during a disaster.

Collin Trudo from Blackmon Mooring gave a presentation (Power Point), with the assistance of Brock Myers, regarding disaster recovery efforts that are offered by Blackmon Mooring. The presentation included:

- Document restoration
- Electronic restoration
- Commonly known disasters
- Blackmon Mooring responsiveness after a disaster
- Importance of a Disaster Recovery Plan

Discussion followed regarding services offered by Blackmon Mooring. Carole Ehrlich (Wylie) stated that the City of Wylie Disaster Plan also delineates the chain of command in case of a disaster. Also, Mr. Trudo reiterated the responsiveness of Blackmon Mooring when a disaster occurs and its service agreement.

At the end of the presentation, President-Elect Sturgal presented Mr. Trudo and Mr. Myers with a speaker's gift and thanked them for their presentation and also for outlining the importance of implementing a disaster recovery plan of municipal records.

Item #8 continued by President Wingo

b. UPCOMING MEETINGS

- December 3, Lone Star Holiday Luncheon

President Wingo reminded everyone to RSVP for the Holiday Luncheon if they have not already done so.

President Wingo also read a thank you note from past TMCA President Lila Fuller for her gift and attendance at the September 30, 2008 LSC meeting.

President Wingo also noted that the Audit Committee will meet in the month of November.

c. UPCOMING TMCA SEMINARS


- January 12-14, 2009 Election Law Seminar, Dallas
- April 2-3, 2009, Public Relations, McAllen
- June 18-19, 2009, Municipal Finance, Waco
- August 20-21, 2009, Legislative Update, Irving
- October 8-9, 2009, Graduate Institute, San Antonio

President Wingo noted the upcoming TMCA Seminars and encouraged everyone to attend.

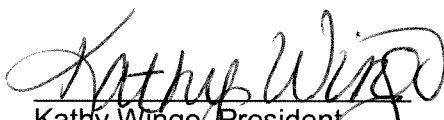
9. ADJOURN

With no further business, President Wingo adjourned the meeting at 1:05 p.m.

Respectfully Submitted:


Gayle Walton, Secretary

Approved:


Kathy Wingo, President