

Electronic Recording Technology Board (ERTB) Minutes

June 9, 2017

9:30am

Via Teleconference

Meeting Called by: Sam Starritt, Vice Chairman **Type of meeting:** Board Meeting

Note taker: Michelle Batey

Minutes

Meeting was held by teleconference and called to order at 9:32 a.m. Vice Chairman Sam Starritt asked Michelle Batey to take the roll.

Board members present by teleconference: Sam Starritt, Gary Zimmerman, Debra Johnson, Gilbert Ortiz, Gary Leece, Sheila Reiner, Scott Stucky, Susan Corliss.

Agenda Item 1. Approval of the Minutes Presenter: Sam Starritt

Board member Debra Johnson asked for one typo to be corrected – Agenda item 4 be changed from Char to Chair. Motion by Board member Scott Stucky to approve the minutes of May 19, 2017 as amended; Seconded by Board member Debra Johnson. Vote 8-0 in favor.

Agenda Item 2. Treasurer's Report Presenters: Gary Zimmerman

Treasurer Gary Zimmerman discussed with the Board a new purchase order for Board accountants Anton Collins Mitchell. The firm has received positive feedback during their first 90 days and Gary Zimmerman recommended to the Board accepting their new proposal for a 12-month period and moving their fees from an hourly rate to a fixed monthly rate. Motion by Board Member Gary Zimmerman to approve the purchase order for Anton Collins Mitchell; Seconded by Board Member Debra Johnson. Vote 8-0 in favor.

Monthly financials are not available until the 3rd week of the month and were not presented at the Board meeting. Gary Zimmerman did review the accounts receivable and indicated that there are four counties that are behind in their remittance. Debra Johnson and her staff are working with several of those counties to problem-solve and bring their remittances up-to-date.

Agenda Item 3. ERTB Administrative Updates Presenter: Michelle Batey

Executive Director Michelle Batey presented to the Board options for a new Electronic Recording Technology Board logo. Motion by Board member Susan Corliss to approve the combination seal and wording logo as presented; Seconded by Board member Scott Stucky. Vote 8-0 in favor.

Additionally, Michelle Batey presented a preview of an Electronic Recording Technology Board website and costs. Board member Gary Zimmerman offered to have the Secretary of State's office review the website security. The Board authorized Michelle Batey to move forward with the website with minimal hosting costs.

Michelle Batey asked the Board to provide their timeline expectations so she could develop a project plan. It was agreed that the Board's goal is to have the first grants awarded no later than the end of 2017.

Lastly, Michelle Batey expressed the need for the Board to retain legal counsel, which was also recommended by Pam Anderson. The legal counsel would help with the development of bylaws,

enterprise compliance, resolutions, reviewing documents, etc. The Board agreed and authorized Michelle Batey and Sam Starritt to reach out to Bill Hobbs and Bernie Buescher for costs and to bring it back to the Board for approval.

Agenda Item 4. Board Member Terms Presenter: Michelle Batey

Executive Director Michelle Batey reviewed the Board Member terms as passed in Senate Bill 16-115. Two Board Members' terms, which were appointed by the Secretary of State, will expire on July 1, 2017. Gary Zimmerman will research which Board Members with terms that are expiring and reach out to them to see if they have an interest in being reappointed.

Agenda Item 5. Grant Administration Presenter: Gilbert Ortiz

Grant Administration Chair Gilbert Ortiz presented to the Board an outline for grant applications. It reviewed who is eligible for a grant, what is eligible for a grant, conditions for receiving a grant, timeframe and processes and items to be requested from the grantee. During the Grant Administration committee meeting on June 5, 2017, Board Member Gary Zimmerman was tasked with researching some financial and legal questions and he presented those answers to the Board. The Board asked that Gary Zimmerman's answers and the outline be folded into one document and be presented to the Board at the next meeting.

Agenda Item 6. Future Meeting & Agenda Items Presenter: Sam Starritt

Next meeting July 21, 2017 at 9:30 a.m. via teleconference call.

Motion by Board Member Gary Zimmerman to adjourn; Seconded by Debra Johnson. Motion 8-0 in favor. Meeting was adjourned at 10:44 a.m.

ACTION ITEMS	Person Responsible	Due Date
Move forward with contracting ACM	Gary Zimmerman	ASAP
Move forward with website	Michelle Batey	June 18, 2017
Contact legal counsel	Sam Starritt & Michelle Batey	July 21, 2017
Determine Board Members with terms expiring	Gary Zimmerman	July 1, 2017
Update grant application outline	Michelle Batey	July 21, 2017

Presented by:
/s/Michelle Batey