



THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
EXECUTIVE BOARD MEETING
Embassy Suites Hotel, Spa & Conference Center
San Marcos, Texas
Meeting Date: February 2, 2020 at 5:30 P.M.

MINUTES

1. Call to Order

President Laura Hinojosa called to order the meeting of the Executive Board of the County and District Clerks' Association of Texas at 5:31 p.m. on February 3, 2020.

2. Roll Call

Roll call was conducted by Patti Henry, Secretary and marked the following present:

Officers

- President - Laura Hinojosa, District Clerk, Hidalgo County
- Vice President – Stacey Kemp, County Clerk, Collin County
- Treasurer – Lisa Johnson, Combo Clerk, Hemphill County
- Secretary – Patti Henry, District Clerk, Chambers County
- Immediate Past President – Jennifer Lindenzweig, County Clerk, Hunt County
- Parliamentarian-Clarissa Webster, Ector County District Clerk - **absent**

Is there a quorum present, minimum of 3 officers Y X N _____

A quorum was present and announced by Patti Henry (Attachment 2)

See the attached sign-in sheet for others attending.

3. Invocation – none

4. Pledges to the American and Texas Flags – Stacey Kemp

5. Approval of the Minutes: Executive Board of Directors: September 15, 2019 Georgetown, Jennifer Lindenzweig (Attachment 5)

Jennifer presented them with some corrections in paper and electronic format. They have been submitted to Patti Henry.

Motion made by: Lisa Johnson, Seconded by: Patti Henry Approved X Denied _____

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

a. Sales and Use Tax Report – Lisa Johnson (Attachment 6a)

For the 3rd quarter, 9/30/2019 we paid \$962.86. For the 4th quarter there were no sales to report so no sales and use tax was paid.

b. Treasurer's Report – September 15, 2019 thru January 7, 2020 – Lisa Johnson (Attachment 6b)

Checking	\$ 85,042.56	Money Market	\$ 55,319.22
Assets	\$140,361.78	Income	\$170,441.83
Expenses	\$119,142.89	Net Income	\$ 50,498.94
Total Current Assets	\$363,578.68		

Laura stated the both sales and use tax report and treasurer's report will be submitted for audit after the board of directors meeting.

c. Budget Amendments/Line Item Transfers None.

d. Proposed Budget FY 2020-2021 – Lisa Johnson (Attachment 6d)

Lisa would recommend a better accounting of our money. Lisa spoke with Rod Partain, our accountant, and he thought it was a good idea. Used the numbers from the TAC revenue and expenses report from all last year's conferences from Luz. These numbers are a ball park figure from last year.

1. Income – removed sponsorships from conferences and conference proceeds because they are not conference specific.
 - i. Travel-general line item. Travel should be split out per conference or event, if it is specific to the budget.
 - ii. Legislative travel might need to be broken out.
 - iii. Lisa and Laura discussed that because she was proposing such changes, it might be better to have a special meeting before the summer conference to work on the budget.
 - iv. Community Outreach – is this really an income item? Laura states after talking to legal, we should not mix this money with our budget which is why we discussed the nonprofit. The committee does need supplies so we need to keep expenses for the committee. Chairman Sylvia wanted to do some work to educate schools on what clerks due.
2. Audit committee, Nancy Rister, suggested we have more specific line items.
3. Expenses –
 - i. Education- reduced to 15k from 30k.
 - ii. Professional services-raised to 39k due to Karen Gladney's raise.
 - iii. Travel - to \$1,500 from \$6,500 because we will be specific to events. But need line for elections reception and legislative travel.
 - iv. Pictorial - from 4k to 3k
 - v. Auction Reception Winter Conference – **do we separate this event - YES**
 - vi. Leadership training – is one of them national travel? Education and leadership training-education retreat? Is leadership training 254 and TAC board. We need to define each line item. TAC board reimburses travel and pays for our rooms.
 - vii. Summer conference site visit from 15k to 5k
 - viii. Sales tax raised to \$2,500
 - ix. State grant funds
 - x. Raise gifts for the legislators? Patti – Jon was talking about a reception instead of gifts. Patti will talk to Cary and Karen about it.

There is a gap in the budget. Laura hoping we could table it and discuss all during a special meeting.

7. Discussion Items

a. Fall 2019 Conference Update – TAC – Luz (Attachment 7a)

Luz stated there were 303 attendees at the Fall conference. Joyce Hudman and Heather Hawthorne had to take over the conference after the Harris County district clerk lost his race. Revenue was \$80,325 and expenses were \$77,408 resulting in a profit of \$2,917.

b. Winter 2020 Conference Update – TAC – Luz (Attachment 7a)

Luz stated there were 490 attendees as of January 30th at the Winter conference. Projected revenue is \$139,435 and expenses are \$125, 852 with a projected profit of \$13,583. They have to pay on site if not before or they cannot receive their packets.

c. Grant Reimbursement Update – TAC – Michelle (Attachment 7c)

Amended language on the reimbursement form that the auditor's expressed concerns over. Offering 3 nights at \$90 each plus travel.

d. Update on Member Dues – Lisa Johnson

100% of dues are paid. Consider changing the membership year to January to December.

e. Fall 2020 Conference – TAC – Luz (Attachment 7a)

Waco contract has been signed. Receiving \$12k grant and minimum food and beverage is \$25k. Luz then reviewed the status of contracts and food and beverage thru the 2023 conferences, see attachment. Lisa did add deposits in our expenses to cover these future conference deposits.

f. David Bray Contract – Laura Hinojosa

Laura is still working on it.

g. 2020 Mileage Reimbursement Rate – Lisa Johnson (Attachment 7g)

Lisa reports it is 57.5 per mile which is based on the IRS and comptroller.

8. New Business

a. Waco Summer conference contract 2020 is signed.

b. Amarillo summer conference contract 2021 is still pending.

c. College Station fall conference contract 2020 is signed.

d. Presentation re: Interim session discussion and request for CDCAT support during the 87th legislative session- Scott Williamson, ED, Texas Southwest Cattle Raisers Association. This is an electronic registration system that interfaces with the clerks brand software. He suggests we raise the brand fees. Collin County built an interface and Collin County is offering it for free to all counties.

e. Report and discussion on Judicial Grant – Karen Gladney – **no discussion.**

f. Report and discussion on copyright laws – Karen Gladney

Michael Pitchinson, legal counsel for TAC received a call about pictures used in a presentation without permission in a presentation from a past conference that was copyrighted. TAC is negotiating the amount they are requesting (around \$500). TAC will seek reimbursement from the CDCAT for the settlement amount. TAC decided not to include the association in the suit but everyone needs to ensure they are careful with pictures or to remove them from the presentations before submission to any website.

9. Adjourn

There being no further business the meeting adjourned at 7:09 p.m. on February 3, 2020.

Motion made by: Patti Henry, Seconded by: Lisa Johnson Approved X Denied

Respectfully submitted



Patti Henry, Chambers County District Clerk

