



**North Dakota Association of Assessing Officers  
Executive Board Meeting  
September 15, 2014, 4:25 p.m.  
Bismarck, ND**

**Call to Order:**

President Dean Pearson called the meeting to order at 4:25 pm, on Monday, September 15, 2014, in the Breakfast Room at the Bismarck Comfort Suites.

**Executive Board Members Present:**

President Dean Pearson, Bowman County; Vice President Paul Houdek, Grand Forks City; Secretary-Treasurer Carla Broadland, Wahpeton City (via conference phone), Member at Large Brenda Johnson, Bismarck City; Past President Linda Morris, Morton County.

**Others Present:**

Web Maintenance Committee Chair and Education Committee Member Stacey Swanson.

**Approval of Minutes:**

The minutes of the May 29, 2014 Executive Board and Committee Member Meeting were reviewed. Paul moved to approve the minutes as written; seconded by Linda; motion carried.

**Treasurer's Report:**

The current balance in the checking account \$22,958.65. Broadland reviewed the income and expense for the 2014 Annual Conference: 6 vendors @ \$100, 85 registrations @ \$150, and 21 guests @ \$50 for a total income of \$14,400 to date (3 registrations missing). The board reviewed the expenses \$8,196.35 received to date leaving a balance of \$6,203.65. Broadland said that 121 members had renewed/or applied for membership; dues received \$3,630 along with a purchase of a Course 303 binder for a total deposit of \$18,065. Discussion followed.

Paul moved to approve the Treasurer's Report; seconded by Brenda; motion carried.

**Unfinished Business:**

Brenda said she would like to recap the 2014 Annual Conference as she felt something different needed to be done with the education. Paul suggested we take \$3,000 to \$4,000 and hire an outside source to teach the 12 hour education offered at the conference along with any winter workshop education, as our members simply do not have the time.

Broadland said that she had received a listing of attendees for the continuing education that was offered at the conference and reviewed the credit hours that were approved from the State for a total of 9  $\frac{1}{2}$  hours.

Linda said that in the past, the Education Chair and Committee were always involved and they brought options to the board for various education along with estimated costs involved. The board would then make the decision what would be held based on the information provided. Stacey pointed out that the new people that are not licensed attend the education at the annual conference but receive no credit because they are not certified. Discussion followed. Paul said that if the board was committed to hiring out our education along with testing, the State may give those credit hours to the uncertified members attending. Linda stated that it would be

acceptable to request the Education Committee begin the process in researching education options for the 2015 Winter Workshop and Annual Conference and inform the committee that we are looking at having the continuing education tested and request credit hours from the State.

Stacey asked if the board wanted "store bought" education for the Winter Workshop, would it be a full day of education or 2 half days. Linda said that 4 hours were offered in the afternoon on the day members drive in along with 4 hours the next morning allowing members time to drive home that same day.

President Pearson will request the Education Committee to report back to the Executive Board with education options the first part of December.

### **New Business:**

President Pearson asked for approval of Lifetime Memberships as presented from the Membership Committee and NDAAO Members at the 2014 Annual Meeting to include: Nora Monson, Linda Tanner, David Kaufman and LuElla Dahme. Motion by Linda, seconded by Brenda, to approve the four Lifetime Memberships as listed. Voting 'aye': Pearson, Houdek, Johnson, Morris, Broadland. Voting 'nay': None. Motion carried 5-0.

Discussion was held in reference to the annual meeting location and if our organization has outgrown the space available at the Comfort Inn Suites noting problems with the vendor set up in a separate room and the sound system. Linda stated that the vendors will be moved into our room at the Winter Workshop and if it works they will also be there for the annual conference. Linda will check meeting room fees and room rates at several area hotels to see if a move would be feasible.

Activity and entertainment for future meetings was discussed. Following discussion it was determined that the hospitality room will only be open on Sunday night for the "Opening Social" unless a special event such as a retirement is scheduled. Linda noted that we would not be able to have a hospitality room if the conference was moved to another site. Brenda stated that several members would like to bring back the Regional Contests one evening during the conference and have it in house. Linda will delegate set up duties to several members at the upcoming conferences and a Regional Theme will be held next year.

Pearson said that NDACo meeting will be held October 13<sup>th</sup> and 14<sup>th</sup> and that they had set aside a room for Assessors from 3:30 - 5:00 pm on Monday to discuss upcoming legislation and other issues in an open forum.

Pearson stated that the Ag Land Valuation Course will be held November 17-21, 2014. Discussion was held in reference to who from the state would be appointed to the Education Committee with LuElla's retirement. Dean will contact Linda and ask who will be appointed to that committee.

Mid-Winter Workshop was scheduled for February 26<sup>th</sup> - 27<sup>th</sup> and Stacey will see if a tour could be set up at 9:00 am Thursday at the State Capital for those wanting to drive in on

Wednesday evening. The Education Committee will be asked to return options for education to the Executive Board by December 1, 2014 for the workshop.

Linda asked if it would be possible to increase the credit limit on the Bell State Bank Visa Card (Wahpeton \$800 and Bottineau \$2000) or if that is not possible to purchase some type of prepaid credit card to be used for the Annual Conference. Carla will contact the card holder and ask that the limit be increased on the card held in Linda's name - if that is not increased to the amount needed, she will purchase a prepaid visa from Bell Bank and forward to Linda.

There being no further business, motion by Paul; seconded by Linda to adjourn.

Respectfully Submitted, Carla Broadland, Secretary-Treasurer