



**North Dakota Association of Assessing Officers  
Executive Board Meeting  
February 8, 2012  
Bismarck, ND**

**Call to Order:**

President Linda Morris called the meeting to order at 6:00 pm on Wednesday, February 8, 2012 in the breakfast room of the Comfort Inn, Bismarck ND.

**Executive Board Members Present:**

President Linda Morris, Morton County; Past President Lisa Peterson, Bottineau County; Secretary-Treasurer Wanda Wilcox, City of West Fargo; and Member at Large, Paul Houdek, City of Grand Forks were present. Vice President, Dean Pearson, Bowman County, was absent.

**Committee Members Present:**

Education Chairperson, Brenda Johnson, City of Bismarck, was present.

**Approval of Minutes:**

The minutes from the December 7, 2011 meeting was reviewed. Lisa moved to approve; seconded by Paul; motion carried.

**Treasurers Report:**

Wanda reported that the checking account had a balance of \$9,678.24.

**Unfinished Business:**

- **Requesting Continuing Education Credits from Tax Department** ~ Discussion took place on how to make sure attendees are given credit for attending NDAAO sponsored classes. At the request of the State Tax Commission Office, for the 2012 Winter Workshop we will send sign in sheets around. For future conferences and workshops, Brenda will bring this to the Education Committee to determine what their opinion is on this matter.
- **Workshop Agenda** ~ Linda explained the procedures for Assessor'dy. She also gave a quick overview on how the on-line presentation and webinar demonstrations will happen. Linda and Paul will be presenting these. Lisa will take charge of the drawing for the two certificates for the 2012 NCRAAO in Kansas City, MO.
- **Education** ~ Discussion took place on the upcoming Course #101 to be held in April. Linda will contact LuElla Dahme, State Tax Commissioner's Office, regarding NDAAO requiring a contract before payment of speakers will be made.

- **August Annual Conference** ~ Brenda commented that Rick Stuart will be sending a contract for the August Conference to Wanda. The remaining discussion of August conference and education was tabled until the next Executive Board meeting.
- **NCRAAO 2012 Missouri Conference** ~ The conference will be held in Kansas City MO June 11-14, 2012. Gary Emter is working on getting the hospitality room set up. It was noted that we should encourage as many NDAAO members as possible to attend and promote the 2013 conference in ND.
- **NCRAAO 2013 North Dakota Conference** ~ It was noted that Kevin Ternes will be holding a meeting for the NCRAAO 2013 committee on Thursday, February 9, at 12:30 in the classroom C&D.

### **New Business**

- **Winter Workshop, 2013** ~ Discussion took place on the dates for next year's Winter Workshop. It was felt that we loss some attendees as the conference was too early this year. It was decided to hold it February 21 & 22, 2013.

### **Non-Agenda Items:**

- Discussion took place on an endorsement for "Keep It Local" regarding Measure #2 on the June ballot. After discussion it was decided that NDAAO would remain neutral on the issue.

There being no further business, the president declared the meeting adjourned at 7:00 pm.

Respectfully Submitted, Wanda Wilcox, Secretary-Treasurer