



THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS  
BOARD OF DIRECTORS MEETING  
Embassy Suites Hotel, Spa, & Conference Center  
Meeting Date: January 28, 2019 at 10:00 A.M.

## MEETING MINUTES

### 1. Roll Call

Lisa Johnson, Secretary, conducted Roll Call and marked the following Present:

#### Officers

- X President – Jennifer Lindenzweig, County Clerk, Hunt Co.
- X Vice President – Laura Hinojosa, District Clerk, Hidalgo Co.
- X Treasurer - Stacey Kemp, County Clerk, Collin Co.
- X Secretary – Lisa Johnson, Combo Clerk, Hemphill co.
- X Immediate Past President – Tammy Kneuper, District Clerk, Bandera Co.

#### Board Members

	Director in Charge	Director
Region I	X Sherri Jones – Wheeler County District Clerk	X Julie Smith – Potter County Clerk
Region II	X Sandra Roblez – Yoakum County District Clerk	X Karren Winter – Archer County Clerk
Region III	X Judy Crawford – Crane County Combo Clerk	X Berta Rios Martinez – Brewster County Clerk
Region IV	X Beverly Crumley – Hays County District Clerk	A Liz Gonzalez - Hays County Clerk
Region V	A Andy Harwell – McLennan County Clerk	X Jon Gimble – McLennan County District Clerk
Region VI	X Sherry Dowd – Navarro County Clerk	X Loretta Cammack – Nacogdoches County District Clerk
Region VII	X Schelana Hock – Polk County Clerk	X Lisa Teinert – Lee County District Clerk
Region VIII	X J.C. Perez – Jim Wells County Clerk	X Esther Degollado – Webb County District Clerk
	X Parliamentarian-Clarissa Webster, Ector County District Clerk	

**A quorum was present and announced to Jennifer Lindenzweig. (Attachment A)**

### 2. Call to Order

President Jennifer Lindenzweig called the Board of Directors meeting of The County and District Clerks' Association of Texas to order at 10:06 a.m. on January 28, 2019.

**3. Invocation – Andy Harwell, McLennan County Clerk**

In Andy's absence, J.C. Perez, Jim Wells County Clerk, led the invocation.

**4. Pledges to the American and Texas Flag – Jennifer Lindenzweig**

The pledges to the American Flag and the Texas Flag were led by Jennifer Lindenzweig.

**5. Approval of Minutes:**

**a. Business Meeting: June 11, 2018 San Antonio – Lisa Johnson (Attachment B)**

The minutes for the Business Meeting held on June 11, 2018 in San Antonio were presented by Lisa Johnson for review and approval. Julie Smith moved to approve the minutes as presented. Beverly Crumley seconded the motion. None were opposed, the motion carried.

**b. Board of Directors: September 5, 2018 Georgetown – Lisa Johnson (Attachment c)**

The minutes for the Board of Directors Meeting held on September 5, 2018 in Georgetown were presented by Lisa Johnson for review and approval. Tammy Kneuper moved to approve the minutes as presented. Stacey Kemp seconded the motion. None were opposed, the motion carried.

**6. Discussion of Treasurer's Reports to be Submitted for Audit – Stacey Kemp**

**a. Sales and Use Tax Report (Attachment D)**

Stacey presented the report for the period ending September 30, 2018 the amount was \$373.64. There was no tax to report for the period ending December 31, 2018.

**b. Treasurer's Report – September 4, 2018 to Present (Attachment E)**

Stacey reported Total Income of \$201,736.71 part of which was \$41,979.24 from the Judicial Grant funds. She reported Total Expenses of \$128,427.54 and Net Income of \$73,309.17. The bank balance as of January 25, 2019 is \$123,607.58, Current Assets are \$224,577.70, and Total Liabilities and Equity are \$355,804.85. Jennifer said these reports will be submitted to Josh and Larry for audit.

**c. Budget Amendments/Line Item Transfers**

Stacey said there are no Budget Amendments or Line Item Transfers on this report.

**7. Discussion Items/Consideration and Approval**

**a. Proposed Budget FY 2019-2020 - Stacey Kemp (Attachment F)**

Stacey told the board that there will be a line item added to the budget for Grant Reimbursement under Income. She said there will be an increase in the scholarships to \$1,500 per year which was previously approved by the board. Judy Crawford moved to adopt the FY 2019-2020 Proposed Budget. Lisa Teinert seconded the motion. None were opposed, the motion carried.

## **b. Audit Reports**

### **i. Final Audit for FY 2017-2018 – Mark Staples/Nancy Rister**

Jennifer said we do not have a final Audit Report for FY 2017-2018. She will follow up and try to get this information to the board.

### **ii. First Audit for FY 2018-2019 – Josh Tackett/Larry Bevill (Attachment G)**

Jennifer presented the Audit Letter. Josh said currently there is no way to track dues as they come in due to TAC handling them. He said all other items are good. Jennifer suggested that Stacey send the dues reports from TAC to Larry and Josh. Loretta moved to accept the First Audit for FY 2018-2019. Beverly seconded the motion which carried unopposed.

## **c. 123<sup>rd</sup> Annual Conference Final Report**

Jennifer said she had received Donna Kay McKinney's conference notebook but no report has ever been presented. Jennifer said the work that TAC did to find expenses that could be covered by grant funds, kept us from having a loss for this conference. The income from the conference was \$2,299.28. Jennifer will submit the conference notebook to the Audit Committee for audit. There was discussion about how to avoid this situation with conferences in the future.

## **d. Ratify Vote Setting Amount for Grant Reimbursement for Winter Conference (Attachment H)**

Jennifer presented the electronic vote taken by the Executive Board on November 8, 2018: Lisa Johnson moved to set reimbursement for 3 nights at \$70/night. Julie seconded the motion. Lisa amended the motion to set reimbursement for 3 nights at \$70/night plus travel. Julie seconded this motion which carried unopposed. The Executive Board is recommending to ratify the electronic vote even though the attendance at this conference is much higher than expected. Sherry Jones moved to ratify the electronic vote to set the reimbursement rate at 3 nights at \$70/night plus travel. Karen Winter seconded the motion which carried unopposed.

## **e. Vendor Update – County Progress**

Becky with County Progress reported that 41 vendor spaces have been purchased totaling \$47,900.00 which is a \$10,550.00 increase from last year. Jennifer said vendors will get an appreciation trophy.

## **f. Fall 2018 Conference Update – TAC (Attachment I)**

Luz reported 259 attendees from 141 counties. The conference had a loss of \$2,741.11. Jennifer said there was an effort to keep expenses low. There are outstanding registration fees of \$390.00. Luz said the evaluations were very good.

## **g. Winter 2019 Conference Update – TAC (Attachment J)**

Luz reported the highest attendance ever of 526 representing 237 counties. Total registration fees are \$94,485.00 with \$17,550.00 still unpaid. Sponsorships total is \$32,000.00 and Vendor revenue is \$15,900.00. The projected profit is \$10,384.70. Jennifer said the bags and T shirts have been sponsored to keep costs down.