



News and Tidbits

April 2014

Dear NTMCA Member,



President's Message:

Cheerful greetings to all. This newsletter arrives at a busy time for everyone. Is there ever a moment that our time is not split into three directions? I appreciate the fact that each of you continually strives to be more efficient, cover more ground, and keep all your other responsibilities up to date. Our monthly meetings are aimed at affording education for our members and allowing you time to network with your peers.

The meeting in Cross Roads on March 19th was one of the most successful this year. Thank you to all that attended. A special thanks to Shannon DePrater for hosting and reaching out to the cities in her area. There were 31 attendees including eight guests. We had a great meeting. The following reflects a brief conclusion of the Round table discussions held:

Agenda & Meeting Management - Shannon DePrater -

Discussion included department deadlines for agenda filing and the handling of late reports, as well as keeping meetings on task.



Communication - Read/Talk/Write/Listen - Carol Borges -

Attendees agreed most Clerks have strong personalities but handling each situation requires a balance of strength and reservation depending on three things: circumstances, audience, and topic.



Ethics - Mary Supino -

The stand-out item of concern is the use of email and other media with regard to "reply all" and its implications to open records and open meetings laws.



Records Management/Retention Schedules - Diane Cockrell -

Consensus of attendees is that records management is pushed to the back burner as time and other pressing issues arise.

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Professional Seminar

Please join us in Colleyville for our annual **Professional Seminar** on Wednesday, **April 16th, at Colleyville Center, 5301 Riverwalk Drive, Colleyville, 76034.** Click [HERE](#) to Register.

Guest Speaker:

- Lisa Coburn - *"Owning Your Professional Development"*
- Ron Holifield - *"Servant Leadership"*

Sponsors:

- MCCi
- Franklin Legal

This seminar has been approved for 1 CMC or 1 MMC credit per 4 hours of training, as follows:

- Servant Leadership = 3 hours
- Owning your Prof Dev = 3 Hours
- Total hours possible = 6 hours**
- Total points possible = 1.5 CMC**

Silent Auction:

Funds raised will support the Alyce Deering Scholarship Fund. We are looking for gift cards and baskets of goodies. We would love donations from members, vendors, or friends who want to promote their small business. If you have any questions regarding the Silent Auction, please contact a member of the [Scholarship Committee](#).

Amy Shelley, Chair

Alyce Deering Scholarship

We are currently accepting

This can be a problem, especially for small cities with limited staff. Records Storage Standards have changed over the last year.

Participants also shared tips, tricks and some alarming stories about their cities.



Action at the March meeting included the unanimous approval of a change in the board member positions. With the recent resignation of Vice President April Hill, the members voted to promote the current board members to the next seat up in succession to President. This moved Mary Supino to Vice President, Shannon DePrater to Treasurer, Carol Borges to Secretary, and added Sheila Morales of Copper Canyon as Historian. Welcome, Sheila. Your board members have really been hustling to continue the services provided to our members without a lapse. Thank you, ladies, for your undying efforts!

If you haven't made a reservation for the Professional Seminar on April 16th, STOP and do it now; REGISTRATION CLOSES on THURSDAY, APRIL 10th.

Remember you can bring guests from your city and share our educational opportunity. You will not want to miss either of the outstanding speakers that will be spending time with us in Colleyville. The Professional Seminar that is offered to our members each year offers local inexpensive training. Breakfast, lunch, and refreshments are included along with door prizes, networking, and an opportunity to visit one-on-one for questions with vendors that know our needs and can answer questions. Remember to bring cash or a check to participate in the silent auction benefiting the Alyce Deering Scholarship Fund. Many of our members have taken advantage of the education funds and we all enjoy the silent auctions!!

**I look forward to seeing you in Colleyville on April 16th.
Diane Cockrell, President**

Clerk of the Year

The NTMCA Clerk of the Year nominating committee is seeking nominations for this year's Municipal Clerk of the Year award. Remember what President Benjamin Franklin once said: "Tell me and I forget, teach me and I may remember, involve me and I learn."

Although it might seem time consuming to fill out a form to recognize a fellow secretary, it really isn't. Here are the questions listed on the form regarding your special person that involved you at meetings and luncheons and made you feel as you were part of the Municipal Clerk's family:

applications for the 2014 Alyce Deering Scholarship.

The purpose of the scholarship is to provide funds for travel and seminar registration for a TMCCP/TMCA sponsored certification program. The full summary of the program is available [HERE](#).

To apply you must complete the [application](#) and provide a copy of your TMCCP transcript and a letter of commitment. The application deadline is May 1st.

Mary Kayser, Chair

Membership Drive

The NTMCA Board's objective is to acquire 90 memberships for Fiscal Year 2013-2014. We currently have 82 members. Please help us to reach our goal by encouraging your friends and colleagues to join our Chapter.

To renew, access the NTMCA [website](#) today and click the PayPal button. Then complete the 2013-2014 application form and submit it with a copy of your PayPal receipt to [Shannon DePrater](#). You can also complete the application form, include check, and mail it to Shannon.

The purpose of our annual membership dues is two-fold; the revenues offset the Chapter's expenditures and ensure continued education for our members. Five dollars (\$5) of the membership fee is allocated for scholarships and other special projects approved by the membership.

I encourage each of you to reach out to neighboring cities/towns to promote our Chapter and encourage membership.

Michael Wells and I will be reaching out to TML Region 8 and 13 cities to recruit new members. If you'd like to help us grow our Chapter, please contact either one of us.

Alicia Richardson, Chair

Upcoming Meetings

April 16 - Colleyville - Professional Seminar

May - No Meeting / Elections

June 11 - Lewisville

July 16 - Roanoke

August 20 - Azle

1. Nominee Name
2. Municipality Address + Zip Code
3. Business Phone
4. Email
5. Tenure as City Secretary/Muni Clerk
6. Has your nominee served on the Board of Officers for NTMCA? If so, list dates or titles.
7. Has your nominee served on NTMCA and/or TMCA committees? If so, list dates or titles.
8. In a couple of sentences, please state why you feel this person should be considered for this award.
9. Please list the professional accomplishments and additional comments regarding your nominee and feel free to elaborate on a separate page.

Nine simple answers are all it takes to have your buddy recognized. If you don't know the answers to any of these questions, please call me and I'll help you get them, and remember, your name will remain anonymous.

The following city secretaries have been honored with this award:

- 2007 Art Camacho NTMCA - Mary Kayser TMCA
- 2008 Linda Rhodes NTMCA - Mary Kayser TMCA
- 2009 Shelly Doty NTMCA - Pam Schmidt TMCA
- 2010 Rita Frick NTMCA - Pam Schmidt TMCA
- 2012 Kim Sutter NTMCA and TMCA
- 2013 Alicia Richardson NTMCA - Art Camacho TMCA

Qualifications for the NTMCA Clerk of the Year

1. A City Secretary who has been an active member of the NTMCA for at least three years;
2. Must have provided service to other Municipal Clerks on a local level where the opportunity exists;
3. Must have exhibited leadership abilities;
4. Must be a Texas Registered Municipal Clerk; and
5. Must currently be a City Secretary.

Qualifications for the TMCA Clerk of the Year

1. Must currently hold a municipal clerk position;
2. Must currently be an active member of the Texas Municipal Clerks Association, Inc., and must have been an active member for at least five years;
3. Must have provided service to other Municipal Clerks on a local level where the opportunity exists, or on a state level;
4. Must have exhibited leadership abilities;
5. Must be a Texas Registered Municipal Clerk; and
6. Must not be a prior recipient of the Municipal Clerk of the Year award.

[2014 Clerk of the Year Nomination Form](#)

Norma Zenk, Chair

FY 2014-2015 NTMCA Officer Applications Being Accepted

NTMCA Officer Applications are currently being accepted for Fiscal Year 2014-2015. Per the NTMCA Bylaws, the Officers of the NTMCA shall be President, Vice-President, Treasurer, Secretary, and Historian. Detailed descriptions of the duties of each officer can be found in the [NTMCA Bylaws](#).

September 17 - Grapevine

FY 2013-2014 Board Officers

President:

Diane Cockrell, Decatur
dcockrell@decaturtx.org
 940-393-0204

Vice-President:

Mary Supino, Arlington
mary.supino@atlingontx.gov
 817-459-6188

Treasurer:

Shannon DePrater, Cross Roads
s.deprater@crossroadstx.gov
 940-365-9693

Secretary:

Carol Borges, Westworth Village
cborges@cityofwestworth.com
 817-710-2526

Historian:

Sheila Morales, Copper Canyon
townsecretary@coppercanyon-tx.org
 940-241-2677

Future Newsletters

We are always looking for topics of interest for newsletters. If there is a subject you would like to see addressed or if you would like to contribute an article, please let any of the Board members know, or submit it by e-mail to Carol Borges.

Quick Links

[NTMCA Website](#)

[FY 2014 Membership Application](#)

[Join Our Mailing List!](#)

The Nominating Committee will review all applications and present the slate of Officers to the membership at the June 11th meeting in Lewisville.

Any present or past officers would be happy to answer any questions you may have related to the Officer positions and duties.

If you are interested in becoming an Officer of the NTMCA for FY 14-15, please submit your application to Committee Chair Diane Callahan, at dcallahan@highlandvillage.org, by the May 15, 2014 deadline.

[NTMCA Officer Application Form](#)
Diane Callahan, Chair

This Month in History - April - Carol Borges

- In 1513, Spanish explorer Ponce De Leon sighted Florida and claimed it for the Spanish Crown after landing at the site of present day St. Augustine, now the oldest city in the continental US. [If you've never been there, it's a beautiful city!]
- In 1789, George Washington became the first US President. He was administered the Oath of Office on the balcony of Federal Hall at the corner of Wall and Broad Streets in New York City.
- Congress established the first US Mint in Philadelphia in 1792.
- In 1800, the Library of Congress was established in Washington, D.C. It is America's oldest federal cultural institution and the world's largest library. Among the 145 million items in its collections are more than 33 million books, 3 million recordings, 12.5 million photographs, 5.3 million maps, 6 million pieces of sheet music, and 63 million manuscripts. About 10,000 new items are added each day. [I don't want to be THAT record-keeper. Ha!]
- The first American school for the deaf was founded by Thomas H. Gallaudet and Laurent Clerc in Hartford, Connecticut, in 1817.
- The first dictionary of American-style English was published by Noah Webster as the American Dictionary of the English Language, in 1828.
- In 1860, the Pony Express service began with the first rider departing from St Joseph, Missouri. For \$5 an ounce, letters were delivered 2000 miles to California within ten days. Each of the famed riders rode 75-100 miles. One hundred and ninety weigh stations were located 15 miles apart. The service lasted less than two years, upon completion of the over-land telegraph.
- In 1864, Congress added the words "In God We Trust" to all newly minted US coins.
- In 1865, President Abraham Lincoln was shot and mortally wounded while watching a performance of Our American Cousin at Ford's Theater in Washington, D.C. He died the following day.
- In 1887, Susanna Salter of Argonia, Kansas, became the first female mayor elected in the United States.
- In 1944, the US Supreme Court ruled 8 to 1 that African Americans cannot be barred from voting in the Texas Democratic primaries, stating discrimination against blacks violates the 15th Amendment and political parties are not private associations.
- Civil Rights leader Reverend Dr. Martin Luther King was shot and killed by a sniper in Memphis, Tennessee, in 1968.
- In 1970, the Apollo 13 spacecraft was launched from Cape Kennedy. Fifty-six hours into the flight an oxygen tank exploded in the service module. Astronauts John Swigert, James Lovell, and Fred Haise transferred into the lunar module and began a perilous return trip to Earth, splashing down safely in the South Pacific Ocean.
- In 1981, the first space shuttle flight occurred with the launching of Columbia with astronauts John Young and Robert Crippen aboard. Columbia spent 54 hours in space, making 36 orbits, then landing at Edwards Air Force Base in California.
- In 1983, Harold Washington became the first African American mayor of Chicago, receiving 51 percent of the vote.
- In 1993, in Waco, Texas, the compound of the Branch Davidian religious cult burned to the

ground with 82 people inside, including 17 children. The fire erupted after federal agents battered the buildings with armored vehicles following a 51-day standoff.

- Supreme Court Justice Sandra Day O'Connor became the first woman to preside over the Court in 1995, sitting in for Chief Justice William H. Rehnquist who was out of town.
- In 1995, a massive car bomb explosion destroyed the entire side of the nine-story Oklahoma City Federal Building, killing 168, including 19 children inside a day care center. Decorated Gulf War veteran Timothy McVeigh was later convicted of the attack and executed by lethal injection.
- The deadliest school shooting in US history occurred in Littleton, Colorado, in 1999, as two students armed with guns and explosives stormed into Columbine High School and killed 12 classmates and a teacher and wounded more than 20 others before killing themselves.

Thank you for spending a few moments with me. :) Carol

We are an awesome Chapter! Let's lead and be a model for our sister Chapters.