

**COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
EXECUTIVE BOARD MEETING**

Meeting Date: September 15, 2019 5:30 P.M.
Sheraton Austin Georgetown, San Gabriel CD
Georgetown, Texas

MINUTES

1. CALL TO ORDER

President Laura Hinojosa called the Executive Board meeting of the County and District Clerks' Association of Texas at 5:38 p.m. September 15, 2019. (Attachment "A")

2. INVOCATION

Invocation was given by Stacey Kemp, Vice President

3. PLEDGES TO THE AMERICAN FLAG AND THE TEXAS FLAG

The Pledge to the American Flag and Texas Flag was led by Lisa Johnson, Treasurer.

4. ROLL CALL

Roll call was done by Jennifer Lindenzweig, Immediate Past President, and marked the following present.

Officers

- President – Laura Hinojosa, District Clerk, Hidalgo County
- Vice President – Stacey Kemp, County Clerk, Collin County
- Treasurer – Lisa Jonson, County & District Clerk, Hemphill County
- Secretary – vacant
- Immediate Past President – Jennifer Lindenzweig, County Clerk, Hunt County

Parliamentarian-Clarissa Webster, Ector County District Clerk

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

5. MINUTES: Executive Board Minutes June 23, 2019

The minutes from June 23, 2019 Executive Board Meeting were presented by Lisa Johnson. Jennifer Lindenzweig made the motion to approve the minutes as written, second by Lisa Johnson; no one opposed and motion carries. (Attachment "C")

6. TREASURER'S REPORTS

a. Final Treasurer's Report: July 2018-June 2019-Stacey Kemp

Stacey reported total of \$239,312.12; total assets \$463,275.67; total liability and equity \$463,275.67; total conference income \$259,697.65; total scholarship donations \$15,517.00; total income \$478,569.50; total summer conference income \$17,358.91; total conference expense \$284,280.20; total expense \$407,349.85; total other income \$3,348.62; Net income \$74,568.27. To be presented to full board.

b. Sales and Tax Report: Period Ending June 30, 2019-Stacey Kemp

Stacey reported sales and use tax for period ending 6/30/19 was \$291.47, Timely Filing Discount -\$1.45, total paid \$290.02. To be presented to full board.

c. Treasurer's Report: July 1, 2019-Present-Lisa Johnson

Lisa reported total of \$102,972.51; total assets \$329,152.61; total liabilities and equity \$329,152.61; total income \$7,453.92; total conference expense \$126,564.47; total expense \$142,527.10; net income \$-135,073.18. To be presented to full board.

d. BUDGET AMENDMENTS/LINE ITEM TRANSFERS

Lisa Johnson stated that there are no budget amendments or line item transfers.

7. DISCUSSION, CONSIDERATION AND APPROVAL OF THE FOLLOWING ITEMS:

a. Resignation of R. David Guerrero-Emailed 8/30/19 10:52 a.m.

Laura reported she had received the written resignation of R. David Guerrero as Secretary from the Executive Board on August 30, 2019 at 10:52 a.m.

b. Appointment of Secretary to fill vacancy as per the bylaws, section 7.05

Discussions were had regarding the appointment to fill the vacancy in the secretary position. Bylaws section 7.05 were reviewed and discussed with legal counsel and the Bylaw Committee Chair, Velva Price to possibly add more clarification in the future. This will be discussed and action taken by the full board as required by the bylaws.

c. Fall 2019 Conference Update

Luz with TAC and Becky with County Progress reported 304 registered clerks/staff, 21 exhibitors with 4 being sponsors; estimated revenue \$66,455.00; estimated expenses \$80,880.71; estimated profit \$-14,425.71

d. Winter 2020 Conference update

Luz with TAC said the agenda has been set, speakers are being confirmed. Registration is set to open October 1, 2019, the dates are February 3-6, 2020. Laura and Luz stated this will be a celebration, black tie event for the 125th year of the association.

e. Grant Reimbursement Update

Leah with TAC reported FY 19 Grant Funds available September 1, 2018-August 31, 2019 was \$225,783.88; 2018 Fall Conference expended \$34,994.38; 2019 Winter Conference expended \$97,092.30; 2019 Summer Conference expended \$66,302.76; estimated carryover for FY 20 \$27,394.44.

The FY 20 Grant, September 1, 2019-August 31, 2020 is set at \$224,927.00, estimated carryover from FY 19 is \$27,394.44 giving a total of \$252,321.44

f. Update on Members' Dues

Luz with TAC reported as of this morning, approximately 85% has been collected, there are only 47 outstanding clerks who have not yet been processed as paid.

g. Fall 2020 Conference

Luz with TAC reported \$10,000 HOT grant from A&M; dates are September 14-16, 2020, room rate would be \$101

h. Contract for David Bray

Laura discussed the contract with David Bray as the last contract was signed in 2013. After discussion, the contract will be sent to legal counsel for review and Laura will get with him to discuss reviewing terms in the contract for any updates, changes or fee changes. Will table for now and come back with further information.

8. NEW BUSINESS

a. Names submitted to Supreme Court Rules Advisory Committee

Laura informed the Executive Board that the following clerks were appointed to the Supreme Court Rules Advisory Committee: Sharena Gilliland, Nancy Rister

b. Subject Matter Expert names submitted to OCA

Laura informed the Executive Board that the following clerks were appointed as Subject Matter Experts to OCA in regard to e-File Texas contract: Bena Hester, Sheri Woodfin and Tracy Hooper as I.T. representative.

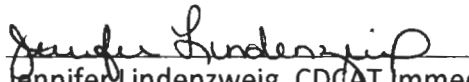
c. Thank you gifts to legislators/Casteel & Roberts/Karen Gladney

Laura shared that the gifts to legislators were custom cutting boards with the association seal and their names, these will be presented to the legislators by the regional clerks during a commissioner court meeting. The October issue of County Progress magazine will have a spotlight on clerks.

9. ADJOURN

There being no further business, Jennifer Lindenzweig made a motion to adjourn the meeting at 7:18 p.m. September 15, 2019, seconded by Lisa Johnson; no one opposed and motion carries.

Respectfully submitted



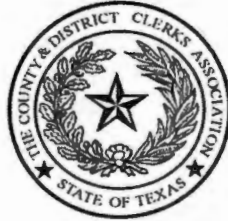
Jennifer Lindenzweig, CDCAT Immediate Past President
County Clerk, Hunt County



"A"

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

VICE PRESIDENT
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SECRETARY
(VACANT)

TREASURER
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PRESIDENT
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IMMEDIATE PAST PRESIDENT
JENNIFER LINDENZWEIG
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COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS EXECUTIVE BOARD OF DIRECTORS MEETING SEPTEMBER 15, 2019

NOTICE IS HEREBY GIVENT THAT A MEETING OF THE COUNTY AND DISTRICT CLERKS' ASSOCIATION BOARD OF DIRECTORS WILL BE HELD ON SEPTEMBER 15, 2019 IN SAN GABRIEL CD AT THE SHERATON AUSTIN GEORGETOWN HOTEL & CONFERENCE CENTER, GEORGETOWN, TEXAS, AT 5:30PM; AT WHICH TIME THE FOLLOWING ITEMS WILL BE DISCUSSED AND/OR ACTED UPON:

1. Call meeting to order;
2. Invocation
3. Pledges to American and Texas Flags
4. Roll call – Jennifer Lindenzweig, Immediate Past President
5. Approval of Executive Board of Directors Meeting Minutes - June 23, 2019, The Woodlands
6. Treasurer's Annual Report to the Board of Directors:
 - a. Final Treasurer's Report: July 2018 – June 2019 – Stacey Kemp
 - b. Sales and Tax Report (period ending 6/30/2019) – Stacey Kemp
 - c. Treasurer's Report – July 1, 2019 – Lisa Johnson
 - d. Budget Amendments/Line Item Transfers
7. Discussion, Consideration and Approval of the following items:
 - a. Resignation of R. David Guerrero - Emailed on Fri, Aug 30, 2019 at 10:52 AM
 - b. Appointment of Secretary as per the bylaws, Section 7.05
 - c. Fall 2019 Conference Update – TAC
 - d. Winter 2020 Conference Update – TAC
 - e. Grant Reimbursement Update – TAC
 - f. Update on Member Dues – TAC
 - g. Fall 2020 Conference – TAC

h. Contract for David Bray

8. New Business

- a. Names submitted to Supreme Court Rules Advisory Committee
- b. Subject Matter Expert names submitted to OCA
- c. Thank you gifts to legislators/Casteel & Roberts/Karen Gladney – Cutting Boards

9. Adjourn

Dated this 6th day of September, 2019 – Laura Hinojosa, CDCAT President

"B"

9/15/19 Executive Board Meeting

Laura ~~Rachel Thompson~~
Stacey ~~Stacey Kemp~~
Lisa ~~Lisa Johnston~~
Jennifer ~~Jennifer Hodenry~~

Guests

~~Sam P. Hodenry~~
Leah Magnus
Luz Higgins
Velva Price
Cathy Jensen



"C"

**THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
EXECUTIVE BOARD MEETING**
The Woodlands Waterway Marriott Hotel & Convention
Center The Woodlands, Texas
Meeting Date: June 23, 2019 at 1:00 pm

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, Ector County

**A quorum was present and announced to Jennifer Lindenzweig. (Attachment A).
See the attached sign-in sheet for others attending.**

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 1:00 p.m on June 23, 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 Jennifer Lindenzweig.

5. Approval of Minutes-Executive Board of Directors: January 27, 2019 San Marcos-Lisa Johnson (Attachment B)

The minutes for the Executive Board of Directors meeting held on January 27, 2019 in San Marcos 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

Stacey presented the Sales and Use Tax Quarterly Report Ending March 31, 2019. The sales tax for this quarter was \$980.22. This includes sales from the winter conference and items purchased for the clerk's bags.

b. Treasurer's Report – January 27, 2019 to June 13, 2019 – Stacey Kemp

Stacey went over the Balance Sheet which showed a checking account balance of \$233,533.94, Money Market Account balance of \$17,831.07 for a total bank account balance of \$251,385.01. From the Profit and Loss Statement she noted Total Income of \$265,443.76 which includes \$300 in cash that was found in the Cameron County District Clerk's safe from 2005, Total Expenses of \$150,853.34 and leaving a Net Income of \$114,857.94. 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.

7. Discussion Items

a. Winter 2019 Conference Update - TAC

Luz reported total registrations of 514 (which is a record for this conference) representing 231 counties. The profit from this conference was \$18,630.91. There is one outstanding registration fee. Jennifer will follow up to collect this money. Luz went over the breakdown of numbers for this conference.

b. 124 Annual Conference Update – TAC

Heather Hawthorne will attend the Full Board meeting to give her update. Luz reported 308 registrants representing 159 counties. The total of registration fees invoiced is \$79,290.00 with \$8,060.00 still outstanding as of 6/18/2019. A disbursement of \$50,00.00 has been sent to Stacey.

c. Grant Reimbursement Update – TAC

Jennifer presented the electronic vote that was taken to keep the reimbursement rate for the Annual Conference at \$75 per night for 3 nights plus travel and any overage to be paid by CDCAT and to carry the \$20,000.00 into the next Fiscal Year. This vote will be ratified at the Board of Directors meeting. Leah went over the FY19 Grant Funds report. The funds available at the beginning of 2019 were \$225,783.88. Grant funds disbursed for the Fall 2018 Conference were \$35,124.38 and for the Winter 2019 Conference were \$97,092.30. Leah noted that reimbursement requests are up from 30% to 60%.

d. Update on Member Dues – TAC

Luz reported that \$59,375.00 has been collected. There are only 4 or 5 clerks whose dues are unpaid. Stacey thanked TAC for their efforts regarding membership and collecting dues. Stacey has reached out to the clerks who have not paid their dues. If dues are not paid, clerks will not have access to listserv and CE tracker. Luz went over the online membership process. Invoices for dues will go out on July 1, 2019. Clerks may pay online or with a check through the mail. There was discussion about the invoicing process. Jennifer said she would like to see dues changed from June to July to January to December. She thinks basing dues on a calendar year might be less confusing for everyone.

e. Fall 2019 Conference - TAC

Luz reported that 214 clerks have registered which is on track with attendance last year. Total registration fees are \$38,520.00 with \$16,920.00 still outstanding. The host hotel is sold out but overflows are available.

f. RFP Update for Future Conferences – TAC

Jennifer said there are still some conferences that are not situated. She said the Winter 2020 Conference will be in San Marcos, the 2020 Summer Conference will be in Waco, and the 2021 Winter Conference will be in Denton. Luz has been working on RFPs for the 2020 Fall Conference in College Station but San Marcos is still possible. She went over possible dates and venues. If a conference is held in College Station, there is a \$12,000.00 grant that can be used however the association see fit. These options will be discussed with the Board of Directors.

8. New Business

Jennifer presented a letter from our attorney, Karen Gladney, regarding her contract renewal. There was discussion on a raise though it was not requested by Karen. The Executive Board will recommend to the Board of Directors a raise from \$2,000.00 per month to \$3,250.00 per month which would be \$39,000.00 annually. Karen thanked the Executive Board for their support and also for the memorial for her dad.

9. Adjourn

There being no further business of the Board, Laura Hinojosa made a motion to adjourn the meeting. The motion was seconded by Tammy Kneuper and with none opposed the motion carried. The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Lisa Johnson, Hemphill County & District Clerk