



BOARD OF DIRECTORS MEETING AGENDA

April 25-26, 2025

AC Hotel Asheville Downtown

Vespara/Aurora

10 Broadway

Directors Present:

President Donna VanderVries, CAE, AAS, PPS, Esq.; President-Elect/Treasurer William Healey, RES; Vice President Terry Taylor CAE, RES, AAS, FIAAO; Immediate Past President Rebecca L. Malmquist, CAE; Alvin Lankford, CAE, AAS; Dwane Brinson, CAE, RES, AAS; Roderick Conley, AAS, RES; Kevin Prine, RES, AAS, CAE; Douglas Warr, AAS, Lloyd Funk, CAE; Allen Jolley; Billy Burle; Scott Russell, AAS, PPS, RES; and Executive Director Amy Rasmussen, RES, AAS, FIAAO.

Directors Absent:

Ginny Whipple, AAS

IAAO Staff Present:

Senior Director of Business Innovation Ashley Lathrop, MBA; Senior Director of Communications & Technology Mike Ardis, APR; Senior Director of Community Engagement & Membership Shawn Chevreux, MSE; Senior Director of Professional Development Erin Eades; Director of Meetings & Events Anita Lara, CMP; Assessment Advisor Shannon Hiss; and Executive Administrator Becky Behrens, MPA.

Guests Present:

Governance Committee Chair Fred Chmura, AAS, FIAAO; Finance & Accounting Consultant Michael Macias; Past President and PCS Trustee Dorothy Jacks, AAS; Infrastructure Review Task Force Chair Amy Stevenson; Membership Review Task Force Chair Stuart Topliff; Nominating Committee Chair Todd Bergren; Education Committee Co-Chairs Chesney Leafblad and Jeff Middleton; Launch Pad Representative Greg Hutchinson, Membership Recognition Committee Chair Robert McGee; Mass Appraisal Task Force Chair Kevin Hayes, CAE, RES; Research & Standards Chair Jennifer Rearich, CAE, MAS, RES and Vice-Chair Melissa Baer; and Global Navigators Representatives Jakub Konysz and Mark Rubin.

April 25, 2025 – Friday

I. CALL TO ORDER

Welcome, Roll Call, and Oath of Office

President Donna VanderVries, CAE, AAS, PPS, Esq called the meeting to order at 8:03 a.m. (EST). She administered the oath of office to newly elected Board Member Scott Russell, AAS, PPS. Executive Administrator Becky Behrens, MPA called roll, and a quorum was declared. *Absent Director Whipple and Immediate Past President Malmquist-11:47 a.m.*

Approval of Agenda

President VanderVries presented the agenda for approval.

MOTION: I move to approve the Board of Directors Meeting Agenda for April 25-26, 2025, as presented.

Made by: Alvin Lankford, CAE, AAS

Seconded by: Kevin Prine, RES, AAS, CAE

Motion carried: Unanimous.

Local Dignitary Welcome

Executive Director Amy Rasmussen, RES, AAS, FIAAO introduced Rick Norejko, a long-time IAAO member and supporter. He thanked everyone for coming to North Carolina. President VanderVries welcomed Buncombe County Interim Assessor Eric Cregger. He welcomed and thanked everyone for coming to Buncombe County, North Carolina, and shared information about the County.

I. BUSINESS MEETING AND ACTION ITEMS

Board Round Table

The Board and staff shared professional and personal experiences that are happening as well as future items they are looking forward to.

Approval of Minutes

MOTION: I move to approve the minutes of the January 17-18, 2025, Board of Directors Meeting in Santa Fe, New Mexico.

Made by: President-Elect/Treasurer William Healey, RES

Seconded by: Alvin Lankford, CAE, AAS

Motion carried: Unanimous.

PCS Update

Past President and PCS Trustee Dorothy Jacks, AAS provided an overview of the projects and financials of PCS. She advised that the PCS Board and staff are currently working on a website for PCS. She presented a proposed Amended and Restated PCS Operating Agreement, which strengthens the language related to conflicts of interest when joining the PCS Board. Discussion was had regarding the utilization of IAAO staff and subject matter experts who work on projects through PCS.

MOTION: I move to approve the Amended and Restated Operating Agreement approved by the PCS Board.

Made by: Vice President Terry Taylor CAE, RES, AAS, FIAAO

Seconded by: Billy Burle

Motion carried: Unanimous.

Infrastructure Review Task Force Report

Infrastructure Review Task Force Chair Amy Stevenson provided an update on what the Task Force has been working on which included recommendations on; a legislative white paper, Nominating Committee updates, Committee Chair interviews, and finding ways to collaborate with the Strategic Planning Task Force. Discussion was had regarding creating a Legislative White Paper Task Force. The Task Force would create a white paper used to combat bad legislation and misinformation. Chair Stevenson advised that she could assist in recommending members for this Task Force. Discussion was had regarding transitioning the Nominating Committee to a Leadership Development Committee and expanding the Committee's scope beyond recruitment.

MOTION: I move to create a task force to create a legislative white paper.

Made by: President-Elect/Treasurer William Healey, RES

Seconded by: Douglas Warr, AAS

Motion carried: Unanimous.

Strategic Discussion on Membership Categories

Discussion was had on updating the Bylaws relating to membership types. There was discussion on the currently proposed language of using “exclusively” to identify a Regular Member's qualifications. It was discussed that using language such as exclusively or primarily poses potential issues for individuals who do more than assessment work as part of their roles. Discussion was had regarding the differences in membership when comparing Regular Members and Associate Members. It was discussed that the language in Article 3 of the Bylaws needs to be reviewed for clarity. Discussion was had regarding having only one member category but maintaining a seat on the Board for business partner members. Discussion was had regarding how voting would open up to the full membership on all matters if there were only one membership category. It was discussed that the problem we are trying to solve relates to individuals being in the wrong membership categories when they become members and when renewing memberships. It was discussed that a flow chart should be created, which would help members identify and select the correct member category. Further discussion was had that a committee or task force could review new applications and appeals related to member category selection. The consensus of the Board was to have the Membership Review Task Force create a flow chart, as an aid to identifying what membership category an individual should select when signing up and renewing membership. They also requested that the Task Force review the verbiage in Article 3 of the Bylaws to clarify the existing language but keep the categories as they are.

Strategic Discussion on Risk Assessment

The Board participated in a risk assessment activity. Discussion was had regarding personal, professional, and association leadership risk adverseness.

Strategic Discussion on F & E

Executive Director Rasmussen advised that IRRV has proposed sharing resources. The resources shared would be the IRRV Valuer Magazine and F & E behind each organization's respective firewalls. Discussion was had regarding the pros and cons of sharing F & E which currently is a member benefit.

Immediate Past President Malmquist joined the meeting at 11:47 a.m.

MOTION: I move to provide IRRV members with access to F & E publications moving forward.

Made by: Lloyd Funk, CAE

Seconded by: Allen Jolley

Motion carried: Unanimous.

New York Chapter Dissolution

Sr. Director of Community Engagement & Membership Shawn Chevreux, MSE advised that the City and State of New York Chapters are merging, so the New York Chapter is dissolving.

Membership & Community Engagement Report

Sr. Director Chevreux provided an overview of renewals and advised that as of March 31st, we've had 7,367 renewals. He provided an overview of the goals of the Membership & Community Engagement Department for 2025 which included focused areas on retention, engagement and value enhancement, and attracting new members. He provided an overview of agency billing and advised this is how organization bulk billing is handled. Discussion was had regarding re-engaging with IAAO Representatives.

Nominating Committee Report

Nominating Committee Chair Todd Bergren provided an update on recruitment efforts for 2025 and initiatives for 2026 and beyond. He provided an overview of interested candidates in 2025 and advised that the Committee is working on the recruitment of candidates, by focusing on Chapter and Affiliates, Canada and International outreach, social media outreach, and F & E articles. Discussion was had regarding why there is a low turnout for individuals willing to run which included feedback relating to board time commitment, needing encouragement to run, processes in places in states where they put forward candidates, and not feeling comfortable running against certain candidates.

Education Committee Report

Education Committee Co-Chair Chesney Leafblad advised that the Education Committee is seeking approval for the funding of a Virtual IEW. The cost is approximately \$11,000, which includes all the fees and a scholarship for the participants. Discussion was had regarding the source of funding.

MOTION: I move to approve a Virtual IEW at a cost of \$11,000.

Made by: Alvin Lankford, CAE, AAS

Seconded by: Lloyd Funk, CAE

Motion carried: Unanimous. Abstentions-1(Allen)

Ms. Leafblad provided an update on items the Committee is working on, which included quarterly letters to instructors, outreach to new instructors, and an instructor and coordinator best practices series.

Affinity Groups

Launch Pad Representative Greg Hutchinson provided an overview of the application submitted by Launch Pad to become an Affinity Group. He provided an overview of what Launch Pad has been working on which included mentoring, recruiting, promoting, and creating an operating procedures document.

MOTION: I move to approve the Launch Pad Affinity Group Application.

Made by: Dwane Brinson, CAE, RES, AAS

Seconded by: Billy Burle

Motion carried: Unanimous.

Membership Recognition Committee Report

Membership Recognition Committee Chair Robert McGee provided an overview of the awards application and how the Committee is finalizing the procedures. He advised the procedures, and the application will be brought before the Board for approval at an upcoming meeting as a final package as long as the Board has no issues with the proposed application.

MOTION: I move to approve the Awards and Recognition Application.

Made by: Vice President Terry Taylor CAE, RES, AAS, FIAAO

Seconded by: Kevin Prine, RES, AAS, CAE

Motion carried: Unanimous.

Mass Appraisal Task Force Report

Mass Appraisal Task Force Chair Kevin Hayes, CAE, RES provided an overview of the review checklist on Standards 5 and 6, as well as FAQs on Mass Appraisal. The two presented documents are a collaborative effort with TAF and will be cobranded. He advised that the Task Force is requesting funds to have a joint meeting with the State Harmonization Task Force in Washington DC.

MOTION: I move to approve up to \$25,000 for the Credit for Mass Appraisal Experience Task Force to travel to Washington DC in Summer, 2025 to meet with The Appraisal Foundation.

Made by: Kevin Prine, RES, AAS, CAE

Seconded by: Allen Jolley

Motion carried: Unanimous.

Strategic Discussion on Retiree Status

Sr. Director Chevreux provided an overview of Retiree Membership. He advised that individuals who are retiring are typically not renewing their IAAO Membership. He stated that some retirees go into part-time work during retirement, and this precludes them from being eligible to utilize the Retired Membership Dues tier. He advised that staff could use membership data to confirm someone's retired status. Discussion was had regarding keeping the name as Retired Membership but broadening the scope to increase eligibility and participation. The consensus of the Board was to have the Membership Review Task Force review and provide recommendations on the language used to define retiree status.

Business Innovation, Research & Standards Report

Sr. Director of Business Innovation Ashley Lathrop, MBA provided an overview of the Business Innovation Strategic Plan goals and diversification of revenue streams. He provided an overview of PCS revenue and how PCS is becoming profitable. Mr. Lathrop provided an overview of resources utilized through the library. He gave an update on the Mass Appraisal Experience Task Force and Global Property Congress. He provided an overview of business partners, and the various levels of sponsorship for the year.

Research and Standards Committee Report

Research & Standards Chair Jennifer Rearich, CAE, MAS, RES provided an overview of the MARP Standard inspections updates. She provided an overview of the Richard Almy Research Grant and advised we received eight applications and awarded on three applications. Ms. Rearich advised that the Committee is making additional improvements to standardize grading of the applications. She provided an overview of the timeline for the Standard on Ratio Studies, which they anticipate a presentation to the Board in July 2025 for approval to release for exposure feedback, and the final presentation being presented to the Board in late 2025 or early 2026. She provided an overview of future projects, which include works on standards, research and surveys. Research & Standards Vice-Chair Melissa Baer provided an overview of the PTPA survey data explorer demo.

Director Brinson left the meeting at 3:35 p.m.

MOTION: I move to approve the Standard on Mass Appraisal of Real Property.

Made by: Douglas Warr, AAS

Seconded by: Alvin Lankford, CAE, AAS

Motion carried: Unanimous.

Professional Development Report

Sr. Director of Professional Development Erin Eades provided an overview of the 2025 initiatives, student registration, and current staff. She advised that some of the initiatives include conferences during the year, IEW's, updates, rewrites and new courses, and other various initiatives. She advised that we have approximately 1,695 student registrations in the first quarter.

Director Brinson rejoined the meeting at 3:48 p.m.

Communications, Marketing, and IT Report

Sr. Director of Communications & Technology Mike Ardis, MSJ, APR provided an overview of the IAAO publications which include F & E, Journal of Property Tax Assessment and Administration, and Assessing Info. He provided an overview of marketing tools which included GIS/Val Tech, MAVS, Prep & Trial Seminar,

Annual Conference, Global Property Congress, and IAAO Courses. Mr. Ardis provided updates on Nimble AMS, the new website, Quickbooks Accounting Software, and new staff.

Meeting adjourned at 4:10 p.m.

April 26, 2025 – Saturday

I. CALL TO ORDER

Welcome and Introductions

President Donna VanderVries, CAE, AAS, PPS, Esq. called the meeting to order at 8:00 a.m. (EST). *Absent: Director Whipple.*

II. BUSINESS MEETING AND ACTION ITEMS

Finance and Accounting Report

Finance & Accounting Consultant Michael Macias provided an overview of the year-end financials. He provided an update on the financial system conversion. He recommended we use the same audit firm next year due to the new system conversion. He provided an overview of the first-quarter revenues, expenditures, and investments. He provided an overview of PCS financials, which includes the continued efforts to pay down the debt to IAAO. Mr. Macias advised that the auditors will be working on the 2024 Audit during the second week of May. He provided an overview of the investment policy which has been reviewed by the Governance Committee, Executive Committee, Finance Committee, and the investment firm. He provided an overview of the updates made to the policy and explained the upper and lower thresholds of the reserve funds.

Governance Committee Report

Governance Committee Chair Fred Chmura, AAS, FIAAO provided an overview of Procedural Rule 1.06 amendment, which removes “Task Force” from Local Host, “and Events” from Conference Content, and adds Diversity, Equity, and Inclusion, Infrastructure Review, and Legal to the list of manuals.

MOTION: I move to approve Procedural Rule 1.06 as recommended by the Governance Committee.

Made by: Kevin Prine, RES, AAS, CAE

Seconded by: Lloyd Funk, CAE

Motion carried: Unanimous.

Chair Chmura provided an overview of Procedural Rule 4.03 amendment, which clarifies the language relating to the Local Host Committee.

Proposed Amendment to Procedural Rule 4.03

A local host committee may be organized from a local chapter or affiliate, assessor’s office, or other group hosting an annual conference to suggest social activities, companion programs, and entertainment for the opening reception and banquet. The director of meetings will work with the local host committee. ~~A local chapter or affiliate, assessor’s office, or other group hosting an annual conference may organize a local host task force to suggest social activities, companion programs, and entertainment for the opening reception and banquet. The director of meetings will work with the local host task force.~~

MOTION: I move to approve Procedural Rule 4.03 as recommended by the Governance Committee.

Made by: Alvin Lankford, CAE, AAS

Seconded by: Vice President Terry Taylor CAE, RES, AAS, FIAAO

Motion carried: Unanimous.

Chair Chmura provided an overview of Procedural Rule 5.04 amendment, which removes “task force” and replaces it with “committee”.

MOTION: I move to approve Procedural Rule 5.04 as recommended by the Governance Committee.

Made by: Lloyd Funk, CAE

Seconded by: Allen Jolley

Motion carried: Unanimous.

Chair Chmura provided an overview of the amendments made to the Local Host Committee Manual, which included grammatical changes as well as minor changes to improve clarity.

MOTION: I move to approve the changes to the Local Host Committee Manual as recommended by the Governance Committee.

Made by: President-Elect/Treasurer William Healey, RES

Seconded by: Alvin Lankford, CAE, AAS

Motion carried: Unanimous.

Chair Chmura provided an overview of the amendments made to the Conference Content Committee Manual, which removes “task force” and replaces it with “committee”.

MOTION: I move to approve the changes to the Conference Content Manual as recommended by the Governance Committee.

Made by: Vice President Terry Taylor CAE, RES, AAS, FIAAO

Seconded by: Billy Burle

Motion carried: Unanimous.

Chair Chmura provided an overview of the amendments made to the Membership Recognition Committee Manual, which removes “task force” and replaces it with “committee”, and removed broken links.

MOTION: I move to approve the changes to the Membership Recognition Manual as recommended by the Governance Committee.

Made by: Alvin Lankford, CAE, AAS

Seconded by: Scott Russell, AAS, PPS, RES

Motion carried: Unanimous.

Chair Chmura provided an overview of what the Governance Committee has been working on throughout the year which included, manuals and the Conflict of Interest and Confidentiality Policy. Discussion was had regarding the recent conversion of some task forces into committees.

International Strategic Planning Discussion

President VanderVries introduced Jakub Konysz and Mark Rubin with Global Navigators. They provided a brief presentation on their process and how they help associations grow. The Board broke into groups to discuss IAAO’s current situation, goals, and ideas for change. Global Navigators discussed the next phases with the Board.

Strategic Discussion on Phase 2 & 3 with Global Navigators

Executive Director Rasmussen provided an overview of Global Navigators’ proposals for Phases 2 & 3. Discussion was had regarding transferring funds from the reserve funds to budget the expenses for the final phases. The Board discussed the positive experiences during the planning sessions and agreed that moving forward with international efforts was a priority. The consensus of the Board was to have Executive Director Rasmussen initiate next steps with Global Navigators and prepare a project plan for the July Board Meeting.

MOTION: I move that we contract with Global Navigators to complete the International Strategic Plan based on their proposal of \$50,000 plus expenses.

Made by: President-Elect/Treasurer William Healey, RES

Seconded by: Billy Burle

Motion carried: Unanimous.

Serbia IAAO Chapter Update

Executive Director Rasmussen provided an overview of the initial MOU entered into with the Serbia Chapter. She advised that the MOU received has additional changes not approved by the Board during the August Board Meeting. She provided an overview of the changes which included updates to the justification and termination sections. She advised that she consulted the attorney for IAAO, and they recommended that any projects entered into need a termination clause included in each document. By doing this the contract provided is acceptable to sign.

Consent Agenda

MOTION: I move to approve the Consent Agenda.

Made by: Dwane Brinson, CAE, RES, AAS

Seconded by: Alvin Lankford, CAE, AAS

Motion carried: Unanimous.

Travel Report

Discussion was had regarding IAAO travel that occurred in the first quarter of 2025, and upcoming second quarter travel.

Executive Director Report

Executive Director Rasmussen provided an overview of some of the new staff at headquarters. She advised that the recommended candidate for the TAF Board has moved forward in the interview process. She provided some upcoming dates for conferences she'll be attending on behalf of IAAO. Executive Director Rasmussen advised that the building next door at 304 W 10th Street is for sale, and she shared the details of the listing. She is going to meet with the realtor to do a walk through, as the IAAO staff is outgrowing the current headquarters building and it is worthwhile to look and see if it would better fit our needs.

President's Report

President VanderVries gave an overview of upcoming events and conferences she'll be attending on behalf of IAAO.

Other Business

The Board discussed the July and December Board Meetings.

Executive Session

MOTION: I move to go into Executive Session at 2:07 p.m. for contract discussions.

Made by: President-Elect/Treasurer William Healey, RES

Seconded by: Alvin Lankford, CAE, AAS

Motion carried: Unanimous.

MOTION: I move to leave the Executive Session at 2:27 p.m.

Made by: Immediate Past President Rebecca L. Malmquist, CAE

Seconded by: Dwane Brinson, CAE, RES, AAS

Motion carried: Unanimous.

Board Forum/Meeting Evaluations

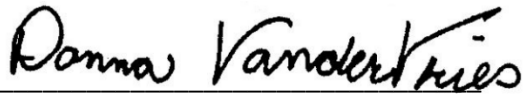
Evaluation forms were distributed and completed.

MOTION: I move to adjourn the meeting at 2:29 p.m. (EST).

Made by: Immediate Past President Rebecca L. Malmquist, CAE

Seconded by: Dwane Brinson, CAE, RES, AAS

Motion carried: Unanimous.

A handwritten signature in black ink that reads "Donna VanderVries". The signature is written in a cursive style with a large, stylized 'D' and 'V'.

President Donna VanderVries, CAE, AAS, PPS, Esq.

A handwritten signature in blue ink that reads "Amy Rasmussen". The signature is written in a cursive style with a large, stylized 'A' and 'R'.

Amy Rasmussen, RES, AAS, FIAAO
Executive Director & Secretary