

NDRIN Board Meeting  
May 8, 2007

**Call to Order:**

Chairman Vicki Kubat called the meeting to order at 8:35 a.m. with board members present as follows: Ann Johnsrud, Sheila K. Dalen, Pam Kuk and Denice Pieterick.

NDRIN Members present: Carrie K. Krause, Ruth Stevens, Joanne Stanley, Ruth Quam, Kari Evenson, Lynelle Lyman Hoppe, Bobbi Kukla, Dewey Oster, Carrole Schaner, Carol Beckert, Nell Walstead, Debbie Kroshus, Barbara J. Steinke, Marlys Landeis, and Brenda Cook.

Chairman Kubat asked for introductions and turned the meeting over to Mike Steiner.

**Agenda Presentation:**

Mike Steiner, NDRIN manager presented the agenda for the meeting. Mr. Steiner gave a brief overview of the Status Report reporting there are 44 members imaging and 37 counties publishing. Subscriber update shows 208 users. Budget report shows we are on target. Also provided was a detailed quarterly report for 1<sup>st</sup> quarter 2007.

**NDRIN Projects Update:**

Mr. Steiner reported that the Disaster Recovery/High Availability (DR/HR) project is completed and was installed in Bismarck last week. If needed; they can change over to the Bismarck site in less than 1 hour. We will need to consider how to handle after hours and weekend hours for on-call if needed, will watch for now and see how it progresses. High Plains was written up in Avnet Magazine, a National Magazine for their work on this one of a kind project.

Track-It! 8 was discussed, Charles will be directed to look into the costs of putting this software in place. This would be where users and Recorders would email questions and concerns rather than High Plains fielding so many phone calls. This was budgeted for last year.

Information Systems is currently doing our microfilming and it is going well, seems to be less expensive and quicker.

Gentle reminder: Each county will have 90 days from the date they receive their film to request retakes. After that date, the county will be responsible for getting the retakes done.

**NDRIN Web Update:**

High Plains has moved the website server to BTI in Bismarck. Mr. Steiner also reported oracle went down around the 26<sup>th</sup> of Feb. Users were not charged access fee for month of March. Tyler Technologies will be assigning a dedicated person to NDRIN in the future.

Copy fees have dropped at the NDRIN site, counties present reported their copy fees are up and NDRIN has not deterred people from coming to their offices, making copies and staying in their towns.

Charles is doing new website training today following meeting, anyone not able to attend is encouraged to attend the next training session in Fargo on May 22<sup>nd</sup>. Please take the time to view your pages on the new site and email any corrections needed to Charles.

#### **NDRIN Misc. Issues:**

Missing Images – LaMoure County will need to work with Charles and ISC. High Plains can not pull these images; they will need to be resent.

NDRIN billing for duplicate film- Counties receiving a second roll of film will receive a bill once a year for this, it will not be charged against what is sent to NDRIN from the counties.

Index Corrections to NDRIN- Be sure to update the record so it will upload to NDRIN, all index corrections and images changes will upload if the record is updated.

Government Lots Searching Concerns- Would like to add a lot number in the 1/16 field. Charles will check into costs of custom code for Williams County.

Microfilm Retakes- Be aware retakes do not get done until normal filming is done. Once reported it will be put on a list to be done.

Credit Union Conference- Ann & Sheila are registered and will be placing the NDRIN booth up at their conference in Bismarck June 6 & 7<sup>th</sup>. Mike will be sending out an email to order shirts again, respond if you did not order at the meeting please.

Social Security Redaction- Ann provided info on Kodak Webinar, if interested go to [www.kodak.com/go/AmCad](http://www.kodak.com/go/AmCad). Vicki shared we had a conference call with the Assoc. of Counties and they feel we are within the frame of current law. Mike will look into software costs as it could come fast and furious and we should be prepared.

Please review latest Joint Powers Agreement and get any changes to Charles.

Reminder to respond to email and get your 2006 document counts in to Charles.

Next meeting is July 17, 2007 in Bismarck at the County/City Building at 8:30a.m.

Meeting adjourned at 10:50 a.m. with website training to follow.

Respectfully submitted this 9<sup>th</sup> day of May, 2007 by Sheila K. Dalen, NDRIN Secretary

As a footnote to the training exercise: Be sure to check your email from Charles around April 24<sup>th</sup> titled Subscription Activation, to find your user name and password. We all need to activate our subscription and get our files uploaded to the NDRIN site.