

APPROVED MINUTES

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM Tuesday, November 10, 2015

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

MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Gary Loftin.
- II. **Invocation and Pledge of Allegiance:** Mary Holmes and Gary Loftin
- III. **Roll Call:** Board members present were: Chairman Gary Loftin, David Boneno, Mark Graffeo, Malise Prieto, Mary Holmes and Tom Sullivan. Also present were: Debbie Hudnall; Chris Kershaw; Attorney Sheri Morris; Laura Thomas, Michelle Cunningham and Terri Kitto.
- IV. **Acceptance of Agenda:** Tom Sullivan moved that the Agenda be amended to allow David and Hunter Perry with Arthur J. Gallagher & Co. be allowed to make a presentation on Cyber Liability Insurance. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

David and Hunter Perry presented a proposal of Cyber Liability Insurance with BCS Insurance for one million dollars coverage at a premium of \$798 or two million dollars coverage for a premium of \$1037. They also presented a proposal of one million dollars coverage from Travelers Casualty for \$2,936. After discussion, Tom Sullivan moved that LCRAA purchase the two million dollar coverage with BCS effective immediately. Motion seconded by David Boneno. **MOTION CARRIED.**

- V. **Approval of Minutes:** Motion was made by Mary Holmes to approve the minutes of the September 2, 2015 meeting. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VI. **Financial Report:** Chris Kershaw reported as of October 31, 2015, total revenue of \$522,260 with total portal direct cost of \$123,920 and total expenses of \$22,964, leaving net income for the fiscal year of \$375,376 and total assets of \$1,364,133. Malise Prieto moved to receive the financial reports. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VII. **AUDIT REPORT:** Michelle Cunningham and Terri Kitto with Duplantier, Hrapmann, Hogan & Maher, LLP, presented the audit report for the fiscal year ending June 30, 2015. Michelle reported that the LCRAA fund received the highest and cleanest opinion you can receive and that the financial statements present fairly, in all material respects, the financial position of LCRAA in accordance with accounting principles generally accepted in the U.S. Motion was made by Malise Prieto to accept the audit report and seconded by Mark Graffeo. **Motion carried.**

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Michelle then explained the Compliance Questionnaire to the Board and said that it would need Board approval. The Board was furnished a copy of the Questionnaire. Tom Sullivan moved that the Compliance Questionnaire be approved. Motion seconded by David Boneno. **MOTION CARRIED.**

VIII. Report of Administrative Staff –

Advertising: Debbie informed the Board that they would like to begin advertising the portal for the first of the year to different organizations like the La. Bankers Association, Land Title Association, La. State Bar Association, La. Surveyors Association, Oil & Gas Industry, local Bar associations, and La. Realtors Association and any other associations the Board might suggest. David Boneno said he would include a news article in the LBA newsletter and would inquire as to the best way to get info out to other banking venues. Mary Holmes asked for a press release that could be given out to many different venues. David and Mary asked if someone could demonstrate the portal at their conventions during the first and second weeks of December. Antares and Debbie would handle coordinating the demonstrations.

Change Order: Debbie presented the Board with a copy of the Change Order for the Portal that incorporated the changes that were requested at the last Board meeting which resulted in an additional cost of \$3,920.

Vendor Proposals – Debbie reported that contracts had been signed with all of the vendors to upload the indices to the portal except for Xerox, who is the vendor for only one small parish and that she was still working on that. She reported that the total contracts with the vendors were \$98,400 for the file import application and monthly maintenance fees with vendors would be \$11,400 for the year. Debbie said with the approval of the Board she would like to pay those on a quarterly basis. She stated that if there were any program changes there would be additional fees for the vendors. She further stated that she had not heard from the individual parishes that had in-house IT other than at the beginning when they said their cost would probably be around \$2,000. Chairman Gary Loftin suggested that Debbie send an inquiry out to those parishes to see if they would be sending a bill for their services.

Description Requirements: Debbie reported there had been an issue with the property descriptions with some of the Cott customers because Cott software provides for property descriptions such as Sections, Townships, Ranges and Subdivision to be indexed in fields with dropdown boxes to make it easier for the indexer. The issue was easily worked out so that the individual description fields populate the description field first to make the property description uniform. She suggested that it be presented to the participating clerks to have all of the software have dropdown description boxes to make property descriptions uniform and also make it easier for the deputies who are indexing the instruments and allow for fewer errors. If this becomes mandatory, then LCRAA would have to pay for the cost of the software updates and not the individual clerks. Gary asked that the issue be presented to the IT Committee and then reported back to the Board.

Website: Debbie informed the Board that upon the recommendation of Antares, she had received a proposal from a web design company for a new website for the La. Clerks Association. She asked if LCRAA would be interested in possibly advertising on the website to help promote LCRAA, if the Association Board decided to go forward with the new website, to help defray some of the costs. Gary suggested that the LCRAA Board wait to the Association Board approves the new web-site.

IX. Antares Update: Laura Thomas reported that the "lclerksportal.org" is live and waiting for the records to be updated to the site. Laura demonstrated the portal and stated that they were currently receiving data from several of the parishes.

X. Grant Committee Report: Tommy Sullivan reported that 5 grant applications had been received, totaling \$108,285 and the committee reviewed them at an open meeting earlier that morning. He stated there was \$79,986 available for grants based on 20% of the third quarter revenues. The Committee recommended awarding \$72,570 in grants for the following parishes:

Caddo Parish	\$15,000
Catahoula Parish	\$30,000 (to be paid on monthly stages of the project)
Madison Parish	\$ 8,645
Sabine Parish	\$15,000
Webster Parish	\$ 3,925

Gary Loftin recused himself at this time since there was an application submitted for his parish. After discussion, Mark Graffeo moved that the application for Caddo Parish be approved. Motion seconded by Tom Sullivan. **MOTION CARRIED.** Motion by Mark Graffeo and seconded by Tom Sullivan that the four other recommendations of the Grant Committee be approved. Motion seconded by Tom Sullivan. **MOTION CARRIED.**

XI. Other Business: Debbie pointed out to the Board that the meeting scheduled for February 9, 2016 was Mardi Gras and November 8, 2016 was Election Day. David Boneno moved that the February 9th meeting be changed to February 2nd and the November 8th meeting be changed to November 15th. Motion seconded by Tom Sullivan.

Tom Sullivan asked if it was allowed by law to reimburse the non-clerks for their travel expenses. Sheri said that it is allowed by law. At this time there was a lack of quorum and it will be added to the next Board Agenda.

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XII. **Announcements:** None

XIII. **Adjournment** – Meeting adjourned because of lack of quorum.

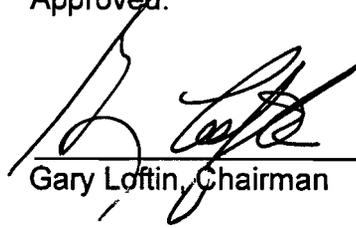
Respectfully Submitted:

Approved:



David Boneno, Secretary

11-25-15



Gary Loftin, Chairman