

# Electronic Recording Technology Board (ERTB) Minutes

October 7, 2016  
9:00 a.m.  
Colorado Secretary of State,  
Teleconference

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**Meeting Called by:** Matt Crane, Chairman

**Type of meeting:** Board Meeting

**Note taker:** Pam Anderson

**Attendees:**

Board Members present on call: Matt Crane, Gary Zimmerman, Sheila Reiner, Debra Johnson, Susan Corliss, Gary Leece, Scott Stuckey, Sam Starritt; Gilbert Ortiz

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## *Minutes*

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Meeting was held by teleconference and called to order at 9:00 a.m. Chairman Crane asked Pam Anderson to take the roll. Boardmembers Matt Crane, Gary Zimmerman, Sheila Reiner, Debra Johnson, Susan Corliss, Gary Leece, Scott Stuckey, Sam Starritt, and Gilbert Ortiz were present;

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**Agenda Item 1.**

**Approval of the Minutes**

**Presenter: Matt Crane**

**Motion** by Board member Zimmerman to approve the minutes of September 02, 2016; **Seconded** by Board member Stuckey; Motion passed unanimously. **Vote: 9-0 in favor.**

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**Agenda Item 2.**

**Discuss and Review of Communication Drafts**

**Presenters: Matt Crane  
& Debra Johnson**

Boardmember Johnson reviewed the communication notices for the Board and solicited suggested changes. The suggested changes will be made and shared with the CCA Recording Statute Review committee. She also outlined some scheduled conference calls with stakeholder groups to share the information including the Land Title Association, the Mortgage Lenders Association, and system vendors operating in the state. Once the documents are finalized, Pam Anderson will distribute the toolkit to the counties and recording partners. Boardmember Zimmerman suggested posting an FAQ document on the ERT Board web-page.

Action items	Person responsible	Deadline
✓ Develop an FAQ for posting on the ERT Board website and CCCA website	RSRC Co-chairs Posting- Pam Anderson	October 14,2016
✓ Send stakeholder contact emails to Pam Anderson to distribute materials	Debra Johnson Distribute- Pam Anderson	October 14,2016
✓ Share conference call dates and information with RSRC and Pam Anderson	RSRC Co-chairs	ASAP

**Agenda Item 3. Strategic Planning Subcommittee Draft Review** **Presenter: Matt Crane, Sheila Reiner, Sam Starritt**

**Discussion:**

Chairman Crane opened the discussion on the subcommittee draft document and asked for comments or suggestions. Boardmember Johnson recommended amending the mission statement to reflect records management and records preservation. The Boards discussed suggested language as supported amending to “To develop, maintain, improve, replace or preserve land record systems in our state.”

**Motion** by Boardmember Zimmerman to approve the Strategic Plan as amended; **Seconded** by Boardmember Starritt; Motion passed unanimously. **Vote: 9-0 in favor.**

Action items	Person responsible	Deadline
✓ Send adopted Strategic Plan to SOS for posting	Pam Anderson	ASAP

**Agenda Item 5. Future Agenda Items & Next Meeting** **Presenters: Matt Crane**

Action items	Person responsible	Deadline
✓ Draft communication piece	Matt Crane & Debra Johnson	Next meeting
✓ Email blast to CCCA members	Pam Anderson	ASAP

**Agenda Item 6.                      Next Meeting Date & Future Agenda Items                      Presented by: Matt Crane**

Boardmember Zimmerman discussed the need for a rulemaking process for the enterprise and offered staff research for requirements for enterprises and drafting. Boardmembers should consider the list of administrative items to be considered for rulemaking. Pam Anderson will send a promulgated rule from the former grant program by the Secretary of State’s office. There was discussion on sharing information with counties on proposed budgeting and future finance reports for the Board. Boardmember Zimmerman will distribute templates to the Board. There was discussion on future meetings for the board and the Enterprise Administration subcommittee.

Next meeting date: Telephonic Meeting on Friday, November 18, at 9:00 a.m.

Action items	Person responsible	Deadline
√ Finance report templates distributed to the Board	Gary Zimmerman	October 21, 2016
√ Coordinate scheduling for the Enterprise Administration Subcommittee	Pam Anderson	ASAP
√ Send agenda items or items for rulemaking to Pam Anderson	ERT Boardmembers	October 28 <sup>th</sup> , 2016

**Motion** by Boardmember Stucky to adjourn the meeting; **Seconded** by Boardmember Reiner. Motion passes unanimously. **Vote: 9-0 in favor.** Meeting was adjourned at 9:38 a.m.