NDAAO Executive Board Meeting was called to order by President Tyler Perleberg August 11, 2025, at the Ramada in Bismarck ND.

Call to Order – Determination of Quorum

Executive Board Members Present:
Past President: Deb Kirschenheiter, City of Dickinson
President: Tyler Perleberg, Stutsman County
Vice President: Noreen Wilkie, Ward County
Sec/Treasurer: Kimberly Markley, City of Mandan
Member at Large: Ashley Pedie, Bottineau County

Linda Morris, Conference Coordinator, Griggs County
Don Flaherty, NCRAAO President, Dickey County

Approval of Minutes
Past President: Deb Kirschenheiter motioned to approve minutes from February 12, 2025, Executive Board Meeting and July 2, 2025, Executive Board Meeting via Teams. Seconded by Vice Present Noreen Wilkie: motion carried.

New Business:
Appointment to Board: President Tyler Perleberg appointed Ashley Pedie, Bottineau County to Member at Large.

Checking Account/Bond Sec/Treasurer Kimberly Markley explained that Amber Hasenyager is very involved with planning and setting up the Spring and Fall Classes. It would be more efficient to add her the NDAAO checking account so she can purchase supplies with a NDAAO debit card. Markley said she would like to add Amber Hasenyager to the bond when updating the 2025-2027 NDAAO Officers. Ashley Pedie made a motion to add Amber Hasenyager to the checking account and bond. Seconded by Noreen Wilkie: motion carried.

Lifetime Nominations: Motion by Deb Kirschenheiter and second by Ashley Pedie to approve the lifetime membership for Lori Hanson, Nick Lee, Bob Ehler, Janell Walz and Greg Landa. Motion carried.

CD Matures Nov 19, 2025, Discussion was held on the bond, and it was the consensus of the board to discuss when the bond matures.

2026 Winter Workshop location Linda Morris reviewed estimated costs of having the 2026 Winter Workshop at the Astoria in Dickinson. It was the consensus of the board to have the 2026 Winter Workshop in Bismarck February 2026. President Tyler Perleberg will announce to the NDAAO members tomorrow.

2026 NDAAO Annual meeting. Linda Morris and Deb Kirschenheiter have explored location options for the 2025 NDAAO Annual Business Meeting and State Board of Equalization.

Old Business:
Sec/Treasurer Kimberly Markley reported that IRS Filing Fee Penalty of $1,420 was removed.

Discussion was held on the request from the Legislative Committee for per diem or reimbursement to help with travel costs. A motion was made by Ashley Pedie and seconded by Noreen Wilke to allow up to $1000 to help with travel costs for the legislative committee. Motion carried.

2026 NCRAAO Planning committee trip to the Dickinson location is on hold.

Other Business:
Don Flaherty presented a possible NCRAAO hospitality policy for the future:

Conference Schedule, Item VIII, B, 1 of the NCRAAO Conference Planning Guide states "The hospitality room is sponsored by the state association that will be holding the next annual conference". Due to the difficulty and possible confusion in the processing of reimbursement requests for the 2025 NCRAAO Hospitality Room expenses (Something that has never been difficult before according to previous NCRAAO Planning Committee members from North Dakota), I would like to propose the following policy:
<u>Proposed NCRAAO Hospitality Policy</u>
In order for NDAAO to meet its obligation of hosting the NCRAAO Hospitality Room in the year prior to North Dakota hosting the NCRAAO Conference a fund shall be established using the annual dues from Subscribing Members. The purpose of this fund is to pay any and all expenses related to NDAAO's obligation to host the NCRAAO Hospitality room from time to time. In order to prevent any possible conflict between the use of public funds and the provision of hospitality expenses, this fund shall be solely funded through Subscribing Member Dues. These dues shall be placed in this fund annually until a balance of $2,500 has been collected and shall be paid out as needed to meet NDAAO's NCRAAO Hospitality obligation. Subscribing Member Dues shall only be placed into the fund to maintain the $2,500 balance. Once achieved, remaining dues shall be placed in the general fund until such time as they need to be diverted once again to replenish the NCRAAO Hospitality Fund. In addition, any designated, free will donations to this fund shall be accepted and the balance of the fund shall be allowed to exceed $2,500 if caused by the acceptance of

these donations. Subscribing Member Dues shall only be diverted into this fund to maintain the minimum balance of $2,500.

Adjournment: Past President Deb Kirschenheiter made a motion to adjourn. Second by Vice President Noreen Wilkie. Motion carried.

Respectively submitted, Kimberly Markley Secretary/Treasurer