

The County & District Clerks' Association of Texas Board of Directors Virtual Meeting Meeting Date: July 18, 2023 @ 10:00 A.M. MEETING MINUTES

(Documentation provided during this meeting is attached hereto)

Call to Order-Julie Smith, CDCAT President at 10:03 A.M.

Roll Call-Jennifer Wright, Secretary

Officers

☑President - Julie Smith, Potter 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

Board Members

Director-In-Charge

Region I Ex C.J. Chasco, Swisher County Combo Clerk
Region II 🗹 Kelly Pinion, Lubbock County Clerk
Region III 🗹 Clarissa Webster, Ector County District Clerk
Region IV ☑ Lucy Adame-Clark, Bexar County Clerk
Region V AB Marianne Bowles, Clay County District Clerk
Region VI 🗹 Loretta Cammack, Nacogdoches Co. District Clerk
Region VII 🗹 Bobbye Christopher, Polk County District Clerk
Region VIII☑ Sylvia Garza Perez, Cameron County Clerk
*Waivers attached

Director

☑JoAnna Blanco, Castro County Combo Clerk ☑Vickey Wederski, Cottle County Combo Clerk

☑Jennifer Martin, Ector County Clerk

NP Volva Price Travis County District Cler

NP Velva Price, Travis County District Clerk

☑ Juli Luke, Denton County Clerk

Shawn Weemes, Red River County Clerk

Ex Donece Gregory, Tyler County Clerk

☑R. David Guerrero, Jim Wells County District Clerk

GUESTS

Karen Gladney, Luz Hinojosa with TAC, Becky Frost with Zachry Publications

Invocation - John Warren, Vice President

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

Deliberate and Act on the Following:

1. To discuss the updated duties for the CDCAT bookkeeper.

- 2. To discuss the Agreement with Zachry Publications.
- 3. Consider approving the updated duties for the CDCAT bookkeeper and the Agreement with Zachry Publications for bookkeeper services for CDCAT. (attached) Kelly Pinion move to approve, Juli Luke second. R. David Guerrero asked if we have for whatever reason to terminate contract is it in here or am I overlooking it. Madam President said yes, it is 30 days written notice. MOTION CARRIES

4. New/Future Business:

John Warren asked if we could have Becky introduce herself to everyone and show her face. Becky Frost County Progress Magazine hanging out in Galveston this week at another conference for wrangling a trade show. Excited to work with us all and looks forward to seeing what she got herself into.

5 Adjourn 10:21 A.M.

John Warren moved. Second by R. David Guerrero. All in favor. Have a good day.

Submitted this 29th day of July 2023.

Jennifer Wright

Jeff Davis County and District Clerk

Secretary, County and District Clerks' Association of Texas

VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CIERK
500 ELM 51, 51E 2200
DALLAS, TX 75202
PHONE: 214-653-7096
gdowneren@daluscounty.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, IR 79355-7491
PHONE 806 456-7491
34X: 806-456-8767

sinhles Dynahumrounty org

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PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BUX 9638
AMARILO, TEXAS 7910S 9638
PHONE: 806-379-2288
FAX: 806-379-2286
Laternated to partie 12 yrs

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNLY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX 79734
PHONE: 432 426 3251
FAX: 432-426-3760

EMYEDIATE PAST PRESIDENT PATTI L. HENRY CHAMBERS COUNTY DISTRICI CLERK 2128 SH 61, PO BOX NN ANAHUAC, TX 77514 PHONE: 409-267-8709

phenry@chamberitegov

WAIVER OF NOTICE FOR MEETING OF BOARD OF DIRECTORS JULY 18, 2023

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

Signature

Tielo

Date

Region 1

VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
Johnwarren@dallascounty.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO 80X 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PD BOX 398
FORT DAVIS, TX. 79734
PHONE: 432-426-3251
FAX: 432-426-3760
Jennifer, wright Dieffdaviscounty Lexas, gov

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209

phenry@chamberstx gov

WAIVER OF NOTICE FOR MEETING OF BOARD OF DIRECTORS JULY 18, 2023

Hopey Prince	
Signature	
Lubbock County Clerk	
Title	
7/17/2023	



VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
chawarren Pdallascounty.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX. 79734
PHONE: 432-426-3251
FAX: 432-426-3760

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209

phenry@chamberstx.gov

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Vickey Wederski	
Signature	
Cottle County/District Clerk	
Title	
07-12-23	
Date	



TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

scoblez@yoakumcounty.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX 79734
PHONE: 432-426-3251
FAX: 432-426-3760
Jennifer, wright@leffdaviscounty.texas.gov

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209

phenry@chamberstx.gov

WAIVER OF NOTICE FOR MEETING OF BOARD OF DIRECTORS JULY 18, 2023

Chrisia a sheter	
Signature	
District Clerk	
Title	
July 17, 2023	
Date	



VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
JOHNWARDEN COUNTY OF

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2286
Williamith@co.potter.tx.us

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PD BOX 398
FORT DAVIS, TX. 79734
PHONE: 432-426-3251
FAX: 432-426-3760
Jennifer weight Dieffdaviscounty texas gov

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209

phenry@chamberstx.gov

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Jennifu Martin	
Signature	
Ector County Clerk	
Title	
07/17/2023	
Date	



VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
Johnwarten Odallascounty or 1

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX 79734
PHONE: 432-426-3251
FAX: 432-426-3760
Jennifer, wright @ jeffdaviscounty, texas, goy

IMMEDIATE PAST PRESIDENT PATTI L. HENRY CHAMBERS COUNTY DISTRICT CLERK 2128 SH 61, PO BOX NN ANAHUAC, TX 77514 PHONE: 409-267-2436 FAX: 409-267-8209

phenry@chamberstx.gov

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Signature	
Bexar County Clerk	
Title	
07/14/2023	
Date	



VICE PARSIDENT JOHN WARREN DALLAS COUNTY CLERK 500 ELM ST, STE 2100 OALLAS, TX 75202 PHONE: 214-653-7096 chinesatten@dallascounty org.

TREASURER SANDRA ROBLEZ YOAKUM COUNTY DISTRICT CLERK PO BOX 899 PLAINS, TX 79355 7497 PHONE: 806-456-7491 TAX: 805-456-8767

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PRESIDENT JULIE SMITH POTTER COUNTY CLERK PD 60X 9538 AMARILLO, TEXAS 79105-9638 PHONE: 805-379-2268 FAX: 806-379-2296 information on posting to us

SECRETARY JENNIFER WRIGHT MEE DAVIS COUNTY IN DISTRICT CLERK PO BOX 398 FORT DAVIS, TX 79734 PHONE: 432-426-3251 FAX: 432-425-3760 lemeler weed his epital service and a beautiful

IMM EDIATE PAST PRESIDENT PATTILL HENRY CHAMBERS COUNTY DISTRICT CLERK 2128 5H 61, PO BOX NN ANAHUAC, TX 77514 PHONE: 409-267-2436 FAX: 409-267-8209

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Signature

Travis County District Clark.

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VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM 5T, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
Inhowarren@dallascounty.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9538
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PO 80X 398
FORT DAVIS, TX. 79734
PHONE: 432-426-3251
FAX: 432-426-3760
Jennifer wright @ Jeffdaviscounty Jenas 200

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-B209

phenry@chamberstx.gov

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Juli Luke Signature	7
Denton County Clerk	
Title	
7.17.23	
Date	



VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
Inhoweren @ dallas.county.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX 79734
PHONE: 432-426-3251
FAX: 432-426-3760
Jennifer wright Dieffdaviscounty, Jexas, gov

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209

phenry@chamberstx.gov

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Title		_
	07/12/2023	
Date		



VICE PRESIDENT JOIIN WARREN DALLAS COUNTY CLERK 500 ELM ST, STE 2100 DALLAS, TX 75202 PHONE: 214-653-7096

johnwarren@dallascounty.org

TREASURER SANDRA ROBLEZ YOAKUM COUNTY DISTRICT CLERK PO BOX 899 PLAINS, TX 79355-7491 PHONE: 806-456-7491 FAX: 806-456-8767

scobler Evoetum county or



PRESIDENT **JULIE SMITH** POTTER COUNTY CLEAK PO BOX 9638 AMARILLO, TEXAS 79105-9638 PHONE: 806-379-2288 FAX: 806-379-2296 sales mith@co.potter.ta.us

SECRETARY JENNIFER WRIGHT JEFF DAVIS COUNTY & DISTRICT CLERK PO 80X 396 FORT DAVIS, TX 79734 PHONE: 432-426-3251 FAX: 432-426-3760 Jernifer, wright@jeffdevescounty, tesas, gov

IMMEDIATE PAST PRESIDENT PATTI L. HENRY CHAMBERS COUNTY DISTRICT CLERK 2128 SH 61, PO BOX NN ANAHUAC, TX 77514 PHONE: 409-267-2436 FAX: 409-267-8209

phenry@chamberstx.gov

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Red River County Clerk - Region VI Director

Title

07-12-2023

Date

Kegai 6

VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 224-653-7095
Johnwarren@dalloscounty.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296
Intermith@cp.potter.ix.us

SECRETARY

JENNIFER WRIGHT

JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398

FORT DAVIS, TX 79734
PHONE: 432-426-3251
FAX: 432-426-3760

Jennifer.wright@leffdaviscounty.texas.gov

IMMEDIATE PAS'T PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209
phenry@chamberstx.gov

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Signature 6

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Regai 7

VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM 5T, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
johnwarren@dailescounty.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767
SIODIES & YOAKUMCOUNTY OF E



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILIO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296
juliesmith@co.ootter.bx.us

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX 79734
PHONE: 432-426-3251
FAX: 432-426-3760
Jennifer.wright@ieffdaviscounty.texas.gov

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-2209
phenry@chamberstr.gov

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Signature

COUNTY CLERK

Title

JULY 17, 2023

Date

VICE PRESIDENT JOHN WARREN DALLAS COUNTY CLERK 500 EUM ST, STE 2100 DALLAS, TX 75202 PHONE: 214-653-7096 ohnwarren@dallascounty.org

TREASURER SANDRA ROBLEZ YOAKUM COUNTY DISTRICT CLERK PO BOX 699 PLAINS, TX 79355-7491 PHONE: 805-456-7491 FAX: 806-456-8767 stobles@voakumcounty.org



PRESIDENT **JULIE SMITH** POTTER COUNTY CLERK PO 80X 9638 AMARILLO, TEXAS 78105-9638 PHONE: 806-379-2788 FAX: 806-379-2296 ailesmith@co.potter.tx.us

SECRETARY JENNIFER WRIGHT JEFF DAVIS COUNTY & DISTRICT CLERK PO-BOX 398 FORT DAVIS, TX 70734 PHONE: 432,426,3251 FAX: 432-426-3750 lennifer, writehe@leffdaviscounty.texas.zor

IMMEDIATE PAST PRESIDENT PATTI L. HENRY CHAMBERS COUNTY DISTRICT CLERK 2128 SH 41, FO BOX NN ANAHUAC, TK 77514 PHONE: 409-267-2436 FAX: 409-267-8209 phenry@chamberstx.ggv

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Signaryre

County Clark-Comeron

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07/14/2023



VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
SOD ELM ST, STE 2100
DALLAS, TX 75202
PHONE, 214-653-7096
DEMASTOR BUSINESS OF THE PROPERTY OF

TREASURER
SANDRA ROBILEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PIAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

problez@yookumcounty org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2288

SECRETARY
JENNIFER WRIGHT

IFFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, IX 79734
PHONE: 432-426-3251
FAX: 432-426-3760

lennifer wrightellightduviscounty texas gov

IMMEDIATE PAST PRESIDENT PATTI L. HENRY CHAMBERS COUNTY DISTRICT CLERK 2128 SH 61, PO BOX NN ANAHUAC, TX 77514 PHONE: 409-267-2436 FAX: 409-267-8200

plue or y@chamble; stx.gov

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Signature R. David Guerrer

Title

JULY 18, 2023

Date

VICE PRESIDENT JOHN WARREN DALLAS COUNTY CLERK 500 ELM ST, STE 2100 DALLAS, TX 75202 PHONE: 214-653-7096 Johnwarren@dallascounty.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO 80X 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296

SECRETARY
JENNIFER WRIGHT

JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX 79734
PHONE: 432-426-3251
FAX: 432-426-3760

Jennifer wright @jeffdaylscounty, texas, roy

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209

phenry@chamberstx.gov

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VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
SOO ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
ohnwarren dallascounty.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2286

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX 79734
PHONE: 432-426-3251
FAX: 432-426-3760

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209

phenry@chamberstx.gov

WAIVER OF NOTICE FOR MEETING OF BOARD OF DIRECTORS JULY 18, 2023

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Signature	
Dallas County Clerk	
Title	
18 July 2023	
Date	

VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
iohnwarren@dallascounty.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



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JULIE SMITH
POTTÉR COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296

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JEFF DAVIS COUNTY & DISTRICT CLERK
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FORT DAVIS, TX 79734
PHONE: 432-426-3251
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Jennifer wright Dieffdaviscounty lexas, Roy

IMMEDIATE PAST PRESIDENT
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CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209
phenry@chamberstx.gov

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· Sandia Robles	
Yoakum County District Clerk / CDCAT Treasur	er
Title Title	
07/18/2023	
Date	

VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
johnwarren@dallascounty.org

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296
Juliesmith@co.potter.tx.us

SECRETARY

JENNIFER WRIGHT

JEFF DAVIS COUNTY & DISTRICT CLERK

PO BOX 398

FORT DAVIS, TX 79734

PHONE: 432-426-3251

FAX: 432-426-3760

Jennifer wright@leffdaviscounty.texas.gov

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209

phenry@chamberstx.gov

WAIVER OF NOTICE FOR MEETING OF BOARD OF DIRECTORS JULY 18, 2023

Signat	ure					
		is Cor	&	District	Clerk	
Title						•
July	17,	2023				
Date			 _			

VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
500 ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
| Chrowarren Pdallascounty.org

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SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakumcounty.org



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JULIE SMI'I'H
POTTER COUNTY CLERK
PO BOX 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2296

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX 79734
PHONE: 432-426-3251
FAX: 432-426-3760
Jennifer wright Dielfdaviscounty least 200

IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
ANAHUAC, TX 77514
PHONE: 409-267-2436
FAX: 409-267-8209

phenry@chamberstx_gov

WAIVER OF NOTICE FOR MEETING OF BOARD OF DIRECTORS JULY 18, 2023

Patti Henry Signature	36 3 34
Past President	
Title	
July 12, 2023	
Date	

VICE PRENIDENT
JOHN WARREN
DALLAS COUNTY CLERK
SOO ELMAST, STE 2100
GALLAS, TX 75202
PHONE 214-653 /096

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
PO BOX 899
PLAINS, TX 79355-7491
PHONE: B06-456-7491
FAX: 806-456-8767

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PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO BOX 9638
AMARILO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2288

NECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX 79734
PHONE: 432-426-3251
FAX: 432-426-3760

IMMEDIATE PAST PRESIDENT PATTI L. HENRY CHAMBERS COUNTY DISTRICT CLERK 2126 SH 61, PO BOX NN ANAHUAC, TX 77514 PHONE: 409-267-2436 FAX: 409-267-8209

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WAIVER OF NOTICE FOR MEETING OF BOARD OF DIRECTORS JULY 18, 2023

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

Signature

Title

Date

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VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
SOO ELM ST, STE 2100
DALLAS, TX 75202
PHONE: 214-653-7096
inhoweren #delascounty.oca

TREASURER
SANDRA ROBLEZ
YOAKUM COUNTY DISTRICT CLERK
FO 80X 899
PLAINS, TX 79355-7491
PHONE: 806-456-7491
FAX: 806-456-8767

sroblez@yoakum.county.org



PRESIDENT
JULIE SMITH
POTTER COUNTY CLERK
PO 80X 9638
AMARILLO, TEXAS 79105-9638
PHONE: 806-379-2288
FAX: 806-379-2286
pullismith@co.potter.lx.us

SECRETARY
JENNIFER WRIGHT
JEFF DAVIS COUNTY & DISTRICT CLERK
PO BOX 398
FORT DAVIS, TX 79734
PHONE: 432-426-3750
FAX: 432-426-3760

IMMEDIATE PAST PRESIDENT PATTI L. HENRY CHAMBERS COUNTY DISTRICT CLERK 2128 SH 61, PO BOX NN ANAHUAC, TX 77514 PHONE: 409-267-2436 FAX: 409-267-8209 phones of chambers below

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

- o Access to CDCAT QuickBooks Online
- o Full view access to Edward Jones checking, auxiliary and portfolio accounts
- o 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 18 day of July 2023.

President

Zachry Publications, L.P.

Potter County Clerk

CDCAT President