

**APPROVED MINUTES**

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**

**12:30 PM Wednesday, September 2, 2015**

**10202 Jefferson Highway, Building A  
Baton Rouge, Louisiana**

**MINUTES**

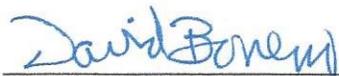
- I. **Call to Order:** Meeting called to order by Vice-Chairman Rick Arceneaux.
- II. **Invocation and Pledge of Allegiance:** Mark Graffeo
- III. **New Commissioner Appointee:** Sheri Morris administered the oath of office to new commissioner, Mary Holmes, representing the Louisiana Land Title Association (LLTA).
- IV. **Roll Call:** Board members present were: Vice-Chairman, Rick Arceneaux, David Boneno, Mark Graffeo, Malise Prieto, Mary Holmes and Tom Sullivan. Also present were: Debbie Hudnall; Chris Kershaw; Attorney Sheri Morris; Laura Thomas and Cheryl Hambacher with Antares.
- V. **Acceptance of Agenda:** Tom Sullivan moved that the Agenda be approved. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VI. **Approval of Minutes:** Motion was made by David Boneno to approve the minutes of the May 12, 2015 meeting. Motion seconded by Tom Sullivan. **MOTION CARRIED.**
- VII. **Financial Report:** Chris Kershaw reported as of May, total revenue of \$855,158 with total expenses of \$66,493, leaving net assets of \$778,665. He further reported for the period ending June 30<sup>th</sup> showing total revenues of \$1,115,344 of which \$148,503 was accrued revenue. He also reported total expenses for the year of \$126,587 leaving net assets of \$988,756. Chris further reported on the financial statement for the month of July showing total revenue of \$148,503 with total expenses of \$35,194 leaving net assets of \$1,102,308. After discussion, Mark Graffeo moved that the internal financial statements be based on cash basis with an adjusting entry in the month of June showing the accounts receivable for the month of July. Motion seconded by Malise Prieto. **MOTION CARRIED.** Tom Sullivan moved that the Financial Report be received. Motion seconded by David Boneno. **MOTION CARRIED.**
- VIII. **Report of Administrative Staff –** Debbie Hudnall reviewed the monthly remittance reports of the LCRAA participants stating the fund averaged a little over \$107,000 revenue per month for the year.

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- IX. **Antares Update:** Cheryl Hambacher and Laura Thomas thanked the Board for allowing them to demonstrate the progress so far. She reported that the IT Committee had been very active in participating in numerous meetings and helping with the development of the design and software. After discussion, several recommendations came from the Board that Antares said they would incorporate into the project. Cheryl said their portion of the product would be ready on time, but it all comes down to when the vendors upload the data to them.
- X. **Vendor Proposals:** Debbie distributed copies of the proposals submitted by Cott, Grids, Software & Services and Delta Computer Systems. After discussion, David Boneno moved that Cott's proposal be accepted. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- Mark Graffeo moved that Sheri, Debbie, and Chris be authorized to negotiate with the other vendors to have a more cost efficient proposal similar to Cott's subject to the approval of the Chairman or Vice-Chairman and that Debbie be authorized to sign the contracts. Motion seconded by Tom Sullivan. **MOTION CARRIED.**
- XI. **Grants:** A copy of the Grant application was submitted for approval. Mary Holmes moved that the Grant Application be approved with amended deadline dates of October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup> and July 31<sup>st</sup>. Motion seconded by Tom Sullivan. **MOTION CARRIED.**
- XII. **Other Business:** None
- XIII. **Announcements:** None
- XIV. **Adjournment** – David Boneno moved that meeting be adjourned. Motion seconded by Malise Prieto. **MOTION CARRIED.**

Respectfully Submitted:

Approved:



David Boneno, Secretary

10-8-15



Rick Arceneaux, Vice Chairman

10/9/2015