



THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
BOARD OF DIRECTORS MEETING
Hyatt Regency Riverwalk, San Antonio, Texas
Meeting Date: June 10, 2018 3:30 p.m.

Meeting Minutes

1. Roll Call

Roll call was conducted by Stacey Kemp, Secretary 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

- X Diane Hoefling, District Clerk, Moore Co.
- X Cheri Hawkins, Combo Clerk, Shackelford Co.
- X Judy Crawford, Combo Clerk, Crane Co.
- X Beverly Crumley, District Clerk, Hays Co.
- X Jon Gimble, District Clerk, McLennan Co.
- X Sherry Dowd, County Clerk, Navarro Co.
- X Schelana Hock, County Clerk, Polk Co.
- X Mirella Escamilla-Davis, County Clerk, Bee Co.

Director

- X Renee Calhoun, County Clerk, Randall Co.
- X Susan Tipton, County Clerk, Lynn Co.
- X Linda Haney, County Clerk, Ector Co.
- X Liz Gonzalez, County Clerk, Hays Co.
- X Andy Harwell, County Clerk, McLennan Co.
- X Loretta Cammack, District Clerk, Nacogdoches Co.
- X Lisa Teinert, District Clerk, Lee Co.
- X Esther Degollado, District Clerk, Webb Co.

Not Present-Parliamentarian-Barbara Sucsy, District Clerk, Lubbock County

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

2. Call to Order

President Tammy Kneuper called to order the meeting of the Board of Directors of The County and District Clerks' Association of Texas at 3:37 p.m.

3. Invocation

The Invocation was led by Diane Hoefling, Moore County District Clerk.

4. Pledges to the American Flag and the Texas Flag

The Pledges to the American Flag and the Texas Flag were led by Schelana Hock, Polk County Clerk.

5. Approval of Minutes:

February 5, 2018-Executive Board of Directors meeting, San Marcos-Stacey Kemp (Attachment B)

The minutes for the Executive Board of Directors meeting held on February 5, 2018 were presented by Stacey Kemp for approval. Mr. Harwell made a motion to approve the minutes as presented. The motion was seconded by Ms. Hoefling. None opposed; motion carried.

6. Discussion of Treasurer's report to be submitted to the Board of Directors for approval

a. Treasurer's Report February 2018-May 2018-Laura Hinojosa-(Attachment C)

Ms. Hinojosa reviewed the Balance Sheet which shows the total assets at \$390,544.15. Ms. Hinojosa informed the Board that the revenue that had been expected from the 2017 Summer Conference was approximately \$57,000. What they actually received was \$61,409.85. Net operating income was \$53,232.31 and the total net income was \$53,332.57.

Following the Audit Report, Ms. Hoefling requested they return to the Treasurer's report. She had questions regarding expenditures from the 2017-2018 budget. She questioned the costs for the Executive Board to attend the Summer Conference Site Visit. There was a brief discussion regarding certain costs being placed in the incorrect category. Ms. Kneuper stated that Ms. Hinojosa would look at the report again and if she did not have an answer by the end of this conference, they would put it on the agenda for the Fall Conference.

b. Sales and Use Tax 1st Quarterly Report January 1, 2018-March 31, 2018-Laura Hinojosa (Attachment D)

Ms. Hinojosa informed the Board that during the previous period there was nothing to report. During the current period there was a total of \$464.39 due which was paid electronically. These taxes were generated as a result of merchandise sales from the 2018 Winter Conference.

c. Budget Amendments/Line Item Transfers

Ms. Hinojosa reported that there will be no transfers at this time. During the Executive Board meeting there was discussion regarding the Sales and Merchandise line item which will be at a negative balance when all the invoices are paid. The decision was made to not transfer any additional funds into that line item so that the Board could see the true expenditures and make any necessary changes to the budget in the upcoming year.

Ms. Hinojosa explained that the reason for the shortfall was because the Sales Committee had a difficult time getting an invoice from one of the companies they used. When they finally did receive the invoice they were in a new budget year. This is not expected to happen again.

7. Committee Reports:

a. Audit Report-Mark Staples/Nancy Rister-(Attachment E)

Nancy Rister, Williamson County Clerk, presented the report on the Audit Committee's behalf. Ms. Rister stated the Committee spent many hours looking at the financials. They have some suggestions that they think will help to improve efficiencies for the Association Treasurer and Audit Committee during the upcoming year. Ms. Rister read from a letter written to the Board by Mark Staples, Anderson County Clerk which outlined the Committee's suggestions. There being no discussion Mr. Harwell made a motion to accept the report as presented. Ms. Crawford seconded the motion. None opposed; motion carried.

b. Bylaws Committee-Velva Price-(Attachment F)

Ms. Kneuper gave a brief overview of recommendations for amending the bylaws on Ms. Price's behalf. The recommended amendments were as follows:

1-Article X-Scholarship Committee: Amend language in Section 10.14 to allow the Board of Directors to set the amount awarded for a scholarship each year, clarify only one scholarship awarded per region, and add language to say that a scholarship should be awarded to the best applicant of a child or grandchild of an active member.

2-Article VII-Treasurer: Amend language to allow TAC to manage memberships by collecting dues and sending notifications on outstanding dues.

3-Article IX-Annual Conference: Add language to require a Professional Event Project Manager for all CDCAT conferences.

3a-Article VI-Meetings: Add section 6.02 "Manager of Conferences" and clarify that the Board of Directors are to approve a certified Professional Event Manager to be used at all CDCAT conferences.

4-Article XIV-Compensation: Amend language to set mileage reimbursement at the same rate as the Texas State Comptroller.

5-Article V-members: Clean up grammatical error.

Ms. Kneuper stated that in the future should any grammatical errors be found they can be corrected without the requirement of a bylaw change.

c. reSearchTX Report-Sharena Gilliland-(Attachment G)

Ms. Kneuper read a written report from Sharena Gilliland, Parker County District Clerk. On April 27, 2018 Ms. Gilliland testified before a Judiciary and Civil Jurisprudence interim studies hearing regarding outstanding issues related reSearchTX. The primary concern remains to be liability. Clerks are concerned about any errors in failing to secure documents that may later be sold on the database.

Legislation to make it clear the Clerks should have no liability may be necessary. Moving forward with public access was recommended by JCIT and will most likely occur this fall. The committee will continue to monitor JCIT activity and recommendations and will be ready to assist with any legislation that will make clear that the database is not the responsibility or liability of the Clerk.

d. Community Outreach 2018-Jeane Brunson

Ms. Kneuper gave the update on the behalf of Ms. Brunson who was unable to attend. The Clerks who were impacted by Hurricane Harvey were contacted by the Committee and asked to send their name and county information for a donation to their staff from the Association. The total cash amount donated for this project came to \$7,790. Several gift cards were also received and were disbursed to Refugio County. Because there were so many gift cards donated, procedures for the collection and disbursing of funds will be created for future projects. Ms. Kneuper read a list of thank you notes received from the donation recipients.

e. Nominating Committee-Angelia Orr

Ms. Kneuper gave the Nominating Committee update saying there was one only letter of intent received for consideration as the next CDCAT Secretary. Lisa Johnson, Hemphill County Combination Clerk, will automatically become the Secretary for the 2018-2019 year.

f. Sales Committee Report

Ms. Kneuper gave a list of merchandise still remaining which included cardigans, picture frames and RTC spill proof lids. New merchandise includes tumblers, coffee mugs and coasters.

g. Conference City Committee Report-Heather Keller/Linda Haney/Pam Bean

Two applications were received for consideration as the Conference City for the 2020 Annual Conference. They were the City of Amarillo in Potter County and the City of Waco in McLennan County. This will be presented to the Clerks at the Annual Business Meeting. The winning city will be selected by vote.

h. Finance Committee Report-Dwight Sullivan

Nancy Rister, Williamson County Clerk, gave a brief overview of the discussion of the Finance Committee meeting. During the meeting Dwight Sullivan, Galveston County Clerk, presented a document he created which contained recommendations for the Board's consideration regarding best practices for financial procedures. One of the suggestions made by the Committee was to make the Banking and Finance Committee permanent rather than ad-hoc. They will bring proposed amendments to the bylaws at the June 2019 Board of Directors meeting.

8. Discussion & Update on the 2018 Conferences:

a. Winter Conference, San Marcos-Luz Hinojosa & Leah Magnus

Leah Magnus, TAC (Texas Association of Counties) came forward with an update on the 2018 Winter Conference. This was the fourth year that TAC assisted with the Winter Conference. Attendance stayed steady with only slightly fewer attendees.

There were 458 final registrants from 214 counties. Revenue was down a small amount due to sponsor/vendor revenue being down and having fewer registrants. Expenses were higher compared to previous years.

Their previous contract with the Embassy Suites in San Marcos grandfathered in the cost of coffee; the new contract does not. The cost of coffee increased from \$40 per gallon to \$60 per gallon which was a big increase to the expense of events.

Ms. Magnus informed the Board that CDCAT is part of the court personnel training fund grant. These funds used to be administered by the Texas Center for the Judiciary; however, they are now being administered by TAC. This change allows TAC to monitor the funds more closely and make the Clerks aware of the funds that are available for reimbursement. At the beginning of FY2018 additional funding was made available which allowed for additional reimbursements. The cost for speaker rooms, audio/visual equipment and breaks was reimbursed in the amount of \$12,706.50 which allowed for a small profit for the conference.

b. Annual Conference, San Antonio-Donna McKinney

Ms. Magnus gave the update for this year's Summer Conference. This is the third year that TAC has assisted with the Summer Conference. TAC managed registration for this year's attendees as well as printing the binders and providing the audio/visual. Event revenue to date totals \$94,635 and includes conference registrations and tickets sold. So far, \$55,000 has been sent back to the Association. After the conference has ended they will balance out the event, disburse the remaining funds and notify the Board of any unpaid registrations. Ms. Kneuper added that TAC has done a tremendous job in getting the conference together and thanked them for their efforts.

c. Fall Conference, Georgetown-Luz Hinojosa & Leah Magnus

Ms. Magnus began by saying that the conference in September will be the first Fall Conference for the Association and takes the place of the UT Law Conference previously held in April. TAC will also be assisting with conference management support similar to the Winter Conference. This conference will fall under the FY2019 grant year. To date there is \$31,860 in billed registration fees. The conference hotel will be the Sheraton in Georgetown, September 5-7, 2018. The room block has been filled, but, there are two overflow hotels set up.

9. Discussion/Ratification of Amicus Brief for Case Appealed to the Supreme Court Regarding Elections

Ms. Kneuper began by saying this was voted on by the Board at the Winter Conference meeting to allow TAC to prepare an amicus brief on an elections case that was appealed to the Supreme Court. Paul Miles and Garry Merritt did a great job writing the brief and getting it filed. No action taken.

10. Discuss and Approve Appointments and Contracts:

a. Ratify electronic vote on the renewal contract with lobbyist Casteel and Carter for a two year term beginning June 1, 2018 through June 30, 2020

Ms. Kneuper stated that the contract was already approved by electronic vote; they need a motion to ratify. The motion was made by Ms. Haney and seconded by Ms. Dowd. None opposed; motion carried.

b. Approve Letter of Retainer with Karen Gladney for term July 1, 2018 through June 30, 2018

Ms. Kneuper asked for a motion to approve the letter of retainer for a one year term. Ms. Haney made a motion to approve the letter of retainer with the correction that the term date be July 1, 2018 through June 30, 2019. The motion was seconded by Ms. Crawford. None opposed; motion carried.

c. Ratify Resolution in Support of TAC Continuing the Administration of Grant Funds

Ms. Kneuper informed the Board that there is a resolution on file with TAC regarding their administration of grant funding which should be approved annually. Ms. Kneuper asked for a motion to approve continued support of the administration of grant funding through TAC. The motion was made by Ms. Tipton and seconded by Ms. Escamilla-Davis. None opposed; motion carried.

After the vote, Ms. Kneuper updated the Board on the appointment of the new Executive Director for TAC which will be Susan Redford. In addition, Clerks will receive a hotel reimbursement of \$100 per night for three nights during this conference.

11. Report on Leadership 254 program-Celeste Bichsel and Tammy Kneuper

Ms. Bichsel began by saying she and Ms. Kneuper were awarded scholarships to participate in the program during the past year. The program is a 14 month commitment that was sponsored and paid for by TAC. Ms. Bichsel thought the program was incredible and had great speakers. She encouraged the Clerks to participate if they are given the chance. Ms. Kneuper agreed saying that they were exposed to more than they could have imagined and they learned so much about themselves as well as about other elected positions. Ms. Kneuper also encouraged the Clerks to participate if they get the opportunity.

12. Discuss and recommend to the Board of Directors for action the location and dates:

a. the 2019 CDCAT Fall Conference

Ms. Kneuper said that as the Executive Board they looked at several options in hotels that were presented by TAC. After comparing amenities and services, the decision was made to recommend to the Board of Directors the 2019 Fall Conference be held at the Georgetown Sheraton, September 4-6, 2019. A motion to approve was made by Ms. Kemp and seconded by Ms. Cammack. None opposed; motion carried.

b. the 2021 CDCAT Winter Conference

Three locations were considered for the 2021 Winter Conference: San Marcos, Austin and Denton. After comparing amenities, services and costs, the Executive Board recommends Denton to host the 2021 Winter Conference to be held February 1-4, 2021. A motion to approve was made by Ms. Haney and seconded by Ms. Crawford. None opposed; motion carried.

13. Discussion and Action for Committee Appointments by Jennifer Lindenzweig, President Elect

Ms. Lindenzweig presented her selections for Committee appointments and asked for a motion to approve. The motion was made by Celeste Bichsel and seconded by Ms. Crumley. None opposed; motion carried.

14. Discussion and Action-President's Gift for Tammy Kneuper-President Jennifer Lindenzweig

Ms. Kneuper turned the meeting over to Ms. Lindenzweig and stepped out of the room. Ms. Lindenzweig asked the Board for discussion and approval of the outgoing President's gift from the Association. In the past \$5,000 has been given which is \$1,000 per year for their term of service on the Executive Board. Ms. Lindenzweig asked for a motion. Ms. Escamilla-Davis made a motion to approve a gift of \$5,000. The motion was seconded by Ms. Hock. None opposed; motion carried.

15. Future Business and Agenda Items for the good of CDCAT

a. Presentation from Video Event Services to be on the Fall Board Meeting agenda.

Ms. Kneuper informed the Board that this item, which was to be presented today, was moved to the 2018 Fall Conference Board of Directors Meeting. Ms. Kemp and Ms. Hinojosa compiled a list of vendors to be considered. Ms. Hinojosa gave a brief overview of some of the vendor information. Presentations will be made at the fall meeting for the Board's consideration.

16. Adjourn

There being no further business of the Board, Ms. Lindenzweig made a motion to adjourn. The motion was seconded by Ms. Bichsel. With none opposed, the meeting was adjourned at 5:20 p.m.

Respectfully Submitted

***Stacey Kemp
Collin County Clerk
CDCAT Secretary***