

# STATE NEWS



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## **Star Achiever Applications Available**

The Star Achiever awards will be given out again this fall and if you have been involved in your local, state and/or National Association you may qualify as a *Star Achiever*. Applications are available [online](#) and need to be submitted to your local board by August 15. Certificates will be sent to local Boards for presentations.

## **2007/2008 Committee Volunteers Wanted**

Your NDAR is in the beginning stages of assembling next year's committee list. (Our fiscal year starts in September). Please note that each local Board Chair automatically becomes a member of the like committee on the State Association (NDAR). The respective Chair and current President have the authority to add additional committee members where needed. [Click here](#) for a list of committees where additional members are needed. Please review and mark your choices on the form and return to NDAR.

Chairmanship: If you are interested in a chair position for 2008/2009 year, please contact [Jill Beck](#) (800-279-2361) or [Dave Lanpher](#) (701-237-5031).

If appointed to a committee, you will need to commit to attend the following meetings: October 23-24, 2007 in Bismarck; January 23-24, 2008 in Bismarck; and April 16-17, 2008 in Bismarck.

## **Absentee Balloting**

Any REALTOR® member who will **not** be able to attend the General Membership Meeting on September 13, 2007 at 2:15pm at the Ramada Inn, Aberdeen, SD, may vote by Absentee Ballot. A vote on these candidates is scheduled at that time. **All absentee ballots must be received at the NDAR office no later than September 3, 2007.** Ballots may be found [online](#).

## **Convention Reminder**

### **The 2007 REALTORS® Conference & Expo In Las Vegas**

There are NO LIMITS to what you can gain at the 2007 REALTORS® Conference & Expo, November 13-16 in Las Vegas, Nevada. With hundreds of programs, networking opportunities, cutting edge technology, and more, you can customize your Conference & Expo experience to your needs and interests. Grow professionally and personally while gaining inspiration to be your very best. It's the 2007 Conference & Expo, and what happens here, helps you everywhere! Featured guests will include Bill Cosby and concert by James Taylor [click here](#).

Four courses were approved by the ND Real Estate Committee for Continuing Education credit approval. [Click here](#) to view the classes and register. Courses are open to all Full Conference and same day Registrants. You will need your registration confirmation number in order to access your record and purchase these classes. **Online enrollment closes October 15th at midnight Central Time.** [Enroll in CE classes online](#).

Advance enrollment is required ONLY for attendees taking the class for CE credit. Classroom tickets, a photo i.d. and your real estate license number will be required onsite for CE credit documentation. *Advance Continuing Education Fee:* \$20.00 per course. Non-credit general admission will be first-come, first served, based upon seating availability.

## **REALTOR® Convention of the Dakotas**

To see a preliminary schedule of events and education please [click here](#) – Please note that all the education has also been approved by the Minnesota Dept. of Commerce for three hours each. Also, if you are planning to register at the door there will be a higher fee charged so it would be appreciated if you can register early as it helps with the planning of meals and education events. To view those registered from ND for the REALTOR® Convention of the Dakotas please [click here](#).

## **CRS Courses Approved**

The Badlands Board of REALTORS® and NDAR will be sponsoring CRS Courses “Ninja 1” and “Ninja 2” on October 1&2 in Mandan. The courses are approved for 7 CE hours each and you may attend either of the courses or both (discount if registering for both). The courses meet the elective requirements for the CRS designation. Please [click here](#) to see the requirements for the CRS designation. To see the flyer and register [click here](#).

## **2007 REALTOR® Safety Week Kit Shipped**

To coincide with the fifth annual REALTOR® Safety Week, Sept. 9-15, NAR recently sent all AEs a kit that includes tips on how REALTORS® can stay safe at home, on the road, and on the job. The kit also includes a new NAR safety video, "Safety Strategies for You and Your Clients," on DVD and CD-ROM, and updated handouts, articles, and e-mail tips to assist in promoting safety to your members throughout the year. The kit also included a sample of the updated REALTOR® Safety Tip Card and information about the new online safety course offered through REALTOR® University. For more info, contact [Kim Chapin DiGangi](#), or visit [the Safety Week pages on REALTOR.org](#). If you would like the video for sales meetings, please contact your local Board or NDAR.

## **New Minimum Wage Effective July 24, 2007**

*Lisa Fair McEvers*

*ND State Labor Commissioner*

President George W. Bush signed the federal Fair Minimum Wage Act of 2007 on May 25, 2007, which amended the federal Fair Labor Standards Act of 1938 to increase the federal minimum wage incrementally from \$5.15 per hour to \$7.25 per hour. The act raises the federal minimum wage in three steps: to \$5.85 on July 24, 2007; to \$6.55 on July 24, 2008; and, to \$7.25 on July 24, 2009.

On March 5, 2007, Governor John Hoeven signed H.B. 1454 raising the state minimum wage. House Bill 1454 is triggered by the federal Fair Minimum wage Act of 2007, raising the state minimum wage in the same amounts and at the same time frames as the federal minimum wage increases, with an effective date to be the same date of the increase in the federal minimum wage. The North Dakota Department of Labor received notice from the North Dakota Legislative Council dated June 6, 2007 that the chairman of the Legislative Council has certified the effective date of H.B. 1454 to be July 24, 2007, thereby raising the state minimum wage on that date to \$5.85 per hour on that date, with the same incremental increases noted under the federal minimum wage.

**For questions, call the NDDOL at (701) 328-2660 or toll free (800) 582-8032**

To see sample ND Minimum Wage & Work Conditions Summary. [www.nd.gov/labor](http://www.nd.gov/labor)

## **Tech Table**

[REALTOR.com](http://REALTOR.com) has rolled out a steady stream of innovations to keep the site No. 1 in consumers' eyes. Hear about the site's efforts to help REALTORS® stay connected in the latest [podcast](#) by NAR President Pat V. Combs.

## New Chrome REALTOR® License Plate Frames

The REALTOR Team Store® is offering metal REALTOR® license plate frames in chrome with a blue background. The REALTOR Team Store® offers more than 100 items with the REALTOR® logo, including REALTOR® lapel pins, business card cases, leather padfolios, hats, and garments. Sign up to receive biweekly e-mails with updates on new REALTOR Team Store® items. For more information, visit the [REALTOR Team Store® Web site](#) or call 888/750-3343.

## Technology Tip

### Microsoft Office Keyboard Shortcuts

Shortcut keys help provide an easier and usually quicker method of navigating and using computer software programs. This is a list of some of the most common Microsoft Office keyboard shortcuts:

1. **Ctrl+Z** is the wonderful undo combo. It basically undoes your last action. Programs vary in the number of times you can undo something, but some will let you Ctrl+Z all the way back to the beginning. And, of course, there is a redo command, just use Ctrl+Y.
2. **Ctrl+B**, **Ctrl+I**, or **Ctrl+U** apply bold, italics, or underline to highlighted text, respectively.
3. **Ctrl+P** prints what you have open in an active window.
4. **Ctrl+Backspace** erases an entire word at a time, instead of a letter. **Ctrl+up or down arrows** let you scroll an entire paragraph at a time, instead of one line, and **Ctrl+Shift+up or down arrow** will select an entire paragraph.
5. **Ctrl+Enter** inserts a page break in Word.
6. **Alt+Ctrl+C** inserts the copyright symbol ©, **Alt+Ctrl+R** inserts the registered trademark symbol ®, and **Alt+Ctrl+T** makes the trademark symbol ™.
7. In Outlook, you can move to a different section by using these shortcuts: **Ctrl+1** switches to the Mail window, **Ctrl+2** switches to the Calendar, **Ctrl+3** to Contacts, **Ctrl+4** to Tasks, and **Ctrl+5** to Notes.
8. **Ctrl+Shift+M** starts a new message in Outlook and you can use **Ctrl+Shift+C** for a new contact.
9. In Outlook e-mail, use **Ctrl+N** to write a new message, **Ctrl+R** to reply to a message.
10. In Excel, **Ctrl+** enters the date. If you use Excel frequently, it would be a good idea to save the Excel keyboard shortcuts in your Favorites. You can find the Excel shortcuts in <http://office.microsoft.com/en-us/excel/HP052037811033.aspx>.

Don't forget NDAR's free Tech Hotline service, free to any Realtor® Member..... 866-432-3029 - they will help you with almost any technology question except your MLS System (for these issues please contact your vendor).

## Mark Your Calendar for...

- ❖ August 15 - Star Achiever due to Local Board [click here](#)
- ❖ August 16-17 - NAR Leadership Summit, Chicago
- ❖ September 3 - Absentee ballot due to NDAR [click here](#)
- ❖ September 12-14 - REALTOR® Convention of the Dakotas, Aberdeen, SD [click here](#)
- ❖ October 1-2 - Ninja CRS Courses, Seven Seas Inn, Mandan [click here](#).
- ❖ October 23-24 - REALTOR® Summit, Seven Seas Inn, Mandan
- ❖ November 13-16 - NAR Convention, Las Vegas [click here](#)
- ❖ Check [www.ndrealtors.com](http://www.ndrealtors.com) for more events and updates!