

2019 Convention Minutes
June 12-14, 2019
Ramkota, Aberdeen, South Dakota

Our Annual Convention was hosted by Titles of Dakota in Aberdeen.

The morning began with the introduction of the vendors. Each vendor gave a small speech on their product.

Gail Ochs with the Aberdeen Area Chamber welcomed SDLTA to Aberdeen. She suggested places to visit while in Aberdeen and mentioned events that were happening.

Michelle Gibbens with the NDLTA gave a short talk on North Dakota. She said all but 2 counties do e-recordings. She mentioned that it is working great for them. North Dakota passed the remote online notary and it begins August 1st. They no longer have a 60 day redemption period on abandoned property. She also mentioned that they are having some changes to the Transfer On Death Deed.

Barbara Gilmore with Old Republic spoke for Minnesota. She mentioned the legislation bills that are happening in MN. The Surrender Certificate Bill for Mobile Homes did not pass. They passed a Hands-free Bill that prohibits the use of cell phone in vehicles. You can not use the phone at all in a vehicle. They passed the remote notary bill last year and she stated that it is getting off to a slow start. They will be having their annual convention in August.

Detective Brad Jung with the Aberdeen Police Department's task force "Tundra Task Force" was the next speaker. He gave a very informative talk on drugs along with showing us some of his actual videos on stops/arrests. He spoke of the physical and psychological effects of drugs. He explained how meth, marijuana, cocaine, acid, heroin & opioids effects people. One-time use can cause someone to be addicted. He spoke on the different forms that drugs come in and the different ways people use them. He also told us how to tell if someone is "high".

Ellen Margheim explained Slido, which was a website that the attendees could go to and type in a question for the underwriters at the Friday morning session.

Lobbyist Matt McCaulley gave a legislative update. He gave us a rundown on some the current bills. He mentions that Governor Kristi Noem was the first Governor to veto and have a video on it. Some of the topic he covered were:

Habitat; Hemp; Pipeline (90% of the protestors in NE were not from ND); Bathroom Bill (Transgender – very controversial); Patridge Amendment; Random Drug tests (this is killed every year); Licensure & Standards for title companies.

Notary Legislation (HB1272) e-notary/remote notary – bill passed; There will be requirements:

- Personal knowledge of the remote signer
- Wet ink signature on original doc
- New notary block
- Communication technology
- You must be a SD Notary

- Confirm document is the same as the one actually signed.

Lastly Matt spoke of what is coming up; CAFO; Flooded private lands; Drain Tile; Wind Towers; Property rights

After lunch Ryan McKnight from SDSU gave a talk on the SD Land Value & Real Estate Program available at SDSU. He introduced some of his students that have taken the courses or are taking the courses. Some of his students have or are doing internships with title companies. He spoke on the growing need for more rural and agricultural appraiser and real estate agents.

If anyone is interested in having an intern work for them please contact Ryan McKnight (ryan.mcknight@sdstate.edu)

Unfortunately, the ATLA Representative that was scheduled to appear had her flight canceled. Cynthia Durham Blair opted for doing her presentation through the website. Also, unfortunately the sound was not the best. She touched on the following topics, which I will not go into great detail on:

- Preparing for Tomorrow – the 2019 housing market and how individuals/borrowers prefer to apply for a loan.
- Remote notaries
- New ALTA E-newsletter
- ALTA Digital Fix newsletter
- ALTA Registry – (This is free, so please register)
- Best Practices
- ALTA Marketplace is a good resource tool for the following
 - If you are looking for any hiring resources go to the Hiring Process @ ALTA.org
 - Compensation Index – a tool to help you evaluate benefits & compensation packages
- Power of Values & Culture
- Tips for Leaders
- HOP – Homeowners Outreach Program
- ALTAPrints.com – can help you with advertising etc.
- Protecting your Data & Money
 - Data security
 - Phishing
 - Wire Fraud
 - Report to FBI@IC3.GOV
- ALTA.ORD/WIREFRAUD
- WWW.STOPWIREFRAUD.ORG

If anyone is interested in the ALTA Meetings go to ALTA.ORG/EVENTS

BUSINESS MEETING

At 3:05 PM President Michael Anderson, called the meeting to order and declared a quorum present. A motion was made to approve the prior annual minutes. Ellen Margheim moved and Sam Benne seconded. A motion was made to approve the Financial Report. David Wick moved and Brian Baczwaski seconded.

Michael Anderson gave the President's report. He went to Washington, DC this spring. He spoke of the importance of having Matt McCaulley as our lobbyist and all that he does for us. He touched on Remote Notaries and stated how this could hurt our closings. Michael announced that Sarah Larson had resigned as the Secretary/Treasurer and that Nancy Lewellen would be replacing her.

Nancy Lewellen did not have a secretary report as she just took over the duties. Josh Reisetter made a motion to approve and Greg Wick seconded.

Traci Renkly gave the Legislative report. A motion was made to approve by Greg Wick and seconded by Ellen Margheim.

Greg Wick presented the Register of Deeds Liaison report. He stated how important it is for us to all work together. We need to have a good working relationship with our local register of deeds office. He said that the offices are still working on data clean up – blacking out social security number. A motion was made to approve by Donna Wright and seconded by Craig Parkhurst.

Michael Anderson presented the By-Laws. A motion to approve was made by Traci Renkly and seconded by Brian Baczwaski.

Ellen Margheim of the Audit Committee did not have anything to report at this time. She stated that she would be getting together with Nancy Lewellen in the near future after Nancy has received all of the files and financials from Sarah Larson. A motion was made to approve by Sam Benne and seconded by David Wick.

David Wick presented the Budget Committee's report. A motion was made to approve by Billy Stitz and seconded by Brian Baczwaski.

The Time & Place Committee stated that next years annual convention will be held in Spearfish. A motion to approve was made by Sam Benne and seconded by Brian Baczwaski.

The Nominating Committee nominated the following:

David Wick as Vice President

Nancy Lewellen as Secretary/Treasurer

Brian Baczwaski to take over Nancy Lewellen's Board Member seat

Clair McDougal to replace Sam Benne on the Board

A motion to approve was made by Josh Reisetter and seconded by Greg Wick.

Donna Wright presented the Resolutions Committee report and stated that there was nothing new. A motion to approve was made by David Wick and seconded by Traci Renkly.

Greg Wick gave the UJS report. There was nothing new. A motion to approve was made by Clair McDougal and seconded by Traci Renkly.

David Wick gave the Technology report. He spoke a little on "Block Chains". A motion to approve was made by Traci Renkly and seconded by Brian Baczwaski.

Michael Anderson asked if there was any Old Business and there was none. New Business – “Assessors to accept Owner Occupied year-round instead of just one a year”

The installation ceremony was presented by Greg Wick. The following were sworn in:

Traci Renkly – President

Ellen Margheim – President Elect

David Wick – Vice President

Nancy Lewellen – Secretary/Treasurer

Michelle Schimke – Board Member

Brian Baczwaski – Board Member

Clair McDougal – Board Member

Michael Anderson -Past President

The Duties and Responsibilities and Authority for the Secretary/Treasurer are attached to these minutes as Exhibit A and made a part of these minutes.

Nancy Lewellen as the new Secretary/Treasurer,

Adjourned @ 3:20 PM

Submitted 6/13/2019 by Nancy Lewellen


Nancy Lewellen – Secretary/Treasurer

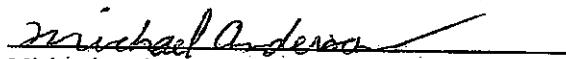

Michael Anderson – President

EXHIBIT A

DUTIES, RESPONSIBILITIES AND AUTHORITY FOR SECRETARY/TREASURER

It is the duty of the Secretary/Treasurer to plan and organize each of the Association's special events, from arranging for speakers to managing the finances. This requires work throughout the entire fiscal year, from scheduling to requesting feedback from members, to working with venue staff, entertainment, presenters, and host company staff, as well as handling tax filings, bank accounts, the web site, membership, correspondence with the public, fielding several questions annually for the SDABE, among others. Often, personal travel and meetings are necessary. The Secretary/Treasurer plans event meals, sets the agenda, purchases, prints, and assembles name tags, agendas, and hand-outs, contacts the national ALTA office to arrange for their representative, contacts neighboring states to invite their presidents to our annual meeting, receives and responds to national ALTA requests, works with vendors, old and new, requests large financial sponsorships from our underwriters, prepares financial reports for the membership, takes minutes at all meetings, sends thank you notes to participants and sponsors, buys gifts for speakers and visiting state presidents, assists with the Chili and Oyster Feed each February, and stores and maintains all SDLTA supplies, documents, and files, among the day to day duties necessary to run the organization, such as keeping in contact with the Board and committees, running most decisions by the entire Board, filing the tax return, and complying with all document submissions with the state. Specific duties and responsibilities are as follows:

ANNUAL CONVENTION:

1. Contact host company to make arrangements for dates, times, speakers, etc. Provide the host company with list of duties and responsibilities. The vice-president and secretary/treasurer should work with the host company to plan and execute the convention. Block off rooms, ensure the facility has the capability of meeting our needs, discuss AV equipment and catering.
2. Contact ALTA to arrange for representative/speaker. Work continuously with ALTA for speech requirements, PowerPoint, publish on website if requested. No registration fee charged. Book hotel room, send confirmation to Rep. Pay for Rep room.
3. Contact neighboring states and invite presidents to meeting. Typically MN, IA, NE, ND. We do not charge a registration fee for anyone attending. (Most neighboring states pay for the attendees rooms at their convention. If the visiting president Assn does not pay for their rooms at our convention, we typically reimburse them.)
4. Contact vendors. Typically Halfile, SimpliFile, Softpro, Rynoh, IPE1031, eClosing, Qualia, or any other vendor who may contact or show any interest. Email registration form to them and work with them with tables, introductions, door prizes, sponsorships, etc. Send them a list of all attendees once finalized.
5. Contact underwriters for sponsorships. (Or have the VP do that as part of his/her duties.) Use formal letter request, accommodate payments online, etc.

6. Email statement to underwriters for their sponsorships.
7. Prepare preliminary agenda including registration information for distribution to membership, underwriters, and vendors. Try to get this out at least 1 month to 8 weeks ahead of convention. Also email copy of agenda to ALTA Rep & visiting presidents.
8. Four days prior to convention, notify hotel of number of guests attending.
9. Prior to convention, email final agenda along with minutes of the last convention and the financial statements to all the membership. (I do not mail to underwriters.) Do this in lieu of making copies for the business meeting.
10. Prepare financial statement for the Annual Convention. Email to the membership along with minutes and final agenda.
11. Prior to the Annual Convention, prepare financial information to the Budget Committee in order that they can prepare a budget for the following year. If requested, prepare a draft proposed budget for them to use.
12. At the Convention – the Audit Committee will request the financials binder complete with receipts, deposit slips, check ledger, bank statements, CDs, etc. for review prior to the business meeting. Have this prepared with all necessary information.
13. Prepare the Resolution Committee report.
14. Prepare the Installation Ceremony with proposed names. Correspond with the Nomination Committee for several weeks prior to the Convention in order to make sure all positions are covered and the nominated persons have or will agree to hold the respective positions.
15. Contact all committees and inform them of the information they need to present their committee report at the annual meeting.
16. Take minutes at the Annual Convention. Type up minutes and post them on the website.
17. If new president calls for meeting at convention – take minutes and email to Board.
18. Log and deposit registration fees. Pay bills as they come in for the Convention.
19. Ensure gifts were purchased for the speakers, visiting LTA presidents, and ALTA rep; arrange for a host person to be in charge of giving gifts to speakers before they leave. Have host company submit bill and pay for these gifts. If they did not do so, this is your responsibility.
20. Email or send thank you notes to the participants.

DUES:

1. In early December – mail out Annual Dues Form to ALL Companies, underwriters, and vendors. This is often done along with sending the Agenda for the MidWinter Meeting. Update the website to allow companies to pay dues online. Send invoices upon request. Log all payments made and their dates. Update and maintain all of this information in QuickBooks as well.
2. Per BYLAWS – if dues are NOT paid by March 1st, we CAN charge an additional \$100.00. Also, if dues are not paid – their name is removed from the website.
3. May need to mail additional reminders!
4. Compile data list of members in good standing. Ensure all information is consistent in our records and on the website. Alter the website as needed.

MIDWINTER MEETING:

1. The date for the meeting is always the same date that the SD Board of Realtors establishes as the Chili/Oyster Feed. They typically plan the dates well in advance.
2. Each July or August, make arrangements with the event center for meeting room, lunch and breaks. Closer to the meeting, check on A/V equipment, room setup, and meal planning.
3. Find speakers, prepare agenda, keep in contact with speakers, confirm with them at least once before the meeting date. The Board should work with you in preparing the agenda.
4. Email preliminary agenda along with registration fees to membership and underwriters. Best to do this in December when emailing Dues notices.
5. Get an estimate to the event center for lunch numbers about 1 week prior to meeting date. May need to remind membership to get registration to you for the numbers. **IF MEETING IS CANCELLED DUE TO WEATHER – WE DO NOT RE-SCHEDULE. HOWEVER, WE STILL PAY OUR 1/3RD SHARE OF CHILI/OYSTER FEED TO REALTORS ASSN.**
6. SDLTA along with Realtors Assn and Home Builders Assn host the chili/oyster feed for the legislators beginning at 6PM the evening of our meeting. Ask for volunteers to act as hosts and clean off tables at the Feed. We have aprons that the volunteers can wear while working at the Feed. **THE BANNER WILL HAVE TO BE GIVEN TO THE RAMKOTA BY 3PM THE DAY OF THE MEETING AND ASK THEM TO HANG IT FOR OUR ASSN. PICKUP THE BANNER AFTER THE FEED.**
7. Deposit registration fees. Pay all invoices for the meeting, including the event center, SD Realtors Assn for 1/3rd share of Chili/Oyster Feed, and any other bills that may arise. Sometimes a speaker may charge a fee.

8. Take notes at the session and minutes if there is a business meeting. Type up and keep with the registration list. Post on the website.

9. Email or send thank you notes to the speaker/participants.

WEBSITE:

1. Ensure our web service and domain name remain paid for and up-to-date with GoDaddy.com.

2. Continuously make changes to website as needed. Modify member info, check links for accuracy, post meeting agendas, minutes, registrations, etc. on website, and add buttons to allow members etc. to pay for registrations and dues online.

3. Maintain PayPal account, and ensure exact amounts are recorded for dues and registrations. Make sure the PayPal balance is deposited into the checking account as often as possible, so we are earning interest on that income.

4. If a company does not pay their membership dues by March 1st, remove their info from the Member page of the website.

5. Remain responsible for website and PayPal account maintenance and management.

IRS NON-PROFIT TAX RETURN:

1. EACH OCTOBER, FILE A NON-PROFIT 990 REPORT WITH THE IRS. SEE THE FOLDER FOR THE INFORMATION.

TREASURER:

1. SDLTA operates on a fiscal year - June 1 to May 31 annually.
2. Treasurer is authorized to be on all of the SDLTA bank accounts, including but not limited to, the operating account and money market account. Treasurer can sign checks from these accounts in accordance with the Treasurer's duties without prior authorization from the Board. Treasurer is authorized to set up these accounts with a bank that is convenient for the Treasurer to conduct SDLTA finances. On an annual basis after the June Convention, the Treasurer shall arrange with their bank of choice to have the current SDLTA President added as the second signer on all SDLTA bank accounts, including but not limited to, the operating account and money market account.
3. Record all income and write all checks through QuickBooks. Keep receipts of all deposits and all checks written, with explanations, for the financial binder.
4. Pay bills as they are submitted. If an unusual bill arrives or you are uncertain whether payment should be made, contact the Board. Maintain monthly checking account register and invest or reinvest funds to obtain the best returns. Continuously monitor the interest rate we receive on our MMA, as it can fluctuate.
5. Keep the Legal Defense Funds CD separate from the regular CD funds.
6. Prepare financial statement for the Midwinter meeting. Email it to the Board for review.

7. Prepare financial statement for the Annual Convention. Email to the membership along with minutes and final agenda.
8. Prior to the Annual Convention, prepare financial information to the Budget Committee in order that they can prepare a budget for the following year. If requested, formulate the budget yourself for the committee's review, modification, or approval.
9. At the Convention – the Audit Committee will request the financials binder complete with receipts, deposit slips, check ledger, bank statements, CDs, etc. for review prior to the business meeting. Have this prepared with all necessary information.
10. Any expense outside of the ordinary course of business should be submitted to the Board for approval.
11. New in 2018 - Do monthly reconciliation of accounts in QuickBooks, and print reconciliations for the financial binder.

MISCELLANEOUS:

1. ALTA will need the names of the new President and Secretary/Treasurer after the convention. Send this info to the ALTA Rep ASAP after the June meeting.
2. Provide the dates of the SDLTA Conventions to ALTA after the meeting.
3. Pay the Secretary/Treasurer annual salary.
4. Reimburse yourself for expenses incurred in travel, printing copies, etc. Keep thorough notes regarding this for the financial binder.