

NDASBM Board Meeting Minutes

October 10, 2025

**NDASBM Business Meeting
Annual Convention
Bismarck Event Center – Prairie Rose Room 105
October 10, 2025 - 11am**

Present: *President Rhonda Zastoupil, VP Dawn Hauck, Shauna Schneider, Kristi Grounds, Kendra Dockter, Darin Scherr, and numerous Business Managers from across the state.*

1. Call to Order

The meeting was called to order by Zastoupil

2. Secretary's Report

Minutes from October 25, 2024 and May 15, 2025 meetings were presented. Motion by Melissa Haahr, second by Nancy Reimer to approve the minutes as presented. Carried.

3. Treasurer's Report

The financial report dated 9/1/2025 was presented (att) showing a balance of \$37,471.10. Motion by Shauna Schneider, second by Sarah Gunkel to approve the treasurer's report. Discussion was held regarding the high balance. It was noted that there are a few outstanding expenses. In addition, expenses overall have gone down slightly when shifting to one meeting across the state vs. regional spring workshops a few years ago. Balance will continue to be reviewed and discussed. Motion Carried.

4. Unfinished Business – N/A

5. New Business

- **NDASBM Workshop** – Set for April 8-9, 2026 at the BPS Career Academy. Topic ideas were discussed and include: NDIRF, NDSFARM in depth coding, J1 Visa employees, transportation (including formula), Rob Lech or Brant Dick to share details on the 3% Cap levy calculation and how it ties to the certificate of levy worksheet (possibly how counties tie the calculations together). Members were encouraged to continue sending topic ideas to their regional director throughout the year.
- **Service Award Levels** – It was noted that a new tier (Royal) will be added to the service award levels for members with 600+ points. This tier will be available to apply for starting July 1, 2026.
- **NDASBM Serve Awards Presentation** – Numerous service awards were presented in all categories: Bronze, Silver, Gold, Platinum, Diamond, and Quarter Century (att). Congratulations to all who received and thank you for your time and dedication to excellence in service your districts and communities.
- **Outgoing board members (directors)** – Thank you to outgoing directors Pam Utt, August Ramsey, and Ryan Lagasse for their time on the board and their roles in the association.

6. Door prizes were drawn

7. Meeting adjourned.

Submitted by Kendra Dockter, Secretary