

July 23 , 2009

Board of Director Minutes
Wilmington Regional Association of REALTORS®
1444 S. 17th Street

Attending	R. J. Alexoudis	Buddy Blake	Faye Brock	Tom Gale
	Dan Kibler	Sharon Laney	Mary Martin	April McDavid
	Dennis Musser	Louise Voelker	Jody Wainio	
Absent:	Ashley Garner	Susan Lacy	Karen Parkin	
Staff:	Jerry Panz			

President April McDavid called the joint meeting with the Multiple Listing Service of the WRAR to order at 8:30 AM. All members of the Board of Directors received notice of the meeting. Jerry Panz gave the invocation and Mary Martin led the pledge of allegiance to the Flag. Cynthia Horgan a guest from the Leadership Academy spoke on the effectiveness of the program. Chuck Earney, CPA spoke on the financial review for 2008. April McDavid provided an update on her conversations with the officers of the REALTOR® Foundation. Dennis Musser, President of the REALTORS® Commercial Alliance of Southeastern NC, provided an update on the activities scheduled for the remainder of 2009.

By Consent the following was approved:

- 1) The Consent Agenda (attached)
- 2) Authorizing John Lennon, Jerry Panz and Jo Anna Edwards to investigate loan options with financial institutions regarding borrowing funds for a potential new building.
- 3) Changes to the travel policy (attached)
- 4) Changes to the Administrative Committee policy (attached)
- 5) The Ambassador Program (attached)
- 6) The Leadership Academy policy (attached)
- 7) Authorizing up to \$1,000 from the staff development budget (no new money).for interviewing candidates for the RCA EVP position
- 8) The minutes of this meeting

There being no further business, the meeting adjourned at 9:57 AM.



Jerry S. Panz, CAE, e-PRO, RCE
Secretary

Consent Agenda

July 23, 2009

Approval of:

1. Amendments to the Bylaws (clerical change only): **Article VI, Section 12: Section 12. Certification by REALTOR®** “Designated” REALTOR® Members of the Association shall ~~certify to the Association~~ during the month of July, ~~on a form provided by~~ **provide to** the Association **in such manner as is specified in its Policy Manual**, a complete listing of all individuals licensed or certified in the REALTOR’s office(s) and shall designate a primary Association for each individual who holds membership. Designated REALTORS shall also identify any non-member licensees in the REALTOR’s office(s) and if Designated REALTOR dues have been paid to another Board or Association based on said non-member licensee(s), the Designated REALTOR shall identify the Board or Association to which dues have been remitted. These declarations shall be used for purposes of calculating dues under Article X, Section 2 (a) of the Bylaws. Designated REALTOR Members shall also notify the Association of any additional individual(s) licensed or certified with the firm(s) within three (3) business days of the date of affiliation or severance of the individual. Designated REALTORS may be assessed a fine, as established by the Board of Directors for failure to comply with this section. **Rationale:** The Board should see that this is a clerical change. Previously WRAR provided a “form” for the DRs. Once received, staff checked it against NCREC to make sure it was correct. It took too many staff hours corresponding back and forth to fix errors—the majority of which because WRAR requires DR print a report from the NCREC, sign and date it, and fax it back to the WRAR.
2. **Policy:** Article VI, Section 12 shall be interpreted as requiring the Designated REALTOR® to print a report from the NCREC website showing all licensees affiliated with their office or firm including noting any who are primary at another REALTOR® association/board.

Acknowledgment of:

1. June 2009 financials sent by email July 16, 2009
2. **Committee Reports**
 - a. Property Management Council (sent 07-10-09)
 - b. Member Services Committee (sent 07-10-09)
 - c. Equal Opportunity and Cultural Diversity (sent 07-10-09)
 - d. Cape Fear Independent Brokerage Council (Sent 07-14-09)
 - e. Professional Development Committee (Sent 07-14-09)
 - f. Partners for Affordable Homeownership (Sent 07-17-09)
3. Membership Report (new, transfers, etc.)
4. Tracking Board of Directors motions

June 14, 2009 – July 18, 2009 Board of Directors (BOD) & Breeze

ALLIED MEMBERS

DECEASED

DESIGNATED REALTORS®

Terrance Ando, Premier Homes and Properties LLC
Grant Kilpatrick, Brookside Realty Group

NEW OFFICE

BlueCoast Realty Corporation
Premier Homes and Properties LLC

NEW REALTOR® MEMBERS

Terrance Ando, Premier Homes and Properties LLC
Jeffrey V. Broadbridge, Century 21 Sweyer & Associates
Annie Brown, Barfield & Associates Realty
Paula Burke, Just For Buyers Realty, Inc.
Christopher Klos, Premier Homes and Properties LLC
Linda Dehart, Hagood Homes Realty, Inc
Kelly Honeycutt, Naylor Realty
Carmen Johnson, Coldwell Banker Sea Coast Realty
Michael Kellogg, Network Real Estate
Christopher Klos, Premier Homes and Properties LLC
Margaret Pearce, Coldwell Banker Sea Coast Realty
Joel Roney, Keller Williams Realty
Donald Scrimme, Coldwell Banker Sea Coast Realty
William Somers, EXIT Coastal Connection Realty
Amanda Stroup, Oceanic Realty

REINSTATEMENTS

Charles Cipolla, Wilkinson & Associates
Susan Donovan, Wilkinson & Associates
Toni Gilbertsen, Intracoastal Realty Corp.
Walt Gilbertsen, Intracoastal Realty Corp.

RESIGNATIONS

Emily Aberle, Century 21 Sweyer & Associates
Charles Bell, Charles F. Bell Broker
Karen Burton, Prudential Laney Real Estate
Denise Chadurjian, Keller Williams Realty
Robert Cooper, Pointe South Realty, LLC
Leroy Coppedge, Coldwell Banker Sea Coast Realty
John M. Craig Jr, (Secondary), Craig & Associates
Linda Dameron, Charles F. Bell, Broker
Policarpo Despaigne, Fusion Real Estate
George Dombay III, Prudential Laney Real Estate
Beverly Dunlow, Coldwell Banker Sea Coast Realty

Alain Gervais, Wilmington Commercial Real Estate
Vincent Graziano, Prudential Laney Real Estate
Edward Hill, Intracoastal Realty Corp.
Elaine Johnson, Johnson Appraisal
Amy M. Justice, Clark Communities
Amanda Oates, Coldwell Banker Sea Coast Realty
Michael Osmalov, Wilkinson & Associates
Craig Picken, Intracoastal Realty Corp.
Jane Powell, Intracoastal Realty Corp.
Chris L. Sholar, Prudential Laney Real Estate
Ramona L. Sloan-Stocks, Prudential Laney Real Estate
Sandra K. Smith, Prudential Laney Real Estate
Debra Stubbs, Tregembo & Associates Realty
Mary Valendra, Prudential Laney Real Estate
Debra Whiteted, Prudential Laney Real Estate
Jamie Sun Wishart, (Secondary), Intracoastal Realty Corp.
Walter Walker, (Secondary) Century 21 Sweyer & Associates
Stephanie Walters, Coldwell Banker Sea Coast Realty

TRANSFERS

Judy Beha, Brookside Realty Group, LLC
B.H. Bostic, Coldwell Banker Sea Coast Realty
Jamaye Despaigne, Wilkinson & Associates
Sarah Godwin, Godwin Coastal Realty
Sandra Herndon, Neighbor Realty & Associates
Bradley Hunter, Coldwell Banker Sea Coast Realty
Elizabeth Jensen, Intracoastal Realty Corp.
Grant Kilpatrick, Brookside Realty Group, LLC
Raymond Lebrun, Wilkinson & Associates
James Long, Intracoastal Realty Corp.
Alexia Morris, EXIT Homeplace Realty
Theresa Mortley, Wilkinson & Associates
Katherine Neighbors, Coldwell Banker Sea Coast Realty
Judith Odom, Coldwell Banker Sea Coast Realty
Margaret Pearce, Live Oak Real Estate
Elaine Phillips, Wilkinson & Associates
Rita Reynolds, Wilkinson & Associates
Richard Ricoszi, Keller Williams Realty
Karen Sue Schwartz, Coldwell Banker Sea Coast Realty

TERMINATIONS (For Nonpayment of Fees) 06/01/09

Cheryl Casto, Lucas & Associates
Charles Eltringham, Century 21 Sweyer & Associates
Clifford Reaves, Reaves & Associates

TERMINATIONS (For Failure to Resign or Transfer After 30 day Drop)

COOPERATING KEY

Member Totals As of	July 16	June 13	May 22	April 11	Mar 14	Jan 10 2009	Dec 13	Nov 15	Oct 10	Sept 13	Aug 9
Designated REALTORS®	415	421	420	426	428	421	440	448	454	454	457
Pending REALTORS®	0	2	2	5	4	2	1	1		0	0
Subtotal	1,433	1,442	1,440	1,442	1,444	1,432	1,502	1,578	1,605	1,644	1,644
Non REALTOR® Licensees	28	24	26	28	26	60	37	38	47	47	40
Secondary REALTORS®	83	93	91	93	91	96	105	115	121	120	121
Allied	110	111	109	109	106	113	113	114	114	113	110
Total	2,069	2,093	2,088	2,103	2,099	2,124	2,198	2,294	2,341	2,378	2,372

Background Paper on Travel Policy

THE ISSUE: How can the Board most effectively address the need to stay engaged in NCAR with declining financial resources?

WHAT DO WE KNOW ABOUT OUR MEMBERS NEEDS, WANTS, PREFERENCES THAT IS RELEVANT TO THIS DECISION?

The Staff Knows...	Board Members Know...
<p>Members who serve on NCAR and NAR committees have had most if not all of their travel expenses supported by WRAR. Recent developments:</p> <ul style="list-style-type: none"> • First three and now four WRAR members have been appointed to the NCAR Forms Committee; • Airline baggage fees for second and now first bags; • Financial crises created by the mismanagement at NCAR necessitating more member involvement in the Service Corp and Realfast; <p>Altogether, these have created an opportunity for additional consideration of the travel reimbursement policies. NOTE: The existing policies are attached at the end.</p> <p>The budgets have mileage and some hotel room reimbursements for members serving on NCAR committees. These travel policies have had a positive impact on WRAR’s influence at NCAR.</p> <p>Staff met with leadership to discuss the issue prior to creating the 2010 business plan and budget. The leadership made the following suggestions:</p> <ol style="list-style-type: none"> 1. Members should be required to drive together. The majority who decide to leave at a certain time should be reimbursed for mileage; the other(s) should not. 2. Members could consider sharing rooms. 3. Require members who want to serve on NCAR committees to submit the application to the Board of consideration. The Board’s consideration would not require the Board to reimburse the member for mileage and/or room reimbursement; members who fail to submit an application to the WRAR Board prior to their appointment would not be eligible for any type of funding. 4. Hotel accommodations should only be paid when it is very difficult to drive to and from the meeting on the same day. Example: The Forms Committee meets at 9:30 AM until 3 PM in Greensboro. If you do not reach the Raleigh airport by 7:15 AM, it will take an additional 45 minutes travel time to Greensboro meaning you will arrive just prior to or at the start. This would require leaving Wilmington no later than 5 AM. 5. Should the number of people from Wilmington be limited on a Committee? While NCAR appointments are controlled by the 	

<p>NCAR President, the funding for WRAR members is controlled by WRAR. The application process will allow the WRAR Board to make such consideration.</p>	
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WHAT DO WE KNOW ABOUT THE CURRENT REALTIES AND EVOLVING DYNAMICS OF OUR ENVIRONMENT THAT IS RELEVANT TO THIS DECISION?

The Staff Knows...	Board Members Know...																					
<p>Membership numbers have declined slightly:</p> <table border="1"> <thead> <tr> <th></th> <th style="text-align: center;"><u>June</u></th> <th style="text-align: center;"><u>July</u></th> </tr> </thead> <tbody> <tr> <td>Designated REALTORS®</td> <td style="text-align: center;">421</td> <td style="text-align: center;">417</td> </tr> <tr> <td>Pending REALTORS®</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Non REALTOR® Licensees</td> <td style="text-align: center;">1,442</td> <td style="text-align: center;">1,442</td> </tr> <tr> <td>Secondary REALTORS®</td> <td style="text-align: center;">24</td> <td style="text-align: center;">27</td> </tr> <tr> <td></td> <td style="text-align: center;">93</td> <td style="text-align: center;">87</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">1,982</td> <td style="text-align: center;">1,973</td> </tr> </tbody> </table> <p>The number of NCAR Directors allocated to WRAR may decline. Each local association, which has ten or more members, receives <u>one</u> NCAR director. Entitlement to additional directors is calculated upon the number of <u>primary</u> REALTOR® members in a local association divided by the total NCAR REALTOR® members rounded down to a whole percentage number. The count is based upon the numbers found in NRDS as of August 1 of each year. As of <u>7/09/09</u>, the numbers are:</p> $1,857 \text{ (WRAR)} \div 36,901 \text{ (NCAR)} = .0503 \times 100\% = 5.03$ <p>WRAR would receive 5 additional NCAR Directors for a total of 6, if these numbers hold (WRAR is very close to losing one by .0003 or just an eleven member swing!).</p> <p>Current Policy allocates the positions in the following order:</p> <ul style="list-style-type: none"> WRAR President MLS President RCASENC President MLS President-Elect WRAR Past President <p>An applicant who wishes to be considered for a NCAR director position must complete and submit an application timely, and the Board of Directors is required to elect from among the applicants such director(s) within the time frame for reporting the name to NCAR (usually October).</p> <p>Based upon these discussions, staff has prepared a draft of the Travel policy for the Board consideration at their July 23rd meeting.</p>		<u>June</u>	<u>July</u>	Designated REALTORS®	421	417	Pending REALTORS®	2	0	Non REALTOR® Licensees	1,442	1,442	Secondary REALTORS®	24	27		93	87	Total	1,982	1,973	
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WHAT DO WE KNOW ABOUT THE "CAPACITY" AND "STRATEGIC POSITION" OF OUR ORGANIZATION THAT IS RELEVANT TO THIS DECISION?

The Staff Knows...	Board Members Know...
Board approves policy and budgets.	

DOES THIS AGREE WITH OUR MISSION: TO SUPPORT AND ENHANCE THE CAREERS OF OUR MEMBERS.

The Staff Knows...	Board Members Know...
Yes	

ARE THERE ETHICAL CONSIDERATIONS TO CONSIDER?

The Staff Knows...	Board Members Know...
None known	

Travel: NAR and NCAR

Officer/Position	NCAR Inaugural Meetings/ Banquet	NCAR Legislative Meeting	NCAR Convention	NAR Leadership Summit	NAR Midyear Legislative Meeting	NAR Annual Governance Meetings/ Convention
NCAR Director	Yes	Yes	Yes			
NAR Director					Yes	Yes
WRAR President	Yes	Yes	Yes/guest		Yes	Yes/guest
MLS President	Yes	Yes	Yes/guest	Yes	Yes	Yes/guest
MLS President-Elect	Yes	Yes	Yes/guest			Yes/guest
RCA President	Yes	Yes	Yes/guest		Yes	Yes/guest
RCA President-Elect	Yes	Yes	Yes/guest	Yes	Yes	Yes/guest
CEO	Yes	Yes	Yes	Yes	Yes	Yes
RCA EVP	Yes	Yes	Yes	Yes	Yes	Yes
Gov. Affairs Director	Yes	Yes	Yes		Yes	Yes

1. The WRAR-President-Elect ~~and the RCA President-Elect~~ shall attend the NCAR and NAR Leadership meetings. The MLS President-Elect shall attend the NCAR Leadership meetings. The WRAR President ~~and the MLS President and the RCA President~~ shall attend the NAR Mid Year meeting. **(NOTE: The RCA determines by policy who attends what meetings.)**
2. All NCAR Directors are allocated to the WRAR budget except for ~~3~~ **the MLS President and MLS President-Elect** which are allocated to the MLS budget ~~and RCA President~~ **which is paid by the RCASENC** budget. All presidents, president-elects and all NCAR Directors shall be reimbursed as follows (NOTE: RCA pays for all companion travel associated with its officers. (Revised: WRAR 11-18-04) **Rationale: Clarification purposes only**
 - a. Reimbursement expense reports (mileage, travel, food for events, etc.) must be submitted no later than five business days after the last day of the month in which the expense was incurred.
 - b. Expenses submitted after deadline do not qualify for reimbursement. (BofD Minutes 03-19-09)

- c. **Automobile:** Maximum IRS rate permissible; **however, companion mileage is not included. Members who serve on NCAR committees are required to drive together. The majority who decide to leave at a certain time will be reimbursed for mileage; the other(s) will not.**
- d. **Air:** Coach class **including first two bags.**
- e. **Hotel:** Single room rate at the headquarters hotel except that at the Annual Convention, if the presidents' spouse/significant other attends, the room rate shall be for a double room. **Members are encouraged to share rooms.**
- f. **Expenses:** \$75 per diem for meals and incidentals ~~non vouchered~~ for all NCAR meetings. \$100 per diem for meals and incidentals ~~non vouchered~~ for all NAR meetings. Departure and return airport parking (except when driving) and ground transportation will be reimbursed. Members must provide a receipt to staff no later than five business days after the last day of the month in which the expense was incurred. **Members will be given a 1099 for all monies received and are encouraged to retain their receipts for tax filings.**
- g. If travel involves only a portion of the day, staff shall compute costs based upon \$10/\$13-breakfast, \$15/\$20-lunch, and \$50/\$67-dinner.
- h. **Registration:** The NCAR Directors registration fee to attend the NCAR Convention will be paid for all NCAR Directors allocated by membership totals per the NCAR Bylaws but not including any based upon their election to a NCAR position. The registration fee for the NAR Annual Convention shall be paid for the three presidents and the MLS President-Elect. (Revised: WRAR 01-22-04)
- i. **Companion Travel** If a companion's travel is paid as noted in the above table, they shall be reimbursed as follows:

~~Automobile~~ — Maximum IRS rate permissible

Air Coach class

Expenses \$75 per diem ~~non vouchered~~. If travel involves only a portion of the day, staff shall compute costs based upon \$10-breakfast, \$15-lunch, and \$50-dinner

Registration The registration fee to attend the NCAR and NAR Annual Convention shall be reimbursed. (MLS 8-14-97 & WRAR 8-21-97, revised 7-15-99, 8-24-00, 3-13-03, and 07-17-03)

NAR & NCAR Policies for Directors and Members

1. Each NAR and/or NCAR Director shall complete an application for a committee unless their appointment to a committee is automatic because of the office they hold (ex. RVP is automatically a member of the Executive Committee); **STAFF NOTE July 2009: Service on a NCAR Committee is a requirement where possible since most committees meet during the three scheduled NCAR Meeting.**
2. If a Director or member receives compensation from another entity for travel expenses, then the reimbursement would be reduced by the portion received;
3. That attendance be mandatory at each of the following:
 - a. **NCAR**
 - i. Committee meeting if an appointee;
 - ii. Regional Caucus;
 - iii. Board of Directors' meeting
 - iv. NCAR Legislative Day
 - b. **NAR**
 - i. Committee meeting if an appointee;
 - ii. Regional Caucus;
 - iii. Board of Directors' meeting

4. If the Director fails to attend any of the above there will be no reimbursement for that day or if any or all of the expenses had been paid or advanced that the staff would bill the Director for those expenses;
 - a. The president and the chief staff executive will determine whether there were sufficient extenuating circumstances where the Director would not be billed for expenses.
5. The order in which NCAR Directors will be selected is: WRAR President; MLS President; RCA President; MLS President-Elect; WRAR Past President and such additional directors, if any, shall be elected by the Board of Directors. (See BofD Minutes 7-22-04, 7-20-06 & 10-18-07)
6. All others desiring to be a NCAR and/or a NAR Director shall complete an application. Staff shall forward all applications to the Board of Directors which shall act upon the applications within the time frames established for reporting directors to NCAR and NAR. (See BofD Minutes 11-16-06 & 03-17-08)
7. **Members who desire to serve on a NCAR committee or apply for the Leadership Academy must submit the NCAR application or request to the WRAR Board in order to be eligible for reimbursement of expenses by the WRAR (see Travel NAR and NCAR) . The WRAR Board's consideration does not require the Board to reimburse any member for mileage and/or room expenses; however, members who fail to submit an application to the WRAR Board at the same time they submit to their application or appointment request to NCAR would not be eligible for any type of funding.**

June 15, 2009

Minutes of the Administrative Committee
1444 S. 17th Street

Those attending: Susan Lacy Mary Martin April McDavid Karen Parkin

Chair Susan Lacy called the meeting to order at 1:30 PM. The minutes of the previous meeting were approved (attached). The committee spoke with Claude Bridger about the current health insurance policies. He explained that seven different insurers were reviewed and one, Blue Cross/Blue Shield initially returned a lower premium quote. However, upon employees submitting the enrollment forms, the quote returned was higher than the renewal through United Healthcare. Jo Anna Edwards provided financial information and spoke about the process for changing companies. Members asked Claude questions to which he responded. Susan thanked Claude for attending and excused both he and Jo Anna.

At the previous meeting the Committee discussed key staff salaries briefly. Jerry was to ask NAR how they handled staff salaries and to report back. Jerry wrote to Doug Hinderer, NAR Vice President for Human Resources, who wrote:

From: DHinderer@realtors.org
To: Jerry Panz
Subject: Re: W-2 and wage disclosure

Hi Jerry, this question does seem to come up quite often. At NAR, the executive committee determines the CEO's salary, but that's it. All other compensation is determined by the CEO and me. There are a number of reasons for this, but primarily it is to protect both the staff person and the member. If salaries get disclosed inappropriately it can cause huge problems in the organization and can put the member in a very difficult position if they mistakenly say something they shouldn't. The more people who know the salaries, the greater the chance for a mistake to be made. Every board I'm aware of follows a system where the CEO is given a pool of money for salaries and it is left to his or her judgment how best to split it up. Hope this helps.

Doug

After discussion, the Administrative Committee reviewed the responses from Jerry which were requested at the March 5, 2009 meeting

- a) Is there a COLA in your contract: Answer: **No**
- b) Adding link for Realfast forms: Answer: **A link was added under Links & Documents. It cannot be added under Single Sign-on because Realfast2Go is not SAML compliant.**
- c) **Question of the Week:** Do you want more training on eShowings? Answer: **Appeared in Broker Briefing on Monday, March 16. eShowings came to Wilmington and did more training.** Additionally, staff has new members load eShowings information into their phone. It is now in New Member Sign Up. Tameca explains the service and the last slide provides the information. She pauses while they place the information into their phones.

The members then discussed changes to the existing Policy which was reviewed at their March meeting and approved the changes noted below.

Administrative Committee

Scope of Work: Annually review the benefits package for all staff and evaluate the performance of the CEO based upon the criteria established (see MLS BofD Minutes 10-20-2005). The Committee shall meet at least three times a year, compile a final evaluation, meet with the CEO to agree upon objectives and make its report to the ~~MLS~~ boards of directors. The ~~Committee~~ ~~MLS Director who is the WRAR President and the MLS President~~ shall meet with the CEO to present the evaluation and obtain a signature on it. The evaluation shall be placed in the CEO's permanent file and shall only be available to the current MLS and WRAR presidents, legal counsel, and the CEO. The evaluation ~~should~~ shall occur during the last quarter of each year ~~in May and be finalized prior to June 1.~~

During the last quarter of the year the following steps shall be completed:

- 1) **The Administrative Committee will meet and evaluate the CEO's performance**
- 2) **In the event that the performance of CEO is deemed unsatisfactory in any respect, the Administrative Committee shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance.**
- 3) **The evaluation will include recommendations as to areas of improvement in all instances where performance is unsatisfactory.**
- 4) **A copy of the written evaluation shall be delivered to CEO. If CEO disagrees with such evaluation, he may respond in writing to be delivered to the then Past President. All such writings will be made a part of CEO's confidential personnel file.**
- 5) **Upon the conclusion of the evaluation, the Administrative Committee may take action to increase the compensation, bonus, and benefits for EXECUTIVE for the subsequent year of the CEO's contract subject to the approval of the Board of Directors.**

The Committee shall make a recommendation to the boards no later than its December meeting ~~at their June meeting~~ on:

- 1) the CEO salary
- 2) may recommend additional compensation for work completed since the last evaluation
- 3) the salary caps for key staff to provide the CEO with the maximum salary that may be offered since the CEO administrates all staff salaries
- 4) benefit package on vacation, sick days, insurance, and an incentive package for all staff.

~~The Directors shall act at the June meeting to finalize all salary issues.~~

Composition: The ~~MLS Director who is also the~~ WRAR Past President, who will chair the Committee, the ~~MLS Past~~ **WRAR** President, the MLS President, **and** the **MLS** President-Elect, ~~the Vice President and the RCA President.~~ (modified BofD Minutes 10-21-04)

The CEO recommended again that a salary and benefits study be done by purchasing either the ASAE Compensation and Benefits Study (\$315) or hire either Bill Lester or Jerry Matthews to provide a specific study based upon the size of other REALTOR® associations compared to Wilmington. The Committee did not want to spend money at this time.

The Committee then reviewed the latest draft of the Evaluation Form (attached). In response to the items highlighted in **blue**, the Committee agreed that the answer to each question was "Yes" and directed staff to make the changes.

There being no further business the meeting adjourned at 4:10 PM.

Submitted,

Jerry Panz, CAE, e-PRO, RCE

Your Strategic Plan (Goal 4A) mandates an Ambassador program. The purpose is to recruit REALTORS® who would help communicate information from the corporations to the members. Kathleen, Tiffany and the staff discussed how to recruit members as ambassadors. Please review this draft so you may discuss it at the July 23rd meeting.

What is an Ambassador?

- Key contact person at each office with 10 or more members
- A partner with corporations boards of directors helping to communicate the message of the corporations to each REALTOR®.
- An advocate who wishes to become more involved in elections, legislative issues, regulatory issues, and quality of life issues.
- Stays informed on current events and communicates with leadership and staff
- Networks and exchanges information.

What does an Ambassador do?

- Encourages other REALTORS® to become involved and attend events.
- Presents (communicates) information at sales meetings, intra-office voicemail and email.

How do I become an Ambassador?—Board action required

- Elected by their office staff.
- Chosen by WRAR leadership
- Approved by Office Principal or Broker in Charge.
- Other

Incentives to participate in the program? —Board action required

- Advertising-REALTOR®'s name: prominently displayed on the Association's website.
- Receives \$5 monthly credit invoice (\$60 annually) toward any MLS or REALTOR® Store invoice (total cost for program: xxx times \$60 = _____).
- Gift Certificates.
- Free admission to events/Realtor Recharge.
- Have a Lottery/Drawing each month for _____.
- Free or discounted CE courses.
- Gain valuable information to better assist in becoming a real estate expert.
- Other

How long is the term?

- One calendar year

How often do they meet?

- TBD by the Board

How does the program get started?

- Prepare an invitation from the President to become a member of the committee.
- Offer incentive (value).

WRAR Leadership Academy Program Overview

Recognizing that leadership development is an essential element in the process of improving the Association, the WRAR began offering a Leadership program in 2008.

Objectives

- To identify WRAR members who have demonstrated leadership potential and an interest in the REALTOR® organization.
- To train participants by developing leadership skills.
- To motivate participants by:
 - Increasing awareness of real estate and association management issues and challenges.
 - Involvement in problem-solving activities on issues of current interest.
 - Providing a network of leaders across the state who is actively involved in improving our associations and profession.

Eligibility, Application and Selection

- All REALTOR® members of the Wilmington Association of REALTORS® are eligible to apply for the Leadership Academy.
- The participants must be active in business, education, the arts, religion, government, community-based organizations, or real estate specialty areas.
- The electronic application will be made available via Broker Briefing and on WRAR.com in September.
- An anonymous selection committee selects Participants based upon the application. The committee will be seeking representation from a cross-section of the profession reflecting the diversity of the WRAR. The committee selects a maximum of 12 individuals

The committee strongly encourages applicants who are not selected apply the next year.

Additional Information

- Tuition is \$250.
- Participants are responsible for transportation to the meetings and events.
- Attendance is required at the following sessions:
 - Four meetings with guest speakers
 - One WRAR Board of Directors' meeting
 - The WRAR Legislative Luncheon, and
 - One elective event chosen by the applicant from a list provided.

If there is a scheduling conflict, participants may take that session the following year. Graduation is dependent upon completing the make-up session during the next year.

WILMINGTON REGIONAL ASSOCIATION OF REALTORS®
PROPERTY MANAGEMENT COUNCIL
June 25, 2009 – 10:30AM
MEETING REPORT

Chair – Brooke Harris

Co-chair – TBD

Present: Charles Mattes, Hank Burnett, Shannon Friedrichs and Karen Parkin

Staff Member(s) Present: Dayma Edwards

Purpose of Council

To maintain a dialogue with other Associations to work on matters of interest to property managers.

Mission Statement

It is the mission of the Wilmington Regional Association of REALTORS Property Management Council to bring together entities within the Association that practice property management. This will be done through sharing ideas and knowledge, providing a platform to voice concerns, practicing risk reduction, continuing quality service to clients through education, communicating with other property managers, and enhancing the referral network.

Introductions & Welcome:

Property Management CE

- Course - Resort Property Management by Elizabeth Whitcraft
- Course - Dynamics of Property Management by Mary Gwyn
- Council members looked over the syllabus for both courses and would like to host both classes on the same day
- Dayma invited Lois Campbell, CE Director to join the meeting to answer questions
- Council members feel that this is highly needed in our area and that would bring in some income but at the very least break even
- As soon as Lois receives approval from the Commission she will send the information out to all surrounding area offices like New Bern, Fayetteville and Jacksonville
- Dayma will check availability on the space at the Holiday Inn Sunspree or the Hampton Inn on 17th Street once the date is confirmed with the instructors
- Lois will offer the courses to our members for \$45 each course or both classes for \$80
- Council members gave Lois two different dates that would work
- Lois will contact Mary and Elizabeth to check on availability for one of those dates

New Law to Protect Rental Tenants When Home is in Foreclosure:

S. 896, the "Helping Families Save Their Homes Act of 2009", which became law on May 20, 2009, included provisions to protect tenants from eviction as a consequence of a foreclosure affecting the property being rented. Many examples were seen of families living in rental housing throughout the United States who were evicted without any prior notice when the home where they had lived was foreclosed upon. Much of the time, the rental family had no idea the home was in delinquency or subject to foreclosure until their eviction. The new law requires tenants be given 90-days notice prior to having to vacate, and allows them to stay through the remainder of their lease, if the home will continue to be a rental property.

Wrap-up/Questions/Comments/Concerns

Next Meeting

Date – Friday, November 6th

Time - 10:00 AM
Place - WRAR Office

WILMINGTON REGIONAL ASSOCIATION OF REALTORS®
MEMBER SERVICES COMMITTEE
July 6, 2009 – 10:30AM
MEETING REPORT

Chair – JD Terry
Dougherty

Co Chair – David

The meeting began at 10:30a.m.

Committee Members Present: JD Terry, Dana Scalici, Linda Mehner, Ashley McDavid and April McDavid

Staff Member(s) Present: Dayma Edwards

I. Welcome & Introductions

II. 2nd Quarterly Meeting Survey Results:

- ★ 311 total attendees
- ★ 63 responses to the survey
- ★ Overall good event, committee members were extremely happy w/ results of the event
- ★ Key comments were:
 - meeting portion was too long w/ the candidates speaking
 - should just introduce them in the future
 - eat before the meeting begins
 - have a healthier option on the menu

III. Annual Meeting & Election:

- **A MidSeptember Night at Airlie**
- Thursday, September 17th
- Airlie Gardens
- 6pm to 9pm
- Allow Beer & Wine – 2 tickets per attendee, 17 bottles of wine (red & white) remain from RW&BB
- Catering – Pete Daniels w/ Atlantic Quest
- Decorations – use vases and white candles
- Charge guests \$20.00 to attend w/ member
- Entertainment – Trey Hamlin, guitarist (\$350)
- L & L Rentals – tent, tables & chairs have been ordered
- Each committee member will try to bring in one sponsor for the event
- Dayma will contact Sheila Anderson & Patrick Moore re: sponsorship levels
- Sponsors –
 1. National City Mortgage - \$250
 2. Wells Fargo Mortgage - \$1,000
 3. Mortgage Bankers - \$250
 4. Coastal Carolina Treescapes - \$250 ????
 5. Cunningham & Associates - \$1,500

IV. 4th Quarterly Meeting & Holiday Luncheon

- Holiday Inn Sunspree
- Wednesday, December 2nd
- 11:30am to 1:30pm
- Holiday Inn Chef
- Holiday Inn giftbox centerpieces
- Charity – REALTORS Helping REALTORS
- Sponsors – TBD
- Speak to Tim Milam – ask him to speak about someone who received help through the Foundation

V. Wrap-up/Questions/Comments

- JD Terry requested the committee to sponsor (\$250)the Mortgage Bankers Association’s Poker Tournament.
- April stated it will have to go before the BOD for approval but there is not enough time.
- April suggested that WRAR would be able to send out an email and place it in the next Broker Briefing to increase attendance.
- April also suggested that we consider joining the Mortgage Bankers in the next event to raise money for the REALTORS® Helping REALTORS® Foundation.

VI. Next Meeting

- Monday, August 3rd
- WRAR Conference Room
- 9:30AM



Wilmington Regional Association of REALTORS®

PARTNERS FOR AFFORDABLE HOMEOWNERSHIP

June 25, 2009

MEETING REPORT

Chair: Carlos Braxton

Vice-Chair: David Flory

The meeting began at 8:40 AM

Members Present: Carlos Braxton, Lisa Burton, David Flory, Bobby Jean Harvey, Amy Holcomb, Michael Otelsberg, Karen Parkin, Myra Parry, Pam Rancke, Timothy Taylor, Glancy Thomas, Louise Voelker, Jody Wainio

Staff Members Present: Dayma Edwards, Tiffany Lawhorn, Kathleen Riely

I. Welcome

- ❖ **ATTENTION!!! New location:** Next meeting date is **July 30th** at **RE/MAX (2018 Eastwood Rd) from 8:30am-10:00am**

II. Update Operation Home Sweet Home

- ❖ David Flory will be meeting with his contact at NH Regional, has sent a letter and copy of the PowerPoint presentation.
- ❖ Before the next meeting, Jody Wainio will make contact with Brunswick County Schools, CFCC and Carey at the Cape Fear Public Utility Authority about having an Operation Home Sweet Home session at those organizations.
- ❖ Lisa Burton will be contacting the Port Authority regarding a session.
- ❖ Brian Pilon made an advertisement for Operation Home Sweet Home to be used as a press release (attached). He will be attending the next meeting to discuss promotion of Operation Home Sweet Home and affordable housing.
- ❖ Amy Holcomb getting details on a radio ad. To reach a larger group of people we could advertise on the radio, newspapers, Ad Pak, etc.

III. Articles/ Information on Affordable Housing

- ❖ Kathleen Riely, Governmental Affairs Director for WRAR, spoke regarding the recent homeowner insurance rate increases and what

WRAR is doing to help fight the increases. WRAR has developed CFC3 (The Cape Fear Coalition of Concerned Citizens) which is seeking to include a broad array of private/public entities and individuals who share concerns over issues affecting the Cape Fear Region's future. CFC3's mission is both to raise awareness and serve as the Region's collective advocate on those issues. For more information visit www.CFC3.org.

- ❖ Karen Parkin informed the group of a new Bill that was passed in the Senate. This Bill states that a tenant has 60 days to vacate a foreclosed property. If the purchaser uses the property to rent then they must honor the previous lease agreement. To view this Bill, [Click Here](#).
- ❖ Handouts: the group was notified of a program where one could use their tax credit on closing costs. This is a possibility however no one is taking part in it. Also, received a handout on purchasing foreclosure property. Both attached.

IV. 2009 Committee Meeting Schedule

- ❖ *Thursday, July 30th*
- ❖ *Friday, August 28th*
- ❖ *Friday, September 25th*
- ❖ *Thursday, October 29th*
- ❖ *Friday, November 20th*
- ❖ *Thursday, December 31st*

V. Next Meeting

Date – **Thursday, July 30th**

Time - **8:30 AM**

Place – **RE/MAX on Eastwood**

WILMINGTON REGIONAL ASSOCIATION OF REALTORS®
EQUAL OPPORTUNITY & CULTURAL DIVERSITY COMMITTEE
July 6, 2009 – 8:30AM
MEETING REPORT

Chair – Michelle Roberts

Vice-Chair – Eliza Santos

Committee Members Present: April McDavid, Emi Whetsel, Dana Scalici and Doc Hamm

Staff Member(s) Present: Dayma Edwards

Welcome & Introductions:

Boys & Girls Club Update:

- ★ Eliza is not in attendance to give an update

What's Next for Diversity:

- ★ April suggested that we have a speaker come in to discuss dealing with international clients, like a Morning Buzz.
- ★ Doc had some great information to share about international clients/deals and agrees.
- ★ Dayma will contact Jose Hernandez, Associate Provost Institutional Diversity & Inclusion at UNCW and invite to attend the next meeting in August.

Wrap-up/Questions and Comments:

- ★ Doc suggested that we consider changing the date and/or time of the meetings to have better attendance
- ★ April suggested we do conference call meetings

Next Meeting:

When: **Monday, August 10th**

Where: **WRAR Conference Room**

Time: **9:00am**

WILMINGTON REGIONAL ASSOCIATION OF REALTORS®
CAPE FEAR INDEPENDENT REAL ESTATE BROKERS
July 9, 2009 – 8:30AM
MEETING REPORT

Chair – Don Clive

Vice-Chair - TBD

Purpose of Council

- *The Small Brokers Council is set up for offices with 1-9 people in them*
- *To assist the Association with servicing the needs of the small brokers*

Committee Members Present: Wendy Bugbee, Bob Wallen, Austin Hatchert, James Wicker, and Jody Wainio

Staff Member(s) Present: Dayma Edwards

I. Introductions

Welcome to all new attendees

II. Networking & Breakfast

III. Update on HVCC Guidelines

- ✓ Keep in mind that the HVCC is not a law
- ✓ HVCC is good but needs to be tweaked
- ✓ AMC's are not good, they need to be regulated
- ✓ There is legislation in the works that will more than likely force most of the current AMC's out of business due to regulations being put into place and fines
- ✓ It is business as usual between lenders, appraisers and brokers, the HVCC is not a gag order

IV. BOD Update from Jody Wainio

- ✓ Short history on how Jody became appointed as a Director, representing the independent broker.
- ✓ The most interesting thing she has learned so far this year is that the MLS and the Association are two different entities, which is a huge misconception among members.
- ✓ Know that extremely informed and smart decisions have been made by the current and past BOD's that have kept this Association in the great position that it is in.
- ✓ In reference to the possibility of a new building being built, all I can say is that land was purchased several years ago, a New Building Task Force has been formed and if and when the time is right then the membership will be given the opportunity to vote on that possibility but for now it is in the Task Force hands.

V. Wrap-up/Questions/Comments

- ✓ Wendy requested that Dayma send the emails of all the attendees so that she may communicate with them when not meeting

VI. Next Meeting

Date - **Wednesday, November 11th**

Time – 8:30AM to 10:00am

Location – WRAR Conference Room

- Breakfast/Networking time from 8:30AM-9:00AM
- Meeting from 9:00AM-10:00AM

WILMINGTON REGIONAL ASSOCIATION OF REALTORS®
PROFESSIONAL DEVELOPMENT COMMITTEE
June 12, 2009 – 10:30AM
MEETING REPORT

Chair – Rebecca Lawson
Russ May

Vice-Chair –

Purpose of Committee

- *The Professional Development Committee wants to promote learning as a life-long habit for REALTORS®*
- *To continue providing our members with information on legal issues while keeping them current through the use of periodic legal updates*
- *To continue providing risk management/risk-shifting information for all members*

Committee Members Present: Patti Archibaud, El Brant, Rebecca Lawson, Wendy Shorter-Bridges, Kathy Kivett, Mary Jo Miller, Russ May, and Carlos Braxton

Staff Member(s) Present: Dayma Edwards

VII. Welcome & Introductions:

VIII. Shortsale Seminar:

- Liability of short sales, know the legal pitfalls of short sales
- Friday, June 19th
- Coldwell Banker Sea Coast Realty at the Thomas Alexander Training Room
- Russ has requested for speaker to use flash drive and projector to be set-up
- “please park in the rear of building” and to encourage carpooling on all promotional emails
- Dayma and BP will also set-up a “Please ask a question” for the promotional ads
- Outline has been requested from James Price
- Dayma will order Paneras breakfast sandwiches, pastries, fruit salad & OJ
- Will need cups, plates & silverware from Panera’s
- Dayma will be responsible for refilling coffee machines and manning the food table

IX. Negotiation Seminar:

- Dayma will check with Holiday Inn Sunspree and Bill Gallagher to schedule for late October early November
- Set-up room classroom style, if a lot of interest remove the tables to accommodate more members
- Charge members \$10 to attend
- Charge No-Show & Late Cancellation Fees
- Need Sponsors
- Open to other Associations only if registration is low but charge more for attendance

X. 2010 REALTOR ReCharge:

- Kathleen Passanisi has been contracted for the RR 2010 - \$5,000 + expenses
- Holiday Inn Sunspree has been booked for Thursday, February 11th, the room fee is \$250 but they charge \$30 per vendor.
- Goodie bags - El will work on getting 250 bags and all other members will work on collecting promotional items
- Dayma will request that all goodies will be turned in at least one week prior to the event.
- Dayma will send out an email for sponsors, early bird is \$250 + \$100 in-kind gift, late entry is \$350. + in-kind gift. Also request items for the goodie bags

XI. Next Meeting

Date – Wednesday, August 13th

Time – 10:30 AM

Location – WRAR Office



Wilmington Regional Association of REALTORS®

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Time - **8:30 AM**

Place – **RE/MAX on Eastwood**

Tracking Board of Directors' Motions: WRAR

<i>Date</i>	<i>Issue</i>	<i>Resolution</i>
06/18/09	Electing the person who receives the fourth highest votes will fill the position created by the untimely demise of Melanie Bertrand.	Noticed to membership. Changed the wording on the sample ballot.
	The total votes received by any candidate during an election will be disclosed to any member or candidate upon request.	Changed Policy Manual
	Requesting a grant from Homes4NC in the amount of \$2,500 for the Affordable Housing Coalition of SENC.	Requested
	The agreement to hire Steve Coggins.	Paid law firm