Chairperson Ibach called the meeting to order. Roll call was taken.

Board Members present:
- Chairperson Joseph Ibach
- Tim Timian
- Carolyn Corwin
- Harvey Huber
- David Lanpher

Others Present:
- Jodie Campbell, Staff
- David Campbell, Staff
- Diane Schwandt

Approval of Applicants:
Diane Schwandt is making application for licensure and was online for discussion. At the meeting of April 9, 2013 the Board moved to table Ms. Schwandt’s application and requested she submit two additional reports for formal review. Various issues were outlined in the reviews. In addition, Board members had concerns that were not addressed in the reviews. Board concerns included:

1) The intended user/use should match the situation.
2) The reports lack supporting documentation.
3) There is no gross living area indicated other than on the sketch page.
4) Avoid the use of boiler plate comments – make your comments specific to the property.
5) In the Cost Approach adjusting age and condition can lead to over adjusting.
6) Be sure to recognize special assessments.
7) In one of the reports the cost for the garage was not taken into consideration.

Based on review of work product and discussion with Ms. Schwandt, it appears Ms. Schwandt meets the minimum standards of USPAP. Carolyn Corwin moved to approve Diane Schwandt for the licensed level. Harvey Huber seconded the motion. Dave Lanpher, Harvey Huber, Carolyn Corwin and Joe Ibach voted yes to the motion. Tim Timian voted no. Motion carried.

Permits Issued/Require Board approval:
Staff reviewed, approved and issued permits to the following applicants:

Certified General:
- David Aglira (via reciprocity with PA)
- Bethany Walter (via reciprocity with MT)

Tim Timian moved to affirm the applicants for certified general. Carolyn Corwin seconded the motion. Tim Timian, Carolyn Corwin, Harvey Huber, Dave Lanpher and Joe Ibach all voted yes to the motion. The vote was unanimous. Motion carried.

Education:
The following education has been submitted for approval for continuing education:

ASFMRA:
- ASFMRA 8th Annual Convention Day 1 (6 hrs CE)
- ASFMRA 8th Annual Convention Day 2 (3 hrs CE)
- Rapid Fire Case Studies 2013 (6 hrs CE)

The following course has been submitted for approval for qualifying education:

McKissock:
- General Appraiser Income Approach (60 hrs Qualified Ed)
Harvey Huber moved to approve all education for their requested hours as appraisal specific, with the exception of “ASFMRA 8th Annual Convention Day 1” appears to be appraisal related. Tim Timian seconded the motion. Harvey Huber, Tim Timian, Carolyn Corwin, Dave Lanpher and Joe Ibach all voted yes to the motion. The vote was unanimous. Motion carried.

Chairperson Ibach called for adjournment.

Respectfully submitted,

Jodie R. Campbell, Executive Secretary