

## **MINUTES OF THE ACTS COMMISSION MEETING**

Wednesday, July 25, 2018

Conference Call

**Presiding:** Dick Jensen, AAP, Cengage

**Recording:** Matt Baehr, BMI, ACTS

### **ACTS BOARD OF DIRECTORS**

Shannon DeProffio , AAP, Goodheart-Willcox Publisher  
Robert Kinkaid, AAP, Houghton Mifflin Harcourt  
Randall Lee, SIMRA, Georgia  
Dirk Hiler, BMI, LSC Communications  
James McLaren, BMI, Lindenmeyr Paper

### **ACTS DIRECTORS NOT ATTENDING**

Alan Griffin, SIMRA, Utah

#### **1. Call to Order – Dick Jensen**

The 2018 ACTS Commission Meeting was called to order at 11:03 a.m. EDT on Wednesday, July 25, 2018.

Dick welcomed everyone explaining the format of the call and that the call now takes the place of the previous in-person meetings that ended in 2016. The ACTS Board of Directors then announced themselves verifying all three organizations had a quorum. Additionally, two new attendees introduced themselves; David Anderson, Senior Director, Education Policy and Innovation AAP and Matt Baehr, Executive Director BMI.

#### **2. Review and Approve the Minutes of the July 26, 2017 ACTS Commission Meeting – Dick Jensen**

Dick asked if all Board members had a chance to review the minutes from the July 26, 2017 ACTS Commission meeting and if there were any comments or corrections. Hearing none, Dick asked for a motion to accept the minutes as recorded.

**MOTION PASSED** – Dirk made the motion and Randall seconded that the Minutes of the Annual ACTS Meeting of July 26th, 2017 be approved as recorded.

#### **3. Financial Report – Matt Baehr**

Matt reported that he had not received the information necessary to complete the financial report and will follow-up with the written report in e-mail to the ACTS distribution list.

#### 4. Old Business

- **Educational Workshops** – Dirk Hiler

Dirk reported that ACTS, through BMI, will provide workshops for anyone interested in gaining further knowledge of the MSST specifications and Form B process.

There had been no requests for educational workshops in the prior year.

- **MSST Revisions** – Dick Jensen

Dick reported that a revision of the MSST is currently in process with the original schedule releasing the new edition in the first quarter of 2018. That date has been pushed back a year to accommodate new requests being voted on in the meeting today. Aside from the interpretations, clarification in wording, and other changes, the new bylaws as approved in 2017 will be added to the MSST.

Dick mentioned there is a small committee working together on the revision process with an estimated completion date of early 2019.

#### 5. New Business

- **MSST Changes & Interpretations (addendum A)** – Dick Jensen

Dick directed the Board members and attendees to Addendum A, a document that lists the two interpretations, wording clarifications, and one reversal that removes the requirement that the Uniform State Label must be included in consumable titles.

Robert Kinkaid offered his support of the changes.

With no further comments, Dick then requested a vote from the three organizations. Cliff Rudnick (SIMRA), Shannon DeProfio (AAP), and Dirk Hiler (BMI) voting on behalf of their organizations voted yes that the MSST changes and interpretations as outlined in addendum A be accepted as written.

- **Future Distribution of MSST** – Dirk Hiler

Dirk discussed the possibility of finding alternative distribution methods for the MSST. Edwards Brothers/Malloy who previously donated the printing of the MSST has closed the business meaning there is a need to find another printer. The current MSST is provided as either a softcover book or as a CD. Dirk mentioned that we could consider finding another printer and continuing to manage the MSST as a physical product or that ACTS may want to consider looking at other options such as an online delivery of a PDF document.

Dick stated that he will setup a meeting with the ACTS Board to discuss the future distribution of the MSST.

6. **Adjournment and Closing Remarks** – Dick Jensen

Dick asked if there were any further comments or topics of discussion.

Dirk mentioned that because the board approved the interpretation reversal which reversed the requirement that consumable books had to include the Uniform State Label, Publishers can discontinue the use of the USL in consumables effective immediately and this should be communicated to all ACTS members.

With no further comments, Dick asked for a motion for adjournment.

**MOTION PASSED** - That the meeting be adjourned.

The meeting was adjourned at 11:21am EDT.