

## NDRIN BOARD MEETING

July 27, 2010 9:30 AM

Meeting was called to order by Vice Chairman Jewel Spies

Board Members present: Carrie Krause, Jewel Spies, Brenda Cook and Chris Larsen

NDRIN Members present: Carrole Schaner, Jamie Anderson-Ruff, Vicki Kubat, Pamela Liebel, Melissa Vachal, RaeDeen Weinberger, Debbie Kroshus, and Muggsy Schatz.

Secretary's Report: Motion was made by Christ to accept the minutes, Brenda second, motion carried

Tracking Action Minutes sent out.

Jewel turned meeting over to Mike

NDRIN Issues: Turned over to Mike

NDRIN Status Report: - Not much has changed since the last meeting.

NDRIN Subscriber Update: 1004 subscribers as of this 7/26/2010.

NDRIN Budget Review: Reviewed 2010 budget and where we are and we are doing just fine as far as where we are at in the year.

2010 NDRIN Detailed Expense Report: Reviewed detailed expense report.

2011 NDRIN Proposed Budget: Reviewed and discussed proposed 2011 budget. The following have been included in this proposed budget.

We might have to look at putting our NDRIN gear into another building as the NDACo building is not accessible after 4. Mike is looking at Dakota Carrier Network (DCN).

A NDRIN payback of \$150,000 back to the members has been included in this budget.

15 county computers have to be replaced in 2010.

Back-ups are starting to become a problem as they are so big. We are looking at back ups in Bismarck and in Fargo, doing a back up every night with i365's Evault (software) to a disc backup. We will do the local back up in Fargo and replicate it to the other site in Bismarck. NDRIN can buy this equipment the first year and then just have annual maintenance fee every year after. DCN also offers online back up and if we choose them to host our equipment they may be able to do the backups for us.

Carrie moved to accept the 2010 budget Christy second, motion carried

## NDRIN Project Updates

**eCommerce Development Project:** This is done developing, have run it through testing and quality assurance and it looks wonderful. We are set to go live Wednesday September 1, 2010. We are on schedule now. It looks good and should work very well. It will illuminate write offs.

A letter went out to each subscriber explaining the process of the upcoming change. This is the only letter that will go out the rest will be posted on the website.

NDRIN has received calls and some letters that certain subscribers will not renew because of credit cards, but after Mike explains it to them some do understand, but we will lose a few customers. We won't know what the impact will really be until we go live. NDRIN will not send letters or statements out. Customers can always go back and review their accounts online. Chris Moved to keep the only source of customer payment as credit card, Brenda second, motion carried.

Equipment upgrades are out there and functioning. Counties that don't have NDRIN servers will be getting these so NDRIN doesn't have to sign into county servers. ***Jewel Spies, Cass County Recorder and Deb Kroshus, Burleigh County Recorder expressed that they do not want a NDRIN server placed in their county.***

## NDRIN Miscellaneous Issues

NACRC Best Practice Award was presented to Ann for NDRIN at the NACRC Convention last week. This is a great thing for the North Dakota Recorders.

Staffing changes: Shane White is the new employee and he is at 100% to NDRIN. Contact info is 701-272-1555 extension 4108 email [swhite@hplains.com](mailto:swhite@hplains.com). He will be contact for all the equipment, do the microfilming, be responsible for back files, and does field some of the support calls. He is working out very well.

Liability Issues: Sheila asked for this to be on the agenda. Some Recorders are concerned that things are getting on the website and disappearing. We do have a disclaimer on the website and are going to put that on the contract as well. If you find something missing please let Denise know right away so Denise and Tyler can take a look at it before it is fixed to find out what caused the problem. **Please check your upload reports daily to catch any missing documents as it may have happened in the upload.**

Microfilm Status: NDRIN is behind – since new upgrade microfilm report won't work. Don't have a resolution to start microfilming. Next batch will be 6 months July 2009 – December 2009. Mike is going to look at a different microfilming rotation.

Delinquent accounts: \$4050.00 in delinquent accounts and NDRIN is looking at writing them off as no matter how we threaten them these do not pay. Chris moved to write off these accounts but still pursue collection, Carrie second, motion carried.

NDRIN Enhancements/Suggestions:

Farm Credit Services Communications – have expressed to him that NDRIN is not supposed to be used for title search. There is no answer to his question. Carrie moved to have Mike and Sheila draft a response explaining the purpose of NDRIN, Brenda second, motion carried.

Site enhancements: Farm Credit Services requests searching 1/16 quarters.

Recorders Only Section: Posting other documents for each recorder specific to look at like budget or joint powers of agreement. Table until next meeting.

LaMoure County Update: all old documents are now up and she can search her documents.

**NDRIN Subscriber Sign up costs:** Possibility of doing away with the \$100 sign up fee for a first time user and just have the \$25 a month usage fee. Chris moved to waive the \$100 set up fee starting with the go-live date Brenda second, motion carried.

NDRIN ILG Class Update: A special thanks to Denise for doing our class for us. She did an awesome job

NDRIN Joint Powers Agreement – looked at and discussed

Other Miscellaneous Issues

Mike is presenting NDRIN the Idaho Recorders Convention. He has also been asked to present possibly to the California Recorders.

**Marketing Committee** – August 15, 16 & 17 will be at the Independent Community Bankers Association Conference. Neither of the marketing committee can make it, so Deb and Carrole will see if they can man the both for them.

**Next Meeting: Sunday October 10<sup>th</sup> at 2 PM – Ramkota in Room 3160. The recorders will be meeting tentatively from 4 – 5:30 that day also.**

Carrie moved to adjourn the meeting Chris second, motion carried

