



**August 4, 2010, 12:00 p.m.**  
*Town of St. Paul*

## **AGENDA**

- 1. Call to Order**
- 2. Welcome & Introductions**
- 3. Discuss and Consider the approval of June & July 2010 Treasurer's Report(s) [Treasurer, Diane Zucco]**
- 4. Review and Discuss the July 2010 Lone Star Chapter Records Management Work Day Session [President, Kathy Wingo]**
- 5. Discuss and Consider the approval of the June 2, 2010 minutes [Secretary, Shelley George]**
- 6. Presentation of the Proposed 2010 – 2011 Budget [Budget Committee Chairman, Carole Ehrlich]**
- 7. Presentation of the 2010-2011 Lone Star Chapter Slate of Officers [Nominating Committee Chairman, Carole Ehrlich]**
- 8. Accept any nominations from the floor for the 2010-2011 Lone Star Chapter Slate of Officers**
- 9. Introduction of Representative Jodie Laubenberg, *Interfacing with Austin* [President-Elect, Bruce Dunn]**
- 10. Announcements**
  - **Committee Reports**
  - **Upcoming Meetings**
    - **Meeting Schedule 2010/2011**
    - **September 1, 2010 – *Public Speaking*, Plano**
    - **October 6, 2010 – *Installation of Officers*, Lucas**
  - **Upcoming TMCA & IIMC Seminars/Events -**
    - **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**
- 11. Adjourn**

# LONE STAR CHAPTER TREASURER REPORT

June, 2010

## Checking Account 2009-2010

Beginning Balance	(1st day of Month)	\$	3,876.75
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### DEPOSITS

6/25/2010 Lunch Receipts		\$	210.00
6/25/2010 Dues (#54)		\$	25.00
	<b>Total Deposits</b>	\$	235.00

BALANCE		\$	4,111.75
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### EXPENDITURES:

#### *Date*

#### *Check No.*

#### *Payee*

6/4/2010	Online Purchase	Southwest Airlines - Ticket for Speaker	\$	(197.40)
6/8/2010	1079	Lucy's Mom on Main	\$	(238.15)
		<b>Total Expenditures</b>	\$	(435.55)

Ending Balance - Checking	(Last day of month)	\$	<u>3,676.20</u>
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## Scholarship Funds in Savings

	<u>Transactions</u>		<u>Balance</u>
<b>Beginning Balance</b>		\$	<b>6,363.39</b>
Records Management Receipts	\$ 1,820.00	\$	<b>8,183.39</b>
Meeting Fundraiser	\$ 45.00	\$	<b>8,228.39</b>
Interest	\$ 0.28	\$	<b>8,228.67</b>
<b>Ending Balance - Savings</b>		\$	<b><u>8,228.67</u></b>

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



# LONE STAR CHAPTER TREASURER REPORT

July, 2010

## Checking Account 2009-2010

Beginning Balance	(1st day of Month)	\$	3,676.20
<b>DEPOSITS</b>			
7/15/2010 Annual Dues (1)		\$	25.00
7/21/2010 Online Transfer of funds for Records Management Workday Travel Expenses		\$	197.40
7/26/2010 Online Transfer of funds for Records Management Workday Meal Expenses		\$	1,583.48
	<b>Total Deposits</b>	\$	1,805.88
BALANCE		\$	5,482.08
<b>EXPENDITURES:</b>			
<b>Date</b>	<b>Check No.</b>	<b>Payee</b>	
7/21/2010	online transfer	To savings for Scholarship from 2 dues	\$ 10.00
7/14/2010	Debit Card	Office Depot - Purchase of Name Tags	\$ 5.99
		<b>Total Expenditures</b>	\$ 15.99
Ending Balance - Checking	(Last day of month)	\$	5,466.09

## Scholarship Funds in Savings

	<u>Transactions</u>	<u>Balance</u>
<b>Beginning Balance</b>	\$	<b>8,228.67</b>
Records Management Receipts	\$ 1,540.00	\$ <b>9,768.67</b>
Cookbook Sales	\$ 30.00	\$ <b>9,798.67</b>
Dues Scholarship (x2)	\$ 10.00	\$ <b>9,808.67</b>
Transfer to Checking for Records Workday Expenses - Travel	\$ (197.40)	\$ <b>9,611.27</b>
Records Management Receipts	\$ 120.00	\$ <b>9,731.27</b>
Transfer to Checking for Records Workday	\$ (1,583.48)	\$ <b>8,147.79</b>
Interest	\$ 0.37	\$ <b>8,148.16</b>
<b>Ending Balance - Savings</b>	\$	<b>8,148.16</b>

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





**Minutes**  
**Lone Star Municipal Clerks Association**  
**Monthly Chapter Meeting**  
**June 2, 2010**

**1. CALL TO ORDER**

President Kathy Wingo (Lucas) called the meeting to order at 12:07 p.m. on Wednesday, June 2, 2010, at City of Celina's Old Celina Park located at 12670 FM 428, Celina, Texas

**2. WELCOME & INTRODUCTIONS**

President Wingo asked for introductions of members in attendance.

Board Members Present:

Kathy Wingo, President	City Secretary, Lucas, Collin
Carole Ehrlich, Immediate Past President	City Secretary, Wylie, Collin
Bruce Dunn, President-Elect	Town Secretary, St. Paul, Collin
Diane Zucco, Treasurer	City Secretary, Plano, Collin/Denton
Shelley B. George, Secretary	City Secretary, Allen, Collin
Vickie Faulkner, Historian	City Secretary, Celina, Collin

Members Present:

Joy Hart	Administrative Assistant, Murphy, Collin
Carole Kuykendall	Deputy City Secretary, Greenville/Hunt
Julie Lollar	City Secretary, Denison, Grayson
Aimee Nemer	City Secretary, Murphy, Collin
Teresa Nino	City Secretary, Whitesboro, Grayson
Vickie Schmid	Assistant City Secretary, Richardson, Collin/Dallas
Carrie Smith	City Secretary, Parker, Collin
Alice Snyder	Assistant City Secretary, Plano, Collin/Denton
Stephanie Storm	Records Management Administrative Assistant, Wylie, Collin
Christie Wilson	City Secretary, The Colony, Denton

President Wingo introduced the following guests at the meeting:

Guests Present:

Bill Carmickle	Mayor, Lucas, Collin
Leeann Oland	City Secretary, Weston, Collin
Jacky Cross	Administrative Secretary, Wylie, Collin
Carolyn Turner	Administrative Assistant, Celina, Collin
Robert Patrick	City Manager, Lucas, Collin
James Kunke	Community Relations & Tourism Director, Lewisville, Dallas/Denton

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

Motion was made by Bruce Dunn (St. Paul) and seconded by Vicky Schmidt (Richardson) to approve the April and May 2010 Treasurer's Reports. Motion passed unanimously.

**4. DISCUSS AND CONSIDER THE APPROVAL OF THE APRIL 7, 2010, MINUTES – Shelley George, LSMCA Secretary (Allen)**

Motion was made by Bruce Dunn (St. Paul) and seconded by Christie Wilson (The Colony) to approve the minutes of the April 7, 2010, meeting with the a correction to the county listed for Julie Lollar (Denison). Motion passed unanimously.

**5. AWARD OF ONE \$500 SCHOLARSHIP – Carrie Smith, LSMCA Scholarship Chair (Parker)**

Carrie Smith (Parker), Chair of the Scholarship Committee, presented the Lone Star Chapter Vickie Shaw Davis Scholarship to Christie Wilson (The Colony). This \$500 scholarship is awarded annually in memory of Vickie Shaw Davis, Lone Star Chapter member and City Secretary of the City of Ladonia.

**6. AWARD OF CLERK OF THE YEAR – Christie Wilson, LSMCA Clerk of the Year Chair (The Colony)**

Christie Wilson (The Colony), Chair of the Clerk of the Year Committee, presented the 2010 Lone Star Chapter Clerk of the Year Award to Kathy Wingo (Lucas). Ms. Wingo has unselfishly volunteered her time to further the municipal clerk role through service in the Lone Star Chapter, TMCA, Inc., and IIMC.

**7. DISCUSS THE RECORDS MANAGEMENT WORK DAY, PLANNING AND PROGRESS – Bruce Dunn, LSMCA President-Elect (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. INTRODUCTION OF MR. JAMES KUNKE, PIO, WHO WILL DO A PRESENTATION ON THE *HANDLING OF PUBLIC INFORMATION* - Bruce Dunn, LSMCA President-Elect (St. Paul)**

President-Elect Bruce Dunn (St. Paul) introduced Mr. James Kunke, Community Relations & Tourism Director of the City of Lewisville as the speaker for the June 2<sup>nd</sup> meeting. Mr. Kunke spoke on the topic of "Handling of Public Information." He discussed the importance of preparing for interviews with the media.

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

**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 & IIMC SEMINARS/EVENTS**

- June 17-18, 2010 – TMCA, Inc. *Public Funds Investment*, Lubbock
- August 5-6, 2010 – TMCA, Inc. *Records Management/Open Records/Parliamentary Procedure*, El Paso
- October 14-15, 2010 – TMCA, Inc. *Graduate Institute: Ethics*, Galveston

**10. ADJOURN**

With no further business, President Wingo (Lucas) adjourned the meeting at 1:24 p.m.

**The LSMCA members approved the minutes on the 4<sup>th</sup> day of August, 2010.**

**APPROVED:**

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**Kathy Wingo, PRESIDENT**

**ATTEST:**

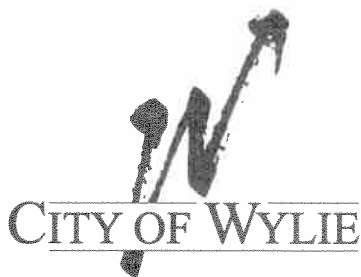
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**Shelley B. George, SECRETARY**

<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



Tentative schedule for 2010-2011 meetings of the Lone Star Chapter:

DATE	TOPIC	LOCATION	COUNTY
NOVEMBER 3, 2010			
DECEMBER 1, 2010	CHRISTMAS PARTY	RANDY'S STEAKHOUSE, FRISCO	COLLIN
JANUARY 2011	NO MEETING	NO MEETING	
FEBRUARY 2, 2011			
MARCH 2, 2011			
APRIL 6, 2011			
MAY 2011	NO MEETING	NO MEETING	
JUNE 1, 2011			
JULY 2011	WORK DAY (TEXAS STATE LIBRARY)		
AUGUST 3, 2011			
SEPTEMBER 7, 2011		PLANO	COLLIN
OCTOBER 5, 2011	INSTALLATION OF OFFICERS		

**TOPICS OF INTEREST:**

Parliamentary Procedures – I wasn't sure if this was previously done. Mary Lynne is the expert on this.

Notaries – what you can and can't do. We just adopted a new policy for the city on what type of documents we will notarize. A lot of City Secretaries become notaries and have no idea what type of identification they need, what they need to ask the signer, etc.