



COUNTY & DISTRICT CLERK ASSOCIATION OF TEXAS  
EXECUTIVE BOARD OF DIRECTORS MEETING  
Meeting Date: February 7, 2017 – 5:10 pm  
Embassy Suites Hotel  
San Marcos, 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 5:10 p.m. on February 7, 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 , Not Present

**Guests:** Dianne Hoefling-Moore, Mark Staples Anderson

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

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

Invocation, Pledge to the American Flag and Texas Flag was led by Celeste Bichsel, President.

### 4. SECRETARY OF STATE PERIODIC REPORTING/CERTIFICATION OF FILING BY LAURA HINOJOSA

Laura Hinojosa confirmed the Periodic Report of a Nonprofit Corporation (Form 802) was processed and the filing confirmation mailed to TAC. Although a copy was not immediately available, Laura will follow up with TAC to secure the mailed document. Jennifer Lindenzweig, Secretary, further confirmed the check for the filing fee transaction had already cleared/posted to the CDCAT account.

### 5. DISCUSSION/ACTION – JUNE 19, 2016 EXECUTIVE BOARD MINUTES – JENNIFER LINDENZWEIG

A copy of the June 19, 2016 Executive Board Meeting Minutes was not immediately available. A motion to present the minutes during the Board of Directors Meeting to follow was made by Heather Hawthorne and seconded by Tammy Kneuper. Motion carried.

**6. DISCUSSION- RE:SEARCHTX – REPRESENTATIVE FROM TYLER TECHNOLOGIES**

Tyler Technologies Representative was not in attendance as he was asked to attend the scheduled 6pm meeting in lieu of the Executive Board Meeting.

**7. DISCUSSION OF THE FOLLOWING ITEMS:**

**A. TREASURER’S REPORT ENDING JUNE 30, 2016, BY TAMMY KNEUPER:**

No Discussion

**B. TREASURER’S REPORT BEGINNING JULY 2016 – JENNIFER LINDENZWEIG**

A copy of the proposed budget was disseminated during the meeting. Celeste requested the board specifically review and address line items where the association went over. The Sales & Merchandise for example, is over as a result of cups that were purchased by Celeste outside of the sales committee. Jennifer acknowledged that items purchased were split between the sales and legislative line items accordingly. Jennifer, however, also pointed out that the reason the Sales & Merchandise line item is over is because the Sales Committee purchased items beyond their budget. The board recognized the great improvement in items at the sales table and agreed they would leave the line item as is to reflect the expenses and propose a budget increase in 2017-2018.

**C. BUDGET AMENDMENTS:**

Discussion was had to propose an increase Sales & Merchandise from \$1,000 to \$3,000. In the Awards & Gifts line item, the board discussed another potential increase to cover gifts for the board, vendors, executive board plaques, and clerk of the year awards to ensure all expenses are covered

and avoid going over budget. A proposal was made to increase the Awards & Gifts line item from \$5,400 to \$7,200. Brief discussion was also had to leave the Leadership Training line item as is since monies currently returned (\$7,000) to the board by TAC may not always be allocated in the future. The monies returned are currently allocated to the Uncategorized Income.

**D. 2017 WINTER CONFERENCE UPDATE – TEXAS ASSOCIATION OF COUNTIES BY LEAH MAGNUS/LUZ HINOJOSA (handout)**

Leah Magnus expressed TAC’s excitement in helping CDCAT produce their educational events then introduced Luz Hinojosa who shared with the board the numbers associated with the Winter Conference. Current conference registrations are at 489, not including on-site registrations and any cancellations, which will be reconciled at a later date. This translates to an approximate \$89,865.00 in projected registration revenues.

In sponsorships, latest numbers total \$24,500.00, which is up from last year. Vendor fees currently reflect a total \$18,250.00. Although some of these numbers are actual, they may fluctuate due to pending account payables and/or expenses which will be deducted from total numbers. Current expenses total \$19,802.37 and include any items already purchased (i.e. t-shirts, bags, lanyards, etc.). The TAC Event Summary handouts reflect a comparison between last year’s conference revenues/expenses and this year’s Winter Conference. Expected profit is at about \$9,401.01 in comparison to \$8,518.16 from the 2016 conference.

**E. TEXAS CENTER FOR JUDICIARY GRANT UPDATE – CELESTE BISCHEL**

No Discussion

**F. AUCTION/VENDOR APPRECIATION UPDATE BY SHERI WOODFIN**

No Discussion

**8. DISCUSSION RE: SEARCHTX BY SHARENA GILLILAND, RE:SEARCHTX COMMITTEE CHAIRMAN**

No Discussion

**9. DISCUSSION RFP'S 2018 BY LEAH MAGNUS/LUZ HINOJOSA**

Leah Magnus proposed discussion of the board's goals and priorities as they proceed with the 2018 educational events, cohesiveness is maintained in meeting member needs, in generating the educational program content and the communication/marketing plan to increase conference attendance. This will also help the board identify appropriate conference venues and help members plan accordingly when deciding which educational events to attend.

Heather proposed the board consider the time of the year conferences are scheduled to accommodate any official business taking place in clerk's respective counties (i.e. elections for county & combo clerks). Clerk's travel budgets and distance are other things to consider when identifying conference goals and priorities.

TAC representatives distributed a proposal handbook for further review and consideration (refer to CDCAT Conference Site Selection Meeting manual). Extensive discussion took place regarding the different venue options, varying dates and a final decision made to host the 2018 September Fall Conference at the Sheraton-Georgetown (blue tab in handbook).

**10. ADJOURN**

There being no further business, Celeste Bichsel adjourned the meeting at 6:04 pm, February 7, 2017.

Respectfully submitted



Laura Hinojosa, CDCAT Secretary  
District Clerk, Hidalgo County

