



**North Dakota Association of Assessing Officers  
Executive Board Meeting  
September 24, 2012  
West Fargo ND**

**Call to Order:**

President Linda Morris called the meeting to order at 1:30 pm on Monday, September 24, 2012 in the West Fargo City Hall Conference Room, West Fargo, 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:**

No Committee Chairmen were present. Education Committee Chairman, Brenda Johnson, City of Bismarck, emailed information and questions for discussion.

**Order of the Agenda:**

The agenda was amended to include Life Membership Review under the 2012 Conference.

**Approval of Minutes:**

The minutes from the July 3, 2012 meeting were reviewed. Lisa moved to approve; seconded by Paul; motion carried.

**Treasurer's Report:**

The current balance in the check book is \$14,411.78 and the Certificate of Deposit at \$12,795.35. A review of the annual conference showed a net income of \$1,952.95.

Paul opened discussion on the increasing balance that is appearing in the checkbook. The question posed was is it fair to the jurisdictions of the executive board to be assuming the costs for the members to travel to the meetings or should the board pick up the cost. After discussion, Wanda volunteered to put together a spreadsheet on the checkbook balance and a cost estimate for payment for miles, meals, and lodging.

Paul moved to approve the Treasurer's report; seconded by Lisa; motion carried.

**Unfinished Business:**

**2012 NDAAO Conference**

- **Expenses** ~ Wanda presented a conference financial recap to the board. After all expenses appear to have been submitted and paid at this time, the conference netted a profit of \$1,952.95. During discussion the vendor

- registration fee became a topic. The Executive Board is going to recommend that the vendor registration fee increase from \$100 to \$150 plus the guest fee to cover meals if the vendor so chooses. If the vendor wishes to take part in the education portion of the conference, the vendor would need to pay the conference fee instead of the guest fee.
- **Education** ~ Discussion on how difficult it is becoming to present education to the association during the conference. Continuing education credits aren't awarded to those who are not certified assessment officials and the number of those members is increasing. The conference education can be overwhelming for the newer members but is a necessity for the long term members.
  - **Member Comments** ~ The comment sheet was reviewed. The main areas of concern for the members was the sound system; eating at the Golden Corral; and the temperature in the room. Lisa will check with Vanguard regarding the sound system that they use during Vanguard User Group meetings. Linda suggested showing the comments to Deidre at the Comfort Inn so they were aware of the concerns regarding the facility.
  - **Life Memberships** ~ Three names were submitted for life memberships during the annual conference. Those names were for the following retired members: Lauren Hunze, McLean County Tax Director; Mel Carsen, Grand Forks City Assessor; and Jim Hilzendegger, Logan County Tax Director. Paul moved to approve; Lisa seconded the motion. Linda requested separate vote on each membership. Lauren Hunze: 4 yes votes. Mel Carsen: 4 yes votes. Jim Hilzendegger: 3 yes votes and 1 no vote with an indication that this was based solely on level of participation in the organization.

### ***Education***

- **2012 Course in December** ~ Discussion took place on the education process and where the responsibility lays between the State Tax Commissioner's Office and NDAAO. Agreement of board members was that for a state sponsored education program, where the State Tax Commissioner's Office needs to sign the contract and take ownership of the process.
- **24-hour School** ~ Linda provided an update into the process of an on-line class for the 24-hour school. More information should be available to the general membership shortly and the program should be operational by the end of the year.

### ***2012 IAAO Conference***

- **Expense / Education** ~ Linda thanked the board for covering her expenses to attend the IAAO Conference in Kansas City. She commented that the conference education was very good.
- **2013 Conference Sponsorship** ~ IAAO will again mail a sponsorship certificate for one NDAAO member to attend the 2013 conference. The

certificate will be available sometime in March and the board was asked to watch for the certificate when it is mailed.

### ***NCRAAO 2013 North Dakota Conference***

- **Notification of attendance** ~ Discussion was held on the reporting mechanism back to the State Tax Commissioner's Office on attendance of classes.

### **New Business**

#### **NDACo Annual Conference**

- **Representatives** ~ For clarification purposes it was noted that representatives from NDAAO to the annual NDACo are appointed for two year term. Lisa Peterson, Bottineau County, and Lori Hanson, Mountrail County, are the two delegates. Jerry Ratzlaff, Ramsey County, is the director.
- **Meeting** ~ For the 2012 NDACo Annual Conference it was noted that the tax directors meeting would be October 8th.

#### **2013 Winter Workshop**

- **Education** ~ Linda opened with comments that the Winter Workshop was intended to provide educational opportunities for NDAAO members only and that the conference be free to those members. Brenda Johnson, Education Chairman, had emailed in possible education opportunities for the winter workshop. The education committee had two questions for the board.
  - ❖ Question #1 was in regards to expenses related to the workshop and whether it was time for a minimal charge to attend. After discussion, the board recommends giving the education committee approval to spend \$500 or less without further approval of the board as stipends for non-member speakers.
  - ❖ Question #2 was in regards to splitting the conference into two sessions and giving members the opportunity to choose which session to attend. After discussion the board was in favor of offering split sessions; but requested that the sessions run approximately 1 hour 45 minutes instead of the suggest 50 minute sessions.
- **Dates and Time** ~ The 2013 Winter Workshop will be held from 1 pm on February 21st to noon on February 22nd.

#### **Annual Conference 2013**

- **Date of Conference** ~ The dates for the 2013 conference will be August 11-13<sup>th</sup>. It was noted that there will be not be any education opportunities due to NCRAAO being held in Fargo June 2013.

- **Ideas, Education, Meals, Entertainment** ~ due to time constraints this item will be discussed at length during the next executive board meeting.
- **Check list for future conference** ~ Linda suggested that a checklist be set up for future conferences with information on what needs to be done prior to each conference.
- **Sponsor / Vendor Fees** ~ this item became part of an earlier discussion with the 2012 Conference expenses. No further discussion took place.

### **Non Agenda**

- **Fall Workshop** ~ earlier conversations included discussion of a possible fall workshop. This suggested is tabled until next year due to time constraints for this year.
- **Meeting with Cory Fong** ~ a meeting was suggested between NDAAO and the State Tax Department concerning growing concerns of direction from the office.
- **Email from LuElla Dahme** ~ an email regarding the number of new members who need assistance in what their job roles actually are was discussed. As a board we will work to establish a calendar of "What to Do Now".

There being no further business, the president declared the meeting adjourned at 5:17 pm.

Respectfully Submitted, Wanda Wilcox, Secretary-Treasurer