

OKLAHOMA ABSTRACTORS BOARD

MINUTES OF REGULAR MEETING

July 19, 2016

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairman Mark Luttrull at 10:00 a.m., at the OLERS Conference Room, 421 NW 13th Street, Suite 100, Oklahoma City, Oklahoma.
2. Katherine Smith called the roll. Attending were, Charles Nichols, Christina Wooten, J Thomas, John Bailey, Mark Luttrull, Robert Getchell and Todd Humphrey. Absent: Corky Heard and Ken McDowell
3. The Minutes of the Regular Meeting of the OAB, conducted on June 21, 2016, were reviewed. A motion was made by Mr. Getchell to approve the minutes as presented. The motion was seconded by Mr. Nichols. Motion carried. Abstention by Mr. Humphrey because he was not present at the previous Board Meeting and could not attest to the accuracy of the minutes.
4. **Chairman's Report-Mark Luttrull:** Mark Luttrull welcomed everyone to the July meeting. He thanked the other Board Members for their confidence in him to elect him as chairman and promised to do the best job that he could. He also wanted to make sure that all Board Members were able to access their abstract.ok.gov email addresses. With all the news of late regarding official email correspondence, he feels it is important that the Board should be using the official email and encouraged them to contact the office if they are unable to access their account. In closing, he expressed the Board's deep condolences to Board Secretary Ken McDowell for the passing of his wife Dana.
5. **Administrator's Report (Board Report):** Katherine Smith reported that she met with the IT group from OMES to review changes to their pricing structure. Instead of paying flat fees, the IT bill will now allow agencies some freedom in deciding what features they want in addition to basic services. It appears that our bill will be going down slightly because of the current arrangement with sharing office space with other agencies. There were other questions that she returned and is still waiting for a response from IT.
6. **Committee Reports.**
 - a.) **Budget and Finance-John Bailey:** Mr. Bailey, gave an update on the budget and presented the "Six-Digit Object of Expenditure" report, showing our expenses for the month at \$16,555.91, and YTD expenses at \$211,858.06. The next report was the "Six-Digit Expenditure Detail" report, which covers each

month from the beginning of the fiscal year for comparison purposes shows a net amount of \$4,824.80. The “Allotment Budget and Available Cash” showing that our available cash at the end of the month is \$428,119.81. The “Operating Budget Comparison by Department and Account” report shows the total budget for the year is \$311,275.00. Expenses YTD are \$205,985.70 the Outstanding Encumbrances \$13,815.27 for total expenses and encumbrances of \$219,800.97 which leaves a variance of \$91,473.53 to the good. The next report is the Outstanding Encumbrances Report” shows that we have funds encumbered are \$13,815.27. And the final report is the “Summary of Receipts and Disbursements” showing revenue of \$284,140.90 and expenditures of \$211,858.06. After review and discussion, a motion was made by Mr. Bailey to approve the report as presented. Second by Mr. Nichols. Motion carried.

b.) **Rules and Regulations-Mark Luttrull:** No report.

c.) **Licensing and Testing-Katherine Smith:** Ms. Smith reported that there had been no testing since the last Board Meeting but that the next test date is July 21, 2016 in OKC at the testing center which has moved from the Thorpe Building to the Will Rogers Building. There are currently 6 people signed up for the test.

d.) **Inspections-Katherine Smith:** Ms. Smith reported that she had completed 12 inspections since the last Board Meeting and presented those for approval. Ms. Smith made a recommendation to approve the inspection reports as presented. Motion to approve was made by Mr. Nichols. Second by Mr. Thomas. Motion passed. Abstention: Christina Wooton due to the fact that one of her company’s affiliates was among those inspections being presented for approval.

e.) **Enforcement Committee Reports-Robert Getchell:**

Applications for Licenses: Presented to the Board for approval was a list of applicants for abstract licenses or renewals, which are set out in the attachments hereto. A motion was made by Mr. Getchell to approve all of the licenses presented, subject to administrative review and to make sure all compliance issues were met and appropriate fees paid. Second by Mr. Bailey. Motion passed.

7. **New Business:** Mr. Luttrull asked for any new business. Mr. Humphreys asked to receive copies off current Permit Holders applications.

8. **Report Legal Counsel-John Crittenden:** John Crittenden stated there are no active cases at this time. He touched on whether a voice vote or roll vote is needed. He said it makes no difference as long as everyone is voting. He also said

that he supports Mr. Luttrull's request of using the official email and that he understands that it can be frustrating having to juggle multiple emails.

9. **Visitor's Comments:** Mr. Luttrull asked for any visitor comments. There were none.
10. **Announcement of next meeting:** Tuesday, August 16, 2016, at 10:00 a.m., 421 NW 13th Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma.
11. The meeting was adjourned by Chairman Luttrull.