



THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
BOARD OF DIRECTORS MEETING
 Embassy Suites Hotel/Convention Center, San Marcos, TX
 Meeting Date: February 05, 2018 5:00 p.m.

MEETING MINUTES

1. Call to order:

President Tammy Kneuper called to order the meeting of the County and District Clerk's Association of Texas Board of Directors at 5:00 p.m.

2. Roll call:

Stacey Kemp, Secretary, conducted Roll Call and marked the following present:

Officers

- X President - Tammy Kneuper, District Clerk, Bandera County
- X Vice President - Jennifer Lindenzweig, County Clerk, Hunt County
- X Treasurer – Laura Hinojosa, District Clerk, Hidalgo County
- X Secretary – Stacey Kemp, County Clerk, Collin County
- X Immediate Past President – Celeste Bichsel, County & District Clerk, Carson County

Board Members

		Director in Charge		Director
Region I	X	Renee Calhoun, County Clerk, Randall Co.	X	Diane Hoefling, District Clerk, Moore Co.
Region II	A	Susan Tipton, County Clerk, Lynn Co.	X	Cheri Hawkins, Combo Clerk, Shackelford Co.
Region III	X	Linda Haney, County Clerk, Ector Co.	X	Judy Crawford, Combo Clerk, Crane Co.
Region VI	X	Liz Gonzalez, County Clerk, Hays Co.	X	Beverly Crumley, District Clerk, Hays Co.
Region V	X	Jon Gimble, District Clerk, McLennan Co.	X	Andy Harwell, County Clerk, McLennan Co.
Region VI	X	Loretta Cammack, District Clerk, Nacogdoches Co.	X	Sherry Dowd, County Clerk, Navarro Co.
Region VII	X	Lisa Teinert, District Clerk, Lee Co.	X	Schelana Hock, County Clerk, Polk Co.
Region VIII	X	Mirella Escamilla-Davis, County Clerk, Bee Co.	X	Esther Degollado, District Clerk, Webb Co.

X Parliamentarian-Barbara Sucsy, District Clerk, Lubbock County

A quorum was present and announced to Tammy Kneuper. (Attachment A).

3. Invocation:

The invocation was led by Mr. Harwell.

4. Pledges to the American flag and Texas flag:

The pledges to the American Flag and the Texas Flag were led by Ms. Haney.

5. Approval of minutes:

a. June 25, 2017- Board of Directors meeting – South Padre – Laura Hinojosa (Attachment B).

The minutes for the Board of Directors meeting held on June 25, 2017 were presented by Laura Hinojosa for review and approval. Mr. Harwell moved to approve the minutes as presented. Ms. Dowd seconded the motion; motion carried.

b. June 26, 2017 – CDCAT Annual membership meeting & conference report- Laura Hinojosa (Attachment C).

Ms. Hinojosa informed the Board that the annual conference report would be presented by Sylvia Garza Perez, Cameron County Clerk, later in agenda item number 8. Ms. Kneuper asked for a motion on the membership meeting. Mr. Harwell made a motion to approve the minutes as presented. Ms. Crawford seconded the motion; motion carried.

c. June 29, 2017 –Board of Directors meeting – South Padre – Stacey Kemp (Attachment D).

The minutes for the Board of Directors meeting held on June 29, 2017 were presented by Stacey Kemp for review and approval. Ms. Cammack made a motion to approve the minutes as presented. Ms. Crumley seconded the motion; motion carried.

6. Approval of Treasurer's report:

a. Final Treasurer's Report July 2016 – June 2017 – Jennifer Lindenzweig (Attachment E).

Ms. Lindenzweig noted that there were several line items that went over budget. Awards and Gifts went over by \$3,892; Lobbyist expenses increased by \$2,613; Merchandise and Sales went over by \$2,762; Legislative Expenses went over by \$4,282 which was due to a difficult legislative session. There was a lot of travel to and from Austin for the Legislative Committee. Supplies went over by \$621.78. The total expenses were \$242,070 which was \$43,170 over budget. The total income was \$265,531.29. Mr. Harwell questioned why there was an increase in Lobbyist Expenses. Ms. Lindenzweig replied that they are on a two year contract and they are on a different budget cycle than the Association. When they increased their expenses, our budget had already been approved. Ms. Kneuper added that the reason they did not do any line item transfers is they wanted to show the amount of the increase so the Board would know what the actual expenses were.

b. Sales and Use Tax 2nd Quarterly Report ending June 30, 2017 – Jennifer Lindenzweig (Attachment F).

Ms. Lindenzweig said this report was generated immediately after the Summer Conference. The sales and use tax for the period ending June 30, 2017 was \$429.16. Ms. Kneuper noted that they still did not have a final count from the Summer Conference.

c. Treasurer's Report July 2017 – January, 2018 – Laura Hinojosa (Attachment G).

Ms. Hinojosa stated that as of January 31, 2018, assets totaled \$363,384.44. Total income was \$82,814.63 and total expenses were \$104,294.78. The general ledger details all activity on the Edward Jones account. She also pointed out that there are typically two reports for each month; one for the checking account and one for the portfolio. However, for the months of July 2017 and January 2018 there is no activity so there is only one report. The last item included in the report is a letter from Hoyle Partain which regards an accounting for the bonds. Ms. Kneuper said this would be discussed more in depth with the Audit Report. A question was raised regarding an uncategorized expense in the amount of \$25,000 on the Profit and Loss Report. Ms. Hinojosa explained that this was the amount that had to be reimbursed to the Judiciary for going over the allowable grant funds.

d. Sales and Use Tax 3rd and 4th Quarterly Reports July 1, 2017-December 31, 2017 - Laura Hinojosa (Attachment H).

Ms. Hinojosa said that for the period ending September 30, 2017 there is a total of \$114.34 paid in sales and use tax. The period ending December 31, 2017 had no sales, therefore, there are no taxes to be paid.

e. Budget Amendments/Line Item Transfers.

Ms. Hinojosa stated that there were no amendments or transfers to report. Mr. Harwell asked if there were to be a shortage on a line item would the excess be paid out of contingency. Ms. Kneuper replied that they do not pay from another account. They show the actual dollars spent for each line item. They can pull from another account, however they want to show what was actually spent versus what was budgeted.

Because some of the presenters needed to leave, Ms. Kneuper moved to item 18 c. for any discussion and action and then moved to item 7 j.

7. Committee reports:

a. Audit Report – Mark Staples/Nancy Rister (Attachment I).

Mark Staples, Anderson County Clerk, came forward to present the Audit report. Mr. Staples said that he is one half of the Audit Committee, the other half being Nancy Rister, Williamson County Clerk. Mr. Staples informed the Board that they had questions regarding the bonds owned by the Association. The amounts of the bonds fluctuate and change daily. He asked the Board for direction on the most accurate way to track the interest earned on the bonds.

Ms. Kneuper informed the Board that the Association had received a letter from Rod Partain who is the CPA for the Association. In the letter Mr. Partain explained the constant changes to the bond amounts due to changes in market value. Ms. Kneuper said that she has had extensive discussions with Mr. Partain, Mr. Woodfin and Ms. Hinojosa on the best way to manage the bonds. Ms. Kneuper informed the Board that the Executive Board had decided that it was not necessary to have concern for the constant change in the bonds until the bond was cashed out or invested. Mr. Partain has balanced the Edward Jones account back to June 30, 2017. Ms. Kneuper asked Mr. Staples to give the Board an audit report on the Association's checking account to be sure that income and expenditures are being properly balanced and recorded in the proper category. As for the bonds, they will review that account at the end of the tax year with the CPA and let him determine the account's standing. Ms. Haney made a motion to direct the Audit Committee to keep the checks and balances on the expenditures and deposits, and do nothing with the bonds until one is either cashed out or otherwise disposed. Mr. Harwell seconded the motion; motion carried.

b. Education – Sheri Woodfin.

Sheri Woodfin, Tom Green County District Clerk, updated the Board on continuing education. There are several breakout sessions scheduled during this conference. The keynote speaker is exceptional and her story touches a lot of what we do as Clerks. Ms. Woodfin thanked the Texas Association of Counties (TAC) for everything they do to organize the continuing education and then thanked the Board for allowing her to be on the Education Committee. Ms. Woodfin said she enjoys it very much. Ms. Kneuper commented that the Education Committee is never still, they are constantly looking for new and informational topics. She thanked Ms. Woodfin for all the hard work she puts into providing the Clerks' education.

c. Bylaws – Velva Price.

Velva Price, Travis County District Clerk, said she was recently appointed to the Bylaws Committee and after reviewing the bylaws found that most of the updates are technical; however, there is one major change that is still pending with the Committee which is how to handle an inactive member. The Bylaws Committee will report back to the Board in the next conference. Ms. Kneuper informed Ms. Price that there will be some more amendments to the bylaws following today's meeting. Ms. Kneuper thanked Ms. Price for graciously volunteering to sit on the Committee after the retirement of Midland County District Clerk Ross Bush.

d. reSearchTX – Sharena Gilliland (Attachment J).

Ms. Kneuper informed the Board that Sharena Gilliland, Parker County District Clerk, was unable to attend today's meeting, however, she sent a report on reSearchTX and Ms. Kneuper presented it on her behalf. The last JCIT meeting was held on January 19, 2018. The focus continues to be on addressing redaction issues and adding more features to the database. 11 counties are participating as pilot counties in the integrated model of reSearchTX which means that these counties' case management databases share information with reSearchTX unless a document is sealed or secured; in that case the document is not available in reSearchTX. Tyler Technologies is working on features that will allow a Clerk to redact or seal a document in the reSearchTX database. Feedback from the Clerks show they do not want to maintain two systems. At this time there is no statute requiring a Clerk to maintain any records outside of their own county.

Redaction continues to be a concern and it is unclear what options Tyler/OCA is pursuing. It is also unclear whether reSearchTX will implement redaction software or if the OCA will expect the Clerks to do so. At this point judges, clerks and attorneys of record may access reSearchTX. Tyler and the OCA continue to explore options for pro se filers with File and Serve by implementing more form options. It is anticipated that at some point the Clerks will be ordered, or requested, to help advertise File and Serve. Ms. Price said she was at that meeting and urged the Clerks to go to the website and make sure any confidential information is not available. A brief discussion followed.

e. Community Outreach 2018 – Jeane Brunson.

Ms. Kneuper informed the Board that Susan Winborne, Gray County Clerk, who was the Committee Chair retired from office. Jeane Brunson, Parker County Clerk, has taken on that role. Ms. Brunson said that she has only been in this position for a short time, but she did receive checks and some information that Ms. Winborne had gathered before she retired. After the devastation suffered by the Hurricane last year, it was determined that those impacted would be the primary project of the Community Outreach Committee. The counties that were declared a disaster area were Aransas; Brazoria; Chambers; Harris; Jefferson; Orange; Warton and Victoria. Ms. Winborne requested that the Clerks of the counties respond with not only the damage the Clerk's received, but also the damage their employees received. All but Victoria has responded.

Donations have been made by the Association's Regions as follows: Region I \$500; Region II \$500; Region III \$500; Region IV \$200; Region VI \$1,000; Region VII \$1,000 and Region V has committed to contributing \$2,000. In addition, the Texas District Court Alliance has committed to contributing \$1,000. They have also received several gift cards. Ms. Brunson said that many of the people impacted did not have insurance. She will meet with Ms. Hinojosa to get the donations deposited and issue checks. The amount given will be determined by the number of affected people in the county to try and keep it as evenly distributed as possible. Ms. Brunson said that it has been her pleasure to help out and wishes she could have done more for the victims. Ms. Brunson will continue to accept donations should anyone wish to contribute.

f. Nominating Committee – Angela Orr.

Angela Orr, Hill County District Clerk, reported that only one application has been received so far for the position of Secretary of the Executive Board. Ms. Kneuper commented that this year it would be a Combination Clerk and asked the Board to encourage anyone they know that may want to be involved in the business of the Association. Anyone who would like to be considered must notify the Nominating Committee or the President in writing no later than May 1, 2018.

g. Sales Committee Report - Brenda Rowe.

Brenda Rowe, Wise County District Clerk, gave the Board an update on merchandise sales. Ms. Rowe said that there were still some of the thin wallets left and a large supply of picture frames. She has ordered cardigans which have received very good feedback. They paid \$33 and are priced at \$40. Ms. Rowe asked for any suggestions for merchandise that is different than what they have on the table.

Ms. Kneuper added that the Sales Committee also manages the Silent Auction. The final report for June 2017 has been received and sales totaled \$12,085.19 for all four quarters.

h. Pictorial Directory Committee - Loretta Cammack.

1. (Discussion/Action of not producing a directory and amending the bylaws.)

Ms. Cammack came forward to ask whether the Board wanted to continue producing a hard copy of the Clerks' pictorial directory. Information included what was paid for the last printing which was \$2,500 including the binders. The Sales Committee does not have any in stock at this time. Ms. Cammack asked several Clerks whether they wanted to keep the binder. She found that the more seasoned Clerks were attached to them. Ms. Cammack said that the Committee did not make a recommendation to the Board because they think the Board should have discussion and decide themselves whether to keep the book. If they decide not to print the directory, a bylaw amendment will be required.

Ms. Kneuper said that she is a seasoned Clerk and she keeps her directory on her desk at all times. She keeps it nearby so when a Clerk calls her she can find the Clerk in her book and know who she is talking with. She personally loves having the directory. Ms. Kneuper also said that funds for the directory are in the budget.

Ms. Lindenzweig stated that she does not consider herself to be a seasoned Clerk, but she relies heavily on the book. She uses it not only for the contact information for a Clerk but also to make notes on who to call for specific areas of the Clerks' offices. Discussion followed.

Following the discussion Mr. Harwell made a motion to keep the pictorial directory and update it after the election in November. Ms. Hoefling, seconded the motion; motion carried.

i. Conference City Committee Report - Heather Keller.

Heather Keller, Comal County District Clerk, was unable to attend. Ms. Kneuper informed the Board so far only Larry Bevill, Taylor County Clerk, has shown an interest in hosting the 2020 Summer Conference. If anyone is interested in hosting a conference they will need to notify the Board and get on the bid packet. Ms. Kneuper encouraged the Board to make suggestions as to where they would like the conference to be held.

j. Legislative Committee - Patti Henry (Attachment K).

Teresa Kiel, Guadalupe County Clerk, spoke for Patti Henry, Chambers County District Clerk, who was unable to attend. Ms. Kiel informed the Board that for the last three legislative sessions there have been discussions regarding consolidating court costs and local fees. The Committee has consulted with Jim Allison who is Legal Counsel for the County Judges' and Commissioners' Association regarding support in a consolidation effort. Ms. Kiel said they have his support and told the Board that they would need to provide him with information on what it takes for a service fee. Ms. Kiel said she and Ms. Henry have drafted charts for consolidating fees, however, as Clerks we are a collection agency. We have no authority to set the fees; the legislature sets fees. Fees are revenues for the County not the Clerks. They feel this is not our fight; David Slayton keeps coming back to the Clerks wanting them to set the fees and Ms. Kiel feels he is trying to put the Clerks in the middle.

Ms. Kiel asked for the Board's direction on how to proceed. Ms. Kneuper asked if Ms. Kiel's request was should the Clerks help in setting fees or let the legislature do it and the Clerks follow legislation.

Ms. Kiel replied that this is not the Clerks' fight; they do not want to give up their right to fight but they also think the County Judges' and Commissioners' Association should get involved. Concerns were expressed on fees being reduced or eliminated if the Clerks are not involved. Discussion regarding the Clerks' role in setting fees followed. It was the Board's consensus that the Legislative Committee stay involved with the process of setting fees and ensure the Clerks continue to have a voice with legislation.

8. Discuss & Approve Final Report 2017 Annual Conference – Sylvia Perez & Eric Garza (Attachment L).

Sylvia Garza Perez, Cameron County Clerk, informed the Board that Eric Garza, Cameron County District Clerk, had to leave so she would give the update. The amount received from sponsors totaled \$63,270; other revenue received totaled \$105,110 and total expenses were \$111,169.86. Total revenue minus expenses left a balance of \$57,210.14.

9. Discussion & Update on the 2018 Conferences:

a. Winter Conference – San Marcos - Luz Hinojosa & Leah Magnus (Attachment M).

Leah Magnus, TAC Director of Communication and Education Services, introduced Luz Hinojosa who updated the Board on the 2018 Winter Conference. The Event Summary is a projection of how the conference is going so far. There have been 458 registrants, which is down slightly from the previous two years, and there are 214 counties in attendance. Page two of the summary shows budgeted dollars versus what was actually spent. TAC budgets a lower amount for sponsorships and vendors, but those tend to come in higher. The Actual Event Revenue sheet included a breakdown of registrations and registration type such as late, one-day and corporate. Sponsorships and vendors were not included on the revenue sheet. Ms. Luz also provided information on locations and rates for future conferences. Decisions on future locations will be decided by the Board during the June conference. The Fall Conference will take place September 5-7, 2018 in Georgetown; registration will open in June. TAC will be sending out information with more details.

Ms. Kneuper commented that they are looking to make County Progress the vendor manager for the Winter Conference. Ms. Crumley made a motion that the Association make County Progress the vendor manager for the Winter Conference. The motion was seconded by Ms. Hoefling; motion carried.

b. Annual Conference – San Antonio – Donna McKinney.

Ms. Kneuper informed the Board that Donna McKinney, Bexar County District Clerk, was unable to attend the meeting. She gave the update on Ms. McKinney's behalf. Accommodations for San Antonio will be held at the Hyatt Regency. Conference registration and the hotel block will open on Thursday, March 1, 2018. There will be plenty of rooms available so everyone should be able to get into the host hotel. Sponsors so far are Kofile with the Tower of Americas sponsorship at \$30,000; Local Government Solutions is the Alamo Sponsor at \$20,000; Equivent committed to \$8,000, and Certified Payments, Tyler and iDocket have also committed to a sponsorship. Ms. Kneuper read a list of exhibitor booths which included the State Bar of Texas Lawyer Referral Services; Business Inc.; Infax; eDoc; ImageTech; CSC; Certified Payments; Tyler Technologies; Kofile; Election System Software; iDocket; Equivent and Local Government Solutions. To date the conference balance is \$42,391.69.

Ms. Kneuper commented that the host county chose not to use County Progress as the vendor manager. As a result several comments have been received relating to the cost of the vendor booths which are very high. She expressed concerns that they may not have the sponsorships they would normally have because of the higher booth costs. If the vendors think that the Association is the one charging the high rates, it could affect future conferences. Ms. Kneuper then read the available sponsorships and what they cost. A single booth outside the exhibit hall costs \$5,000. A single booth with one exhibitor inside the hall costs \$2,500 which is very high when compared to previous conferences. A double booth with two exhibitors costs \$4,500; a demo room for half a day will be \$500, a full day will cost \$1,000.

Attendees will not be going to the Buckhorn Saloon as previously announced. When touring the location during the site visit they realized it is too small to accommodate everyone. The banquet will be held at the host hotel instead. The President's Reception will be held on Monday evening at the Briscoe Western Art Museum; attendees will be carried by river boat to the event. The conference will be held June 10-14, 2018.

c. Fall Conference – Georgetown – Luz Hinojosa & Leah Magnus

10. Discuss and Approve the 2018-2019 Budget – Laura Hinojosa (Attachment N).

Ms. Hinojosa provided the Board with the proposed 2018-2019 budget for discussion and approval. She updated the Board on the budget discussion that took place during the Executive Board meeting and their recommendations which affected Expenses. Because we will be going into a legislative year it is recommended that the Awards and Gifts line item be increased from \$7,200 to \$10,000 and line item 23, Legislative Expense, increase from \$10,000 to \$15,000.

Additional recommendations for the budget included increasing Line Item 26, Scholarships, from \$8,000 to \$12,000. It was decided that instead of increasing the number of scholarships awarded, it would be better to increase the amount awarded. The recommendation is to increase the total scholarship from \$1,000 to \$1,500 which would be \$750 per semester instead of \$500 per semester. Ms. Hinojosa clarified that it would still be one student per Region.

The discussion also included increasing Line Item 27, Supplies, from \$1,500 to \$2,000 and increase Line Item 29, Pictorial Directory Printing, from \$3,000 to \$4,000. No other changes were recommended.

Ms. Gonzalez suggested increasing the scholarships from to \$1,500 to \$2,000 due to increased costs of going to college. A brief discussion regarding how scholarships are awarded and funded followed. Following discussion Ms. Kneuper summarized the budget recommendations which will bring the total for expenses to \$221,000. Ms. Hoefling made a motion to approve the budget as recommended. The motion was seconded by Ms. Crawford; motion carried.

11. Discuss And Approve - The Recommended Reimbursement Mileage Rate (.545) For the Year.

Ms. Kneuper informed the Board that the IRS rate for the Judiciary Grant is .45 per mile. The Board needs to set a rate for the Association. The state rate is set at .545 per mile and this is what the Executive Board is recommending to the Board of Directors. Ms. Kneuper asked for discussion on setting the mileage rate. Mr. Harwell made a motion to set the mileage rate for Association business at the same rate set each year by the state. Ms. Crawford seconded the motion; motion carried.

12. Discussion & Action – To Set the Amount of Reimbursement to Clerks from the Center for Judiciary Grant Funds – Susan Redford (Attachment O).

Susan Redford, Judicial Program Manager, TAC, updated the Board on the status of the Judiciary Reimbursement Grant. Previously the grant funds were managed by the Texas Center for the Judiciary. Since TAC was already involved in the organization of the Association's conferences, it only made sense to bring the grant management under her program. Moving forward grant reimbursements will no longer be handled by the Texas Center for the Judiciary; they will be handled by Ms. Redford and her department at TAC.

Ms. Redford shared a handout which shows how the grant funds have been spent over the past three fiscal years. This gives them an idea of how they are being reimbursed for lodging and travel. They have discovered that only about 50% of the Clerks are claiming reimbursement. Ms. Redford asked the Board for their direction as to how reimbursements should be given; allow a larger reimbursement to the Clerks that submit claims or try and get more Clerks to participate. During the Executive Board meeting this morning it was recommended that they should work towards getting more Clerks to claim reimbursement. Ms. Redford and her team will start an outreach program where a couple of weeks following a conference, they will contact the Clerks and try to get them to submit for reimbursement. If they do not receive the forms they will follow up in 30 days. They have up to 60 days to submit a claim. Ms. Redford also said that she will work with the Education Committee to provide more education regarding how the reimbursements work so that the Clerks will be more comfortable in submitting a reimbursement form.

The recommendation for the disbursement of the funds is to keep the same amount as last year until they have a better idea whether they can get more Clerks to participate. In addition, in previous years the total amount allowed for the grant funds was \$175,000 per year; this year moving forward that amount increased to \$224,927 per year. Any money not spent this year will be rolled over into next year. Ms. Kneuper asked for a motion to keep the current rate which is \$70 per night for three nights for this conference, and \$100 per night for two nights for the June conference plus mileage. Mr. Harwell made a motion to accept the recommendation and Ms. Haney seconded; motion carried.

13. Discussion & Possible Action on Presenting Achievement Awards to Clerks for Outstanding Service to the Association Other Than the Clerk of the Year Award.

Ms. Kneuper opened the discussion saying this item was brought to her by another Clerk who had attended a Treasurer's Conference.

During that conference several awards were given for outstanding service. It was asked why the Association could not present awards to the Deputies of the Clerks for the work they do in our counties. It is Ms. Kneuper's opinion that Deputies should be recognized for their performance within their own offices. The Association recognizes outstanding performance with the Clerk of the Year Award. She asked for any discussion or action on the item; there was none. No Action Taken.

14. Discussion & Action – On What Organization to Give the Community Outreach Money Collected at the 2017 Winter Conference.

During the last Winter Conference \$150 was collected for first responders; nothing has been done with the money to date. Ms. Kneuper asked for suggestions on who should benefit from the donation. She recommended giving the money to one of the San Marcos First Responder units since we have so many conferences here and they are the ones keeping us safe. Ms. Bichsel made a motion to give the donation to Wimberley Fire and Rescue. Ms. Crumley seconded the motion; motion carried.

15. Discussion & Possible Action:

a. to determine whether to continue the Silent Auction as a fund raiser for the scholarship program or no longer have the silent auction or reallocate where the funds would go.

Ms. Kneuper informed the Board that this item was discussed extensively during the Executive Board meeting. The question for the Board today is whether they want to continue with the Silent Auction. After a brief discussion the consensus was to continue with the Silent Auction.

b. increase the dollar amount of the Scholarship (requires bylaw change-section 10.14).

This item was discussed with item 10.

16. Discussion & Action for Adding an RFP for Hotel to be Included with the Conference City Packet.

Ms. Kneuper stated that the reason this item was on the agenda for discussion was because they have had some issues with bidding out for their annual conference and having a contract that meets their needs. She suggested having TAC write an RFP for the Association for contracts for their conference cities. The RFP would go with the bid packet so that the competing city would know exactly what the Association requires for a conference. In addition, there should be a vendor manager for all conferences. Bexar County refused to allow County Progress to assist in organizing the vendors which resulted in exorbitant costs for sponsors and booths. Ms. Kneuper was very concerned that if they do not do something to have someone to work with the conference city and vendors, it could have negative repercussions for years to come. Ms. Kemp agreed saying if they don't do something about the costs they won't have any sponsors at all. She informed the Board that she had asked if the vendor booth rates for the Summer Conference could be lowered but was told no; it was too late. Ms. Bichsel has worked with County Progress in the past and they have the ability to reach all vendors across the state, and have done a really good job. Ms. Haney made a motion to request TAC to write an RFP for hotel accommodations for conferences, and have a project manager for the vendors. Ms. Calhoun seconded the motion.

Ms. Sucsy recommended an amendment to the bylaws under the section for the Site Selection Committee to reflect the requirement of a project manager for vendors so that it remains consistent and does not have to be voted on every year. Ms. Haney revised her motion to include the amendment to the bylaws. Ms. Kneuper said that with the exception of the June conference all future conferences will include a project manager for the vendors, and County Progress to get the proper contracts to the President for the appropriate signatures. With no further discussion Ms. Kneuper asked for a vote on the motion and second. Motion carried.

17. Discussion & Possible Action on Updating List Serve Rules-To Not Copy Anyone Outside Clerks Through List Serve. Also to Determine Whether we want to provide the Number of CE Hours a Clerk Has Earned during the Year to the Outside Public.

Ms. Kneuper reminded the Clerks to be sure and not copy anyone outside the Association on emails going through list serve. She asked that the rules for the list serve be amended to include the clause that no one other than another Clerk or Deputy is to be copied on emails.

Ms. Kneuper also informed the Board that she has reached out to Karen Gladney, Legal Counsel for the Association, for an opinion as to whether the Association had to provide a Clerk's CE hours and whether a Clerk had attended a conference when requested by the public. Ms. Gladney assured Ms. Kneuper that because the Association is not a governmental body they are not subject to the Public Information Act. The Association is not required to provide a Clerk's education information.

18. Future Business and Agenda Items for the Good of CDCAT:

a. Discussion & possible action regarding V-Cube USA, Event Services.

Ms. Kneuper informed the Board of V-Cube USA's request to be placed on an agenda for discussion and possible action. This vendor provides recording and live streaming services for events and conferences. They also provide timed power point presentations to coincide with the conference material that will allow the Clerks to visit their website and see the presentations. The proposal given was for two days at the Summer Conference for \$4,850. This item was discussed at great length during the Executive Board meeting. Ms. Kneuper asked Ms. Kemp and Ms. Hinojosa to come back with three vendors who provide these services, and have them give a presentation at the Summer Conference Board meeting. This service would allow a Clerk who does not have the funding to attend a conference to sit in their office and view conference materials so they can get their education hours. Discussion included associating a registration fee with the ability to view the material so the Association does not begin to lose revenue.

b. Discussion & possible action regarding TAC collecting annual membership dues and amending the bylaws on the duties of the Treasurer.

The Executive Board recommends that TAC begin managing the Association's annual memberships and amend the bylaws on the duties of the Treasurer. On approval, the Treasurer would no longer be required to collect dues or invoice for dues. TAC would be responsible for membership invoicing, receiving money for the dues, disbursing money, providing receipts for payments and providing membership cards. This is a responsibility that is very tedious and time consuming.

The Treasurer would still be responsible for the CE Tracker and ensuring all Clerks are current on membership dues, and will still be required to perform the many other duties of the position. Mr. Harwell made a motion to move membership responsibilities to TAC. Ms. Crumley seconded the motion. It was clarified that the only cost to the Association for providing this service would be printing costs and postage which are costs that would be incurred regardless who managed the memberships. Ms. Kneuper commented that the Treasurer would still be responsible for contacting Clerks who have not paid the membership dues and then removing them from list serve if payment is not received. After the motion and second Ms. Kneuper asked for a vote. All voted for the change with the exception of Ms. Hoefling who opposed. Motion carried.

c. Discussion and possible action regarding an electronic voting equipment amicus brief for a case appealed to the Supreme Court regarding the Election process - Cary Roberts.

Mr. Roberts began by saying the defendants in an elections contest case in Travis County have contacted the Clerks to see if they could file an amicus on a case that is being appealed.

It started as an election contest case in Travis County where the plaintiff lost an election by a substantial margin. She then lost her case with the District Court, Third Court of Appeals, Attorney General and the Secretary of State. She has now appealed to the Supreme Court as a pro se litigant. She has filed a 600 page brief which basically asks the Supreme Court to invalidate electronic voting equipment in Texas. This could have a serious impact on the Clerks. TAC has offered to write the amicus on the request of the Clerks' Association; this will likely also be supported by the Elections Administrators and the County Judges' and Commissioners' Association.

Ms. Kneuper stated that the Clerks are being asked to allow TAC to write an amicus brief to the Supreme Court in opposition to invalidating electronic voting on behalf of the Association. A motion was made by Ms. Bichsel. The motion was seconded by Ms. Crawford; motion carried.

19. Adjourn

With no further business of the Board, Ms. Calhoun made a motion to adjourn. The motion was seconded by Mr. Gimble. Ms. Kneuper adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Stacey Kemp, Collin County Clerk-Secretary