

VAAO BOARD MEETING MINUTES

Friday, April 29, 2011

Marriott Hotel, Williamsburg, Virginia

Call to Order by VAAO President Susan Lower, SRA on April 29, 2011 at 10:00 am.

In Attendance:

Voting Members:

Past President	Robert Willingham, ASA	-Present
President	Susan Lower, SRA	-Present
President Elect	Greg Daniels, CAE	-Present
First Vice President	Larry Mackereth, CAE	-Present
Second Vice President	Bill Marchand	-Absent
Treasurer	Ron Agnor	-Present
Secretary	Brian Gordineer, AAS	-Present
Director 1 Year	Don McKigney	-Absent
Director 1 Year	Mary Deas, CMS	-Present
Director 1 Year	Dayle Gallagher	-Present
Director 2 Years	David Sanford, CAE	-Present
Director 2 Years	Bruce Lowe	-Present
Director 2 Years	Steve Esenbock	-Present

IAAO President Comments:

IAAO President Bruce Woodzel reported Janice is doing well and Brian Bergen, MAI will be in the rehab hospital until June.

Invocation: President Susan Lower, SRA provided a special invocation based on a royal prayer in honor of the Royal Wedding.

Pledge of Allegiance: Greg Daniels, CAE – Present
President Elect Greg Daniels, CAE led the Pledge of Allegiance.

New Board Member:

David Sanford, CAE was sworn in by President Susan Lower, SRA to fill the position vacated by Maria Kattman, RES.

IAAO Representative: Wendell Ingram - Present

Wendell Ingram indicated that IAAO is currently focusing on offering a variety of webinars: 350 sites signed on to the Customer Service webinar. He also indicated that 450 new IAAO members were recruited through the new 2-for-\$250 program and that IAAO is now offering a coupon to a free webinar for joining. Additionally, he reported that one of the purposes of the member survey is to determine the preferred method of delivery of education. IAAO Representative Wendell Ingram reminded everyone that the IAAO Annual Conference will be in Phoenix, Arizona this September.

IAAO President Bruce Woodzel reported F&E will be offered electronically in the members only area and that the Board is looking to electronic means of handling information. He also indicated that IAAO is working on update of new classes and looking to update the IAAO website and create international relationships.

Sam Davis, CAE inquired about the current level of IAAO membership. Wendell Ingram indicated that there were approximately 7,400 members.

Secretary's Report: Brian Gordineer, AAS – Present

President Susan Lower, SRA asked the Secretary to read the minutes from the November 5, 2010 meeting. Director Bruce Lowe made a motion to dispense with the reading of the minutes. The motion was seconded by Treasurer Ron Agnor. There was no discussion. All voted in favor.

Treasurer's Report: Ron Agnor – Present

Treasurer Ron Agnor presented a summary of account balances with total assets of \$100,363.84 as of December 31, 2010 and the balance as of today as \$110,810

A motion to accept the Treasurer's report was made by Director Bruce Lowe. The motion was seconded by President Elect Greg Daniels, CAE. All voted in favor.

Reporting to the President Elect: Greg Daniels, CAE

Education Committee: Angela Arnold and Rebecca Grenoble - Present

The Education Seminar will be held July 13-15, 2011 at the Doubletree Hotel in Charlottesville. The committee met January 12 and March 9. The seminar will include USPAP, an opening session with box lunch, a Marshall and Swift workshop, historic preservation. Two budget proposals were reviewed; Plan A with fees equal to 2010 and Plan B with slightly increased fees.

IAAO President Bruce Woodzel indicated that he had a commitment for one Friday speaker and would continue to follow-up on two other individuals.

There was discussion about a boxed lunch being included in opening session. President Susan Lower, SRA explained that lunch was added to entice registrants to attend the opening session.

Janet Coldsmith, CAE expressed concern that the food costs were more than the early registration.

John Yeatman, AAS suggested that the USPAP fee could possibly be increased and still be less than other providers.

Treasurer Ron Agnor asked if the committee had considered sponsorships to help underwrite the program.

First Vice President Larry Mackereth, CAE made a motion to approve Plan B with the committee's ability to make adjustments. Director Bruce Lowe seconded and all voted to approve.

Audit and Finance Committee: Billy Driver – Present

Billy Driver reported that the audit of the 2010 Annual Conference was completed and that there was a \$29,210.94 loss. The participation of the IAAO Board accounted for \$10,655 and the balance was \$18,555.94. The committee made a number of recommendations for the education seminar and annual conference committees as they plan future events.

Annual Meeting 2012: Greg Daniels, CAE - Present

President Elect Greg Daniels, CAE indicated that the 2012 Annual Conference will be held October 9-12 at the Hilton in Virginia Beach. The room rates at the Hilton will be \$139. The contract was signed with the contract for the 2010 Annual Conference.

Reporting to First Vice President: Larry Mackereth, CAE

Arrangements Committee: Cookie Wall, Terry Compton – Present

The 63 Annual Conference will be held October 4-7, 2011 at the Hotel Roanoke in Roanoke. Committee has had four meetings and four more will be held in Roanoke (May 25, June 22, July 27 and August 24). The hotel room rate will be \$145 plus tax. There will be combined real estate and Commissioner of Revenue sessions, as well as President's reception, annual business meeting and installation banquet. Two budget proposals were reviewed; Plan A with fees equal to 2010 and Plan B with slightly increased fees.

There was considerable discussion regarding waived registration fees and hotel rooms for speakers.

Tommy Rice, CAE expressed concerns about the resources being expended on the seminar and the conference and asked if we would be better with a single program focusing more on education.

Treasurer Ron Agnor suggested he looks at the big picture over the whole year

Sam Davis, CAE told about Henrico County's zero education and travel budget.

First Vice President Larry Mackereth, CAE made a motion to approve Plan B with the committee's ability to make adjustments. Director Bruce Lowe seconded and all voted to approve, except one nay.

Membership Committee: John Nelms, RES, SRA - Present

In 2010 there were 12 new members and there have been 7 new members in 2011,

PDP Advisory Committee: David Sanford, CAE - Present

The first PPS was awarded last year, Richmond will have a CAE and there will be several RES from Fairfax. There will be several awards presenting in the opening session of the seminar.

Personnel Committee: Salary survey to be discussed later.

Reporting to Second Vice President: Bill Marchand

Awards Committee: Charles Vester - Absent

No report was given.

Resolutions Committee: John Nelms, RES, SRA - Present

No report was given.

Manual Committee: John Kiger - Absent

Annual revisions including grammar corrections and added code citations were made.

Publicity Committee: Ryan Davis - Absent

President Susan Lower, SRA reported that Spring issue had been made available on the website and that July 11 was the deadline for the next issue.

Reporting to President: Susan Lower, SRA

Nominating Committee: Bob Willingham – Present

The Nominating Committee will be meeting at the Doubletree in July.

Legislative Committee: Tommy Rice, CAE and Janet Coldsmith, CAE – Present

Tommy Rice, CAE and Janet Coldsmith, CAE reported that Charlie Crowson kept all very well informed. A summary of the three major items was presented.

- Affordable housing must use capitalized income approach
- 1350 Iquinta bill – burden of proof, notice provisions 45 days and 14 point type
- Vet Exemptions – experiencing notification problems and how it applies

President Susan Lower, SRA provided copies of thank you notes to those that were helpful to VAAO during the General Assembly session.

Treasurer Ron Agnor expressed the value of the \$6,000 spent for Charlie Crowson and commented on the information being provided in a timely manner.

Use Value Committee: Bruce Lowe – Present

Jason Hughes spoke about the Middle Peninsula Planning Commission and Richmond Forestry Department providing the content for the Land Use content at the seminar. Director Bruce Lowe indicated that the committee will be concentrating on presenting information on conservation easements.

Regional Seminar Committee: Tammy Carroll, CAE – Present

Tammy Carroll, CAE indicated that Northern Virginia will offer IAAO 701 Valuation of Golf Courses would be offered September 12 and 13: On behalf of the committee, Tammy Carroll, CAE asked for \$50 per registrant to total \$1,750 for the course. Hampton Roads will offer USPAP September 15: On behalf of the committee, Brian Gordineer AAS asked for \$750. Roanoke will offer an Architectural Design class on June 7, including Joe Durrer: On behalf of the committee, Susan Lower, SRA asked for \$250.

Tammy Carroll, CAE suggested the Board consider putting any income earned over expenses from the regional seminars be put back in the regional seminar account. No action was taken on the recommendation.

President Elect Greg Daniels, CAE and Director David Sanford, CAE expressed concern about taking attendance away from the seminar and conference. Secretary Brian Gordineer, AAS indicated that the USPAP proposal was made since many in Hampton Roads may not be able to attend either the conference or seminar.

Parliamentarian: Jerry Banagan, ASA – Present

No report was given.

Technology Committee: Sam Davis, CAE – Present

No report was given, although there was related discussion during New Business.

Parliamentarian: Jerry Banagan, ASA – Present

No report was given.

Historian: Clay Fortney – Absent

No report was given.

Commissioner of Revenue Liaison: Terry Yowell – Present

The Joint Association for the Commissioners and Treasurers will be held August 8 and the Annual Meeting of the Commissioners of Revenue will be held September 11 through 14 at Mariners Landing at Smith Mountain Lake. Assessors may join the Commissioners of Revenue Association for a \$25 associate member fee.

Unfinished Business:

No unfinished business was discussed.

New Business:

Salary Survey

President Susan Lower, SRA presented a new revised template for the assessment survey. She indicated that there was previously only a 38% response, although many jurisdictions did still find the study useful.

Technology

President Elect Greg Daniels, CAE provided a handout regarding I-page. In summary, I-page would cost \$160 for three years, whereas Intelos is currently \$140 year (\$10 per month). A 5-page design would cost \$500 and have the ability to add similar pages. He indicated there would not be a need to buy additional software and that Sam Davis, CAE and John Yeatman, AAS have offered to assist in any transition. Robert Jackson also agreed to assist and commented that the I-page software looks to be user friendly and a good application for multiple contributors.

John Yeatman, AAS indicated that VAAO owns the domain from Network Solutions: He cautioned to be sure to understand the fee structure beyond the initial agreement. Sam Davis, CAE emphasized the need to get off the obsolete and undependable software currently being utilized. Treasurer Ron Agnor requested that we try to pay for any services on an annual basis. President Susan Lower, SRA proposed we might move ahead as we have already done enough research. Director Bruce Lowe made a motion to spend up to \$1,000. Treasurer Ron Agnor seconded the motion and all voted aye.

Review of the Assessor's School

Jason Hughes of the Department of Taxation reported that there were 174 students registered. VAAO has budgeted \$2,500 to breaks. John Yeatman, AAS recommended we have a VAAO sign to show we sponsored the breaks: Brian will make and take a sign to JMU

Miscellaneous Announcements

President Susan Lower, SRA asked the Board to think about the possibility of having someone do certain administrative functions for VAAO. Cary Walker will no longer be a full-time director for the Appraisal Institute and might be available.

On May 12 from noon to 2 p.m. there will be the Sands Anderson Legal Webinar

Billy Driver acknowledged the contributions of Charlie Crowson, Tommy Rice, CAE and Janet Coldsmith, CAE during the General Assembly session.