

**2014 MACO CONFERENCE  
MCRA Business Meeting Agenda  
Thursday, January 16, 2014**

**Call meeting to order**

**Pledge of Allegiance (Led by Jennifer Wagenius, 2nd Vice President)**

**Additions to the agenda**

**Secretary's Report\***

**Treasurer's Report\***

**District Reports**

- District One – Brenda Knable
- District Two – Linda Nielsen
- District Three – Diann Giese
- District Four – Elaine Martig / Josh Amland
- District Five – Diane Grundhoefer
- District Six – Susan Roth
- District Seven – Joyce Anderson (Becky or Kathy)
- District Eight – Linda Karst
- District Nine – Rick Kvien

**Future Conference Updates**

2014 – Susan Roth

2015 – Jennifer Wagenius

2016 – Betti Kamolz

**Committee Reports**

- Torrens – Cyndy Boyce / Pat Brown
- PR/Committee of the Future/ Website – Sherri Asmus/Betti Kamolz
- MACO Vitals – Joan Boesen
- MOMS – Bonnie Rehder / Kay Wrucke
- Education – Darlene Maneval / Kari Aanenson
- Historian – Kari Aanenson
- MN PREP – Kathy Conlon
- MN Conveyance Blanks – Gail / Cathy / Michelle
- UCC – Josh Amland
- Audit – Jim Johnson
- Legislative – Susan Roth/Michelle Ashe
- Nominating – Lynn Ette/Michelle / Joel (DURING NOMINATION PROCESS)
- Bylaws & Resolutions – Joyce Anderson (Bev Bauer)

**Other Business:**

- Name Badges (Mary Ann DeGroot)
- New members ?
- Future Retirees retiring before summer conference/not re-filing that would like to announce publicly?
- Other?
- Nomination and Election of Officers for:
  - Secretary
  - Treasurer
  - Third Vice President
  - Second Vice President
  - First Vice President
  - President

**Adjourn**

**Installation of Officers – Lynn Ette Schrupp**

**Minnesota County Recorder's Association  
MACO Conference  
Business Meeting  
January 16, 2014**

Darby Bowen called the meeting to order

Jennifer Wagenius lead us in the Pledge of Allegiance

Additions to the Agenda: Education Awards

Mona Hammer presented the Secretary's Report from the Business Meeting of June 12, 2013. Joel Beckman made a motion to waive the reading and approve the Secretary's Report as presented to us in our packets. Marty McCormick seconded the motion. The motion carried.

MaryAnn DeGroot submitted the Treasurer's Report dated December 31, 2013. Checking account balance was \$123,534.28. Odyssey Certificate of Deposit was \$36,047.66 bringing a total of \$159,581.94. The balance for the Special Account was \$1,741.76. Joel Beckman made a motion to waive the reading and to approve the Treasurer's Report as submitted to us in our packets. Marsha DeGroot seconded the motion. The motion carried.

#### **District Reports**

The nine districts gave their reports indicating they meet 2-4 times a year. Each district discuss issues they are having.

Education awards were presented by Darby Bowen. Those receiving an Education Award were Katie Norby, Sherry Asmus, Kay Wrucke and Josh Amland.

#### **Future Conference Updates**

**Susan Roth-2014** Conference will be held the week of June 10<sup>th</sup> at Ruttger's. Vendors have requested a shorter stay possibly coming Tuesday afternoon, all day Wednesday and leave sometime Thursday morning. Tuesday will have Vital standards and as in the past, Friday will have Policies, Procedures and Hot Topics. Eileen Roberts will be back and has asked if there are any topics we would like hear. The Audit Committee recommended that there be a reduction in the conference registration fees as the association has a healthy balance. The summer conference fee will be reduced to \$25.00 for the full conference and for those that are attending just one day the fee will be \$25.00 plus whatever Ruttgers charges for that day.

**Jennifer Wagenius-2015** Conference will be the week of June 8<sup>th</sup> at Ruttgers. Rates will be comparable to past years and conference fees will be \$25.00. There has been discussion in the past concerning the possibility of the Auditors, Treasurers and Recorders having a combined summer conference. That will not happen for the 2015 conference.

**Betti Kamolz-2016** Conference will be held in New Ulm the 2<sup>nd</sup> week in June.

#### **Committee Reports**

**Torrens-Cyndy Boyce**

There will be a Torrens workshop this fall. Cyndy encouraged people to join the Torrens committee.

**PR/Committee of the Future/Website-Sherry Asmus**

Committee would like to see the website utilized more. Committee is working on a worksheet for entering the number of documents that would be more user friendly. New members are welcome.

### **MACO Vitals-Pat Soberg**

The committee met January 14<sup>th</sup>. The committee wanted to make everyone aware that it is illegal to make a copy of a Military ID. An email will be sent to those that want the statute for that. Bonnie Rehder will be the MOMS Coordinator starting in March 2014. Discussed updating member names, Safe at Home and notaries.

### **MOMS-Kay Wrucke**

There was a session earlier in the conference on the new MOMS website and the problems the website was experiencing have been fixed.

### **Education-Darlene Maneval**

No plans right now on further education. Let her know if you need the links to statutes.

### **Historian-Kari Aanenson**

Pictures are on display

### **MN PREP-Kathy Conlon**

Please send PREP agendas to her. Bill Lonergan is willing to speak at PREP meetings if anyone is interested.

### **MN Conveyance Blanks** No report

### **UCC-Josh Amland**

Sec. of State had a presentation on MBLs at conference. There is no date set for MBLs to be implemented. SOS is working on getting State Tax Liens in the system. Josh has not heard back on questions concerning Safe at Home. He will keep everyone posted on any updates.

### **Audit-Joy Sing**

Jim Johnson is stepping down as Chairman. The new chairman will be Joy Sing. Committee wanted to let MaryAnn DeGroot know that she does an excellent job. Committee recommended that registration fees for conference be reduced, bills be submitted within 30 days separated for each committee, checks be cashed within 15 days and that the Special Account be dissolved.

### **Legislative-Susan Roth**

Discussed a possible solution to Safe at Home at an earlier session in the conference. The parties involved are working on a draft of an Affidavit that would be filed by the SOS giving notice that there are documents being held by the SOS concerning a piece of property.

MACO Board appointed Lynn Ette Schrupp, Michelle Ashe and two MACATFO members to work with AMC concerning the Elected vs Appointed legislative issue. Lynn Ette and Michelle gave an update from the initial meeting with AMC. As MACO aims to protect current office holders who wish to remain elected, there were several ideas given for a signed agreement that would need to be signed by the Officer and the County Board if the board and current office holder both agree that this office be appointed. If the officer wishes to remain elected the board can take no action unless there is a retirement or vacancy in that office. Elements for protecting voters were also put in the language. MACO and AMC are continuing to work on an agreement.

### **Other Business:**

**Name Badges**-See MaryAnn DeGroot for new name badges

**New Members**-Brian Armstrong from Ottertail County and Janel Sawyer from Anoka County

**Future Retirees**-Bonnie Rehder, Clay County in March. Diane Ketelsen, Chippewa County, and Darby Bowen, Pope County at the end of their term. Jim Johnson, Murray County may be retiring at the end of his term.

### **Nominations and Election of Officers for 2014**

A nomination was made for Mona Hammer to be Secretary. Joel Beckman made a motion, seconded by Jeff Aitken for nominations to cease and cast a unanimous vote Mona Hammer as Secretary. Motion carried.

A nomination was made for MaryAnn DeGroot to be Treasurer. Joel Beckman made a motion, seconded by Jeff Aitken for nominations to cease and cast a unanimous vote MaryAnn DeGroot as Treasurer. Motion carried.

A nomination was made for Michelle Cote to be Third Vice President. Joel Beckman made a motion, seconded by Jeff Aitken for nominations to cease and cast a unanimous vote Michelle Cote as Third Vice President. Motion carried.

A nomination was made for Betti Kamolz to be Second Vice President. Joel Beckman made a motion, seconded by Jeff Aitken for nominations to cease and cast a unanimous vote Betti Kamolz Second Vice President. Motion carried.

A nomination was made for Jennifer Wagenius to be First Vice President. Joel Beckman made a motion, seconded by Kris Basilici for nominations to cease and cast a unanimous vote Jennifer Wagenius First Vice President. Motion carried.

A nomination was made for Susan Roth to be President. Joel Beckman made a motion, seconded by Jeff Aitken for nominations to cease and cast a unanimous vote Susan Roth President. Motion carried.

There being no other business to discuss a motion was made by Jeff Aitken and seconded by Kari Aanenson to adjourn the business meeting. Motion carried. Meeting was adjourned.

Respectfully submitted by

A handwritten signature in cursive script that reads "Mona Hammer". The signature is written in black ink and is positioned below the text "Respectfully submitted by".

Mona Hammer  
Secretary  
Minnesota County Recorder's Association

# Minnesota County Recorders Association

Financial Report

December 31, 2013

Checking Account Balance on 01-01-2013 \$ 117,795.44

## Income

MACO Dues		
Summer Conference Registration	\$	13,050.00
Vendor Conference Registration	\$	6,225.00
Interest Earned	\$	62.12
Vitals Workshop	\$	-
Torrens Workshop	\$	2,300.00
Total Income		\$ 21,637.12

\$ 139,432.56

## Expenses

MACO Regional Education Expenses	\$	-
Summer Seminar/Workshop	\$	6,674.33
Executive Board	\$	1,474.30
Legislative Committee	\$	465.85
Certification & Education	\$	-
UCC	\$	-
Public Relations, Website, Comm. of Future	\$	-
Bylaws	\$	-
Vital Statistics	\$	-
Torrens	\$	1,590.52
Historian	\$	-
Conference Search	\$	-
PREP, PRIA & MLTA	\$	306.70
ERER, E-Counties & MACATFO	\$	180.59
Audit	\$	-
Misc.	\$	620.71
Secretary/Treasurer Honorariums	\$	2,000.00
President - National Convention	\$	-
District Chairs	\$	-
Uniform Conveyance Blanks	\$	1,325.63
Association Dues - MRESA & PRIA	\$	550.00
Accounting, Tax Preparation & Taxes	\$	509.65
Service Charge	\$	-
Refunds	\$	200.00
Total Expenses		\$ 15,898.28

Checking Account \$ 123,534.28

Odyssey Certificate of Deposit \$ 36,047.66

Totals \$ 159,581.94

**Minnesota County Recorders Association**  
Financial Report for Special Account  
December 31, 2013

**Account Balance on January 1, 2013** \$ **1,741.28**

**Income**

Interest Earned \$ 0.48

**Total Income** \$ **0.48**

\$ **1,741.76**

**Expenses**

**Total Expenses** \$ **-**

**Balance** \$ **1,741.76**

# Minnesota County Recorders Association

1/6/2014

## 2014 Budget Worksheet

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Actual	2014 Budget
1. MACO Regional Education Expense	\$ -	\$ -	\$ -	\$ 2,000.00		\$ 2,000.00
2. Summer Seminar/Workshop	\$ 8,620.38	\$ 4,486.62	\$ 6,256.30	\$ 12,000.00	\$ 6,674.33	\$ 12,000.00
3. Executive Board Expense	\$ 435.24	\$ 1,275.85	\$ 607.07	\$ 3,000.00	\$ 1,474.30	\$ 3,000.00
4. Committees						
a. Legislative	\$ 871.64	\$ 406.34	\$ 449.65	\$ 3,000.00	\$ 465.85	\$ 3,000.00
b. Certification & Education	\$ -	\$ 128.09	\$ -	\$ 2,500.00		\$ 2,500.00
c. UCC	\$ -	\$ 638.91	\$ 138.75	\$ 1,500.00		\$ 1,500.00
d. Public Relations - Website - Future	\$ -	\$ -	\$ 61.56	\$ 500.00		\$ 500.00
e. By-Laws	\$ -	\$ -	\$ -	\$ 500.00		\$ 500.00
f. Vitals	\$ 281.69	\$ -	\$ -	\$ 2,000.00		\$ 2,000.00
g. Torrents	\$ 454.11	\$ -	\$ 1,218.61	\$ 1,500.00	\$ 1,590.52	\$ 1,500.00
h. Historian	\$ 32.55	\$ 150.73	\$ 321.80	\$ 500.00		\$ 500.00
i. Conference Search	\$ -	\$ -	\$ 22.76	\$ 500.00		\$ 500.00
j. PREP, PRIA & MLTA	\$ 340.67	\$ 198.65	\$ 276.39	\$ 1,000.00	\$ 306.70	\$ 1,000.00
k. ERER, eCounties & eCommerce	\$ -	\$ -	\$ 51.06	\$ 1,500.00	\$ 180.59	\$ 1,500.00
l. Audit	\$ -	\$ -	\$ -	\$ -		\$ -
5. Miscellaneous - Military Discharge	\$ 665.26	\$ 1,662.78	\$ 657.91	\$ 1,500.00	\$ 620.71	\$ 1,500.00
6. Secretary/Treasurer Honorariums	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7. President - National Convention	\$ 1,139.29	\$ -	\$ -	\$ 4,000.00		\$ 4,000.00
8. District Chairs	\$ -	\$ -	\$ -	\$ -		\$ -
9. Uniform Conveyance Blanks	\$ 1,897.84	\$ 2,000.43	\$ 2,360.95	\$ 2,800.00	\$ 1,325.63	\$ 2,800.00
10. Association Dues - PRIA & PREP	\$ 500.00	\$ 550.00	\$ 550.00	\$ 850.00	\$ 550.00	\$ 850.00
11. Accounting, Tax Preparation & Taxes	\$ 798.67	\$ 798.67	\$ 744.65	\$ 1,000.00	\$ 509.65	\$ 1,000.00
12. Refunds, Replacements & Service Charges	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -
MOMS	\$ -	\$ -	\$ -	\$ -		
<b>Totals</b>	<b>\$ 18,037.34</b>	<b>\$ 14,297.07</b>	<b>\$ 15,717.46</b>	<b>\$ 44,150.00</b>	<b>\$ 15,898.28</b>	<b>\$ 44,150.00</b>





2014 MACO ANNUAL CONFERENCE

January 13-17, 2014

THE  
CHALLENGE  
OF  
CHANGING

Registration Information



Sign Up Online at  
[www.mncounty.org](http://www.mncounty.org)

DoubleTree by Hilton  
Hotel Bloomington  
7800 Normandale Blvd.  
Bloomington, MN 55439

It is time to make plans for the 2014 MACO Winter Conference, scheduled for January 13–17, 2014. The event will be held at the same location as last year: The DoubleTree by Hilton Hotel Bloomington. We have so many new and exciting things to kick off this year. On behalf of the MACO Board of Directors, we hope to see all of you in January. It will be time well spent!

For online conference registration, visit the MACO website at [www.mncounty.org](http://www.mncounty.org). You will be invoiced directly upon registration. **Registration deadline is January 3.** We want to have an accurate count so we can make sure to have enough food and materials for everyone! Information will also be posted on the MACO website, including an updated agenda.

## Agenda

### Monday, January 13

4 - 5 MCRA Packet Assembly

### Tuesday, January 14

8 - 10 am Passport Program Manager Seminar (Requires registration on page 3)  
 8 - 10 am MACO Vitals Advisory Committee/MOMS Core Team  
 8 am - 1 pm AMCO Meeting (AMCO session is independent of MACO. Please register with AMCO to attend.)  
 9 - 10 am MACO Vitals Registration  
 10 am - 1 pm MACO Vitals Session (Requires registration on page 3)  
 11 am - Noon MACATFO Packet Assembly  
 1 - 2 pm MCRA Legislative Committee  
 1 - 2 pm MACATFO Ditch Committee  
 1 - 5 pm MACO Registration  
 2 - 2:45 pm MACATFO Executive Board Meeting  
 2 - 3 pm MCRA Website Committee  
 2 - 3 pm MCRA Executive Board Meeting  
 2:30 - 3:30 pm MCRA UCC Committee Meeting  
 3 - 4 pm MACATFO Election Committee  
 3:30 - 4:30 pm MACO Board Meeting (All MACO members encouraged to attend)  
 4 - 5 pm MACATFO Finance/Accounting Committee  
 4:30 - 5:30 pm President's Reception (All MACO members encouraged to attend)  
 5:30 pm Dinner on Your Own

### Wednesday, January 15

7 - 8 am Registration, Continental Breakfast  
 8 - 8:15 am MACO Committee Update  
 8:15 am - Noon Century College: Stop the Problem-Solving Paralysis  
 Noon - 1 pm Lunch with Vendors  
 1 - 2:30 pm Safe at Home: An Update  
 2:30 - 3 pm Vendor Break  
 3 - 4 pm How Demographic Changes Are Transforming Minnesota and its 87 Counties  
 4 - 5 pm Good Media Relations  
 5:30 - 6:30 pm Reception in Vendor Area  
 6:30 - 10 pm Banquet, Awards, and Swearing in of New MACO Board Members

### Thursday, January 16

7 - 8 am Registration, Continental Breakfast  
 8 - 9 am Ownership Issues Involving Minerals, Stockpiles and Tailings Basins  
 8 - 9 am The MAGIC Fund: A Constant in a Sea of Change  
 9 - 9:30 am MBLIS Update  
 9 - 10 am Minnesota Mortgage Registry and Deed Tax  
 9 - 10 am 2013 Law Changes & Elections Update  
 9:30 - 10 am Vendor Break  
 10 - 11 am Property Tax/DOR Update  
 10 am - Noon Top Torrens Topics  
 11 am - Noon Updates from the State Auditor and Prevent and Detect Fraud: Implement Internal Controls  
 Noon - 1:30 pm Lunch with Retirees  
 1:30 - 5 pm Retiree Gathering Room  
 1:30 - 2 pm How to Protect Your Pension, Pepsa Video Presentation  
 1:30 - 2:30 pm State Deeds  
 1:30 - 3 pm More About Marriages in Minnesota  
 1:30 pm Vendor Teardown  
 2:30 - 3 pm Sales and Use Tax Exemption for Minnesota Counties  
 3:15 - 4:30 pm MCRA Business Meeting  
 3:15 - 4:30 pm MACATFO Business Meeting  
 5 - 7 pm Dinner  
 7 - 11 pm Networking

### Friday, January 17

8 - 8:30 am Breakfast  
 8:30 - 10 am Productive Ways to Use the Cloud

## Hotel Information

MACO has acquired a special room rate for those wishing to stay at the DoubleTree by Hilton during the conference. The rate is \$99+tax/night. To get this discount, you must call the hotel directly and ask for "the MACO conference rate." **Hurry, this rate will expire December 24.** Call to reserve your room at 952-835-7800.

**IMPORTANT:** MACO attendees will have the right to use purchase orders for their sleeping rooms. Purchase Orders will **NOT** be used to guarantee a guestroom reservation. A completed billing request form (available on the MACO website) and a credit card will need to be provided in order to reserve a guestroom. It is the attendee's responsibility to mail or fax the purchase order to the Hotel at least three (3) business days prior to arrival. If the guest attempts to check in or provide a billing form less than three (3) business days prior to arrival, the hotel will not accept this request and the guest will need to provide an alternative form of payment.

Please fax all billing forms to the hotel accounting department at (952) 896-5361 or email at [michael.goodman@hilton.com](mailto:michael.goodman@hilton.com).