

## December 10, 2020 Agenda



### *Agenda*

- ❖ Call to Order
- ❖ Special Guest Speaker: Will Gast Michigan Dept. of Treasury
- ❖ Secretary's Report: Dawn Burek
- ❖ Membership Report: Robin Moore
- ❖ Treasurer's Report: Joanie Barnett
- ❖ Election of New Officers: Malena McCoy
- ❖ Swearing in of Officers
- ❖ Announcements & Adjournment
  - Board of Review Class - January 28<sup>th</sup>, 2021
  - Narrative Appraisal Review for Office Buildings - April, 2021
  - 2021 Membership & Scholarship Info

### *2020 Executive Board*

- ❖ President: Scott Williams
- ❖ Vice President: Kimberly Comer
- ❖ Treasurer: Joanie Barnett
- ❖ Secretary: Dawn Burek
- ❖ Member at Large: Robin Moore
- ❖ Member at Large: Christina Lemere
- ❖ Member at Large: Kathleen Pope
- ❖ Past President: Jessica Gracer

## December 3, 2020 Agenda

Wayne County Association of Assessing Officers (WCAAO)  
Executive Board Meeting  
Dec 03-2020 – 3:00 pm  
ZOOM

### Agenda

*Scott Williams – President  
Kim Comer - Vice President  
Dawn Burek - Secretary  
Joanie Barnett - Treasurer*

*Robin Moore - Member at large  
Christina Lemere – Member at large  
Kathleen Pope – Member at large  
Jessica Gracer - Past President*

#### **Call to order:**

Secretary's Report

Treasurer's Report

Membership/Website Report

#### **Unfinished Business:**

- Annual General Meeting (flyer/reports/agendas)
- Key Note Speaker(s) CAMA Standards/AMAR
- Do we have a set date for MBOR Class (Thank you Eric)

#### **New Business:**

- New Board Member (Welcome)
- Any changes to the (Procedure Manual/By-Laws)

**Next meeting date:** Annual Meeting (Executive Board)

**Any other new business?**

**Adjournment.**

# December 3, 2020 Minutes

Wayne County Association of Assessing Officers (WCAAO)  
2020 WCAAO Board Member Meeting Minutes



December 3rd, 2020 3:00 PM  
Zoom

**2020 Board Members Present:**

Scott Williams – President  
Kim Comer – Vice President  
Dawn Burek – Secretary  
Joanie Barnett – Treasurer  
Robin Moore – Member at Large  
Christina Lemere -Member at Large  
Kathleen Pope -Member at Large  
Jessica Gracer- Past President

**Others Present:**

Malena McCoy – (2021 WCAAO Board Member at Large)

**Call to Order:** 2:59 PM

- A. Secretary's Report: n/a
- B. Treasurer's Report: n/a
- C. Membership/Website Report: n/a
- D. Scholarship Report: n/a

**Unfinished Business:**

WCAAO 41<sup>st</sup> Annual Meeting, Thursday December 10<sup>th</sup> at 3:00pm.

- Will Gast from STC will do 15-20 minutes on AMAR and possible Q & A session.
- Virtual Program to be sent prior to meeting. (PDF of Last minutes and Treasurers Report)
- Need to confirm whether MAA president needs to swear in new board or not.
- 

Upcoming March Board of Review Class

- Date will be January 28<sup>th</sup>, 2021 (9 am to Noon) on Zoom
- Eric Dunlap will teach and do screen sharing

**New Business:**

Review By-Laws for Possible changes

**Meeting Adjournment:** 3:24 PM

Motion to Adjourn: Dawn Burek  
Second: Joanie Barnett

## November 5, 2020 Agenda

Wayne County Association of Assessing Officers (WCAAO)  
Executive Board Meeting  
November 05-2020 – 3:00 pm  
ZOOM

### Agenda

*Scott Williams – President  
Kim Comer - Vice President  
Dawn Burek - Secretary  
Joanie Barnett - Treasurer*

*Robin Moore - Member at large  
Christina Lemere – Member at large  
Kathleen Pope – Member at large  
Jessica Gracer - Past President*

#### **Call to order:**

Secretary's Report

Treasurer's Report

Membership/Website Report

#### **Unfinished Business:**

- New Members
- Virtual Classes (Matt Dingman)
- Moving forward (Covid)
- Informing WCAAO Members (Memberships (extend) & Scholarships (double) 2021)

#### **New Business:**

- Annual Meeting (Virtual)  
(Date? Time? Packet? Flyer?)
- MBOR (What to do)

**Next meeting date:** Annual Meeting (Executive Board)

**Any other new business?**

**Adjournment.**

**New Business:**

A. Annual Meeting:

Doing on Zoom this year. Date: Thursday, December 10<sup>th</sup> at 3:00 pm.

Flyer with link to Zoom will be sent out.

Can do the minutes, etc & Matt Raftary for the swearing in. Q & A Session? Key Speaker?

Will Gast from the STC re: AMAR is a thought or a speaker on CAMA data standards?

Dawn to call LaToya-would she know someone who would want to speak about CAMA on a zoom call for about 15 minutes. Maybe her or Scott?

B. March Board of Review class on zoom in February? Price free. Eric could teach virtually?

(Robin will ask Eric)

Motion for \$50 Gift Card to be given to Eric for doing the class.

Motion to accept: Kim Comer

Second: Joanie Barnett

C. Zoom Account Upgrade. Upgrade would allow us to have up to 300 people on at a time and video recording.

Motion to accept: Dawn Burek

Second: Joanie Barnett

**Next Meeting Date:** December 3<sup>rd</sup>, 2020 on Zoom, Short meeting in prep for Annual Meeting, Kim will send link.

**Meeting Adjournment:** 3:59 PM

Motion to Adjourn: Scott Williams

Second: Kim Comer

## November, 2020 Treasurer's Report

WAYNE COUNTY ASSOCIATION OF ASSESSING OFFICERS TREASURER'S REPORT					
JANUARY 01, 2020 THRU DECEMBER 31, 2020					
<b>1/1/2020 SAVINGS:</b>				Savings: Beginning Bal:	\$196.42
2020 Dividends through 10/1/2020	\$	0.16	Total	Savings: Ending Bal:	Tot \$196.58
<b>1/1/2020 CHECKING:</b>				Checking: Beginning Bal:	\$9,196.66
<b>Deposits:</b>					
Checks	1/9/2020	\$ 985.00	Membership Dues		
Cash	1/9/2020	\$ 230.00	J. Dahlquist donated part pf 50/50 winnings.		
Checks	1/22/2020	\$ 1,065.00	Membership Dues		
Checks	2/13/2020	\$ 455.00	Membership Dues		
Checks	3/11/2020	\$ 30.00	Membership Dues		
Checks	4/23/2020	\$ 35.00	Membership Dues		
Checks	10/20/2020	\$ 15.00	Membership Dues		
		\$ 2,815.00	Total Income		Tot \$12,011.66
<b>Expenses:</b>					
Debit	1/14/2020	\$ (100.00)	Amazon Card-eric Dunlap BOR class		
Debit	2/6/2020	\$ (11.96)	CVS - Water for BOR Class		
check #1600	2/20/2020	\$ (360.00)	Park Place Catering-BOR Class		
Debit	8/7/2020	\$ (20.00)	LARA Corp Online filing		
Debit	10/27/2020	\$ (158.89)	Annual Zoom Video Pro Mbrshp.		
		\$ (650.85)	Total Expenses:		
				Checking Ending Balance	\$11,360.81

# October 1, 2020 Agenda

Wayne County Association of Assessing Officers (WCAAO)  
Executive Board Meeting  
October-01-2020 3:00 pm  
ZOOM Meeting

## Agenda

*Scott Williams – President  
Kim Comer - Vice President  
Dawn Burek - Secretary  
Joanie Barnett - Treasurer*

*Robin Moore - Member at large  
Christina Lemere – Member at large  
Kathleen Pope – Member at large  
Jessica Gracer - Past President*

### **Call to order:**

Secretary's Report

Treasurer's Report

Membership/Website Report

### **Unfinished Business:**

- Scholarships (Selection, Good for 2021)
- Website (Updated)
- Board Member Contact information
- Board Members Responsibilities

### **New Business:**

- Covid and moving forward
- Covid and in person classes
- Covid (not having a golf outing)
- Zoom account for WCAAO
- Virtually Classes (Narrative Appraisal Review-Matt Dingman)

**Next meeting date:** TBD-Scott

**Any other new business?**

**Adjournment.**

## October 1, 2020 Minutes

Wayne County Association of Assessing Officers (WCAAO)  
General Membership Meeting



October 1st, 2020 3:00pm

Zoom

**2020 Board Members Present:**

Scott Williams – President  
Kim Comer - Vice President  
Joanie Barnett - Treasurer  
Robin Moore - Member at large  
Christina Lemere – Member at large  
Kathleen Pope – Member at large  
Jessica Gracer - Past President

**Not Present**

Dawn Burek– Secretary

**Call to Order:** 3:05pm

- A. Secretary's Report: (Not Present, no report)
- B. Treasurer's Report: Joanie Barnett
  - A. \$11,504.07 balance
- C. Membership Report: Robin Moore
  - A. Motion to roll over memberships from 2020 to 2021  
Motion to Accept: Robin Moore  
Second: Kim Comer
- D. Scholarship Report:
  - A. Motion to double the number of scholarship picks for 2021  
Motion to Accept: Kim Comer  
Second: Robin Moore

**Unfinished Business**

- A. Scholarships - was decided during the report
- B. Board Member Information and Responsibilities- decided to review at next meeting and talk about 2021 positions

**New Business**

- A. The annual meeting will be held on Zoom.
  - a. Motion to purchase a yearlong subscription to Zoom through WCAAO  
Motion to Accept: Kim Comer  
Second: Scott Williams
- B. Will Speak with Matt about hosting the narrative appraisal class next year around April
- C. Next meeting date - November 5<sup>th</sup> Zoom meeting at 3:00PM

**Adjournment:** 3:35 PM

Motion to Accept: Joanie Barnett  
Second: Kim Comer



## 2020 March Board of Review Class Expenses

2020 March Board Of Review Class			2/6/2020
<b>INCOME</b>			
Free to all	\$	-	
68 RSVP's and 57 in attendance			
TOTAL INCOME	\$	-	
<b>EXPENSES</b>			
Park Place Catering Co	\$	360.00	
Water - CVS	\$	11.96	
Gift Card-Instructor Mr. Dunlap	\$	100.00	
TOTAL EXPENSES	\$	471.96	
	\$	(471.96)	TOTAL PROFIT/(LOSS)

# January 10, 2020 Agenda

Wayne County Association of Assessing Officers (WCAAO)  
Executive Board Meeting  
January 10<sup>th</sup>, 2020 – 3:00 pm  
Panera Bread, 19440 West Rd, Woodhaven

## Agenda

*Scott Williams – President  
Kim Comer - Vice President  
Dawn Burek - Secretary  
Joanie Barnett - Treasurer*

*Robin Moore - Member at large  
Christina Lemere – Member at large  
Kathleen Pope – Member at large  
Jessica Gracer - Past President*

### **Call to order:**

Secretary's Report

Treasurer's Report

Membership/Website Report

### **Unfinished Business:**

- Wrapping up Annual Meeting
- Balance of 2019 Funds
- Scholarships (Select at Next Meeting?)
- Website Updated?
- Swearing-in of new member (Kathleen Pope)

### **New Business:**

- MBOR Seminar:  
(Date-02/06/2020 Check-in 8:30/Class 9:00-12:00 Location- Brownstown Event Center)
- New Members (Bylaws, Introductory Booklet, Website info, etc..)
- All Board Members Contact information
- All Board Members Responsibilities (Who will handle What?)
- Golf Outing (With or Without SECMAA?)
- Class Ideas after MBOR

**Next meeting date:** TBD-Scott

**Any other new business?**

**Adjournment.**

## January 10, 2020 Minutes

Wayne County Association of Assessing Officers (WCAAO)  
2020 WCAAO Board Member Meeting Minutes

January 10<sup>th</sup>, 2020 3:00 PM  
Panera Bread, 19440 West Road, Woodhaven



**2020 Board Members Present:**

Scott Williams – President  
Kim Comer – Vice President  
Dawn Burek – Secretary  
Joanie Barnett – Treasurer  
Robin Moore – Member at Large  
Christina Lemere -Member at Large  
Kathleen Pope -Member at Large

**Not Present:**

Jessica Gracer- Past President

**Call to Order:** 3:13 PM

- A. Secretary's Report: Dawn Burek gave all December minutes  
Motion to Accept: Kim Comer  
Second: Scott Williams
  
- B. Treasurer's Report: Joanie Barnett gave all recap of 2019  
Overall Loss for the year: -\$3,671.64  
End Total for 2019: \$10,411.66  
Motion to Accept: Scott Williams  
Second: Dawn Burek
  
- C. Membership/Website Report: None

**Unfinished Business:**

- A. Swearing-In of New Member Kathleen Pope was done
  
- B. Wrapped up Annual Meeting. Discussed possible locations in Downtown or Downriver  
Maybe have it at Sinbads? Look into a possible Speaker at the next Annual Meeting.
  
- C. Discussed Scholarships. We will pull 10 names for \$250 each at next meeting. No Alternates. Christina will take over the announcements for that.
  
- D. Discussed that Website and pictures on the Website are updated. Robin will start the process of locating the Agendas and Minutes for the Meetings on the Website.

**New Business:**

- A. MBOR Seminar:  
Date: 2-6-20, Check-in 8:30am, Class 9am – Noon, Location: Brownstown Event Center  
Be there at 8am to set up, Dawn & Joanie to do Check-In table, Joanie to bring Membership Applications, Robin to Bring Extra Handouts if needed and bring cooler, Amazon Gift Card will be purchased (\$100) to give to Eric Dunlap for teaching the class, Scott will get with Park Place for Coffee/Donuts and Bring Waters
- B. New Members (Christina & Kate) were given Bylaws, Introductory Booklet, Website, Etc..
- C. All Board Members Updated/Added their contact Information (Dawn to type up and distribute with the minutes).
- D. Golf Outing: Looking at possible dates of August 28<sup>th</sup> or September 18<sup>th</sup>. Scott & Kim to discuss. Will be without SECMAA. Lunch will be immediately following Golf. Discussed using Dearborn Hills again.
- E. Thinking of an After March Board of Review party/get together. Something fun, thoughts were Axe Throwing, Fowling, fun places downtown? Board will discuss more in the next month or so.
- F. Class Ideas for after March Board of Review: Scott will call Dave Kirwin, possible New BS&A topics for classes? Thoughts of Shila teaching a class or 2?

**Next Meeting Date:** April 3<sup>rd</sup>, 2020 at Panera Bread, 19440 West Road, Woodhaven

**Meeting Adjournment:** 4:03 PM

Motion to Adjourn: Kim Comer

Second: Joanie Barnett

## 2020 Treasurer's Report

WAYNE COUNTY ASSOCIATION OF ASSESSING OFFICERS TREASURER'S REPORT					
JANUARY 01, 2020 THRU DECEMBER 31, 2020					
<b>1/1/2020 SAVINGS:</b>			<b>Savings: Beginning Bal:</b>		<b>\$196.42</b>
2020 Dividends through 4/1/2020	\$	0.12	Total	<b>Savings: Ending Bal:</b>	<b>\$196.54</b>
<b>1/1/2020 CHECKING:</b>			<b>Checking: Beginning Bal:</b>		<b>\$9,196.66</b>
<b>Deposits:</b>					
Checks	1/9/2020	\$ 985.00	Membership Dues		
Cash	1/9/2020	\$ 230.00	John Dahlquist Donated 50/50 winnings		
Checks	1/22/2020	\$ 1,065.00	Membership Dues		
Checks	2/13/2020	\$ 455.00	Membership Dues		
Checks	3/11/2020	\$ 30.00	Membership Dues		
Checks	4/23/2020	\$ 35.00	Membership Dues		
		<b>\$ 2,800.00</b>	<b>Total Income</b>	<b>Tot</b>	<b>\$11,996.66</b>
<b>Expenses:</b>					
Debit	1/14/2020	\$ (100.00)	Amazon Card-Eric Dunlap BOR Class		
Debit	2/6/2020	\$ (11.96)	CVS - Water for BOR Class		
check #1600	2/20/2020	\$ (360.00)	Park Place Catering-BOR Class		
Debit	8/7/2020	\$ (20.00)	LARA Corp Online filing		
		<b>\$ (491.96)</b>	<b>Total Expenses:</b>		
				<b>Checking Ending Balance</b>	<b>\$11,504.70</b>