



**North Dakota Association of Assessing Officers
Executive Board Meeting
June 17, 2013**

Doublewood Inn, Fargo ND

Call to Order:

President Linda Morris called the meeting to order at 10:00 am on Monday, June 17, 2013 in the Executive Office of the NCRAAO Host Committee at the Doublewood Inn in Fargo.

Executive Board Members Present:

President Linda Morris, Morton County; Vice President, Dean Pearson, Bowman 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.

Committee Members Present:

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

Approval of the Agenda:

President Linda Morris asked that the minutes reflect a change to the agenda. State Class Course #101 should read State Class Course #102 under Unfinished Business / Education.

Approval of Minutes:

The minutes of the February 20, 2013 Executive Board meeting were reviewed. Dean moved to approve the minutes as written; seconded by Paul; motion carried.

Treasurer's Report:

The current balance in the check book is \$15,641.75 and the Certificate of Deposit at \$12,795.35. Dean moved to approve the Treasurer's report; seconded by Paul; motion carried.

Unfinished Business:

Education (State Class Course #102)

- ***State Class Course #102*** ~ There was discussion on the course #102 held in Bismarck the week of May 13, 2013. Harvey Kistler from SD was the instructor hired by the ND State Tax Commissioner's Office to teach the course. Rumor has circulated that a large number of students failed to receive a passing grade in the class. Linda will contact LuElla Dahme for information on the pass / fail rate for the class.
- ***Future Education Opportunities*** ~ Discussion took place on the Executive Board's wish to have the State Tax Commissioner's Office hold three classes every year with one of them being either Course #101 or #102. The Board

still feels there is a need for an on-line study manual. Linda will request a meeting with Cory Fong, State Tax Commissioner, and Linda Leadbetter, the new State Supervisor of Assessments for Wednesday following our annual conference. Both the current Executive Board and the newly elected Executive Board will be asked to participate in the discussion.

August Annual Conference - August 12 & 13, 2013

- ***Education*** ~ A comment was made to note that due to the education offered at NCRAAO there would NOT be any educational opportunities offered in conjunction with the Annual Conference. This notation will be added to the registration form.
- ***Board Meeting*** ~ The annual NDAAO Membership Meeting will be held on Monday, August 12th at 1 PM at the Comfort Inn. Lori Hanson, Mountrail County, and Diane Brines, Stark County, are on the auditing committee. Wanda will need to contact them to set up an audit time.
- ***Election of Officers*** ~ Jerry Ratzlaff, Ramsey County, and Carla Broadland, City of Wahpeton, have been appointed as the nominating committee for the election. Open seats would be president, vice president, & secretary/treasurer. Linda Morris will automatically be moved to the 'Past President' spot. Dean Pearson will consider the nomination for the Presidency moving up from Vice President. Paul Houdek will consider a nomination for the Vice Presidency. After serving on the Executive Board for three terms, Wanda Wilcox announced that she will not be seeking another term. Brenda Johnson will consider a nomination for that position.
- ***Monday Evening*** ~ After discussion the board decided to offer some modest entertainment / hospitality for Monday Evening. The current balance in the checkbook should allow for the board to cover any activities.

New Business

VISA Card - Increasing Limits

- Wanda & Linda explained to the board issues with the new implementation and procedures with our current VISA card. After discussion, the board decided to allow this to wait for the new board to make changes as to the VISA provider and the card limits when a new Secretary / Treasurer is elected. If one card with three users is not possible, the suggested limits at this time are \$5,000 for Linda Morris; \$3,000 for LuElla Dahme and \$1,000 for the Secretary / Treasurer.

Marcy Dickerson Retirement

- After many years of service to the assessors and tax directors of ND, Marcy Dickerson, State Supervisor of Assessments, is retiring at the end of June. A decision was reached to invite Marcy to the Monday evening events

at the August Conference. We would ask Kevin Ternes, Minot City Assessor, to act as host during a retirement roast for Marcy.

There being no further business, the president declared the meeting adjourned.

Respectfully Submitted, Wanda Wilcox, Secretary-Treasurer