



THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
EXECUTIVE BOARD MEETING
Embassy Suites Hotel, Spa, and Conference Center
San Marcos, TX
Meeting Date: January 27, 2019 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 on January 27, 2019.

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: September 4, 2018 San Antonio-Lisa Johnson (Attachment B)

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

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

a. Sales and Use Tax Report – Stacey Kemp (Attachment C)

Stacey presented the Sales and Use Tax Quarterly Report Ending September 30, 2018. The sales tax for this quarter was \$373.64. There were no taxes paid for the quarter ending December 31, 2018.

b. Treasurer's Report – September 4, 2018-Present – Stacey Kemp (Attachment D)

Stacey went over the Balance Sheet and Profit and Loss Report. She noted Total Assets of \$355,804.85, Total Income of \$201,736.71 and Total Expenses of \$128,427.54 leaving a Net Income of \$73,309.17. The report will be submitted to the full Board of Directors at the meeting tomorrow.

c. Budget Amendments/Line Item Transfers

Stacey said there are no amendments or transfers to report.

d. Proposed Budget FY 2019-2020 (Attachment E)

Stacey presented the Proposed Budget for Fiscal Year 2019-2020. She noted a category for Grant Reimbursement has been added to the proposed budget. Stacey said the scholarships will increase to \$750/semester. Jennifer said the proposed budget will be presented for approval at the Summer Conference.

7. Discussion Items

a. Fall 2018 Conference Update - TAC (Attachment F)

Luz reported that there were 259 attendees at the first Fall conference. There is still \$390 in registration fees that haven't been paid. In the future, after 90 days CDCAT will collect the outstanding registration fees. Revenue for the conference was \$71,890.00 and expenses were \$74,631.11 for a loss of \$2,741.11.

b. Winter 2019 Conference Update – TAC (Attachment G)

Luz reported that we have a record number, 526 registrants for the Winter 2019 Conference. She went over the budget and projected income. Total registration fees are \$94,485.00 of which \$17,550.00 is unpaid at this time. This conference has \$32,000.00 in sponsorships and \$15,900.00 from exhibitors. Total conference revenue is \$124,835.00. Total expenses are projected at \$114,450.30 leaving a projected profit of \$10,834.70.

c. Grant Reimbursement Update – TAC (Attachment H)

Michele reported \$225,783.88 available in Judicial Grant funding for FY 2019. Of the 179 attendees at the 2018 Fall Conference, 117 applied for reimbursement which totaled \$33,985.63. The Executive Board agreed to recommend a reimbursement rate of 3 nights at \$70 for lodging plus travel for the 2019 Winter Conference. Typically, the Winter Conferences are the most well attended of all the conferences.

d. Update on Member Dues – TAC (Attachment I)

Luz reported that 97% of all dues are paid, totaling \$54,825.00. There was discussion about the best way to handle outstanding dues. Some new clerks have dues that will carry over from the previous clerk. Jennifer will announce that clerks may pay their dues at the conference registration desk and if they are unsure if their dues are paid they can verify it there, as well.

e. Fall 2019 Conference - TAC

Luz reported that a contract with Georgetown Sheraton has been signed for the 2019 Fall Conference, September 16-18, 2019. It includes a \$45,000 food and beverage requirement.

8. New Business

There was discussion about locations for the Fall 2020 conference. Some locations suggested were College Station, Lubbock, Amarillo, Frisco, San Antonio, and Abilene.

Laura presented the 2017 Federal Tax Return. No taxes are due.

9. Adjourn

There being no further business of the Board, Tammy Kneuper made a motion to adjourn the meeting. The motion was seconded by Laura Hinojosa and with none opposed the motion carried. The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Lisa Johnson, Hemphill County & District Clerk