1. Call to Order

Chairman Michael Hartman called the meeting to order at 12:01 p.m.

**Present in person:** Irv Halter, Michael Hartman, Mary Kay Hogan, Bryan Smith (for Mindy Masias), Hannah Parsons, Chris Myklebust (for Marguerite Salazar), Simon Tafoya, Suzanne Staiert (for Secretary of State Wayne Williams), and Senator Rachel Zenzinger.

**Present by phone:** Gilbert Ortiz, Gregg Rippy, and Rep. Mike Weissman.

**Excused:** Mindy Masias, Suma Nallapati, Marguerite Salazar, Senator Jack Tate, Rep. Kevin Van Winkle, and Secretary of State Wayne Williams.

With 12 voting members or designees present, a quorum was established.

2. Meeting Business

   a. Mary Kay Hogan moved to approve the minutes of the Board of Directors meeting on October 4, 2018. The motion was seconded by Irv Halter. The motion was approved unanimously.

3. Overview of Audited Financial Statements - July 1, 2017 to June 30, 2018
• Kim Higgins, CPA and Partner at Eide Bailly and Jeff Burch, Audit Manager, presented an overview of Eide Bailly's independent financial audit of SIPA's financial statements for the fiscal year ended June 30, 2018.

• Ms. Higgins noted that SIPA's management is responsible for preparing the financial statements and for implementing SIPA's internal controls. SIPA has complied with these requirements. It is the responsibility of SIPA's audit firm, Eide Bailly, to express opinions on the financial statements using generally accepted accounting principles.

• Ms. Higgins reported that the result of their audit is an unmodified opinion, or a “clean audit”, which is the best possible opinion that can be given. SIPA’s financial statements are neutral, consistent, and clear. There are no uncorrected misstatements. Eide Bailly encountered no difficulties in carrying out the audit.

• Ms. Higgins discussed some of the financial highlights of their audit report. SIPA’s net position has increased by 20.3%. Both SIPA’s customers and business offerings are increasing. There has been a $7.4 million increase in revenues and a customer increase from 432 to 472.

• Suzanne Staiert and Jack Arrowsmith noted that the Finance and Contracts Committee met on October 22 and reviewed the audit report. Michael Steingrebe, SIPA’s CFO, is satisfied with the audit.

4. Approval of Audited Financial Statements - July 1, 2017 to June 30, 2018

• Suzanne Staiert moved to accept the Audited Financial Statements of the Statewide Internet Portal Authority for the year ended June 30, 2018 as shown in the audit report dated October 22, 2018. Chairman Michael Hartman seconded the motion. The motion was approved unanimously.

• Suzanne Staiert said the Finance Contracts Committee also discussed the desirability of extending the audit contract for another year, given the anticipated turnover of Board positions in the near future. She moved to authorize SIPA to enter into negotiations with Eide Bailly for the purpose of extending its contract
for audit services for an additional year, and to execute an agreement for such extension if pricing is acceptable. Irv Halter seconded the motion. The motion was approved unanimously.

5. **Transition Committee Update**

This agenda item was not discussed during the public meeting portion of the Board’s meeting.

6. **Executive Director Report**

Jack Arrowsmith presented the Executive Director report.

   a. **SIPA Board Dashboard**

      • Ten custom applications with payment integrations have been completed for the Town of De Beque. This is a free SIPA service which can be deployed quickly and provides value to eligible government entities.

      • In October, SIPA was featured in Market Watch, Government Technology, and Stockhouse periodicals. Also, Kate Polesovsky, Colorado Interactive’s Director of IT Operations, participated on a panel of Women Tech Leaders at the Colorado Digital Government Summit.

      • The strategic business plan metrics were reviewed. The vendors’ pricing metric has improved.

   b. **Lew Gaiter Recognition (one named micro-grant)**

      • Secretary of State Wayne Williams and Jack Arrowsmith attended Lew Gaiter’s memorial services.

      • Jack Arrowsmith spoke to Romaine Pacheco, Director of the Governor’s Office of Boards and Commissions, who indicated that there was no standard practice or other guidance about recognizing board members that would be applicable to SIPA’s micro-grant program.

      • Beth Justice, SIPA’s Sales and Marketing Manager, outlined a suggestion that
SIPA make a special one-time grant award grant for $10,000 in Lew Gaiter’s name as part of the annual micro-grant program. The higher grant amount would apply to applications for projects that are innovative, and a member of Lew Gaiter’s family would be invited to attend the micro-grant award ceremony and present the award.

- Michael Hartman suggested encouraging projects for programs that were of interest to Lew Gaiter. Simon Tafoya expressed his interest in reviewing the written criteria for the award before approving the special grant. Mary Kay Hogan suggested that the Board could review the criteria and vote on establishing the special grant prior to the winner being determined. Suzanne Staiert noted that the Board already has a process of using a Micro-Grant Committee to review all applications.

- Mary Kay Hogan made a motion that the SIPA Board of Directors approve a one-time $10,000 micro-grant in 2019 in the name of Lew Gaiter, as part of the annual micro-grant program, subject to SIPA staff providing satisfactory details to the Board by November 30. Simon Tafoya seconded the motion. The motion was approved unanimously.

c. SIPA Video

Mr. Arrowsmith noted that the Board had charged him with developing materials for onboarding new Board members. He then introduced a new SIPA video (link: https://youtu.be/Ogh9FIQSyCk) that was developed to inform new Board members about the history of SIPA. The video is a series of interviews with people who contributed to SIPA’s founding. The 12-minute video was then shown during the meeting.

7. Colorado Interactive Report

Mike Ansley, Colorado Interactive’s General Manager, presented the report. He described the economic value that CI’s online services provide to Colorado in terms of time saved by citizens and cost avoidance. Colorado Interactive provides many services
for free, and their goal is to increase free services. Colorado Interactive has the power of the NIC network behind them and benefit of many projects being developed in thirty NIC states.

8. **Portal Integrator Switching Report Disclosure**

*MOTION: Pursuant to Colorado Revised Statutes § 24-6-402 (4)(b) and (4)(e), I move that the Board of Directors move into executive session to discuss with SIPA's legal counsel the Portal Integrator Contract.*

Irv Halter moved that the Board of Directors move into executive session. The motion was seconded by Mary Kay Hogan. The motion was approved unanimously. The Board of Directors moved into executive session at 1:18 p.m.

The SIPA Board of Directors public meeting resumed at 1:36 p.m following the executive session.

9. **Adjournment**

There being no other business, the meeting was adjourned at 1:36 p.m.