



**North Dakota Association of Assessing Officers
Executive Board Meeting
July 3, 2012
Bismarck, ND**

Call to Order:

President Linda Morris called the meeting to order at 1:30 pm on Wednesday, July 3, 2012 in Conference Room E 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 February 9, 2012 meeting were reviewed. Paul moved to approve; seconded by Lisa; motion carried.

Treasurer's Report:

Wanda provided the 2011-2012 financial report for review. This is the report that will be given to the Audit Committee at the annual conference. June 2011 saw an ending balance in the check book of \$10,768.97 and the Certificate of Deposit at \$12,782.46.

Linda made a recommendation that all future reports on education expenses indicate which NDAAO members did or did not accept stipends for teaching part of the course.

It was reported that 2011-2012 ended with no delinquencies in membership dues. Lisa moved to approve the Treasurer's report; seconded by Paul; motion carried.

Unfinished Business:

- ***August Annual Conference***
 - **Sunday** ~ after discussion it was decided that the hospitality room would open at 6 pm with simple appetizers (wings & meatballs) as in previous years.
 - **Education** ~
 - a) **Monday Morning** ~ discussion took place on the 1-1/2 hours of education typically provided on Monday mornings. It was decided that "Life After Measure 2" discussion would be beneficial to all members. Linda will be contacting Terry Traynor, NDACo; Cory Fong, ND State Tax Commissioner; Marcy Dickerson, State Supervisor of Assessments; and Senator Dwight Cook, District 34, Mandan, to sit in on the discussion. Brenda would contact Governor Jack Dalrymple.

- b) **Contract with Rick Stuart** ~ Brenda confirmed that the contract with Rick Stuart was signed. Lisa stated that she has the disc containing the classroom materials and will have those printed and bound for the classes.
 - c) **CEC Approval from the State** ~ Brenda has submitted all necessary documentation to LuElla Dahme, State Tax Commissioner's Office, requesting continuing education for Wednesday & Thursday classes. Classes will run 8 hours on Wednesday and 4 hours on Thursday for 12 hours of continuing education.
 - d) **CEC Approval from the ND Appraisal Board** ~ Wanda has submitted all necessary documentation to Jodie Campbell, North Dakota Appraisal Board, requesting continuing education.
 - e) **Presentation of Certificates** ~ Linda confirmed that LuElla will be present on Monday to present Certificates for the newly certified assessors and tax directors. LuElla will also give an update on future class opportunities.
 - f) **Education for 2013 Conference** ~ after discussion it was the consensus of the group to inform members that the 2013 conference would NOT have any education opportunities and members will be encouraged to attend NCRAAO 2013 for those educational opportunities.
- **NCRAAO ~**
 - a) **Scholarship** ~ after discussion it was agreed that NDAAO would still offer a full \$500 scholarship to one member to attend the 2013 NCRAAO in Fargo.
 - b) **NCRAAO 2012** ~ Kevin Ternes, City of Minot, will report during the conference on NCRAAO 2012 and encourage NDAAO members to attend NCRAAO 2013.
 - c) It was noted that the NCRAAO August Board of Directors meeting will take place in Fargo just prior to our annual conference on August 8-10th.
 - **Monday Afternoon ~**
 - a) **Lunch** ~ Discussion took place on lunch arrangements for Monday & Wednesday. A decision was made to have Monday lunch be in house and Wednesday lunch be off campus.
 - b) **Speakers** ~ Linda informed the group that Terry Traynor would be speaking on behalf of NDACo; but the NDLC was not able to have a representative available for our conference. Discussion took place on what to do with the 1 pm time slot since Terry Traynor is now being asked to speak in the morning. Brenda will contact Sara Meier, State Tax Commission Office, regarding an update of soils. Sara will be placed in the 1 pm time slot.

- c) **Business Meeting** ~ the agenda for the afternoon business meeting was finalized. Wanda will put the agenda together along with the registration form and provide a draft of the documents for review by the Executive Board.
- **Meals / Entertainment** ~
 - d) **Theme** ~ Beverly Hills / Beverly Hillbillies will be the theme of the 2012 Conference. Planning for meals and entertainment for the conference took place.
- **Conference Expense** ~
 - a) **Budget** ~ The budget for the conference was reviewed. It was necessary to increase the conference fee from \$120 to \$150 due to the increase cost of education.

New Business

- **Certification Awards** ~ Wanda will contact Paul Fracassi, former Membership Chair to discuss what needs to be done with the NDAAO Plaque and Dedication Certificates for 2012. Paul will be asked to provide necessary information for this process to Lori Hanson, current Membership Chair.
- **Map** ~ discussion took place on requesting Mel Obbink, Sidwell Co., to update the ND Tax Director/Assessor Map with names only this year. We would possibly look at pictures being updated in 2013.
- **Larry Osborn** ~ discussion took place on announcing that former Richland County Tax Director, Larry Osborn, passed away. NDAAO awarded a scholarship to the November Ag Land Class in his honor. Sandy Reimann, current Richland County Tax Director, will be contacted to see if she wishes to make any statements.
- **Shirts** ~ Don Flaherty, Dickey County Tax Director, will be providing information to members about NDAAO Shirts at the August Conference. Space will be provided to Don at the registration table for sign up for shirts.

Non-Agenda Items:

- Discussion took place on the 24 Hour Class that McKissok was preparing. Linda informed the board that this matter has been taken over by the education committee person at the ND Tax Commission Office.
- A request will be made of the ND Tax Commission Office to inform membership during the conference on the status of property card regulations required in SB 2294.

There being no further business, the president declared the meeting adjourned at 4:15 pm.

Respectfully Submitted, Wanda Wilcox, Secretary-Treasurer