



AGENDA
October 14, 2020 – 11:30 a.m.
Virtual Meeting
Hosted by Town of Fairview

<https://meetings.ringcentral.com/j/1494659597?pwd=WndJVnc5bTlyc3g2S09LbVJGUdYQQT09>

- 1) Call to Order
- 2) Welcome and Introductions (Deborah Sorensen, President)
- 3) Program Introduction: Alicia Richardson, speaker, “Municipal Clerk’s Office Achievement of Excellence Award” (Susie Quinn, President-Elect)
- 4) Approve Minutes of September 10, 2020 Meeting (Tenitrus Bethel, Secretary)
- 5) Approve Treasurer’s Report for September 2020 (Treasurer, Tina Stewart)
- 6) Discussion and consideration of Holiday Committee’s suggestion for the Holiday Luncheon (Kristy Cole, Chair Holiday Committee)
- 7) Announcements:
 - Committee Updates:
 - Upcoming Chapter Meetings:
 - November 12, 2020 – City of Murphy
 - December – Holiday Luncheon
 - February 10, 2021 – City of The Colony
 - Other Seminars/Events: (*all events are virtual*)
 - TMCCP Graduate Institute October 28-30, 2020
 - Annual TMCA Business Meeting October 29, 2020
 - Annual TMCA Awards Ceremony October 29, 2020
 - Athenian Dialogue:
Year of Yes by Shonda Rhimes October 27-28, 2020
 - Emergency Management for City Clerk’s
Office: Rene Dowl (speaker) November 6, 2020
 - The Path from Candidate to Councilmember
via the City Secretary’s Office:
Aimee Nemer (speaker) November 16, 2020
- 8) Adjourn



**REGULAR MEETING
MINUTES
SEPTEMBER 10, 2020**

1) Call to Order.

President Kristi Morrow (Frisco) called the September 10, 2020 Luncheon meeting of the Lone Star Chapter to order at 11:32 p.m. The City of Garland via video conference hosted the meeting.

2) Welcome and Introductions (Kristi Morrow, President)

President Kristi Morrow (Frisco) welcomed those in attendance and conducted a roll call:

Members:

Tenitrus Bethel	Town of Fairview
Julie Davidson	City of Frisco
Rene Dowl	City of Garland
Empress Drane	City of McKinney
Blanca Garcia	City of McKinney
Shelley George	City of Allen
Christine Green	City of University Park
Deborah Hale	City of Collinsville
Shamarie Hull	City of Collinsville
Carrie Land	City of Anna
Laura Kennemer	City of Quinlan
Carole Kuykendall	City of Greenville
Kristi Morrow	City of Frisco
Aimee Nemer	City of Richardson
Irma Parker	Town of Addison
Carma Potter	City of Garland
Cathy Pugh	City of Tom Bean
Susie Quinn	City of Murphy
Vickie Schmid	City of Richardson
Belinda Sims	City of McKinney
Deborah Sorensen	City of Royse City
Joshua Stevenson	City of McKinney
Tina Stewart	City of the Colony
Stephanie Storm	City of Wylie
Mayra Sullivan	City of The Colony
Juametta Terrell	City of McKinney
Jo Ann Wright	City of Pilot Point
Christie Wilson	Retired

3) Approve Minutes of the August 12, 2020 Meeting (Tina Stewart, Secretary)

President, Kristi Morrow (Frisco) presented the August 12, 2020, meeting minutes. President Morrow stated minutes were emailed to members.

**TMCA – LONE STAR CHAPTER MINUTES
REGULAR MEETING
AUGUST 12, 2020**

MOTION: Carole Kuykendall (Greenville) made a motion to approve the August 12, 2020 meeting minutes. Shelley George (Allen) seconded the motion. **Motion passed unanimously.**

4) Approve Treasurer Reports for August 2020 (Susie Quinn, Treasurer)

Treasurer, Susie Quinn (Murphy) presented the treasurer's report for August 2020.

MOTION: Empress Drane (McKinney) made a motion to approve the treasurer's report for August 2020. Carrie Land (Anna) seconded the motion. **Motion passed unanimously.**

5) Approve Budget for FY 2020-2021 (Susie Quinn, Chair, Budget Committee)

Treasurer, Susie Quinn (Murphy) presented the budget for FY 2020-2021, stating there had been no changes since reporting a month ago. Revenue has gone down due to COVID-19. The Chapter plans for an increase in revenue from Records Day. Ms. Quinn stated the report would be emailed to members after today's meeting.

MOTION: Shelley George (Allen) made a motion to approve the budget for FY 2020-2021. Carole Kuykendall (Greenville) seconded the motion. **Motion passed unanimously.**

6) Remarks from Outgoing President (Kristi Morrow, President)

President Kristi Morrow (Frisco) shared thoughts regarding her time as President of the Lone Star Chapter. She thanked everyone in the Chapter for the great experience. President Morrow recognized a few committee members who went beyond the call of duty to display their willingness to assist when called upon: Tina Link (Wylie) Website, Carole Kuykendall (Greenville), Stephanie Storm (Wylie) and Julie Davidson (Frisco) all with the Social Media/Newsletter Committee.

7) Present Certificates of Recognition to Committee Chairs and Members (Kristi Morrow, President)

President Kristi Morrow (Frisco) thanked everyone for their collaborative efforts in serving on a committee this year. She stated that certificates of appreciation would be mailed out to those members.

8) Install Lone Star Chapter Officers for 2020-2021 (Shelley George, TMCA President)

TMCA President Shelley George (Allen) conducted the Oath of Office for each of the new officers for the 2020-2021 year.

The new officers installed are as follows:

President: Deborah Sorensen (Royse City)

President-Elect: Susie Quinn (Murphy)

Treasurer: Tina Stewart (The Colony)

Secretary: Tenitrus Bethel (Fairview)

Historian: Laura Kennemer (Quinlan)

**TMCA – LONE STAR CHAPTER MINUTES
REGULAR MEETING
AUGUST 12, 2020**

9) Remarks by 2020-2021 President (Deborah Sorensen, President-Elect)

President-Elect Deborah Sorensen (Royse City) shared her gratitude for being elected as President for 2020-2021. She acknowledged her appreciation for mentorship from the Texas Municipal Clerks Association and the Lone Star Chapter. President-Elect Sorensen shared her vision and aspiration for everyone's commitment in the next year.

10) Presentation to Outgoing President (Deborah Sorensen, President-Elect)

President-Elect Deborah Sorensen (Royse City) and Julie Davidson (Frisco) presented flowers along with a plaque to Outgoing President Kristi Morrow (Frisco), thanking her for her hard work, time and service. TMCA President Shelley George (Allen) commended President Morrow on a job well done for the Chapter.

11) Discuss and Approve Meeting Dates for 2020-2021 (Deborah Sorensen, President-Elect)

The final meeting dates are as follows:

October 14, 2020 (Wednesday)

November 12, 2020 (Thursday)

December **, 2020 (To be determined by Holiday Committee)

February 10, 2021 (Wednesday)

March 3, 2021 (Wednesday)

April 8, 2021 (Thursday)

June 9, 2021 (Wednesday)

July 8, 2021 (Thursday)

August 11, 2021 (Wednesday)

September 9, 2021 (Thursday)

MOTION: Laura Kennemer (Quinlan) made a motion to approve the meeting dates for 2020-2021. Carrie Land (Anna) seconded the motion. **Motion passed unanimously.**

12) Discussion Regarding Upcoming Meeting Topics (Susie Quinn, Treasurer)

Susie Quinn, Treasurer (Murphy) proposed the Chapter to continue with virtual meetings and presentations until further notice. She requested committee chairs to submit ideas for meeting topics for the upcoming year.

13) Discussion of the 2020 Lone Star Chapter Holiday Party (Holiday Committee: Kristy Cole, Vicki Schmid, and Margaret Delaney)

No discussion on this item. A suggestion was made for this item to be added to the next meeting's agenda.

14) Announcements.

- Committee Updates

President-Elect, Deborah Sorensen (Royse City) stated the 2020-2021 Committee Roster was recently sent out to members.

**TMCA – LONE STAR CHAPTER MINUTES
REGULAR MEETING
AUGUST 12, 2020**

- Other Seminars/Events
 - October 14-16, 2020 – TML Annual Conference and Exhibition - Grapevine
 - October 28-30, 2020 – Graduate Institute – Corpus Christi

President-Elect Deborah Sorensen (Royse City) stated both meetings would be conducted via videoconference. TMCA President Shelley George (Allen) petitioned members to attend this year's business meeting at 11:00 a.m. and the awards banquet at 2:00 p.m. She provided an overview on various updates regarding webinars, training, raffles and the nomination for Municipal Clerk's Office Achievement of Excellent Award through the Texas Municipal Clerks Association.

15) Adjourn.

President Kristi Morrow (Frisco) adjourned the regular meeting of the Lone Star Chapter at 12:06 p.m. on Thursday, September 10, 2020.

Respectfully Submitted:

Tina Stewart, Secretary

September 2020 Treasurer's Report
 Presented 10/14/2020 - Page 1 of 4

	APPROVED FY	Sep-20	Year To Date
	2019-2020 BUDGET		
BEGINNING BALANCE			
Checking Acct (Operating Fund)		\$ 1,932.07	
300 - REVENUES			
301 Donations			\$ -
302 Transfer from Savings	\$ 4,655.00	\$ 1,250.00	\$ 1,250.00
305 Membership Dues	\$ 1,000.00		\$ 960.33
306 Retired Members Dues	\$ 20.00		\$ 10.00
310 Scholarship Fund - Dr. Snay	\$ 130.00		\$ 125.00
311 Scholarship Fund - Lone Star Chp	\$ 130.00		\$ 125.00
315 Monthly Luncheons	\$ 2,430.00		\$ 1,145.10
316 Holiday Luncheon	\$ 500.00		\$ 469.16
320 Professional Seminar	\$ -		\$ -
321 Athenian Dialogue	\$ 1,925.00		\$ 1,043.44
325 Miscellaneous (one time revenues)*			\$ 164.16
TOTAL REVENUES	\$ 10,790.00	\$ 1,250.00	\$ 5,292.19
400 - EXPENSES			
Luncheon Expense			
401 Luncheon Expense	\$ 2,430.00		\$ 805.31
402 Speaker Gift	\$ 200.00		\$ -
Holiday Luncheon Expense			\$ -
406 Luncheon Expense	\$ 500.00		\$ 973.20
407 Decorations, etc.	\$ 400.00		\$ 314.24
408 Anniversary Celebration	-		\$ -
410 Professional Seminar Expenses	\$ -		\$ -
411 Athenian Dialogue Expenses	\$ 1,000.00		\$ 454.35
415 Dr. Snay Scholarship	\$ 130.00	\$ 155.00	\$ 155.00
416 Lone Star Chapter Scholarship	\$ 130.00		\$ -
417 Special Projects	\$ 500.00		\$ -
420 Postage/Printing/QuickBooks	\$ 300.00		\$ -
425 Flowers/Cards	\$ 200.00	\$ 43.30	\$ 43.30
430 Plaques	\$ 350.00	\$ 244.11	\$ 472.30
435 Office Supplies	\$ 150.00		\$ -
440 TMCA Gift Cards	\$ 375.00		\$ 200.00
445 Website	\$ 250.00		\$ 322.00
448 Character First	\$ -		\$ -
450 Professional Services	\$ 125.00		\$ -
451 TMCA Jan. Seminar Welcome Gift	\$ 1,000.00		\$ 850.60
452 TMCA President Travel Expense	\$ 250.00		\$ -
454 Scholarship Payment	\$ 2,500.00		\$ 1,250.00
455 Transfer to Savings	\$ -	\$ 744.09	\$ 744.09
465 Miscellaneous (one time expense)**	\$ -		\$ 100.00
TOTAL OPERATING EXPENSES	\$ 10,790.00	\$ 1,186.50	\$ 6,684.39
Revenue in Excess of Expenses	\$ -	\$ 63.50	\$ (1,392.20)
ENDING BALANCE	\$ -	\$ 1,995.57	\$ (1,392.20)

SCHOLARSHIP FUNDS	APPROVED FY	Sep-20	Year To Date
	<u>2019-2020</u> <u>BUDGET</u>		
BEGINNING BALANCE			
Savings Acct (Scholarship Fund)	\$ 15,000.00	\$ 22,172.04	
REVENUES			\$ -
Interest	\$ 1.50	\$ 0.18	\$ 2.18
Lone Star Fundraising (Raffle/Auction)	\$ 500.00		\$ 443.28
TOTAL REVENUES	\$ 501.50	\$ 0.18	\$ 445.46

TRANSFERS IN FROM OPERATING FUND

Scholarship - Lone Star	\$ 130.00	\$ 155.00	\$ 155.00
Athenian Dialogue	\$ 1,250.00	\$ 589.09	\$ 589.09
Records Mgmt Workday Net Income	\$ -		\$ -
TOTAL TRANSFERS	\$ 1,380.00	\$ 744.09	\$ 744.09

EXPENSES - Transfer to Operating

Chapter Athenian Scholarship Payment	\$ 100.00		\$ -
Chapter Scholarship Payment	\$ 2,500.00	\$ 1,250.00	\$ 1,250.00
Shaw-Davis Payment	\$ 500.00		\$ -
TOTAL EXPENSES	\$ 3,100.00	\$ 1,250.00	\$ 1,250.00

ACTUAL ENDING BALANCE	\$ 13,781.50	\$ (505.73)	\$ (60.45)
------------------------------	--------------	-------------	------------

ENCUMBERED FUNDS

Education Scholarships	\$ 2,000.00		\$ -
Shaw-Davis	\$ 500.00		\$ -
Athenian Scholarships	\$ -		\$ -
TOTAL ENCUMBERED FUNDS	\$ 2,500.00	\$ -	\$ -

TOTAL AVAILABLE FUNDS	\$ 11,281.50	\$ 21,666.31	\$ (60.45)
------------------------------	--------------	--------------	------------

LSMCA TREASURER'S REPORT REGULAR CHECKING REGISTER RECONCILIATION FOR FISCAL YEAR 2019-2020										
Date	Acct Code	Description	Check #	Transfer to Savings	Deposits	Acct. Reimb.	Check Amount	Debit / Credit Card	Balance	
9/1/2020		Beginning Balance							\$1,932.07	
9/1/2020	430	Browning Trophies and Awards (Officers)						\$146.68	\$1,785.39	
9/14/2020	425	Shelley George (Reimbursement - Market Street - Flowers for COY)	7638				\$43.30		\$1,742.09	
9/14/2020	430	Shelley George (Reimbursement - M M B Trophies - Plaques COY & MOY)	7638				\$97.43		\$1,644.66	
9/14/2020	415	Texas Municipal Clerks Association - Dr. Snay Scholarship Fund for 2019-2020	7639				\$155.00		\$1,489.66	
9/14/2020		Lone Star Chapter Scholarship Transfer for 2019-2020 Membership Dues		\$155.00					\$1,334.66	
9/14/2020		Athenian Dialogue Profit (1/31/2020) TRANSFER		\$589.09					\$745.57	
9/14/2020		Scholarship transfer for ck 7621 - Deborah Sorensen 11-4-19				\$250.00			\$745.57	
9/14/2020		Scholarship transfer for ck 7624 - Mayra Sullivan 12-19-19				\$250.00			\$745.57	
9/14/2020		Scholarship transfer for ck 7625 - Shelley George 12-19-19				\$250.00			\$745.57	
9/14/2020		Scholarship transfer for ck 7634 - Tina Stewart 3-4-20				\$250.00			\$745.57	
9/14/2020		Scholarship transfer for ck 7637 - Tina Link 6-6-20				\$250.00			\$745.57	
		Balance September 30, 2020 Total		\$744.09	\$0.00	\$1,250.00	\$295.73	\$146.68	\$1,995.57	

LSMCA TREASURER'S REPORT										
SAVINGS REGISTER RECONCILIATION										
FOR FISCAL YEAR 2019-2020										
Date	Acct Code	Description	Transfer to Checking	Deposits	Acct. Reimb.	Check Amount	Debit Card	Balance		
9/1/2020		Beginning Balance						\$22,172.04		
9/14/2020		Lone Star Chapter Scholarship Transfer for 2019-2020 Membership Dues		\$155.00				\$22,327.04		
9/14/2020		Athenian Dialogue Profit (1/31/2020) TRANSFER		\$589.09				\$22,916.13		
9/14/2020		Scholarship transfer for ck 7621 - Deborah Sorensen 11-4-19	\$250.00					\$22,666.13		
9/14/2020		Scholarship transfer for ck 7624 - Mayra Sullivan 12-19-19	\$250.00					\$22,416.13		
9/14/2020		Scholarship transfer for ck 7625 - Shelley George 12-19-19	\$250.00					\$22,166.13		
9/14/2020		Scholarship transfer for ck 7634 - Tina Stewart 3-4-20	\$250.00					\$21,916.13		
9/14/2020		Scholarship transfer for ck 7637 - Tina Link 6-6-20	\$250.00					\$21,666.13		
9/30/2020		Deposit - Interest - Chase		\$0.18				\$21,666.31		
9/30/2020		Balance September 30, 2020	\$1,250.00	\$744.27				\$21,666.31		