



# MEETING PLAN

<b>Name:</b>	DRIVES System Letters and Forms Working Group		
<b>Meeting Date:</b>	June 30, 2016	<b>Organizer:</b>	Noelle Peterson
<b>Meeting Time:</b>	9:00 am	<b>Location:</b>	DRIVES 143 Union Blvd Lakewood, CO 80228

## 1. Purpose of Meeting

- Reviewing C.R.S., Rules and procedures to identify requirements for systems letters, forms, and correspondence
- Establishing a library of all system letters, forms, and correspondence of current CSTARS, Counties and DOR items and afterwards for DRIVES
- Standardizing all systems letters, forms, and correspondence for DRIVES

## 2. Attendance at Meeting

Invited	Position	✓	Invited	Position	✓
Bo Ortiz (Co-Chair)	Pueblo		Libby diZerega	OIT	
Tony Anderson (Co-Chair)	DOR		Paul Nadeau	OIT	
Diana Hall	Boulder		Chris Hochmuth	DOR	
PJ Taylor	Denver		Tammy Aschenbrenner	DOR	
Victoria Gallegos	Arapahoe		Cindi Wika	OIT	
Candace Powers	Routt		Jason Salazar	Denver	
Dylan Ikenouye	DOR		Michael Pfeiffer	FAST	
Noelle Peterson	DOR				



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## 3. Meeting Agenda

1. Call to Order and Roll Call – Bo Ortiz or Tony Anderson
2. Approval of Minutes – Bo Ortiz or Tony Anderson
3. Old Business
  - a. Review NSF variables and how to consolidate
  - b. Review Renewal cards and how processed
  - c. Review SMM Letters
4. Reports and Updates
5. New Business
  - a. Define expectations and time lines for working group assignments – Bo Ortiz
6. Action Items – Bo Ortiz or Tony Anderson
7. Public Comments, Questions and Statements – Bo Ortiz or Tony Anderson
8. Meeting Adjourned

## 4. Meeting Minutes

Meeting Minutes from June 14, 2016 for approval

- In attendance were: Bo Ortiz, Tony Anderson, Diana Hall, PJ Taylor, Candace Powers, Noelle Peterson, Chris Hochmuth, Tammy Aschenbrenner, Cindi Wika, Jason Salazar
- Meeting convened at 10:00am by Tony Anderson
- Minutes approved
- No old business
- Tony presented last report to Governance on 6/1, report is on Google drive
- PJ & Diana went through Compiled Letters since last meeting. Diana filled in Boulder's portion of the Compiled Letters. PJ didn't add to it because of redundancy and isn't crazy about letters at Denver.
- Diana wants ability for some free form letters as well. Challenge will be combining letters so there isn't redundancy.
- PJ worried about push back. If you take away what people are using they'll keep using Word.
- Tony will reach out to DRIVES to get some resources to join this working group for direction.
- Meeting scheduled for morning on June 30 at DRIVES to discuss again what DRIVES can do. Tony will reach out to DRIVES to set up at their facility w/ projector.



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- Review NSF variables and how to consolidate
- Review Renewal cards and how processed
- Review SMM Letters
- Review Compiled Letters with group and updated log
- Tony to reach out to Victoria to get input on forms log / especially Arapahoe’s letters
- List looks good per all on call.
- Noelle shared Comments form for when we send out list to counties that individuals can make comments on.
- Define Expectations – carry over to next meeting.
- DR2421 retire? Counties use this for duplicates and mortgage mail. This form is needed unless requirements for SVID change.
- 42-3-123 – Statute Review WG asked this group to consider a form to request customer to return plates and receipts. We’ll take this on and use Arapahoe’s NSF letter as a starting point. Noelle will update Maren.
- Tony reviewed the take-a-ways.
- Meeting 6/30 -9am-noon at the DRIVES facility (143 Union Blvd. Lakewood 80228)
- Conclude at 10:50

## 5. Action Items

1. Tony will contact Kathi Schaaf to setup the meeting at DRIVES w/ projector for June 30<sup>th</sup>.
2. Noelle will follow up with Maren that this working group will consider developing a form to request the customer to return plates and registration receipts for NSF (42-3-123)

## 6. Next Meeting

<b>Date:</b>	July 12, 2016	<b>Time:</b>	10:00am	<b>Location:</b>	GoToMeeting 1(571)317-3122 356-215-349
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Reviewing C.R.S., Rules and procedures to identify requirements for systems letters, forms, and correspondence</li> <li>• Establishing a library of all system letters, forms, and correspondence of current CSTARTS, Counties and DOR items and afterwards for DRIVES</li> <li>• Standardizing all systems letters, forms, and correspondence for DRIVES</li> </ul>				