



# News and Tidbits

## November 2013

Dear Member,



### President's Message

Hello friends!

I am very honored to be a part of the NTMCA and serve you this year. We have a talented and dedicated board that is looking forward to working for you. The 2013-2014 board met in Roanoke on October 10 to discuss ways to better serve our members. At that meeting

we spent time getting to know each other, reviewing the strategic plan, budget, bylaws, website, speakers, meeting ideas, newsletters and deadlines. We discussed job descriptions and coordination of responsibilities. If you have an idea, question or concern, please feel free to contact one of us and ask - this is your chapter so speak up!

My message would be incomplete if I did not recognize the contributions of the 2012-2013 board: Alicia Richardson, Southlake, President; Julie Heinze, Lewisville, Treasurer; April S. Hill, Roanoke, Secretary and Amanda McCrory, Burleson, Historian. Working with such conscientious individuals was really eye-opening. Thank you special ladies!!

We want to encourage your involvement in NTMCA. We are looking for two additional host cities and we would love to be your guests. Let me know if you are interested. There are benefits to be gained by attending meetings and volunteering to serve on a committee or two. Working one on one with other clerks allows you to really get to know them and depend on them when you have a question or difficult situation. Your involvement on committees allows our association to offer several programs throughout the year to further your professional development and sometimes have a little fun.

I personally need all the help I can get, do you? We are looking forward to hearing from Cara White in Crowley on November 13th about avoiding disaster and managing expectations, if you haven't registered yet - DO IT NOW! The registration deadline is November 7th - [Click here](#) to register.

The Holiday Celebration Committee has a great party planned for us on December 4th at the beautiful Botanical Garden Restaurant in Fort Worth. There is an early deadline of November 8th for that party - you don't want to miss it, so [register](#) now.

### NTMCA Volunteer Opportunities - Committees

We rely on the involvement of our membership. Please consider serving on one of our committees! If you are interested in chairing, please let us know.

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### Quick Links

[NTMCA Website](#)

[FY 2014 - Membership Application](#)

[FY 2014 - Committee Application](#)

[Join Our Mailing List!](#)

### Officers

Diane Cockrell, President  
Decatur  
[dcockrell@decaturtx.com](mailto:dcockrell@decaturtx.com)  
940-393-0204

April S. Hill, Vice President  
Roanoke  
[ahill@roanoketexas.com](mailto:ahill@roanoketexas.com)  
817-491-2411

Mary Supino, Treasurer  
Arlington  
[Mary.Supino@arlingtontx.gov](mailto:Mary.Supino@arlingtontx.gov)  
817-459-6188

Shannon DePrater, Secretary  
Cross Roads  
[s.deprater@crossroadstx.gov](mailto:s.deprater@crossroadstx.gov)  
940-365-9693

Carol Borges, Historian  
Westworth Village  
[cborges@cityofwestworth.com](mailto:cborges@cityofwestworth.com)  
817-710-2526

### Upcoming Meetings

**2013**

November 13 - Crowley

- Alyce Deering Scholarship Fund Committee - Review scholarship applications. Responsible for approving or denying scholarship. Review and consider any changes related to this fund. Assist with silent auction at holiday party and provide silent auction for professional seminar.
- Audit Committee - Examine NTMCA financial records at the end of the fiscal year and provide report of findings to the President and membership.
- Holiday 2014 Celebration Committee - Plan, coordinate, and implement annual holiday party in December.
- Membership/Communication Committee - Develop and implement outreach program to enhance membership and to maintain communication with members regarding matters of interest and importance. Communicate achievements and announcements with members. Distribute membership pens. Coordinate membership drive and encourage attendance at monthly meetings.
- Municipal Clerk of the Year Committee - Select Chapter City Secretary of the Year and the nominee of the TMCA City Secretary of the Year.
- Nomination Committee - Nominate Officers for consideration by the Membership for the upcoming year. Contact and interview Chapter Members who have submitted applications to serve as an Officer for the upcoming year.
- Professional Seminar Committee - Solicit sponsorships, coordinate with NTMCA Board to select location and set program, arrange for catering, successfully encourage participation among membership and area Chapters.
- Technology Committee - Review and recommend changes/updates to the NTMCA website, assist with gathering member pictures, communicate with members and develop outreach programs.

Please download the [Committee application](#) and email the completed form to [Diane Cockrell](#).

### We Need You!

You are an important piece of our success. Without you, our chapter is not complete.

If you have not renewed your membership dues, please log onto our [website](#) today and renew by hitting the Paypal button. You will be one step away from completing your membership. Your final step is to complete the 2013-2014 [application form](#) and submit it with a copy of your Paypal receipt to [Mary Supino](#). Alternatively, you can complete the [application form](#), include check, and mail to [Mary Supino](#).



December 4 - Fort Worth

### **2014**

January 8 - Flower Mound  
 February 19 - Bridgeport  
 March 19 - Colleyville  
 April 16 - Professional Seminar TBD  
 May 2014 No Meeting (Elections)  
 June 11 - Lewisville  
 July 16 - Roanoke  
 August 20 - *Host City Needed*  
 September 17 - *Host City Needed*

### Future Newsletters

We are always looking for topics of interest for newsletters. If there is a subject you would like to see addressed in a newsletter or if you would like to contribute an article, please let any of the Board members know, or submit it by e-mail to [Shannon DePrater](#).



### Municipal Clerk's Role - Municipal Government Leader

As municipal clerks, we are public servants for our cities. We interact with our citizens during good times as well as bad times. We must remain committed to being good stewards of our city finances and resources at all times. We can never give up on making our communities the best they can be. To give up and not do what is right can be very easy at times, but only in not giving up and staying committed to our positions as leaders of our communities do we really enjoy the successes of our actions. Being positive role models for our co-workers, customers, and citizens is a goal worth striving for on a daily basis. Being tough disciplinarians with our employees is often necessary to instill in them the qualities that can lead to future successes and accomplishments. What some see as harsh treatment may be necessary in order to get the job done.

As of the date of this article; thirty-two (32) members have renewed their dues. A big kudo to each of you. I am sure by now that most of you have received your NTMCA lapel pin.

Each member upon their renewal or new members will receive a chapter lapel pin. Our chapter lapel pin is attractive and a great way to market our profession!

The purpose of our annual membership dues is two-fold; the revenues offset the chapter's expenditures and secondly and most important it is the mechanism to ensure continued education for our members.

Five dollars (\$5.00) of the membership fee is allocated and transferred to the special projects fund. This special projects fund is designated for scholarship and other special projects approved by the membership.

On September 18, 2013, the FY 2013-2014 budget was approved by the membership. The budget anticipated revenue for 90 memberships. We have a good head start in our first month of the new fiscal year. I look forward to seeing your name on the renewal or new member list.

Respectively Submitted,

Alicia Richardson, TRMC  
City Secretary  
City of Southlake

As municipal clerks, we are always seen as representatives of our cities. Even when we are not in our offices, our actions are watched by our citizens. Residents consider our actions as representative of the City in general. We must be ever mindful of the fact that many see us as "The City".

Respectively Submitted,

Diane A. Callahan, TRMC  
City Secretary  
City of Highland Village

## Meet your 2013-2014 NTMCA Officers

### President Diane Cockrell

[Diane Cockrell](#) is the City Secretary for the City of Decatur. Diane has been with Decatur since March 2005. Prior to joining the Decatur city staff, she served as Town Secretary for the Town of Trophy Club for 7 years. She spent 9 additional years with Trophy Club before being named town secretary, working in the municipal court and police department, including a stint as administrative assistant to the police chief. She has also worked in municipal court for the City of Grapevine and the City of Fort Worth.



Diane has been a member of the North Texas Municipal Clerks Association since 1998, and has served on the board in the capacities of Vice President, Treasurer and Historian.

Diane has a very supportive husband, two beautiful daughters and two sons-in-law who have the patience of Job. Her favorite hobby is spending time with her four fabulous grandchildren and she collects vintage valentine cards. She also has a keen interest in gardening and favors native plants that attract hummingbirds and butterflies. Diane is a member of First Baptist Church of Bowie, where she is an active member of a women's Bible study group.

### Vice President April S. Hill



[April S. Hill](#) has been the City Secretary for the City of Roanoke for 4 ½ years. Prior to taking this position, she was employed by the City of Watauga for 5 years, starting as an intern and was subsequently promoted to the position of Assistant City Secretary.

April received her Certification as a Texas Registered Municipal Clerk from the University of North Texas in 2012 and also holds a Certification in Information Technology-PC Support from Tarrant County College. April will be continuing her education to receive her Bachelor's Degree in Business Administration.

She has been married for 24 years and has two wonderful children. April's daughter serves in the United States Navy and her son will start College in the spring, majoring in Criminal Justice. April considers it an honor to hold the office of Vice President for the North Texas Municipal Clerks Association (NTMCA) and she is excited about being a part of this organization.

### Treasurer Mary Supino

[Mary Supino](#) joined the City of Arlington as City Secretary in October of 2010. Prior to her position in Arlington, Mary worked as an Assistant City Attorney for the City of Dallas and as a criminal prosecutor for the Commonwealth of Massachusetts. Along with having more than 20 years of public government experience, Mary is currently enrolled in the Texas Municipal Clerks Certification Program and will complete her certification in January of 2014.



Mary has been a member of the North Texas Municipal Clerks Association and the Texas Municipal Clerks Association since 2010. She served as the Chair of the Professional Seminar Committee in 2012 and 2013.

Mary has been married for 10 years and has two children, Charlotte (6), and James (4).

### Secretary Shannon DePrater



[Shannon DePrater](#) began her tenure at the Town of Cross Roads in March 2013. Previously she had been at the Town of Trophy Club since 2000, starting out as Diane Cockrell's administrative assistant. Shannon wore many hats in Trophy Club, settling into the Town Secretary position in January 2011.

While working at Trophy Club, Shannon earned her Bachelor of Science in Business Management from the University of Phoenix in 2003. Not wanting to stop learning, Shannon earned her TMCA Certification in January 2013 and plans to return to school to earn her Masters in the near future.

For fun, Shannon loves to read, garden, and play with her four four-legged babies - Tooter Pot, Houdini, Charlie, and Toby.

Shannon is excited to be serving as Secretary for our Chapter.

### Historian Carol Borges

[Carol Borges](#)' career has taken a few turns over the years. She'd been in the Accounting realm for 10 years and then an IT Specialist for IBM for 13 years. After the economy nose-dived in 2009, Carol began her career in municipal government.

It has been an interesting and rewarding career change for her. Carol has been with the City of Westworth Village for four years and is looking forward to continued growth and success. She is very excited to be a part of the NTMCA organization and Board.



Originally from NJ, Carol has been married to her high school sweetheart for 28 years. They have a grown son and grown daughter, both born in NC, where they lived for eight years. They like to dance, travel, enjoy spectator sports, bowling, theater, and casual dining.

We are an awesome chapter...let's lead and be a model for our sister chapters.