

The first meeting of the Apprentice Software Group was held Friday, May 19, 2000 at 11:00 a.m. in Cabot. The meeting was attended by Randy Lamp and Kent Wilson of Apprentice; Mickey Oates, Charlotte Davis, Linda Harrell, Liz Rinchuso, Shelly Wilson, Lonene Edwards, Sylvia Engles, and Becky Gattas.

A discussion was held concerning the formation of the group and it was unanimously decided that the group should have official officers and bylaw. An election of officers was held and the results are as follows: President, Sylvia Engles; Vice-President, Charolette Davis, and Secretary, Becky Gattas.

Liz Rinchuso and Becky Gattas were asked to prepare bylaws to be presented at the next meeting for review and/or approval.

The following recommendations were made concerning changes in the Apprentice software:

- 1) Summary of Account Balances Report - it was suggested that we be allowed an option of dates to help with the interest distribution.
- 2) Bank Balance Report - also needs a date option. This should eliminate the problem with partial information when the report is run during a given month.
- 3) Importing checks - the systems should allow for deletion of imported checks by batch much in the same manner as checks are imported. As it currently stands, imported checks must be deleted one at a time.
- 4) Revenue by Account Projections report - the beginning balance should be included.

Kent stated that the recommendation for deleting imported checks by batch would need to be coordinated with Brian, the programmer for the clerks' system. He also stated that the outstanding checks for the previous year are now rolled over to the current year.

Randy Lamp recommended that each computer in the office have virus check software installed. He stated that if a virus infiltrates one system, it could easily spread to each computer connected to the server. For those who have internet access, Apprentice recommends that we install a separate computer to eliminate the possibility of getting a virus via internet and wiping out the entire hard drive. This has occurred in one county in Arkansas already this year. Norton or McAfee are the recommended virus systems.

In a discussion concerning future meetings, it was suggested that meetings not be held the same month as the Treasurer's Continuing Education meeting; therefore, meetings will be held during the months of March, June, September, and December. It was further recommended that the meetings be held at the Association of Arkansas County Building in Little rock. Randy Lamp stated that if we decide to have our meetings at a different location, Apprentice would pay for meeting rooms, if necessary. If meeting room cost is not a factor, then Apprentice will cover the cost of lunch.

The next meeting was scheduled for September 13, 2000 at 10:00 a.m. at the AAC building.

All business concluded, the meeting was adjourned at 1:00 p.m.

Respectfully Submitted,

Becky Gattas
Secretary