



**The County & District Clerks' Association of Texas
Executive Board Meeting**

Meeting Date: July 18, 2023 @ 9:00 A.M.

MEETING MINUTES

(Documentation provided during this meeting is attached hereto)

Call to Order- Julie Smith, CDCAT President at 9:03 A.M.

Roll Call- Jennifer Wright, Secretary

Officers

- ☒ President – Julie Smith, Potter County Clerk
- ☒ Vice President – John Warren, Dallas County Clerk
- ☒ Treasurer – Sandra Roblez, Yoakum County District Clerk
- ☒ Secretary – Jennifer Wright, Jeff Davis County & District Clerk
- ☒ Immediate Past President – Patti Henry, Chambers County District Clerk
- ☒ Parliamentarian - Karren Winter, Archer County Clerk

GUESTS

Jennifer Whittington, District Clerk, Kleberg County

Karen Gladney

Luz Hinojosa with TAC

Cathy Jentho, Eastland County Clerk

Becky Frost with County Progress

Invocation - John Warren, Vice President

Pledges to the American and Texas Flags - Sandra Roblez, Treasurer

Deliberate and Act on the Following:

1. Consider approving the updated duties for the CDCAT bookkeeper. (Provided a copy)

After discussion with Becky and Karen Gladney, our legal rep Julie updated these to fit with the agreement that we had come to with Zachry Publication. Hon. Patti Henry asked to talk about what was added or taken away. Hon. President Julie Smith said Zachry Publication felt that it was the CDCAT's responsibility to keep up with the spreadsheet also took away what we had previously decided on as reference to the payment amount would be for a bookkeeper and added what Zachary Publications has agreed to do it for which is a flat rate of \$1,500.00 quarterly. Also took out just under the bookkeeper qualifications that they didn't have any other business with the association. Karen revised the agreement to go around these bookkeeper

duties. Hon. Patti Henry likes that they are going to handle the sales use and tax report. Smith said they are going verify and handle that stuff for us they are going to come along side of us and help us have some continuity throughout the treasurer's duties each time. Hon. Roblez asked how soon this would go into effect and how soon we will need to add them to all the accounts, Smith said as soon as it is approved, we can start making those changes. The treasurer will still be the primary administrator in QuickBooks, will be responsible for providing updates and packets.

Sandra Roblez makes the motion to approve the updated duties for the CDCAT bookkeeper Patti Henry second. Motion carries.

2. Consider approving the Agreement with Zachry Publications for the bookkeeper services for CDCAT.

Basically, mimics the bookkeeper duties and Becky had already signed it on 6th of July, she was ready to get rolling, told her we had to wait and get it passed through the board. An agreement Karen G drew up agreement may be terminated by either party with 30 days written notice to the other party, basically mimics the bookkeeper duties talks about the fees that we will pay them and anything else that is not contained in this agreement remains the responsibility of the CDCAT treasurer.

Patti Henry makes a motion we accept the contract as written. John Warren second. Motion carries.

3. Consider presenting the updated bookkeeper duties and Agreement with Zachry Publications to the CDCAT Board of Directors for approval.

Patti Henry makes a motion that we present to the Board of Directors the updated bookkeeping duties and the Agreement with Zachry Publications to the Board.
Sandra Roblez second. Motion carries.

4. New/Future Business:
None being heard.

5. Adjourn - 9:25 A.M.
Motion to adjourn, Patti Henry. John Warren second. All in favor.

Submitted this 29th day of July 2023.



Jennifer Wright
Jeff Davis County and District Clerk
Secretary, County and District Clerks' Association of Texas

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

VICE PRESIDENT
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IMMEDIATE PAST PRESIDENT
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WAIVER OF NOTICE FOR MEETING OF EXECUTIVE BOARD July 18, 2023

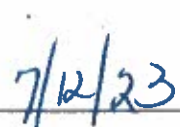
In accordance with Bylaws Article XXI, I waive the required 10 calendar day meeting notice for the executive board meeting and consent to the discussion, consideration and action, if any, of each matter presented at the meeting.



Signature



Title



Date

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

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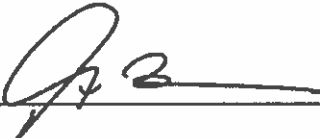
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WAIVER OF NOTICE FOR MEETING OF EXECUTIVE BOARD July 18, 2023

In accordance with Bylaws Article XXI, I waive the required 10 calendar day meeting notice for the executive board meeting and consent to the discussion, consideration and action, if any, of each matter presented at the meeting.



Signature

Dallas County Clerk

Title

12 July 2023
Date

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

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Signature Sandra Roblez

Yoakum County District Clerk/CDCAT Treasurer

Title

07/12/2023

Date

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Signature

Jeff Davis County & District Clerk/CDCAT Secretary

Title

July 12, 2023

Date

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

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Patti Henry

Signature

Past President

Title

July 12, 2023

Date

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This letter will serve as an agreement between The County & District Clerks' Association of Texas (CDCAT) and Zachry Publications, L.P., Becky Frost, President for bookkeeping services. This Agreement takes effect on the date it is signed by the CDCAT President. This Agreement may be terminated by either Party with 30 days written notice to the other Party.

Zachry Publications L.P., (Bookkeeper) agrees to provide the following services to CDCAT:

- I. Timely communications with the CDCAT Treasurer and providing updates as needed to the Treasurer and the CDCAT President.
- II. Timely posting of CDCAT expenditures, deposits/refunds to QuickBooks Online each month.
- III. Categorizing line items of expenditures and income for CDCAT with the assistance of the CDCAT Treasurer.
- IV. Providing end of month reports to the CDCAT Treasurer no later than the 8th day of each month.
- V. Verifying all transactions for CDCAT Treasurer to be reported for the quarterly Sales Use & Tax Report. Verification must be done by the 15th of the following months: January 15th, April 15th, July 15th and October 15th.
- VI. 1099 Issuance - maintaining and providing a list of each person who, pursuant to a contract, provides a service to CDCAT greater than \$600.00 in a calendar year. The list must contain the following: Name, Address, SS # or TRN number and amount paid and be provided to the CDCAT Treasurer by January 15th of each year.
- VII. Making sure that all entries are timely made and provided to the Treasurer in preparation for the Tax Return prepared by the CPA.
- VIII. Participating in conference calls from time to time as requested by the CDCAT President.
- IX. Other related responsibilities that are mutually agreed upon by the Parties.

CDCAT agrees to provide Bookkeeper access to the following sites and information to perform the services required under the Agreement

- Access to CDCAT QuickBooks Online
- Full view access to Edward Jones checking, auxiliary and portfolio accounts
- Other Information that the CDCAT Executive Board determines is appropriate and necessary.

Upon approval of the board CDCAT will agree to pay Zachry Publications, L.P. the flat rate of \$1500.00 quarterly. Payment from CDCAT will be made to Zachry Publications within 5 days of receiving the invoice. Payment shall be made by check or ACH payment, whichever is preferred by Zachry Publications, L.P.

Duties not specified herein will remain the responsibility of the CDCAT Treasurer.

Agreed on this the 6 day of July 2023.



Becky Frost
President
Zachry Publications, L.P.

Julie Smith
Potter County Clerk
CDCAT President

CDCAT Bookkeeper Duties

The bookkeeper for the CDCAT will be responsible for the following:

- i. Timely communication with the CDCAT Treasurer and providing updates as needed to the Treasurer and the CDCAT President.
- ii. Timely posting of CDCAT expenditures, deposits/refunds to QuickBooks Online each month
- iii. Categorizing line items of expenditures and income for CDCAT with the assistance of the CDCAT Treasurer
- iv. Providing end of month reports to the CDCAT Treasurer no later than the 8th day of each month.
- v. Verifying all transactions for CDCAT Treasurer to be reported for the quarterly Sales Use & Tax Report. Verification must be done by the 15th of the following months: January 15th, April 15th, July 15th and October 15th. (Data is supplied from the CDCAT Sales Table after each conference). Treasurer will report to the Comptroller by the 20th of each month specified above.
- vi. 1099 Issuance - maintaining and providing a list of any party who provides a service to the association over \$600.00. The list must contain the following: Name, Address, SS # or TRN number and amount paid and be turned over to the CDCAT Treasurer by January 15th of each year.
- vii. Participating in conference calls from time to time as required by the CDCAT President.
- viii. Making sure that all entries are made in preparation for the Tax Return prepared by the CPA. The CDCAT fiscal year runs July 1 through June 30 of every year.
- ix. Other related responsibilities that are mutually agreed upon by the Parties.

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Duties not specified herein will remain the responsibility of the CDCAT Treasurer.

Bookkeeper Qualifications:

- i. Prior bookkeeping experience of at least 10 years required.
- ii. Familiar with Quickbooks Online
- iii. Must not be a member of the CDCAT
- iv. Must not be related to any member of the CDCAT within third degree of consanguinity