

Electronic Services System Coordinating Committee

Meeting Summary

January 10, 2007

Participants

Joyce Jensen, Cass County Recorder
Deb Winke, Allamakee County Recorder
Denise Meeves, Crawford County Recorder
Megan Clyman, Davis Co. Deputy Recorder
Joan McCalmant, Linn County Recorder
Marilyn Dopheide, Carroll County Recorder
Sue Vande Kamp, Story County Recorder
Sue Meyer, Clayton County Recorder

Deb Roberts, Floyd County Recorder
Tony Colacino, Iowa State Bar Assoc.
Scott Williams, Marshall County ICIT
Dave Ellis, Warren Co.Assessor/CREEGAC
Phil Dunshee, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

The meeting was called to order and participants introduced themselves. Many Executive Board Officers and new Coordinating Committee Members were in attendance. Participants reviewed the December 13th Meeting Summary and Sue Vande Kamp made a motion for its approval. Joan McCalmant seconded the motion and it was approved.

The Business Record Public Notices written for the November and December Meetings were reviewed. The costs for publication were \$18.90 and \$24.20 respectively.

Project Financial Reports

Fund 823 Accounts Payable

The Fund 823 Accounts Payable table was discussed. Equipment purchases made by the Recorders' Offices in Hamilton, Clay and Wayne Counties were described and it was noted that all of these counties have sufficient funds in their Fund 823 accounts.

Marilyn Dopheide moved to approve the Fund 823 Accounts Payable. Deb Winke seconded and the motion was approved.

Fund 255 Accounts Payable

ABC Virtual submitted has submitted four invoices for fractional hosting, work authorization 12.0, hosting and bandwidth, and maintenance. Two invoices are listed for Enterprise MidAmerica; the first for project management and the second for a series of itemized expenses. Gegner Company submitted one invoice for accounting services.

Joan McCalmant made a motion to approve the Fund 255 Accounts Payable. Marilyn Dopheide seconded and the motion was approved.

Financial Reports

Participants reviewed several financial documents. The "ILR - Fund 823 Balance Sheet" was similar to last month's report. The "ILR - Fund 255 Balance Sheet" showed the Equipment Replacement Fund balance at \$330,000.00 and the Operating Account Balance at \$214,972.69.

Bank of America bank statements have not been received, therefore the "ICRA Balance Sheet" and the "ICRA Profit & Loss" have not yet been reconciled.

Sue Vande Kamp moved to approve the Financial Reports and Deb Winke seconded. The motion was approved.

Joan McCalmant made a motion to authorize adoption of a new banking resolution for the Bank of America account due to the change in Executive Board Officers. Sue Meyer seconded the motion and it was approved.

FY 2007 Budget Amendment

The "CLRIS 2007 Project Budget Status" was explained. This six-month review document illustrates the budgeted amount, six month budget and six month actual expenses. Two key factors contributing to the excess in budget are two invoices received from ABC Virtual in June and the payment of \$22,250 to Cott Systems for local software development.

The "ILR - Fund 255 Profit & Loss" was discussed. Specific expenses from July 1, 2006, to January 9, 2007, are detailed on this document.

Finally, the Participants reviewed the "Revised Draft ILR FY 2007 Project Budget" which illustrates that the revenue has been adjusted to cover expenditures and modifications have been made according to past experiences. It was noted that Linn County has offered to pay approximately \$9,500 from their Fund 823 Account in order to defray part of the Cott Systems development expenses.

Members spoke of the importance of financing ABC Virtual and/or Project Office representatives travel to the MISMO and PRIA conferences.

All Participants were asked to study the amendment and provide feedback to the Project Office. The three documents discussed will be forwarded to members of the Finance Committee.

Finance Committee Report

The Finance Committee held an educational meeting earlier this month and Members were informed of the history of the ESS finances. The Committee has scheduled two more meetings and they plan to review the Coordinating Committee financial statements before the monthly ESS meetings.

ICRA Biennial Reporting

The Secretary of State's Office has contacted the Executive Board about the ICRA status. Board Members were advised to speak with ISAC legal counsel to determine how to respond.

ILR Application Development and Installation

2.06 Deployment Update

Version 2.06 was installed on January 7th and effective on January 8th. The document, "ILR Release Notes Version 2.06" was reviewed by participants. The new enhancements have been divided into E-Submission, Reports and Miscellaneous. Participants viewed a demonstration of the Version 2.06 enhancements. Two major enhancements to the system are not noticeable to the users, but they will reduce manual intervention and increase access to the system by external users.

2.07 Development Issues

Participants discussed the "ILR Version 2.07" document list which will be developed over the next several months. The primary goals of Version 2.07 are to make cosmetic changes and to reorganize some of the user interfaces. The Standards Committee may become involved in deciding the direction of the future changes to the system.

The list of possible changes has been divided as follows; Portal, E-Submission Service, Order Certified Document, Export Index and Images, Payment, and Future Issues.

Participants were asked to study the list of possible enhancements and inform the Project Manager of additions or priorities. Committee Members will be asked how to handle PINs and legal descriptions on the search results page.

E-Submission User Guides

UCC Mapping and Business Rules

The Standards Committee will be reviewing a UCC E-Submission User Guide.

ICRA Standard Cover Page

Participants studied a proposed cover page to be used with non-standard format documents submitted to the ESS. This ICRA Standard Cover Page is a simple Word document easily edited by users, and it will be placed in the public domain and incorporated into the user guides.

E-Submission Annotations

Participants discussed not being able to put annotations on e-submitted documents because they are in PDF format. A teleconference call between service providers and interested Recorders will be scheduled in order for those parties to consider plans for dealing with this issue. Participants will also discuss the configuration of local networks with the LCM – enabling Recorders to work on ILR activities at multiple computers.

CREEGAC

Activity Report

Dave Ellis, Project Manager for the CREEGAC website, gave a brief report on the project. The CREEGAC board will meet tomorrow to discuss subscriptions and user fees, the final design, ongoing governance and standards. The affiliates have committed to the project and integration agreements will definitely be incorporated for all.

Other ILR Activities

Responses to RFI

RFI responses have been received from Cott Systems, Charles Kruse, Grundy County Recorder, and Solutions, Inc. These responses will assist the Project Team and Coordinating Committee with determining future plans and setting priorities.

District Workshops

District Presidents have been emailed and questioned about the level of interest in scheduling Recorder-only workshops. The Project Office has not yet received any responses.

Standards Committee & Management Committee

Subcommittee meetings are scheduled for January 17th at the Airport Holiday Inn. The Standards Subcommittee will meet at 4:00 p.m. with the Management Subcommittee following at 5:30 p.m.

Closing

The Coordinating Committee will meet next on February 14th at the ISAC offices. The meeting was adjourned at 2.07 p.m.