



The County & District Clerks' Association of Texas
Board of Directors Meeting
Meeting Date: January 11, 2022, Virtual
MINUTES

1. Call to Order - Lisa Johnson, CDCAT President at 2:06 pm.
2. Invocation – Julie Smith, Treasurer
3. Pledges to the American and Texas Flags – Patti Henry, Vice-President
4. Roll Call - Velva Price, Secretary

Officers:

- President – Lisa Johnson, Hemphill County Combo Clerk
- Vice President – Patti Henry, Chambers County District Clerk
- Treasurer – Julie Smith, Potter County Clerk
- Secretary – Velva Price, Travis County District Clerk
- Immediate Past President – Stacey Kemp, Collin County Clerk
- Parliamentarian – Karren Winter, Archer County Clerk

Board Members:

Director

Director in Charge

- | | | |
|-------------|--|--|
| Region I | <input checked="" type="checkbox"/> Melissa Mead, Hartley County Comb Clerk | <input checked="" type="checkbox"/> Brenda McKanna, Moore County Clerk |
| Region II | <input checked="" type="checkbox"/> Kim Carter, Terry District Clerk | <input checked="" type="checkbox"/> Paige Lindsey, Terry County Clerk |
| Region III | <input checked="" type="checkbox"/> Tammy Robinson, Taylor County District Clerk | <input checked="" type="checkbox"/> Alison Haley, Midland County Clerk |
| Region IV | * Mary Ann Gonzalez, Schleicher Co. Combo Clerk | <input checked="" type="checkbox"/> Dawn Lantz, Kerr County District Clerk |
| Region V | * Cathy Jentho, Eastland County Clerk | <input checked="" type="checkbox"/> Tessa Culverhouse, Eastland Co. District Clerk |
| Region VI | <input checked="" type="checkbox"/> Laura Hughes, Kaufman County Clerk | <input checked="" type="checkbox"/> Terri Willard, Rusk County District Clerk |
| Region VII | <input checked="" type="checkbox"/> Donece Gregory, Tyler County Clerk | <input checked="" type="checkbox"/> Bobbye Christopher, Polk County District Clerk |
| Region VIII | <input checked="" type="checkbox"/> Anne Lorentzen, Nueces County District Clerk | <input checked="" type="checkbox"/> J.C. Perez, III Jim Wells County Clerk |

QUORUM PRESENT

*Absent

Guests in Attendance:

- Karen Gladney, Legal Counsel
- Luz Hinojosa, TAC
- Laura Hinojosa, Hidalgo County District Clerk
- Michelle Mund, TAC
- Sarah Lazarowitz, County Progress

5. Approval of Minutes – Board of Directors Minutes – September 8, 2021 Meeting – Velva Price:

Motion to Approve by Anne Lorentzen, Second by Kim Carter

None opposed, Motion carried.

6. Discussion, Consideration and Approval of Treasurer’s Reports – Julie Smith

- a. Treasurers Report - Period of Nov. 2021 – Jan. 11, 2022, See attached Exhibit A:

Bank Accounts-

Auxiliary Account - \$108,611.50

Checking - \$70,880.61

Money Market - \$44,185.40

TOTAL BANK ACCOUNTS: \$223,677.51

Income - \$260,759.38

Expenses - \$226,457.20

Net – (-15,308.27)

Total Assets - \$382,479.61

Julie stated the negative balance is normal due to funds being expended to pay for the conference and money coming in for the conference.

Motion to Approve by J.C. Perez, Second by Donece Gregory

None opposed, Motion carried.

- b. Sales and Tax Report – Period ending 12/31/2021 – Presented by Julie Smith \$435.39 after Sept. conference, Sales taxes are paid quarterly, Information only.

- c. Budget Amendments/Line-Item Transfers - None

7. Proposed Budget 2022- 2023 – Julie Smith

Information only but summary high points, see Attached Exhibit B

Line #22 – Collected dues of \$45k, expect \$60k, Line #29 – Scholarship reduced from \$12k to \$5k because DPS not available to donate, Regions should consider donating funds, #43- Winter 2023 at Kalahari so food and beverage will not be as high as previously, #62/63 – Election/Legislative Reception during session to bring attention to CDCAT’s legislative agenda, #69 – Executive Board Travel will include site visits.

8. Discussion, Consideration and Approval of the following:

- a. Fall 2021 Conference Update: Luz Hinojosa

Report/Discussion: 2018 Fall Conference lost money of (\$-3,131.11)- 260 registrants, 2019 Fall Conference net \$2,917.00-303 registrants, 2020 Fall Conference cancelled with 310 registrants. 2021 Fall Conference netted \$25,682.28 due to increase in registrations- 353 attendees due to COVID restrictions eased but still over 21 no shows and 41 cancellations.

b. Winter 2022 Conference Update – Luz Hinojosa/Sarah Lazarowitz

Luz - Cancellations have affected the attendance when compared to other years, at 379 attendees. Anticipate \$12,275.00 total profit. Also compared to revenue/profit and expenses incurred for the 2021 virtual conference where \$45,850 in total profit due to minor expenses of \$10,475. Jan. 5, 2022 at 90% attrition because need to avoid 80% attrition which will make CDCAT responsible.

Sarah – 42 vendors, 5 sponsors with \$50k - \$55k in exhibitor fees with \$10,550.00 in outstanding payment.

c. Grant Reimbursement – Michelle Mund

Reported \$346,967,78 in grant account with \$224,927 as base rate. For Fall Conference budgeted \$119,700 but only \$73,795.26 turned in for reimbursement. Proposed to pay maximum amount of lodging and travel for reimbursement to reduce the carry-over. Executive Board recommended \$96.00 + taxes for lodging.

Motion to accept the \$96.00 + taxes by Dawn Lantz and second by J.C. Perez

No opposed, Motion Carried.

Discussion Language increased the number of forms by 5% but still only 70% are turning in the forms. May not be a clerk issue because other elected officials do not turn in completely.

d. Member Dues Update – Luz Hinojosa

Mailed 567 member dues, 444 elected and 123 staff, \$43,575 dues collected from 317 elected and 79 staff. Clerks in 104 counties still owe. Feb. 2022 will send out reminder notice.

e. Summer 2022 – Luz Hinojosa

No host hotel but conference registration on March 1, 2022. Waco pledged \$19k to be sued for any expenses for conference. Fall Conference 2022 in College Station- \$25k food/drink minimum, McAllen for summer 2023 – no food/drink minimum, 2023 Winter Conference Kalahari - \$50k food/drink minimum, 2024/2025 Winter Conference in Denton - \$40k - \$45k food/drink minimum and Fall 2024 1st opportunity to have virtual conference.

9. Committee Reports

Education Committee – Reminder about in-person meeting at winter conference by Brenda McKanna

Sales Committee – Ordered t-shirts and jackets and having drawing for several baskets.

10. New Business –

- a. Carry-Over Hours – Patti Henry working with people to enter hours into system, carry-over hours will occur once Patti certifies the clerk.
- b. Clerk History – Terri Willard suggested that CDCAT keep the history of clerks who have served from all 254 counties resulting from the 125th Anniversary Celebration. Lisa Johnson will organize an Ad Hoc Committee, chaired by Terri Willard. Other members – Bobbye Christopher, Laura Hinojosa, J.C. Perez, and Alison Haley.

c. TAC Checks Timeline – Luz Hinojosa [Information Only]

Confusion occurred when the date for the dues due was changed from July 1 – June 30 to calendar year when TAC would send out the invoices.

d. Regional Meetings Coordination – Lisa Johnson [Information only]

EOB suggested that when Regional Meeting dates are set, send information to Vice-President even if agenda not set so can be placed on calendar. Discussion about summer sponsorships having rooms set aside paid by vendor based on sponsorship levels. These rooms are not part of CDCAT contract.

e. Miscellaneous - At the Summer Conference, Patti would like the Executive Board will stay an extra night for the on-boarding and the Board meeting will occur at the end of the conference. The secretary position was County Clerk year, next year it will be a combo clerk.

11. Adjourn at 3:34 pm.

Motion made by: Velva Price, Second by: Julie Smith

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Velva Price". The signature is written in a cursive style with a large, sweeping initial "V".

Velva Price
Travis County District Clerk
CDCAT Secretary

