

**MINUTES
FIRST BUSINESS MEETING
JULY 10, 2015
ADMINISTRATIVE CODES AND REGISTERS SECTION
PORTLAND, ME**

CALL TO ORDER

The Administrative Codes and Registers Section met Friday, July 10, 2015, at the NASS Conference in Portland, ME. The meeting was called to order at 10:15 a.m. by President Kerry Radcliff.

MEMBERS IN ATTENDANCE

The following members were in attendance:

- Beverly Barr
- Emily Caudill
- Jane Chaffin
- Chris Coffman
- Judy Cooper
- Bruce Hoesly
- Abigail Hammond
- Ken Hansen
- Kristin Karr
- Amanda Lopez
- Deanna Maiolo
- John Hyrum Martinez
- Kerry Radcliff
- Liz Smalley
- Yvette Smallwood
- Linda Trujillo
- Don Wismer
- Julie Yamaka

- **NON-VOTING**
- Dan Eckert
- Denise Kipfstuhl
- Karen Schneider

TREASURER'S REPORT

Chris Coffman, ACR Secretary/Treasurer, presented the Treasurer's report for the past year (June 2014 – May 2015). Mr. Coffman reported ACR had spent \$91.25 on awards, \$205.95 on the 2014 summer conference, and \$149.30 on yearly website fees for a total of \$446.50. He also reported ACR received \$800.00 in income from survey sales. The current ACR checking account balance was reported as \$14,029.56.

STATE AND FEDERAL SURVEY UPDATE

President Radcliff stated her supervisor would be taking the survey order form to the Law Commission and Legislative Conference. She also planned to send copies of the survey and order form to the Law Librarians Association.

President Radcliff reported 30 states participated in the past survey for a free copy and 21 copies were sold. 150 copies of the survey were printed.

Vice President Caudill suggested using Google Survey for next year's survey. President Radcliff responded that switching software would require everyone to reenter their information. Jane Chaffin stated, as long as it's available, she's happy to allow ACR to continue using the current system. Ken Hansen believed a program independent of a state would be a positive and a lesson could be learned from the ListServ.

The discussion next moved to the postage costs associated with mailing order forms and surveys. President Radcliff stated her office had absorbed the last two survey costs. Order forms were mailed to 100 previous customers. Vice President Caudill responded Kentucky would not absorb the cost. Ken Hansen suggested we do the survey electronically. President Radcliff believed this would eliminate revenue. Bruce Hoesly stated that we're only selling 20 books. Not many. How do we get to \$14,000 from selling books? Do it electronically. Ken Hansen reported ACR was paid \$6,000 for involvement in a rule writing conference that charged admission. The remainder was from the sale of surveys.

President Radcliff directed Vice President Caudill to coordinate with Executive Committee to research alternatives and develop a list of organizations to contact to increase sales.

1ST READING OF LIZ CLOUDS RETIREMENT RESOLUTION

Deanna Maiolo, Awards Committee Chair, read the retirement resolution honoring Liz Cloud. President Radcliff requested any suggestions or amendments. None were given. The resolution was moved to the second business meeting to be voted on by the members.

BYLAWS REVIEW

Abigail Hammond presented amendments to the bylaws. The amendments were related to the following areas: membership types, dues, voting privileges, service options, membership principles, officer letters, removal of officers, Presidential duties, and recruitment of new members by the Vice President.

President Radcliff questioned whether in person attendance included the winter conference. Current Officer letters only related to summer conference. Bruce Hoesly followed by wondering if you'd be removed for failing to attend winter conference. Mrs. Hammond stated current bylaws seem to indicate one mandatory meeting per year which is the annual NASS summer conference.

A motion was made by Vice President Caudill and seconded by Ken Hansen to move the bylaws to the second business meeting to be voted on by members. Those voting aye were: Beverly Barr, Vice President Emily Caudill, Jane Chaffin, Chris Coffman, Judy Cooper, Bruce Hoesly, Abigail Hammond, Ken Hansen, Kristin Karr, Amanda Lopez, Deanna Maiolo, John Hyrum Martinez, President Kerry Radcliff, Liz Smalley, Yvette Smallwood, Linda Trujillo, Don Wismer, and Julie Yamaka. Nay votes: none. Motion carried.

NEW BUSINESS AND OPEN DISCUSSION

President Radcliff opened the discussion by requesting members to sign up for ACR committees. A signup sheet was passed around allowing members to agree to serve on committees.

Ken Hansen suggested merging the Social Media Committee and Website Committee. This would require a more active commitment. President Radcliff agreed to combine the committees and increase the number of members serving to four.

ADJOURNMENT

There being no further business a motion was made by President Radcliff to adjourn. Motion carried. The meeting was adjourned at 11:06 a.m.