



**North Dakota Association of Assessing Officers  
Executive Board Meeting  
February 15, 2017  
7:00 PM  
Meeting Room A - Bismarck Comfort Inn**

**Call to Order:**

President Paul Houdek called the meeting to order at 7:00 pm, on Wednesday, February 15, 2017, at the Bismarck Comfort Inn.

**Executive Board Members Present:**

President Paul Houdek, Grand Forks City; Secretary-Treasurer Carla Broadland, Wahpeton City; Member at Large Brenda Johnson, Bismarck City.

**Executive Board Members Absent:**

Vice President Henry Gerving, Golden Valley County; Past President Dean Pearson, Bowman County.

**Others Present:**

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

**Unfinished Business:**

Sandy Fossum, Education Chair, reviewed a listing of educational workshops for the annual conference to include but not limited to: Legal description presentation by Mel that could be 4, 8 or 12 hours in length; Team Workshops on self-storage, lodging, fast-food or Big Box; or that presentation from South Dakota on liner foot. The Education Committee will continue to move forward to secure 12 hours of training on one of the subjects listed for the 2017 Annual Conference.

Discussion was held in reference to the 2016 conference and our contract with the North Dakota Association of Counties to secure education, hotel, meals and entertainment for a cost of \$4,500 which was a reduced fee for the first year.

It was noted that with this being the first year, both Carla and Linda felt that they were involved more than they thought they would be but that it was a good conference with only minor issues. Broadland noted that with the cost of \$4,500 to \$5,000 it may draw bank balances down within eight years unless we built part of that cost into the workshop. Discussion was held on the options available for the planning of the annual conference.

**Motion by Brenda, seconded by Paul, to have Linda and Carla take care of the 2017 Annual Conference with the help of the Education Committee for the education; motion carried.**

Brenda made the recommendation to pay \$2,000 for event coordination as seen fit. Due to the fact that two directors were missing the recommendation was tabled until Thursday noon.

Broadland provided information in reference to the difference between Contract, Certified and IAAO Conducted Programs. Certified program the sponsoring agency is responsible for securing the instructor and all expenses incurred by that instructor that is approved by IAAO along with registration and collecting fees. There is no minimum enrollment requirement for the certified program. Contract programs assume a minimum enrollment of 25 students or the equivalent fees. IAAO will bill the agency on a "per Student basis" and will assign one qualified instructor. Discussion followed that eventually we will not be having the classes as full as they currently are, thus collecting less in fees while we continue to pay the same amount for the course, so the NDAAO will begin to absorb some of the loss of those courses with the balance of available funds.

Discussion followed in reference to the various ways NDAAO could buy down the cost of the annual conference, which would be a benefit to all members and jurisdictions.

**Motion by Brenda, seconded by Carla, to buy down education costs for the 2017 Annual Conference; motion carried.**

President Houdek recessed the meeting.

### **The NDAAO Executive Board meeting Reconvened at noon February 16, 2017.**

#### **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.

President Houdek reviewed the motions and discussion from the February 15<sup>th</sup> meeting stating that he would like the entire board to weigh in on the education and planning of the annual conference. Discussion followed in reference to the recommendation from Brenda for payment of \$2,000 for event coordination as seen fit by Linda and Carla.

**Motion by Brenda, seconded by Henry, to pay \$2000 for the event coordination of the 2017 Annual Conference; motion carried.**

There being no further business, Henry moved to adjourn.

Respectfully Submitted, Carla Broadland, Secretary-Treasurer