



**THE COUNTY AND DISTRICT CLERKS ASSOCIATION OF TEXAS
BOARD OF DIRECTORS' MEETING
MEETING DATE: JUNE 12, 2025 @ 12:30 PM
SUGARLAND MARRIOTT TOWN SQUARE MAGNOLIA ROOM
MEETING MINUTES**

(Documentation provided during this meeting is attached hereto)

Officers

- ☒ President – Sandra Roblez, Yoakum County District Clerk
- ☒ Vice President – Cathy Jentho, Eastland County Clerk
- ☒ Treasurer – Cheryl Jones, Brown County District Clerk
- Ex** Secretary – Jennifer Fogg, Rockwall County Clerk
- ☒ Immediate Past President – John Warren, Dallas County Clerk
- ☒ Parliamentarian - Karren Winter, Archer County Clerk

Board Members

Director-In-Charge

Director

Region I **Ex** Stephnie Menke, Potter County District Clerk
Region II ☒ Jamie Land, Young County District Clerk
Region III ☒ Jamie Clem, Nolan County District Clerk
Region IV ☒ Laura Walla, Blanco County Clerk
Region V **Ex** Edith Harrison, Lampasas Co. District Clerk
Region VI ☒ Rhonda Hughey, Kaufman Co. District Clerk
Region VII ☒ Janice Hawthorne, Matagorda Co. District Clerk
Region VIII ☒ R. David Guerrero, Jim Wells Co. District Clerk

Ex Brenda McKanna, Moore County Clerk
☒ Lisa Smith, Cochran County Combination Clerk
☒ Sharla Keith, Nolan County Clerk
☒ Velva Price, Travis County District Clerk
☒ Juli Luke, Denton County Clerk
☒ Terri Ross, Upshur County Clerk
☒ Kimberly Menke, Colorado County Clerk
☒ Sylvia Garza-Perez, Cameron Co. Clerk

GUESTS

Kirsten Mills, TAC
Susan Redford, TAC

A quorum is present.

Call to order at 11:18 a.m. – The Honorable Sandra Roblez, CDCAT President

Cathy Jentho - CDCAT Vice President gave the invocation

Cheryl Jones – CDCAT Treasurer lead the pledges

Cheryl Jones, former CDCAT Secretary, filled in for Jennifer Fogg in her absence, list was passed around for attendance.

Recognition and Instruction to New Board of Directors.

The Honorable Sandra Roblez, CDCAT President welcomed new and returning board members.

Susan Redford, Executive Director for TAC addressed the board regarding goals for TAC. She wanted to make sure TAC provides all of the services our association needs. She advised the board of her cell number she can be reached at 432/413-7840. She introduced Kirsten Mills and complimented The Honorable Sandra Roblez, CDCAT President and John Warren, CDCAT Past President for an outstanding representation for our association. Kirsten Mills addressed the board regarding legislation.

The Honorable Karen Winter, Archer County Clerk addressed the board and explained Parliamentary procedures.

The Honorable Velva Price, Travis County District Clerk, made a motion to only take up 2, 3, 4 and 8. The Honorable R. David Guerrero, Jim Wells County District Clerk, seconded the motion. Motion passed.

Deliberate and Take Action on the following:

1. Board of Directors Meeting Minutes – May 22, 2025 – Past Secretary, Cheryl Jones – no action taken.
2. Consider approval of signatures to be changed on Edward Jones accounts to President Sandra Roblez and Treasurer Cheryl Jones. **The Honorable Jamie Clem, Nolan County District Clerk made a motion to approve the approval of signatures to be changed. The Honorable John Warren, Dallas County Clerk seconded the motion. Motion passed.**
3. Consider approval of signatures to be changed on the First Financial Bank to President Sandra Roblez and Treasurer Cheryl Jones. **The Honorable Sylvia Garza-Perez, Cameron County Clerk made the motion to approve the signatures. The Honorable Juli Luke, Denton County Clerk seconded the motion. Motion passed.**
4. Consider approve of the Treasurer's Bond: We have a 3-year bond that covers offices of the Executive Board which is good until July 1, 2028 – Cathy Jentho advised the board of this information and there was no action taken.
5. Consider approval of the date of the Board of Directors meeting before the Fall Conference. – no action was taken.
6. Consider holding a Silent Auction during the 2026 Winter Conference. – no action was taken.
7. Consider holding a Silent Auction during the 2026 Summer Conference in S. Padre Island, Texas. – no action was taken.
8. Consider approving the President's Committee List. CDCAT President Sandra Roblez advised the board that there was a Committee List in the binder provided. **A motion was made by The Honorable Kimberly Menke, Colorado County Clerk to approve the**

President's Committee List. The Honorable Laura Walla, Blanco County Clerk seconded the motion. Motion passed.

9. Update on 2025 Fall Conference in College Station, Luz Hinojosa, TAC – no action taken. CDCAT President Sandra Roblez advised the board that registration will open up on July 14, 2025 and will be held in College Station at Texas A & M University Hotel and Conference Center on September 17-19, 2025.

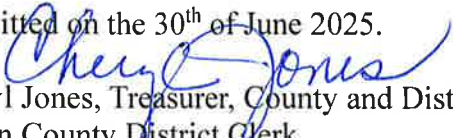
10. New/Future Business:

The Honorable John Warren made a motion for the board to consider sending The Honorable Laura Rogers, Sherman County Combination Clerk, to Washington D.C for her participation at a forum in October for a National study regarding elections. The amount of CDCAT's participation should not exceed \$2000. The Honorable Kimberly Menke, Colorado County Clerk, seconded the motion. Honorable Velva Price requested more information to be presented at a later board meeting so the board could make a more informed decision. **The Honorable John Warren withdrew his motion and proposed a new motion for the board to consider CDCAT's participation to send The Honorable Laura Rogers to Washington D.C. in October for a National study on elections with the funding amount not to exceed \$2,000. He requested more information to be presented later so the board could make a better informed decision. The Honorable Kimberly Menke, Colorado County Clerk, seconded the motion. Motion passed.**

11. Adjourn. **The Honorable Velva Price, Travis County District Clerk, made a motion to adjourn the board meeting. The Honorable R. David Guerrero, Jim Wells County District Clerk, seconded the motion. Motion passed and the meeting was adjourned.**

CDCAT President Sandra Roblez adjourned the meeting at 11:41 p.m. on June 12, 2025.

Submitted on the 30th of June 2025.


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

filling in for Jennifer Fogg, Secretary, County and District Clerks Association of Texas

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

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BOARD OF DIRECTORS MEETING AGENDA **JUNE 12, 2025, at 12:30 PM** **HOUSTON MARRIOTT SUGAR LAND** **ROOM: MAGNOLIA I-III**

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, JUNE 12, 2025**, AT WHICH TIME THE FOLLOWING ITEMS WILL BE DISCUSSED AND/OR ACTED UPON:

Call to Order – President Sandra Roblez and recognition of guest

Roll Call – Secretary - [REDACTED]

Invocation – Vice President – Cathy Jenth

Pledges to American and Texas Flags – Treasurer – Cheryl Jones

Recognition and Instruction to New Board of Directors:

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

Deliberate and Take Action on the Following:

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2. Consider approval of signatures to be changed on the Edward Jones accounts to President Sandra Roblez and Treasurer Cheryl Jones.
3. Consider approval of signatures to be changed on the First Financial Bank to President, Sandra Roblez and Treasurer Cheryl Jones.
4. Consider approval of the Treasurer's Bond: We have a three-year bond that covers all the offices of the Executive Board which is good until July 1, 2025 – Cathy Jenthos.
5. Consider approval of the date of the Board of Directors meeting before the Fall Conference.
6. Consider holding a Silent Auction during the 2026 Winter Conference.
7. Consider holding a Silent Auction during the 2026 Summer Conference in S. Padre Island, TX.
8. Consider approving the President's Committee List.
9. Update on 2025 Fall Conference in College Station, Luz Hinojosa, TAC
10. New/Future Business:
11. Adjourn

Dated this 27th day of May, 2025.

Sandra Roblez, CDCAT Vice-President
Yoakum County District Clerk