

North Dakota Appraisers Association
Board of Directors Meeting
Conference Call
Tuesday, December 20, 2016

Meeting was called to order by President Bill Gion at 10:05 am, CST

Present: President: Bill Gion, President Elect: Dean Rylander, Secretary/Treasurer: Rhonda Knudson, Board Members: Beth Keller, Kathy Berry, Joe Ibach, Ross Berg, and Executive Secretary: Debbie Ellerton, Advisor: Craig Steinley, via conference call. Not present: Past President, Peggy Boettner & Wade Bachmeier.

Agenda: The agenda was revised. **Motion:** (Joe Ibach) To accept the agenda for the meeting as revised. Ross Berg seconded the motion. **Motion carried.**

Motion: (Joe Ibach) To approve the minutes as amended of the December 7, 2016 Conference Call and In Person Board Meeting minutes. The motion was seconded by Kathy Berry. **Motion carried.**

Review Conference Profit and Loss:

Executive Secretary, Debbie Ellerton presented a profit and loss statement for each course and one for the overall conference. These statements were reviewed and discussed by the board. Kathy Berry gave a summation and comments on the conference.

Motion: (Dean Rylander) To adopt the Refund Policy that was provided by Debbie Ellerton, Exec. Secretary, modeled after the PAASD Refund Policy. The motion was seconded by Ross Berg. **Motion carried.**

There was discussion on the conference and the refund policy. **Motion:** (Rhonda Knudson) To do a blanket refund for all persons not able to attend the conference. Beth Keller seconded. **Motion carried.** President, Bill Gion, will draft a letter to go out to all registered people that were not able to attend with the option of accepting the refund or turn all or a portion of it back to the organization and explaining the recently adopted refund policy for future courses.

Supervisor/Trainee Class Status Update: Joe Ibach gave a report on the status of this class after speaking with Jodi Campbell at the North Dakota Appraiser Board. The Appraisal Board will retain the rights to the class and have control of the instructors and course material. **Motion** (Joe Ibach) That NDAA will take the responsibility to move forward with the Supervisor/Trainee Class with the instructors and course material being approved by the North Dakota Appraisal Board. Dean Rylander seconded the motion. **Motion carried.** Joe Ibach will make a proposal on this and take it to the North Dakota Appraisal Board.

Motion: (Joe Ibach) to make the Website Committee a standing committee. Beth Keller seconded the motion. **Motion carried.**

Old Business

Standing Committee Reports

Website Committee

Ross Berg updated the Board on the status of the website. Ross Berg and Debbie Ellerton attended the Training course with Factor 360. The next step will be to input information from the members.

Membership Committee Report

Debbie Ellerton provided an update on the membership. 114 members with 17 not renewed to date for 2017.

Finance Committee

Dean Rylander provided a report on the financial report as of 12/16/2016. Committee members are in the process of getting Board of Directors Insurance quotes, which will be provided at the next meeting. After some discussion, a general liability insurance rider will be included in the quotes. Credit cards have been received and have been activated. **Motion:** (Dean Rylander) to pay the bills as stated on the financial statement. Joe Ibach seconded the motion. **Motion carried.**

Motion: (Ross Berg) to approve the financial statements dated November 30, 2016 and December 16, 2016. Kathy Berry seconded. **Motion carried.**

Legislative Report

Joe Ibach provided a report regarding the upcoming legislative session. They will continue to monitor the upcoming session to see if any issues arise that will require our attention.

Marketing and Public Relations

Beth Keller gave a report on the Marketing and Public Relations. Beth inquired about using links from the NDAA website on other websites. Beth also recruited several new members to serve on committees at the Annual Conference. Deann Valenzuela will serve on the Education committee, Luke Koterba will serve on the Website Committee, and Tiffiney Dick will serve on the Finance Committee.

Education Committee

Kathy Berry gave a report on the Education committee. Kathy gave a report on the Appraisal Institute partnership going forward. She also reported on the "Introduction to Green Buildings Principles and Concepts" class that will be offered on February 14, 2017 in Fargo.

New Business

These items have been tabled and will be addressed at the next meeting:

Board of Directors Insurance
Summer or Fall Board of Directors Retreat
Location and Timing of the 2017 Annual Conference
Follow up on the North Dakota Supervisor/Trainee Class
Update on the Conference Refund Status
Honorary and Affiliate Membership
Mandatory Education by the North Dakota Appraisal Board

Next Meeting: The next meeting will be a conference call board meeting on February 28th at 10:00 am CST. Debbie will organize the call and email out the information to all board members. .

The meeting adjourned by President, Bill Gion at 12:05 pm.

Respectfully submitted,

Rhonda Knudson
ND Appraisers Association Secretary/Treasurer