



Texas Court Clerks Association
CENTRAL TEXAS CHAPTER
MEETING MINUTES
January 10, 2020

Members Present:

April Christiansen – Cedar Park
Chad Eixmann – Bryan
Mara Dudley – Llano

Luevada Posey – Killeen
Crystal Martinez – Cedar Park

1. **Call to Order:** The meeting was called to order in Bryan at 2:09 p.m. by President – April Christiansen.
2. **Present and consider minutes of previous meeting – Chad Eixmann:** A motion was made by Luevada Posey and seconded by Mara Dudley to accept the minutes of the previous meeting. The motion carried unanimously.
3. **Treasurer’s Report – Tracy Ventura: Not present.** No activity since the last meeting with the exception of \$150.00 deposited on November 13, 2019 for membership dues. The current balance as of today is \$9,303.91. A motion was made by Chad Eixmann and seconded by Luevada Posey to accept the treasurer’s report. The motion carried unanimously.
4. **Committee Reports:**
 - a. **Education – Mara Dudley:** Next Chapter meeting will be held in Killeen; no speaker secured at this time. May meeting will be held in Cedar Park.
 - b. **Public Relations/Awards – Luevada Posey:** Recognition was given to Crystal for her service.
 - c. **Membership – Mara Dudley:** Mara reported that Central Texas Chapter currently has 169 members with an overall statewide membership of 1,175. TCCA sent out free memberships last year to 5 non member cities. 2 of the 6 renewed. Sarah reached out to the other 4.
 - d. **Legislative/Information – April Christiansen:** No report.
 - e. **Historian – Robert Martinez, Jr.: Not Present.** No report.
 - f. **Bylaws – Christine Valdovino: Not Present.** No report.
 - g. **Nominations – April Christiansen: Not Present.** No report.
 - h. **Financial/Audit – Christine Valdovino and Julia Correa: Not Present.** No report. Discussion regarding deadline for state audit.
 - i. **Web page – Mara Dudley:** Website updated.

A motion was made by April Christiansen and seconded by Luevada Posey to accept the committee reports. The motion carried unanimously.

5. **Old Business:**
 - a. **Level III book loan – written policy:** Reviewed policy and request form. Luevada motioned to accept the written policy/request form and seconded by Crystal Martinez.
 - b. **Chapter logo** – Email went out to TCCA members regarding logo; as of now, one person has responded
 - c. **Chapter T Shirts** – Waiting on Chapter logo before continuing with chapter polo’s
 - d. **Gift for retiring member** – Discussion was had regarding getting a gift for Cathy Leloux (City of Georgetown) for her retirement. A motion was made by Chad Eixmann and seconded by Tracy Ventura to authorize Chapter President April Christiansen to purchase a retirement gift on behalf of the Chapter in an amount not to exceed \$100.
6. **New Business:**
 - a. **Secretary Appointment** – April Christiansen appointed Crystal Martinez as secretary, filling the vacancy left by Chad Eixmann who is now Vice President
 - b. **Committee Assignments** – Education/Mara Dudley. Public Relations/Awards/Luevada Posey. Membership/Mara Dudley. Legislative/Information/April Christiansen. Historian/Robert Martinez, Jr. Bylaws/Christina Valdovino. Nominations/Chad Eixmann. Financial/Audit/Christine Valdovino. Julia Correa. Web page/Mara Dudley.
 - c. **Chapter Prep Sessions – Luevada Posey:** Discussion was had regarding hosting prep sessions. Chad will contact TCCA and TMCEC to see what Chapter requirements and expectations are regarding prep sessions.

7. **Adjourn:** A motion was made by Chad Eixmann and seconded by Luevada Posey to adjourn. The motion carried unanimously. The meeting was adjourned at 3:00 p.m.

Minutes prepared by Crystal Martinez, Chapter Secretary