



**North Dakota Association of Assessing Officers
Executive Board Meeting
February 18, 2016
5:00 PM
Meeting Room C & D Bismarck Comfort Inn**

Call to Order:

President Paul Houdek called the meeting to order at 5:00 pm, on Thursday, February 18, 2016, at the Bismarck Comfort Inn.

Executive Board Members Present:

President Paul Houdek, Grand Forks City; Vice President Henry Gerving, Golden Valley County; Secretary-Treasurer Carla Broadland, Wahpeton City; Member at Large Brenda Johnson, Bismarck City; Past President Dean Pearson, Bowman County.

Executive Board Members Absent:

None.

Others Present:

Education Chair Sandy Fossum, Richland County; Event Coordinator Linda Morris, Morton County.

Approval of Minutes:

The minutes of the November 4, 2015 Executive Board Meeting were reviewed. **Dean moved to approve the minutes; seconded by Houdek; motion carried.**

Treasurer's Report:

Broadland reported that the current balance in the checking account \$35,113.40. Broadland provided a copy of the Checking Account Register from July 1, 2015 through February 1, 2016; Expense Report; Income Report; and Recap of Annual Conference. Broadland said that the Certificate of Deposit balance is \$13,038.94.

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

Unfinished Business:

Sandy Fossum, Education Chair, stated that Rick Stuart will be presenting the IAAO Course - How to Critique an Appraisal for 8 hours of training on Wednesday, August 10th and TEAM's Public Relations & Customer Service for 4 hours on Thursday morning August 11th. Discussion was held on costs and fees. Rick's fee will be \$2,750 and NDAAO will provide hotel room Tuesday and Wednesday nights, August 9th and 10th. An email will be sent with a Word file to print and bind the materials for the Public Relations & Customer Service class at a fee of \$25 per student. The print out will contain information for an 8 hour class but Rick will condense that course into 4 hours to fit our training schedule.

Sandy reported that the Education Committee had met at 11:30 am to discuss what education would be offered at the Winter Workshop 2017. They are hoping to have Linear Regression on Thursday afternoon for 4 hours and then ask the State to present Centrally Assessed Properties on Friday morning. Discussion followed on other topics that may be available through the ND League of Cities and the ND Association of Counties to include the proper way to testify, clean power plan issue, etc.

Brenda said that NDAAO could have 4 IAAO Reps. The Reps would have to track how many contacts are made with individuals encouraging them to join IAAO along with other reporting requirements. Brenda suggests that the board be proactive at providing information to our members about the IAAO and the benefits that come with that membership.

NDAAO Cap Rate Subscription will be removed from the agenda with the Realty Rates Subscription being available for less than \$150 for a jurisdiction.

New Business:

NCRAAO June 2019 Host Site was discussed as the Grand Forks Visitor Bureau contacted Paul to see if they could release the hotel that had been set up for May of 2019. Linda said that the President of NCRAAO decides where the conference will be held - John had picked Grand Forks, Kevin picked Fargo, and North Dakota may get moved up to 2018. Linda Morris will run for President. Once president is selected they will form a committee to assist with conference planning.

Linda said that she is currently serving as a Director for the North Dakota Association of Counties. Through this position it was learned that all other ND associations go through the Association of Counties for their annual conference. The association works with the Education Committee and the Executive Board to schedule, confirm, and follow through on all aspects to include hotel, meals, education, and entertainment while receiving the best prices available. Linda reported that the association will provide this service for 2016 conference for \$4,500 and if it works well, they will continue to provide that service for \$5,000 per year. Discussion followed.

Motion by Henry, seconded by Pearson, to contract with the North Dakota Association of Counties for the 2016 Annual Conference at a cost of \$4,500; motion carried. Linda will make contact with the association and follow up with a contract between NDAAO and NDACo.

Henry said he would like to state that James Haley's presentation, How to Analyze Sales and the Sales Ratio Study, was both progressive and insightful and felt that many attendees would take something of value from the presentation to use in their office.

Discussion held on the next meeting date. Broadland will follow up prior to the Ag land education to see if a meeting would need to be held during the May course.

There being no further business, Henry moved to adjourn.

Respectfully Submitted, Carla Broadland, Secretary-Treasurer