Assessor's Apprentice Information Systems User Group

April 2, 2014   Meeting Minutes – AMENDED

Those present at the meeting were Beckie Alden-Pike Co, Carol Adams-TASC, Jack McNally-Lonoke Co, Heather Stevens-Stone Co, Rebecca Cozart-Greene Co, Jane Wheeler-Greene Co, Deb Lykens-White Co, Lindsay Nutt-TASC, Sandra Cawyer-Columbia Co, Jennie Marie Fatherree-Columbia Co, Gaye Brown-Desha Co, Becky Hogan-Lee Co, Regina Mannis-Arkansas Co, Denisse Keener-Sebastian Co, Becky Yandell-Sebastian Co, Joe D Thompson-Pulaski Co, Shasta Smith-Pulaski Co, Rhonda Hefley-Pope Co, Dana Baker-Pope Co, John M Williams-Benton Co, Kathy Smith-Benton Co, Angela Hill-Faulkner Co, Jeff Barron-AIS, Alan Jennings-AIS

Officers were chosen unanimously. Beckie Alden was chosen President, Sandra Cawyer vice President and Regina Mannis as Secretary/Treasurer.

The By-laws were read and changes were made. Joe D Thompson moved to accept the by-laws with changes and have them reviewed by an attorney in Pulaski County. Jack McNally seconded the motion. It was approved by the group. The changes will be made, emailed to group and voted on at the next meeting.

It was decided that the dues will be left in the by-laws but the amount would be zero. Attendees should print their own agenda and copy of the previous minutes for each meeting to keep costs down. Anything needing copies etc can be shared by the different counties and companies involved by donation purposes.

The group discussed who would be considered members of the group. The decision was that any county or reappraisal company who uses AIS software and is in good standing with AIS and have applied for membership could have one vote on any issues that come up for consideration. This would establish a number of votes required for a quorum. Any member county or company could send more people to the meeting, but with only one vote. If the established representative cannot attend the meeting, they may send a proxy to vote in their place. The question was raised if voting by email is legal, it was agreed that it should be researched. We discussed that after we get this group formed membership will be open once a year.

AIS will be creating a List Serve (email group) for our user group and a website and they will forward that information out as soon as it is created. The group was reminded that the list serve is subject to FOI. Also, they do not monitor the list serv, so if we need them to address something we need to address them specifically. Also, AIS videoed the meeting and will share it on the website.

Committees were discussed for Personal Property and Real Estate. Subcommittees may be necessary for Administration, Reappraisal and Minerals. President Beckie Alden stated that she will email assignments for those who volunteered with their preferences to be committee members for their choice of area of interest. Real Estate Committee will need to be larger than Personal since there will be subcommittees,

i.e. reappraisal/valuation, administration, minerals, etc. The committee meetings can be accomplished via online meetings (like Go To Meeting or Web Ex) to help eliminate some travel time and expense. These committees will help to prioritize work tickets that come into AIS so that it should reflect what the majority of the users are wanting addressed and programming time put towards. The group voted that they would like to have releases on a regular calendar date instead of waiting until a certain number of tickets have been completed. At the next meeting the group will discuss the dates for the releases.

AIS will be scheduling training for report writer, Real Estate in the first half of the year and Personal Property in the second half of the year. Mineral training will be scheduled also.

AIS told the group that Windows XP will no longer be supported by Microsoft (no updates and no fixes) and in the next few months they will not be shipping Windows 7 any longer, phased out. So, then Windows 8 is what will be available and it is 64 bit which will not run any DOS programs. When purchasing new equipment, Counties that still use any DOS programs may want to keep one computer that has an older version and 32 bit or less for looking up the old DOS info. AIS asked if any of the counties would want to pay for them to program the old DOS files for Windows 8 so we could continue to access them. No one seemed interested so it was suggested to keep and old PC for access.

Alan and Jeff went over the items available for assessors: WinCama, Personal Property, Document Apprentice, EQ Scheduler and EQ Minutes.   Jeff also mentioned that if you arcountydata.com they can configure it to link to your county website or whatever configuration

Jeff Barron explained to the group how VIN's work in Personal Property. He said one change that is coming, is that the program will recognize letters regardless of whether they are in lower and upper case. This will reduce the number of vehicles that will have question marks on them. When we find problematic VIN's we can contact them and they can make the program recognize the pattern of the VIN.

Next meeting will be June 11th at the Summer Assessor's Meeting.