



COUNTY & DISTRICT CLERK ASSOCIATION OF TEXAS  
EXECUTIVE BOARD OF DIRECTORS MEETING  
MEETING DATE: JUNE 25, 2017 – 3:00 PM  
ISLA GRAND BEACH RESORT – KEY LARGO ROOM  
SOUTH PADRE ISLAND, 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 3:00 pm on June 25, 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

**Guests:** Ms. Alma Baker, Bandera County

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

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

Invocation led by Tammy Kneuper and Pledge to the American Flag and Texas Flag was led by Celeste Bichsel.

### 4. DISCUSSION/ACTION EXECUTIVE BOARD MINUTES , MAY 17, 2017, SAN MARCOS, TX – LAURA HINOJOSA (Attachment "C")

The minutes of the Board of Directors minutes for May 17, 2017, were presented by Laura Hinojosa for review and approval. Jennifer Lindenzweig moved to approve the minutes as presented with an amended date of February 7, 2017 to May 17, 2017. Heather Hawthorne seconded the motion; none opposed and motion carries.

### 5. TREASURER'S REPORT – JENNIFER LINDENZWEIG

Jennifer Lindenzweig presented the Treasurer's Report for the period beginning May 1, 2017 to June 23, 2017. Included in the report was the Sales Tax Collected Line Item under Income in the Budget Spreadsheet as previously discussed/requested by the executive board. Also included was total revenues and expenses as of the 23<sup>rd</sup> of June. Brief discussion was had whether including a "projected amount" in the annual budget for the Sales Tax Collected was required for next year's budget. All agreed a projected amount of \$1,000 would added for the Board of Director's review.

**6. BUDGET AMENDMENTS/LINE ITEM TRANSFERS – JENNIFER LINDENZWIG (Attachment "D")**

No Budget Amendments presented

**7. AUDIT COMMITTEE REPORT – LARRY BEVILL (WRITTEN)**

A copy of the Audit was presented for the Executive Board's review. The Audit will be presented during the Board of Director' Meeting for approval.

**8. DISCUSSION/ACTION ON GRANT FUNDS (FORMERLY TEXAS CENTER FOR JUDICIARY) – CELESTE BICHSEL**

Celeste Bischel disseminated a copy of the TAC Resolution sent for Executive Board's review. Heather Hawthorne made a motion to accept the Resolution as presented by TAC to authorize TAC to apply for and administer allocated funds from the Texas Court of Criminal Appeals on behalf of the CDCAT. Tammy Keneuper seconded the motion; none opposed and motion carries.

**9. DISCUSSION/ACTION ON RENEWING AGREEMENT WITH KAREN GLADNEY TO PROVIDE LEGAL SERVICES – CELESTE BICHSEL**

A recommendation was made by the board to keep Karen Gladney. Although technically not a legislative year, Karen can help in preparing the legislative ground work, in addition to assisting in reviewing contracts (i.e. conference hotel contracts) and other legal matters/documents. The contract, which is an action item, will be presented during the Board of Directors Meeting for review and approval.

**10. ANNOUNCEMENTS & NEW BUSINESS**

No announcements and/or new business was presented.

**13. ADJOURN**

There being no further business, Celeste Bischel requested a motion to adjourn meeting. A motion was made by Jennifer Lindenzweig and seconded by Tammy Keneuper; none opposed and motion carries. Meeting was adjourned at 3:21 pm, June 25, 2017.

Respectfully submitted

*Laura Hinojosa*

Laura Hinojosa, CDCAT Secretary  
District Clerk, Hidalgo County

