

**Iowa County Recorders Association
Executive Board Meeting
Sept. 15, 2011**

Participants

Deb Winke, Allamakee County Recorder	Marie Krutzfield, Jones County Recorder
Sue VandeKamp, Story County Recorder	Melissa Bird, Keokuk County Recorder
Deb Roberts, Floyd County Recorder	Marilyn Dopheide, Carroll County Recorder
Kathy Flynn-Thurlow, Dubuque County Recorder	

Other Participants

Phil Dunshee, Enterprise MidAmerica	Lisa Long, Iowa Land Records
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Welcome

This meeting was held via teleconference at 9:00 A.M. The meeting was called to order by Deb Winke and introductions were made.

Electronic Services System

Policy & Procedures

The intent of the Policy & Procedures is to compile all policies and procedures previously adopted by the ESS Committee in one document, and to clarify other policies relating to the Electronic Services System. The Policies and Procedures presented to the ICRA Executive Board were approved by the ESS Coordinating Committee on September 7, 2011.

Resolution 11-1

The Project Manager explained Resolution 11-1 to clarify the duties and authority of the ESS Coordinating Committee, and to affirm the delegation of authority to the ESS Coordinating Committee by the ICRA Executive Board. Brick Gentry had also advised that documentation should be established to confirm the delegation of authority to the ESS Committee by the Executive Board.

Sue Vande Kamp made a motion to approve Resolution 11-1. Marilyn Dopheide seconded and the motion was unanimously approved.

Updates

Executive Board members were provided with a brief update on the status of new document types and the DOV Project.

The meeting was adjourned following the discussion of the updates.