

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
October 20, 2014

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Monday, October 20, 2014, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Acting Chair
Cathy Nelson Hartman, Member
Vincent Houston, Member
Daniel Julien, Member
Julie Leung, Member
Hope Morgan, Member
Stephen Quick, Member
Ed Seidenberg (representing Mark Smith), Member

MEMBERS NOT PRESENT

Todd Kimbriel, Member

GUESTS

Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Marianna Symeonides, Texas State Library and Archives Commission

I. CALL TO ORDER

A quorum being present, Acting Chair Margaret Hermesmeier called the meeting to order at 2:02 p.m.

II. PROCLAMATION HONORING DAN PROCTER'S SERVICE TO RMICC

- Ms. Margaret Hermesmeier read a copy of the proclamation issued by the Council honoring the service of long-time member Mr. Dan Procter. Mr. Procter retired from the Office of the Secretary of State in August.
- Mr. Procter thanked the Council for the proclamation, and recognized several previous members of the Council including Mr. Michael Heskett, Mr. Robert Martin, Mr. Tim Nolan, Ms. Peggy Rudd, Ms. Teresa Morales and Ms. Martha Richardson for their contributions to the Council.

III. AGENDA ITEM 2 – PREPARE AND APPROVE RMICC BIENNIAL REPORT

- Ms. Margaret Hermesmeier recognized Mr. Craig Kelso as well as other Texas State Library and Archives Commission (TSLAC) employees for their assistance in preparing the draft biennial report for the Council’s review.
- The Council considered numerous minor typographical and content changes to the draft report. Additionally, some changes were made to the structure of the document itself.
- **MOTION** made by Ms. Hope Morgan, seconded by Ms. Cathy Hartman, and carried unanimously to approve the biennial report as amended.
- Ms. Hermesmeier noted that copies of the report will be delivered to the Office of the Governor, the Lt. Governor and the Speaker of the House.
- Ms. Hermesmeier will coordinate printing of the report with Mr. Stephen Quick. The report will be made available on the Council website as well.

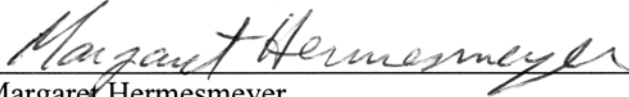
IV. OTHER BUSINESS

- The Council’s next meeting will be December 2. At that meeting, the Council will set the meeting dates for 2015. Ms. Cathy Hartman asked the Council to consider an afternoon start time for 2015 to better accommodate her travel schedule.

V. PUBLIC COMMENT

No public comment.

In the absence of any further business, the meeting stood adjourned at 3:55 p.m.



Margaret Hermesmeier
RMICC Acting Chair