

# Travel/Education Request Form

Name(s) Reid Squires

Department DOE Position Appraiser

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
October 20 <sup>th</sup> , 2016			Sioux Falls, SD

**Reason for Travel:** Meeting with DOR for appraiser certification requirements

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto  
 \_\_\_ Miles @ \$ \_\_\_ per mile = \$ \_\_\_\_\_
- Meals:
  - \_\_\_ Breakfast @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
  - 1 Lunch @ \$ \_\_\_\_\_ = \$ 11.00
  - \_\_\_ Dinner @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

*Employees will not be reimbursed for meals that are included in the registration fee.*

- Additional Expenses (taxi, parking, etc):  
Please list \_ \$ \_\_\_\_\_
- Lodging: \_\_\_ Estimated number of days/nights = \$ \_\_\_\_\_
- Registration \_ Estimated cost = \$ \_\_\_\_\_

Total Cost Estimate = \$ 11.00

Department Head designated mileage rate: \$ \_\_\_\_\_/per mile

- A travel advance form is attached to this request yes \_\_\_\_\_ no



Department Head Signature

10/4/16  
Date



October 25<sup>th</sup>, 2016 Pizza Ranch Ft Pierre 12:00 pm (noon)

Executive Board Meeting Agenda Topics

- 1 Reimbursements for hotel/travel for NCRAAO Etc

**1981 By-laws**

**ARTICLE VIII**

**Section 1.**

The Association shall pay the expenses of a representative of the association to the annual conferences of the I.A.A.O. and the N.C.R.A.A.O.

**Section 2.**

Such representation shall be selected by the Board of Directors at least sixty (60) days prior to the said conference, said Board shall give first consideration to the current President of this Association and the News Bulletin Editor; neither party is bound to attend but should receive first consideration to attend.

**October 28 1993 by-laws**

**ARTICLE VIII**

***PRESENT:***

*Section 1.*

The Association shall pay the expenses of a representative of the association to the annual conferences of the I.A.A.O. and the N.C.R.A.A.O.

***REVISED:***

*Section 1.*

The Association may pay the expenses of a representative of the association to the annual conference of the International Association of Assessing Officers and the North Central Region Association of Assessing Officers.

Only section one was revised. Section 2 is still in good standing. So questions were presented as to paying the expenses for multiple people to attend NCRAAO.

**I have in my possession (2) Free NCCRAO scholarships – We need to decide how to make our selection(s) for attendees.**

- 2 By laws indicating who is a member of to Board of Directors (Executive Board) vs Board Member handbook. Nowhere in the by-laws could I find reference to "Bookkeeper".

## **By-Laws**

### **ARTICLE II**

#### ***PRESENT:***

##### *Section 1.*

The following officers of this association shall be known as the Board of Directors.

1. The elected district chairman.
2. The President, First Vice-president, Second Vice-President, Secretary, Treasurer.
3. The past president of the SDAAO.
4. The Secretary of Revenue shall be ex-officio member.

#### ***REVISED:***

##### *Section 1.*

1. The elected District Chairman.
2. The President, President Elect, Vice-President, Secretary, Treasurer.
3. The Past President of S.D.A.A.O.
4. The Secretary of Revenue shall be an ex-officio member.
5. The Registered Agent for S.D.A.A.O. shall be an ex-officio member.

### **RESOLUTION**

**South Dakota Association of Assessing Officers, Inc.**  
**October 27, 1995**

## Hand Book

### BOOKKEEPER

*The Bookkeeper is the permanent member in charge of keeping a second set of Treasurer's books for the Association.*

*Among the duties as decided by actions of the Executive Board (Board of Directors) are:*

1. Participate on the Executive Board (Board of Directors) as a voting member.
  2. Since the officers change each year, the Permanent Bookkeeper shall maintain a copy of all official bank records, and balance checkbook each month.
  3. SDAAO Treasurer shall send all bank statements and supporting documentation to the Bookkeeper each month. This may be done with either hard copy or electronic copy, at the request and preference of the Bookkeeper. If the Bookkeeper's address changes, notify all those from whom correspondence is received of the change of address.
  4. Assist the Audit Committee in performing year-end audit for each out-going SDAAO Treasurer.
- 3 Credit card usage – Brenda Duncan will provide details.
- 4 School – What are everyone's thoughts about this past school?
- 5 Input to fill an upcoming vacancy on the education board. Dari Schlotte has expressed interest.
- 6 Conference update.

# Travel/Education Request Form

Name(s) Sonia Mack

Department Extension/4-H Position: 4-H Youth Program Advisor

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
10/26/2016			Huron

**Reason for Travel:** State Youth in Action Committee Meeting @ Noedby Exhibit Hall for 2017 State Fair Special Foods. Will be a passenger in a state vehicle.

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto Will be a passenger in a state vehicle.  
                                   \_\_\_ Miles @ \$\_\_\_/per mile = \$ 00.00
- Meals:  Breakfast @ \$\_\_\_ = \$  
                                   \_\_\_ Lunch @ \$\_\_\_ = \$ 00.00  
                                   \_\_\_ Dinner @ \$\_\_\_ = \$  
       *Employees will not be reimbursed for meals that are included in the registration fee.*
- Additional Expenses (taxi, parking, etc):  
   Please list \_\_\_\_\_ = \$ 00.00
- Lodging:  Estimated number of days/nights = \$ 00.00
- Registration  Estimated cost = \$ 00.00

**Total Cost Estimate = 00.00**

Department Head designated mileage rate: \$ .42 /per mile

- A travel advance form is attached to this request      yes \_\_\_\_\_ no XX

October 5 , 2016

  
 \_\_\_\_\_  
 Department Head Signature

\_\_\_\_\_  
 Date

# Travel/Education Request Form

Name(s) Stephne Miller and Larry Jensen

Department Commission Position Commissioners

### Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
October 26, 2016			Sioux Falls

### Reason for Travel:

South Dakota Planners Association Presentation and Dinner

Passengers: \_\_\_\_\_

### Estimated Expenses:

•Method of Travel:  County Vehicle  Private Auto  Air  
116 Miles \$ 0.42 /mile = \$ 48.72

•Meals: \_\_\_\_\_ Breakfast @ \$ \_\_\_\_\_ = \$ 0.00  
\_\_\_\_\_ Lunch @ \$ \_\_\_\_\_ = \$ 0.00  
\_\_\_\_\_ Dinner @ \$ \_\_\_\_\_ = \$ 0.00

*Employees will not be reimbursed for meals that are included in the registration fee.*

•Additional Expenses (taxi, parking, etc.):  
Please list \_\_\_\_\_ = \$ \_\_\_\_\_

•Lodging: \_\_\_\_\_ Estimated number of days/nights = \$ \_\_\_\_\_

•Registration: \_\_\_\_\_ Estimated Cost = \$ \_\_\_\_\_

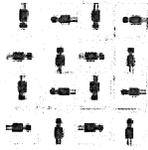
*Total Cost Estimate* = \$ 48.72

•Department Head designated mileage rate: \$ \_\_\_\_\_ /mile

•A travel advance form is attached to this request  Yes  No

  
Department Head Signature

10-5-16  
Date



**SOUTH DAKOTA  
P L A N N E R S  
A S S O C I A T I O N**

**REGISTRATION FORM**

**2016 South Dakota Planner's Association Conference**

Wednesday October 26 and Thursday October 27, 2016

Holiday Inn City Centre, 100 West 8th Street, Sioux Falls, SD 57104

1-877-859-6095; SDPA Conference Room Rate is \$94.00

Online Booking is available via [www.ihg.com](http://www.ihg.com), Select the Holiday Inn City Centre.

Group Code is: SPA and Book by September 25 to be guaranteed the conference rate.

Name (one person per form) \_\_\_\_\_ Email: goteffensen@brookingscountysd.gov  
Jurisdiction/Organization: Brookings County  
Address: 520 3rd St. Ste. 210 Phone#: 605-8205 Fax # \_\_\_\_\_  
City: Brookings State: SD Zip: 57006

**Step 1 – Determine Registration Type:** *Includes breakfast, lunch and break refreshments both days.*

Non-SDPA members \$100 \_\_\_\_\_  
SDPA members \$ 80 \_\_\_\_\_  
Faculty/Student \$ 70 \_\_\_\_\_  
One Day Registration \$ 55 \_\_\_\_\_ Indicate which day you will attend: Wed \_\_\_\_\_ Thurs \_\_\_\_\_  
*(one day registration rate is same for members and non-members)*

**Step 2 – List who will be attending the Wednesday Evening October 26<sup>th</sup> "Decision Maker's Survival School" Presentation and Dinner (free for board members and SDPA members if RSVP'd below; See attached for description)**

Me \_\_\_\_\_  
Elected and/or Appointed Officials Name Jurisdiction Represented  
(Print Please)  
Stephane Miller, Commissioner Brookings Co.  
Larry Jensen, Commissioner "

**Step 3 – Check what meals you will be eating at the conference**

Wednesday AM Breakfast \_\_\_\_\_  
Wednesday Lunch \_\_\_\_\_  
Thursday AM Breakfast \_\_\_\_\_  
Thursday Lunch \_\_\_\_\_

**Step 4– Mail this form and registration funds (checks payable to SDPA) to:**

Toby Brown, SDPA Secretary/Treasurer  
c/o Lincoln County Planning and Zoning  
104 N Main Street Suite 220

Canton, South Dakota 57013-1703; Phone Number: 605-764-2938; Fax Number: 605-764-6624

pandz@lincolncountysd.org