



**North Dakota Association of Assessing Officers
Executive Board Meeting
February 20, 2013**

Comfort Suites, Bismarck ND

Call to Order:

President Linda Morris called the meeting to order at Noon on Wednesday, February 20, 2013 in Meeting Room A at the Bismarck Comfort Suites.

Executive Board Members Present:

President Linda Morris, Morton 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. Past President Lisa Peterson, Bottineau County, was absent.

Committee Members Present:

Education Committee Chairman, Brenda Johnson, City of Bismarck, joined for the second portion of the meeting.

Order of the Agenda:

A meeting with Marcy Dickerson, State Supervisor of Assessments was scheduled for 3 pm. We moved for the order of the agenda to start with "Unfinished Business" and meeting preparation for this meeting.

Unfinished Business:

Meeting the State ~ LuElla Dahme from the State Tax Department is ultimately responsible for setting up all state sponsored education classes. NDAAO Executive Board requested a meeting with Marcy Dickerson, State Supervisor of Assessments, due to NDAAO's growing concern on our responsibility as a board regarding education and course instruction. The Board decided on the following topics for discussion with Marcy:

*NDAAO Executive Board feels a need for an orderly process with the contract being a 3 party contract between State, NDAAO & instructor.

*NDAAO Executive Board would like to enter into a contract with the state to outline what the state expects and who is responsible. Linda had a sample contract from SDAAO.

*NDAAO Executive Board would like to review the instructor's contract far enough in advance of the class for the board to understand the contract before acting on it. The Executive Board would give approval for the president to sign the contract.

*Need for organization between State Tax Department & NDAAO to avoid duplication of work. Wanda will devise a spreadsheet for turning funds over to the association.

*The NDAAO Executive Board will request time to formalize an outline and/or contract and return for further discussion with Marcy Dickerson.

*Discuss an "Intro to Assessing in ND" as an on-line training for new tax directors/assessors. The intent of the board is for it to give enough background for local assessors to successfully challenge the 24 hour School test and as an introduction for new tax directors / assessors.

*Discuss a possibility with the state holding an intro class at various times of the year in the 4 major cities.

- Let the minutes reflect that at this time (2:30 pm) the NDAAO Executive Board meeting recessed to meet with Marcy Dickerson at the State Capitol.
- The NDAAO Executive Board meeting reconvened at the Comfort Inn Poolside at 5:30 pm. The minutes to reflect that Brenda Johnson, Membership Chairman, joined the meeting at this time.

Approval of Minutes:

The minutes from the December 5th meeting were reviewed. Paul requested that the wording of "may" in the following be discussed as if that was the intended wording:

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.

Paul stated that he would have voted against the motion with the word "may". Discussion took place on the board being financially able to support itself. The consensus of the board was that the word "may" was the intent. Paul asked that the minutes be amended to reflect a "No" vote for him.

Dean made a motion to approve minutes as amended to reflect a "No Vote" by Paul; seconded by Paul; motion carried.

Treasurer's Report:

The current balance in the check book is \$15,039.54 and the Certificate of Deposit at \$12,795.35. Dean moved to approve the Treasurer's report; seconded by Paul; motion carried.

Unfinished Business Continued:

February 2013 Workshop

- Brenda gave updates on the workshop classes and how the "Assessing Game" will run. Pizza & Soda will be served in Room "F" on Thursday night.

Discussion on "Proposed Budget"

- Paul provided a copy of a proposed budget for NDAAO to become more self-sustaining and support the board with travel. Classes and conferences generate some profit to help the board stay afloat; but questions on how much is too much income before our "Exempt" status as a non-profit is jeopardized. Dues could be increased to help with increased budget.

NDAAO Annual Conference

- **Education** ~ There was discussion on offering a limited 4 hour educational workshop in conjunction with the August Conference. Typically with NCRAAO being hosted in our state; NDAAO has not offered any continuing education in August. The board will consider offering four hours of education on Wednesday morning in conjunction with the annual meeting. Brenda mentioned a workshop "Review Appraisals" and will review some other options for review at the next board meeting.

New Business

Request from Kevin Ternes

- Kevin Ternes has been working on implementing the return of the NDRAA designation for NDAAO members. He is requesting a stipend be given to the members who will be writing the test for the designation. Wanda made a motion to offer a \$250 stipend to each of the authors of the test; Dean seconded the motion; motion carried.

There being no further business, the president declared the meeting adjourned at 6:30 pm.

Respectfully Submitted, Wanda Wilcox, Secretary-Treasurer