



October 6, 2010, 12:00 p.m.

City of Lucas

AGENDA

- 1. Call to Order**
- 2. Welcome & Introductions**
- 3. Discuss and Consider the approval of September 2010 Treasurer's Report(s) [Treasurer, Diane Zucco]**
- 4. Discuss and Consider the approval of the September 1, 2010 minutes [Outgoing Secretary, Shelley George]**
- 5. Outgoing President, Kathy Wingo comments**
- 6. Presentations to committee members [President, Kathy Wingo]**
- 7. Presentation to outgoing officers [President, Kathy Wingo]**
- 8. Installation of Officers for 2010 – 2011 [TMCA President, Pam Schmidt]**
- 9. Presentation to outgoing President [President, Bruce Dunn]**
- 10. Presentation to incoming officers [President, Bruce Dunn]**
- 11. Announcements**
 - a. Scholarship application deadline is October 15th for the three (3) additional \$500 scholarships and three (3) \$50 Athenian Dialogue scholarships.**
 - b. Committee Reports**
 - c. Upcoming Meetings**
 - November 3, 2010 – TBD**
 - December 1, 2010 – Holiday Luncheon, Randy's Steakhouse, Frisco**
 - No Meeting – January 2011**
 - d. Upcoming TMCA & IIMC Seminars/Events -**
 - October 14 – 15, 2010, TMCA, Inc. *Graduate Institute: Ethics*, Galveston**
 - October 27 – 29, 2010, TML Conference, Corpus Christi**
 - January 11, 2011, Athenian Dialogue, Irving, *Where Men Win Glory*, by Jon Krakauer**
 - January 12 – 14, 2011, Election Law, Irving**
- 12. Adjourn**

LONE STAR CHAPTER TREASURER REPORT

Sep-10

Checking Account 2009-2010

| | | | | |
|---------------------------|------------------|--|---------------------------|-----------------|
| Beginning Balance | | (1st day of Month) | \$ | 3,977.61 |
| DEPOSITS | | | | |
| 9/2/2010 | Lunch Receipts | | \$ | 140.00 |
| | | | Total Deposits | \$ 140.00 |
| BALANCE | | | \$ | 4,117.61 |
| EXPENDITURES: | | | | |
| Date | Check No. | Payee | | |
| 9/2/2010 | Debit | Dickeys, Plano, TX (September Luncheon) | \$ | 153.00 |
| 9/23/2010 | 1082 | TMCA - Joyce Snay Scholarship | \$ | 137.50 |
| 9/28/2010 | Debit | CVS - Chapter Door Prizes for TMCA Session | \$ | 50.00 |
| | | | Total Expenditures | \$ 340.50 |
| Ending Balance - Checking | | (Last day of month) | \$ | <u>3,777.11</u> |

Scholarship Funds in Savings

| | <u>Transactions</u> | <u>Balance</u> |
|---------------------------------|---------------------|---------------------------|
| Beginning Balance | | \$ 8,175.50 |
| Meeting Fundraiser | \$ 20.00 | \$ 8,195.50 |
| Interest | \$ 0.34 | \$ 8,195.84 |
| Ending Balance - Savings | | <u>\$ 8,195.84</u> |

Athenian Dialogue (\$150 Scholarship/\$75 Credits)





Minutes
Lone Star Municipal Clerks Association
Monthly Chapter Meeting
September 1, 2010

1. CALL TO ORDER

President Kathy Wingo (Lucas) called the meeting to order at 12:00 p.m. on Wednesday, September 1, 2010, at the City of Plano City Hall located at 1520 K Avenue, Plano, Texas.

2. WELCOME & INTRODUCTIONS

President Wingo asked for introductions of members in attendance.

Board Members Present:

Kathy Wingo, President
Bruce Dunn, President-Elect
Shelley B. George, Secretary
Diane Zucco, Treasurer
Vickie Faulkner, Historian

City Secretary, Lucas, Collin
Town Secretary, St. Paul, Collin
City Secretary, Allen, Collin
City Secretary, Plano, Collin/Denton
City Secretary, Celina, Collin

Members Present:

Jacky Casey
Joy Hart
Angela Kelly
Julie Lollar
Aimee Nemer
Susie Quinn
Carrie Smith
Alice Snyder
Stephanie Storm

Administrative Assistant, Wylie, Collin
Administrative Assistant, Murphy, Collin
City Secretary, Oak Point, Denton
City Clerk, Denison, Grayson
City Secretary, Murphy, Collin
City Secretary, Rowlett, Rockwall/Dallas
City Secretary, Parker, Collin
Assistant City Secretary, Plano, Collin/Denton
Records Management Administrative Assistant, Wylie, Collin

President Wingo introduced the following guests at the meeting:

Guests Present:

Peggy Harrell
Mark Gamber, DO, MPH, FACEP

Captain, Plano Fire Department
EMS Medical Director, Plano Fire Department

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

Motion was made by Bruce Dunn (St. Paul) and seconded by Alice Snyder (Plano) to approve the August 2010 Treasurer's Report. Motion passed unanimously.

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

Motion was made by Diane Zucco (Plano) and seconded by Susie Quinn (Rowlett) to approve the minutes of the August 4, 2010, meeting with the a correction to the membership status and spelling of Jacky Casey's name (Wylie). Motion passed unanimously.

5. DISCUSS AND CONSIDER A ONE-TIME SCHOLARSHIP CONTRIBUTION OF \$250 TO THE FRANK STURZL SCHOLARSHIP FUND – Kathy Wingo, LSMCA President (Lucas)

Motion was made by Shelley George (Allen) and seconded by Susie Quinn (Rowlett) to approve a one-time scholarship contribution of \$250 to the Frank Sturzl Scholarship Fund to assist TMCA in reaching the Pinnacle Contributor level. Motion passed unanimously.

6. DISCUSS AND CONSIDER THE AWARD OF UP TO FOUR (4) SCHOLARSHIPS EACH YEAR – Kathy Wingo, LSMCA President (Lucas)

Motion was made by Julie Lollar (Denison) and seconded by Bruce Dunn (St. Paul) to approve the award of three (3) additional scholarships in the 2009-10 budget year that must be expensed by September 30, 2011, to approve the award of four (4) scholarships in the 2010-11 budget year, and to direct the Scholarship Committee to develop criteria for ranking scholarship applications. Motion passed unanimously.

7. DISCUSS AND CONSIDER THE PROPOSED 2010-2011 BUDGET – Diane Zucco, LSMCA Treasurer (Plano)

Motion was made by Julie Lollar (Denison) and seconded by Aimee Nemer (Murphy) to approve the proposed 2010-2011 budget with the following amendments: 1) the award of four (4) \$500 scholarships, and 2) the award of three (3) \$50 Athenian Dialogue scholarships. Motion passed unanimously.

8. DISCUSS AND CONSIDER THE PROPOSED SLATE OF 2010-2011 EXECUTIVE BOARD - Kathy Wingo, LSMCA President (Lucas)

Angela Kelly (Oak Point), member of the Nominating Committee, presented the slate of 2010-2011 Lone Star Chapter Officers:

President – Bruce Dunn (St. Paul)
President-Elect – Vickie Faulkner (Celina)
Secretary – Carrie Smith (Parker)
Treasurer – Diane Zucco (Plano)
Historian – Stephanie Storm (Wylie)

Motion was made by Susie Quinn (Rowlett) and seconded by Alice Snyder (Plano) to approve the 2010-2011 TMCA Lone Star Chapter Officers as presented. Motion passed unanimously.

9. INTRODUCTION OF SPEAKERS, MARK GAMBER, DO, MPH, FACEP, EMS MEDICAL DIRECTOR, PLANO FIRE DEPARTMENT AND CAPTAIN PEGGY HARRELL, FIRE SAFETY EDUCATION COORDINATOR, PLANO FIRE DEPARTMENT WILL SPEAK ON CPR - Bruce Dunn, LSMCA President-Elect (St. Paul)

President-Elect Bruce Dunn (St. Paul) introduced Captain Harrell and Dr. Gamber as the speakers for the September 1 meeting. Captain Harrell provided information on the City of Plano's CPR Anytime program. Dr. Gamber discussed the important role CPR plays in saving lives and instructed the Chapter members on the current standards for administering CPR.

10. ANNOUNCEMENTS – Kathy Wingo, LSMCA President (Lucas)

a. COMMITTEE REPORTS

b. UPCOMING MEETINGS

- October 6, 2010 – Installation of Officers, Lucas
- November 3, 2010 – TBD
- December 1, 2010 – Holiday Luncheon, Randy's Steakhouse, Frisco
- January 2011 – No Meeting

c. UPCOMING TMCA & IIMC SEMINARS/EVENTS

- October 14-15, 2010 – TMCA, Inc. *Graduate Institute: Ethics*, Galveston
- October 27-29, 2010 – TML Conference, Corpus Christi
- January 12-14, 2011, TMCCP Election Law Seminar, Irving

11. ADJOURN

With no further business, President Wingo (Lucas) adjourned the meeting at 1:01 p.m.

The LSMCA members approved the minutes on the 6th day of October, 2010.

APPROVED:

Kathy Wingo, PRESIDENT

ATTEST:

Shelley B. George, SECRETARY



September 8, 2010

LSC Members,

At the last meeting of the Lone Star Chapter it was voted by the members present to award **3 additional \$500 scholarships** to be used before the end of 2011. The chapter currently has over \$8K in the scholarship fund and it was felt by the members that it should be used. Also, the chapter currently has \$150 available to award **3, \$50 scholarships to attend any upcoming IIMC Athenian Dialogue**. If you are interested in the dialogue scholarships please write "IIMC Athenian Dialogue" across the top of your application.

Recipient(s) of any scholarship must be a paid member in good standing, attend a minimum of 5 meetings in the past 12 months, and agree to serve on a committee for the next year, provide an article for the newsletter, or be a speaker for a meeting to recap the information learned at the conference or seminar).

If you would like to be considered for one of these scholarships please complete the attached application and send to Susie Quinn, City Secretary, City of Rowlett (address at the bottom of the application). **Deadline for submission of application is October 15, 2010.** The scholarships will be awarded at the November 3rd Lone Star Chapter meeting.

Thank you,

Kathy Wingo, TRMC, CMC



**2010-2011 LONE STAR CHAPTER
TEXAS MUNICIPAL CLERKS ASSOCIATION
SCHOLARSHIP APPLICATION**

PLEASE PRINT OR TYPE – You may use a separate page where needed.

Name Title City/Town

Address, City, State, Zip Code

How long have you been a City Secretary/Clerk? _____ Deputy? _____ and/or
Department Employee? _____

Have you been employed continuously for the past 24 months in the capacity of city secretary/clerk,
assistant/deputy city clerk/secretary, or an employee reporting to the city secretary/clerk, or a combination
of these positions? _____

Please list all city related experience, including date, title, and name of city.

How long have you been a member of the Lone Star Chapter? _____

How many Chapter meetings have you attended in the past 12 months? _____

Have you served on a Chapter committee or as an officer? If "yes", list when, what committee(s) position,
and/or officer position(s)

How long have you been a member of TMCA? _____

Are you in the TMCCP certification/recertification program? _____

Have you previously been awarded a Lone Star Chapter Scholarship? If "yes", "what year?"

Briefly describe your city's financial need. _____

How will your educational and professional goals be enhanced by receiving the Lone Star Chapter
Scholarship? *(Use separate page if necessary.)*

*I _____, am a paid member in good standing, have attended a minimum of 5 meetings in the
past 12 months, and agree to serve on a committee for the next year, provide an article for the newsletter,
or be a speaker for a meeting to recap the information learned at the conference or seminar. I understand
that if I am awarded the Lone Star Chapter Scholarship it must be used by the end of the calendar year
following the year in which the scholarship is awarded; and I commit to do so. I attest that information in
this application is true and correct.*

Signature _____ Date _____

Applications must be received by October 15, 2010.
Mail application to: Susie Quinn, City of Rowlett, 4000 Main Street, Rowlett, TX 75088
Email: squinn@rowlett.com or Fax to (972) 412-6118

2010-2011 Committee Interest Form



NAME _____

CONTACT INFORMATION _____
(City/County/Phone/Email)

PREVIOUS COMMITTEE PARTICIPATION _____
(List previous committee's in which you have served)

PREVIOUS COMMITTEE CHAIR _____
(List committee's in which you have served as chair)

Please indicate the committee's that you are interested in below. If you choose more than one committee, indicate the order of preference. Please also indicate if you are interested in serving as the committee chair.

CHAIR

- Membership Committee**
Maintains communication with members regarding matters of interest; develops a program to increase and maintain membership.
- Clerk of the Year Committee**
Nominate a City Secretary according to set guidelines to represent our Chapter as Clerk of the Year. The elected Clerk will represent the Lone Star Chapter as a nominee for the TMCA.
- Holiday Committee**
Plan, coordinate, and host a Holiday Luncheon/Celebration.
- Budget Committee**
Make recommendations; review budget proposals.
- Audit Committee**
Comprised of three active or associate members appointed by the President; shall review the Chapter's bank account(s) annually during the month of November; report findings to the Chapter in January.
- By-Law Review Committee**
A by-law review committee shall be appointed in February of each year to review the by-laws annually in October. Any by-law changes shall be presented to the membership for vote following a 30-day notice of changes.
- Nominating Committee**
Nominate officers for consideration by the membership for the upcoming year. This committee shall be comprised of three members and the immediate past president who will serve in a non-voting liaison capacity. The committee shall meet in July and present the slate of officers in August.
- Scholarship/Fundraising Committee**
Reviews applications and approves or denies the requests according to set guidelines as well as coordinates fundraising efforts throughout the year to fund scholarships.

Please email or fax completed form to Bruce Dunn, TRMC, Town Secretary, Town of St. Paul, fax to 972-4542-8332; or email to: townofstpaul@verizon.net