

NDRIN BOARD MEETING
JULY 11, 2013

The meeting was called to order by President Cari Krause at 10:00 a.m.

Members present were: Katie Nadeau, Cyndy Kolle, Jewel Spies, Ann Johnsrud, Lynelle Lyman Hoppe, Betty Braun, Beth Knutson, Jolene Hoffert, Carrole Schaner, Jen Olson (Deputy Recorder, Williams County), Carrie Krause, Brenda Cook, Bonnie Bohnsack, Vicki Kubat, Anita Ibach, Donna Adams.

A motion was made by Brenda and seconded by Beth to approve the minutes of the April 25, 2013 meeting. Motion carried.

At this time Carrie introduced Chris Jordheim who is President of the Land Surveyors. Mr. Jordheim stated that the surveyors could not function without the ND Recorders. He stated that the Corner Records are very important and was wondering if they are on NDRIN. He asked if there was a standard procedure to search for Corner Records. He stated that the surveyors would like to see everything standardized as far as searching records on NDRIN. Mr. Jordheim was told that each county is suppose to have an information page that states which documents are on NDRIN and how each county has the documents listed and how to search for them. Carrie volunteered to go to the surveyor's convention in Grand Forks in February to give a tutorial on how to use the NDRIN site.

Mr. Jordheim also had questions on getting all the subdivision plats on NDRIN. He said maybe the surveyors and recorders could get together to figure out how to scan all the plats and have them on NDRIN.

At this time Carrie turned the meeting over to Mike.

NDRIN Issues

- **NDRIN STATUS REPORT:** All 53 counties are uploading images. Stutsman County is with CSA now. They went live the week of convention.
- **NDRIN SUBSCRIBER UPDATE:** Mike stated that he is not sure that the report is accurate. As of June we have 2023 subscribers that renewed, 145 activated, and 59 that canceled.
- **2013 NDRIN BUDGET REVIEW:** Mike checked the revenues. Every time he does the math the revenues look short. Cass County says it is right. We are not getting June dollars on the report. They are going to be on the next month report. The rest of the budget looks good. Mike thought the revenues were closer to 750,000 or 800,000. The refunds for the first half are out of there. Mike asked if there were any concerns on line items.

- **2013 DETAILED EXPENSES:** Most of it is refund dollars to all the counties. We are going to be over on the Credit Card fee estimate. \$50,000 is not going to be enough. It will be more like \$70,000. The expenses were mostly refund checks and meeting expenses.
- **2014 BUDGET APPROVAL:** We budgeted 2200 subscribers @ \$25.00 per month X 12 months. We budgeted \$75,000 a month in printing fees for at total of \$900,000. The total of the two is an estimated 1.32 million. We budgeted \$30,000 less this year than last year. We expect a total revenue of 1.325 million next year. Contract services moved up to \$48,000. Board expenses were left the same. Central Repository we budgeted \$75,000. To date this year we spent more than \$750,000 which included the refunds. Credit Card fees moved up to \$75,000, but Mike thought we would be short. Advertising and marketing were left the same. There are no conferences to go to this year, so no additional expenses. Software Maintenance Agreements are up a little from \$60,000 to \$83,000. General maintenance went from \$32,000 to \$20,000. We bought 3 years of maintenance so it will go down this year and next year. It will probably go up in 2015 and 2016. Everything else is left the same. Equipment went down a little bit. It covers replacement PCs. They are going to send out 15 or 17 new PCs in July.

Beth moved to accept the 2014 Budget, seconded by Cyndy. Motion carried.

- **NDRIN PROJECT UPDATES:** At the April meeting it was approved to update the storage systems. On the 27th of June they packed up from Fargo and moved to Bismarck. The storage issue is solved. It should be good through 2016.
- **NDRIN VMW are SRM:** Microfilm status – currently running 4th quarter reports for 2012. In another week Adam should be ready to burn the film. By the end of the month he should have the film sent away.
- **ARCHIVE WRITER:** Ann put out an email to the National Association regarding archive writers. She stated that the responses were that the archive writer is not going away. She said that there should not be any problem getting microfilm products through Eastman Park Micrographics. She also stated that she and Debbie Kroshus are going to the NACRAC Conference next week.
- **RED STAR ON COUNTIES THAT HAVE SURVEY REQUIREMENTS:** Color code the counties if they have different survey requirements. Mike will redo the image for the county map as to who have special requirements for surveyors. 22 counties do not have an information page. Carrie will send out a letter as to who would like assistance with setting up their information page.
- **RECORDER ROSTER:** It was added to the main page on NDRIN.

- **LOST REFUND CHECK:** There is a lost refund check for \$40.00 from the realtors Conference. After 30 days a stop payment can not be issued, and the realtors should issue another \$40.00 check. Mike said to just forget it.
- **NDRIN JOINT POWERS AGREEMENT:** Mike said to be sure the addresses are correct since this is where they get the addresses from for the refund checks. Denise keeps it up to date.
- **NDRIN MANUAL:** Mike hoped it would be done for this meeting. Hopefully it will be done for the next meeting. There will only be two manuals printed. One for the President of the NDRIN Board, and one for the Sioux Falls office.

NEXT MEETING DATE: The Association meeting is October 6, 7, & 8th. Next NDRIN meeting set for October 24th in Fargo at Mike's office at 1351 Page Drive, Fargo. It is located by the Doublewood Inn. Start time 9:00 a.m.

Beth moved to adjourn the meeting, Seconded by Cyndy.