

2008-2009 Officers

Kathy Wingo, Lucas
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Eddie Sturgal, Fate
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Historian

President's Message

Fostering teamwork is creating a work culture that values collaboration. In a teamwork environment, people understand and believe that thinking, planning, decisions and actions are better when done cooperatively. People recognize, and even assimilate, the belief that “none of us is as good as all of us.”

It's hard to find work places that exemplify teamwork. In America, our institutions such as schools, our family structures, and our pastimes emphasize winning, being the best, and coming out on top. Workers are rarely raised in environments that emphasize true teamwork and collaboration. Organizations are working on valuing diverse people, ideas, backgrounds, and experiences. We have miles to go before valuing teams

and teamwork will be the norm.

You can, however, create a teamwork culture by doing just a few things right. Admittedly, they're the hard things, but with commitment and appreciation for the value, you can create an overall sense of teamwork in your organization.

To make teamwork happen, these powerful actions must occur:

- **Executive leaders communicate the clear expectation that teamwork and collaboration are expected.** No one completely owns a work area or process all by himself. People who own work processes and positions are open and receptive to ideas and input from others on the team.
- **Executives model teamwork in their interaction with each other and the rest of the organization.** They maintain teamwork even when things are going wrong and the temptation is to slip back into former team unfriendly behavior.
- **The organization members talk about and identify the value of a teamwork culture.** If values are formally written and shared, teamwork is one of the key five or six.
- **Teamwork is rewarded and recognize.** The lone ranger, even if she is an excellent producer, is valued less than the person who achieves results with others in teamwork. Compensation, bonuses, and rewards depend on collaborative practices as much as individual contribution and achievement.

Together, we are the TMCA, Inc. Lone Star Chapter members. Together, we can make a difference, if for only one clerk.

Many of us will begin working with new members of Council. Working together, we can make a difference for our citizens. It takes TEAMWORK to make a difference in our cities!

Kathy Wingo, TRMC
Lone Star Chapter President

**TMCA Lone Star Chapter
Cordially invites you to attend the
June 3, 2009
Lone Star Chapter Monthly Meeting
Tom Bean, Texas**

**Edward Community Center
109 S Britton
Tom Bean, TX
12:00 noon**

**GUEST SPEAKER
Mary Kayser
City Secretary, TRMC, CMC, MMC
City of Garland**

**TOPIC
Networking: *"Weaving Our Strands of Knowledge and
Building our Bridges of Empowerment"***

(ALL ATTENDEES ARE ASKED TO BRING THEIR BUSINESS CARDS TO THE MEETING)

Driving Directions

The direct route to Tom Bean is to go North on Interstate 75 and take exit 53 to Howe. Take a right at the stop sign. Take a left at the next stop sign and a right onto 902. Follow the signs all the way to Tom Bean (You will be in the country for about 10 miles). When you get into Tom Bean, go straight and at the stop sign, the bank is on the left and city hall is on the right.

The meeting will be at the Edward Community Center attached to the back side of the bank.

Please RSVP for the June 3, 2009 Lone Star Chapter meeting by contacting Gayle Walton, Chapter Secretary, at (972) 442-8126 or at gayle.walton@wylitexas.gov

MENU

**BBQ
Chicken
Brisket**

**Broccoli Salad
Baked Potato Casserole**

Rolls/Relish Tray

Tea/Soda

For those that would like to partake of the meal, the total cost of the meal is \$10.00 per person.

MEMBER SPOTLIGHT



Stephanie Calame
Records Management
Administrative Assistant
City of Wylie

How long have you worked for your city and in your position?

I have been with the City of Wylie, and in my current position, since October 2006.

Tell us about Wylie:

The City of Wylie is a growing town made up of about 40,000+ residents. A new Municipal Complex, which includes City Hall, Library, and Recreation Center, is currently under construction. It has an estimated opening date of December 2010. We just opened our third fire station and are getting close to the opening of an additional big box retail center, which includes a Super Target. It is scheduled to open September 2009.

What is your professional background or what brought you to your current career?

I worked as a teller at Legacy Texas in Allen for almost a year. I then went to Primelending Mortgage Company and worked in the final documents department. I was employed there for a year. I then applied for my current position and have been here since. My mom, dad, and boyfriend all work for the City of Wylie and I have always heard of what a good place it was to work at and so I wanted to come here too!

Personal Facts & Interests:

I am the oldest of six children; the youngest being 8 years old. I was born in California and moved to Wylie, Texas when I was 3. I am two classes shy of receiving my bachelor's degree and should be finished in June/July. I have two puppies that I love to death, Gracie and Zoe.

DRUM ROLL PLEASE!



The Lone Star Chapter
2009 Clerk Of The Year
will be announced and awarded at the June 3, 2009 Lone Star Meeting in Tom Bean, Texas.

.....
The Lone Star Chapter will also honor three retirees:

Carolyn Jones
City of Fairview

Nan Parker
City of Frisco

Beverly Covington
City of McKinney

.....
Two Lone Star Chapter Scholarships will also be awarded at the June 3, 2009 meeting.

- ★ IMC – Awarded in 2009 for those pursuing their CMC/MMC certification through IMC.
- ★ TMCA – Awarded annually for those pursuing their education, certification through TMCA or other approved organizations.

WELCOME

New Member of the TMCA
Lone Star Chapter:

Jenny Page, City Secretary
City of Frisco

TMCA 2009 Scholarships
Application deadline is June 15—apply today!

The mission of the Texas Municipal Clerks Association, Inc., and the Texas Municipal Clerks Certification Program is to provide an educational and professional development program for novice and experienced municipal clerks. The scholarship program is a great way to advance these educational opportunities for members of the TMCA, Inc.

There are two different types of scholarships that applicants may apply for: the **TMCA Major Scholarships** and the **MCCi Records Management Scholarships**.

All applications must be received by TMCA Scholarship Committee Chair Kathy Wingo no later than **June 15** to be considered for this year's scholarships.

The TMCA Scholarship Committee will consider all applications, deliberate on the factors of eligibility, and designate the scholarship awards for all of one calendar year. Scholarship winners will be notified that they have received a scholarship. The actual presentation of the awards will occur at the TMCA Awards Banquet on the evening of October 8, 2009 (this event will be held during the TMCCP Graduate Institute Seminar in San Antonio).

The Scholarship Applications are attached for completion and submission to Kathy Wingo. If you have questions or need assistance, Kathy Wingo can be contacted at 972-727-8999 or by email: kwingo@lucastexas.us.

Upcoming Events/Holidays

May 25 – Memorial Day
June 14 – Flag Day
June 21 – Father's Day
June 21 – Summer begins

**UPCOMING TMCA
SEMINARS**



June 18-19, 2009
Municipal Finance – Waco, TX

August 20-21, 2009
Legislative Update – Irving, TX

October 8-9, 2009
Graduate Institute – San Antonio, TX

OTHER SEMINARS/CONFERENCES

July 24-25, 2009
August 7-8, 2009
Austin, TX
Texas Municipal League/Association of
Mayors, Council Members and
Commissioners Newly Elected City
Officials Orientation



October 15-18, 2009
Orlando, Florida
ARMA International's 54th Annual Conference &
Expo at the Marriott Orlando World Center.
This is the premier event in the records and information management field, drawing more than 4,000 professionals from around the world. Everyone who is responsible for managing records and information in their organization will benefit from the education and exhibits at the ARMA 2009 Conference & Expo.

October 21-23, 2009
Texas Municipal League (TML)
Fort Worth, TX

December 7-9, 2009
Secretary of State
2009 Election Law Symposium
Austin, TX
21st Annual Symposium for City Secretaries,
School Superintendents and other Political
Subdivision Election Officials.
This Symposium will focus on Election Laws as they pertain to Cities, Schools and Other Political Subdivisions (i.e. Hospital Districts, MUD's, Irrigation Districts, etc).

DID YOU KNOW?

The municipal clerk, along with the tax collector, is the oldest of public servants. The office can be traced to biblical times and even before.

St. Paul and his followers during his missionary work in Persia owed their safety to the action of a town clerk. As related in Acts XIX 23-25, the artisans of Ephesus who made the idols of the time, feared the effect of Paul's missionary work on their trade. They incited a mob to seize two of Paul's followers. The town clerk, however, spoke out against this action and insisted that charges laid against these men had to be settled in the proper manner and before the proper authorities. There was no justification for riotous conduct. With that, he dispersed the crowd.

Ancient Greece had a city secretary who read official documents publicly. At the opening of a meeting, one of his duties was to read a curse upon anyone who should seek to deceive people.

The early keepers of the archives were often called remembrancers, and before writing came into use, their memory was public record.

When the early colonists came to America, one of the first offices established was that of clerk. The colony at Plymouth appointed a person to act as a recorder.

In the United States, a **City Clerk** is an elected or appointed official who is responsible as the official keeper of the municipal records. In some places, the Clerk may be known as the "Village Clerk" or "Town Clerk". In Boroughs, Parishes, and Counties they are often known as the "County Clerk." If the Clerk's Office is limited to just performing the agenda and minutes for the legislative and committee meetings, the office may be called "Clerk of the Legislature." A City Clerk Office usually publishes agendas for legislative bodies, such as the City Assembly, City Council, or Alderman meetings, and is responsible for recording all council- and city mayor-related actions. The staff of the Office of the City Clerk usually edits, compiles, and publishes the minutes of City Council meetings. Vital attributes for all staff associated with this Office include being extremely diplomatic, unflappable, and maintaining an apolitical demeanor.

The Clerk's Office is essentially the hub of all the records for the municipality. Archiving and record retention has historically been done by storing documents in vaults. In recent years, scanned documents and electronic storage systems, which require vastly reduced physical spaces, are becoming more prevalent...but perhaps as a result, more kinds and types of documents seem to be consequently generated and stored, as well.

Excerpt from Wikipedia

“When you look at a city, it’s like reading the hopes, aspirations and pride of everyone who built it.”

---Hugh Newell Jacobsen

Lone Star Chapter Contact Information

| | |
|--|--------------|
| President Kathy Wingo (Lucas) kwingo@lucastexas.us | 972-727-8999 |
| Pres.-Elect Eddie Sturgal (Fate) esturgal@cityoffate.com | 972-771-4601 |
| Treasurer Christie Wilson (The Colony) cwilson@thecolonytx.gov | 972-624-3106 |
| Secretary Gayle Walton (Wylie) Gayle.walton@wvlietexas.gov | 972-442-8100 |
| Historian Julie Lollar (Denison) jlollar@cityofdenison.com | 903-464-4499 |

Municipal Code Corporation Innovations (MCCi) Records Management Scholarship Application

APPLICANT'S NAME

TITLE

MUNICIPALITY

ADDRESS/CITY/STATE/ZIP

TELEPHONE

FAX

EMAIL

_____ **Number of years a member of TMCA, Inc.**

Currently enrolled in the (*check one*):

_____ **Number of years a City Secretary/
Municipal Clerk**

Texas Municipal Clerks Certification Program

Texas Municipal Clerks Recertification Program

PURPOSE:

Records and information management is one of the many important functions of the City Secretary/Municipal Clerk. The purpose of the **MCCi Records Management Scholarship** is to recognize City Secretaries/Municipal Clerks who have established outstanding systems for records management or who have improved existing systems. Scholarship award funds shall be used only for continued or advanced education in a TMCCP program or a TMCA, Inc., approved records management program, i.e. ARMA, Texas State Library, Council of Governments.

ELIGIBILITY:

1. All Records Management Programs must be under the jurisdiction of the City Secretary/Municipal Clerk.
2. Applicant must be a member of the Texas Municipal Clerks Association, Inc., and currently enrolled in the Texas Municipal Clerks Certification or Recertification Program.
3. Applicant must be a City Secretary/Municipal Clerk.

CATEGORY: Check Only (1) One

- Manual Records Management System (Paper Storage).** All manual operations and no type of imaging.
- Manual Records Management System with Imaging Assistance.** Imaging assistance but manual management of retention, destruction, and file maintenance.
- Automated Electronic Records Management System with Imaging Assistance.** Capable of total computerized maintenance, storage retention, retrieval, and destruction.

GOALS:

List goals of the Records Management Program in your current city.

- 1. _____
- 2. _____
- 3. _____

ACHIEVEMENTS:

List achievements of the Records Management Program in your current city.

- 1. _____
- 2. _____
- 3. _____

SUMMARY:

Briefly summarize, *in 50 words or fewer*, why your Municipality’s Records Management Program should receive this scholarship.

STAFF RECORDS MANAGEMENT TRAINING:

Completed in-house City Secretary/Municipal Clerk Office only Yes No

Completed in-house city wide Yes No

Completed by vendor City Secretary/Municipal Clerk Office only Yes No

Completed by vendor city wide Yes No

Check the applicable follow-up long-term training: Annually
Date last completed: _____

Biannually
Date last completed: _____

APPLICANT PLEASE READ AND SIGN:

I attest that the above statements contained in this document are true and correct.

Signature

Date

DEADLINE: All entries must be received by **June 15** to be considered for this year's scholarship.
(For general questions, contact: TMCCP, 1155 Union Circle #305067, Denton, Texas 76203; 940-565-3488.)

SUBMIT APPLICATION TO: **2009 Scholarship Committee Chair Kathy Wingo, TRMC, City Secretary,
City of Lucas, 151 Country Club Rd, Lucas, Texas 75002; fax 972-727-0091; kwingo@lucastexas.us.**

PLEASE COMPLETE ALL BLANKS.

TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
 TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

940-565-3488 • http://municlerks.unt.edu

Application for TMCA Major Scholarship Award

APPLICANT'S NAME _____

TITLE _____

CITY OF _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____

FAX _____

EMAIL _____

| MUNICIPAL POSITIONS HELD | CITY/ORGANIZATION | FROM MM/YYYY | TO MM/YYYY |
|--------------------------|-------------------|--------------|------------|
| City Secretary/Clerk | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| Deputy/Assistant CS/CC | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| Other TMCA Member | _____ | _____ | _____ |
| | _____ | _____ | _____ |

Have you been awarded a major scholarship in the past? _____

Yes No

If so, what year? _____

What scholarship? _____

PROFESSIONAL INFORMATION:

| | |
|---|---|
| Currently a paid member of TMCA, Inc.? <input type="checkbox"/> Yes <input type="checkbox"/> No | Currently enrolled in Certification/Recertification? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Number of years a member of TMCA, Inc.? _____ | Currently a Texas Registered Municipal Clerk? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Date of certification: _____

Date(s) of recertification: _____

INTENDED USE OF SCHOLARSHIP: *(Designate one)*

1) TMCCP _____

2) College/University _____

➤ **PLEASE ENCLOSE RESUME**

CONTINUED ON REVERSE SIDE

EDUCATIONAL INFORMATION:

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

Year enrolled in TMCCP _____

(Certification Program Enrollees)

Number of course(s) completed _____
*(1 course = 4 modules homework,
1 exam, 2 required seminars)*

(Recertification Enrollees)

Number of comprehensive papers completed _____

Number of required seminars completed _____

Expected Certification or Recertification date _____

► **PLEASE ENCLOSE A TMCCP TRANSCRIPT**

(Complete the following section **ONLY** if scholarship is to be used for college.)

NOTE: Applicant must have already obtained the TRMC to be eligible to use scholarship funds for college.

COLLEGE OR UNIVERSITY

Name of Institution _____

Department/School/College _____

Major _____ Minor _____

Year enrolled _____ Number of hours earned (minimum of 30 required) _____

Current grade point average _____ Expected graduation date _____

Degree plan filed with the institution? Yes No (► *If yes, please attach a copy.*)

► **PLEASE ENCLOSE A RESUME AND OFFICIAL TRANSCRIPT FROM EACH COLLEGE ATTENDED**

APPLICANT PLEASE READ AND SIGN:

I have read and understand the eligibility requirements for application for a scholarship. I understand and shall comply with the post award requirements of the scholarship. I attest that the above statements contained in this document are true and correct.

Signature

Date

RETURN COMPLETED APPLICATION TO 2009 SCHOLARSHIP COMMITTEE CHAIR:

Kathy Wingo, TRMC
City Secretary, City of Lucas
151 Country Club Rd
Lucas, TX 75002
Fax 972-727-0091 • kwingo@lucastexas.us

Application must be received by JUNE 15.