



BOARD OF DIRECTORS MEETING MINUTES

July 25-26, 2025

Thompson Seattle

Blackbird

110 Stewart St.

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-*Virtual*; 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-*Virtual*; Ginny Whipple, AAS and Executive Director Amy Rasmussen, RES, AAS, FIAAO.

In Person Attendees:

Deputy Executive Director Stephanie Whitcher, CPA, MBA; Senior Director of Communications & Technology Mike Ardis, APR; Senior Director of Meetings & Events Anita Lara, CMP; Executive Administrator Becky Behrens, MPA; Governance Committee Chair Fred Chmura, AAS, FIAAO; Finance & Accounting Consultant Michael Macias; Global Navigators Representatives Mark Rubin Falon Hoven; and Linda Zeman.

Virtual Attendees:

Senior Director of Business Innovation Ashley Lathrop, MBA; Senior Director of Community Engagement & Membership Shawn Chevreux, MSE; Senior Director of Professional Development Erin Eades; Director of Library Services Elizabeth Ferguson, PhD; Professional Development Committee Co-Chairs Tina Stone, PPS, AAS, and Brad Fowler, RES, AAS; Fellows Council Chair Linda Cwiek; Nominating Committee Chair Todd Bergren; Membership Recognition Committee Chair Robert McGee; Research & Standards Committee Members: Chair Jennifer Rearich, CAE, MAS, RES; Vice-Chair Melissa Baer, CAE; Russ Thimgan; Josh Myers; Paul Bidanset; Alan Dornfest, AAS; and Michael Safarty, RES; Global Navigators Representatives Jakub Konysz, and Erin Dean; Dinah Kilgore, Kara Endicott, AAS, CAE, RES; and Kirk Boone, AAS, PPS.

July 25, 2025 – Friday

I. CALL TO ORDER

Welcome, Roll Call

President Donna VanderVries, CAE, AAS, PPS, Esq, called the meeting to order at 8:00 a.m. (PDT). Executive Administrator Becky Behrens, MPA, called the roll, and a quorum was declared.

Approval of Agenda

President VanderVries presented the agenda for approval.

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

Made by: Alvin Lankford, CAE, AAS

Seconded by: Lloyd Funk, CAE

Motion carried: Unanimous.

Local Dignitary Welcome

President VanderVries welcomed Skagit County Assessor Danny Hagen. He welcomed and thanked everyone for coming to Washington and shared information about Skagit County, and the work being done.

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 June 23, 2025, Board of Directors Meeting.

Made by: Roderick Conley, AAS, RES

Seconded by: Alvin Lankford, CAE, AAS

Motion carried: Unanimous.

Strategic Discussion regarding Serbia in December

Discussion was had regarding offering a one-day informational session in Serbia. Our contacts in Serbia are looking to use this as an opportunity to engage potential local members and inform them about IAAO. Discussion was had regarding preliminary costs and logistics for the one-day session. The Board discussed tabling the item until Saturday, July 26, 2025, so they could review the letter and further discuss next steps.

MOTION: I move to table the Strategic Discussion regarding Serbia in December to 8 a.m. on July 26, 2025.

Made by: Past President Rebecca L. Malmquist, CAE

Seconded by: Roderick Conley, AAS, RES

Motion carried: Ayes—13. Nays—1 (*Ginny Whipple, AAS*).

Strategic Discussion on Requests for Member Emails

Discussion was had regarding the release of member emails. It was discussed that member privacy is a primary reason emails are not released in a bulk format, and the information can be accessed on a per-person basis through the membership directory on the website. Discussion was had regarding the usability of the membership directory on the website. The Board discussed the IAAO Representatives, their functions, and the information they should have access to. Staff will work on making updates to the website, so the membership directory functions similarly to the old directory, as well as research a blind email option for future communications.

MOTION: I move that we provide all IAAO Representatives with a list of their members in their state on a quarterly basis to include mailing address, name, and phone number.

Made by: Past President Rebecca L. Malmquist, CAE

Seconded by: None

Motion failed due to lack of a second.

MOTION: I move we provide IAAO Representatives with a contact list, including name, phone, mailing address, and email address, annually upon request, with the completion of a confidentiality agreement.

Made by: Dwane Brinson, CAE, RES, AAS

Seconded by: Alvin Lankford, CAE, AAS

Motion carried: Ayes—12. Nays—2 (*Past President Rebecca L. Malmquist, CAE, and Scott Russell, AAS, PPS, RES*).

Strategic Discussion on Engaging a Public Relations Firm on Benefits of Property Tax System & Public Messaging Promotion

Discussion was had regarding the Legislative Whitepaper Task Force and no longer utilizing them to create a whitepaper but instead engaging with a public relations (PR) firm to work on materials. The work would highlight the value and benefits of property taxes. This information would then be used to educate

legislators, local government officials, and constituents. The consensus of the Board was to have Executive Director Rasmussen create a project plan and begin engagement with a PR firm.

Strategic Scenario Planning Activity

The Board and staff broke into focus groups to discuss areas of opportunities, and competitiveness as it relates to collaboration and learning more about IPTI, IMA, Chapters/Affiliates.

Past President Rebecca L. Malmquist, CAE; left the meeting at 1:00 p.m.

Professional Development Committee Report

Chair Tina Stone PPS, AAS, provided an overview of the CEAA Instruction Manual amendments. These amendments relate to jurisdictional exceptions and alternative approaches to provide clarity and add alternative solutions, which should minimize questionable exceptions.

MOTION: I move to approve the CEAA Instruction Manual as presented.

Made by: Ginny Whipple, AAS

Seconded by: Dwane Brinson, CAE, RES, AAS

Motion carried: Unanimous.

Ms. Stone provided an overview of the Professional Development Committee Manual amendments which, relate to course credits and fees.

MOTION: I move to for approval of the Professional Development Committee Manual as presented.

Made by: Alvin Lankford, CAE, AAS

Seconded by: Lloyd Funk, CAE

Motion carried: Unanimous.

Fellows Council Report

Fellows Council Chair Linda Cwiek provided an overview of amendments to the Fellows Council Manual, which create procedures on selection of new council members and updates the process for electing the chair and the vice chair.

MOTION: I move to approve the Fellows Council Manual as presented.

Made by: Lloyd Funk, CAE

Seconded by: Billy Burle

Motion carried: Unanimous.

Strategic Discussion Regarding the Revised Standard on Ratio Studies

President-Elect/Treasurer William Healey, RES, provided information to start the discussion on the ratio studies relating to a letter received by the Lincoln Institute. He advised that the Lincoln Institute was concerned that only one measure of vertical equity was being recommended, and they would like to see multiple measures being used as part of the revised standard. The Research and Standards Committee is seeking direction from the Board on the appropriate course of action. Members of the Research and Standards Committee provided information on the Vertical Equity Index and whether the standard should include one test or two. Discussion was had regarding placing the current draft out for exposure to garner the feedback of the membership. This item will be taken up during the Special September Board Meeting for the Board to vote on the draft for exposure.

Past President Rebecca L. Malmquist, CAE; rejoined the meeting at 2 p.m.

Nominating Committee Report

Nominating Committee Chair Todd Bergren provided an overview of the candidates for 2025. The candidates presented were as follows:

Vice President	Region 1	Region 2	Region 3
Kara Endicott	Damian Lara	Tim Hall	Karen Beattie
Dinah Kilgore		Vivian Wilhoite	Kirk Boone

He provided an overview of what the Nominating Committee has been working on, which included professional development of candidates and a presentation for the Annual Conference. Discussion was had regarding the hesitance of members running for the Board due to the time commitment. Discussion was had regarding attracting the best candidates and letting members know when they qualify.

Election Service Vendor Selection

Sr. Director of Membership & Community Engagement Shawn Chevreux, MSE, provided an overview of the vendor proposals. He highlighted Intelliscan and ElectionBuddy, which were the top two recommendations due to pricing and package options. Discussion was had regarding the pros and cons of each vendor, and cost comparisons.

MOTION: I move that we select Intelliscan as IAAO Vendor for election services for 2025, 2026, and 2027.

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

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

Motion carried: Ayes—9. Nays—5 (Lloyd Funk, CAE, Billy Burle, Allen Jolley, Douglas Warr, AAS, and Roderick Conley, AAS, RES).

Membership Recognition Committee Report

Membership Recognition Committee Chair Rob McGee provided an overview of the newly proposed Vanguard Award. He advised that the Committee received a nomination for an award, but the nominee does not fit into any of the existing award categories, which is why the new award is being proposed. He stated that the Committee would like to get approval for the new award and award the nominee with it this year. Discussion was had regarding the name and potential conflicts. Discussion was had on the appropriateness of awarding the new award this year instead of waiting until next year. The consensus of the Board was to send the proposal back to the Committee, so they can revise the name and update the award timeline.

Finance & Accounting Report

Finance & Accounting Consultant Michael Macias provided an overview of the first half of the year's financials. He provided an overview of the first and second quarter revenues, expenditures, and investments. He provided an overview of PCS's financials. Discussion was had regarding the building at 304 W 10th Street. Executive Director Rasmussen advised that she toured the building, but at this time, there is no pursuit in purchasing, and if the situation arises that a new building is needed, we would do a comprehensive search. She advised that staff has received information from an architect on reconfiguring certain areas of the existing headquarters. President-Elect/Treasurer Healey provided an overview of the Finance Committee Manual amendments, which revised outdated information and provided clarity and clean-up in sections.

Past President Rebecca L. Malmquist, CAE; left the meeting at 3:33 p.m.

MOTION: I move to approve the Finance Committee Manual as presented.

Made by: Lloyd Funk, CAE

Seconded by: Alvin Lankford, CAE, AAS

Motion carried: Unanimous.

President-Elect/Treasurer Healey provided an overview of the budget request from WIN, which is \$1553 for WIN Luncheon giveaways. He advised the recommendation of the Finance Committee is to approve the request.

MOTION: I move to approve the WIN funds application request.

Made by: Kevin Prine, RES, AAS, CAE

Seconded by: Allen Jolley

Motion carried: Unanimous.

Deputy Executive Director Stephanie Whitcher, CPA, MBA, provided an overview of the Associate Member Committee Fund. She advised that \$22,000 is sitting in a non-interest-bearing account. These funds are unrestricted. The recommendation is to roll the funds into the IAAO Operating Account and close the Associate Member account. She advised that the funds would be considered a transfer of assets and would not be counted as income for this year.

MOTION: I move to approve the Associate Committee funds transfer request to the operating fund.

Made by: Kevin Prine, RES, AAS, CAE

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

Motion carried: Unanimous.

Meeting adjourned at 3:47 p.m. to reconvene at 8 a.m. on July 26, 2025.

July 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. (PDT).

MOTION: I move to remove the Strategic Discussion regarding Serbia in December item from the table.

Made by: Alvin Lankford, CAE, AAS

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

Motion carried: Unanimous.

Discussion was had regarding the financial components to hold the one-day informational session, which would be approximately \$20,000 for hotel, per diems, and event costs. There has been a request that IAAO cover the costs for room and per diem for approximately 15 local dignitaries, which has been included in the total. It was discussed that this event will be a good opportunity and investment for outreach and media coverage. Discussion was had regarding creating a project plan to be presented during the Special September Meeting. In the meantime, President VanderVries, President-Elect/Treasurer Healey, and Executive Director Rasmussen will continue conversations with Republic Geodetic Authority (RGA) on content for the one-day session.

MOTION: I move that we create a Project Plan to visit and engage in Serbia for our Board Meeting in December 2025.

Made by: Past President Rebecca L. Malmquist, CAE

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

Motion carried: Unanimous.

BUSINESS MEETING AND ACTION ITEMS

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 provided an update on the development of a new PCS website and continued projects. Sr. Director Lathrop advised that the Friends of the Library will be working on HP12C instructional videos. He provided updates on the PTPA and GIS surveys. He provided an overview of business partners and the various levels of sponsorship for the year. Past President Rebecca L. Malmquist, CAE, advised that she has stepped down from the PCS Board due to an upcoming conflict of interest. Discussions were had regarding our current relationship with ESRI.

Past President Rebecca L. Malmquist, CAE; left the meeting 8:44 a.m.

Meetings and Events Report

Sr. Director of Meetings & Events Anita Lara provided an overview of past costs for the Legal Seminar. She provided an overview of costs and location options for the 2026 and 2027 Legal Seminars. She advised in 2027 Legal Seminar and Prep and Trial will become one event.

MOTION: I move that the 2026 IAAO Legal Seminar be held at the Renaissance Atlanta in Atlanta, GA.

Made by: Alvin Lankford, CAE, AAS

Seconded by: Roderick Conley, AAS, RES

Motion carried: Unanimous.

MOTION: I move that the 2027 IAAO Legal Seminar be held in Fort Worth at the Sheraton Fort Worth Downtown Hotel.

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

Seconded by: Alvin Lankford, CAE, AAS

Motion carried: Unanimous.

Sr. Director Lara provided an update on the 2025 Annual Conference, which included information on the keynote speaker, hotel accommodations, exhibitors, and activities at conference. She provided the dates and locations for future annual conferences, which included: 2026-Calgary, Alberta, 2027-Charlotte, NC, 2028-Austin, TX, and 2029-Portland, OR. She provided the 2026 Board Meeting dates and locations, which included: January 22-24, Zota Beach Hotel, Longboard Key, FL, April 25-26, The Benson Hotel, Portland OR, July 24-25, Hilton Cleveland Downtown, and Cleveland, OH.

Dwane Brinson, CAE, RES, AAS left the meeting at 9:25 a.m.

International Strategic Planning Global Navigators Phases 2 & 3 Project Plan

Executive Director Rasmussen provided an overview of the Project Plan for Phases 2 and 3 for International Strategic Planning with Global Navigators. This information was originally presented during the April Board of Directors Meeting, and this project plan formalizes the process.

MOTION: I move to approve the Project Plan for a total of \$60,000 for the contract and travel expenses for Global Navigators.

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

Seconded by: Ginny Whipple, AAS

Motion carried: Unanimous.

Director Dwane Brinson, CAE, RES, AAS rejoined the meeting at 9:35 a.m.

International Strategic Planning Discussion Update

Mark Rubin with Global Navigators provided an overview of Phase 2, which focused on stakeholder outreach through surveys and interviews. He provided an overview of the international survey, which was distributed to 402 contacts of members, past members, and meeting attendees with, 34 responses. He provided an overview of some of the responses received through the survey. He provided an overview of their initial recommendations which included hiring an International Business Development Director, focusing efforts on Europe, Asia and Australasia, establishing regional advisory committees in Europe and Asia/Australasia, developing targeted regions with education offerings, developing international partnerships to adapt and promote educational programs and standards regionally, establishing regional interest groups as online communities, evaluating new models for international membership, communicating the expansion to US members, updating branding, adding international members to the Board, and expanding educational programs. Discussion was had regarding having toolkits for chapters for uniform websites. Discussion was had regarding having an international reception during the 2025 Annual Conference.

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 update on the new IRRV publications that are now on the IAAO website. He provided an overview of marketing tools, which included GIS/Val Tech, MAVS, Prep & Trial Seminar, Annual Conference, Global Property Congress, and IAAO Courses. Sr. Director Ardis provided information on the 2025 Esri Project. He provided an update on the technology updates as they relate to Nimble AMS, Website, and Accounting Software.

Membership & Community Engagement Report

Sr. Director of Membership & Community Engagement Shawn Chevreux, MSE, provided an overview of membership as of June 30th, which is 7,927. He advised that the retention rate of membership is 88%. He provided an overview of the membership initiatives, which include the PropFuel campaign, Nimble Projects, future membership lists, and agency billing opportunities. He provided an overview of some of the challenges relating to duplicate accounts, agency billing contact identification, and scholarship applications. Sr. Director Chevreux provided an overview of the volunteer appointment timeline, which runs September 17th-December 5th. It was requested that international numbers be presented during the quarterly Board meetings.

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 IEWs, rewrites, new courses, and a coordinator certification program. She provided updates on designations, which have 102 candidates and 39 designees. She advised that we had approximately 2,692 student registrations at the end of the second quarter.

Affiliate Application for Development Research Center for Natural Resources and Real Estate Assessment, Shenzhen

Sr. Director Chevreux provided an overview of the affiliate application for the Development Research Center for Natural Resources and Real Estate Assessment, Shenzhen. He advised that they approached IAAO, and staff shared the process and reviewed the application for accuracy before submitting it to the Board.

MOTION: I move to approve the Development Research Center for Natural Resources and Real Estate Assessment, Shenzhen, application to become an affiliate.

Made by: Lloyd Funk, CAE

Seconded by: Allen Jolley

Motion carried: Unanimous.

Governance Committee Report

Governance Committee Chair Fred Chmura, AAS, FIAAO, provided an overview of items the Governance Committee has reviewed since the April Board Meeting. He provided an overview of the amendments to the Procedural Rules, which included changes in the pronoun usage throughout the document and Procedural Rule 4.03, which amends information related to the Local Host Committee.

MOTION: I move that we accept the pronoun changes to the Procedural Rules as recommended by the Governance Committee.

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

Seconded by: Kevin Prine, RES, AAS, CAE

Motion carried: Unanimous.

MOTION: I move we that we accept the changes to Procedural Rule 4.03 as presented by the Governance Committee.

Made by: Ginny Whipple, AAS

Seconded by: Alvin Lankford, CAE, AAS

Motion carried: Unanimous.

Mr. Chmura provided an overview of the Conflict of Interest, Confidentiality & Non-Disclosure Policy document. He provided the comments of the Governance Committee, as they had concerns regarding what constitutes a conflict. The consensus of the Board was to send the conflict of interest piece to the IAAO attorney and have the Governance Committee work on the confidentiality and non-disclosure as separate documents.

Executive Director Evaluation Process

President-Elect/Treasurer Healey provided an overview of the Executive Director Evaluation Process. He advised that Omni Human Resources will assist with the 360 Board, Staff, and Volunteer reviews. He advised that the 360 review is conducted in odd years for the Executive Director. He provided a timeline for the evaluation process, which starts in September and ends in October.

Consent Agenda

MOTION: I move to approve the Consent Agenda.

Made by: Alvin Lankford, CAE, AAS

Seconded by: Dwane Brinson, CAE, RES, AAS

Motion carried: Unanimous.

Dwane Brinson, CAE, RES, AAS left the meeting at 1:29 p.m.

Travel Report

Vice President Terry Taylor, CAE, RES, AAS, FIAAO, provided an update regarding IAAO travel that occurred in the second quarter of 2025, and upcoming third quarter travel for the Board.

RICS Letter of Intent

Executive Director Rasmussen provided an overview of the letter of intent. This originated from a 2019 agreement to foster collaboration between the two organizations. The updated letter of intent will restart these collaboration efforts.

MOTION: I move that we authorize the Executive Director to execute the Letter of Intent with RICS.

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

Seconded by: Billy Burle

Motion carried: Unanimous.

Executive Director Report

Executive Director Rasmussen provided staff updates at headquarters. She provided an update on the Special Board Meeting to be held in September. She advised that IAAO has completed the required TAF Partner Compliance Review. She provided an update on the joint meeting of the Mass Appraisal Experience Task Force and State Harmonization Task Force held at HQ this month. She provided information regarding the upcoming strategic planning meeting being held in Kansas City, MO on November 10th & 11th. She provided an update on the NACo Annual Conference/ Specifically, during their annual conference, NACo adopted a resolution requesting that the FHFA release property characteristics data to large counties. This resolution was co-sponsored by assessors from Maricopa County, Arizona, and Cook County, Illinois. According to the Cook County Assessor's Office, the purpose of this resolution is to improve the accuracy of property assessments and make property tax systems fairer by providing access to detailed data on millions of property appraisals from the FHFA. This marks the first time NACo has adopted a policy focused on property assessment. She also stated that there was significant discussion at the 2025 NACo Annual Conference about the One Big Beautiful Bill (OBBB) Act and its impact on counties, particularly concerning property taxes.

President's Report

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

Other Business

President VanderVries provided an overview of Board expectations for the 2025 Annual Conference. Discussion was had regarding strategic partner meetings during the conference. The Board will contact HQ staff so Board members can be added to the list for strategic partner meetings. President-Elect/Treasurer Healey went over the 2026 Board meeting dates. Deputy Executive Director Whitcher provided an update on the audit and advised that the final draft will be ready for Board approval during their Special September Meeting.

Board Forum/Meeting Evaluations

Evaluation forms were distributed and completed.

MOTION: I move to adjourn the meeting at 2:13 p.m. (PDT).

Made by: Alvin Lankford, CAE, AAS

Seconded by: Allen Jolley

Motion carried: Unanimous.



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



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