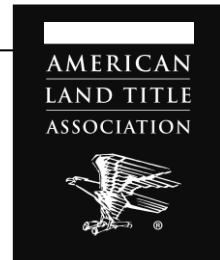


2019 Registry Committee (RC) Meeting Notes



DATE: January 17th, 2019

Conference Call: Time 3:00 PM – 5:00 PM ET

Attendees:

Committee Member	Present	Committee Member	Present
Eddie Oddo (Co-Chair)	Yes	Jack Rattikin (Co-Chair)	Yes
Andy Wert	Yes	Marvin Stone	Yes
CC Kaplan	Yes	Mary Schuster	
Gorkem Kuterdem		Michael Marino	Yes
Heidi Thorne	Yes	Patrick Hempen	
Jenny Martin	Yes	Paula Maurstad	
Kate Steineman (Advisor)	Yes	Richard Welshons	
Kirk House	Yes	Robin Teincuff	Yes
Linda Grahovec	Yes	TJ Roache	Yes
Mark Urelus	Yes	Tony Franco	
ALTA Staff			
Kelly Romeo	Yes	Paul Martin	Yes
		Kelly Langdon	Yes

Opening Comments (*Eddie Oddo – Co-Chair*)

The Co-Chairs welcomed the Committee members to the first meeting of 2019.

Review of Purpose and Scope (**Paul Martin, Co-Chair**)

- Monitor and report on the status of the ALTA Title & Settlement Agent Registry to the ALTA Board and membership.
- Provide guidance and oversight for development and customer relationships.
- Seek opportunities to:
 - improve the Registry organization, structure, products, and services;
 - provide communication, training, and outreach to the land title industry;
 - provide input and guidance for technical developments;
 - engage with customers; and,
 - determine or anticipate market trends and needs.
- Make recommendations, as may be appropriate, to the ALTA Board of Governors.

ALTA Staff Reports (Paul Martin)

- Monthly Update. Q&A on last monthly update. Registry listings stood at:
 - Total Locations: 6552
 - Individual Attorneys: 116. The Committee was informed that planning was underway to engage state bars associations to help extend messaging about the Registry to real estate attorneys.
- TAN Membership. ALTA Staff reminded all present that membership of TAN was a requirement for membership of an ALTA committee.
 - [First CLICK here.](#)
 - If you are not already logged into ALTA's website, CLICK the red "Log In" button at alta.org (if you need your password, click here for an email reminder).
 - Review and update your contact information on the Join TAN page, then CLICK the red "Renew/Join TAN" box at the bottom of the page.
 - Remember, your TAN membership will expire annually, but you can stay connected by opening TAN emails and taking actions. Each time you respond to a TAN alert, your membership auto-renews for another year! So, don't forget to open TAN e-mails and click the red "TAKE ACTION" button!

Committee Discussions (Committee).

- Agent Acquisition by another Entity: The Committee was informed that Underwriter members met in Q3 2018 to discuss and agree on a strategy for managing agent records when it is acquired by another entity. The leaning for a policy was established as:
 - Record owner decides to either keep original ALTA ID or delist and create new one.
- TRID CD ALTA ID update. ALTA Government and Regulatory Affairs staff plan to request that CFPB/BCFP include the ALTA ID when the Bureau conducts its 5-year look-back on TRID.
- Listing Review Project 1.0.
 - ALTA Staff presented to the Committee its proposed design requirements for the Listing Review Project ("LRP"), Phase 1.0, see Appendix A. Each point was discussed by the Committee, at the conclusion of the presentation the Committee was invited to approve it. LRP Phase 1.0 was consequently approved, and ALTA Staff committed to begin its development and provide a project update or demonstration at the next meeting.
 - The Committee discussion included a proposed further phase of LRP, Phase 2.0. This phase would investigate the concept of a routine "Reconfirmation" program for Confirming Underwriters.

Other Business or News to Share (Committee).

ALTA Staff informed the committee that the ALTA ID was no integrated into Ellie Mae's Encompass® platform and ClosingCorp, Inc had recently completed a licensing agreement.

Committee Information: Meetings, Roster, Listserv (Paul Martin).

- Next meeting: ALTA SPRINGBOARD F2F 03/19/2019 10:00 AM – 12:00 PM CT
- Subsequent meeting: Conference Call 06/27/2019 3:00 PM -5:30 PM ET
- Q4 meeting: ALTA ONE, F2F Austin TX, 10/24/2019, 4:00 PM – 6:00 PM ET
- Committee Documents Page:
<https://www.alta.org/about/leadership-committees.cfm?ALTA-Registry-Committee>

Adjourn

There being no further business the meeting was adjourned at 4:00 PM ET

Appendices

Appendix A to
ALTA Registry Committee Meeting Notes
Dated Jan 2019
A. LRP 1.0 Approved Design Requirements Schedule

Type	Item	Comments	Committee Status
Core Principle 1	Review and/or updates of records to be performed by the record owner every 12 months based upon the most recent Agent Review date.	The frequency will be configurable.	Approved
Core Principle 2	A bulk review process will be available, allowing an agent to review a Principal Business and all branch locations at one time.		Approved
Core Principle 3	There will be a series of email notifications leading up to the Agent Review due date then additional messaging when removal is pending.	Email content to be developed after coding has been developed	Approved
Core Principle 4	When the Agent Review date is a minimum of two weeks past due the record will be removed from the Registry and the agent notified.	Two-week time frame will be configurable	Approved
Design Requirement 5	Frequency is amended to every 12 months based upon the most recent Agent Review date.	Duplicate to Core Principle 1	Approved
Design Requirement 6	Project to be named Listing Review Program - Phase 1.0.	"Reenlistment" nomenclature is retired	Approved
Design Requirement 7	The date a record was last reviewed by the agent will appear on the Registry Record as Agent Reviewed: MM/DD/YYYY in the Company Information section.		Approved
Design Requirement 8	Notification process is to be developed		Approved
Design Requirement 8.a)	2 emails to agent prior to due date	Timing to be configurable	Approved
Design Requirement 8.b)	1 email to agent past due date	Timing to be configurable	Approved
Design Requirement 8.c)	1 "Removal Pending Notification" to underwriter via RMS UW management portal	Timing to be configurable	Approved
Design Requirement 9.	Email notifications to be sent on the 1st & 15th of month		Approved
Design Requirement 10.	Reinstatement: A record removed due to a failure to perform an Agent Review can only be reinstated through the normal submission for UW confirmation process.		Approved

Design Requirement 10.a)	The agents record status at the time of removal will continue to be available to them in the RMS for submission to the underwriters for confirmation, meaning they will not need to start over from the beginning.		Approved
Design Requirement 10.b)	Existing work flow leverage:		Approved
Design Requirement 10.b)i.	The removal of a PBL removes all branches in the business structure.		Approved
Design Requirement 10.b)ii.	Branches in a business structure are removed incrementally.		Approved
Design Requirement 11.	Back to the future principle: at launch, our strategy will be to discount the first year, meaning all update requirements will run from the first anniversary of the last UW confirmation.	This will become irrelevant after the first full year of update implementation.	Approved
Design Requirement 12.	Launch date will be September 2019 for first update with emails prior to this time	Contingent upon successful development and testing	Approved
Design Requirement 13.	REAs are in scope for firm level review		Approved
Design Requirement14.	A new feature allowing an UW to refresh their confirmation in the RMS will be added to the 'Manage Listings' section of the UW portal		For awareness