



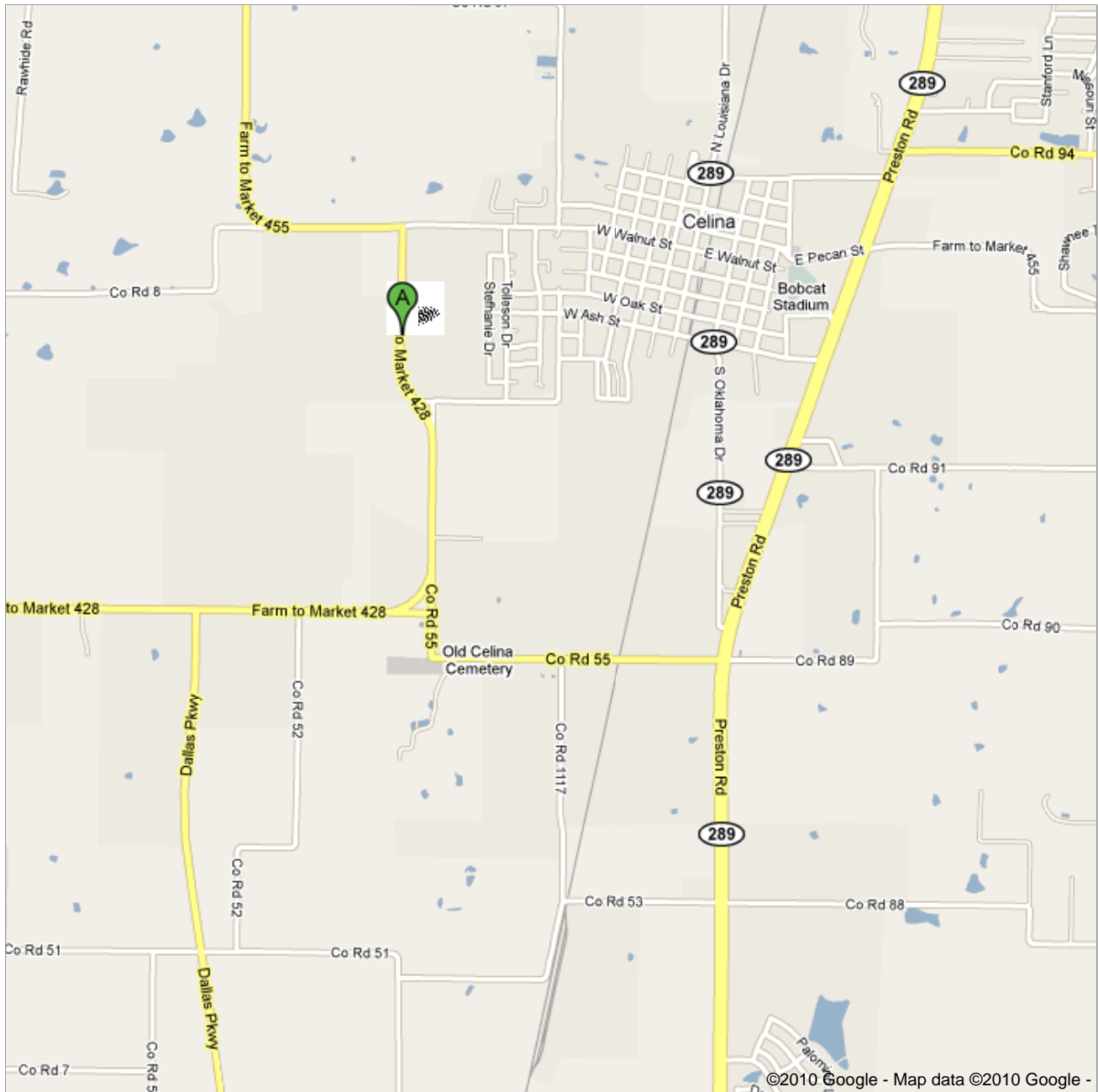
**LONE STAR CHAPTER
AGENDA**

**June 2, 2010, 12:00 p.m.
*City of Celina***

1. **Call to Order**
2. **Welcome & Introductions**
3. **Discuss and Consider the approval of April & May 2010 Treasurer's Report [Treasurer, Diane Zucco]**
4. **Discuss and Consider the approval of the April 7, 2010 minutes [Secretary, Shelley George]**
5. **Award of one \$500 scholarships (Scholarship Committee Chairman, Carrie Smith)**
6. **Award of Clerk of the Year (Clerk of the Year Chairman, Christie Wilson)**
7. **Discuss the Records Management Work Day, planning and progress.**
8. **Introduction of Mr. James Kunke, PIO, who will do a presentation on the *Handling Public Information*. [President-Elect, Bruce Dunn]**
9. **Announcements**
 - 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 TMCA & IIMC Seminars/Events -**
 - **June 17 – 18, 2010, TMCA, Inc. *Public Funds Investment*, Lubbock, Texas**
 - **August 5 – 6, 2010, TMCA, Inc. *Records Management/Open Records/Parliamentary Procedure*, El Paso, Texas**
 - **October 14 – 15, 2010, TMCA, Inc. *Graduate Institute: Ethics*, Galveston, Texas**
10. **Adjourn**

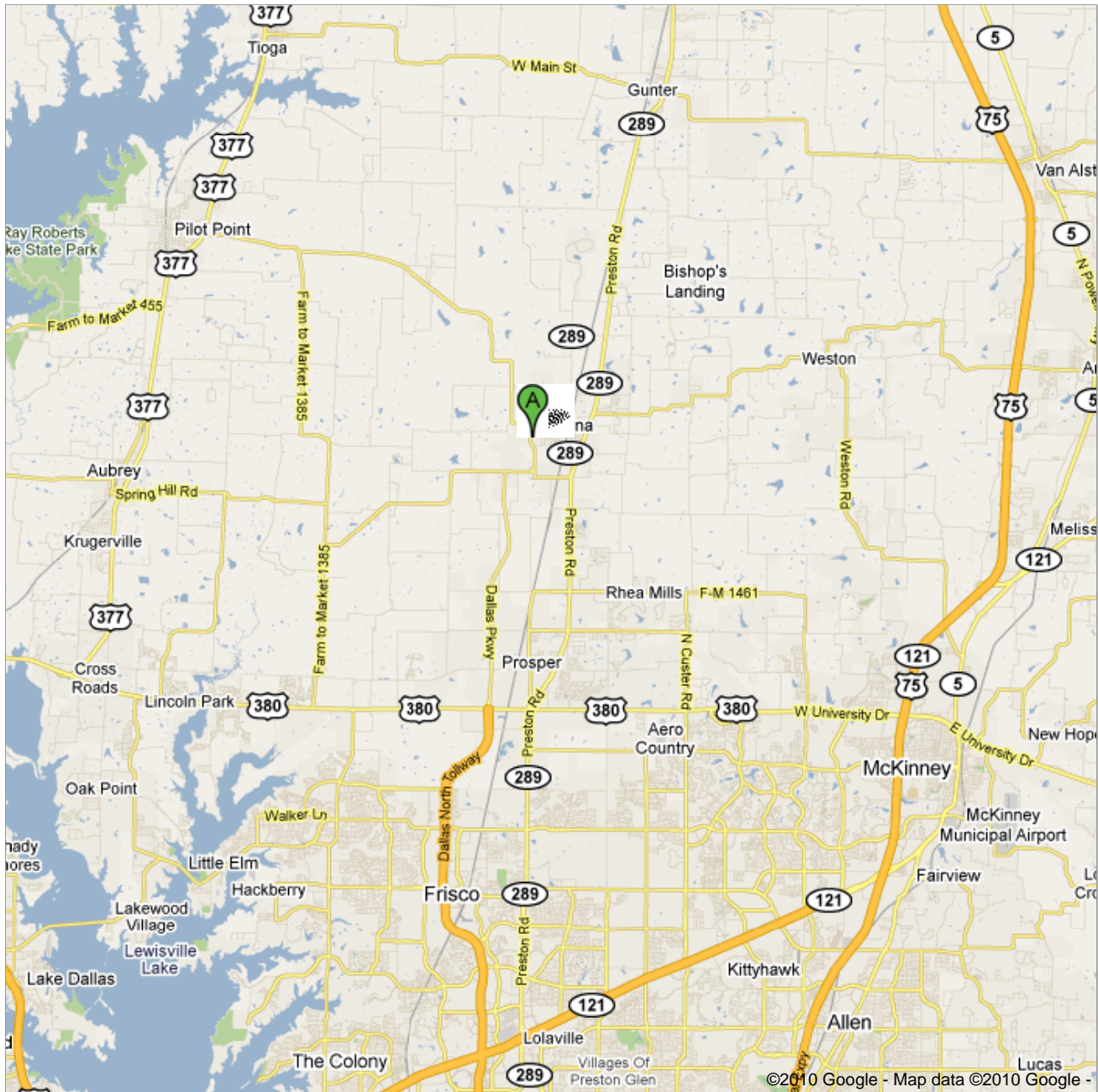


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LONE STAR CHAPTER TREASURER REPORT

April, 2010

Checking Account 2009-2010

Beginning Balance	(1st day of Month)	\$	3,973.25
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DEPOSITS

4/16/2010 Lunch Deposits (14 April)	\$	140.00
4/26/2010 Athenian Dialogue (4 registrations)	\$	200.00
4/29/2010 Athenian Dialogue (1 registration)	\$	50.00
4/30/2010 Transfer From Savings Account - \$25 Credit for A. Nemer - Athenian Dialogue	\$	25.00
Total Deposits	\$	415.00

BALANCE	\$	4,388.25
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EXPENDITURES:

Date

Check No.

Payee

4/7/2020	1076	April Luncheon - Brother's Pizza	\$	(160.00)
4/23/2010	1077	John Books - Athenian Dialogue (4/23/10)	\$	(350.00)
				(Includes \$75 collected in March, \$250 Deposited above, \$25 credit)
Total Expenditures			\$	(510.00)

Ending Balance - Checking	(Last day of month)	\$	3,878.25
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Scholarship Funds in Savings

	<u>Transaction</u>		<u>Balance</u>
Beginning Balance		\$	6,387.86
Transfer	\$ (25.00)	\$	6,362.86
Interest	\$ 0.26	\$	6,363.12
Ending Balance - Savings		\$	6,363.12

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



LONE STAR CHAPTER TREASURER REPORT

May, 2010

Checking Account 2009-2010

Beginning Balance	(1st day of Month)	\$	3,878.25
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DEPOSITS

5/19/2010 Lunch Receipts (1 April/1 February)	\$	20.00
5/19/2010 Annual Dues (1)	\$	25.00

Total Deposits	\$	45.00
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BALANCE	\$	3,923.25
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EXPENDITURES:

Date

Check No.

Payee

5/6/2010	Document copy fee	Print Check Copy for Athenian Dialogue	\$	(2.00)
5/24/2010	1078	Ribbons and Awards - Member of the Year Plaque	\$	<u>(44.50)</u>

Total Expenditures	\$	(46.50)
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Ending Balance - Checking	(Last day of month)	\$	<u>3,876.75</u>
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Scholarship Funds in Savings

	<u>Transaction</u>		<u>Balance</u>
Beginning Balance		\$	6,363.12
Interest	\$ 0.27	\$	6,363.39
Ending Balance - Savings		<u>\$</u>	<u>6,363.39</u>

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





Minutes
Lone Star Municipal Clerks Association
Monthly Chapter Meeting
April 7, 2010

1. CALL TO ORDER

President Kathy Wingo (Lucas) called the meeting to order at 12:00 p.m. on Wednesday, April 7, 2010, at John and Judy Gay Library located at 6861 W Eldorado Parkway, McKinney, Texas

2. WELCOME & INTRODUCTIONS

President Wingo asked for introductions of members in attendance.

Board Members Present:

Kathy Wingo, President	City Secretary, Lucas, Collin
Bruce Dunn, President-Elect	Town Secretary, St. Paul, Collin
Diane Zucco, Treasurer	City Secretary, Plano, Collin/Denton
Vickie Faulkner, Historian	City Secretary, Celina, Collin

Members Present:

Holly Harmon	Interim Assistant City Secretary, McKinney, Collin
Sandy Hart	City Secretary, McKinney, Collin
Angela Kelly	Deputy City Secretary, The Colony, Denton
Carole Kuykendall	Deputy City Secretary, Greenville, Hunt
Julie Lollar	City Secretary, Denison, Hunt
Debbie Newell	City Secretary, Greenville, Hunt
Teresa Nino	City Secretary, Whitesboro, Grayson
Carrie Smith	City Secretary, Parker, Collin
Christie Wilson	City Secretary, The Colony, Denton

Guests Present:

Bill Gardner	2010 Census Partnership Specialist
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7. INTRODUCTION OF BILL GARDNER, GREENVILLE BOARD OF DEVELOPMENT PRESIDENT, WHO WILL DO A PRESENTATION ON “*The Census: Why it Matters to the City*” - Bruce Dunn, LSMCA President-Elect (St. Paul)

Mr. Gardner spoke regarding the benefits of achieving a complete count.

5. DISCUSS AND CONSIDER A PROPOSED POLICY FOR ADMINISTRATION OF ATHENIAN DIALOGUE EXCESS FUNDS.

President Wingo and Treasurer Zucco spoke to management of the dialogues by local chapters and requested direction regarding facilitator fees and management of excess funds. After discussion, the Chapter concurred to direct the host to negotiate the facilitator’s fee at a minimum to break even and further to include a guideline of \$400 per session with monies above the negotiated fee supplementing the scholarship fund. Motion was made by Julie Lollar (Denison) and seconded by Bruce Dunn (St. Paul) to deposit all excess dialogue monies into the Chapter Scholarship Fund. Motion passed unanimously.

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

Motion was made by Bruce Dunn (St. Paul) and seconded by Julie Lollar (Denison) to approve the March 2010 Treasurer's Report. Motion passed unanimously.

4. DISCUSS AND CONSIDER THE APPROVAL OF THE MARCH 3, 2010, MINUTES – Shelley George, LSMCA Secretary (Allen)

Motion was made by Carrie Smith (Parker) and seconded by Bruce Dunn (St. Paul) to approve the minutes of the March 3, 2010, meeting. Motion passed unanimously.

6. DISCUSS THE RECORDS MANAGEMENT WORK DAY, PLANNING AND PROGRESS – Bruce Dunn (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. ANNOUNCEMENTS – Kathy Wingo, LSMCA President (Lucas)

a. COMMITTEE REPORTS

- Lone Star Chapter Clerk/Member of the Year Committee advised that forms will be forwarded to members and posted to the web.

b. UPCOMING MEETINGS

- May – No Meeting, Have a Happy Election!
- June 2, 2010 – City of Celina, Handling Public Information
- July 14, 2010 – Records Management Work Day, Allen
- September 1, 2010 – Public Speaking, Plano
- October 6, 2010 – Installation of Officers, Lucas

c. UPCOMING & IIMC SEMINARS/EVENTS

- April 8-9, 2010 – Office Administration & Communication, San Marcos
- April 23, 2010 - IIMC Athenian Dialogue, Plano
- May 23–27, 2010 – IIMC 64th Annual Conference, Rena/Tahoe, NV

9. ADJOURN

With no further business, President Wingo (Lucas) adjourned the meeting at 1:00 p.m.

The LSMCA members approved the minutes on the 2nd day of June, 2010.

APPROVED:

Kathy Wingo, PRESIDENT

ATTEST:

Shelley B. George, SECRETARY