



## South Dakota Association of Assessing Officers

Executive Board Meeting

June 11, 2014

### **Call to Order**

President Rownea Gerbracht called the meeting to order on Wednesday June 11, 2014 at The Lodge at Deadwood, in Deadwood, SD at 7:06 a.m.

### **Secretary's Report:**

Chris Lilla presented copies for the board to approve from the last Executive board meeting from September 25<sup>th</sup>, 2013. Motion by Carrie Stephenson to approve the minutes as presented. Lori Mackey seconded the motion. Motion carried unanimously.

### **Treasurer's Report:**

Joe Doran reported there was \$4,054.43 checks outstanding, and a current balance of \$70,070.39. President Rownea Gerbracht reported that PAASAD was donating \$1,000 to SDAAO. Motion by Terry Augspurger to approve the treasurer's report. Second by Patty Caster. Motion carried unanimously.

### **General Discussion:**

President Rownea Gerbracht announced to the board the two treasurer candidates up for election at the general meeting. She mentioned that email voting went well with a total of 5 absentee email votes being collected for the election.

Patty Caster talked about the nominating committee having difficulty getting candidates to run for elections. Lori Mackey reported that our bylaws actually require 3 candidates.

### **Conference Updates.**

President Rownea Gerbracht discussed many compliments heard about the Lodge Staff, Location and NCRAAO conference in general. She reported that the NCRAAO auction made \$2,600. She also reported that there were 143 SD people in attendance for the conference. She mentioned that there are a few states that are not very active in NCRAAO, so the future conferences for NCRAAO may come around more quickly. Melissa Roe commented that other states are talking about combining NCRAAO with their local conferences as SD had due to the great attendance.

Shannon Rittberger informed the board about the "Mock Trial" workshop for the SDAAO portion of conference. He stated all of the materials would be printed for all members in attendance.

### **Future Conference Updates:**

**2015** Lori Mackey reported that the 2015 conference planning was coming along and it would be held in Yankton. She was contacting vendors and was planning the president's reception at the archery complex. However, a world archery competition was coming to Yankton at the same time, so she couldn't reserve the location. She has the hotel booked, but due to the archery competition, she suggested booking rooms the sooner the better.

Conference will be held June 2<sup>nd</sup> -4<sup>th</sup> at the Best Western. Lori mentioned that highway 50 leading to the hotel will be under construction at that time, so she is planning all meals at the hotel due to the road construction.

Lori Mackey asked the board for input to possibly raise conference fees from \$100 to \$125. Rownea Gerbracht mentioned that 2 meals and a magician was costing \$5,000. Carrie Stephenson stated that \$60 out of \$100 went to food for her conference and that vendors did help to offset that cost but not wholly.

Much discussion amongst the board about our balance of +\$70k, so we didn't need to be stringent with conference. Shannon Rittberger commented that money should be focused more for our education and applied to school more so then conference. Carrie mentioned that for her conference we provided our own entertainment and still went a little over budget. Some of her speakers declined payment and if they hadn't she would have been way over budget. Brenda Duncan supported the raising of the fee to \$125, and Shannon Rittberger commented that a \$25 increase was not a lot.

**2016** Louise Hohn was not present to report on her conference.

**2017** Chris Lilla reported that the 2017 conference would be held in Brookings. Selecting a location had not been made yet. Brookings is expecting a new convention center as well as the current convention center is expecting a complete remodel.

#### **Publication Committee:**

Rownea Gerbracht reported that in our handbook it says that each committee is required to have at least 3 members, and that some of them currently do not have 3 members. Motion by Joe Doran to remove the requirement for 3 members to form a committee, seconded by Scott Currence. Motion carried unanimously.

Melisa Roe discussed the web site, and that they are still working on it. She stated it was more complicated than they had thought it would be and that photos are very difficult. They are working on archiving past materials and photos. She asked for an increase in their budget to cover a subscription for "Drop Box" which is \$99 per year. This enables the members to transfer and upload very large files. She also discussed her concerns with digital photos and how to preserve them. She asked for input if we should print them out and put them in albums. What was future technology going to be like? Kyle Helseth commented that there was no need to worry or to print them off. Joe Doran mad a motion to approve Melissa's budget increase request, seconded by Kyle Helseth. Motion carried unanimously.

#### **Education Committee:**

Carrie Stephenson reported on behalf of Leah Vissia about an IAAO class scheduled for school that fell through. And that Shannon Rittberger and Rownea Gerbracht were putting course work together to teach and they will both be getting paid as such.

**Registered Agent:**

Brenda Duncan discussed that her archiving/historical records file was getting full. She wanted suggestions of what and how long to keep records citing many examples of what was in the file. Carrie Stephenson suggested keeping records 5-7 years back with everyone in general agreement.

**Adjournment:**

Scott Currence made a motion to adjourn, seconded by Joe Doran. Motion carried. The meeting was adjourned at 8:00 am.

Respectfully Submitted

By Chris Lilla, Secretary