



THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
BOARD OF DIRECTORS MEETING
Embassy Suites Hotel, Spa, & Conference Center
Meeting Date: January 28, 2019 at 10:00 A.M.

MEETING MINUTES

1. Roll Call

Lisa Johnson, Secretary, conducted Roll Call and marked the following Present:

Officers

- X President – Jennifer Lindenzweig, County Clerk, Hunt Co.
- X Vice President – Laura Hinojosa, District Clerk, Hidalgo Co.
- X Treasurer - Stacey Kemp, County Clerk, Collin Co.
- X Secretary – Lisa Johnson, Combo Clerk, Hemphill co.
- X Immediate Past President – Tammy Kneuper, District Clerk, Bandera Co.

Board Members

	Director in Charge	Director
Region I	X Sherri Jones – Wheeler County District Clerk	X Julie Smith – Potter County Clerk
Region II	X Sandra Roblez – Yoakum County District Clerk	X Karren Winter – Archer County Clerk
Region III	X Judy Crawford – Crane County Combo Clerk	X Berta Rios Martinez – Brewster County Clerk
Region IV	X Beverly Crumley – Hays County District Clerk	A Liz Gonzalez - Hays County Clerk
Region V	A Andy Harwell – McLennan County Clerk	X Jon Gimble – McLennan County District Clerk
Region VI	X Sherry Dowd – Navarro County Clerk	X Loretta Cammack – Nacogdoches County District Clerk
Region VII	X Schelana Hock – Polk County Clerk	X Lisa Teinert – Lee County District Clerk
Region VIII	X J.C. Perez – Jim Wells County Clerk	X Esther Degollado – Webb County District Clerk
	X Parliamentarian-Clarissa Webster, Ector County District Clerk	

A quorum was present and announced to Jennifer Lindenzweig. (Attachment A)

2. Call to Order

President Jennifer Lindenzweig called the Board of Directors meeting of The County and District Clerks' Association of Texas to order at 10:06 a.m. on January 28, 2019.

3. Invocation – Andy Harwell, McLennan County Clerk

In Andy's absence, J.C. Perez, Jim Wells County Clerk, led the invocation.

4. Pledges to the American and Texas Flag – Jennifer Lindenzweig

The pledges to the American Flag and the Texas Flag were led by Jennifer Lindenzweig.

5. Approval of Minutes:

a. Business Meeting: June 11, 2018 San Antonio – Lisa Johnson (Attachment B)

The minutes for the Business Meeting held on June 11, 2018 in San Antonio were presented by Lisa Johnson for review and approval. Julie Smith moved to approve the minutes as presented. Beverly Crumley seconded the motion. None were opposed, the motion carried.

b. Board of Directors: September 5, 2018 Georgetown – Lisa Johnson (Attachment c)

The minutes for the Board of Directors Meeting held on September 5, 2018 in Georgetown were presented by Lisa Johnson for review and approval. Tammy Kneuper moved to approve the minutes as presented. Stacey Kemp seconded the motion. None were opposed, the motion carried.

6. Discussion of Treasurer's Reports to be Submitted for Audit – Stacey Kemp

a. Sales and Use Tax Report (Attachment D)

Stacey presented the report for the period ending September 30, 2018 the amount was \$373.64. There was no tax to report for the period ending December 31, 2018.

b. Treasurer's Report – September 4, 2018 to Present (Attachment E)

Stacey reported Total Income of \$201,736.71 part of which was \$41,979.24 from the Judicial Grant funds. She reported Total Expenses of \$128,427.54 and Net Income of \$73,309.17. The bank balance as of January 25, 2019 is \$123,607.58, Current Assets are \$224,577.70, and Total Liabilities and Equity are \$355,804.85. Jennifer said these reports will be submitted to Josh and Larry for audit.

c. Budget Amendments/Line Item Transfers

Stacey said there are no Budget Amendments or Line Item Transfers on this report.

7. Discussion Items/Consideration and Approval

a. Proposed Budget FY 2019-2020 - Stacey Kemp (Attachment F)

Stacey told the board that there will be a line item added to the budget for Grant Reimbursement under Income. She said there will be an increase in the scholarships to \$1,500 per year which was previously approved by the board. Judy Crawford moved to adopt the FY 2019-2020 Proposed Budget. Lisa Teinert seconded the motion. None were opposed, the motion carried.

b. Audit Reports

i. Final Audit for FY 2017-2018 – Mark Staples/Nancy Rister

Jennifer said we do not have a final Audit Report for FY 2017-2018. She will follow up and try to get this information to the board.

ii. First Audit for FY 2018-2019 – Josh Tackett/Larry Bevill (Attachment G)

Jennifer presented the Audit Letter. Josh said currently there is no way to track dues as they come in due to TAC handling them. He said all other items are good. Jennifer suggested that Stacey send the dues reports from TAC to Larry and Josh. Loretta moved to accept the First Audit for FY 2018-2019. Beverly seconded the motion which carried unopposed.

c. 123rd Annual Conference Final Report

Jennifer said she had received Donna Kay McKinney's conference notebook but no report has ever been presented. Jennifer said the work that TAC did to find expenses that could be covered by grant funds, kept us from having a loss for this conference. The income from the conference was \$2,299.28. Jennifer will submit the conference notebook to the Audit Committee for audit. There was discussion about how to avoid this situation with conferences in the future.

d. Ratify Vote Setting Amount for Grant Reimbursement for Winter Conference (Attachment H)

Jennifer presented the electronic vote taken by the Executive Board on November 8, 2018: Lisa Johnson moved to set reimbursement for 3 nights at \$70/night. Julie seconded the motion. Lisa amended the motion to set reimbursement for 3 nights at \$70/night plus travel. Julie seconded this motion which carried unopposed. The Executive Board is recommending to ratify the electronic vote even though the attendance at this conference is much higher than expected. Sherry Jones moved to ratify the electronic vote to set the reimbursement rate at 3 nights at \$70/night plus travel. Karen Winter seconded the motion which carried unopposed.

e. Vendor Update – County Progress

Becky with County Progress reported that 41 vendor spaces have been purchased totaling \$47,900.00 which is a \$10,550.00 increase from last year. Jennifer said vendors will get an appreciation trophy.

f. Fall 2018 Conference Update – TAC (Attachment I)

Luz reported 259 attendees from 141 counties. The conference had a loss of \$2,741.11. Jennifer said there was an effort to keep expenses low. There are outstanding registration fees of \$390.00. Luz said the evaluations were very good.

g. Winter 2019 Conference Update – TAC (Attachment J)

Luz reported the highest attendance ever of 526 representing 237 counties. Total registration fees are \$94,485.00 with \$17,550.00 still unpaid. Sponsorships total is \$32,000.00 and Vendor revenue is \$15,900.00. The projected profit is \$10,384.70. Jennifer said the bags and T shirts have been sponsored to keep costs down.

h. Member Dues Update – TAC (Attachment K)

Luz reported \$54,825 has been collected in dues thus far. There has been some confusion about carry over dues from the previous clerks to the newly elected clerks. TAC will cross reference these clerks to verify if they are paid up. Jennifer will announce during the conference that clerks may check with Luz to find out if their dues are paid.

i. 124th Annual Conference Update – Heather Hawthorne, Chambers County Clerk (Attachment L)

Heather Hawthorne has agreed to head up this conference after the defeat of both Harris County clerks. Heather told the board that she has reached out to the newly elected Harris County clerks for help. She said the hotel room rates are set at the government rate. The Education Committee chairs, Judy Crawford and Lori Bohannon, have the proposed agenda. Kofile will provide a \$25,000.00 sponsorship for this conference. Heather said the registration fee will be \$225.00 and registration will open on March 1, 2019. She said there will not be any off site events due to high food and beverage fees required by the venue. There will be free self-parking at the host hotel.

j. 125th Annual Conference Update – Jon Gimble/Andy Harwell (Attachment M)

Mandy Spikes, Convention Sales & Service Manager, said the dates for the conference are May 31 to June 4, 2020. The venue is the Hilton Waco with overflow at the Courtyard Marriott, Hotel Indigo, and Residence Inn. Mandy went over air service, and convention services. Jon told the board a local distillery will sponsor the Board Reception on Saturday night. The Welcome Reception will be held at the Waco Suspension Bridge, the President's Reception will be held on site in the Brazos Ballroom, and the Banquet will be held in Chisolm Hall at the Convention Center. Jon spoke about the events and local attractions. Jon presented a proposed budget of \$149,250.00. Stacey Kemp moved to approve Waco's proposed budget. Sherry Dowd seconded the motion which carried unopposed. Jon said they will apply for a local grant to help cover expenses.

k. Proposed Bylaw Changes

Velva Price presented the proposed Bylaw changes:

CDCAT 2019 PROPOSED BY-LAW LANGUAGE

Proposal #1

10.14: SCHOLARSHIP COMMITTEE

Present Language: All scholarships should first be awarded to a child or legal ward of an active member within each region.

Suggested Changes: All scholarships should first be awarded to a child, **grandchild** or legal ward of an active member within each region.

Proposal #2

7.10 Secretary

Present Language: The minutes of the Annual Conference business meeting shall be presented for approval by the January conference.

Suggested Changes: The minutes of the Annual Conference business meeting shall be presented for approval by the **next** conference after the annual meeting.

Proposal #3

ARTICLE IX – ANNUAL CONFERENCE

9.01E. A final conference report shall be submitted to the Board of Directors at the Winter Conference Board of Directors Meeting by the Conference City Host at least 10 days before the Winter Conference Board Meeting

Suggested Changes: A final conference report shall be submitted to the Board of Directors at **next** Board of Directors Meeting by the Conference City Host at least 10 days before the **next Board of Directors Meeting after the Annual Conference**.

PROPOSAL #3A

ARTICLE IX - ANNUAL CONFERENCE –

9.01G. A final Conference report shall be submitted to the Board of Directors at the Winter Conference Board of Directors Meeting.

SUGGESTED CHANGES:

G. A final Conference report shall be submitted to the Board of Directors at the **next** Board of Directors Meeting by the Conference City Host at least 10 days before the **next** Board of Directors Meeting.

Proposal #4

NEW PROVISION

ARTICLE XIV – COMPENSATION

COMPENSATION – [14.03] COMMITTEE CHAIRS: Chairs of Committees may receive reimbursement for any expenses incurred on behalf of attending a Board of Directors meeting or specially called meeting[s]. Upon written request to the Treasurer and approval by the President reimbursement requests shall be processed within thirty [30] days of the date submitted. The member must provide proof of mileage using MapQuest [or similar mileage program] and receipts of expenses incurred on behalf of the Association, which includes:

A. Hotel room plus tax;

B. Meals per day;

C. Cost of air fare and mileage which shall be paid at rates established by the Texas Comptroller of Public Accounts.

Proposal #5

ARTICLE V MEMBERS:

RIGHTS OF ACTIVE MEMBERS (5.02) Each active member of the Association who has paid the current year's membership dues based on CDCAT's fiscal year July 1 – June 30 shall be entitled to:

B. Access to the CE Tracker Program in which the active member shall enter and track their education hours, which have been approved by the Association

SUGGESTED CHANGES:

ARTICLE V MEMBERS:

RIGHTS OF ACTIVE MEMBERS (5.02) Each active member of the Association who has paid the current year's membership dues based on CDCAT's fiscal year July 1 – June 30 shall be entitled to:

B. Access to the CE Tracker Program in which the active member shall enter and track their education hours, which have been approved by the Association unless the member has not fully paid for the conference/program that they are claiming in the tracker. The member shall be informed of the lack of payment and given ____ days to respond. The education hours shall not be awarded until full payment has occurred unless a majority of the board of directors votes that such hours be awarded after written notice and a full hearing – similar to 5.07.

Proposal #6

NEW PROVISION

ARTICLE XI [11.04]

SPEAKER/WRITER CREDIT

Education Credit hours may be earned through teaching or participating in an approved educational program. Credit shall be granted for preparation time and presentation time, including preparation credit for repeated presentations not to exceed ____ hours. The President, Vice President and Education Committee shall determine the amount of credit hours to be granted for each presentation.

I. Committee Reports

i. Sales – Berta Rios-Martinez

Berta said Jennifer had asked her to chair this committee. She said the committee did a great job at Winter Conference. New items had been ordered however some had not come in. Some items that were not moving fast had been marked down. Stacey recommended that the Sales Committee members get their hotel reservations made in advance to make it easier to bring the merchandise with them. The board agreed.

ii. re:SearchTX – Sharena Gilliland

Sharena Gilliland reported that re:SearchTX went live to the public in November. She said redaction for the clerks has been turned off. Clerks can send their financial information if they would like to collect the funds generated from re:SearchTX. JCIT is working on making Attachments/Exhibits/Lead Documents more consistent from county to county. Sharena said Tyler can turn off the stamp for Proposed Orders and that clerks can change their file mark to color and change the font if they would like. There is proposed legislation to prevent clerks from liability with regard to re:SearchTX and a bill proposing a state wide case management system.

iii. Pictorial Directory– Loretta Cammack

No report at this time. Tammy said iDocket is taking headshots for the Directory and business cards at this conference.

iv. Procedure Manuals – Sherri Jones/Beth Rothermel

Beth reported that the committee has been working with OCA and the District Clerks Manual will be updated first. She said the committee had explored doing our own manual but realized it would be too big a task. Brandon with OCA has sent 4 chapters to review. Jennifer noted that the County Clerks Manual has not been updated since 2013.

8. New Business

Laura told the board that the 2017 Tax Return had been filed and accepted. Jennifer led discussion regarding the Fall 2020 Conference, the board agreed to keep doing the Fall Conference as opposed to a Spring Conference. There were many suggestions for locations in different areas of the state. Luz will look into options and report on her findings. Jennifer noted that the Winter Conference in 2021 and 2022 will be held in Denton. Jennifer announced that a group photo will be taken before everyone leaves the room.

ADJOURN

There being no further business, Sandra Roblez moved to adjourn the meeting. Sherry Dowd seconded the motion which carried unopposed. The meeting adjourned at 11:50 a.m. on January 28, 2019.

Respectfully submitted,

Lisa Johnson, Hemphill County & District Clerk-Secretary