



THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS  
EXECUTIVE BOARD MEETING  
Embassy Suites Hotel/Convention Center, San Marcos, TX  
Meeting Date: February 05, 2018 10:00 a.m.

## Meeting Minutes

### 1. Roll Call

Roll call was conducted by Stacey Kemp, Secretary and marked the following present:

#### Officers

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

**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 Executive Board of The County and District Clerks' Association of Texas at 10:08 a.m.

### 3. Invocation

The Invocation was led by Stacey Kemp, Collin County Clerk.

### 4. Pledges to the American Flag and the Texas Flag

The Pledges to the American Flag and the Texas Flag were led by President Tammy Kneuper, Bandera County District Clerk.

### 5. Approval of Minutes-June 25, 2017-South Padre-Laura Hinojosa- (Attachment B)

The minutes for the Executive Board of Directors meeting held on June 25, 2017 were presented by Laura Hinojosa for review and approval. Jennifer Lindenzweig moved to approve the minutes as presented. Celeste Bichsel seconded the motion. None opposed; motion carried.

**6. Action/Discussion-Treasurer's Report**

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

No discussion

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

Ms. Lindenzweig informed the Board that the sales and use tax paid for Quarter ending June 30, 2017 totaled \$429.16.

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

Ms. Hinojosa noted that the reports show two months that are grayed out; this is because there was no activity during that time. Ms. Kneuper noted that at the back of the report there was a letter from the Association's CPA which should help explain some of the reporting.

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

Ms. Hinojosa noted that the first report presented was for the period ending September 30, 2017 with a total tax of \$114.34. The next report ending December 31, 2017 has no taxes because there were no sales.

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

Ms. Kneuper asked if there were any budget amendments or line item transfers. Ms. Hinojosa replied that last period the Board added \$1,000.00, but there was nothing for this period to her knowledge.

**7. Items of Discussion for the Board of Directors Consideration and Approval:**

Ms. Kneuper stated that the items for discussion of the Board of Directors would be considered for approval in the meeting later in the afternoon; however, if there was anything the Board wanted to temporarily discuss they could pull those items one at a time.

**a. Audit Report – Mark Staples/Nancy Rister**

Ms. Kneuper asked for discussion on the audit report so that they could discuss it with the Board of Directors this afternoon. Mark Staples, Anderson County Clerk, came forward; he and Nancy Rister, Williamson County Clerk, are the Audit Committee. Mr. Staples said that when looking at the report he noticed that it did not match the documentation. He found that some of the past Treasurers did things differently; some added the interest earned on Bonds to the checking account and others left it with the Bonds. Mr. Staples was seeking direction from the Board on how finances should be reported. Ms. Kneuper replied that they could either make a journal entry for every plus or minus each month, or keep a separate spreadsheet with those entries.

The spreadsheet is more logical but it throws the QuickBooks program off. All entries have been made through June 30, 2017, so they would have to start with July 1, 2017 and enter each change in order for the reports to match.

Sherrie Woodfin, Tom Green County District Clerk, said that what they did early on was to purchase the Bond and then the only time any interest was recorded was if it was liquidated or moved into another Money Market. Because you are guaranteed what you buy on a Bond, and the percentage rate is much higher than what you would get on a CD, it only matters when you cash it out. Discussion followed.

Because the Bonds fluctuate so much throughout the month, Ms. Kneuper recommended they just record the interest earned each month and keep checks and balances on the checking account. All Board members agreed.

- b. Education Committee– Sheri Woodfin
- c. Bylaws Committee – Ross Bush
- d. re:SearchTx Committee – Sharena Gilliland
- e. **Community Outreach Committee-Jeane Brunson**

Ms. Kneuper informed the Board that more than \$4,000 had been collected for the Outreach Committee. The Board made an Executive decision to send aide to Rebecca Capers, San Jacinto District Clerk, whose husband was killed during the flooding after Hurricane Harvey. Ms. Kneuper read from the card she received from Ms. Capers thanking the Association for the donation.

- f. Nominating Committee – Angela Orr
- g. Sales Committee-Brenda Rowe
- h. **Pictorial Directory-Loretta Cammack (Possibly not producing a directory and amend the bylaws)**

Ms. Kneuper said that Loretta Cammack, Nacogdoches County District Clerk, had questioned whether we still needed to print a pictorial directory since there is one online and the costs to produce it are exorbitant. Ms. Kneuper is in favor of keeping the hard copy. She keeps it on her desk and whenever she gets a call from a Clerk, she opens it to that Clerk's information so she knows who she is talking to. Should it be determined that a pictorial directory is no longer needed, a change in the bylaws is required.

- i. Conference City Committee Report-Heather Keller
- j. Legislative Committee-Patti Henry.
- k. Final Report 2017 Annual Conference-Sylvia Perez & Eric Garza
- l. **Determine and recommend to the Board the amount of reimbursement to the clerks from the Center for Judiciary Grant Funds-Susan Redford**

Susan Redford, Texas Association of Counties (TAC), updated the Board on the status of the Judiciary Grant. For the past several years grant reimbursements for the Clerks' Association was managed by the Texas Center for the Judiciary. Since TAC was already assisting in organizing the Clerks' educational conferences it only made sense to allow TAC to manage the grant program too. This year and moving forward the grant reimbursement program will be handled by TAC. In addition, the Court of Criminal Appeals helped with legislation that increased the grant from \$175,000 per year to \$224,927 per year. TAC is very grateful to help the Clerks utilize the funds.

They were also able to get a final accounting of how the grant funds were spent for Fiscal Year 2016. So far they have not been able to get a final accounting for Fiscal Year 2017. They have received the check roll and have pieced together what they could for what the checks were written for, which shows to be \$24,000 over the allowed grant; the Association was required to write a check back to the Texas Center for the Judiciary.

What they found is that only half of the Clerks are claiming reimbursement for eligible expenses. Ms. Redman asked the Board for direction as to what the Association's priority is for utilizing the grant.

Ms. Redman asked if they should contact the Clerks who have not submitted a claim within a couple of weeks after the conference to remind them to submit the form, or should they find other ways to spend the funds. Discussion followed. Ms. Redman recommended that they keep the reimbursement amount the same and focus on increasing the reimbursements by educating the Clerks on how the program works. Ms. Kneuper agreed and said that the current reimbursable amount for lodging is \$70 per night for three nights which will be the recommendation to the Board of Directors. Ms. Redman noted that the reimbursable rate for mileage is \$0.45 per mile which is lower than the state rate.

**m. Possibility of presenting Achievement Awards to Clerks for outstanding service in the association other than the Clerk of the Year award**

Ms. Kneuper began the discussion by saying that she was approached by a Clerk who asked about presenting an achievement award outside the Clerk of the Year award. The Clerk had attended a Treasurer's conference and learned that they give out several awards such as Employee of the Year. Ms. Kneuper commented that to her, the Clerk of the Year was their Outstanding award and didn't want to take away from that award. The Board agreed. A brief discussion followed regarding how criteria would be determined.

**n. What organization to pay the Community Outreach Money collected at the Winter Conference in 2016?**

Ms. Kneuper commented that last year the Association selected First Responders as the Superheroes and collected money for a donation. They still have not selected an organization to receive the funds. She suggested they pay the funds to the First Responders of San Marcos. Since the conferences are held in San Marcos it is the most logical choice. Ms. Kneuper asked the Board if they had any other suggestions. Hearing none, the consensus was to recommend to the Board of Directors that the donations be given to the First Responders of San Marcos.

**o. Determine whether we want to continue the Silent Auction as a fund raiser for the scholarship program or discontinue the Silent Auction. Increase the dollar amount of the Scholarship (requires bylaw change)**

Ms. Kneuper asked the Board for recommendations on whether to continue the Silent Auction to fund the Scholarship program or if they could fund the program without the auction. She is not in favor of increasing the number of scholarships awarded each year, but is open to increasing the actual dollar amount awarded. The auction this past year brought in approximately \$5,000. Ms. Kneuper thinks the auction is something fun for the Clerks and they seem to really enjoy it. Ms. Lindenzweig commented that last year the auction brought in \$5,265.32. The scholarships are budgeted at \$8,000; \$1,000 for each Region. Last year Ms. Lindenzweig paid out only \$6,000. The auction helps to offset the costs. Some Regions send money to cover a scholarship for their Region, however there may come a time when they will not be able to do that.

Ms. Kneuper commented that some of the Regions collect enough money to put in \$1,000. Ms. Hinojosa suggested they raise the dollar amount from \$500 per semester to either \$750 or \$1,000 per semester. A brief discussion followed. Ms. Kemp also recommended they raise the funds to \$750 per semester. The Board agreed. The recommendation to the Board of Directors for awarding a scholarship will be \$750 per semester.

**p. Discuss/action-set recommended reimbursement mileage rate (.545) for next year to be approved by the Board of Directors for CDCAT business expense**

The next item for discussion was to recommend a mileage reimbursement rate for Clerks conducting CDCAT business. The state rate is currently .545. The consensus was to recommend a mileage rate of .545 to the Board of Directors.

**8. Discussion & Update on the 2018 Conferences:**

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

Luz Hinojosa, Texas Association of Counties, gave the Board an update on the Winter Conference. Ms. Hinojosa provided handouts and informed the Board that the information she had was a very rough draft of how the conference is going so far. As of the time of the meeting there had been 450 early registrations at \$180 each; 8 late registrations at \$195 each; 2 one-day registrations at \$90 each; 1 corporate registration at \$500 each; 120 extra lunch tickets at \$15 each; 11 event cancellations at \$10 each; 4 event cancellations at \$180 each, this was because they missed the deadline to cancel; a conference bag at \$10 and \$20 in t-shirt sales. There have been 458 attendees from 214 counties which gives a good idea of what was budgeted versus what was spent. The actual revenue to date is \$85,870. Once the conference has been completed, the Board will receive a final update.

**b. Annual Conference – San Antonio – Donna McKinney**

**c. Fall Conference – Georgetown – Luz Hinojosa & Leah Magnus-(Attachment H)**

Ms. Hinojosa gave a brief overview of locations for future conferences which included Allen in Collin County; San Antonio in Bexar County; Georgetown in Williamson County; Ft. Worth in Tarrant County and Waco in McLennan County for Fall 2019, and San Marcos in Hays County; Austin in Travis County and Denton in Denton County for Winter 2021.

**9. Discuss proposed budget for approval to the Board of Directors for 2018-2019-Laura Hinojosa (Attachment I)**

Ms. Hinojosa provided the Board with the 2018-2019 budget spreadsheet. Budget recommendations for the Board of Directors' approval included increasing the Legislative Expense from \$10,000 to \$15,000; Scholarships from \$8,000 to \$12,000; Pictorial Directory Printing from \$3,000 to \$4,000; Awards and Gifts from \$7,200 to \$10,000 and Supplies from \$1,500 to \$2,000. All other line items will stay the same.

**10. Discuss & recommend to the Board of Directors for Action adding an RFP for Hotel to be included with the Conference City packet**

Ms. Kneuper informed the Board that Donna McKinney, Bexar County District Clerk, was unable to attend to give a status update on the Summer Conference; however, Ms. Kneuper had some information regarding the conference and provided a brief overview.

Sponsorships include Kofile for \$30,000; Local Government Solutions for \$20,000; Equivent for \$8,000 and Certified Payments for \$5,000. Additional information provided included vendor booth costs which have tripled over last year.

Ms. Kneuper expressed concerns over the significant increase; it could be thought that the Association was responsible for the costs, which they are not. So far there was not a sponsor for the Riverwalk Sponsorship which includes the President's Reception or Installation Dinner. They also did not have sponsors for the Hemisphere, Spanish Missions or Bienvenidos Sponsorships. The Host County chose not to use County Progress to assist with the event planning which does not benefit the Association. Ms. Bichsel suggested the Association take more control over the Summer Conference. Ms. Kneuper agreed saying she has talked with TAC at great length and they are trying to complete an RFP for the Summer Conference, which will include having TAC as the Association's liaison and County Progress as the vendor manager. This will also be put into the bylaws. The Host County will have to work with County Progress to obtain vendor pricing and recommendations, otherwise the Association will risk losing the vendors as sponsors for their meetings; they will think it is the Association charging the increased prices when we are not. Discussion followed.

**11. Discuss & 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 outside public**

Ms. Kneuper asked for an opinion on whether the Association had to provide a Clerk's CE hours if requested by the public. It was determined that we do not. Should someone request a Clerk's hours, they will have to get that information from the Clerk. In addition, do not copy anyone who is not on the Association's list serve unless it is Deputy Clerk, but only if all dues have been paid. Only members and affiliate members may be on list serve.

**12. Future business and agenda items for the good of the CDCAT:**

**a. Discussion regarding V-cube USA, Inc.-Event Services**

Ms. Kneuper presented information on V-Cube USA who specializes in recording and live streaming various events. Information included costs of services which require a reservation, and types of services provided. A brief discussion regarding whether this could be beneficial to the Association followed. Ms. Kneuper recommended bringing in vendors to talk about their services and demo their product. The Board agreed to bring this item to the Summer Conference for discussion and approval. Ms. Kemp and Ms. Hinojosa will get three vendors to provide a brief demo.

**b. Discussion regarding the possibility of TAC collecting the Annual membership dues and amending the bylaws**

Ms. Kneuper asked the Board for their suggestions and informed them that should this item be adopted, there would be a change to the bylaws. Leah Magnus, TAC, said this is a service they could provide to the Association. They would collect the dues and provide the invoice with the Association's logo. Ms. Kneuper asked the Board if this is something they want to take away from the Treasurer; it is a very time consuming process and a requirement of the bylaws. Ms. Hinojosa recommended that TAC take over collecting the dues. The Treasurer will still be required to perform the many other duties associated with memberships. Ms. Magnus verified there is no charge to the Association other than the cost of printing and mailing. The Board agreed to recommend to the Board of Directors to allow TAC to assume the responsibility of collecting membership dues and make an amendment to the bylaws.

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

Mr. Roberts presented information to the Board regarding how this issue began. There is a three year old election contest case in Travis County where a candidate lost a City Council election by a substantial margin. Citing irregularities in the election, the candidate took her case to trial, which she lost. She appealed her case to the Third Court of Appeals and lost. She has now appealed to the Supreme Court as a pro se litigant. The reason it has come to the attention of the Association, as well as Election Administrators and TAC, is that what started as an election contest has become an effort to invalidate electronic voting. The question being presented is whether the Clerks want TAC to write an amicus brief to the Supreme Court in opposition to invalidating electronic voting. The Board was in consensus to recommend to the Board of Directors to request TAC to write the amicus brief.

**13. Adjourn**

There being no further business of the Board, Jennifer Lindenzweig made a motion to adjourn the meeting. The motion was seconded by Celeste Bichsel and with none opposed the motion carried. The meeting was adjourned at 12:12 p.m.

***Respectfully submitted,***

***Stacey Kemp, Collin County Clerk-Secretary***