

**Texas State Agency Business
Administrators' Association**



Annual Business Meeting

**54th Annual Summer Conference
July 16th, 2025**

**The Renaissance Dallas Addison
Hotel
Addison, Texas**

Texas State Agency Business Administrators' Association

Annual Business Meeting Agenda

July 16th, 2025

Call to Order	April Weiss
Secretary's Report – Minutes from June 26, 2024	Lisa Haralson
Treasurer's Report	Lisa Haralson
Annual Conference Committee Report	Stella Lopez
Audit Committee Report	Amanda Hudson
Awards Committee Report	Steven Smith
Constitutions, By-Laws & Resolutions Committee Report	Laura Teller
Continuing Professional Education Committee Report	Rachel Tannreuther
Membership Committee Report	Lisa Gonzalez
Mid-Winter Conference Committee Report	Christopher Pina
Vendor Committee Report	Trisha Linebarger
New Business:	
Resolution Presentation: Administrator of the Year	Laura Teller
Passing of the Gavel	April Weiss
Adjourn	April Weiss



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**Texas State Agency Business
Administrators' Association**
P.O. Box 13164, Austin, Texas 78711-3164
www.tsabaa.com

Officer	Officer Title	Attended
April Weiss	President	Yes
April Weiss	Vice President	Yes
Christopher Pina	Treasurer	Yes
Lisa Haralson	Secretary	Yes
Brandy Myers	Past President	Yes

The Annual Business Meeting was called to order at 11:33 am by April Weiss, President.

A proposal was made by April Weiss to dispense with the reading of the minutes and committee reports from the previous annual meeting. The minutes and committee reports were available via the website for the annual business meeting. Josh Kuntz made a motion, Amanda Hudson seconded the motion and the minutes and committee reports were approved.

April Weiss invited Laura Teller from the Constitution, Bylaws and Resolution committee up to read the Administrator of the Year resolution for Jerry McGinty from the Legislative Budget Board. Jennifer Gonzales made a motion to adopt the Administrator of the Year Resolution and Meghan Peel seconded the motion and the Administrator of the Year Resolution was approved.

Election of Officers for Fiscal Year 2025

Brandy Myers explained the officer nomination process and presented the nominations for the 2025 TSABAA Officers Panel. The nomination panel included:

- President – April Weiss
- Vice President – Christopher Pina
- Treasurer – Lisa Haralson
- Secretary – Megan Sanchez

No other nominations were made, Stella Lopez made a motion and Steve Bruno seconded the motion, there was no opposition, and the new officers were accepted.

Brandy Myers introduced April Weiss as the new president and passed the gavel to her.

The Annual Business Meeting was called to a close at 11:44 am by April Weiss, President.

Balance Sheet

TX STATE AGENCY BUSINESS ADMINISTRATORS' ASSOCIATION

As of June 5, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Checking	100.00
Frost Bank, Checking - #0222	86,175.10
Total for Bank Accounts	\$86,275.10
Accounts Receivable	
Accounts Receivable (A/R)	55,320.00
Total for Accounts Receivable	\$55,320.00
Other Current Assets	
Prepaid Expenses	
Undeposited Funds	
Total for Other Current Assets	0
Total for Current Assets	\$141,595.10
Fixed Assets	
Other Assets	
Total for Assets	\$141,595.10
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	
Total for Accounts Payable	0
Credit Cards	
Other Current Liabilities	
Total for Current Liabilities	0
Long-term Liabilities	
Total for Liabilities	0
Equity	
Retained Earnings	42,792.61
Net Income	38,680.81
Opening Balance Equity	60,121.68
Total for Equity	\$141,595.10
Total for Liabilities and Equity	\$141,595.10

Profit and Loss

TX STATE AGENCY BUSINESS ADMINISTRATORS' ASSOCIATION

September 1, 2024-June 5, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Conference Income	\$375.00
FY 24 43nd Mid-Winter Annual Conference	0
Agency Registration - Member	325.00
Total for FY 24 43nd Mid-Winter Annual Conference	\$325.00
FY 24 53rd Summer Annual Conference	28,471.00
FY 25 44th Mid-Winter Conference	0
Agency Registration - Member	48,100.00
Current Board Member	
Past President Registration	
Retiree Registration	175.00
Total for FY 25 44th Mid-Winter Conference	\$48,275.00
FY 25 54th Annual Summer Conference	3,050.00
Total for Conference Income	\$80,496.00
Gross Receipts	325.00
Membership Income	0
FY25 Membership	6,200.00
Total for Membership Income	\$6,200.00
Miscellaneous Income	0
Late Payment Interest	12.34
Total for Miscellaneous Income	\$12.34
Non Profit Income	56,475.00
Total for Income	\$143,508.34
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Cost of Goods Sold	
Gross Profit	\$143,508.34
<hr/>	
Expenses	
Bank Charges	30.00
Conference Expense	0
FY 24 43rd MidWinter Conference	3,123.88
FY 24 53rd Summer Annual Conference	28,471.00
FY 25 54th Annual Summer Conference	3,303.94
FY 26 45th Mid-Winter Conference	6,000.00
Total for Conference Expense	\$40,898.82
CPE Sponsor Fee	400.00
Freight & Delivery	9.68
FY 25 44th MidWinter Conference	58,189.16
Meals and Entertainment	866.43
PO Box & Postage	424.70
QuickBooks Payments Fees	2,789.84
Rent or Lease	1,119.00

Profit and Loss

TX STATE AGENCY BUSINESS ADMINISTRATORS' ASSOCIATION

September 1, 2024-June 5, 2025

DISTRIBUTION ACCOUNT	TOTAL
Taxes & Licenses	99.90
Total for Expenses	\$104,827.53
Net Operating Income	\$38,680.81
Other Income	
Other Expenses	
Net Other Income	0
Net Income	\$38,680.81



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Annual Conference Committee Report 54th Annual Summer Conference 2025 – Addison Texas

July 8, 2025
Mrs. April Weiss
Officers and Members of TSABAA

The 54th Annual Conference is scheduled to commence on July 14th 2025, and will be held at The Renaissance Dallas Addison. The following report documents the work effort associated with the coordination of the conference.

Subcommittee Chairs

Planning the Annual conference requires the assistance of several committees working together. The committees share a common vision; help streamline the planning process and ensure all aspects of the events are well organized and executed. In addition, all duties and responsibilities are carried out by volunteers working at multiple state agencies. The following volunteers deserve special recognition for their contributions to the 54th Annual Conference.

Volunteer	Subcommittee	Agency
Trisha Linebarger	Local Arrangements	Texas Sunset Advisory Commission
Latosha Goard	Program	Texas Department of Public Safety
Doug Van Pelt	Printing	Texas Department of Licensing & Regulation
Joey Estrada	Publicity	Texas Medical Board
Amanda Hudson	Registration	Texas Department of State Health Services
LeeRoy Lopez	Hospitality	Texas Water Development Board

Conference Site Selection

The process of selecting a conference site began in Fall of 2024. The officers participated in the selection of the site. The Renaissance Dallas Addison, Texas was selected. The criteria for the selection included the following factors:

- Date availability
- Maximum anticipated attendees
- Hotel room rental rate
- Accommodation to the conference needs
- Overall venue amenities

The Contract with The Renaissance Dallas Addison was signed in April 2025. As of today, The Renaissance Dallas Addison reports that our conference block is filled with the latest registration data reflecting 221 state employee attendees and 40 vendor attendees.

Conference Program and Theme

The Program Subcommittee was selected in March 2025 and is chaired by Latosha Goard. Latosha coordinated an outstanding program that will meet the needs of our targeted audience and must be commended for her efforts. The theme adopted for the conference is "Connections." She also put together the PowerPoint with the sponsor information for breaks.

Local Arrangements

The Local Arrangement Subcommittee is chaired by Trisha Linebarger who coordinated the details for the conference space, food, and the audio/visual (A/V) equipment. Trisha also coordinated the Monday Night Welcome Reception and Casino Night on Tuesday evening. These events give attendees an opportunity to share their knowledge and foster professional relationships with other state agency business professionals.

Gifts and Acknowledgments

We have selected a Conference Tower Cooler with the TSABAA organization logo as a gift for our attendees. We will also be handing out TSABAA challenge coins to each attendee to encourage connecting and building relationships with other attendees.

Registration

The Registration Committee is chaired by Amanda Hudson. The committee played a critical role in ensuring a smooth and efficient registration experience for attendees. The committee provided support to attendees throughout the registration process answering questions, providing guidance, and addressing any concerns or issues that attendees may have.

Vendor

The Vendor Committee is chaired by Trisha Linebarger who had been active in soliciting vendor participation. The committee continued their history of ensuring high vendor participation while providing good value for the vendor participants. There are 22 sponsors attending. Total contribution for the year to date is equal to \$ 64,125.00

Printing

The Printing Subcommittee is chaired by Doug Van Pelt, who coordinates the creative design and printing of the brochure, sponsor embellished registration gift, challenge coin, and certificates. He has committed many hours to ensure a professional product was produced and delivered for this conference.

Publicity

The Publicity Subcommittee is chaired by Joey Estrada. Joey has reached out to multiple local businesses for door price donations and is picking up donations from many various companies. He did an outstanding job of outreach.

Hospitality

The Hospitality Subcommittee is chaired by LeeRoy Lopez. The hospitality suite focuses on creating a welcoming and hospitable environment for attendees. The suite creates an opportunity for networking, relationship-building, and attendee engagement. The efforts contribute to the success and reputation of the conference.

Emcee

The Emcee this year is Steve Tamez. Steve's charisma, energy, and ability to engage with the audience will serve the conference well.

TSABAA presents many opportunities for volunteers, and I want to extend my appreciation to allow me to serve as one of the many volunteers and for the opportunity to participate in the coordination of the 54th Annual Summer Conference. It is an honor and has been a truly enjoyable experience to work with such hardworking, dedicated group of individuals.

Respectfully,

Stella Lopez

Chair, 54th Annual Summer Conference
Texas Department of Licensing and Regulation



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July 3, 2025

Ms. April Weiss, President
Members of TSABAA

The Audit Committee has examined the financial records of the Texas State Agency Business Administrators' Association for the year ended August 31, 2024. The examination was based upon the Treasurers' statements dated the same date as well as the bank statements and reconciliations.

During the audit of the Texas State Agency Business Administrators' Association financial statements for the fiscal year ending August 31, 2024, there was one issue that came to my attention that needed to be clarified.

That issue was that the review and clean-up of prior year Accounts Receivables and Accounts Payable was not completed accurately. With the assistance of the current Treasurer and Vice President I was able to verify the accuracy of the review and clean-up. My recommendation is that in the future, when Account Receivables and Accounts Payables reviews are completed annually, that the process follows generally accepted accounting principles.

In my opinion, after the corrections were made for the bad debt write-off, the financial records represent accurately the financial position of the Texas State Agency Business Administrators' Association for the period ended August 31, 2024.

Sincerely,

Amanda Hudson

Amanda Hudson, EA
Chair, Audit Committee



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AWARDS COMMITTEE REPORT 54th Annual Summer Conference 2025

July 3, 2025

April Weiss, President
Officers and Members of TSABAA

This report is respectfully submitted on behalf of the Awards Committee.

One of the major functions of the Awards Committee is to solicit, receive, and review nominations for the Administrator of the Year Award and to provide nominee evaluations to the Executive Committee. The Executive Committee designates an individual to be recognized for his or her outstanding service and leadership to state agency administration.

The award criteria was included on the Nomination Form and instructions were published on the TSABAA website in November 2024. Nominations were solicited by sending emails to the head of every Texas State Agency, as well as advertising through the TSABAA publication email distribution list. Nominations were accepted through May 31, 2025. The committee received and evaluated a total of nine (4) nominations and ranked the candidates according to points awarded for each evaluation category.

The committee is also charged with coordinating the awards for the annual conference and purchasing awards for various officers, chairs, and honorees. On behalf of the other committee members, I would like to thank the Executive Committee for the opportunity to have served on the Awards committee and to have been a part of this important process.

Best regards,

Steven Smith

Steven M. Smith
Awards Committee Chair



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CONSTITUTION, BY-LAWS AND RESOLUTIONS COMMITTEE REPORT 54th Annual Summer 2025 Conference – Addison, Texas

Resolution prepared:

One Resolution has been prepared to be presented at the business meeting of the 54th Annual Conference. This proposed resolution honors the Administrator of the Year.

Respectfully,

Laura Teller

Laura Teller
Constitution, By-Laws, and Resolutions Committee Chair



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Continuing Professional Education Committee Report – July 2025

It has been my pleasure to serve as the Chair of the Continuing Professional Education Committee.

Since 1986, the Association has been a registered provider for Continuing Professional Education for the Texas Certified Public Accounts by the Texas State Board of Public Accountancy. Since the State Board of Public Accountancy does not approve or register specific courses, it is the responsibility of each licensee to determine whether a course meets the requirements for professional competence. The sponsor's identification number for the Texas State Board of Public Accountancy is 002013.

Course provided by the Association to date for Fiscal Year 2025 include:

Course Number	Begin Date	End Date	Course Description	CPE
25-001	10/23/2024	10/23/2024	Expert Panel Discussion – AI	1.00
25-002	12/4/2024	12/6/2024	44 th Mid-Winter Conference	10.60
25-003	7/14/2025	7/16/2025	54 th Summer Conference	14.40
			Total	26.00

Respectfully Submitted,

Rachel Tannreuther
CPE Chair



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Ms. April Weiss, TSABAA President
Agency Memberships paid as of 7/07/2025

116	Sunset Advisory Commission	455	Railroad Commission of Texas
201	Supreme Court	457	Texas Board of Public Accountancy
212	Office of Court Administration	458	Texas Alcoholic Beverage Commission
227	7th Court of Appeals District	460	Texas Board of Professional Engineers
302	Office of Attorney General	466	Office of Consumer Credit Commissioner
303	Texas Facilities Commission	473	Public Utility Commission of Texas
304	Comptroller of Public Accounts	476	Texas Racing Commission
305	General Land Office	477	Commission on State Emergency Communications
306	Texas State Library and Archives Commission	503	Texas Medical Board
307	Secretary of State	507	Texas Board of Nursing
308	State Auditor's Office	508	Texas Board of Chiropractic Examiners
312	State Securities Board	510	Texas Behavioral Health Executive Council
313	Texas Department of Information Resources	513	Texas Funeral Service Commission
320	Texas Workforce Commission	515	Texas State Board of Pharmacy
323	Teacher Retirement System of Texas	529	Health and Human Services Commission
327	Employee Retirement System of Texas	537	Department of State Health Services
329	Texas Real Estate Commission	542	Cancer Prevention and Research Institute of Texas
347	Texas Public Finance Authority	551	Department of Agriculture
360	State Office of Administrative Hearings	578	State Board of Veterinary Medical Examiners
362	Texas Lottery Commission	580	Texas Water Development Board
364	Health Professions Council	582	Texas Commission on Environmental Quality
403	Texas Veterans Commission	601	Texas Department of Transportation
405	Department of Public Safety	608	Texas Department of Motor Vehicles
407	Texas Commission on Law Enforcement	696	Texas Department of Criminal Justice
450	Department of Savings and Mortgage Lending	701	Texas Education Agency
451	Texas Department of Banking	781	Texas Higher Education Coordination Board
452	Texas Department of Licensing and Regulation	802	Parks and Wildlife Department
454	Texas Department of Insurance	808	Texas Historical Commission

Sincerely,

Lisa González

Lisa González
TSABAA Membership Chair



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December 7, 2024

Officers and Members of TSABAA,

The Mid-Winter Conference Committee submits this report of its activities for Fiscal Year 2025. The 44th Mid-Winter Conference was held at The Hilton College Station & Conference Center in College Station, Texas on December 4th-6th, 2024. The Conference had many informative presentations, which provided for a total of 10.6 hours of professional continuing education credit hours. The speakers and their topics were as follows:

The Laws of Leadership presented by Lynn Floyd from Texas Department of Public Safety

Wellness Starts with Leadership presented by Alexis Schminke from Texas Department of Public Safety

Fiscal Notes – Working with the LBB presented by the Panel of Scott Dudley and Chris Mattsson from the Legislative Budget Board

Intentional Delegation: Take Back Your Day presented by Thomas Mahoney and Erin Peloquin from the State Auditors Office

5 Languages of Appreciation in the Workplace presented by Serra Tamur and Becky Beachy from the State Auditors Office

Leadership and the Legislature: Understanding the Legislative Cycle and How it Works presented by Cathy Tilton from Texas Public Employees Association

GASB Update: A look Ahead presented by Tony Boras from Crowe

A Preview of the 89th Legislature presented by Matthew Watkins from the Texas Tribune

A Word from LBB presented by Kerry McGinty from the Legislative Budget Board

Engine – Booking Made Easy presented by Yessenia Cornejo from Hotel Engine

Thursday night's networking event included Singo Bingo with music and entertainment.

TSABAA's Mid-Winter Conference is always an excellent event for meeting peers across many state agencies. The conference would not have happened without a substantial amount of volunteer help and coordination between members working at various agencies. Our volunteer's efforts are highly valued and greatly appreciated.

Specific thanks goes out to the following people.

Emcee Dori Zapata, THC

Program Committee

Latosha Goard, DPS (Chair)
Candace Cutler, DPS

Local Arrangements Committee

Stella Lopez, TDLR (Chair)

Registration Committee

Amanda Hudson, DSHS (Chair)
Susan Patin, OCA
Michelle McInnis, DPS
Pamela Darden, RRC

Printing Committee

Doug Van Pelt, TDLR (Chair)

Hospitality Committee

LeeRoy Lopez, TWDB (Chair)

Publicity Committee

Yvette Merritt, GLO (Chair)

Vendor Committee

Trisha Linebarger, SAC (Chair)

These volunteers and others were influential in making this Conference a success. Thank you all again for your time, energy, commitment and talents. I would also like to thank our sponsors for their partnership with TSABAA and helping us make this Conference successful, informative and enjoyable as it can be for our members.

It was a truly a pleasure and honor to serve as the Chair for the 44th TSABAA Mid-Winter Conference.

Respectively,



Christopher Pina
Vice President



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June 24, 2025

Ms. April Weiss, President

Members of TSABAA

In preparation for the 54th Annual Summer Conference, the following vendors have committed to support the association with the below sponsorships.

1	Diamond	\$10,000	
1	Ruby	\$7,500	
2	Emerald	\$10,000	
1	Emerald	\$3,750	Summer Only
7	Platinum	\$17,500	
5	Platinum	\$9,375	Summer Only
6	Gold	\$6,000	
23	Total	\$64,125	

Sincerely,

Trisha Linebarger

Trisha Linebarger

Vendor Committee Chair