



**September 1, 2010, 12:00 p.m.**

*City of Plano*

**AGENDA**

1. **Call to Order**
2. **Welcome & Introductions**
3. **Discuss and Consider the approval of August 2010 Treasurer's Report(s)**  
[Treasurer, Diane Zucco]
4. **Discuss and Consider the approval of the August 4, 2010 minutes** [Secretary, Shelley George]
5. **Discuss and Consider a one-time scholarship contribution of \$250 to the Frank Stuzl Scholarship Fund**
6. **Discuss and Consider the award of up to four (4) scholarships each year**
7. **Discuss and Consider the Proposed 2010 – 2011 Budget** [Budget Committee]
8. **Discuss and Consider the Proposed Slate of 2010-2011 Executive Board**  
[Member of Nominating Committee, Angie Kelly]
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**  
[President-Elect, Bruce Dunn]
10. **Announcements**
  - 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**
    - **No Meeting – January 2011**
  - 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, 2010, Election Law, Irving**
11. **Adjourn**

# LONE STAR CHAPTER TREASURER REPORT

August, 2010

## Checking Account 2009-2010

Beginning Balance (1st day of Month) \$ 5,466.09

### DEPOSITS

8/19/2010 Annual Dues (2010-11) \$ 25.00

8/19/2010 Lunch Receipts \$ 190.00

**Total Deposits** \$ 215.00

BALANCE \$ 5,681.09

### EXPENDITURES:

**Check No.**

**Payee**

**Date**

7/21/2010 online transfer To savings for Scholarship from 1 dues \$ 5.00

7/26/2010 1080 Chase Oaks - Records Management Day \$ 1,583.48

8/4/2010 1081 Good Fellas Pizza - August Luncheon \$ 115.00

**Total Expenditures** \$ 1,703.48

Ending Balance - Checking (Last day of month) \$ 3,977.61

## Scholarship Funds in Savings

	<u>Transactions</u>	<u>Balance</u>
<b>Beginning Balance</b>		\$ <b>8,148.16</b>
Meeting Fundraiser	\$ 22.00	\$ <b>8,170.16</b>
Dues Scholarship (x1)	\$ 5.00	\$ <b>8,175.16</b>
Interest	TBD	\$ <b>8,175.16</b>
<b>Ending Balance - Savings</b>		\$ <b>8,175.16</b>

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





**Minutes**  
**Lone Star Municipal Clerks Association**  
**Monthly Chapter Meeting**  
**August 4, 2010**

**1. CALL TO ORDER**

President Kathy Wingo (Lucas) called the meeting to order at 12:05 p.m. on Wednesday, August 4, 2010, at the Town of St. Paul Town Hall located at 2505 Butscher's Block, St. Paul, Texas.

**2. WELCOME & INTRODUCTIONS**

President Wingo asked for introductions of members in attendance.

Board Members Present:

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

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

Members Present:

Carole Kuykendall  
Julie Lollar  
Aimee Nemer  
Debbie Newell  
Jenny Page  
Susie Quinn  
Vickie Schmid  
Carrie Smith  
Alice Snyder  
Stephanie Storm

Deputy City Secretary, Greenville, Hunt  
City Clerk, Denison, Grayson  
City Secretary, Murphy, Collin  
City Secretary, Greenville, Hunt  
City Secretary, Frisco, Collin/Denton  
City Secretary, Rowlett, Rockwall/Dallas  
Assistant City Secretary, Richardson, Collin/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:

Stella Barrera  
Jacky Cross  
Gloria Faye  
Jodie Laubenberg  
Matt Lollar

Senior Administrative Assistant, Frisco, Collin/Denton  
Administrative Assistant, Wylie, Collin  
Town Clerk, St. Paul, Collin  
State Representative, District 89  
Son of Julie Lollar

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

Motion was made by Julie Lollar (Dennison) and seconded by Susie Quinn (Rowlett) to approve the June and July 2010 Treasurer's Reports. Motion passed unanimously.

**4. REVIEW AND DISCUSS THE JULY 2010 LONE STAR CHAPTER RECORDS MANAGEMENT WORK DAY SESSION – Kathy Wingo, LSMCA President (Lucas)**

President Wingo led the review of the Records Management Work Day Session.

**5. DISCUSS AND CONSIDER THE APPROVAL OF THE JUNE 2, 2010, MINUTES – Shelley George, LSMCA Secretary (Allen)**

Motion was made by Diane Zucco (Plano) and seconded by Julie Lollar (Dennison) to approve the minutes of the June 2, 2010, meeting with the a correction to the title listed for Julie Lollar (Denison). Motion passed unanimously.

**6. PRESENTATION OF THE PROPOSED 2010-2011 BUDGET – Carole Ehrlich, LSMCA Budget Committee Chair (Wylie)**

Carole Ehrlich (Wylie), Chair of the Budget Committee asked Diane Zucco, LSMCA Treasurer, to present the proposed 2010-2011 Budget. Discussion included the possibility of additional scholarship opportunities for members and the application of credits for missed Athenian Dialogues. These items will be addressed at a future meeting.

**7. PRESENTATION OF THE 2010-2011 LONE STAR CHAPTER SLATE OF OFFICERS – Carole Ehrlich, LSMCA Nominating Committee Chair (Wylie)**

Carole Ehrlich (Wylie), Chair 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)

**8. ACCEPT ANY NOMINATIONS FROM THE FLOOR FOR THE 2010-2011 LONE STAR CHAPTER SLATE OF OFFICERS - Kathy Wingo, LSMCA President (Lucas)**

There were no nominations from the floor.

**9. INTRODUCTION OF REPRESENTATIVE JODIE LAUBENBERG, *INTERFACING WITH AUSTIN* - Bruce Dunn, LSMCA President-Elect (St. Paul)**

President-Elect Bruce Dunn (St. Paul) introduced Representative Laubenberg as the speaker for the August 4 meeting. Representative Laubenberg spoke on the topic of “Interfacing with Austin.” She discussed upcoming issues that the Legislature will need to address in its next session.

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

**a. COMMITTEE REPORTS**

**b. UPCOMING MEETINGS**

- Meeting Schedule 2010/2011
- September 1, 2010 – CPR/AED Training, Plano
- October 6, 2010 – Installation of Officers, Lucas

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

**LSMCA MINUTES  
MONTHLY CHAPTER MEETING  
AUGUST 4, 2010**

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- August 5-6, 2010 – TMCA, Inc. *Records Management/Open Records/Parliamentary Procedure*, El Paso
- October 14-15, 2010 – TMCA, Inc. *Graduate Institute: Ethics*, Galveston

**11. ADJOURN**

With no further business, President Wingo (Lucas) adjourned the meeting at 1:10 p.m.

**The LSMCA members approved the minutes on the 1<sup>st</sup> day of September, 2010.**

**APPROVED:**

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**Kathy Wingo, PRESIDENT**

**ATTEST:**

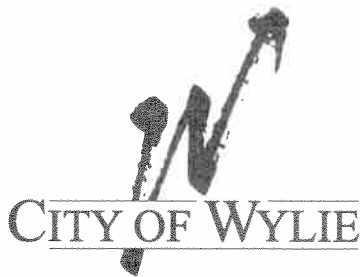
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**Shelley B. George, SECRETARY**

<b>Budget - Proposed for 2010-2011</b>	<b>Approved</b>	<b>Projected</b>	<b>Proposed</b>	
<b>(Operations)</b>	<b>FY 2009-10</b>	<b>FY 2009-10</b>	<b>2010-11</b>	
Beginning Balance of Operations Fund	\$ 2,987.31	\$ 3,068.31	\$ 3,789.51	
<b>REVENUE</b>				
Membership Dues - 48 Members x \$20 <b>(54 for 09-10)</b>	\$ 1,000.00	\$ 1,080.00	\$ 960.00	Decrease in membership due to economy
Scholarship Fund - Dr. Snay (48 x \$2.50)	\$ 125.00	\$ 135.00	\$ 120.00	"
Scholarship Fund - Lone Star Chapter (48 x \$2.50)	\$ 125.00	\$ 135.00	\$ 120.00	"
Scholarship Fund - Uncashed Check		\$ 48.13		
Monthly Luncheons	\$ 1,500.00	\$ 1,600.00	\$ 1,440.00	Lower number of attendees
Holiday Luncheon	\$ 500.00	\$ 460.00	\$ 440.00	Lower number of attendees
Donations				
<b>TOTAL REVENUES</b>	<b>\$ 3,250.00</b>	<b>\$ 3,458.13</b>	<b>\$ 3,080.00</b>	
<b>EXPENSES</b>				
Monthly Luncheons				
Luncheon cost	\$ 1,500.00	\$ 1,600.00	\$ 1,440.00	
Speaker luncheons		\$ -	\$ -	
Meeting Expense	\$ 50.00	\$ -	\$ -	Proposed Removal in 2010-11
Speaker Gift (9 x \$25)		\$ -	\$ -	Removed in 2009-10
Holiday Luncheon (incl. meal, decorations, entertainment)	\$ 500.00	\$ 470.00	\$ 450.00	
Speaker Fees				
Postage/Copies	\$ 20.00	\$ 20.00	\$ 20.00	
Flowers/Cards	\$ 50.00	\$ 50.00	\$ 50.00	
Plaques (Clerk of the Year & Out going President)	\$ 200.00	\$ 62.50	\$ 100.00	Lowered based on 2009-10 expenses
Scrapbook Supplies	\$ 25.00	\$ -	\$ 25.00	
Special Project Fund				
Dr. Snay Scholarship (transfer to scholarship fund)	\$ 125.00	\$ 135.00	\$ 120.00	
Lone Star Scholarship (transfer to scholarship fund)	\$ 125.00	\$ 135.00	\$ 120.00	
Lone Star Scholarship (carry forward from 2008-09)		\$ 48.13		
Gavel & Supplies	\$ -			
Membership Packets/Directories	\$ 125.00	\$ -	\$ -	Online Directory
Office Supplies	-	\$ 39.01	\$ 50.00	New Item
Miscellaneous	\$ 25.00		\$ 25.00	
Bank Charges	\$ 20.00	\$ 31.00	\$ 20.00	Paid 1 stop fee in 2009/10 & copy of deposit
Printing (receipt books)	\$ 265.00		\$ 130.00	Decreased amount - smaller supply if ordered
Website	\$ 139.00	\$ 146.29	\$ 120.00	Estimated renewal cost
<b>TOTAL EXPENSES</b>	<b>\$ 3,169.00</b>	<b>\$ 2,736.93</b>	<b>\$ 2,670.00</b>	
Increase (deficiency)	\$ 81.00	\$ 721.20	\$ 410.00	
<b>PROJECTED CASH RESERVES</b>	<b>\$ 3,068.31</b>	<b>\$ 3,789.51</b>	<b>\$ 4,199.51</b>	

<b>Proposed Budget for 2010-2011</b>	<b>Approved</b>	<b>Projected</b>	<b>Proposed</b>
<b>Scholarship/Savings Funds</b>	<b>FY 2009-10</b>	<b>FY 2009-10</b>	<b>2010-11</b>
<b>BEGINNING BALANCE 09-10</b>	<b>\$ 5,123.80</b>	<b>\$ 5,123.80</b>	<b>\$ 7,280.32</b>
<b>REVENUES</b>			
Donations			
Interest	\$ 3.00	\$ 2.92	\$ 3.00
Scholarship Fund - Dr. Snay	\$ 125.00	\$ 135.00	\$ 120.00
Scholarship Fund - Lone Star Chapter	\$ 125.00	\$ 135.00	\$ 120.00
Athenian Dialogue		\$ 1,375.00	\$ 800.00
Lone Star Fundraising (Raffle/Auction)	\$ 500.00	\$ 628.00	\$ 500.00
Records Management Workday	\$ 2,835.00	\$ 3,450.00	\$ 3,200.00
Cookbook Sales	\$ 540.00	\$ 113.00	\$ 100.00
<b>TOTAL REVENUES</b>	<b>\$ 4,128.00</b>	<b>\$ 5,838.92</b>	<b>\$ 4,843.00</b>
<b>EXPENSES</b>			
Scholarship Fund - Dr. Snay	\$ 125.00	\$ 135.00	\$ 120.00
Scholarship Fund - Lone Star Chapter	\$ 500.00	\$ 500.00	\$ 500.00
Athenian Dialogue (Facilitators)		\$ 1,150.00	\$ 800.00
Scholarship Fund - Athenian			\$ 150.00
Athenian Dialogue Credits			\$ 75.00
Fundraising - Scholarship award if o/\$750 is raised in prior year	\$ 500.00		\$ 500.00
Records Management Workday	\$ 1,085.00	\$ 1,897.40	\$ 1,600.00
<b>TOTAL EXPENSES</b>	<b>\$ 2,210.00</b>	<b>\$ 3,682.40</b>	<b>\$ 3,745.00</b>
<b>PROJECTED CASH RESERVES</b>	<b>\$ 7,041.80</b>	<b>\$ 7,280.32</b>	<b>\$ 8,378.32</b>

No second receipt in 2009-10  
Payment to Facilitators/Use of \$25 Credit  
Remainder of 2009-10 funds  
January 2010 (Mashburn, Paschal, Arcos)



OFFICE OF THE CITY SECRETARY

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**Our Mission...**  
*...to be responsible stewards of the public trust,  
to strive for excellence in public service and to  
enhance the quality of life for all.*

July 29, 2010

Lone Star Chapter Membership  
C/O Kathy Wingo, Chapter President

Madam President and Members of the Lone Star Chapter,

On behalf of the 2010 LSC Nominating Committee, we present the following nominations for Lone Star Chapter Officers for FY 2010/2011 term.

President – Bruce Dunn, City of Saint Paul

President Elect – Vicki Faulkner, City of Celina

Secretary – Carrie Smith, City of Parker

Treasurer – Diane Zucco, City of Plano

Historian-Stephanie Storm, City of Wylie

The nominating committee would like to thank each of the nominated officers for agreeing to serve the chapter for the coming year. We look forward to their visions and leadership in the coming year.

Respectfully submitted,

Carole Ehrlich, Nominating Committee Chair  
Kathy Wingo, Committee member  
Angie Kelly, Committee member

# CPR

## Facts and Statistics

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- ❑ About 75 to 80 percent of all sudden cardiac arrests happen at home, so being trained to perform cardiopulmonary resuscitation (CPR) can mean the difference between life and death for a loved one.
- ❑ Effective bystander CPR, provided immediately after sudden cardiac arrest, can double or triple a victim's chance of survival.
- ❑ CPR helps maintain vital blood flow to the heart and brain and increases the amount of time that an electric shock from a defibrillator can be effective.
- ❑ Approximately 94 percent of sudden cardiac arrest victims die before reaching the hospital.
- ❑ Death from sudden cardiac arrest is not inevitable. If more people knew CPR, more lives could be saved.
- ❑ Brain death starts to occur four to six minutes after someone experiences sudden cardiac arrest if no CPR or defibrillation occurs during that time.
- ❑ If bystander CPR is not provided, a sudden cardiac arrest victim's chances of survival fall seven to 10 percent for every minute of delay until defibrillation. Few attempts at resuscitation are successful if CPR and defibrillation are not provided within minutes of collapse.
- ❑ Approximately 325,000 of all annual adult coronary heart disease deaths in the U.S. are due to sudden cardiac arrest suffered outside the hospital setting and in hospital emergency departments. About 900 Americans die every day due to sudden cardiac arrest.
- ❑ Sudden cardiac arrest is most often caused by an abnormal heart rhythm called ventricular fibrillation (VF). Cardiac arrest can also occur after the onset of a heart attack or as a result of electrocution or near-drowning.
- ❑ When sudden cardiac arrest occurs, the victim collapses, becomes unresponsive to gentle shaking, stops normal breathing and after two rescue breaths, still isn't breathing normally, coughing or moving.