

North Dakota Township Officers Association
Board of Directors
Approved Minutes

Reorganization Meeting of 2025

December 9, 2025

Ramada Inn, Bismarck

Call to order: President Dale Schmitz called the meeting to order at 1:32 PM

Call of the roll: All directors except Tim Geinert were present, a quorum was declared. Jayme Tenneson was also present.

Welcome to new Board Members: Vice President, Julie Brandvold; District one Director, Kim Hrichena; District three Director, Jason Johnston; District 5 Director, Tom Dutton; and Two officers in new positions, Dale as President and Lee as Past President.

Appointments:

- **Executive Director:** Lee moved to appoint Larry Syverson for \$69,360. 2nd by Leon. Motion carried. Larry accepted.
- **Treasurer:** Leon moved to appoint Barb Knutson for \$8,200. 2nd by Tom. Motion carried. Barb accepted.
- **Attorney:** Jason moved to appoint Jayme Tenneson for \$1,000 per month. 2nd by Julie. Motion carried. Jayme accepted.
- **Mailing List Upkeep:** Leon moved to appoint Barb for \$8,000. 2nd by Kim. Motion carried. Barb accepted.
- **Standing Committees:** Dale will work on this for board consideration at a later date.
- **NATaT Director:** Lee moved to appoint Larry with no additional compensation. 2nd by Julie. Motion carried. Larry accepted.
- **NATaT Alternate Director:** This position was left open.
- **Lobbyist:** This position was left open.

Kim moved to form a committee (Kim and Jason) to research and recommend lobbyist candidates, with quarterly updates. 2nd by Leon. Motion carried.

Review of Convention: Positive feedback on food quality compared to other conferences.

- Suggestion to distribute speaker rating forms and overall meeting surveys at future conventions and workshops.
- Plan to collect emails from attendees for electronic surveys.
- Exit surveys planned for exhibitors and departing members.
- Suggestion to require candidates to state intentions to run for office in advance, to allow member review.
- Discussion on improving and speeding up voting process, including possible bylaw changes for district-only voting and pre-meeting candidate introductions.
- Consideration of district meetings for director elections, modeled after other organizations.

Lee moved to propose a bylaw change to elect district directors by a vote of the district rather than elected at large, this should be discussed at the workshops and feedback gathered. 2nd by Kim. Motion carried.

Compensation of Outside Presenters: Kim moved to pay Steve Zimmer \$125 (the daily rate), 70 cents a mile for the 434 miles, and pay his hotel room cost for presenting on zoning. 2nd by Tom. Motion carried.

There was a motion during the annual meeting on December 9th, which carried, to pay Wendy Baggaley \$400 for her presentation on parliamentary procedures and assistance with the annual meeting elections.

Plans for Future Convention: Lee moved to book the Bismarck Ramada on December 7 & 8, 2026, for the 60th annual meeting. 2nd by Leon. Motion carried.

Standing Committees:

Handbook: Tom moved to pay Larry \$2,500 to update the Township Officers Handbook. 2nd by Julie. Motion carried.

Workshop: Lee moved to approve the workshop tour for the 2nd and 4th weeks of February. 2nd by Kim. Motion carried.

Feb 9, Newburg & Minot; Feb 10 Stanley; Feb 11, Wildrose & Williston; Feb 12, Bowman & Regent; Feb 13, Steele

Feb 23, Larimore; Feb 24, Park River & Langdon; Feb 25, Devils Lake & Jamestown; Feb 26, Lisbon & Casselton; Feb 27 Fessenden

Legislative: Special Session likely Jan 21, will last 3 days. Hope to have the technical corrections bill included to eliminate the budget hearing requirement.

Newsletter: Deadline for articles - Jan 10 – We need to get the Workshop Schedule published

Communications: : Issue in Williams County regarding road funding for allotted lands; Larry will follow up with Byron Fuchs.

*Votes are unanimous unless otherwise indicated
(*indicates abstaining from vote)*

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Continued Old business:

Set Mileage Rate for 2026: Leon moved to adopt the IRS rate for 2026 when it is released. 2nd by Kim. Motion carried.

Set Per-Diem Rate for 2026: Lee moved to keep the daily rate at \$125, with the graduated schedule for shorter meetings. 2nd by Kim. Motion carried.

Final action on NATAT Membership: Leon moved to continue NATaT membership (about \$3,000). 2nd by Julie. Motion carried.

Final action on NDLTAP sponsorship: Jason moved to sponsor NDLTAP at \$4,000 and invite them to participate in the workshops. 2nd by Julie. Motion carried.

Lee moved to reconsider paying Larry back wages for half-payments and wage reduction at the next meeting; minutes to be sent to new board members for review; amount estimated at ~\$6,000. 2nd by Tom. Motion carried.

New business: Lee moved to leave the district 2 directorship open until after the workshops, then appoint based on local input. 2nd by Kim. Motion carried.

Kim moved that the Board of Directors make note of the District 6 Director, Tim Geinert, being absent from a meeting, despite being given adequate notice, without communication or any reason given to the Secretary or presiding officer for his absence. Add to that, that once emotions have calmed, the President needs to reach out personally to either attempt to repair that bridge and invite back or find out if he chooses to stay. At that point, if persistent, belligerent, avoidant attitude continues, this could rise to a more formal disciplinary proceeding. 2nd by Lee. Motion carried.

Lee moved to have a booth at the NDDOT Transportation Conference on March 10-11. 2nd by Leon. Motion carried

Lee moved to reconnect with Benafica Insurance about their township officer life insurance program. 2nd by Julie. Motion carried

Consideration of bills and vouchers: Leon moved to pay all bills and vouchers. 2nd by Lee. Motion carried.

Kim moved to purchase software to record bills for board review. 2nd by Jason. Motion carried.

Next meeting: February 27, 2026 in the KTL Building in Fessenden at 1 PM, after the final workshop.

Adjournment: Lee moved to adjourn. 2nd by Kim. Motion carried.

Dale adjourned the meeting at 3:35 PM

*Respectfully Submitted, Larry A Syverson
NDTOA Executive Director*

Approved: February 27, 2026

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(*indicates abstaining from vote)*