

**NEW HAMPSHIRE ASSOCIATION OF ASSESSING OFFICIALS
IAAO AFFILIATE
BOARD OF DIRECTOR'S MEETING**

**Minutes
November 20, 2020
Virtual Meeting via ZOOM**

Education Session: None

I. Call to Order – President James Rice.

II. Roll Call - A Quorum of Members being present (16 members). Meeting began at 1:33 pm.

New Members/Guest – None

III. Secretary's Report: Secretary Commerford stated that the minutes from the September 8, 2020 Zoom Meeting were sent to the members via listserve email and asked for a motion to accept the minutes. **Scott Bartlett made a motion to approve the minutes as written, seconded by Marti Noel. President Rice called for a vote; 16-0-0 in favor.**

(There were no minutes for October due to a lack of a quorum).

IV. Treasurer's Report: Treasurer Scott Bartlett sent out via listserve the Treasurer's Report and Income and Expense Statement dated September 8, 2020, October 20, 2020 and November 20, 2020. **Mark Stetson made a motion to approve the report as presented, seconded by Marti Noel. President Rice called for a vote, 16-0-0 in favor.**

Also, Treasurer Bartlett needs approval from the Board that will give the incoming President the authority to sign NHAAO check. **Emily Goldstein made a motion to approve giving the incoming President the authority to sign NHAAO Checks. Seconded by Rosann Maurice-Lentz. President Rice called for a vote, 16-0-0 in favor.** There is a form that the Secretary needs to sign that this was approved at a regularly scheduled Board meeting.

New Business:

Election Results - Election committee chair Mark Stetson read the results of the 2020 Election. See attached for the results. Mark thanked Sue Golden and Shelley Charon (from Avitar) for their efforts in assisting with the election.

Recertification Fee – In 2015, the Board voted to waive the re-certification fee for the 5 year cycle ending in 2020. The Board now needs to vote on whether to continue to waive the fee, re-instate the fee or do away with it altogether. After some discussion, **Norm Bernaiche made a motion to re-instate the \$25 fee beginning in 2021 and have the Treasurer collect the fee when he sends out the membership dues. Seconded by Kris McAllister. President Rice called for a vote, 16-0-0 in favor.**

Emily Goldstein brought up a concern regarding CNHA's whose status is listed as Retired or Honorary but are still performing assessment work in New Hampshire. Her concern was whether they should pay the regular membership fee. It was decided to bring this forward in 2021.

Education Committee – Verna stated that the committee would like to upgrade the version of the Cognito Forms they use to the Pro-level. This would make it easier to submit and process course applications. The cost is \$10 per month (for two users). **Scott Bartlett made a motion to upgrade the Cognito Forms to the Pro version. Seconded by Kris McAllister. President Rice called for a vote, 16-0-0 in favor.**

Election Committee – There was a concern brought to the election committee regarding requiring a signature on the back of the ballot envelope citing privacy issues. Our by-laws require a signature on the ballot. After some discussion it was decided to not change the current process but that if anyone has an issue with the current ballot process they could mail the ballot in their own third envelope.

Honorary Member – President Rice stated that Rick Brideau has retired and is recommending him for Honorary Membership. **Jim Commerford made the motion to award Rick Brideau as an Honorary Member. Seconded by Marti Noel. President Rice called for a vote, 16-0-0 in favor.** Congratulations Rick and thank you for your years of service to the NHAAO!

15 Year CNHA – Jim Commerford recognized Rick Vincent and Ed Tinker on achieving their 15 year CNHA status. Congratulations Rick and Ed!

Education Committee – Verna Sharpe announced that Steve Hamilton will be committee co-chair in 2021.

Jim Michaud mentioned that Rick Brideau's retirement creates a vacancy for the Regional Director in Rockingham/Strafford County.

Adjournment: There being no further business before the Association Board of Directors, President Rice asked for a motion to adjourn the meeting; no objection, 16-0-0, unanimous in favor, the meeting adjourned at 2:07 pm.

The next scheduled meeting will be the organizational meeting held in December TBA. .

Respectfully Submitted:

James Commerford, CNHA

James Commerford, CNHA, Secretary (Meredith)

APPROVED

**NHAAO Board of Directors Business Meeting
Agenda**

November 20, 2020

**ZOOM Meeting
Host – Jim Rice, President**

Mix and Mingle Via Zoom: 1:00 – 1:30

Business Meeting: 1:30 – 3:00 PM

Call to order – President – Jim Rice

I. Roll call– Members

1st Vice President – Marti Noel
2nd Vice President – Kris McAllister
Secretary - Jim Commerford
Treasurer - Scott Bartlett
Past President – Dan Langille

Regional Directors (5)

1. **Coos & Grafton** – Doug Irvine
2. **Carroll & Belknap** – Todd Haywood
3. **Merrimack & Sullivan** - Norm Bernaiche
4. **Hillsborough & Cheshire** – James Michaud
5. **Rockingham & Strafford** – Rick Brideau

County Directors (10)

1. **Belknap** –
2. **Carroll** – Corie Hilton
3. **Cheshire** – Mark Stetson
4. **Coos** – Jason Call
5. **Grafton** – Julie Huntley
6. **Hillsborough** – Chuck Kurfehs
7. **Merrimack** – Loren Martin
8. **Rockingham** – Emily Goldstein
9. **Strafford** – Jon Rice
10. **Sullivan** – Dave Marazoff

II. Committee Chairs/Representatives

1. **By Laws** –Tim Ballantine/ Bob Gagne
2. **Certification** – Jim Commerford
3. **Communications** – Dave McMullen
4. **Conference** – Kris McAllister
5. **Education** – Verna Sharpe

6. **Election** – Marc Stetson
7. **Ethics** – Rick Vincent
8. **Finance** – Marti Noel
9. **Legislative** – Jim Michaud
10. **Membership** – Emily Goldstein
11. **Nominating** – Dan Langille
12. **Publicity** – Beth Hamilton-Charlebois/Bill Ingalls
13. **Scholarship** – Lee Ann Provencher
14. **NRAAO Representative** – Rick Brideau
15. **IAAO Representative** – Kathy Temchack/Rick Brideau
16. **Assessing Standards Board Rep** – Dave Marazoff
17. **BTLA** – Tom Hughes
18. **Current Use Board** – Norm Bernaiche
19. **DRA** – Sam Greene

- III. **Secretary's Report** – Approve Secretary Minutes for September and October 2020
- IV. **Treasurer's Report** – Approve Treasurer Reports for September and October 2020 and to have the incoming President sign NHA AO checks?

V. **Old Business**

VI. **New Business:**

Election Committee – Results of election,

Certification Committee – Should the recertification fee of \$25 be waived for the next 5-year cycle, reinstate the fee or eliminate the fee altogether?

Education Committee – The committee uses Cognito Forms to track on-line registrations. Currently, they are using the free version which allows only one log-in. However, Verna will be Co-Chairing the committee next year and is delegating different responsibilities to committee members. This person would also need to have the ability to log-on as well as Verna.

Election Committee – Should signatures be on the outside of return envelope? Identity theft.

Membership Committee - Recommended that Rick Brideau receive an Honorary Lifetime NHA AO Membership who recently retired.

VII. **Roundtable Updates with Committee Chairs**

VIII. **Adjournment**

IX. **Following adjournment of the annual business meeting, we will move into the annual award ceremony after a 10-minute break.**

NH BOARD OF DIRECTORS ATTENDANCE SHEET 2020

OFFICERS

MEETING DATE: 11/20/20

- | | | |
|--------------------|-------------------------------------|---------------------------|
| President | <input checked="" type="checkbox"/> | Jim Rice, Durham |
| 1st Vice President | <input checked="" type="checkbox"/> | Marti Noel, Milford |
| 2nd Vice President | <input checked="" type="checkbox"/> | Kris McAllister, Tri-town |
| Treasurer | <input checked="" type="checkbox"/> | Scott Bartlett, Goffstown |
| Secretary | <input checked="" type="checkbox"/> | Jim Commerford, Meredith |
| Past President | <input checked="" type="checkbox"/> | Dan Langille, Keene |

REGIONAL DIRECTORS

- | | | |
|----------------------------------|-------------------------------------|---------------------------|
| Region 1-Coos & Grafton | <input checked="" type="checkbox"/> | Doug Irvine, Bedford |
| Region 2-Carroll & Belknap | <input checked="" type="checkbox"/> | Todd Haywood, Greenland |
| Region 3-Merrimack & Sullivan | <input checked="" type="checkbox"/> | Norm Bernaiche, Sunapee |
| Region 4-Hillsborough & Cheshire | <input checked="" type="checkbox"/> | Jim Michaud, Hudson |
| Region 5-Rockingham & Strafford | <input type="checkbox"/> | Rick Brideau, Londonderry |

COUNTY DIRECTORS

BELKNAP Deb Derrick

HILLSBOROUGH Chuck Kurfels

CARROLL Corie Hilton

MERRIMACK Loren Martin

CHESHIRE Mark Stetson

ROCKINGHAM Emily Goldstein

COOS Jason Call

STRAFFORD Jon Rice

GRAFTON Julie Huntley

SULLIVAN Dave Marazoff

*11 members required for a quorum.

NH ASSOCIATION OF ASSESSING OFFICIALS

Treasurer's Report
November 20, 2020

Beginning Balance October 13, 2020			\$43,398.66
Steve Tellier Fund			\$8,575.06
NHAAO Account			\$34,823.60
INCOME			
	Conference	Sponsor	\$3,100.00
	Education	Course Fees	\$9,895.00
	Treasurer	Dues	\$120.00
	Certification	CNHA Exams	\$400.00
Total Income			\$13,515.00
EXPENSES			
	Certification	Plaques	\$25.40
	Conference	Door Prizes, Gifts, Course Fee etc	\$1,641.59
	Education	Course 311 - Certification	\$4,740.00
	Finance	IAAO Dues	\$220.00
	Nominating	Awards	\$422.10
	President	Gifts	\$492.15
	Scholarship	October Calendar	\$600.00
	Scholarship	Calendar Expenses (\$41.48 from NHAAO Acc)	\$260.60
Total Expenses			\$8,401.84
Ending Balance November 20, 2020			\$48,511.82
Steve Tellier Fund			\$7,755.94
NHAAO Account			\$40,755.88



NH ASSOCIATION OF ASSESSING OFFICIALS

Income and Expense Statement

November 20, 2020

OFFICERS	Actual Income	BUDGETED INCOME	Actual Expenses	BUDGETED EXPENSES
President	0.00	0.00	\$492.15	1,500.00
Secretary	0.00	0.00	22.00	100.00
Treasurer	8,945.00	8,500.00	1,239.67	2,032.00
TOTAL OFFICERS	8,945.00	\$8,500.00	1,753.82	\$3,632.00
COMMITTEES				
By-Laws	0.00	0.00	0.00	25.00
Certification	400.00	300.00	55.40	300.00
Communications	0.00	0.00	356.25	450.00
Conference	3,600.00	8,200.00	2,232.33	8,200.00
Education	21,460.00	40,000.00	7,630.00	40,000.00
Elections	0.00	0.00	279.98	500.00
Ethics	0.00	0.00	31.35	350.00
Finance	0.00	0.00	1,659.00	1,409.00
Legislative	0.00	0.00	1,875.00	2,500.00
Membership	0.00	0.00	0.00	280.00
Nominating	0.00	0.00	434.60	450.00
Publicity	1,625.00	2,250.00	0.00	2,800.00
Scholarship	5,870.06	4,500.00	2,960.60	4,100.00
<i>(NRAAO Account)</i>			<i>41.48</i>	
<i>(Steve Tellier Scholarship Fund 5.870.06)</i>			<i>2,919.12</i>	
NRAAO Conference	0.00	0.00	3,000.00	3,000.00
TOTAL COMMITTEES	\$32,955.06	\$55,250.00	\$20,514.51	\$64,364.00
TOTAL BUDGET	\$41,900.06	\$63,750.00	\$22,268.33	\$67,996.00
Steve Tellier Scholarship Fund	Starting Balance	Income Expense		Current Bal
	4,805.00	5,870.06	2,919.12	\$7,755.94

/s/ Scott W Bartlett
Scott W. Bartlett, Treasurer

11/18/2020
Date

