



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
- ☒ 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

Board Members

Director-In-Charge

Director

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

☒ JoAnna Blanco, Castro County Combo Clerk
☒ Vickey Wederski, Cottle County Combo Clerk
☒ Jennifer Martin, Ector County Clerk
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

*Waivers attached

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

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

VICE PRESIDENT
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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.

JoAnna Balanco

Signature

District & County Clerk

Title

July 12, 2023

Date

Region 1

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Signature

Lubbock County Clerk

Title

7/17/2023

Date

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Vickey Wederski

Signature

Cottle County/District Clerk

Title

07-12-23

Date

Regan 2

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Signature

District Clerk

Title

July 17, 2023

Date

Regan 3

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Signature

Ector County Clerk

Title

07/17/2023

Date

Regan 3

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Lucy Adams-Clark
Signature

Bexar County Clerk

Title

07/14/2023
Date

Regan 4

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Signature

Travis County District Clerk

Title

7/14/23 ☺

Date

Regan 4

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Julie Luke

Signature

Denton County Clerk

Title

7.17.23

Date

Regan 5

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Signature

NACOGDOCHES COUNTY DISTRICT CLERK

Title

07/12/2023

Date

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Shawn Weemer

Signature

Red River County Clerk - Region VI Director

Title

07-12-2023

Date

Regan b

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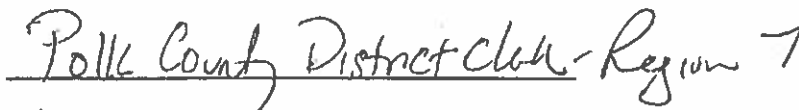
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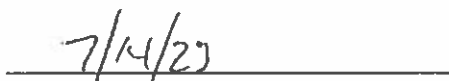
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Signature


Title


Date

Region 7

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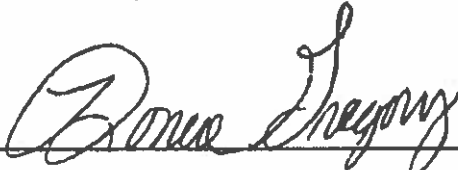
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Signature

COUNTY CLERK

Title

JULY 17, 2023

Date

Regan 7

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Title


Date



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Signature

R. David Guerrero

DIRECTOR REGION VIII

Title

JULY 18, 2023

Date

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PHONE: 214-653-7096
johnwarren@dallascounty.org



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SANDRA ROBLEZ
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FAX: 806-456-8767
sroblez@yoakumcounty.org

PRESIDENT
JULIE SMITH
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IMMEDIATE PAST PRESIDENT
PATTI L. HENRY
CHAMBERS COUNTY DISTRICT CLERK
2128 SH 61, PO BOX NN
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pherry@chamberstx.gov

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

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

**VICE PRESIDENT
JOHN WARREN**
DALLAS COUNTY CLERK
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Signature

Dallas County Clerk

Title

18 July 2023

Date

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Signature

Yoakum County District Clerk / CDCAT Treasurer

Title

07/18/2023

Date

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

VICE PRESIDENT
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500 ELM ST, STE 2100
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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

Jeff Davis County & District Clerk
CDCAT Secretary

Title

July 17, 2023

Date

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

VICE PRESIDENT
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500 ELM ST, STE 2100
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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.

Patti Henry

Signature

Past President

Title

July 12, 2023

Date

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
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patty@chambers-tx.gov

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Signature



Title



Date

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

VICE PRESIDENT
JOHN WARREN
DALLAS COUNTY CLERK
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FAX: 409-267-8209
phenny@chambers.tx.gov

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.



Becky Frost
President
Zachry Publications, L.P.



Julie Smith
Potter County Clerk
CDCAT President