



COUNTY & DISTRICT CLERK ASSOCIATION OF TEXAS
EXECUTIVE BOARD OF DIRECTORS MEETING
Meeting Date: May 17, 2017 – 10:00 AM
Embassy Suites Hotel – CHAUTAQUA SALON
San Marcos, Texas

MINUTES

1. CALL TO ORDER

President Celeste Bichsel called the Executive Board of Directors Meeting of the County and District Clerks' Association of Texas at 10:00 a.m. on May 17, 2017 (Attachment "A").

2. ROLL CALL

Roll call was conducted by Laura Hinojosa, Secretary, and marked the following present.

Officers

- President – Celeste Bichsel, County Clerk, Carson County
- Vice President – Tammy Kneuper, District Clerk, Bandera County
- Treasurer – Jennifer Lindenzweig, County Clerk, Hunt County
- Secretary – Laura Hinojosa, District Clerk, Hidalgo County
- Immediate Past President – Heather H. Hawthorne, County Clerk, Chambers County

Parliamentarian: Beth Rothermel (not in attendance)

Guests:

See the attached sign-in sheet. (Attachment "B")

3. INVOCATION AND PLEDGES TO THE AMERICAN FLAG AND THE TEXAS FLAG

Invocation, Pledge to the American Flag and Texas Flag was led by Tammy Kneuper, Vice President.

4. DISCUSSION/ACTION EXECUTIVE BOARD MINUTES – FEBRUARY 7, 2017 – LAURA HINOJOSA (Attachment "C")

The minutes of the Board of Directors minutes for February 7, 2017 were presented by Laura Hinojosa for review and approval. Tammy Kneuper moved to approve the minutes as presented. Heather Hawthorne seconded the motion; none opposed and motion carries.

5. 2017 UT LAW CONFERENCE UPDATE – APRIL ROGERS

April Rogers provided an update on the 2017 UT Conference. Currently there are 226 registrants, which may decrease depending on no-shows. Last year's attendance on the same day was 286. The association contracted

for a total of 510 room nights total. Currently, including late cancellations and no-shows, there are 417 room nights booked. Numbers were expected to be lower this year due to the conference being held a lot later in the year. Other hotels/options are an option for next year's conference whether they be in San Marcos or Austin, which is more affordable.

6. REVIEW BYLAW PROPOSED BYLAW CHANGES AS PRESENTED BY THE BYLAWS COMMITTEE – RENEE CALHOUN (Attachment “D”)

Copies of the proposed Bylaw Changes were disseminated by Laura Hinojosa. Renee Calhoun, with the Bylaws Committee, presented the proposed changes beginning with the proposed change of the word “spring” to “winter” meeting/conference in sections 7.09, 10.07, and 16.01. The seconded amendment to the Bylaws consists of allowing wire transfers of annual conference proceeds vs. requiring an actual check, no later than 180 days after the annual conference, in sections 9.01 (E) and (G). Discussion was had on the third proposal regarding Non-Active Membership and whether the association would/could limit access to list-serve, educational conferences and membership services in general. The third proposal will be removed from the list of proposed amendments and reconsidered next year. The fourth proposal involves section 5.303 (Absentee Voting) and would require the Secretary to send out the absentee ballot for a voting period of two weeks. The proposed Bylaw Changes will be presented at the Annual State Conference for a vote.

7. TEXAS CENTER FOR THE JUDICIARY UPDATE – CELESTE BICHSEL

Leah Magnus provided a brief update on the Texas Center for the Judiciary Update. A few months ago TAC approached the association regarding managing grant funds instead of the Texas Center for the Judiciary. TAC did reach out to the administrators of the grant funding from Texas Center for the Judiciary and discussed the possibility of the transition which the Texas Center for the Judiciary supported. Action would be required during this meeting to allow TAC to not only apply for funding on behalf of the association but also administer the funding, in addition having the associations legal counsel draft a resolution to allow TAC to assist the association in writing the grant. Because of the legislative session, the grant is not due until July 3rd, later in the year than usual. Grant funding amounts at this time are uncertain due to pending legislative bills, which could increase or cut funding by 18% across the board. Currently any left over funding at the end of the year rolls back into the Texas Center for Judiciary's general fund. Likewise, they absorbed additional expenses when the association went over budget last year.

8. TREASURER'S REPORT – JANUARY 2017 TO PRESENT – JENNIFER LINDENZWEIG (Attachment “E”)

A copy of the budget spreadsheet for the February 1st thru April 30th period shows a balance of \$118,161.26. As previously discussed, proposed increases will be made next year to the Awards & Gifts and Merchandise & Sales line items as they were in the red this year. Legislative Expenses is currently in the red as expected due to the legislative session and the association's involvement in the process. The association may consider increasing this line item on legislative years to avoid going over budget. Conference Expenses was added to the spreadsheet to be able to allocate expenses more accurately. In February, for example, an \$84,000 check was made out to the hotel during the winter conference and there was no line item to allocate those expenses from/to. The Community Outreach expense in the amount of \$830 was raised for Kelly Price, Wood County Clerk, after the loss of her home.

9. DISCUSSION COMMITTEE APPOINTMENTS FOR 2017-2018 – TAMMY KNEUPER, PRESIDENT ELECT
(Attachment “F”)

Tammy Kneuper reached out to several association members who have all agreed to serve on the committee. Margaret Dorman graciously agreed to serve as Records Management Chair. There were some clerks who agreed to serve despite an anticipated retirement and new clerks who were contacted and open to the idea of serving. Tammy reached out to David Slayton regarding the OCA Texas Advisory Council, which hasn't met since 2015. Mr. Slayton welcomed the idea of moving forward with the council and working together to get things done. Tammy will update the documents to reflect the correct members associated to the group. Although a committee chair will remain on the Research Texas Committee, due to the conclusion of the legislative year, the committee itself may remain active for the time being.

10. DISCUSSION SUB AREA MEETINGS

A clerk recently reached out to Celeste Bichsel regarding approval to host “area meetings” and secure educational credit specifically for clerks who are unable to attend the larger regional meetings. The idea was unanimously struck and the board agreed that clerks could only receive credit for attending authorized regional meetings.

11. DISCUSS MOVING GRANT MANAGEMENT FROM THE JUDICIARY TO COUNTY JUDGES EDUCATION PROGRAM TO BE MANAGED BY TAC – SUSAN REDFORD

Agenda item previously discussed. See agenda item #7

12. DISCUSS CONTINUING EDUCATION REQUIRMENTS

A clerk previously requested to have the association's permission to attend non-association related leadership conferences and receive educational credit in return. This request was addressed during the executive board meeting last year in Corpus Christi where the board agreed not to approve the request. The board unanimously agreed that any educational credits must be secured through authorized CDCAT associated conferences/meetings only and will not approved any credits/hours for attending non-associated related professional development conferences.

13. ADJOURN

There being no further business, Celeste Bischel requested a motion to adjourn meeting. A motion was made by Heather Hawthorne and seconded by Tammy Kneuper. Meeting was adjourned at 10:43 am, May 17, 2017.

Respectfully submitted



Laura Hinojosa, CDCAT Secretary
District Clerk, Hidalgo County

