

**County Real Estate Web Portal Board
January 16, 2008 Minutes
Airport Holiday Inn - Des Moines, Iowa**

Voting Members Present

Ken Kline, Chair
Holly Fokkena
Diane Swoboda Peterson
Deb Roberts
LaRayne Riccadonna
Kathy Croker
Mike Grandon
Peggy Weitzl

Representing

ISACA, Auditors' Affiliate, (Cerro Gordo County)
ISACA, Auditors' Affiliate, (Butler County)
ICRA, Recorders' Affiliate, (Woodbury County)
ICRA, Recorders' Affiliate, (Floyd County)
ISAA, Assessors' Affiliate, (Polk County)
ISAA, Assessors' Affiliate (Buena Vista County)
ISCTA, Treasurers' Affiliate, (Cerro Gordo County)
ISCTA, Treasurers' Affiliate, (Carroll County)

Advisory Members Present

Mary Maloney
Scott Williams
Matt Boeck

Iowa Tax & Tags, (Polk County Treasurer)
ICIT, (Marshall County)
ICIT, (Story County)

Guests Present

Michael Tutty
Deb McDaniel
Scott LaBlanc
Robin Harlow
Don Wilson
Dave Ellis
Tami McFarland
Darrell Bauman
Kellie Phelps
Pam Sprague
Margie Pitts

DAS-ITE
DAS-ITE
Iowa Interactive
Iowa State Association of Counties
ABC Virtual
ISAA, Assessors' Affiliate, (Warren County)
ISAA, Assessors' Affiliate, (Black Hawk County)
ISCTA, Treasurers' Affiliate, (Dallas County)
ISCTA, Treasurers' Affiliate, (Polk County)
ISCTA, Treasurers' Affiliate, (President)
ISACA, Auditors' Affiliate (Clay County)

The meeting of the County Real Estate Web Portal Board of Directors (CREW Board) was called to order at 10:00 a.m. by Ken Kline.

Designation of Voting Members:

Auditors:	Ken Kline	Holly Fokkena
Recorders:	Diane Swoboda Peterson	Deb Roberts
Treasurers:	Mike Grandon	Peggy Weitzl
Assessors:	LaRayne Riccadonna	Kathy Croker

It was moved by Roberts, seconded by Croker, to approve the minutes of the November 27, 2007 CREW Board meeting. Motion carried.

It was moved by Riccadonna, seconded by Grandon, to approve the Treasurer's Report, with a current balance of \$20,667.00, as presented by Fokkena. Motion carried.

Maloney reported that work on development of a LOGO is ongoing. She indicated that the Education/Outreach Committee would be receiving proposals on February 1st. Kellie Phelps indicated that the committee will be working to develop a power point presentation, press releases and a brochure. Sample materials were provided to those in attendance and it was requested that any comments or suggestions be forwarded to Mary or Kellie by email.

Kline reported that he had received an invitation to speak at the Iowa Land Surveyors Conference and the Drake Law School Real Estate Seminar, both in the first week of March. There was discussion as to whether or not the promotional materials would be ready by that time.

There was no live presentation of the CREW portal at this meeting. McDaniel gave a status report and indicated that the new target for limited testing could be as early as the end of the week (January 18). Test-Solution is being developed for presentation to the full board hopefully within 10 days (January 26).

McDaniel and Tutty reviewed the development budget and work remaining.

Kline questioned the members' preferred method for a live test. Tutty offered the following options:

1. Perform live test in a meeting environment
2. Perform live test through a web-based conference
3. Forgo live test - make site available to members and allow them to review and note problems and/or concerns

Tutty's recommendation was that we proceed with Option 3 and see where it leads. If necessary, the Board can meet after the test to address findings. Kline suggested the Board could meet at the time of the Education/Outreach Committee meeting scheduled for February 1, 2008 at 11:00 a.m. at the Polk County Assessor's Conference Room.

Kline requested direction for the Education/Outreach Committee regarding selection of the LOGO. It was then moved by Grandon, seconded by Roberts that the Committee be allowed to make a final selection of the LOGO. Croker indicated that she felt the Committee should narrow the selections and forward their recommendations to the Board for a final decision. After discussion, Grandon and Roberts withdrew their motion and second. Consensus was reached that the

Committee should narrow the selections, send them to the full Board for review and determine the final selection either by email or a conference call could be initiated if necessary.

Discussion was held regarding the URL for the website. It was stated that it could be some time before it was known whether CREWIowa.gov would be made available to the Board. McDaniels and Tutty indicated that CREW.Iowa.gov would be easier to obtain due to it being under the control of DAS-ITE. Tutty is to confirm this.

The Board discussed the desire to again make a presentation to the Legislature regarding the project. It was suggested that said presentation be scheduled for a time during the ISAC Spring School to be held March 12 - 14, 2008. Dave Ellis was asked to make the arrangements for the Legislative presentation. Robin Harlow is to inquire as to a time during ISAC's General Session for presentation to all attendees. It was agreed that if a presentation during the ISAC General Session was not possible, presentations to individual affiliates would be explored. It was agreed that no more than 30 minutes would be necessary for the presentation.

Kline requested updates from the affiliates:

Assessors - currently receiving data from counties and DAS is testing

Recorders - ready

Treasurers - ready

Auditors - 99% ready

A lengthy discussion was held on the maximum number of records to be displayed for search results. It was decided that each affiliate can set their own maximums and that after more extensive testing it will become apparent whether those maximums need to be reduced to assure adequate functionality of the site.

Tutty requested a subcommittee be formed that would track issues and/or problems in the site and prioritize them for correction. Kline suggested that a Recorder representative would not be necessary on this committee because the purpose will be to review the accuracy and format of displayed data and the Recorders' data is not integrated. Ricadonna recommended that ICIT have a representative on said subcommittee.

Kline appointed the following individuals:

ISACA, Auditors

Ken Kline

ICIT

Scott Williams

ISCTA, Treasurers

Mary Maloney (Iowa Tax & Tags)

ISCTA, Treasurers

Peggy Weitl

ISAA, Assessors

Tami McFarland

Kline indicated that the next meeting of the CREW Board would be Friday, February 22, 2008 at 10:00 a.m. Location to be announced.

There being no further business appearing before the Board, the Chair declared the meeting adjourned at 11:40 a.m.

Respectfully submitted,

Holly A. Fokkena
Secretary-Treasurer