



THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
EXECUTIVE BOARD MEETING
Sheraton Hotel & Conference Center, Georgetown, TX
Meeting Date: September 4, 2018 5:30 p.m.

Meeting Minutes

1. Roll Call

Roll call was conducted by Lisa Johnson, Secretary and marked the following present:

Officers

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

Parliamentarian-Clarissa Webster - District Clerk, Lubbock County

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

2. Call to Order

President Jennifer Lindenzweig called to order the meeting of the Executive Board of The County and District Clerks' Association of Texas at 5:30 p.m.

3. Invocation

The Invocation was led by Tammy Kneuper.

4. Pledges to the American Flag and the Texas Flag

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

5. Approval of Minutes-Executive Board of Directors: June 10, 2018 San Antonio-Stacey Kemp (Attachment B)

The minutes for the Executive Board of Directors meeting held on June 10, 2018 were presented by Stacey Kemp for review and approval. Tammy Kneuper moved to approve the minutes as presented. Jennifer Lindenzweig seconded the motion. None opposed; motion carried.

6. Discussion of Treasurer's Report to be Submitted to the Board of Directors

a. Final Treasurer's Report July 2017 – June 2018– Laura Hinojosa (Attachment C)

Laura Hinojosa went over the report which was month by month to make it more clear. She said any changes or expenses that were incurred after June 10, 2018 will not show on the report.

b. Sales and Use Tax Report – Laura Hinojosa (Attachment D)

Laura presented the Sales and Use Tax Report. The total sales tax was \$1,018.59.

c. Treasurer's Report – July 1, 2018-Present – Stacey Kemp (Attachment E)

Stacey went over the Balance Sheet and Profit and Loss Report. She noted a loss from the Summer Conference.

d. Budget Amendments/Line Item Transfers (Attachment F)

A list of the budget amendments was presented for the board members review.

7. Discussion Items/Consideration and Approval

a. Fall 2018 Conference Update - TAC

Luz Hinojosa went over the registration numbers. There are some outstanding invoices. Vendor/Sponsor information is not yet available. There was discussion on collecting the unpaid registration invoices.

b. Winter 2019 Conference Update – TAC

Luz said registration has not opened yet. She said the Education Committee mapped out the Winter and Summer Conference Agendas at the Education Retreat. Leah Magnus went over the new registration process on the TAC website and will do so with CDCAT members via email.

c. Grant Reimbursement Update – TAC

Leah said that on September 1, 2018 TAC started managing CDCAT Grant funds. She said of the \$224,927.00 in grant funds, all except \$856.88 was used. The unused funds will carry over to FY 2019. Leah pointed out that the reimbursement rates for 2018 were higher due to having only the Winter and Summer conferences. TAC was able to find \$30,414.96 on the master bill for the summer conference that was reimbursable from the grant funds. There was some discussion on the need for education regarding reimbursement. There was discussion regarding the restrictions on the grant funds.

d. Update on Member Dues – TAC

Leah went over memberships paid. She said 69% of Counties have paid. Stacey will send reminders to those whose dues are still outstanding.

e. Fall 2019 Conference - TAC

Luz said the board had approved the conference for the first week of September. This date conflicts with the 2019 TAC Legislative Conference. Alternate dates were discussed. Another option is to do another RFP to change venues. Luz will find out what dates in August and September of 2019 are available at the current venue.

f. Guidelines or rules for registration refunds after deadlines

There was discussion on whether the Executive Board needs standing rules regarding registration refunds requested in the case of emergency. Currently, when a refund is requested after the deadline, a letter to the Executive Board is required. The refunds are handled on a case by case basis.

g. Guidelines or rules for non-member attendee for conferences

There was discussion on rules for non-members. The CDCAT attorney will get something written up regarding rules for non-member conference attendees by the Winter Conference for consideration by the board.

8. New Business

Velva Price suggested the board consider giving additional CE hours to clerks who present education at conferences. The hours would be for the extra work and research required to present a topic.

9. Adjourn

There being no further business of the Board, Tammy Kneuper made a motion to adjourn the meeting. The motion was seconded by Stacey Kemp and with none opposed the motion carried. The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Lisa Johnson, Hemphill County & District Clerk