

# THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

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## **BOARD OF DIRECTORS MEETING AGENDA** **FEBRUARY 3, 2025, at 10:00 AM** **DENTON EMBASSEY SUITES AND CONVENTION CENTER** **ROOM: PAT HOWELL**

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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 **10:00 AM, MONDAY, FEBRUARY 3, 2025**, AT WHICH TIME THE FOLLOWING ITEMS WILL BE DISCUSSED AND/OR ACTED UPON:

**Call to Order** – President John Warren, and recognition of new CDCAT Treasurer:

Roll Call – Secretary: Cheryl Jones

Invocation – Vice President: Sandra Roblez

Pledges to American and Texas Flags – Treasurer: Cathy Jentho

### **1. Approval of Minutes**

- a. Executive Board Minutes from January 10, 2025 (Cheryl Jones)

### **2. Discussion, Consideration and Approvals**

- a. Treasurer's Report – September 1, 2024, to Present (Cathy Jentho)
- b. Sales and Tax Report (period ending October 20, 2024) (Sandra Roblez)
- c. Budget Amendments/Line-Item Transfers (Sandra Roblez/Cathy Jentho)
- d. 2025-2026 Proposed Budget (Sandra Roblez and Cathy Jentho)
- e. Report on the Tax Return (Sandra Roblez)

- f. Annual Conference 2024 Wrap-up - TAC & Zac Pubs
- g. Winter 2025 Conference and Vendor Update - TAC & Zac Pubs
- h. Winter 2025 Grant Reimbursement Update – TAC
- i. Winter 2025 Conference Photographer – To consider paying Gary Rothermel for photography services.
- j. Summer 2025 Conference Update - TAC and Host Clerks
- k. Summer 2025 Conference - To determine and set a date for opening registration.
- l. Fall 2025 Conference - To reconsider having the Fall Conference in person for non-election years. If approved, the location will be at Texas A&M, or other options.
- m. Winter 2026 Conference Location Update - TAC
- n. Hotel Room Block for Vendors - To discuss room delegations for vendors at each conference.
- o. Membership Dues Update - TAC
- p. Setting Scholarship Award amount for 2025-2026

### 3. Committee Reports

- Bylaws
- Legislative
- Audit
- Nominating
- Education
- Procedural Manual (District Clerk)
- Procedural Manual (County Clerk)
- Historical
- Scholarship
- Pictorial Directory
- Conference City Selection
- Sales
- Website/TAC-Community/Mobile App
- Banking and Finance
- Mentorship Committee
- Community Outreach

### 4. Unfinished/New/Future Business:

- Regional authority: Can/should Regions operate the same as the Association, but do within the bounds of the By-Laws?
- Region Treasurers. Should they be bonded?

### *Adjourn*

Dated this 17<sup>th</sup> day of January 2025.



John Warren, CDCAT President  
Dallas County Clerk