



ELECTRONIC RECORDING TECHNOLOGY BOARD

July 21, 2017
9:30 a.m.
Colorado Secretary of
State
Via Teleconference

DRAFT MINUTES

Roll Call

Meeting was held by teleconference and called to order at 9:31 a.m. Chairman Matt Crane asked Michelle Batey to take the roll.

Board members present by teleconference: Matt Crane, Gary Zimmerman, Gilbert Ortiz, Gary Leece, Scott Stucky, Susan Corliss.

Agenda Item 1 Approval of the Minutes of June 9, 2017

ERTB Chair
Matt Crane

Chair Matt Crane asked for one typo to be corrected – Under Agenda item 1, correction for Scott Stucky's name. Motion by Board member Scott Stucky to approve the minutes of June 9, 2017 as amended; Seconded by Board member Gary Zimmerman. Vote 6-0 in favor.

Agenda Item 2 Treasurer's Report

ERTB Treasurer
Gary Zimmerman

Gary Zimmerman reported as of May 31, 2017, ERT Fund has \$834,183 year-to-date with \$209,687 from April accounts receivable. The June Financial Statement was not available but Gary estimated May accounts receivable to be \$261,658. Expenses from the May Financial Statement were \$1,220.60. Gary Zimmerman reported that both the revenue and expenses were doing better than the 2017 budget estimates. Gary Leece cautioned that these volumes would probably go down after the summer. Gary Zimmerman agreed and suggested that should be a consideration for the 2018 budget.

Agenda Item 3 New Board Members

SOS Representative
Gary Zimmerman

Gary Zimmerman reported that the Secretary of State has nominated Clerk Kim Bonner (Routt County) and Clerk Stan Martin (Adams County) to serve on the Electronic Recording Technology Board. They will replace Clerk Debra Johnson (Denver County) and Clerk Sheila Reiner (Mesa County) whose terms expired on July 1, 2017. The Secretary's office is waiting on the Governor's Office. These appointments represent that bipartisan nature of the Board and both Clerks have recent experience in recording equipment acquisition.

Agenda Item 4

Executive Director Updates

**Executive Director
Michelle Batey**

A. Financial Procedures

Michelle Batey discussed procedures that need to be put in place to support any audit that may take place in the future. A PDF that Clerks fill out and return with their payment was decided to be the best option. Michelle will create a draft and submit it to the Board for approval.

B. Website

Website is complete, waiting on new Board members. Prior to launching the website, Michelle Batey will email the link to the Board for review.

C. Project Plan

Michelle Batey presented to the Board a timeline and gantt chart outlining the ERTB project plan through the end of 2017. The Board supported the working document.

D. Newsletter

A newsletter template was presented to the Board for review. The newsletter will be used for outside communication. Michelle Batey will be responsible for dissemination of the newsletter through Associations. Additionally, Gary Zimmerman offered gov delivery system to the Board and Michelle will meet with the SOS regarding that possibility. The newsletter release will be coordinated with the new Board members announcement.

E. Old Board Member Recognition

It was agreed that an acknowledgement by the Board to the Board members whose term expired was appropriate. Michelle Batey will explore options and present them to the Board.

Agenda Item 5

Legal Counsel Proposal

**Executive Director
Michelle Batey**

Michelle Batey presented an engagement letter from Ireland Stapleton by Bernie Buescher and Bill Hobbs for legal counsel support for ERTB. Gary Zimmerman suggested a few changes in order to have the agreement comply with state statutes, rules and procedures. The suggestions included extending terms to 45 days, including a line that states the any approvals for work that exceeds \$20,000 must be done prior to starting any work and having Gary Zimmerman sign the contract. Additionally, Scott Stucky made a change from retention to engagement to make it consistent with other parts of the contract. A motion was made by Scott Stucky to move forward to execute an agreement reflective with the changes. Susan Corliss seconded the motion. It was approved 6-0.

Agenda Item 6

Grant Application

**Grant Committee Chair
Gilbert Ortiz**

A draft grant application was presented to the Board. The Grant subcommittee agreed to give the Board one week to review the application and forward any comments to the Executive Director. The grant committee will then review those suggestion as well as comments from the Secretary of State and Executive Director and finalize the application for the next Board meeting.

Agenda Item 7**Future Meeting and Agenda Items****ERTB Chair
Matt Crane**

As the ERTB is progressing, the Executive Director is receiving calls from vendors and requests for meetings. Chair Matt Crane suggested to ensure the process is fair and transparent that all questions must be submitted in writing and are subject to open records. The Board unanimously agreed.

Scott Stucky reminded the Board that a new RFP chair will need to be selected and the new Board members will need to select which positions that want to fill on the subcommittees.

Next meetings August 11, 2017 at TBD in person, September 22, 2017 at 9:30 a.m. via teleconference call, October 13, 2017 at 9:30 a.m. via teleconference call.

Motion by Board Member Gary Zimmerman to adjourn; Seconded by Gary Leece. Motion 6-0 in favor. Meeting was adjourned at 10:40 a.m.

ACTION ITEMS	Person Responsible	Due Date
Audit form	Michelle Batey	August 11, 2017
Newsletter	Michelle Batey	August 4, 2017
Board member recognition	Michelle Batey	August 4, 2017
Legal counsel contracting	Gary Zimmerman	August 11, 2017
Grant Application review	ERT Board	August 4, 2017

Presented by:
/s/Michelle Batey