

NDRIN BOARD MEETING

JULY 7, 2011 9:30 AM

Board Members Present: Jewel Spies Cass County, Brenda Cook Mercer County, Raedeen Weinberger Stark County, and Carrie Krause Wells County

Members Present: Vicki Kubat, Cavalier County; Ruth Stevens, Nelson County; Ann Johnsrud McKenzie County, Sheila Dalen Ward County, Debbie Kroshus Burleigh County, Lisa Jacobson Steele County, Laurie Good LaMoure County Peggy Sundahl Renville County, Carrole Schaner Morton County, Sylvia Gion Hettinger County, Lynelle Lyman Hoppe Foster County, Linda Chadduck Stutsman County and Josh Smaage Stutsman County IT

Minutes: Brenda moved to accept the January 2011 minutes Carrie second minutes were accepted

ND State FSA – Brad Olson: Presented that the State FSA Offices would like one bill per the State for all their offices and not have single users. You can use one credit card to several accounts. We would have to do enhancements to our software and it would be a substantial dollar amount to change the software. Each County office would each have their own user ID. We can go to Tyler and see what the enhancement would cost if even compliant to do it. Could also check out what it would take to do a reduced fee for making an exception.

Discussion on State FSA Office – our system will not support this and it is going to be a substantial cost to change the software. Brenda moved to deny FSA's request of a reduced rate for NDRIN, Raedeen second motion carried.

Jewel turned meeting over to Mike

NDRIN Issues

NDRIN Status: Logan will be coming on shortly – they are going with CSA. Talk to Recorders that are not members about joining.

NDRIN Subscriber Update: as of 6/30/2011 there were 1736 paying subscribers and still gaining new subscribers each month. We had 1232 subscribers at the end of January 2011. NDRIN wrote off all the delinquent accounts – nothing on books for delinquent. Some vendors are contesting the monthly charge as they say they didn't know it was reoccurring every month. So now NDRIN is going through some contested credit card charges.

2011 NDRIN Budget Review: Review 2011 budget and so far we are in the ball park.

Raedeen moved to increase the Central Repository budget \$250,000.00 and issue refund checks to the member counties in the amount of \$250,000.00 Brenda second motion carried

2011 Detailed Expense Report: 6 months of bills reviewed.

2012 NDRIN Budget Review/Approval:

Preservation Fee – Brenda moved to eliminate the document preservation fee charged to each County sent to Cass County monthly as of January 1, 2012, Raedeen second motion carried. Carrie moved to modify the Joint Powers Agreement to remove the document preservation fee submitted to Cass County Monthly Brenda second Motion carried.

Carrie moved to present the 2012 proposed budget to Cass County Brenda second motion carried.

NDRIN Project Updates

NDRIN Equipment Replacement: work stations are at High Plains waiting to be put together and will be sent out in the next 30 days – NDRIN really does not want the old ones back – the County or Recorder can do what they want with the old ones. If absolutely don't want to keep the old NDRIN computer contact Denise and she will order a call tag to have it picked up.

NDRIN Website Redesign: It is close to being done

Items for Recorders Section: Can put anything in the Recorders section.

Non-Members Recorders Access: Looking into it.

i365 Backup Solution : problems with windows 2008 server so waiting to see if it will work so it is on the back burner

Telephone – have to add another phone line due to overload in calls and calls out. Line will be put in in August

NDRIN Misc. Issues

CD Duplicator: 1500 CDs were printed in the last 6 months. A new burner would cost roughly \$9,000 - \$10,000. It would cost roughly \$2.50 - \$3.00 a cd if sent the work out. If you own the machine you can change and print new ones immediately. Carrie moved to purchase the new CD duplicator to make our own CDs and if someone else would like CDs burned NDRIN can charge a fee. Brenda seconded motion carried

Backfile conversion: Please let Denise know if you are doing a big back file conversion – it takes a while to get uploaded and backs everyone else up. Slows uploads up every day so please let her know.

Upload Reports/Verification: Please check these and make sure it is what you have sent.

Microfilm Status: 2 quarters behind as of July 1, 2011. Machine was down had to get it fixed.

Refund Checks: Coming out in August

NDRIN Joint Powers Agreement

Other Misc. Issues

NDRIN Manual: First pass is done and began proofing it and waiting until new person comes on board. By January meeting should be done.

NDRIN/HPT Staffing: Hired someone last night and he starts Monday morning - Adam Sather asather@hplains.com and he will be at the same number as Ted. He will be full time NDRIN.

Questions & Answers:

Old NDRIN Booth – the big pop one – hang the vinyl part out in the lobby at High Plains for advertisement. Denise can issue a call tag to ship it back to High Plains

Next Meeting: October 6, 2011 at 9:30 AM

Brenda moved to adjourn meeting Raedeen second meeting adjourned.

Respectfully submitted,

Carrie K. Krause

Acting Secretary