

NDRIN Meeting
11-12-2009
Bismarck,ND, NDACo Building – 10:00 am

Present: Mike Steiner, High Plains
Sheila Dalen, Ward Co.
Ann Johnsrud, McKenzie Co
Jewel Spies, Cass Co.
Vicki Kubat, Cavalier Co.
Deb Kroshus, Burleigh Co.
Pam Kuk, McHenry Co.
Carrie Krause, Wells Co.

Jerri Bender, Renville Co.
Peggy Sundahl, Deputy, Renville Co.
RaeDeen Weinberger, Stark Co.
Melissa Vachal, Mountrail Co.
Carrole Schaner, Morton Co.
Lynelle Lyman-Hoppe, Foster Co.
Jolene Hoffert, Towner Co.
Christy Larsen, Dunn Co.

Ann opened meeting and turned it over to Mike who informed us that Grant County is now a member of NDRIN and will receive the \$2,000.00 for joining. He also informed us that there were now 716 subscribers to NDRIN. We went over the 2009 budget as it stands as of Oct.31st.

e-Commerce custom upgrade:

According to the emails from Tyler, they are scheduled to begin our upgrade on Jan. 7, 2010 and it is scheduled to be done in April 2010. We should then be ready to start our Credit Card processing in July, if everything stays on schedule. Mike informed us we must comply with PCI (Payment Credit Insurance) requirements before we can begin with our credit card transactions. This insures that our credit card transactions are secure. Firewalls were also discussed.

Equipment upgrades:

Mike reported that all the new equipment is installed & running. He and his staff are working on keeping Fargo & Bismarck sites both equally updated and they are working with NDACo to get the Network Bandwidth increased so this will be easier.

After-hour's support issue:

After Denise logged after-hour calls and emails for a month to gauge the amount we actually receive, we decided that the need and expense to provide this wouldn't be necessary.

Microfilm:

The 4th quarter of 2008 is done and out. The 1st quarter of 2009 is almost ready to be burned.

Scanner settings questioned:

Mike shared with us a graph that showed how much more memory scanning at "gray scale" takes. Charles is spending a lot of time changing these from grayscale to normal and reducing them to 300 DPI or we would need more memory in just ONE MONTH, even with all our new equipment that was just installed. Mike is going to have Charles do a spread sheet to show us how each county is scanning and subsequently the amount of memory being used up. We all said that would be good to know because Melissa, Mountrail Co., said she had her scanner set one way and Charles said it was coming into NDRIN differently.

NDRIN Work Contract with High Plains:

It was discussed whether we should have a Work Contract with High Plains or not, as having such may limit services provided under the contract if they didn't get listed as being included in the monthly fees paid to High Plains. But we did agree that we needed to know what duties were being completed by Denise, Charles and Mike in their daily, weekly and quarterly tasks for NDRIN. Mike said the NDRIN manual does have all the things HPT does for NDRIN already and Mike updates this as needed. We decided we should receive a copy of the updated manual as of budget time each year.

Election of Officers:

Carrie Krause and Chris Larsen volunteered to join the board, Sheila decided to stay on as Chairman. Vicki moved and Melissa 2nd, passed, to cast a unanimous ballot for the board members as:

Sheila, Chairman

Carrie, member at large

Deb, Vice Chairman

Chris, member at large

Jewel, Secretary

NDRIN at NACRC Convention in DC in March 2010:

Sheila said NDRIN has been asked to give a presentation for this convention and Ann suggested that Mike should be the one to go as he has the most knowledge about how NDRIN was started and runs. Mike said he could go and put these dates in his calendar. Deb moved that NDRIN will pay expenses for Sheila and Mike to go to this convention, Jewel seconded, passed.

Photo Gallery on NDRIN web site:

Lynelle is working with Denise on this. Guidelines for the types of pictures which can be put on this site were discussed and Mike also said we should get a release from everyone whose picture will be put on there. Aaron Birst will be asked to draw up a release form for us to use. (Update from Ann: Aaron said it isn't necessary to get a release from everyone if the functions we will be taking pictures at are all public settings, though permission from people in high positions would be a courtesy to them).

Corner Records:

Just a reminder to every county to be using the name "Corner Records", instead of monument markers or any other name for these documents, since this is what they are called in the ND Century Code.

Excess Revenue Refund to Counties:

It was moved by Sheila, seconded by Deb, passed, that NDRIN give a refund in Dec. 2009 totaling \$125,000.00 to the counties that are members according to the percentages set up by document counts.

Next meeting date:

January 26, 2010 in Bismarck at the NDACo building at 10:00 am.

Meeting adjourned.

Respectfully submitted by
Pam Kuk, Secretary