



North Dakota Real Estate Commission Special Meeting Minutes -- FINAL
8:30 a.m., Friday, December 12, 2025 – virtual only
1120 College Dr Ste 204, Bismarck, ND

www.realestatend.org

Present at this virtual-only meeting: Sandra Meyer, chair; Steven Bitz, vice chair; members: Steven Link, Tate Cymbaluk, Scott Breidenbach; staff: Jeanne Prom, executive director.

1. Call to order, roll call and determination of quorum. Chair Ms. Sandra Meyer called the meeting to order at 8:30 a.m. Ms. Jeanne Prom, executive director, called the roll, with a quorum of 4 members present. Mr. Tate Cymbaluk joined at 8:33 a.m. and all members were present.
2. Action on hiring new Auditor/Accountant. Ms. Prom and the Commission reviewed and discussed the job description, salary range, and resume for finalist Mr. John Myhra; and Ms. Prom's recommendations to offer the job to Mr. Myhra. Mr. Scott Breidenbach moved that Ms. Prom conduct a criminal history background check on Mr. Myhra before offering him the position. Mr. Cymbaluk seconded. Roll call vote: ayes – Mr. Breidenbach, Mr. Cymbaluk, Mr. Link, Mr. Bitz, Ms. Meyer; nays – none. Motion carried unanimously.

The Commission agreed by consensus that Chair Meyer and Mr. Breidenbach, most recent past Chair, shall determine staff bonuses.

3. Adjourn. Chair Meyer adjourned the meeting at 8:50 a.m.