

Town of Trophy Ethics Review Commission Meeting Minutes  
July 29, 2025, 6:00 p.m., Regular Meeting  
1 Trophy Wood Drive, Trophy Club, Texas 76262

**CALL TO ORDER**

Vice Chair Olson called the meeting to order at 6:02 p.m.

**ETHICS REVIEW COMMISSION MEMBERS PRESENT**

Jennifer Olson, Chair  
Mindi Bone, Vice Chair  
Amy Mancuso, Place 2  
Julie Edwards, Place 3

**STAFF PRESENT**

Brandon Wright, Town Manager  
Jackie Ross, Sr. Administrative Assistant (for Town Secretary)

**PUBLIC COMMENTS**

There were none.

**REGULAR ITEMS**

1. Consider approval of the June 17, 2025, Ethics Commission meeting minutes. (Tammy Dixon, Town Secretary).

Commissioner Edwards moved to approve the June 17, 2025, meeting minutes. Vice Chair Bone seconded the motion.

**VOTE ON THE MOTION**

**AYES:** Olson, Mancuso, Edwards, Bone

**NAYES:** None

**VOTE:** 4-0

2. Consider a recommendation to the Trophy Club Town Council proposed changes to Article 1.05, Code of Ethics and Conduct, of the Town's Code of Ordinances. (Brandon Wright, Town Manager)

Town Manager Wright explained at the July 14, 2025 Town Council Meeting, the Town Council reviewed the recommended changes proposed by the Ethics Review Commission and referred the matter back to the Commission for further consideration of Article 1.05.004(1)(E) regarding awards, grants, scholarships, or similar gifts related to training, licensing, or education from nonprofit organizations limited to Town employees and their families.

Teryl Flynn, 417 Ramsey Trail, spoke on Agenda Item 2, Article 1.05.004(1)(E), regarding the Trophy Club Rotary Club's First Responder Recognition Scholarship Award process for First Responders and their families. She distributed copies of the Club's policy and procedures to the commissioners. Mrs. Flynn emphasized The Rotary Club's blind, anonymous, and stringent selection process, noting that no town employees or council members participate in award decisions. She requested revising the policy to allow recipients to receive awards annually rather than once every four years mostly due to the small number of applications received.

The Commission's discussion included:

- **Scholarship Limitations:** Concerns were raised about the existing limitation of one scholarship every four years and its impact on awards for First Responders and family members.
- **Anonymity and Fairness:** The importance of maintaining anonymity and transparency in the awarding process was emphasized to avoid any appearance of undue influence.
- **Limiting Awards to Directors:** The committee discussed restricting the frequency of awards only for director-level employees (including chiefs), with a definition of "director" to be added referencing Town administrative policies.
- **Town Manager's Role:** Clarified that the Town Manager's role is to review scholarship processes for compliance with the Ethics Ordinance, not to approve recipients.
- **Effective Date:** Recommended changes to Article 1.05.004(1)(E) would be effective January 1, 2026, to avoid impacting ongoing awards.

Commission Mancuso moved to authorize the Town Manager to finalize the discussed changes to Article 1.05.004 and specifically Article 1.05.004(1)(E) of Ethics and Conduct, of the Town's Code of Ordinances, with Town Attorney for proper wording, and submit the revisions to the Town Council. Motion was seconded by Commissioner Edwards.

#### VOTE ON THE MOTION

**AYES:** Olson, Mancuso, Edwards, Bone

**NAYES:** None

**VOTE:** 4-0

#### ADOURN

Chair Olson adjourned the meeting at 6:54 p.m.

**ATTEST**

Town Secretary

Jennifer Olson, Chair