



**The County & District Clerks' Association of Texas**  
**Board of Directors Virtual Meeting**  
**Meeting Date: August 19, 2020 @ 3:00pm**

**MEETING MINUTES**

**1. CALL TO ORDER**

President Stacey Kemp called the Board of Directors meeting of the County and District Clerk's Association of Texas to order at 3:04pm

**2. ROLL CALL**

Roll call by Julie Smith, Secretary and marked the following present:

**Officers**

- ☒ President - Stacey Kemp, Collin County Clerk
- ☒ Vice President – Lisa Johnson, Hemphill County Combo Clerk
- ☒ Treasurer – Patti Henry, Chambers County District Clerk
- ☒ Secretary – Julie Smith, Potter County Clerk
- ☒ Immediate Past President – Laura Hinojosa, Hidalgo County District Clerk

**Board Members**

**Director**

**Director in Charge**

- |             |  |   |
|-------------|--|---|
| Region I    | <input checked="" type="checkbox"/> Brenda McKanna, Moore County Clerk                   | <input checked="" type="checkbox"/> Melissa Mead, Hartley County Combo Clerk        |
| Region II   | <input checked="" type="checkbox"/> Paige Lindsey, Terry District Clerk                  | <input checked="" type="checkbox"/> Kim Carter, Terry County Clerk                  |
| Region III  | <input checked="" type="checkbox"/> Berta Rios Martinez, Brewster County Clerk.          | <input checked="" type="checkbox"/> Tammy Robinson, Taylor County District Clerk    |
| Region IV   | <input checked="" type="checkbox"/> Rachel Chavez-Duran, Sutton County Combo             | <input checked="" type="checkbox"/> Velva Price, Travis County District Clerk       |
| Region V    | <input checked="" type="checkbox"/> Cathy Jentho, Eastland County Clerk                  | <input checked="" type="checkbox"/> Sharena Gilliland, Parker County District Clerk |
| Region VI   | <input checked="" type="checkbox"/> Terri Willard, Rusk County District Clerk            | <input checked="" type="checkbox"/> Laura Hughes, Kaufman County Clerk              |
| Region VII  | <input checked="" type="checkbox"/> Lisa Teinert, Lee County District Clerk              | <input checked="" type="checkbox"/> Schelana Hock, Polk County Clerk                |
| Region VIII | <input type="checkbox"/> Anne Lorentzen, Nueces County District Clerk                    | <input checked="" type="checkbox"/> J.C. Perez III, Jim Wells County Clerk          |
|             | <input checked="" type="checkbox"/> Parliamentarian - Karren Winter, Archer County Clerk |   |

A quorum was present and announced to Stacey Kemp.

**3. Invocation**

Invocation was given by Laura Hinojosa, Immediate Past President.

**4. Pledges to the American and Texas Flags**

Pledges to the American and Texas Flags were led by Patti Henry, Treasurer.

**5. Welcome New Board Members**

Stacey Kemp, introduced and welcomed new Board members as well as the new Secretary, Julie Smith, Potter County Clerk.

**6. Presentation of 2020 – 2021 Committee Appointments**

Stacey Kemp, introduced Committee Chairs and members for 2020-2021 (Attachment A)

**7. Discussion/Consideration and Approval of signatures to be changed on the Edward Jones Accounts to President, Stacey Kemp, Treasurer, Patti Henry and Secretary, Julie Smith.**

Motion was made by Velva Price and Sharena Gilliland seconded the motion. None opposed, motion carried.

**8. Discussion/Consideration and Approval of adding New Secretary to Debit Card on Edward Jones Account and removing Jennifer Lindenzweig**

Motion was made by Patti Henry and Sharena Gilliland seconded the motion. None opposed, motion carried.

**9. Discussion/Consideration and Approval of Treasurer's Bond: A 3-year bond that covers all members of the Executive Board.**

Stacey Kemp and Lisa Johnson explained new bond process. This covers all Board members for 3 years which will lower the premiums.

Motion was made by Cathy Jentho and Lisa Teinert seconded the motion. None opposed, motion carried.

**10. Discussion/Questions Regarding 2020 - 2021 Adopted Budget**

Lisa Johnson stated that she and Laura Hinojosa met with the accountant to redo the budget to add more conferences to avoid uncategorized expenses that we had this year. She also stated that a third account labeled "Auxiliary Account" was created and would be funded by sponsorships and booth rental fees which will then be used to pay our lobbyist. This account also includes lobbyist tracking forms and additional investments forms that will keep up with interest on our investments. Lisa Johnson mentioned that over the next few years the budget will need to be tweaked due to the new format.

# **11. Discussion/Consideration and Approval of Treasurer's report (Attachment B)**

Lisa Johnson provided an update on the Treasurer's report and provided totals for the following as of June 30, 2020:

Total of Bank Accounts:	\$184,205.94
Total Assets including Investments	\$368,659.94
Total Conference Income	\$274,878.05
Scholarship Donations	\$ 11,029.00
Total Income	\$375,024.01
Profit and Loss (2 <sup>nd</sup> page of report)	
Conference Expenses	\$340,445.38
Total Expenses	\$471,103.78*
Net Income loss	\$ 95,833.18*

\*incurred expenses of 2019 Summer Conference in the amount of \$142,676.52 (the 2019 Summer Conference was canceled due to COVID19). Additionally, there was no income to offset the 2019 expenses as is usually the case.

Laura Hinojosa pointed out that CDCAT is still in good standing and Lisa confirmed that we are close to what we have been for the last couple of years.

Motion was made by Patti Henry to approve Treasurer's report as submitted by Lisa Johnson. Second from JC Perez, III. None opposed, motion carried.

Lisa further stated that the report will be sent to Audit Committee.

## **12. Discussion and Approval of the Minutes from July 30, 2020 Board of Directors Meeting (Attachment C)**

Patti Henry stated that Stacey sent out the minutes from the July 30, 2020 via email for approval. Patti did not receive any edits and additionally called for any edits during this meeting. No edits were received. Hearing none, the minutes will be accepted as submitted.

Motion was made by Lisa Johnson to accept the minutes as presented. Second from Laura Hughes. None opposed, motion carried.

Patti further stated that she will prepare the minutes from the business meeting held August 19, 2020 and will submit those for approval at the next meeting. She will forward everything to the new secretary, Julie Smith, and will present her written reports to the records manager.

### **13. Consideration and Approval of Immediate Past President's Gift**

Laura Hinojosa was asked to step out of the room for discussion on this item.

Stacey Kemp asked for consideration and approval of the Immediate Past President's gift. Stacey explained that it's been customary to give a gift for all of the hard work that the President has done for past years in the CDCAT Association. She further stated that GA-0354 makes it permissible to approve this type of gift. The customary amount has been \$5,000.00 which breaks down to \$1000.00 for each year as an officer of CDCAT. Stacey opened the floor for discussion. None received.

Motion was made by JC Perez, III (to give the past President, Laura Hinojosa \$5,000.00) and Tammy Robinson seconded the motion. None opposed, motion carried.

### **14. Update on Fall Conference – Luz Hinojosa, TAC**

Luz Hinojosa with TAC, clarified that the Fall Conference would not be held this year (prior board voted to cancel due to COVID19 concerns). Luz stated that she visited with Jennifer Lindenzweig and Judy Crawford, CDCAT education chairs in reference to offering 10 hours of virtual training for Clerks and that they are in the process of narrowing down possible speakers. Sam Burke is currently canceling hotel registrations. Luz also mentioned that she and Karen Gladney are currently reviewing contracts for Fall 2022 and 2023 in College Station without any penalties as that was the deal for CDCAT cancelling Fall 2020 Conference.

Sam Burke with TAC, stated that all registrations have been canceled and refund requests have been made. Refund checks will be cut soon and might take a little longer due to the volume. Sam also stated that the host hotel cancellations were taken care of by TAC and asked Regional Directors to notify their Regions about overflow hotels as TAC would not handle the cancellations for those. If anyone blocked rooms outside of the host hotels, they will be responsible for canceling on their own or they will be charged.

### **15. New or Future Business**

Velva Price mentioned a potential lawsuit against JCIT by Courthouse News in reference to allowing documents presented for filing to be seen by the news prior to the Clerk's accepting. An anonymous survey will be sent to Clerk's to ask for their response in reference to this topic. Velva will work with Luz Hinojosa on sending out a survey.

Patti Henry asked Regional Directors to ask the Regions how they feel about virtual meetings and would like feedback within the next couple of weeks. Discussion followed and it was decided that a committee would come up with the questions for the survey. Laura Hinojosa agreed to Chair the committee and Stacey asked for additional volunteers. The following agreed to help with survey questions which TAC will send out to the attendees:

Patti Henry – Chambers County District Clerk  
Laura Hinojosa – Hidalgo County District Clerk  
Velva Price – Travis County District Clerk  
Julie Smith – Potter County Clerk

Questions that the committee comes up with will be submitted to Stacey Kemp for her approval before sending them to Luz.

Luz stated that normally a “thank you for attending” email is sent from TAC after each conference and they will include links to the presentation as well as the survey questions.

**16. Adjourn**

Stacey open the floor for any further comments. None were heard.

Motion was made by Stacey Kemp to adjourn and JC Perez, III seconded the motion. None opposed, motion carried.

There being no further business, the meeting adjourned at 3:49pm.

*Respectfully submitted,*



*Julie Smith  
Potter County Clerk  
CDCAT Secretary*



## CDCAT Committees 2020 - 2021

## Stacey Kemp

## Attachment A

A	B	C	D	E	F	G	H
1	CDCAT COMMITTEE APPOINTMENTS 2020 - 2021						
2	COMMITTEE	NAME	TITLE	COUNTY	Mobile	Email	Region
3	AUDIT COMMITTEE (2 members, not Officers) - 10.11						
4		Nancy Rister	County Clerk	Williamson	512-818-5737	nrister@wilco.org	4
5		Tammy Kneuper	District Clerk	Bandera	830-796-4606	districtclerk@banderacounty.org	4
6	BYLAWS (P, VP, S, Parl + 3)						
7	Chair	Velva Price	District Clerk	Travis	512-956-2102	velva.price@traviscounty.tx.gov	4
8		Larry Bevell	County Clerk	Taylor	325-668-6122	bevill@taylorcountytexas.org	3
9		Cheri Hawkins	District Clerk	Shackelford	325-201-8860	cheri.hawkins@shackelfordcounty.org	2
10		Krystal Valdez	County Clerk	Ellis	972-351-0376	krystal.valdez@co.ellis.tx.us	5
11		Heidi Easley	Combo Clerk	Victoria	361-676-4559	heasley@vctx.org	8
12	President	Stacey Kemp	County Clerk	Collin	214-356-4808	skemp@co.collin.tx.us	5
13	Vice President	Lisa Johnson	Combo Clerk	Hemphill	806-255-3002	lisa.johnson@co.hemphill.tx.us	1
14	Secretary	Julie Smith	County Clerk	Potter	806-379-2288	juliesmith@co.potter.tx.us	1
15	Parliamentarian	Karren Winter	County Clerk	Archer	940-782-6098	karren.winter@co.archer.tx.us	3
16	COMMUNITY OUTREACH						
17	Chair	Sylvia Garza Perez	County Clerk	Cameron	956-346-5367	sylvia.perez@co.cameron.tx.us	8
18		Heather Marks	District Clerk	San Patricio	956-802-3822	heather.marks@co.san-patricio.tx.us	8
19		Gracie Alaniz-Gonzales	County Clerk	San Patricio	361-813-8125	ggonzales@co.san-patricio.tx.us	8
20		Dana Hogg	District Clerk	Hardin	409-673-0535	dana.hogg@co.hardin.tx.us	7
21	CONFERENCE CITY SELECTION (3 members) - 10.10						
22		Dawn Lantz	District Clerk	Kerr	830-459-9599	dlantz@co.kerr.tx.us	4
23		Cathy Jenthro	County Clerk	Eastland	254-629-5106	ecco@eastlandcountytexas.com	5
24		Mary Ellen Flores	Combo Clerk	Goliad	361-433-8837	mflores@goliadcountytexas.gov	8

CDCAT Committees 2020 - 2021

Stacey Kemp

	A	B	C	D	E	F	G	H
25	<b>EDUCATION COMMITTEE (at least 1 CC, 1 DC, and/or Combo clerks from each of the 3 population groups)</b>							
26	Over 100K	Lori Bohannon	County Clerk	Wichita	940-781-5682	lori.bohannon@co.wichita.tx.us	2	
27	Under 20K	Karren Winter	County Clerk	Archer	940-782-6098	karren.winter@co.archer.tx.us	3	
28	20K - 100K	Linda Holman	District Clerk	Colorado	979-732-1853	linda.holman@co.colorado.tx.us	7	
29	20K - 100K	Brenda McKanna	County Clerk	Moore	806-930-4171	brenda.mckanna@co.moore.tx.us	1	
30	Over 100K	Clarissa Webster	District Clerk	Ector	432-425-4307	clarissa.webster@ectorcountytx.gov	3	
31	Under 20K	Melissa Mead	Combo Clerk	Hartley	806-576-6524	melissa.mead@co.hartley.tx.us	1	
32	Chair/20K - 100K	Jennifer Lindenzweig	County Clerk	Hunt	903-217-3006	jindenzweig@huntcounty.net	6	
33	20K - 100K	Beth Rothermel	County Clerk	Washington	979-530-8279	brothermel@wacounty.com	7	
34	20K - 100K	Anthony Monico	District Clerk	Tom Green	325-227-7469	anthony.monico@co.tom-green.tx.us	3	
35	Over 100K	Arturo Guajardo, Jr.	County Clerk	Hidalgo	956-279-6037	arturo.guajardo@co.hidalgo.tx.us	8	
36	<b>EDUCATION COMMITTEE Continued (at least 1 CC, 1 DC, and/or Combo clerks from each of the 3 population groups)</b>							
37	President	Stacey Kemp	County Clerk	Collin	214-356-4808	skemp@co.collin.tx.us	5	
38	Vice President	Lisa Johnson	Combo Clerk	Hemphill	806-255-3002	lisa.johnson@co.hemphill.tx.us	1	
39	Treasurer	Patti Henry	District Clerk	Chambers	409-267-5596	phenny@chamberstx.gov	7	
40	Secretary	Julie Smith	County Clerk	Potter	806-379-2288	juliesmith@co.potter.tx.us	1	
41	Past President	Laura Hinojosa	District Clerk	Hidalgo	956-605-1010	laura.hinojosa@co.hidalgo.tx.us	8	
42	<b>HISTORICAL COMMITTEE (3 members)</b>							
43	Chair	Beth Rothermel	County Clerk	Washington	979-530-8279	brothermel@wacounty.com	7	
44		Allison Haley	County Clerk	Midland	432-559-2276	ahaley@mccounty.com	3	
45		Alex "Lex" Archuleta	District Clerk	Midland	432-559-2902	aarchuleta@mccounty.com	3	

# CDCAT Committees 2020 - 2021

## Stacey Kemp

	A	B	C	D	E	F	G	H
46	LEGISLATIVE (CC, DC, Combo, Elections as Chairs) - 10.08							
47	Chair	Patti Henry	District Clerk	Chambers	409-267-5596	phenry@chamberstx.gov		
48	Chair	Joyce Hudman	County Clerk	Brazoria	979-864-0728	joyceh@brazoria-county.com	7	
49	Chair	Lisa Johnson	Combo Clerk	Hemphill	806-255-3002	lisa.johnson@co.hemphill.tx.us	7	
50	Chair	Heather Hawthorne	Elections	Chambers	409-267-7098	hhawthorne@co.chambers.tx.us	1	
51		Julie Smith	County Clerk	Potter	806-379-2288	juliesmith@co.potter.tx.us	7	
52		Judy Crawford	Combo Clerk	Crane	432-556-7340	judy.crawford@co.crane.tx.us	1	
53		Heidi Easley	Combo Clerk	Victoria	361-676-4559	heasley@vctx.org	3	
54		Beverley Walker	District Clerk	Fort Bend	512-787-6519	beverley.walker@fortbendcountytx.gov	8	
55		Anthony Monico	District Clerk	Tom Green	325-227-7469	anthony.monico@co.tom-green.tx.us	7	
56		Jamie Smith	District Clerk	Jefferson	409-651-2148	jsmith@co.jefferson.tx.us	3	
57		Loretta Cammack	District Clerk	Nacogdoches	936-552-9701	lcammack@co.nacogdoches.tx.us	7	
58		Lisa David	District Clerk	Williamson	512-508-2336	ldavid@wilco.org	6	
59		Pam Heard	District Clerk	Aransas	361-790-0128	pheard@aransascounty.org	4	
60		Sharena Gilliland	District Clerk	Parker	817-441-8149	sharena.gilliland@parkercountytx.com	8	
61		Bobbye Richards	District Clerk	Polk	832-785-7773	bobbye.richards@co.polk.tx.us	5	
62		Laura Hinojosa	District Clerk	Hidalgo	956-605-1010	laura.hinojosa@co.hidalgo.tx.us	7	
63	Co-Chair	Jon Gimble	District Clerk	McLennan	254-424-5331	jon.gimble@co.mclennan.tx.us	8	
64		Melisa Miller	District Clerk	Montgomery	936-537-8757	melisa.miller@mctx.org	5	
65		Tammy Biggar	County Clerk	Fannin	903-819-9848	tbiggar@fanninco.net	7	
66		Lee Haidusek Chambers	County Clerk	Liberty	936-336-4670	lee.chambers@co.liberty.tx.us	6	
67		Anna Schielack	County Clerk	Burleson	979-567-2329	coclerk@burlesoncounty.org	7	
68		Laura Richard	County Clerk	Fort Bend	832-471-1616	laura.richard@fortbendcountytx.gov	7	
69		Beth Rothermel	County Clerk	Washington	979-530-8279	brothermel@wacounty.com	7	
70		Becky Ivey	County Clerk	Johnson	817-723-6304	becky@johnsoncountytx.org	5	
71		Larry Beville	County Clerk	Taylor	325-668-6122	beville@taylorcountytexas.org	3	
72		Teresa Kiel	County Clerk	Guadalupe	830-303-8859	tkiel@co.guadalupe.tx.us	4	
73		Juli Luke	County Clerk	Denton	972-998-6062	juli.luke@dentoncounty.org	5	
74		Laura Hughes	County Clerk	Kaufman	972-998-0554	laura.kaufmancounty.net	6	
75		Elaine Cardenas	County Clerk	Hays	703-597-8818	elaine.cardenas@co.hays.tx.us		
76		Kim Carter	County Clerk	Terry	806-638-2118	elacard@aol.com	4	
						kcarter@terrycounty.org	2	



CDCAT Committees 2020 - 2021

Stacey Kemp

	A	B	C	D	E	F	G	H
77	<b>MEMORIAL COMMITTEE (3 members) - 10.17</b>							
78	Chair	Patricia Overbides	District Clerk	Ward	432-940-5584	poyerbides@co.ward.tx.us		
79		Ruby Garcia	District Clerk	Refugio	361-676-2458	rjvg211@aol.com	3	
80		Lila Deakle	County Clerk	Parker	817-301-8299	lila.deakle@parkercountytexas.com	8	
81	<b>NOMINATING (3 members) - 10.09</b>							
82		Celeste Bischel	Combo Clerk	Carson	806-206-8679	celestebischel@gmail.com	5	
83	Chair	David Trantham	District Clerk	Denton	940-300-9624	david.trantham@dentoncounty.com	1	
84		Kelly Pinion	County Clerk	Lubbock	806-786-3669	kpinion@co.lubbock.tx.us	5	
85		Nicole Tanner	County Clerk	Hill	254-479-0088	countyclerk@co.hill.tx.us	2	
86		Marchel Eubank	District Clerk	Hill	254-707-1440	meubank@co.hill.tx.us	5	
87	<b>OCA TEXAS ADVISORY COUNCIL (Executive Board + 4)</b>							
88	President	Stacey Kemp	County Clerk	Collin	214-356-4808	skemp@co.collin.tx.us	5	
89	Vice President	Lisa Johnson	Combo Clerk	Hemphill	806-255-3002	lisa.johnson@co.hemphill.tx.us	1	
90	Treasurer	Patti Henry	District Clerk	Chambers	409-267-5596	phenry@chambers.tx.gov	7	
91	Secretary	Julie Smith	County Clerk	Potter	806-379-2288	juliesmith@co.potter.tx.us	1	
92	Past President	Laura Hinojosa	District Clerk	Hidalgo	956-605-1010	laura.hinojosa@co.hidalgo.tx.us	8	
93								
94	<b>Waiting for Information from David Slayton</b>							
95								
96								
97	<b>PARLIMENTARIAN</b>							
98		Karren Winter	County Clerk	Archer	940-782-6098	karren.winter@co.archer.tx.us	3	
99	<b>PICTORIAL DIRECTORY (3 members)</b>							
100		Terri Willard	District Clerk	Rusk	903-235-1628	twillard@co.rusk.tx.us	6	
101	Chair	Loretta Cammack	District Clerk	Nacogdoches	936-552-9701	lcammack@co.nacogdoches.tx.us	6	
102		Joanna Blanco	Combo Clerk	Castro	806-647-6362	jbclerk@castrocounty.org	1	

# CDCAT Committees 2020 - 2021

## Stacey Kemp

	A	B	C	D	E	F	G	H
103	<b>PROCEDURAL MANUAL CC (7 members)</b>							
104		Donece Gregory	County Clerk	Tyler	409-429-8720	dgregory.cc@co.tyler.tx.us		
105	<b>Chair</b>	Kari French	County Clerk	Walker	936-577-2320	kfrench@co.walker.tx.us	7	
106		Joanna Blanco	County Clerk	Castro	806-647-6362	jbclerk@castrocounty.org	7	
107		Arturo Guajardo, Jr.	County Clerk	Hidalgo	956-279-6037	arturo.guajardo@co.hidalgo.tx.us	1	
108		Mario Z. Garcia	County Clerk	Dimmit	830-255-0323	mzgarcia69@yahoo.com	8	
109		Karren Winter	County Clerk	Archer	940-782-6098	karren.winter@co.archer.tx.us	8	
110		Beth Rothermel	County Clerk	Washington	979-530-8279	brothermel@wacounty.com	3	
111		Kim Carter	County Clerk	Terry	806-638-2118	kcarter@terrycounty.org	7	
112	<b>PROCEDURAL MANUAL DC (7 members)</b>							
113		Norma Favela Barceleau	District Clerk	El Paso	915-588-8310	nbarceleau@epcounty.com	2	
114		Sandra Roblez	District Clerk	Yoakum	806-445-5798	sroblez@yoakumcounty.org	3	
115		Jon Gimble	District Clerk	McLennan	254-424-5331	jon.gimble@co.mclennan.tx.us	2	
116		David Lloyd	District Clerk	Johnson	817-832-9863	david@johnsoncountytx.org	5	
117		Tammy Robinson	District Clerk	Taylor	325-669-9899	robinson@taylorcountytexas.org	5	
118		Beverly Crumley	District Clerk	Hays	512-787-6519	beverly@co.hays.tx.us	3	
119		Lisa David	District Clerk	Williamson	512-508-2336	ldavid@wilco.org	4	
120	<b>Chair</b>	Lynne Finley	District Clerk	Collin	972-489-4304	lfinley@co.collin.tx.us	4	
121		Anthony Monico	District Clerk	Tom Green	325-227-7469	anthony.monico@co.tom-green.tx.us	5	
122	<b>RECORDS MANAGEMENT</b>							
123		Margaret Dorman	County Clerk	Wheeler	806-886-3035	margaret.dorman@co.wheeler.tx.us	3	
124	<b>SALES COMMITTEE (5 members)</b>							
125		Berta Rios-Martinez	County Clerk	Brewster	432-837-3366	berta.martinez@co.brewster.tx.us	1	
126	<b>Chair</b>	Sandra Roblez	District Clerk	Yoakum	806-445-5798	sroblez@yoakumcounty.org	3	
127		Vickey Wederski	Combo Clerk	Cottle	940-585-6402	dcclerk@co.cottle.tx.us	2	
128		Kendra Charbula	District Clerk	Wharton	979-637-1560	kendra.charbula@co.wharton.tx.us	2	
129		Ida Ramirez	County Clerk	Refugio	361-319-0062	ir9487@aol.com	7	
130		Sherri Jones	District Clerk	Wheeler	806-663-0586	sherri.jones@co.wheeler.tx.us	8	
131	<b>SCHOLARSHIP COMMITTEE-CONFIDENTIAL COMMITTEE (3)</b>							
132	<b>CONFIDENTIAL</b>						1	
133	<b>CONFIDENTIAL</b>							
134	<b>CONFIDENTIAL</b>							
135	<b>CONFIDENTIAL</b>							

**Stacey Kemp**

157 TECHNOLOGY COMMITTEE (AD HOC) - DISSOLVED

## Attachment B

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14	Column15	Column16	Column17
Proposed Budget for 2020 -2021	Budget	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Annual Total	Budget Remaining	
Ordinary Income																
Annual Conference 2020 (Summer)	83,500.00															
AC/2020 Registration	80,000.00	-														83,500.00
AC/2020 Sales/Merchandise/Pictorial	3,000.00															80,000.00
AC/2020 Sales/Tax Collected	500.00															3,000.00
Fall Conference 2020	60,500.00															500.00
FC/2020 Registration	57,000.00															60,500.00
FC/2020 Sales/Merchandise/Pictorial	3,000.00															57,000.00
FC/2020 Sales Tax Collected	500.00															3,000.00
Winter Conference 2021	103,500.00															500.00
WC/2021 Registration	100,000.00															103,500.00
WC/2021 Sales/Merchandise/Pictorial	3,000.00															100,000.00
WC/2021 Sales Tax Collected	500.00															3,000.00
Annual Conference 2021 (Summer)	83,500.00															500.00
AC/2021 Registration	80,000.00															83,500.00
AC/ 2021 Sales/ Merchandise/Pictorial	3,000.00															80,000.00
AC/2021 Sales Tax Collected	500.00															3,000.00
Fall Conference 2021	60,500.00															500.00
FC/2021 Registration	57,000.00															60,500.00
FC/2021 Sales / Merchandise/Pictorial	3,000.00															57,000.00
FC/2021 Sales Tax Collected	500.00															3,000.00
Dues	56,900.00															500.00
Scholarship Donations	3,000.00															56,900.00
Memorial Donations	500.00															3,000.00
Conference Sponsor Transfers	210,500.00															500.00
Education / Leadership Training Reimbursements (TAC)																210,500.00
Judicial grant Reimbursements																-
Leadership 254/TAC Board Reimbursements																-
Sales Committee Till Reimbursement																-
GRAND TOTAL INCOME	662,400.00	-														451,900.00
EXPENSES																
Annual Conference Advance 2021	10,000.00															10,000.00
Site Visit - Annual Conference 2021 (Summer)																
SV/2021 Travel	2,000.00															2,000.00
SV/2021 Lodging	2,000.00															2,000.00
SV/2021 Meals	1,000.00															1,000.00
Annual Conference 2020 (Summer)																
AC/ 2020 Program Expenses	150,000.00															150,000.00
AC/2020 Sales/Merchandise	3,000.00															3,000.00
AC/2020 Sales Tax Paid on Merchandise Bought	500.00															500.00
AC/2020 Travel	600.00															600.00
Fall Conference 2020	78,000.00															78,000.00
FC/2020 Program Expenses	3,000.00															3,000.00
FC/2020 Sales/Merchandise	500.00															500.00
FC/2020 Sales Tax Paid on Merchandise Bought	500.00															500.00
FC/2020 Travel	600.00															600.00
Winter Conference 2021	130,000.00															130,000.00
WC/2021 Program Expenses	3,000.00															3,000.00
WC/2021 Sales/Merchandise	500.00															500.00
WC 2021 Sales Tax Paid on Merchandise Bought	600.00															600.00
WC/2021 Travel	10,000.00															10,000.00
WC/2020 Auction Reception																
Annual Conference 2021 (Summer) (Amarillo)	150,000.00															150,000.00
AC/2021 Program Expenses	3,000.00															3,000.00
AC/2021 Sales/ Merchandise	500.00															500.00
AC/2021 Sales Tax Paid on Merchandise Bought	600.00															600.00
Fall Conference 2021	78,000.00															78,000.00
FC/2021 Program Expenses	3,000.00															3,000.00
FC/2021 Sales / Merchandise	500.00															500.00
FC/2021 Sales Tax Collected	600.00															600.00
FC/2021 Travel																

[illegible]

[illegible]

[illegible]



The County & District Clerks' Association of Texas  
Board of Directors Meeting  
Virtual Meeting using WebEx  
Meeting Date: July 30, 2020 at 2:00 P.M.

## MINUTES

### 1. CALL TO ORDER

President Laura Hinojosa called the Board of Directors meeting of the County and District Clerk's Association of Texas to order at 2:11 p.m.

### 2. ROLL CALL

Roll call by Patti Henry, Secretary and marked the following present.

#### Officers

- ☒ President - Laura Hinojosa, District Clerk, Hidalgo County
- ☒ Vice President – Stacey Kemp, County Clerk, Collin County
- ☒ Treasurer – Lisa Johnson, Combo Clerk, Hemphill County
- ☒ Secretary – Patti Henry, District Clerk, Chambers County
- ☒ Immediate Past President – Jennifer Lindenzweig, County Clerk, Hunt County

#### Board Members

	Director	Director in Charge
Region I	<input checked="" type="checkbox"/> Sherri Jones, District Clerk, Wheeler Co.	<input checked="" type="checkbox"/> Julie Smith, County Clerk, Potter Co.
Region II	<input checked="" type="checkbox"/> Sandra Roblez, District Clerk, Yoakum Co.	<input checked="" type="checkbox"/> Karren Winter, County Clerk, Archer Co.
Region III	<input checked="" type="checkbox"/> Judy Crawford, Combo Clerk, Crane Co.	<input checked="" type="checkbox"/> Berta Rios Martinez, County Clerk, Brewster Co.
Region IV	<input checked="" type="checkbox"/> Rachel Chavez-Duran, Combo Clerk, Sutton Co.	<input checked="" type="checkbox"/> Velve Price, District Clerk, Travis Co.
Region V	<input type="checkbox"/> Cathy Jentho, County Clerk, Eastland Co.	<input checked="" type="checkbox"/> Sharena Gilliland, District Clerk, Parker Co.
Region VI	<input checked="" type="checkbox"/> Sherry Dowd, County Clerk, Navarro Co.	<input checked="" type="checkbox"/> Loretta Cammack, District Clerk, Nacogdoches Co.
Region VII	<input type="checkbox"/> Schelana Hock, County Clerk, Polk Co.	<input checked="" type="checkbox"/> Lisa Teinert, District Clerk, Lee Co.
Region VIII	<input checked="" type="checkbox"/> Esther Degollado, District Clerk, Webb Co.	<input checked="" type="checkbox"/> J.C. Perez III, County Clerk, Jim Wells Co.

☒ Parliamentarian-Clarissa Webster, Ector County District Clerk

Is there a quorum present, minimum of 11 including officers Y X N \_\_\_\_\_

**The following guests announced their presence** – Karen Gladney CDCAT general counsel, Luz Hinojosa TAC, Michele Mund TAC, and Sara Lazarowitz, Sam Burke, TAC.



**3. INVOCATION**

Invocation was given by Lisa Johnson

**4. PLEDGES TO THE AMERICAN FLAG AND THE TEXAS FLAG**

The Pledge to the American Flag and Texas Flag was led by Stacey Kemp.

**5. APPROVAL OF MINUTES Board of Directors: May 14, 2020, Webex – Patti Henry (Attachment 5)**

No changes made. Motion made by: Julie Smith, Seconded by: Judy Crawford Approved X Denied   

**6. Acceptance and Approval of Board of Directors Waiver of Notice (July 30, 2020): Laura Hinojosa (Attachment 6)**

Laura states that she is in possession of all the waivers of notice from the executive board and board of directors and will deliver them to the secretary.

**7. Discussion Items:**

**a. Ratify vote regarding the discussion on Judicial Grant by Michelle Mund for \$98 per night for the 2020 Fall Conference – Laura Hinojosa**

No action was requested on the previous agenda, it was only to report and discussion on judicial grants but the board did vote on it so it has to be ratified so those results can be given to the secretary. Motion to offer \$98 per night to College Station.

Motion made by: Loretta Cammack Seconded by: Sherry Dowd Approved X Denied   .

**b. 2020 Conference Updates -Luz Hinojosa, TAC ( Attachment 7b)**

Luz states that 313 registered attendees but 15 have cancelled in the last few days due to Covid19 issues. This is still the largest group to register for a fall conference. Hotel and our concerns are satisfying social distancing when moving people in the meeting rooms, elevators and bathrooms. Vendors are not able to secure a venue to accommodate our group and maintain proper social distancing for their events. Restaurants will be held to any governor's orders restricting occupancy rates which will affect our group.

Clarissa states not only are some clerk's counties not allowing travel but some counties require self-quarantine if they travel outside of the county.

Financial ramifications of cancelling the event -Currently our contract will require us to pay 90% of the guest room which is \$98 per night for 158 rooms and food and beverage revenues which is a minimum of \$30k. The hotel is willing to work with us if we choose to move the conference to fall of 2022 but they are asking for a deposit of not less than 10% of their anticipated revenue from the contract. They are willing to discuss waiving or lowering the amount if we agree to a two year contract. If we do pay a deposit, that money would be applied to the 2022 contract services. We also have a 12k grant that would be able to be carried over to the fall 2022 conference. August 3<sup>rd</sup> is the last day to cancel the conference, which is this coming Monday.

Velva asked Karen to clarify the force majeure clause – this clause was available to us in Waco because the governor issued a state of emergency, however, the board decided to move the contract to hold the summer conference in Waco 2022. An underlying issue concerning the fall conference is what status the state will be in via the governor's state declaration. If he were not to renew it and if it were to expire then the hotel's position could be that the force majeure clause is not enforceable because we are no longer under a state disaster declaration. Karen feels that the hotel will negotiate the contract to move the conference to 2022 and any deposit will be credited to those services.

Karen asks of Luz – when you say a two year contract does that mean they want you to agree to two conferences or does that just mean they want you to sign this year for the 2022 conference. Luz clarifies that it means they would want the association to have two conferences at their hotel, so maybe 2022 and 2023. We did not discuss if it had to be back to back years. It is all up for negotiation.

Michelle Mund states that the judicial grantor emailed her to state the grant request for 2021 needs to be modified to accommodate the state's shortfall. One of the things they specifically requested is that we cancel all in person conferences until January 2021 so if we go thru with in person conference the grant will not reimburse us for travel and lodging. Michelle feels that we will lose some of that grant money, that we will be losing approximately \$100k of the \$103k grant funds that we have remaining. We receive approximately \$225k in grant monies every year. The Court of Criminal Appeals handles the grant money and they don't have the authority to waive class hours.

The governor has not responded to our letter asking to have hours waived, however, the governor has responded to the Judges and Commissioners letter stating that they can hold their classes virtually instead of in the class room. Leading us to believe that we must complete our hours virtually. Our board did pass a resolution allowing us to have classes virtually in May. We have posted many virtual classes in tracker that clerks can get hours credit.

**c. Fall Conference Sponsorship Updates – Sarah Lazarowitz**

We have room for 25 vendors and we are sold out, we have a waitlist. To date you have \$62,450 paid. Sarah suggests, because of budgets, she suggests we refund the money instead of carrying them over to 2021, if we decide to cancel the conference. Laura asks how many checks have been sent to the treasurer. Sarah has to check on this. Laura then asks when the vendor letters need to go out for the 2021 winter conference. Sarah suggests right after the fall dates, end of September to beginning of October 2020. She gives them first right of refusal for 2 weeks for vendors to hold their previous spots, after that they open it up to all vendors. Laura is willing to write a letter to all of them stating we are refunding their money, appreciate their sponsorship and hope to keep them in 2021. Laura and Stacey can sign those letters.

**d. Discussion, consideration and approval of canceling Fall Conference as recommended by the Executive Board of Directors – Laura Hinojosa**

Velva makes a motion to cancel the fall conference set for Brian College Station. Judy Crawford Seconded the motion. Laura then states that the executive board recommends that the association offer 10 hours of virtual education for clerks. Velva amends her motion to include (f). Judy Crawford seconds the amendment.

Discussion – Stacey asks if we will charge a fee for these 10 hours. Velva clarifies her motion is for free education hours as stated in (f). Clarissa clarifies that the motion on the floor is a combination of 7d and 7f exactly as they are written on the agenda.

Motion made by: Velva Price Seconded by: Judy Crawford Approved X Denied

**e. Discussion, consideration and approval of reallocating “10” percentage of association funds towards the 2022 Fall Conference – Laura Hinojosa**

10% was the last number the hotel gave us but it is up for negotiation but it is 10% of the anticipated revenue generated from the contract. Velva suggests we give authority to the president to allow up to 10%. Patti asks how much is the 10%. Luz states she is not sure. The contract we have now has more dates and rooms than a normal conference. Michelle asks how many room nights we usually guarantee in a contract. Luz states it is 250 nights but we are only held accountable for 80% of that. Michelle states the original contract had 430 rooms at \$98=\$42,140 plus \$25k for food/beverage=\$67,140 and 10% of that is \$6,700.

Motion - The board of directors authorizes the executive board with tasked to renegotiate with the hotel reallocating not to exceed 10% of an anticipated revenue from the fall 2020 conference and is open to waiving the deposit for a two year contract.

Motion made by: Velva Price Seconded by: Judy Crawford Approved X Denied

**f. Discussion, consideration and approval of hosting 10 hours of free education classes online to assist clerks in securing their statutory Continuing Education credits – Laura Hinojosa - Approved in 7d.**

**8. New Business:**

**a. Virtual 2020 Annual Business Meeting is scheduled for Wednesday, August 12, 2020, from 10am to 12pm.**

Laura states the executive board recommends this date and time. Velva asks that we give clerks 2 hours of education. Karren Winter states that a probate class is scheduled for this date and time. Patti asks if we can move the time to the afternoon.

Patti asks if we can entertain a motion since it was not on the agenda to do so. Clarissa clarifies that under “new business” the President can decide if we will accept a motion on each item or combine them and vote as a whole.

Motion is made to hold the business meeting on Wednesday, August 12, 2020 from 2:00 p.m. to 4:00 p.m.

Motion made by: Jennifer Lindenzweig Seconded by: Julie Smith Approved X Denied \_\_\_\_

- b. **Clerk of the Year Nominees and Secretary Nominee videos will be posted on line August 10<sup>th</sup> thru August 14<sup>th</sup>. Voting for nominees (via online platform) will take place August 12<sup>th</sup> thru August 14<sup>th</sup>.**

Laura states the agenda item as written and asks for a motion.

Motion made by: Jennifer Lindenzweig Seconded by: Velva Price Approved X Denied \_\_\_\_

- c. **Proposal for Installation of Officers for the Executive Board of Directors and the Board of Directors for 2020-2021 – Stacey Kemp.**

Stacey asks if we could hold the installation of officer's right after the business meeting at 4:30 p.m. Patti states that voting would not end until the end of the day on August 14<sup>th</sup>. September 9<sup>th</sup> is the next date she proposes and doing it virtual. Patti states we need to separate clerk of the year from secretary announcements so the secretary has time to get their information together. Luz suggests we adjust the voting dates to the week before so we have results by August 12<sup>th</sup>.

**Clarissa states a Point of Order** – we have already had a motion, second and majority vote for the dates that were stated so she is not sure we can make a change, she is reviewing it in Roberts Rule to see if we can set aside that vote. A majority vote has been made on 8a and 8b.

Stacey suggests we leave it as is and do the installation of officers on August 19<sup>th</sup>. Patti states if we do that, can the secretary be announced on list serv this way the secretary has time to gather information to announce the clerk of the year. Velva states that because we have to do this virtually she does not think we should hold separate meetings and Loretta agrees. Loretta asks Clarissa that there must be some way to modify our votes. Stacey suggests we move the board meeting to August 19<sup>th</sup> from 10am to 12pm that way we can announce everything then, do the installation of officers, that way we only have one meeting. Luz agrees and if you are going to add those announcements, videos for clerk of the year, possible speeches then open it from 9am to noon. Patti asks if there are any classes being held during that date and time.

**Solution to Point of Order** - Clarissa states that you cannot go back and modify a vote but what we can do is vote on the current agenda item and modify the previous item effected within this current item. This new motion on the current agenda item trumps the earlier decision.

Loretta moves that the installation of officers for the executive board of directors and board of directors for 2020 to 2021 as well as the announcement of clerk of the year and secretary be held on Wednesday August 19<sup>th</sup> in a virtual meeting, and that we modify the earlier vote concerning the 2020 virtual annual business meeting to be conducted just prior to the installation and announcement on Wednesday August 19<sup>th</sup> from 9:00 a.m. to 12:00 p.m.

Motion made by: Loretta Cammack Seconded by: Jennifer Lindenzweig Approved X Denied \_\_\_\_

d. Bryan College Station has granted rolling over HOT Grant monies received for Fall 2020. No action.

## ADJOURN

Motion: Julie Smith Second: Judy Crawford Approved X Denied   

There being no further business the meeting adjourned at 3:59 p.m.

*Respectfully submitted*



*Patti Henry, Chambers County District Clerk*