

MINUTES
SECOND BUSINESS MEETING
JULY 11, 2015
ADMINISTRATIVE CODES AND REGISTERS SECTION
PORTLAND, ME

CALL TO ORDER

The Administrative Codes and Registers Section met Saturday, July 11, 2015, at the NASS Conference in Portland, ME. The meeting was called to order at 2:01 p.m. by President Kerry Radcliff.

MEMBERS IN ATTENDANCE

The following members were in attendance:

- Beverly Barr
- Emily Caudill
- Justin Carlson
- Jane Chaffin
- Chris Coffman
- Dawn Connet
- 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
- Julie Yamaka

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

Quorum was established.

BYLAWS

A motion was made by Yvette Smallwood and seconded by Abigail Hammond to approve the bylaw amendments discussed in the 1st business meeting. Those voting aye were: Beverly Barr, Justin Carlson, Vice President Emily Caudill, Jane Chaffin, Chris Coffman, Dawn Connet, Judy Cooper, Bruce Hoesly, Abigail Hammond, Ken Hansen, Kristin Karr, Amanda Lopez, Deanna Maiolo, John Hyrum Martinez, President Kerry Radcliff, Yvette Smallwood, Linda Trujillo, and Julie Yamaka. Nay votes: none. Motion carried.

ARCHIVE COMMITTEE UPDATE

Chris Coffman, ACR Secretary/Treasurer, provided an update on the Archive Committee's work over the past year. The committee set out to determine if a cloud based service would consolidate ACR records into a centralized location easily accessible to members and officers while digitally preserving records for future access.

Mr. Coffman reported the committee began by developing six essential features: read-only access, access/upload ability from multiple devices, administrative ability to grant/restrict access, general upload folder, backup ability, and affordability.

The Archive Committee examined a number of reviews and developed a list of six providers. The committee determined Google Drive best fit the needs of ACR. Google Drive offers 15GB of storage free of charge. ACR members would be granted access to files using current Google accounts associated with the ListServe. The ListServ and Drive accounts could be managed under a single ACR Google account.

Finally, Mr. Coffman stated the account would be secured by using a dark archive, Google Takeout, and limiting upload and administrative access. In the future, the committee hopes to develop a retention schedule to aid in directing current and future ACR members in retention of documents.

SOCIAL MEDIA COMMITTEE UPDATE

Ken Hansen, Chair of Social Media Committee, reported the ListServ was recently moved to Google Groups. Mr. Hansen suggested merging the website and WordPress blog. There is no need to have content in two places.

Mr. Hansen proceeded to discuss the objectives for social media. ACR needs to involve other states and use Facebook and Twitter to engage a younger generation. Mr. Hansen suggested conducting a survey to determine types of social media ACR members are using and what they'd like to see. The big issue moving forward is who will maintain the social media accounts. ACR is currently not engaging enough.

President Radcliff stated her concern is having only one person working on social media and website accounts. If the assigned member is unavailable, nothing gets posted. Mr. Hansen responded that the committee was researching what content should be posted. For example, Colorado sign-in to social media accounts and share what they've done. This would allow more people to post and keep the content updated.

President Radcliff stated the Website and Social Media Committees would be combined.

WEBSITE COMMITTEE UPDATE

Vice President Caudill, Chair of the Website Committee, reported the committee wanted more connectivity between the website and social media. The idea would be a one stop shop. A couple of people had reported the website is not intuitive in finding information and the navigation needed to be improved.

APPROVAL OF LIZ CLOUD'S RETIREMENT RESOLUTION

A motion was made by Vice President Caudill and seconded by Ken Hansen to approve the resolution honoring the retirement of Liz Cloud. Those voting aye were: Beverly Barr, Justin Carlson, Vice President Emily Caudill, Jane Chaffin, Chris Coffman, Dawn Connet, Judy Cooper, Bruce Hoesly, Abigail Hammond, Ken Hansen, Kristin Karr, Amanda Lopez, Deanna Maiolo, John Hyrum Martinez, President Kerry Radcliff, Yvette Smallwood, Linda Trujillo, and Julie Yamaka. Nay votes: none. Motion carried.

PRESENTATION OF CERTIFICATES OF APPRECIATION

Deanna Maiolo presented certificates of appreciation to the following committees: Website Committee, Archive Committee, and Bylaws Committee. She also presented a certificate of appreciation to Scott Cancelosi, ACR webmaster.

President Radcliff presented certificates of appreciation to the Awards Committee and the Social Media Committee. She also honored Program Chair Denise Kipfstuhl and ACR Liaison Jeff Bullock, Delaware Secretary of State.

HONORING OF KEN HANSEN

President Radcliff announced ACR members wanted to say a few words to honor Ken Hansen. Jane Chaffin stated Mr. Hansen had meant so much to her and been a mentor. He would be missed.

John Hyrum Martinez stated Mr. Hansen encouraged him during a difficult process in 2001. Mr. Martinez was given 5 months to bring the New Mexico Code and Register online. Mr. Hansen was the first person to answer the phone. He wouldn't have been able to do it without his help.

Julie Yamaka stated Mr. Hansen has always encouraged her. He has been the voice of ACR history and could always say why ACR has done what it has done.

Deanna Maiolo thanked Mr. Hansen for help and support with the Awards Committee.

Beverly Barr stated she always looked forward to Mr. Hansen's emails and will miss them.

Linda Trujillo stated Mr. Hansen was very gracious and made her feel part of the committee.

Mr. Hansen stated he appreciated working with everyone, and ACR had played a significant role in Utah. Many of the things members said about him could be said about members. The most important part is talking shop. There are not many places you can talk about rules. He appreciated the opportunity to associate with ACR and hoped to continue in some role. He considers all members dear friends.

ADJOURNMENT

There being no further business a motion was made by President Radcliff to adjourn. Motion carried. The meeting was adjourned at 2:37 p.m.