



**North Dakota Association of Assessing Officers  
Executive Board Meeting  
December 5, 2012  
Bismarck ND**

**Call to Order:**

President Linda Morris called the meeting to order at 6 o'clock pm on Wednesday, December 5, 2012 in Meeting Room A at the Bismarck Comfort Inn.

**Executive Board Members Present:**

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

**Committee Members Present:**

Education Committee Chairman, Brenda Johnson, City of Bismarck, was present.

**Order of the Agenda:**

The agenda was approved.

**Approval of Minutes:**

The minutes from the September 25th meeting were reviewed. Paul moved to approve; seconded by Dean; motion carried.

**Treasurer's Report:**

The current balance in the check book is \$9,128.60 and the Certificate of Deposit at \$12,795.35. Dean moved to approve the Treasurer's report; seconded by Paul; motion carried.

**Unfinished Business:**

**2012 NDAAO Conference**

- A brief discussion was held on the annual conference with no specific concerns.

**Education**

- **2012 Course in December** ~ Wanda stated that the class is going well. Bob Ehler with Vanguard is a good instructor who is able to teach to all ranges of knowledge on the assessments. Students ranged from their first day on the job to over 35 years of experience.
- **State Course #101** ~ Linda volunteered to contact LuElla Dahme at the State Tax Commissioner's Office about setting up an additional course #101 or offering a mini-course with the February Workshop.

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

- **Education** ~ There was discussion on continuing education credits for the NCRAAO conference. Paul will contact Amber Gudajtes, Grand Forks County, regarding submitting the education schedule to LuElla. Amber is the Education Chairman for the NCRAAO Conference. A reminder was issued to start looking for Silent Auction items.

### **New Business**

#### **Board Member Expenses**

- Paul continued discussion on the increasing balance that is appearing in the checkbook and the fairness to the jurisdictions of the executive board to be assuming the costs for the members to travel to the meetings. After discussion, Wanda will email Paul a list of the total income and expenses that NDAAO has incurred over the last six years and Paul will devise a budget plan. The board does not want to limit a good candidate running for a position simply because their jurisdiction does not cover travel to meetings.
- Dean made a motion that NDAAO may cover expenses of members to attend meetings, seconded by Paul; motion carried. *\*\*Amended minutes 02-20-2013 to reflect --- motion carried with four "Yes" votes and Paul voting "No" as he believes the board needs to cover all expenses of the members to attend the meeting and not leave the financial responsibility to their jurisdictions.*

#### **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 provided a list of education possibilities. After discussion, it was decided that Brenda would talk with possible speakers/teachers for the classes and set up a class schedule as soon as possible. Wanda would present information to the attendees of the Residential Mass Appraisal class about the upcoming workshop with more information to follow in January.
- **Continuing Education** ~ Discussion took place on asking for continuing education for the workshop. Linda commented that the original intent of the conference was for a break from the annual assessments and network with others while learning through mini-workshops. Paul made a motion for Brenda to submit the education when set to LuElla asking for continuing education credits; Dean seconded; motion carried 4-1 with Linda opposed.

### **Annual Conference 2013**

- **Ideas, Education, Meals, Entertainment** ~ Due to time constraints, the board briefly discussed the summer conference. It was noted that this is an election year. The nominating committee will be asked to submit names for offices of President, Vice President and Secretary / Treasurer with the newly elected president appointing the Member-at-Large. Board members were asked to consider if they wish to run for office and remain on the board.

### **Non Agenda**

- **NDAAO Executive Board Minutes** ~ Lisa read NDAAO Executive Board minutes from September, 1997. The minutes reflect that board's intent to mail the minutes from all Executive Board Meetings to each member. After discussion, it was decided that we would put the minutes on the NDAAO website and if any member is interested in reading the minutes they could.
- **Meeting** ~ The next meeting of the NDAAO Executive Board will be the morning of February 21<sup>st</sup> in conjunction with the Winter Workshop.

There being no further business, the president declared the meeting adjourned at 8:00 pm.

Respectfully Submitted, Wanda Wilcox, Secretary-Treasurer