



THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
EXECUTIVE BOARD MEETING
Hyatt Regency Riverwalk, San Antonio, Texas
Meeting Date: June 10, 2018 2:00 p.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

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 Executive Board of The County and District Clerks' Association of Texas at 2:08 p.m.

3. Invocation

The Invocation was led by Laura Hinojosa, Hidalgo 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 Celeste Bichsel, County & District Clerk, Carson County.

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. Ms. Bichsel made a motion to approve the minutes as presented. Ms. Hinojosa seconded the motion. None opposed; the 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 began by saying the Balance Sheet shows total assets at \$390,544.15. The checking account has a balance of \$129,993.20, and the Money Market has a balance of \$32,304.86. Next Ms. Hinojosa reviewed the Profit and Loss Statement. The total income was \$69,712.33 and net operating income was \$53,232.31 which leaves a net income of \$53,332.57.

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

Ms. Hinojosa reminded the Board that the last report had a zero balance due because they had no sales for that period. Since that time they have had a conference and generated merchandise sales. The balance paid in sales and use tax for the period of January 1, 2018 through March 31, 2018 was \$464.39. There being no discussion, Ms. Lindenzweig made a motion to approve the report; Ms. Kemp seconded the motion. None opposed; motion carried.

c. Budget Amendments/Line Item Transfers

Ms. Hinojosa informed the Board that a transfer of \$50,000 was made in February to cover hotel expenses. The funds were added as a journal entry, however, the funds will not be moved back until the end of June to ensure all expenses are covered. The transfer was made because the check from the Summer Conference had not been received. Ms. Hinojosa said that when they did receive the check it was larger than anticipated at \$61,000. Money needs to be moved to the Sales and Merchandise line item because there was an outstanding invoice from 2017 in the amount of \$1,445.62. There is \$120.44 in the budget and there are still invoices that need to be paid. The Board agreed to leave the line item as it is to show what the actual expenditures are so that they can increase the budget for the next year. Ms. Lindenzweig clarified that the outstanding invoice was not the fault of the sales committee. The company who sold the merchandise did not send the invoice until 2018.

7. Items of discussion for the Board of Directors' Consideration and Approval:

- a. Audit Report – Mark Staples/Nancy Rister
- b. Bylaws Committee – Velva Price

8. Discussion & Update on the 2018 Conferences:

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

Ms. Magnus began the update saying this is the fourth year TAC assisted with the Winter Conference. Attendance was down slightly. There were a total of 458 attendees that included 214 counties. There was a small profit of \$784.33. Ms. Hinojosa continued the update with a revenue and expense breakdown. She explained that over the past several years they were grandfathered in on food costs; however, when that contract expired the costs increased. They saw an increase to the budget of approximately \$20,000.

Ms. Magnus updated the Board on grant reimbursements which totaled \$12,706.50 and included reimbursements for speaker rooms, audio/visual equipment and breaks. There was an increase to the allowance for hotel accommodations. Room reimbursements went up to \$100 per night for three nights. Grant funds will expire on August 31, 2018.

b. Annual Conference – San Antonio – Donna McKinney

Ms. Hinojosa gave the Annual Conference update on behalf of Bexar County District Clerk Donna McKinney. There were 257 early registrations and 89 late registrations for a total in registration fees of \$94,635. Two checks totaling \$55,000 have already been sent to the Association and the remainder will be sent when the conference has ended.

c. Fall Conference – Georgetown – Luz Hinojosa & Leah Magnus

Ms. Hinojosa gave a report on estimated revenue for the Fall Conference which will be held in Georgetown, Texas, September 5-7, 2018. Early registrations to date total 177. The hotel block is already full; however, there is an overflow hotel available.

9. Discuss proposed budget for approval to the Board of Directors for 2018-2019-Laura Hinojosa

Ms. Kneuper commented that this was discussed during the Winter Conference. Ms. Hinojosa asked if there were any questions on the changes that were made. There being no discussion the budget will be presented to the Board of Directors.

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

a. the 2019 CDCAT Fall Conference

Luz Hinojosa shared a handout detailing options for the 2019 Fall Conference. Information included space rental, room rates, parking rates, and food and beverage costs. Ms. Lindenzweig recommended returning to Georgetown. It would give the Board an opportunity to address any issue that may occur during the Fall Conference rather than simply saying they would not go back.

Ms. Magnus commented that TAC has had a few events there. It is a beautiful property and they have not had any issues. After a brief discussion it was decided to recommend the Georgetown Sheraton to the Board of Directors for the 2019 Fall Conference.

b. the 2021 CDCAT Winter Conference

Ms. Hinojosa said the options are the same as they were for the 2019 Fall Conference. Ms. Kneuper asked Ms. Kemp if she had a preference since she would be the President at that time. Ms. Kemp asked for the Board's thoughts. She wants the venue to be a place that appeals to everyone. Ms. Magnus stated that there are not a lot of options for a conference as large as CDCAT. Not many venues can accommodate 400 to 500 attendees at an affordable rate. After a brief discussion the Board agreed to recommend the Denton Embassy Suites to the Board of Directors for the 2019 Winter Conference.

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

a. Discussion setting the business meeting earlier during a conference

Ms. Kneuper informed the Board that she had a request to change the time of the board meetings. She explained that the meetings were scheduled later in the day to accommodate board members who were driving on the day of the meeting, so they did not have to come in the night before. However, because of some of the recent activities and breakout sessions, the Clerks are coming in earlier. Ms. Kneuper recommended having the meetings earlier in the day.

b. Discussion on Recommendations from the Banking and Finance Committee

President Kneuper introduced Dwight Sullivan, Galveston County Clerk, who gave the Board an update on the Banking and Finance Committee. Mr. Sullivan created an investment policy that mirrors Chapter 2256 of the Government Code (Public Funds Investment Act). The policy is just a starting point to enable the Board to create a policy that would best benefit the Association. Mr. Sullivan asked that the Board approve an amendment to the bylaws to create a permanent Banking and Finance Committee with an effective date of July 1, 2019. The Committee would develop policies for investment and banking procedures. Mr. Sullivan also asked for Board approval to have the Association's attorney review what can and cannot be done regarding their tax exempt status just to confirm they are doing everything right.

c. Discussion/Update Video Event Services-Laura Hinojosa & Stacey Kemp

Ms. Hinojosa gave an update on vendors who provide Video Event Services. Ms. Hinojosa and Ms. Kemp were asked to find providers for video recording the Association's conferences. They found a few, some of who were out of state and not willing to give a presentation.

Ms. Hinojosa asked for the Board's direction as to how many they wanted to see and for how long. Ms. Hinojosa recommended no more than three and limit their presentations to ten minutes.

Ms. Hinojosa said that of the vendors they spoke to V-Cube was the most willing to accommodate them. It was made very clear to all they spoke to that they would have to come to the Board of Directors meeting at their own expense, and that the Association would not pay for mileage, hotel accommodations or meals. After a brief discussion the Board agreed that there would be no more than three presenters and they would have to limit their presentations to ten minutes each.

12. 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. With none opposed the motion carried. The meeting was adjourned at 3:04 p.m.

Respectfully Submitted

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