

## Minutes

Proofed by Annette Hill: September 6, 2018

Board of Directors Meeting  
Property Records Industry Association  
3 p.m., ET, Monday, August 27, 2018  
Biltmore Hotel, Providence, RI

Present for the call:

Mark	Ladd	President	Yes
Larry	Burtness	Vice President	Yes
Diane	Swoboda Peterson	Secretary	Yes
Zachary	Zaharek	Treasurer	Yes
Nancy	Sotomayor	Director	No
Chris	Walker	Director	Yes
Annette	Hill	Director	Yes
Cathy	Recker	Director	No
Charlie	Epperson	Director	No
Jerry	Lewallen	Director	Yes
Penny	Reed	Director	Yes
Ann	Richards	Director	Yes
Kelly	Romeo	Director	Yes
Richard	Bramhall	Advisory Council	No
Carol	Foglesong	Advisory Council	Yes
Mark	Monacelli	Advisory Council	No
Kay	Wrucke	Advisory Council	Yes
Steve	McDonald	Advisory Council	Yes
Marc	Aronson	Advisory Council	Yes
Kim	Legate	Education	No
Dan	Shmukler	Education	No
Liz	Kelly	Membership	No
John	Murphy	Membership	No
Gerald	Smith	Standards/Practices	Phone
Nakia	McFarland	Standards/Practices	Yes
Tim	Nanney	Governance	Yes
Ryan	Crowley	Governance	Yes
Carolyn	Ableman	PREP Coordinator	Phone
Stevie	Kernick	Chief Staff Officer	Yes
Joyce	Mascena	Board Candidate	Yes
Elizabeth	Blosser	Board Candidate	Yes

Jana	Miyasaki	Board Candidate	No
Phil	Dunshee	ICRA	Yes
David	Rooney	Orange Co., FL	Yes
Karl	Klessig	SYNRGO	Yes
Donnie	LaQue	Washoe Co., NV	Yes

### **Call To Order**

President Mark Ladd, called the meeting to order at 3:05 a.m., ET, and declared a quorum present.

### **Introduction of Board, Board Candidates and Guest**

Board members, board candidates and guests all introduced themselves stating their name and position within PRIA.

### **Minutes of the Previous Meeting**

Ladd asked for comments or edits to the board minutes from the July 27, 2018, meeting. There were none.

***On a motion by Penny Reed and a second by Jerry Lewallen, the board minutes were approved as distributed.***

### **Financial Report**

Zach Zaharek, treasurer, gave the July 31, 2018, financial report. The association is now into the first month of the new fiscal year. He reviewed the income and expenses for the 2017-18 fiscal year.

At the end of July, net revenue is projected to be \$57,677, before the CPA's Annual Review.

PRIA's cash reserves have grown and the board has previously approved an investment plan that will be implemented as soon as new officers are elected later in the conference and can authorize the bank resolutions.

Lewallen asked why the association's fiscal year is August – July. Ladd responded that when PRIA was incorporated back in 2002, the fiscal year followed NACRC's fiscal year. Although most for-profit businesses follow a fiscal year that correspond to the calendar year, governments have varying fiscal years so August to July was selected.

### **Management Report**

Stevie Kernick, chief staff officer, reviewed the year-end management report that provides a compilation of time expended by the staff of IMI Association Executives on behalf of PRIA from August 1, 2017 – July 31, 2018. She noted that the surplus hours at the end of July has carried over to the 2018-19 fiscal year.

She indicated that it is difficult to adequately project the amount of time that staff will expend during a fiscal year and that more or fewer work projects in process tend to be the moving target affecting staff time.

## **Committee Reports**

### **Membership**

In the absence of the Membership Committee chairs, Liz Kelly and John Murphy, Kernick provided the membership update. Total membership for 2017-18 has increased by 78 members, primarily in the government category. The number of business members increased by three.

The major membership campaign for 2017-18 focused on government non-members in the states that surround Rhode Island (site of the 2018 Annual Conference) and South Carolina (site of the 2019 Winter Symposium). This target audience will continue to receive PRIA member promotional materials throughout the fall and early winter.

Membership renewals for 2018-19 are underway.

### **Education**

In the absence of the Education Committee chairs, Dan Shmukler and Kim LeGate, Kernick provided the education update.

This committee has been focused on scheduling the monthly webinars which have been well-received by the membership. The committee is considering two webinars each month if content is available and pertinent.

The committee distributed a survey to all members who have not attended a conference in the past two years to determine their needs. Many PRIA members never attend a conference and the committee wanted to reach those members to see how the association could better serve that population.

### **Governance**

Kernick said that the deposit check for marketing services to be rendered by Strategic Vantage has now been received and an initial meeting will be scheduled immediately following the conference.

The Nominating Committee's role in the election process is almost complete. Voting ends at noon, Wednesday, August 29. The majority of voting took place online but regular members attending the Annual Conference but who had not voted electronically were provided with ballots in their badge packets.

Committee chair, Kelly Romeo, will forward an email to the new board for 2018-19, following the close of voting making a Nominating Committee recommendation on a slate of officers for the coming year. The 2018-19 board will meet at 5 p.m., Wednesday, August 29, in the Directors Room on the second floor to elect its officers.

### **Standards & Best Practices**

The Preservation of Electronic Records work project team had anticipated submitting its project to the board today for 30-day comment but has additional editing work to be completed. There is a conference program on how to talk to an IT department about preservation scheduled on Friday morning, August 30.

An additional project undertaken as a spin-off to the preservation paper was to gather the statutes from every state that govern preservation requirements. This chart has now been loaded to the PRIA website.

Kernick asked the board to clarify when a work project team should generate another work project request form for a spin-off project.

Ladd said the original goal of adhering to the terms of a work project request was to avoid scope-creep. Kelly Romeo said that it's important to keep the board informed about spin-off projects but that doesn't necessarily require a new project request. Lewallen suggested that this type of question be asked of the board liaisons and they can decide if additional review by the board is required.

Phil Dunshee, one of the project co-chairs, offered an update on the Document Rejections Best Practices project. A series of surveys were distributed to both recorders and submitters to gather practices which would reduce document rejections. He said that there are two potential work product outcomes from the project – one is a best practices document for recorders and submitters and the second is a definition of terms used to describe the reasons for rejecting a document.

The Models of eRecording work project that was approved at the July 27 board meeting is still in need of a government sector co-chair.

## **Old Business**

### **Strategic Vantage Contract**

The contract with Strategic Vantage has been executed and will get underway following the Annual Conference.

### **Document Volume Survey**

The board determined that this survey will not need to come back to the board since the comments submitted by board members were primarily grammatical and clarification.

### **LRMS Best Practices**

The 30-day comment period ended today, August 27. Several sets of comments were submitted and will now be reviewed by the project team.

### **Models of eRecording**

This project is still in need of a government co-chair.

### **Election of Officers**

Nominating Committee Chair, Romeo, has an email drafted and ready to be sent to the 2018-19 board with a recommendation for officer positions for the year. The new board will meet at 5 p.m., Wednesday afternoon in the Directors Room. Paper ballot submissions are due at Noon, Wednesday, August 29.

### **Annual Conference 2020**

Staff is finalizing the contract with the Pfister Hotel in Milwaukee for August 2020.

## **New Business**

### **Conference Locations 2021**

The board discussed and narrowed potential cities for the 2021 conferences.

- Winter Symposium: Phoenix or Scottsdale, AZ
- Annual Conference: Seattle, Vancouver or Bellevue, WA

### **IRS Documents**

Ladd addressed a suggestion from Pierce Co., WA, asking the board to consider addressing electronic recording of IRS lien releases and how they are filed with recorders. Before embarking on a new project, it would be beneficial to engage in a conversation with the IRS. Carol Foglesong said the majority of liens are coming out of two central IRS offices so the issues should be addressed at a regional or national level. ALTA is a stakeholder in this, as well.

Ladd will follow up with Jill Munns, Pierce Co., about the board's decision.

### **Board Schedule**

Kernick reviewed the conference schedule indicating the places where board members have responsibilities.

She then walked the board through a tutorial of the conference application so they could answer questions from conference registrants.

### **Deliverables**

Kernick reviewed the board deliverables list noting the completion of the following:

- Leadership Roles and Responsibilities have been loaded to the website
- The Work Project Request Form has been updated with the addition of a line for the co-chairs
- The LRMS Best Practices project was posted immediately following the July 27 board meeting for 30-day review

## **Adjournment**

***On a motion by Romeo and a second by Hill, the meeting adjourned at 4:57 p.m., ET.***

Mark Ladd, president

Stevie Kernick, recording secretary