



**THE COUNTY AND DISTRICT CLERKS ASSOCIATION OF TEXAS  
BOARD OF DIRECTORS MEETING  
MEETING DATE: JULY 11, 2024 @ 11:30 AM  
ROCKWALL DALLAS HILTON  
MEETING MINUTES**

(Documentation provided during this meeting is attached hereto)

**Officers**

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

**Board Members**

**Director-In-Charge**

**Director**

- Region I ☒ Stephanie Menke, Potter County District Clerk  
Region II **Ex** Vickey Wederski, Cottle County Combo Clerk  
Region III **Ex** Jennifer Martin, Ector County Clerk  
Region IV ☒ Velva Price, Travis County District Clerk  
Region V ☒ Juli Luke, Denton County Clerk  
Region VI ☒ Terri Ross, Upshur County Clerk  
Region VII ☒ Donece Gregory, Tyler County Clerk  
Region VIII ☒ Sylvia Garza Perez, Cameron County Clerk

- ☒ Brenda McKanna, Moore County Clerk  
☒ Kelly Pinion, Lubbock County Clerk  
☒ Jamie Clem, Nolan County District Clerk  
☒ Lucy Adame-Clark, Bexar County Clerk  
☒ Edith Harrison, Lampasas Co. District Clerk  
☒ Rhonda Hughey, Kaufman Co. District Clerk  
**Ex** Bobbye Christopher, Polk Co. District Clerk  
☒ R. David Guerrero, Jim Wells Co. District Clerk

**GUESTS**

Kevin Stewart, CDCAT Legal Counsel  
Cathy Jenthon, Eastland County Clerk

A quorum is present.

Call to order at 11:32 a.m. – John Warren, CDCAT President  
Roll Call – Cheryl Jones, Secretary

Invocation – Sandra Roblez, Vice President

Pledges to the American and Texas Flags – Jennifer Wright, Treasurer

**Deliberate and Act on the Following:**

1. President John Warren welcomed the new board and thanked them for their service to the association.

2. Karren Winter explained the Parliamentary Procedures. Members are urged to use their camera for virtual meetings and to list name if attending via mobile device.
3. Minutes from May 21, 2024 – Past Secretary Jennifer Wright will be submitted at the next meeting.
4. Consider approving the signature change on the Edward Jones accounts to President John Warren and Treasurer Jennifer Wright, in accordance with Art. 7.07 of the bylaws.  
**Sylvia Garza-Perez, Cameron County Clerk made a motion to approve the signature change, Sandra Roblez, Vice President and Yoakum County District Clerk seconded the motion. Motion passed.**
5. Consider signature change on the First Financial Bank account to President John Warren and Treasurer Jennifer Wright.

Discussion from Julie Smith, Past President and Potter County Clerk. She explained that CDCAT moved over to First Financial Bank for efficiency and Edward Jones was only investments.

**David Guerrero, Jim Wells County District Clerk made a motion to approve the signature change, Sylvia Garza-Perez, Cameron County Clerk seconded the motion. Motion passed.**

6. Consider approval of Treasurer's Bond, in accordance with Art. 7.09 of the association bylaws: We have a three-year bond that covers all the offices of the Executive Board which is good until July 1, 2025.  
**Juli Luke, Denton County Clerk made a motion to approve the extension of the Treasurer's Bond, Kelly Pinion, Lubbock County Clerk seconded the motion. Motion passed.**
7. Consider approval of date of the Board of Directors meeting before the Winter 2025 Conference in Denton, Texas.

Discussion of virtual Board of Directors meeting vs. in-person meeting vote of 5 members for virtual meeting and 14 in-person meeting to be held Sunday, February 2, 2025. There will be an option of attending virtually for those that cannot attend in-person.  
**Lucy Adame-Clark, Bexar County Clerk made a motion to approve the in-person meeting for the Board of Directors before the Winter 2025 Conference to be held in Denton, Texas on February 2, 2025, Brenda McKanna, Moore County Clerk seconded the motion. Motion passed.**

8. Consider approval of a Silent Auction – 2025 Winter Conference.

Discussion of whether to have a silent auction at the Winter 2025 Conference to be held in Denton, Texas. Each region was encouraged to remind their attendees to bring a silent auction item prior to the conference.

**Lucy Adame-Clark, Bexar County Clerk made a motion and amendment to include the 2025 Summer Conference in Sugarland, Texas with the Winter 2025 Conference in Denton, Texas and for Board of Directors to remind the attendees in their regions to bring a silent auction item. Donece Gregory, Tyler County Clerk seconded the motion and the amended motion. Motion passed.**

9. Consider approval of a Silent Auction – 2025 Summer Conference in Sugarland, Texas. Consideration and approval of Silent Auction for Summer Conference in Sugarland, Texas was combined with number 8 above.

10. Consider approving an updated Committee List.

The Board approved the updated Committee list on May 21, 2024 at the Board of Directors meeting held virtually.

11. Update on 2025 Winter Conference in Denton, Texas Luz Hinojosa, TAC.  
Luz was not present at the meeting for an update. This item was skipped.

12. Unfinished /New/Future Business

Discussion of eligible recipients of scholarships was addressed by Kelly Pinion, Lubbock County Clerk. President John Warren advised the Board that the recommendation needs to be made to the Scholarship Committee and By-laws Committee. The changes need to be addressed at the following board meeting for approval.

Sylvia Garza-Perez, Cameron County Clerk requested input from the clerks for the 2026 Summer Conference activities. President John Warren suggested she get with the City Selection Committee and bring back to the board.

**Velva Price, Travis County District Clerk made a motion to consider adding the purchase of appreciation gift cards of \$200 each for the hosting clerks of Rockwall County as a gesture of appreciation for the Summer 2024 Conference to the agenda, Lucy Adame-Clark, Bexar County Clerk seconded the motion. Motion passed.**

**Velva Price, Travis County District Clerk made a motion to approve an amount not to exceed \$250 each for the Rockwall County clerks that hosted the 2024 Summer Conference as a gesture of appreciation for their hard work. Jennifer Wright, Treasurer and Jeff Davis County Combination Clerk seconded the motion. Motion passed.**

Lucy Adame-Clark, Bexar County Clerk commended Julie Smith, Past President and Potter County Clerk and her team for a great year.

13. Adjourn

**Sandra Roblez, Vice President, and Yoakum County District Clerk made a motion to adjourn the meeting, Lucy Adame-Clark, Bexar County Clerk seconded the motion. Motion passed. The meeting was adjourned at 12:13 p.m.**


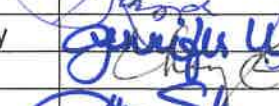



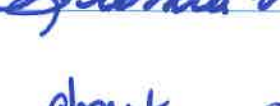
Submitted on the 18<sup>th</sup> of July, 2024

A handwritten signature in cursive script that reads "Cheryl Jones". The signature is written in dark ink and is positioned above the printed name and title.

Cheryl Jones  
Brown County District Clerk  
Secretary, County and District Clerks Association of Texas

Board of Directors Meeting | July 11, 2024 | Rockwall Dallas Hilton  
2024-25 EXECUTIVE BOARD OF DIRECTORS

guest Kevin Stewart  
Cathy Terhico



Name	Signature
President   Hon. John Warren, County Clerk, Dallas County	
Vice President   Hon. Sandra Roblez, District Clerk, Yoakum County	
Treasurer   Hon. Jennifer Wright, Combination Clerk, Jeff Davis County	
Secretary   Hon. Cheryl Jones, District Clerk, Brown County	
Past President   Hon. Julie Smith, County Clerk, Potter County	
Parliamentarian   Hon. Karren Winter, County Clerk, Archer County	

2024-25 BOARD OF DIRECTORS

Region 1

Hon. Stephnie Menke, Potter County, District Clerk

Hon. Brenda McKanna, Moore County, County Clerk

Region 2

Hon. Vickey Wederski, Cottle County, Combination Clerk


Hon. Kelly Pinion, Lubbock County, County Clerk

absent  


Region 3

Hon. Jamie Clem, Nolan County, District Clerk

Hon. Jennifer Martin, Ector County, County Clerk

  
absent

Region 4

Hon. Velva L. Price, Travis County, District Clerk


Hon. Lucy Adame-Clark, Bexar County, County Clerk


Region 5

Hon. Juli Luke, Denton County, County Clerk

Hon. Edith Wagner Harrison, Lampasas County, District Clerk

Region 6

Hon. Terri Ross, Upshur County, County Clerk


Hon. Rhonda Hughey, Kaufman County, District Clerk


Region 7

Hon. Donece Gregory, Tyler County, County Clerk



Hon. Bobbye Christopher, Polk County, District Clerk

  
Absent

Region 8

Hon. Sylvia Garza-Perez, Cameron County, County Clerk

Hon. R. David Guerrero, Jim Wells County, District Clerk

# THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

**VICE PRESIDENT**  
**SANDRA ROBLEZ**  
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**IMMEDIATE PAST PRESIDENT**  
**JULIE SMITH**  
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## **BOARD OF DIRECTORS MEETING AGENDA** **JULY 11, 2024, at 12:30 PM** **HILTON DALLAS/ROCKWALL LAKEFRONT** **ROOM: SCHOONER**

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NOTICE IS HEREBY GIVEN THAT A MEETING OF THE COUNTY AND DISTRICT CLERKS' ASSOCIATION BOARD OF DIRECTORS WILL BE HELD AT **12:30 PM, THURSDAY, JULY 11, 2024**, AT WHICH TIME THE FOLLOWING ITEMS WILL BE DISCUSSED AND/OR ACTED UPON:

**Call to Order** – President John Warren

Roll Call – Secretary: Cheryl Jones (Quorum = 11 Members of the BOD)

Invocation – Vice President: Sandra Roblez

Pledges to American and Texas Flags – Treasurer: Jennifer Wright

Recognition and Instruction to New Board of Directors:

1. Welcome New Board Members – President John Warren
2. Explanation of Parliamentary Procedures – Parliamentarian Karren Winter

## **ACTION ITEMS**

3. Board of Directors Meeting Minutes – May 21, 2024 - Past Secretary, Jennifer Wright
4. Approval of signature change on the Edward Jones accounts to President John Warren and Treasurer Jennifer Wright, in accordance with Art. 7.07 of the bylaws.
5. Consider approval of signatures to be changed on the First Financial Bank.
6. Consider approval of Treasurer's Bond, in accordance with Art. 7.09 of the association bylaws: We have a three-year bond that covers all the offices of the Executive Board which is good until July 1, 2025.
7. Consider approval of date of the Board of Directors meeting before the Winter 2025 Conference.
8. Consider approval of a Silent Auction - 2025 Winter Conference.
9. Consider holding a Silent Auction during the 2025 Summer Conference in Sugarland, TX.
10. Consider approving an updated Committee List.

## **BRIEFING ITEMS**

11. Update on 2025 Winter conference in Denton, Luz Hinojosa, TAC.
12. Unfinished/New/Future Business:
13. Adjourn

Dated this 20<sup>th</sup> day of June 2024.



John Warren, CDCAT President  
Dallas County Clerk