



**NORTH TEXAS CHAPTER**  
TEXAS COURT CLERKS ASSOCIATION

## News Corner

*Thank you North Texas Chapter for a wonderful 2016! So much was done and so much was accomplished, and none of it would have been possible without your dedication.*

### Membership:

As of January, the North Texas Chapter has 325 active members. TCCA is now accepting applications for 2017 renewals. Remember memberships expired December 31, 2016, so if you haven't already submitted your renewal... do it today! Visit TCCA's **new** website at [www.TCCA.wildapricot.org](http://www.TCCA.wildapricot.org) and choose the JOIN US tab to complete the process. If you have questions or need any additional information, please contact TCCA Membership Chair, Jennifer Bozorgnia.

\*Don't forget to upload a photo of yourself to your member profile. This assists other clerks with putting a face to your name!

North Texas Chapter Conference Pictures:



Caption: (Above) North Texas Chapter Members at TCCA's Awards Banquet on October 11, 2016. (Right) North Texas Chapter Members group photo during the annual Conference in San Marcos, TX.

### Newly elected 2017 Chapter Board of Directors:

2017 Board of Directors:		
President*:	Jennifer Bozorgnia (Irving)	<a href="mailto:jbozorgnia@cityofirving.org">jbozorgnia@cityofirving.org</a> ;
Vice President:	Elaine Biles (Arlington)	<a href="mailto:Elaine.biles@arlingtontx.gov">Elaine.biles@arlingtontx.gov</a> ;
Secretary*:	Melissa Rodriguez (Haltom City)	<a href="mailto:mrodriguez@haltomcitytx.com">mrodriguez@haltomcitytx.com</a> ;
Treasurer:	Katy Tagg (Arlington)	<a href="mailto:Katy.tagg@arlingtontx.gov">Katy.tagg@arlingtontx.gov</a> ;
Director-at-Large:	Sheli Masterson (Irving)	<a href="mailto:smasterson@cityofirving.org">smasterson@cityofirving.org</a> ;
Director-at-Large*:	Matt Freeman (Frisco)	<a href="mailto:mfreeman@friscotexas.gov">mfreeman@friscotexas.gov</a> ;
Director-at-Large:	Vacant	
Director-at-Large*:	Yolanda Kvaal (Frisco)	<a href="mailto:ykvaal@friscotexas.gov">ykvaal@friscotexas.gov</a> ;

\*Positions newly elected as of December 9<sup>th</sup> Business Meeting



# Congratulations!

## 2016 Chapter Award Recipients



**FRONT LINE AWARD:** (Top Center) Hurst Deputy Court Clerk, **Martha Olea**, pictured with Lisa Howard and Esther Henry. (Right) Irving Deputy Court Clerk, **Stephanie Llanas**, pictured with Jennifer Bozorgnia.



**PROFESSIONALISM AWARD:** (Above Left) Irving Court Operations Manager, **Sheli Masterson**, pictured with Jennifer Bozorgnia. (Above Middle) Richardson Senior Court Clerk, **Melinda Weller**, pictured with Kimberly Kierce and Jennifer Bozorgnia.

**PRESIDENT'S AWARD:** (Above Right) Richardson Court Administrator, **Kimberly Kierce**, pictured with Jennifer Bozorgnia.

**EXCELLENCE AWARD:** (Left) Fort Worth Assistant Clerk of the Court, **Juan Paredes**, pictured with Lisa Howard and Jennifer Bozorgnia. (Right) Denton Bond Docket Clerk, **Chelsea Hollis**, pictured with Jennifer Bozorgnia.



**We are also very proud of all of our members who take the time and initiative to become certified. You are all a great testimony to the dedication and professionalism of Texas Court Clerks! If you want to know more about becoming certified at any level, please reach out to any of our board members.**

As we did last year, we will be celebrating those who have accomplished any level of certification throughout the year by recognizing them through the Chapter Newsletter/Email Blast. If you'd like to celebrate an accomplishment with the chapter for yourself or any fellow clerks, please notify Chapter Vice-President, Elaine Biles, to be included in an upcoming issue.

Additionally, members will notice this year a renewed effort to bring our chapter closer together. We recognize how difficult it is for so many clerks to leave their courts throughout the day, for business meetings, luncheons, etc. Therefore, we'll be planning a series of opportunities to meet with each other and network. We'll keep you updated as details are confirmed. If you know of any courts throughout our area that aren't members, please forward their information to any of our board members.

### **Education:**

The 2017 Education calendar has been completed! Below is a listing of the upcoming dates and locations. For now, look to our chapter website for specifics on what classes each location will be offering ([www.tccanorthtexas.com](http://www.tccanorthtexas.com))! Thank you to our amazing Education Committee for getting these planned and submitted.

<b>Proposed Date and Time:</b>	<b>Location:</b>
February 24, 2017 (9a-4p)	McKinney
April 5, 2017 (9a-4p)	Denton
April 28, 2017 (9a-4p)	Wylie
May 10, 2017 (9a-4p)	Irving
June 1, 2017 (9a-4p)	Arlington
June 23, 2017* (9a-1p)	Hurst
July 31, 2017 (9a-4p)	Fort Worth
August 9, 2017 (9a-4p)	Irving
September 27, 2017 (9a-4p)	Denton
October 30, 2017 (9a-4p)	Fort Worth

\*Certification Testing

### **Website:**

With our website in mind, please be aware that as the year progresses you will notice a transition towards the main Association's page, instead. You may have already utilized the new training registration process through TCCA's new website. With this improved functionality, you now have the ability to confirm you're registered for education, view who else will be attending and view other training opportunities throughout the State. Training certificates will be archived and other important chapter information will be listed on our page through main Association's site, so you'll no longer have to visit two different places.

**If you are interested in becoming more involved, I have included a summary of the different chapter committees on the next page. We are in need of a new Chapter Historian, so please let me know if you're interested! *Your board and I are looking forward to a very productive 2017. As your Chapter President, it is a privilege to serve you.* ☺**

**Yours Sincerely,**  
*Jennifer Bozorgnia*

## **Committees:**

*Our Chapter is only as strong as it's membership support. We encourage you to take an active part in the success of this Chapter by signing up to serve on a committee. Various committees are listed below with a description of the duties and responsibilities of each. If you're intersted, please reach out to any of our Board members.*

- **Education** – This committee shall be responsible got the planning, development and implementation of all educational and developmental programs for the calendar year.
- **Finance and Reconciliation** – This committee, along with the Board, shall be responsible for recommending allocation of financial resources. This Committee will be responsible for merchandise orders and sales. This Committee shall also be responsible for reviewing and awarding chapter scholarships. Preparations of the Chapter financial records for Audit by the TCCA Audit Committee shall be completed by January 31<sup>st</sup> of each year covering the prior year's financial records. The NTC Treasurer shall prepare the records for the NTC President, or designee, to present the records for audit at the Mid-Year Board Meeting.
- **Warrant Round-Up** – This Committee shall keep the chapter informed about the Statewide Warrant Round-Up. Committee members will be responsible got recruiting agencies to participate; provide information to participating agencies about the round-up; and ensuring that participating agencies report their results.
- **Legislation** – This committee shall be responsible for keeping the membership informed regarding suggested legislative changes as well as advise membership of proposed legislation, Attorney General Opinions, and/or any other source of information which might affect the operation of municipal/justice courts.
- **Bylaws** – This Committee shall keep the Chapter informed of proposed TCCA Bylaw changes and report recommended bylaw changes on behalf of the chapter to the TCCA Bylaws Chairperson.
- **Historian** – This Committee shall be responsible for obtaining historical information about the Chapter such as photos and facts from events and/or of chapter members and preserving them in a historical file or scrapbook.
- **Conference Chapter Table/Prizes** – This Committee shall be responsible for setup, decoration and maintenance of the Chapter table throughout the TCCA Annual Conference. Decoration of the table should be in keeping with the conference theme for that year. This committee shall also solicit and secure door prizes from area municipalities (at no cost to the Chapter) and said prizes will be given away during the course of the annual conference. This Committee will work with the Finance Committee for any merchandise purchases related to Conference.
- **Publication** – This Committee shall be responsible for creation of the Chapter newsletter containing articles of important court related information as well as activity of the TCCA and its Chapters and upcoming events.
- **Membership** – This Committee shall be responsible for recruiting members and the circulation of information about our Association and Chapter to local municipal and JP courts.
- **Nominations** – The Committee shall be responsible for soliciting nominations from the Chapter membership at least 30 days prior to the last meeting of the calendar year for Chapter Officer positions up for election that year.
- **Public Relations** – This Committee shall be responsible for soliciting nominations for the Professionalism Award, Excellence Award, and Front Line Award and/or any other Honorary Award deemed necessary by the Board at least 30 days prior to the last meeting of the calendar year. This Committee shall also be responsible for reviewing nomination eligibility requirements, selecting a winner(s) in each category and obtaining all award(s) and recognitions for presentation at the last business meeting of the calendar year.
- **Technology** – The Website Committee shall be responsible for the development and maintenance of the NTC website. The Committee will continuously exchange information with the membership regarding the organization by utilizing the Internet as its main information source and email as a vital communication tool. The NTC website will serve as an additional tool to recruit members, promote upcoming events and activities, as well as engage members in opportunities for professional and personal development.