

# Travel Approval Form

**Department:** District Clerk

**Event Name:** CDCAT Region V - Spring Meeting

**Location:** Brownwood, TX

**Event Dates:** April 18th - 19th, 2024

**Purpose:**

- Required Continuing Education/Certification
- Job Training
- Other: \_\_\_\_\_

**Name of Attendees:**

Chris Taylor \_\_\_\_\_

Carly Casey \_\_\_\_\_

\_\_\_\_\_

|  |
|--|
| <b>Court Decision:</b><br><small>This section to be completed by County Judge's Office</small>               |
| <br><b>March 25, 2024</b> |

**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

**Overnight Travel**

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

**For Out of State Travel, please also include:**

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

**Signature of Elected Official/Department Head:**



## Registration Information for County and District Clerk's Association of Texas Region V – Spring Meeting

Chris Taylor contacted the office of Cheryl Jones, Brown County District Clerk, and spoke with one of her deputies. The clerk added his and Carly Casey's information to the attendee list as there is no registration fee. Mrs. Jones clerk took our contact information in case they needed more information, and stated that we are considered registered for the meeting.

**County and District Clerk's Association of Texas**  
**Region V – Spring Meeting**  
**April 19, 2024**

**The Depot Civic and Cultural Center, 600 E. Depot St. , Brownwood, Texas**  
**76801**

Thursday night Dinner and Drinks at the Pioneer Tap House 7:00 p.m. Sponsored by: ***Kofile/IDocket***

Facility and Technical Support for the event Sponsored by:  
***Goldsmith Solutions/Information Technology Solutions***

- 7:30-8:00            Registration  
Breakfast and Coffee – ***Sponsored by: Revolution Data Systems***
- 8:30-9:00            The Honorable Stephen Haynes Mayor of Brownwood to inform our group a little about Brownwood, Texas
- Welcome: The Honorable Shane Britton, Brown County Judge  
                          The Honorable Mike Smith, Brown County District Judge  
                          The Honorable Sam Moss, CCL Judge
- a. Invocation – The Honorable Harold Hogan, Justice of the Peace, Precinct #2  
                          b. Pledges to the Flags – Brown County Sheriff Vance Hill  
                          c. Introduction of Clerks (each clerk to stand and introduce themselves)  
                          d. Introduction of vendors and special guests
- 9:00-10:00            Sheri Woodfin, Court Service Consultant for OCA to give us educational updates - reporting
- 10:00-10:30           Morning Break
- 10:30-11:30           Keynote Speaker, Stan Standridge, Chief of Police San Marcos, Texas

- 11:30—1:00      Region V Business Meeting – Working lunch – Sponsored by:  
***Tyler Technologies***
- a. Minutes Fall (2023) (vote)
  - b. Treasurer’s Report (Fall 2023) (vote) – Lila Deakle
  - c. Nominate Clerks of the Year 2024 (one District Clerk and one County Clerk)
  - d. Reappoint Region V Treasurer Lila Deakle 2024-2025
  - e. Election open for CDCAT Secretary (Dist. Clerk) deadline May 1, 2024
  - f. Conference City for 2026 deadline is May 3, 2024 (vote)
  - g. Announcements and any other business – Scholarship applications are due by May 1, 2024 submit to President, Julie Smith
  - h. Evaluations & Reimbursement Grants
- 1:00-2:00      Round Table Discussion County and District Clerks
- 2:00-2:30      Break and visit with vendors Sponsored by: ***Linebarger Goggan Blair & Sampson/Fidlar Technologies***
- 2:30-3:00      Door Prizes and Adjourn

***PLEASE BRING A DOOR PRIZE!!!!***

***\*\*RSVP TO: Cheryl Jones 325/646-5514 or Sharon Ferguson 325/643-2594\*\****

***We would like to extend a big thank you to our sponsors***

***List of Sponsors***

***Goldsmith Solutions  
Kofile  
IDocket  
Tyler Technologies  
Revolution Data Systems  
Linebarger Goggan Blair & Sampson  
FidlarTechnologies***

# You're all set!

## Confirmation number: 52018500

We sent the details to h\*\*\*\*m@gmail.com.

### Hotel Information



#### Hampton Inn Brownwood

1103 Riverside Drive  
Brownwood, Texas 76801 USA  
+1 325-641-1122

### Stay Information

**18** APR THU – **19** APR FRI

Check-in: 3:00 PM

Check-out: 12:00 PM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

#### 2 rooms for 2 adults

**Room 1** \$107.00

1 King Work Area Nonsmok, State Government

**Room 2** \$107.00

1 King Work Area Nonsmok, State Government

Total room charge \$214.00

Total taxes \$27.82

**Total for stay: \$241.82**

Payment  1004 Jul 2027

### Guarantee policy

There is a Credit Card required for this reservation.

### Guest information

Hilton Honors#: 848100792

Room 1 additional guest: Chris Taylor

Room 2 additional guest: Carly Casey