

Travel Approval Form

Department: District Clerk

Event Name: 2025 County and District Clerks'
Association of Texas Fall Conference

Location: 177 Joe Routt Blvd. College Station, Tx

Event Dates: 9/17/2025 - 9/19/2025

Purpose: ☒ Required Continuing Education/Certification
☐ Job Training
☐ Other: _____

Name of Attendees:

Dean A. Sullivan _____

Court Decision: This section to be completed by County Judge's Office
 8/11/2025

Required Documents Checklist:

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

Overnight Travel

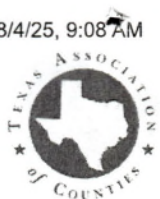
- ☒ Travel Approval Form
- ☒ Registration Information or Confirmation
- ☒ Itinerary, Agenda, or Breakdown
- ☒ Hotel Information, Confirmation, or Hotel Reservation Request Form

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:

Dean A Sullivan

TEXAS ASSOCIATION *of* COUNTIES

2025 County and District Clerks' Association of Texas Fall Conference

September 17, 2025 - September 19, 2025 multi-day

07:00 AM - 11:00 AM

Texas A&M Hotel & Conference Center
177 Joe Routt Blvd.
College Station, TX 77840

Contact Sam Burke or Amy Lawson at (800) 456-5974.

Contact Us

Registration

OVERVIEW

Join the County and District Clerks' Association of Texas at the 2025 County and District Clerks' Association of Texas (CDCAT) Fall Conference on Sept. 17-19, 2025, at the [Texas A&M Hotel & Conference Center](#).

This year's conference theme is "One Team. One Vision. One Goal." You will not want to miss this conference and all the great topics and speakers.

Other conference sessions and speakers will offer comprehensive information on popular topics, upcoming changes that affect you directly, and areas of high interest in the clerk profession.

County clerks, district clerks and combination clerks can earn continuing education credits to help fulfill their annual requirements.

An important part of this meeting is the opportunity to network with your fellow clerks and exchange ideas that are helpful to you and your county.

Don't miss this opportunity to learn from great speakers and enjoy this beautiful venue in the heart of Aggieland!

Registration Fees

Full conference registration includes all education sessions, meals and breaks.

DESCRIPTION	Early Registration by Aug. 25	Registration after Aug. 25
Clerk/Deputy Registration	\$200	\$225
Retired Clerk Package	\$100	\$100
Corporate Attendee	\$500	\$500
On-Site Registration	\$225	\$225
One-Day Registration	\$90	\$90

Host Hotel

The host hotel is the Texas A&M Hotel & Conference Center. You must register for the conference to obtain hotel reservation information. Registration will open on Monday, July 14, at 9 a.m. Elected clerks will be allowed to register first to secure rooms before staff members.

Texas A&M Hotel & Conference Center

177 Joe Routt Blvd.

College Station, TX 77840

Room rate: \$129 per night plus tax (prevailing per diem rate)

Registration and all meetings will take place at this hotel. If you have a reservation at the host hotel and need to cancel it, please contact [Amy Lawson](#) at (800) 456-5974.

Parking at Host Hotel

Parking in Gene Stallings Blvd. Garage is complimentary for all guests with

reservations within the contracted room block. The garage is connected via a covered walkway. Overnight parking includes in and out privileges.

Continuing Education

Application will be made for continuing education credit for county, district and combination clerks. Please check back here for approval updates.

Vendor Information

For information on vendor registration and sponsorship opportunities, please contact Jimi Coplen, Zachry Publications events director, at (325) 673-4822 x2125.

Payment Information

Please make checks payable to the Texas Association of Counties.

Mail checks to:

CDCAT Annual Fall Conference
c/o Texas Association of Counties
P.O. Box 2711
San Antonio, TX 78299

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AGENDA

Wednesday, Sept. 17

11 a.m. - 5 p.m.: Registration and Information Desk Open

Foyer

Location: Conference Foyer

Noon - 5 p.m.: Exhibit Hall Open

Location: Century Ballroom Foyer

1 - 1:30 p.m.: Welcome and Announcements

Hon. Sandra Roblez, Yoakum County District Clerk

Location: Century Ballroom

1:30 - 3 p.m.: Keynote

Location: Century Ballroom



General



General



3 - 3:30 p.m.: Refreshment Break With Vendors



Location: Century Ballroom Foyer

3:30 - 5 p.m.: Strengthening Teamwork: Unified Efforts Between the Office of Court Administration and Clerks

General



Clarissa Webster, Court Consultant, Office of Court Administration
Sheri Woodfin, Policy and Reporting Specialist, Office of Court Administration

Location: Century Ballroom Foyer

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AGENDA

Thursday, Sept. 18

7 - 8 a.m.: Breakfast

Location: Century Ballroom Foyer

General



8 a.m. - 5 p.m.: Registration and Information Desk Open

Location: Century Ballroom

General



8 a.m. - 5 p.m.: Exhibit Hall Open

Location: Century Ballroom Foyer



8 - 9 a.m.: Legislative Process 101: Fostering a One-Team Approach

Kirsten Mills, Legislative Liaison, Texas Association of Counties
Jay Williamson, Legislative Contact, CDCAT

General



Location: Century Ballroom

9 - 10 a.m.: Legislative Update on the 89th Texas Legislative Session: Working As A Team to Achieve Success

Legislative Panel

General



Location: Century Ballroom

10 - 10:30 a.m.: Break in Exhibit Hall

Location: Century Ballroom Foyer



10:30 - 11:30 a.m.: reSearch Texas

Location: Century Ballroom

General



11:30 a.m. - 1 p.m.: Lunch On Your Own



1 - 2:30 p.m.: Ethics: Perils and Pitfalls of Public Office

Paul Miles, Associate General Counsel, Texas Association of Counties

General



Location: Century Ballroom

2:30 - 3 p.m.: Break in Exhibit Hall

Location: Century Ballroom Foyer



3 - 4 p.m.: District Clerk Breakout Session: Top 10 FAQs: Things I Know I Knew But I Forgot

Moderators: Hon. Cheryl Jones, Brown County District Clerk

Hon. Laura Hinojosa, Hidalgo County District Clerk

This session provides answers to your most frequently asked questions as a district clerk

District Clerks



Location: Century Ballroom I-II

3 - 4 p.m.: County Clerk Breakout Session: Top 10 FAQs: Things I Know I Knew But I Forgot

Moderators: Hon. Julie Smith, Potter County Clerk

Hon. Karren Winter, Archer County Clerk

This session provides answers to your most frequently asked questions as a county clerk.

County Clerks



Location: Century Ballroom III-IV

4 - 5 p.m.: District Clerk Breakout Session: Top 10 FAQs: Things I Know I Knew But I Forgot (Part 2)

District Clerks



Moderators: Hon. Heather Marks, San Patricio County District Clerk
Hon. Melissa Mead, Hartley County Combination Clerk

Location: Century Ballroom I-II

4 - 5 p.m.: County Clerk Breakout Session: Top 10 FAQs: Things I Know I Knew But I Forgot (Part 2)

County Clerks



Moderators: Hon. Alison Haley, Midland County Clerk
Hon. Cathy Jentho, Eastland County Clerk

Location: Century Ballroom III-IV

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AGENDA

Friday, Sept. 19

8:30 - 9:30 a.m.: District Clerk Breakout Session: Vitals: Delayed Birth Certificates, Adoptions and Name Changes

Location: Century Ballroom I-II

District Clerks



8:30 - 9:30 a.m.: County Clerk Breakout Session: Recording

Hon. Sylvia Garza-Perez, Cameron County Clerk
Hon. Krystal Valdez, Ellis County Clerk

County Clerks



Location: Century Ballroom III-IV

9:30 - 11 a.m.: District Clerk Breakout Session: Writs, Citations, Notices: Clerks With Issues and Issues With Issuances

Hon. Sharena Gilliland, Parker County District Clerk

District Clerks



Location: Century Ballroom I-II

9:30 - 11 a.m.: County Clerk Breakout Session: Probate and Guardianship

County Clerks



Hon. Karren Winter, Archer County Clerk

Location: Century Ballroom III-IV

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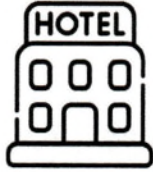


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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 08/04/2025

DEPARTMENT: District Clerk

PERSON SENDING REQUEST: Kaylee Hill EXT: 1145

Person (s) Name Attending:

1. Dean A. Sullivan

2.

3.

4.

5.

6.

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

☐ LEOSE FUNDS

Function Attending: 2025 County and District Clerks' Association of Texas Fall Conference

Hotel Name: Texas A&M Hotel and Conference Center

Hotel Address: 177 Joe Routt Blvd

City: College Station

State: Texas

Zip: 77840

Hotel Phone# 800-456-5974

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website: <https://www.county.org/education-and-events/calendar-of-events/2025>

How many rooms needed: 1

Date of Check In: 9/17/25

Date of Check Out: 9/19/25

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. **ALL Travel PO's MUST be in place prior to travel.** The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.