

# SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS EXECUTIVE BOARD MEETING

---

FEBRUARY 29, 2016

Louise called the SDAAO Executive Board meeting to order at 12:02 pm CT at Pizza Ranch in Ft. Pierre, SD.

In attendance were:

- Louise Hohn – President
- Chris Lilla – President Elect
- Brandy Meier – Secretary
- Michael Hauke – Treasurer
- Terri Cornelison – District 2
- Rose Bennett – District 3
- Leah Vissia – District 4
- Karla Harkness – District 6
- Carrie Stephenson – District 9
- Rownea Gerbracht – Bookkeeper
- Michael Houdyshell – SD Dept. of Rev.
- Wendy Semmler – SD Dept. of Rev.

There were no additions to the agenda

## **Secretary Report:**

Brandy Meier handed out minutes from the October 26, 2015 board meeting. Carrie Stephenson motioned to approve the minutes, 2<sup>nd</sup> by Leah Vissia. Motion carried.

## **Treasurer Report:**

Michael Hauke handed out a 2016 Members List along with the treasurer report showing a balance as of 2-29-16 of \$64,319.94

There was discussion held on the cost of the SDAAO conferences and SDAAO schools. The last couple of years the association has lost money with these events. Louise mentioned that she raised the 2016 conference registration from \$125 to \$140. Leah discussed the additional expense with the need for two IAAO courses, IAAO 101 for the new directors and appraisers and an additional IAAO course for other members whom have taken the IAAO 101.

Leah Vissia made a motion to approve the treasurer report, 2<sup>nd</sup> by Karla Harkness. Motion carried.

## **Old Business:**

Chris Lilla had previously mentioned combining/dissolving committees. He deferred this request.

# SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS

## EXECUTIVE BOARD MEETING

---

Leah discussed her concern about committee members not being active within their committee, answering emails or giving feedback, as each committee needs input from the committee members to help out.

### NCRAAO Scholarships

Leah discussed the NCRAAO scholarship process. Leah explained that the NCRAAO scholarships are currently figured at 5% of the year end checking balance. She expressed concern about the current process and asked if the board felt that we needed to add a stipulation. She suggested that in order to qualify for the NCRAAO scholarship the person applying would be required to attend the SDAAO conference that year. Carrie mentioned that in the past the scholarships were gifted at the SDAAO conference and they were limited.

Leah made a motion to abolish the 5%; and to limit the NCRAAO scholarships to 2 plus the 2 free registrations provided by NCRAAO, have a sign-up sheet at the registration table at conference for those interested in receiving the scholarship, and to have these to be gifted at the SDAAO conference each year, 2<sup>nd</sup> by Chris. Motion carried.

### SDAAO Scholarships

Leah mentioned that under the SDAAO scholarship, on the website, it currently does not state for the applicant to include a picture and a biography with the scholarship application. Chris said the website committee would add this to the website.

### SDAAO funds – roll to an investment company

Michael Hauke mentioned he checked into Edward Jones and discussed a 70% bond 30% mix. However, he suggested that the board consider putting \$30,000 into a savings account, and at the next meeting the board can specify what this account is used for.

Rose Bennett made a motion to open a Wells Fargo savings account and roll \$30,000 over into the account, 2<sup>nd</sup> by Michael Hauke. Motion carried.

Therefore, Michael Hauke, SDAAO Treasurer, and Brenda Duncan, SDAAO Registered Agent, will be opening a savings account in the name of and on behalf of SDAAO.

### 2016 Conference Update

Louise Hohn mentioned that she currently has an open session during her conference in May. The person that she had filling that session cancelled. She said that she could fill it with a seminar on E-filing or thought about having a session with the executive board explaining their

# SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS EXECUTIVE BOARD MEETING

---

duties. Louise asked if the board had a preference and if they would be willing to participate. The board directed her to do whatever she thought would be best.

## **New Business:**

### Legislative Updates

Carrie Stephenson shared a handout of the current bills the legislative committee has been following and the current status of each bill. She gave the legislative report on behalf of Kim Markley, whom was absent. Some of the legislators have stated to Kim that there has not been enough feedback from the directors on issues pertaining to the Equalization office. A suggestion was made to provide association members with the contact information for the Senators and Legislators. Michael Houdyshell with the SD Department of Revenue also interjected information and updates on the legislative bills and the position the DOR has taken on these bills. There was also discussion on whether the SDAAO should consider hiring a lobbyist.

### SDAAO Tax Preparation Policy

In the past the SDAAO used Accurate Income Tax & Bookkeeping out of Watertown for income tax preparation. The Treasurer the last couple of years has used different companies. It was suggested that we should be using the same company each year. Chris made a motion to use Accurate Income Tax & Bookkeeping Service, 802 W. Kemp Avenue, Watertown, SD 57201, Phone (605) 753-5205 By Tonda Nord - nord@iw.net for income tax preparation each year, 2<sup>nd</sup> by Carrie. Motion carried.

### Membership Dues

Louise Hohn noted that Brenda Duncan, Registered Agent, found in the minutes back in 2005 to increase membership dues to \$65 regular member, \$65 per associate member, and \$10 per inactive member. This change has never been made. Leah made a motion to raise membership dues to \$75 per regular member, \$75 per associate member, and \$35 per inactive member. Louise stated this is a change that needs to be made in the by-laws. Michael Hauke made the suggestion to ask the resolution committee to draw up a resolution to make setting the fee for membership dues to be a decision of the executive board, and avoid changing the by-laws each time a change is necessary.

### 2016 SDAAO School

Wendy Semmler gave an update on the five classes that will be offered at school this year. Basics – Todd Bailey, IAAO 101 – Scott Johnson, IAAO 311 – still inquiring, Commercial – still inquiring, Ag Buildings – Richard Gilmore.

### Establish SDAAO Scholarship Eligibility

# SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS EXECUTIVE BOARD MEETING

---

Louise Hohn asked for clarification on whether or not a child or grandchild of an inactive member is allowed to apply for the SDAAO Scholarship. The current policy reads that the applicant must be the child or grandchild of a current SDAAO member, the board agreed that for 2016 it should include all members, regular or inactive, but the policy needs to be clarified.

The board decided to ask the resolution committee to write a resolution to change the policy for 2017 allowing only children and grandchildren of a regular member to be allowed to apply for the SDAAO scholarship.

## Rick Stewarts On-Line presentation

Rick Stewart offers an online presentation for assessors explaining appraisal process to property owners. This presentation has been purchased by Pennington County and Brule County, whom have this available on their websites. Joyce Dragseth asked Louise Hohn about the possibility of having it put on the SDAAO website. Louise checked into the cost and said it is designed for individual use and the cost would be cheaper for the counties to purchase individually.

## Publication Website

Chris Lilla reported that he is still looking at possibly changing website programs from Dreamweaver to Wix or Squarespace program for the website. Chris said he was contacted by Calvin Conroy from Titles of Dakota about what the criteria is for advertising on the SDAAO website, no criteria is required so Titles of Dakota will be added to the website. It was asked if the information for the new member's packets could be linked to the website due to the cost of mailing the packets. It was agreed this would be added to the website however the board asked that a letter still be mailed to all new members.

## Online Appeal System

Ryan Smith with Schneider Corp will talk about the online appeal system at conference. This is currently offered through Schneider and one other company. It was suggested for this to be used in South Dakota it would require a legislative change.

## Paypal

Michael Hauke inquired whether the board wanted to continue to offer PayPal as an option for online registrations. It is currently being utilized by a few counties and has a 3% cost of the registration when used. The board agreed to leave it as is and monitor its usage for the future.

## Association Credit Card Usage

# SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS EXECUTIVE BOARD MEETING

---

Louise Hohn presented a letter Brenda Duncan had found that was written by Harvey Kistler in 2008. The letter was written in regards to the usage of the SDAAO's credit card and to be used as a guideline for the executive board to follow. The board agreed that all purchases with the credit card should be approved by the executive board and the credit card shall remain with the registered agent to make those purchases. Therefore all credit card purchases shall continue to go through the board, registered agent and treasurer.

## Trevor Cramer's Replacement on Effective Efforts/Membership Committee

Discussion was held regarding Trevor Cramer's replacement on the Effective Efforts Committee. There was some discussion on whether or not that should be combined with the Publication Committee. Chris Lilla stated that may be too much for that committee to take on. For now the SDAAO will continue to use Trevor as the contact person.

## Registered Agent Update

The current Registered Agent, Brenda Duncan, will be retiring on December 25, 2016. Brenda asked to remain as Registered Agent until the time of her retirement. However it was mentioned that it takes a change in the by-laws to replace the Registered Agent. Michael Hauke expressed concern of the possibility of being without a Registered Agent from the months of Dec 2016 thru May 2017 when a change to the by-laws could be made. The board will check with Parliamentarian Shannon Rittberger on this issue. The board also stated to notify the Secretary of State of Brenda Duncan's replacement when it happens. The board also discussed potential replacements for Registered Agent.

## CSDA Notation to the Bylaws

Trevor Abernathie, Secretary for the CSDA Committee, asked to have it noted in the minutes, that currently no funds are collected; neither dues from members, nor fees from applicants for the CSDA designation. If funds were determined necessary, all funds collected as entrance fees or dues shall be kept by the treasurer of the SDAAO Inc., and the expenditure of such funds, and all other actions of this committee shall be subject to approval of the Executive Board.

## Adjournment

At 2:41 CT Rose Bennett made a motion to adjourn, 2<sup>nd</sup> by Michael Hauke.

Respectfully submitted,

Brandy Meier, Secretary