

## ATRAC MEETING

An ATRAC meeting was held at 10:00 p.m. at the AAC building in Little Rock on September 13, 2000. The meeting was attended by Randy Lamp, Gail Lutrell, Mickey Oats, Charlotte Davis, Sharon Swain, Sylvia Engles, Sandra Beck, Jolena Villines, Cindy Collins, Betty Adair, Shirley Stoner, Jim Arnold Jr., Tina Roscoe, Liz Rinchuso, and Becky Gattas. President Sylvia Engles chaired the meeting.

The minutes of the previous meeting were approved after a correction was made: Apprentice will pay for a meeting room. If a meeting room cost is not incurred, Apprentice will cover the cost of dinner for all meeting attendees.

In other business:

1. It was unanimously decided that each county shall pay annual dues of \$25.00 per county.
2. A recommendation from the floor was made, seconded, and it was unanimously decided that the office of Secretary be revised to Secretary/Treasurer. It was also affirmed that the currently elected Secretary hold the new position and be responsible for issuing the billing for dues. The billing shall accompany the minutes/treasurers' report and be mailed with the notice of the next meeting. It was further agreed upon that the Secretary/Treasurers' report shall be submitted prior to each meeting.
2. The bylaws were discussed and due to the previously noted changes, the approving of the bylaws was tabled till the December meeting.
3. Mr. Randy Lamp with AIS informed the group of a new "Message Apprentice" software that will be available in January 2001. The system was explained in detail and each member received a handout highlighting its capabilities.
4. A recommendation from the floor was made, seconded, and unanimously agreed to that, prior to each meeting, the Secretary/Treasurer shall contact AIS to learn of any counties that have recently acquired the AIS software. If a county has acquired the software since the last ATRAC meeting, the Secretary/Treasurer shall send, to the county in question, data concerning ATRAC's goals and objectives. They shall also receive an invitation to become a member and the time, date, and location of the next meeting.
5. Many software problems were discussed and solutions/recommendation made to assist software users. The following is a list of items addressed to AIS.
  1. It was recommended that the software be revised to allow for the excess treasurer's commission be distributed in the same manner as the interest distribution.
  2. The print command for the inventory needs to be modified to include the serial number of all items listed.

3. When attempting to import check data, the data cannot be accessed because the clerk is still in the program. Can this problem be bypassed or is there a recommendation for improving the situation?
4. When entering data, the system offers a cumulative dollar total of entries. However, when a correction is made, the total does not reflect the correction. Can this be modified?
5. When you notice a misspelling in the description, after several entries, the correction must be made individually. Mr. Lamp stated that using the insert key prevents you from retyping the entire description. He further stated that using the "home" key takes you to the front of the line, the "control/ left error" allows the curser to jump backward one word at a time, and the "control/ right error" allows the curser to jump forward one word at a time.
6. When entering data, the item on the screen is the first item entered at that time. The last item entered is not visible. Mr. Lamp suggested that "page down" will take you to the end of the list or you can do a "Control/page down" if the last entry is several pages down.
7. A request was made from several members concerning revenue projection information. It was recommendation that a report be made available that would provide the previous years' actual total revenue per line item, the current year-to-date total revenue, compare this with the projected revenue and include percentages. Mr. Lamp suggested that a committee be formed to address the problem and come to the table with a firm recommendation of what is needed. Sandra Beck and Jim Arnold were appointed to the committee and will bring their recommendations to the next meeting.
8. Problems with a computer going down was addressed by Mr. Lamp. He stated that many systems installed previously used peer to peer networking and that is something that you would use in a high school science project. It is not the best system for the type of work performed in courthouses today. A main courthouse server that is linked to the County Clerk, Treasurer, Assessor, Collector, and County Judge's offices is recommended. AIS does not recommend nor install peer to peer networking. AIS strongly recommends the Novell because of the reliability factor and the maintenance cost is lower. Peer to peer servers will give you grief and if you can afford a Novell server you will notice the improvement in the application almost immediately.
9. It was suggested that the end of the year detail report allow for dates to be entered so a cumulative report can be run for a given period. The detail summary of accounts will not give you the same information as the end of year report. Change the end of year report to a year to date report and allow for totals for specific dates. If this is not possible then modify the Detail Summary of Account Balance report allowing a cumulative report for multiple months or a specific date (s).

10. It was suggested that AIS provide a computer with the Treasurer's software application at all meetings to allow for a demonstration of concerns and possible solutions during the meetings. Mr. Lamp was very agreeable to the idea.

The next meeting was scheduled for December 8 at 10:00 a.m. at the AAC building in Little Rock. The meeting was adjourned at 12 noon.

Respectfully submitted,

Becky Gattas  
Secretary/Treasurer