

President John Cole called the Executive Board meeting to order on July 27, 2011 at the Pizza Ranch in Ft. Pierre, SD at 11:55 a.m.

Members present were:

President	John Cole	Department of Revenue	Colleen Skinner
President Elect	Rownea Gerbracht	Department of Revenue	Bonnie Fosheim
Vice President	Carrie Stephenson	Department of Revenue	Karla Harkness
Secretary	Lori Mackey	Department of Revenue	Matt Fonder
Treasurer	Louise Hohn	Registered Agent	Brenda Duncan
Past President	Renee D Buck	Legislative & CSDA Committees	Kyle Helseth
District 1 Chairman	Janelle Goddard	NCRAAO & Education Committees	Harvey Kistler
District 2 Chairman	Patty Caster		
District 3 Chairman			
District 4 Chairman			
District 5 Chairman	Tracy Hofer		
District 6 Chairman			
District 7 Chairman	Cindi Forgey		
District 8 Chairman	David Paulson		
District 9 Chairman	Terry Augspurgen		

Terry Augspurgen made a motion to approve the minutes of the May 27, 2011 executive board meeting with two corrections: the location of the meeting was Cedar Shores Resort; Brenda Duncan made the motion to approve the fundraiser discussed. Kyle Helseth seconded the motion. Motion carried unanimously.

Louise Hohn, Treasurer reported that the association has an available balance of \$74,941.96. Renee Buck made a motion to approve the Treasurer's report. David Paulson seconded the motion. Motion carried unanimously.

Renee Buck made a motion to approve the Treasurer's report. David Paulson seconded the motion. Motion carried unanimously.

### **Committee Reports**

Legislative Committee: Colleen Skinner noted that the Ag Task Force will meet in Pierre the week of August 29, 2011. One item of discussion will be potential adjustments to the productivity values.

Education Committee: Harvey Kistler shared a workshop proposal put forth by Mitchell VO Tech to offer four hour basic training sessions for Microsoft Office components: Excel, PowerPoint, Word, and Access. The cost would be \$54.00 per person, per each 4 hour session. A minimum of 12 participants would be needed with a maximum of 24 students per session. The training would be held at Mitchell VO Tech in a computer lab setting. The course criteria would be reviewed by Bonnie Fosheim of the Education Committee to ensure it would qualify for workshop credit. A signed contract and \$650 prepayment is needed. Motion was made by Rownea Gerbracht to enter into a contract and pay \$650 to Mitchell VO Tech. Renee Buck seconded the motion. Motion carried unanimously.

### **Old Business:**

#### School/Wine Benefit for Dot

A benefit for Union County Director, Dot Kistner will be held at the SDAAO Assessor's School in Pierre. There will be desserts & wine tasting along with a 50/50 ticket drawing. Lori Mackey reported that anyone interested in donating should contact Ina Peterson from Clay County.

#### Refund policy/school & conference

Discussion was held as to whether there should be a set policy for refunds for school and conference. Brenda Duncan made a motion that the Executive Board handles cancellations on a case by case basis. Kyle Helseth seconded the motion. Motion carried unanimously.

### **New Business:**

Introductions were made by members to new Director of Property and Special Taxes, Matt Fonder.

#### Marshall & Swift proposal (package cost)

Marshall & Swift is proposing a package cost for South Dakota clients in an effort to improve service and make their product more affordable. The package would be centrally administered, meaning one contact for Marshall & Swift to South Dakota. Each county would receive their own billing. Under the package proposal, each county would have available the entire package of products. At this time there is no dollar amount available as to the savings for counties as that would be dependent on the number of counties participating. Customer service from Marshall & Swift is expected to be improved as they

have added a governmental services department (representative Randy). John Cole will share information he gets on this proposal with the district chairs.

#### Possible second IAAO scholarship

The possibility of the Association offering a second IAAO scholarship was discussed. Typically the Association (as an IAAO member) sends IAAO the SDAAO membership list and in return receives a coupon good for one registration fee. That coupon is used by the President to attend the IAAO conference. The approximate value of the coupon is \$550. Carrie Stephenson asked if a policy was needed to ensure the coupon is put to use in those years where the President or Past President does not attend IAAO conference. Rownea Gerbracht will update the blue book to ensure the coupon gets applied for and used. There was discussion about offering a free membership rather than a second conference registration. Kyle Helseth made a motion to offer one registration scholarship to be awarded per year, recipient to be chosen by the Executive Board. Renee Buck seconded the motion. Motion carried. Rownea Gerbracht offered to make the application form for this scholarship.

Rownea Gerbracht made a motion for the Association to offer one year membership to IAAO for one person annually to be applied for through the IAAO committee. Eligibility includes new members or non existing members of IAAO. Tracy Hofer seconded the motion. Motion carried

#### Welcome committee to encourage SDAAO participation

Discussion was held as to whether there should be a committee to encourage SDAAO participation. President, John Cole stated this should be a function of the Effective Efforts Committee. Patty Caster noted that many members are not actively involved and a personal, face to face welcome may encourage them to participate. Considerable discussion was heard with many ideas centered on a mentoring type program including a suggestion by Harvey Kistler for a 2-3 hour orientation session at the annual assessor school for newcomers. Harvey suggested members send their proposals to Trevor Cramer/Effective Efforts Committee prior to school.

#### Web link to vouchers & registration forms/communications & blog

Kyle Helseth shared a request made by Eli Whitney (not present) to change the background color of the SDAAO Website. A suggestion was made to add a forms tab to the website for easier access. Rownea Gerbracht made a suggestion for a monthly newsletter to be sent to members via Trevor Cramer/Effective Efforts Committee. Lori Mackey made a suggestion that a blog or Facebook may be a better forum for communications between members on topics than a series of e-mails where the respondent has selected "reply to all". A single e-mail could alert members that a new topic is being discussed and they could choose whether or not to participate in the discussion. Some discussion was heard regard the lack of privacy for electronic forms of communication. Kyle Helseth suggested that the e-mails from the Effective Efforts Committee be sent out to BCC (blind carbon copy) rather than the TO field. That way, an inadvertent "reply to all" would not generate e-mails for the entire mailing list.

Rownea Gerbracht will talk to Trevor about making this change in his procedure for sending out e-mails to the membership.

### Savings/Checking

Prior to changing the Registered Agent from Eli Whitney to Brenda Duncan, Eli opened an SDAAO savings account to earn interest on funds the association holds. Lori Mackey & Louise Hohn shared their concerns about the extra time/effort needed to maintain the minimum daily balance in the checking account without incurring a costly overdraft when there is no overdraft protection. The consensus of the board was that the decision of how to handle the funds should be left to the Treasurer (Louise Hohn) and Registered Agent (Brenda Duncan).

### Lori's 2015 Conference

Lori Mackey shared a sample contract from the Minerva's Convention Center, Yankton, SD. She requested the Board's approval in entering into the contract with \$200 deposit. Rownea Gerbracht made a motion to approve entering into a contract with Minerva's Convention Center. Terry Augspurger seconded the motion. Motion carried.

### Sage Company

There was some discussion about the requests counties across the state are receiving from Sage Company for data. Response among the counties to this request varies.

### Retirement

It was noted that JoAnn Mazourek of Charles Mix County is retiring as Director. She will continue to work in the office as an appraiser for a couple more years.

### Combine 2014 SDAAO & NCRAAO Conferences

The 2014 NCRAAO Conference will be held the week of June 8 at the Deadwood Lodge. Harvey Kistler will be President of NCRAAO at that time. Harvey shared details on the future conference:

\$260 registration, includes all meals

\$129 per night room rate

Overflow hotels will likely be less costly.

Free shuttle 24 hours a day

Free shuttle from Rapid City Airport

After hours tours and guest/spouse program

Possibility of daycare.

Pros and cons of combining these conferences were discussed at length.

Colleen Skinner, Department of Revenue expressed concern about the Secretary's calling the membership to conference and whether certain proposals such as an SDAAO general meeting, luncheon and awards ceremony following the NCRAAO conference could be defined as a conference. Harvey read SDCL 10-1-16 "Advice and direction to directors of equalization and boards--Instructional meetings of directors. The secretary of revenue shall confer with, advise, and direct directors of equalization and boards of review and equalization, as to their duties under the laws of the state. The secretary of revenue shall call meetings of all directors for the purpose of instruction as to the law governing the assessment and taxation of all classes of property."

Harvey Kistler and Rownea Gerbracht will be attending a NCRAAO meeting in August and will accept the offer of hosting the 2014 NCRAAO Conference.

Carrie stated she felt the decision should not be hers as President but that of the membership. Rownea Gerbracht suggested District Chairpersons should call their membership to get a vote on whether to combine. Carrie will prepare a questionnaire for District Chairs. Motion by Kyle Helseth to send out a questionnaire to the District Chairs to get a vote on whether to combine the conferences. Terry Augspurger seconded the motion. Motion passed.

After receiving a consensus from the general membership, Carrie will e-mail Board members to vote by fax.

Rownea Gerbracht offered a suggestion that if willing, she and Carrie Stephenson could switch years serving as President. Carrie Stephenson would then have the 2013 Conference and Rownea Gerbracht would host a conference in 2014 with NCRAAO.

Brenda Duncan made a motion to adjourn. Dave Paulson seconded the motion. Meeting adjourned at 3:00.

Respectfully Submitted,

Lori Mackey, CAA  
SDAAO Secretary