

September 24, 2009

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

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

President –Elect Mary Martin called the meeting to order at 9:05 AM. All members of the Board of Directors received notice of the meeting. Mary Martin reminded the members that Director Orientation will be held on October 23rd beginning at 10 Am and concluding on October 24th by 11:30 AM. Dennis Musser, President of the RCASENC gave an update on their activities. President McDavid asked the Board to hold a moment of silence to remember Ashley Garner and his mother.

By Consent the following was approved:

- 1) The Consent Agenda (attached)
- 2) Authorizing John Lennon to order the PME (Plumbing, mechanical, electrical) and other necessary items for the proposed building on Sir Tyler and amending the budget to show payment from reserves.
- 3) After considering the Candidate Task Force recommendation (attached) the following candidates were endorsed and/or funded as follows:
 - a) Mayor for City of Wilmington Billy Saffo \$2,000
 - b) Mayor of Wrightsville Beach Stephen Whalen \$0 (as requested on questionnaire)
 - c) Mayor of Kure Beach Dean Lambeth \$0 (as requested on questionnaire)
 - d) Wrightsville Beach BOA Susan Collins \$0 (as requested on questionnaire)
 - e) Carolina Beach Councilmember Bob Lewis \$500
 - f) For the Wilmington City Councilmember no endorsement but provide \$1,000 to each; Earl Sheridan, Jim Quinn, Margaret Haynes and Charlie Rivenbark.
- 4) 2010 Budget (attached). **NOTE:** The recommendation from the Finance Committee is to approve the budget, revisit it in January once membership numbers are known and make adjustments as appropriate.
- 5) Approving being a pilot association for the Workforce Housing Certification program.
- 6) Amending the Policy Manual to permit the electronic payment of invoices (see Charles Earney, CPA, email attached).
- 7) Amending the Policy on DR Certification.
- 8) Approving Patrice Willetts as the 2010 NCAR Director.
- 9) Assigning the responsibility for selecting a member for Outstanding Community Involvement award to the REALTOR® of Year Committee.
- 10) Submitting the names of Susan Lacy and Linda Coite for the positions on the RealFast board of directors.

On a motion duly made, seconded and carried the Board decided not to elect a director to a one-year term as provided under Bylaws, Article XI, Section 3.

The minutes of this meeting were then reviewed and by consensus approved.

There being no further business the meeting adjourned at 11:18 AM.

A handwritten signature in black ink that reads "Jerry S. Panz". The signature is written in a cursive, flowing style.

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

Consent Agenda

September 24, 2009

Approval of:

1. Supporting the Tiger Grant application for Cross-City Trail and the River to the Sea Bikeway (passed via email on September 8, 2009)
2. Motion to be made at the Annual Meeting on September 17, 2009: We, the members of the Wilmington Regional Association of REALTORS®, support and authorize the Board of Directors to move forward with the projected construction of a new building with construction expected to begin in the Spring or Summer of 2010 with the following stipulations; the Board of Directors will:
 - a. Inform our membership of our progress via website and by invitation to member offices;
 - b. Continue due diligence for a building appropriate for our needs and responsive to the current economy. (passed via email on September 11, 2009)

Acknowledgment of:

1. August 2009 financials (sent via email on 9-12-09 and attached)
2. Leadership Academy Exit Survey (sent via email on 9-08-09)
3. 2 Articles on CFC3.org (sent via email on 9-08-09)
4. Committee Reports
 - a. Cape Fear Independent Brokers Council (attached)
5. Membership Report (new, transfers, etc.)
6. Tracking Board of Directors motions

WRAR Financial Narrative	
Month Ending August 2009	
Account Name	Monthly Narrative
CURRENT ASSETS	
All Asset accounts	In balance
CURRENT LIABILITIES	
Future Local Dues	2010 Local Dues for members billed monthly
Future NAR/NCAR Dues	2010 NAR Dues billed but not paid
NAR & NCAR Dues	2009 NAR/NCAR Dues unpaid (1 licensed secretary)
Next Years Prof Dev Income	Sponsor for REALTOR ReCharge 2010
REVENUES	
Allied Dues, Allied Initiation Fees, REALTOR Dues, REALTOR Initiation Fees, Reinstatement Fees, Transfer Fees	All exceed annual or monthly budget
Investment Income & Investment Value ML Funds	Net of \$13,377.56 exceeds monthly budget. Does not reflect interest in CD's, only in Money Market.
EXPENSES	
Deferred Compensation	Paid to MLS Quarterly (March, June, September, December)
Committee-Affordable Housing	Breakfast was not budgeted
Committee-Member Services	Income of \$1,035 (events & sponsorships) exceeded expenses
Insurance-Health	Paid to MLS Quarterly (March, June, September, December)
Insurance-Property/Liability	Adjusted Workman's Comp premium paid out of Property/Liability to correct account (Workman's Comp Acct)
Postage & Shipping	Reimbursement for use of Postage meter.
Taxes (FICA, ESC, FUTA)	Paid to MLS Quarterly (March, June, September, December)
Technical Services	Paid to MLS Quarterly (March, June, September, December)
Telephone Expense	Paid to MLS Quarterly (March, June, September, December)
Wages Expense	Paid to MLS Quarterly (March, June, September, December)

WRAR Balance Sheet as of August 31, 2009		
Without Audit or Review by CPA		
ASSETS		
Current Assets		
Petty Cash	72.13	
Operating Account	48,562.23	
RPAC Transmittal Account	46.93	
Certificates of Deposit	200,000.00	
Merrill Lynch Cash/Money Accts	454,625.23	
Merrill Lynch Mutual Funds	170,804.73	
Accounts Receivable	7,001.47	
Total Current Assets		881,112.72
Other Current Assets		
Investment in MLS	1,247,095.95	
Next Year's Mem Serv Comm Exp	250.00	
Next Year's Prof Dev Comm Exp	5,000.00	
Total Other Assets		1,252,345.95
Designated Assets		
Build Rsrv[2008] (223,130.34)	223,130.34	
Equip Rsrv[2008] (9,523.00)	9,523.00	
Furnt/Fixt Rsv[2008](5,208.00)	5,208.00	
Oper Rsrv[2008] (249,635.43)	249,635.43	
Total Designated Assets		487,496.77
Property and Equipment		
Land	917,456.34	
Land Improvements	10,248.25	
Office Furniture & Equipment	46,537.82	
Carpet & Drapes	6,929.13	
Computer Equipment	9,288.31	
Buildings	360,036.35	
Building Improvements	1,588.50	
Accumulated Depreciation	(305,906.37)	
Accum. Depreciation-Computers	43,876.00	
Accum. Depreciation-Buildings	(4,284.99)	
Accum. Depreciation-Bldg Imp	(6,780.00)	
Total Property and Equipment		1,078,989.34
Total Assets		3,699,944.78

LIABILITIES AND CAPITAL		
Current Liabilities		
Future Local Dues	15,100.08	
Future NAR/NCAR Dues	3,105.00	
NAR & NCAR Dues Payable	105.00	
Next Years Prof Dev Income	250.00	
Total Current Liabilities		18,560.08
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		18,560.08
Capital		
Members Equity	3,448,162.13	
Net Income	233,222.57	
Total Capital		3,681,384.70
Total Liabilities & Capital		3,699,944.78

Wilmington Regional Association of REALTORS®, Inc.

Income Statement as of August 31, 2009 Without Audit or Review by CPA

	Current Month Actual	Current Month Budget	Year to Date Actual	YTD or Annual Budget	Variance YTD
Revenues					
Allied Dues	93.75	0.00	16,210.40	13,674.38	2,536.02
Allied Initiation Fee	125.00	0.00	1,000.00	625.00	375.00
Education Fees(CE-Net)	10,712.20	0.00	36,496.91	31,525.50	4,971.41
Investment Income **	0.00	2,224.92	11,939.26	26,812.00	(14,872.74)
Investment Value ML Funds	5,434.59	0.00	19,631.66	0.00	19,631.66
Lease Income **	4,700.43	4,700.43	37,603.44	37,603.44	0.00
Miscellaneous Income	1,223.00	0.00	1,803.00	1,000.00	803.00
Breeze Blog	200.00	0.00	2,375.00	1,000.00	1,375.00
REALTOR Dues	2,624.00	0.00	352,624.09	341,151.53	11,472.56
REALTOR Initiation Fees **	6,310.00	4,170.83	36,085.00	33,366.64	2,718.36
Reinstatement Fees **	500.00	397.08	5,365.00	3,176.64	2,188.36
Reserves	0.00	0.00	0.00	21,367.33	(21,367.33)
Transfer Fees **	1,500.00	1,035.83	12,095.00	8,286.64	3,808.36
Total Revenues	33,422.97	12,529.09	533,228.76	519,589.10	13,639.66

Expenses					
Accounting & Consulting-CPA	0.00	0.00	4,250.00	12,000.00	(7,750.00)
Advertising	0.00	0.00	0.00	500.00	(500.00)
Bank Service Charges **	477.21	1,166.67	4,061.25	9,333.36	(5,272.11)
Building-(New)	0.00	0.00	1,761.45	0.00	1,761.45
Committee-Affordable Housing	54.91	0.00	2,950.76	2,500.00	450.76
Committee-Appraisal Council	0.00	0.00	607.25	1,250.00	(642.75)
Committee-Auctioneer Council	0.00	0.00	174.88	1,000.00	(825.12)
Committee-Diversity	0.00	0.00	5,464.36	3,500.00	1,964.36
Committee-Exec Roundtable	0.00	0.00	799.42	6,400.00	(5,600.58)
Committee-Griev/Med/PS	0.00	0.00	17.94	0.00	17.94
Committee-Member Services	(116.17)	0.00	32,718.21	33,300.00	(581.79)
Committee-Prof Develop	2,211.30	0.00	10,673.72	32,835.00	(22,161.28)
Committee-Prprty Management	0.00	0.00	688.45	1,500.00	(811.55)
Committee: Recruiting/Certify	79.80	0.00	205.02	600.00	(394.98)
Committee-C.F.Indep Brokers	0.00	0.00	168.86	1,000.00	(831.14)
Committee-Young Broker's Cnc	0.00	0.00	1,970.80	4,000.00	(2,029.20)
Contingency	0.00	0.00	0.00	1,098.15	(1,098.15)
Deferred Compensation	0.00	0.00	2,500.00	2,500.00	0.00
Depreciation Building **	1,113.42	1,113.42	8,907.36	8,907.36	0.00
Directors Meetings	112.09	0.00	112.09	800.00	(687.91)

Dues and Subscriptions	149.95	0.00	499.95	700.00	(200.05)
Entertainment	200.00	0.00	200.00	600.00	(400.00)
Flowers & Remembrances	284.39	0.00	571.58	2,500.00	(1,928.42)
Goal-Prof. Stan/Best Pra/Ed Op	77.05	0.00	(108.18)	450.00	(558.18)
Goal-Tech & Info Services	0.00	0.00	80.00	5,200.00	(5,120.00)
Goal-Leg/Reg and Advocacy **	133.92	0.00	(34.50)	0.00	(34.50)
Goal-Markt/Comm. Pub Image	0.00	0.00	16,435.75	27,367.33	(10,931.58)
Goal-Market Ownership	144.00	0.00	440.40	0.00	440.40
Insurance: D&O/E&O Excess	0.00	0.00	2,497.00	3,000.00	(503.00)
Insurance-Health	0.00	0.00	14,256.00	14,256.00	0.00
Insurance-Property/Liability	(2,198.16)	0.00	5,515.84	6,938.40	(1,422.56)
Insurance-Workman's Comp.	906.84	0.00	906.84	906.84	0.00
Janitorial Services **	550.00	666.67	4,625.00	5,333.36	(708.36)
Legal Fees	210.00	0.00	2,076.43	5,500.00	(3,423.57)
Maintenance-Building Grnds **	1,199.87	1,000.00	7,637.80	8,000.00	(362.20)
Miscellaneous Expenses	0.00	0.00	280.61	300.00	(19.39)
NAR Travel	1,426.67	0.00	10,789.37	24,890.00	(14,100.63)
NCAR Convention Expense	0.00	0.00	500.00	500.00	0.00
NCAR Travel	228.25	0.00	13,148.64	32,129.25	(18,980.61)
Office Supplies	112.08	0.00	1,371.65	4,600.00	(3,228.35)
Pins & Plaques	70.40	0.00	522.54	2,000.00	(1,477.46)
Postage & Shipping	(3.79)	0.00	(44.78)	1,000.00	(1,044.78)
REALTORS Help REALTORS	0.00	0.00	750.00	750.00	0.00
Salary-Casual Labor	0.00	0.00	0.00	1,200.00	(1,200.00)
Strategic Planning-BOD Retreat	0.00	0.00	729.65	2,000.00	(1,270.35)
Taxes-FICA	0.00	0.00	8,177.74	8,177.74	0.00
Taxes-Employment Security-NC	0.00	0.00	1,374.91	1,374.91	0.00
Taxes-Property	0.00	0.00	0.00	12,784.23	(12,784.23)
Taxes – FUTA	0.00	0.00	314.00	314.00	0.00
Technical Services	0.00	0.00	6,479.62	6,479.62	0.00
Telephone Expense	0.00	0.00	2,838.00	2,838.00	0.00
Staff Development & Travel	2,775.65	0.00	8,916.21	9,975.00	(1,058.79)
Utilities **	1,150.54	833.33	7,274.82	6,666.64	608.18
Wages Expense	0.00	0.00	102,951.48	102,951.48	0.00
Total Expenses	11,350.22	4,780.09	300,006.19	424,706.67	(124,700.48)
Net Income	\$22,072.75	\$7,749.00	\$233,222.57	\$94,882.43	\$138,340.14

** = Monthly and YTD Budget (All others reflect Annual Budget)

WILMINGTON REGIONAL ASSOCIATION OF REALTORS®
CAPE FEAR INDEPENDENT REAL ESTATE BROKERS

September 2, 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: Bob Whalen, Jody Wainio, and Tammy Sanders

Staff Member(s) Present: Dayma Edwards

I. Introductions

II. Networking

III. Rick Rodriguez – Agent 360

IV. Wrap-up/Questions/Comments

V. 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
-



Membership Report

August 14, 2009 – September 19, 2009 Board of Directors (BOD) & Breeze

ALLIED MEMBERS

Cheryl N. White, Market Consulting Commercial Capital, Inc.

DECEASED

Johnny Mcintyre, Prudential Laney Real Estate

DESIGNATED REALTORS®

Nick Phillips, (Secondary), Landmark Real Estate Group, LLC

George Watts Carr, Exit Homeplace Realty

Tina L. Caruso, Tina L Caruso, Appraiser

Michael Lardieri, ML Coastal Real Estate

Arnold Sobol, Aftew Properties

Lacy Winstead, Jack Reynolds & Associates

NEW OFFICE

Aftew Properties, LLC
Anchor Watch Properties, LLC
ML Coastal Real Estate
Landmark Real Estate Group, LLC
Tina L Caruso, Appraiser

NEW REALTOR® MEMBERS

Barbara Ashley, Coldwell Banker Sea Coast Realty
Bradley Bertolet, Exit Homeplace Realty
Sandra Borowiec, Century 21 Sweyer and Associates
Elizabeth Finch, (Secondary), Intracoastal Realty Corp
Gloria Green, Live Oak Real Estate
Richard Earl Groce, Live Oak Real Estate
Carolyn McDonald Hunt, Century 21 Sweyer and Associates
Patrick Kelly, Pointe South Realty, LLC
Laura Morris, Century 21 Sweyer & Associates
Kristie McGrady, Century 21 Sweyer & Associates
Sharon A Morris, Intracoastal Realty Corp.
Sandra Mowry, Century 21 Sweyer & Associates
David R. Parker Jr., Exit Homeplace Realty
Thomas Roberson, Tom Roberson & Assocs., LTD
Casey B. Sikes, LIFE Properties
Andrew Smith, Exit Homeplace Realty
Tania Fitzgerald Upchurch, Prudential Laney Real Estate
Pamela Poindexter, Neighbour Realty
Angela Marie Robinson, Century 21 Sweyer & Associates
Arnold Sobol, Aftew Properties, LLC
Patrick K. Stewart, (Secondary), Wicker Properties
Lacy Winstead, Bryant Real Estate

REINSTATEMENTS

Tara Lynch, Anchor Watch Properties, LLC
Demetria Padgett, Century 21 Sweyer & Associates
Nick Phillips, (Secondary), Landmark Real Estate Group, LLC
Gregory Neil Johnson, Prudential Laney Real Estate

RESIGNATIONS

John Bright, Keller Williams Realty
Devona Bryant, Bernard & Associates
Michael Burch, Wilde Irish Realty, LLC
Diane Chandler, Help-U-Sell Buy Today
George Cox, Prudential Laney Real Estate
Michael Fulp, Coldwell Banker Sea Coast Realty
Joseph Giuffre, Wilkinson & Associates
Michael Gutschenritter, ProServ Realty
Sarah W. Hicks, Prudential Laney Real Estate
Robert Huskerson, RE/MAX Coastal Properties
Sharon Huskerson, RE/MAX Coastal Properties
Tambra Jackson, Coldwell Banker Sea Coast

James M. Kitts, Carolina Beach Realty
Michael M. Kloian, BluFin
Spencer L. Lanier, Realty World Cape Fear
Marie Lightner, Coldwell Banker Sea Coast Realty
Michelle Meredith, Landfall Realty
Ralph Mullins, DSM, Inc.
Ralph Musselman, Century 21 Sweyer & Associates
Lynne Nelson, McLamb & Associates
Chris Ortego, Coldwell Banker Sea Coast Realty
Donald Paxton, Coldwell Banker Sea Coast Realty
Wanda Ripa, Realty World-Cape Fear
Karen Saint-Lot, Beach Girls Realty
Candice Swinson, Lewis Realty & Construction, Inc.
Justin J. Vandergaag, Exit Homeplace Realty
Delia Whitfield, Intracoastal Realty Corp
Genevieve Wichmann, Port City Properties, Inc.

TRANSFERS

Karen Andersen, LIFE Properties
Natalie Darlington, Cape Fear Real Estate Solutions
Barbara Earley, Coldwell Banker Sea Coast Realty
Oscar Garcia, EXIT Coastal Connection Realty
Emily Kuykendall, Coastline Marketing Corp
Pamela Ramos, EXIT Coastal Connection Realty
Adam Scronce, Dunn Realty
Kelly Sloop, TT & Co., Inc.
Teesta Sullivan, EXIT Coastal Connection Realty
Russell Throckmorton, Wilkinson & Associates

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

Michelle Leonard, Intracoastal Realty Corp
Patrick Murphy, Commercial Realty

Member Totals As of	Sept 12	Aug 13	July 16	June 13	May 22	April 11	Mar 14	Jan 10 2009	Dec 13	Nov 15	Oct 10	Sept 13
Designated REALTORS®	412	411	415	421	420	426	428	421	440	448	454	454
Pending REALTORS®	0	0	0	2	2	5	4	2	1	1		0
Subtotal	1,844	1,838	1,848	1,865	1,862	1,873	1,876	1,855	1,943	2,027	2,059	2,098
Non REALTOR® Licensees	27	29	28	24	26	28	26	60	37	38	47	47
Secondary REALTORS®	91	89	83	93	91	93	91	96	105	115	121	120
Allied	109	109	110	111	109	109	106	113	113	114	114	113
Total	2,071	2,065	2,069	2,093	2,088	2,103	2,099	2,124	2,198	2,294	2,341	2,378
								Fiscal Year 2009				

Tracking Board of Directors' Motions: WRAR		
Date	Issue	Resolution
07/23/09	<i>Authorizing John Lennon, Jerry Panz and Jo Anna Edwards to investigate loan options with financial institutions regarding borrowing funds for a potential new building.</i>	<i>Met with Regions Bank, RBC Centura. Both agreed to provide funding.</i>
	<i>1. Changes to the travel policy 2. Changes to the Administrative Committee policy 3. The Leadership Academy policy 4. Consent Agenda: Policy Article VI, Section 12</i>	<i>Policy Manual Updated</i>
	<i>Clerical change to Association Bylaws Article VI, Section 12</i>	<i>Bylaws updated</i>
	<i>Authorizing up to \$1,000 from the staff development budget (no new money).for interviewing candidates for the RCA</i>	<i>Brought candidate to Wilmington</i>



TIGER GRANT APPLICATION RESOLUTION OF SUPPORT

Association Officers

President

April McDavid, ABR, CRS, GRI

President-Elect

Mary Martin, SRS

Vice President

Karen D. Parkin, ARM, GRI

Past President

Susan Lacy, CRS, GRI, SRES

RCASENC President

Dennis Musser

Directors

Term Expires 2009

Faye Brock, ABR, CRS, GRI

Thomas Gale, GRI

Dan Kibler, ABR

Jody Wainio

Term Expires 2010

RJ "Alex" Alexoudis

Sharon Laney, ABR, CRS, GRI

Term Expires 2011

Buddy Blake

Ashley B. Garner

Louise Voelker, CRB

Chief Executive Officer

Jerry Panz, CAE, RCE

Organized

February 16, 1922

Chartered

June 2, 1924

1444 S. 17th Street
Wilmington, NC 28401
Phone (910) 762-7400
Fax (910) 762-9860

WHEREAS, the Wilmington Regional Association of REALTORS® is committed to maintaining and enhancing quality of life for citizens of the Cape Fear region and recognizes that the Cross-City Trail and the River to the Sea Bikeway will contribute to quality of life by connecting a beach, businesses, colleges, community centers, homes, libraries, major employers, museums, schools, parks, regional attractions, and a large university via an active transportation network; and

WHEREAS, these trails will help improve the quality of the air we breathe by preserving trees and vegetation and by promoting non-motorized transportation, and will enhance the quality of our water through natural buffers and mitigation of storm water run-off; and

WHEREAS, these trails will have significant impact on the economic viability of the region through increased levels of tourism, enhanced property values, added jobs related to the construction of and along the trails, as well as enhanced ability to attract and retain businesses to the region due to improved quality of life; and

WHEREAS, these trails will provide key amenities to neighborhoods and safe areas for our citizens and children to travel, exercise, play and connect with nature away from high-traffic areas; and

WHEREAS, these trails will provide a built environment which encourages healthy lifestyles and active living and which is vital in the fight against the growing obesity epidemic; and

WHEREAS, these trails will be freely accessible community assets providing safe places for people to experience a sense of community and create stronger social and family ties; and

WHEREAS, the current residents of Wilmington, New Hanover County and Wrightsville Beach recognize this unique opportunity through partnership and collaboration to provide a lasting, invaluable resource for future generations;

NOW THEREFORE, be it resolved that the Wilmington Regional Association of REALTORS® supports the joint application by the City of Wilmington, University of North Carolina Wilmington, New Hanover County and the Town of Wrightsville Beach for TIGER Discretionary Grant funds to complete the Cross-City Trail and improve the River to the Sea Bikeway.

This the 17th day of September, 2009.

April McDavid, CRS, GRI
President

Jerry S. Panz, CAE, RCE
Chief Executive Officer

From: Jerry Panz [mailto:jerry@wrar.com]
Sent: Tuesday, September 08, 2009 4:26 PM
To: Charles L. Earney, CPA
Cc: Jo Anna Edwards; Karen Parkin
Subject: Electronic Payment

Hi Chuck,

Jo Anna has investigated electronic payments made directly from Peachtree. The analysis shows it would be cheaper than printing checks and mailing them. I've attached a sample header of the report (no data, of course, because we have not done any). Based upon the information displayed in this report, would you as an auditor have any issues with us attaching this to the purchase journals instead of check stubs?

Please click Reply To All as I have copied Karen Parkin who, as the Vice President, reviews the expenditures and bank reconciliations.

THANKS!

Jerry S. Panz, CAE, e-PRO, RCE
Chief Executive Officer
Wilmington Regional Association of REALTORS®
1444 S 17th Street
Wilmington, NC 28401
Direct: 910.202.1581
Jerry@WRAR.com
<http://www.twitter.com/WRAR>

From: Charles L. Earney, CPA [de@earney.net.com]
To: Jerry Panz
Cc: Jo Anna Edwards; Karen Parkin; Mary Ann Roberson, CPA
Subject: RE: Electronic Payment

Jerry:

Mary Ann and I have discussed this and see no problem as long as the usual procedures for review of support for disbursements is done prior submitting the list for payment.

An added benefit of your revised process is less likelihood of identity theft.

Thanks for including us in the look.

Any update on Mary Ann going to the Airlie Gardens meeting? As I explained earlier, I will be out of town.

Chuck Earney

<p align="center">2010 Budget for 2009-2010- Stratgic Plan line shading incidates 2010 additions Orange text = staff notes Leadership suggestions are in Red text</p>	<p align="center">Fixed Costs</p>
<p>Goal 1: To provide quality education opportunities which benefit our members</p>	
<p>Objective 1A: Continue providing risk management information to all members</p>	
<p>Educate members on workers compensation and other independent contractor issues</p>	
<p>Put all presentations online so members can view at their leisure.</p>	
<p>Incorporate agent/members for panel discussions on educational issues/forums.</p>	
<p>Focus on timely topics, i.e. foreclosure that have perceived value and utilize panels of local experts when appropriate.</p>	
<p>Objective 1B: Continue offering designation courses and expand market to all NCAR Region 2 (hours included in CE see row12)</p>	
<p>Objection 1C: Continue providing quality orientation programs (Moving to website and not providing lunch) Detailed business plan will be provided by Members Services Committee before year end. Monies included in Member Services Committee</p>	
<p>Improve the new member orientation program by acting on feedback from recent new members</p>	
<p>Evaluate BIC orientation and determine which components can be moved to the website. Expense: 2 times + materials. Monies included in Member Services Committee</p>	
<p>Objective 1D: Continue providing continuing education courses to meet state licensing requirements and to enhance professionalism--This is a NET account--this is INCOME</p>	<p align="right">32,202.50</p>
<p>Market courses to region with a discounted price for WRAR members.</p>	
<p>Objective 1E Provide resources for secretaries and personal assistants on the website.</p>	
<p>Objective 1G Continue having forms classes when new forms are released. (Hours in CE)</p>	<p align="right">-4,000.00</p>
<p>Goal 2 - To provide quality information services, training, and support</p>	
<p>Objective 2A: To provide quality information services, training, and support</p>	
<p>Quality Control Officer Included in MLS Budget</p>	
<p>IDX education and regulator B44 Included in MLS Budget</p>	
<p>Expand scope to a regional data source (Brian's & Andrew's hours only)</p>	
<p>Provide training on use and data interpretation of real time statistics. Included in MLS Budget</p>	
<p>For technology training use "Go to Meeting" for social networking to save costs and staff time. Included in MLS Budget</p>	
<p>Objective 2B Continue to provide and enhance MLS related software and training on the Rapattoni system</p>	
<p>Address and rectify the members' issues with the Rapattoni system</p>	
<p>Objective 2C Provide information on-line (included in other lines such as 1E, 2D, etc.)</p>	

Provide links to demographic, school and county information. Partner with school boards or e-Neighborhoods. Schools auto populated.	
Technology and committee blogs	
Incorporate Web 2.0 technology to facilitate more social networking between members and improved communication between the members and association.	
Goal 3 -To be the proactive advocate and resource for members on real estate issues	
Objective 3A Identify and address key legislative, regulatory and quality of life issues (Contribution from MLS)	4,000.00
Maintain liaison with key elected officials (hours included in Objective 3A)	-500.00
Establish and promote a breakfast between regional elected officials and key volunteers (hours included in Objective 3A)	-360.00
Provide for Governmental Affairs participation in local, regional, state and federal conferences, conventions, and meetings. Rationale: Could be member or other staff. (hours included in Objective 3A)	
Utilize NAR's Get Active (Staff trained. Writing Manual 2009) Will implement Get Active to produce grassroots movement through CFC3.org	
Objective 3B Educate, inform and promote participation in key legislative, regulatory and quality of life issues (hours included in Objective 3A)	
Use the Leadership Academy to train and encourage REALTOR® participation in regional public service vacancies.	
Expand the Ambassadors program by making each Board member responsible for recruiting at least one Ambassador. This will allow personal touch communication to deliver Board's positions on issues, and recruit members to get involved. (40 offices @ \$25)	-1,000.00
Maintain the governmental affairs section of website.	
Produce and provide a governmental affairs briefing as the primary outreach mechanism for governmental affairs information available to members via the web, direct subscription, or other association publications.	
Objective 3C Ensure an effective RPAC program.	
Educate members on the value of RPAC; Develop strategies to increase funding, participation and contributions; Incentives for 100% participation at the company; Continue collection of \$25.00 per member dues billing for RPAC but better explain the voluntary nature of a contribution; Publish breakdown and accountability of funds.	
Goal 4 - To maximize the benefits and value of the REALTOR® and the REALTOR® Association to both our members and the public.	
Objective 4A: Promote the value of a REALTOR®	
Promote Buyer/Seller resources and tools that educate the value of the REALTOR® and what they contribute to the transaction.	-10,000.00
Explore using NAR's Surround Sound tools	-4,500.00

Find other media outlets to educate the public of REALTOR® involvement on critical real estate issues, i.e. transfer tax, insurance issue, affordable housing	-10,500.00
Educate the membership and public on proper use of logos, trademarks, MLS, etc., on websites. (updates on website)	-450.00
Expand the use of alternative media outlets to create a positive public perception	-500.00
Promote the NAR campaign that builds the value of using a REALTOR® on WRAR website	-500.00
Goal 5 - To have an organization which utilizes the expertise of volunteer leaders and professional staff to attain its goals and ensure financial stability.	-
Objective 5A: Strengthen the governance of the Association by having a well trained, representative Board of Directors.	
Provide incentives for involvement on committees and task forces.	
Objective 5B: Biennially (every odd year) update and monthly review the Strategic Plan (1/2 budget 2010 & 1/2 budget 2011. NOTE: Will be a new liability)	-5,000.00
Objective 5C: Increase member involvement in WRAR activities, events and volunteer leadership. (Brian will develop a survey, analyze results, work with staff and Board of Directors to implement)	
Objective 5D: Continue involvement of members in NCAR and NAR leadership and activities. NOTE: Monies are included in the travel budgets for both corporations.	
Goal 6 -To enhance the quality of life in our communities through member involvement.	-
Objective 6A: Participate in community involvement and public outreach programs	
Revitalize the REALTORS® Foundation on public outreach	
Board to evaluate survey results and implement plan based on results.	
"Outstanding Community Involvement" award to REALTOR® member at awards function.	-100.00
Encourage and facilitate association member involvement in government and community groups, boards, etc. and when appropriate have an association representative on some of these organizations, as well. Staff plan: Utilize Ambassador and Leadership programs.	
Objective 6B: Support and sponsor affordable housing initiatives within communities - includes PAH meetings (Stewardship Development \$1,500; Homes4NC \$400; Lead Sponsorship Housing Summit \$2,500; \$1,500 for Work Force Housing; \$500 for direct costs)	-6,400.00
Educate REALTORS® on affordable housing using new methods. (most hours are included in 6B above. These hours are for Kathleen)	
Promote affordable housing efforts of REALTORS® , e.g., Homes4NC	
Objective 6C: Explore grant money available for affordable housing initiatives. Send staff to school to learn to write grants	-750.00
What is Not In The Plan But Staff Is Doing	
Young Brokers Council (Included under Member Service Committee)	-2,000.00

Advance support for Magic Server, IMS server and Peachtree	
Annual Awards: increase participation (Hours in Lois' Administrative Hours)	
Annual Staff Planning Day (hours in Staff Development)	-120.00
Appraisal Council (See Specialty Committees) (Hours in Member Services)	-1,250.00
Updating Best Practices as necessary Changes may be necessary because of OTP&C)	
Broker Briefing (Monies for Constant Contact-includes all email templates)	-500.00
Building new facility	-45,000.00
Call Center: management	
Cape Fear Independent RE Brokers (See Specialty Committees)	-100.00
Certifying/Recruiting Committee	-600.00
Communicate success at CE and Designation (Flyer created for every course on colored paper)	-10.00
Continue Involvement in NCAR Leadership Program (Not in NCAR budget for 2010)	
Continue working with Brunswick County Association of REALTORS®	
Equal Opportunity & Diversity Committee	-2,000.00
Executive Roundtable	-1,500.00
External Communication: Pender Post, Topsail Voice, Island Gazette, Wilmington Star News, Website Maintenance, etc.	-200.00
Financial Management (added REALTORS® Foundation) [2008-2009 Hours=Jo Anna 1328, Becky 249]	
Implement Webex meetings: to save members time, gas and to lower food cost (Brian Bell to quantify costs)	
Internal Communications	
Jerry's Assistant (Corporations contractually obligated: Jerry voluntarily gave up)	
Joint leadership program, retreat, education, quality of life issues (Monies are in MLS budget)	
Leadership Academy	-4,250.00
Legislative Committee: 8 meeting x 4 staff hours (hours in Goal 3)	
Maintain and enhance current survey software; migrate survey software to new servers and vendor	-1,500.00
Maintain and enhance current website by 2.0 transition (Money included above & MLS budget)	
Member Services Committee (See Committee Spreadsheet)	-26,600.00
Network management: Exchange Server, Ironport, Cisco ASA, SQL, Antivirus/Security, Daily Back-up and System Recovery, General Network, Provide support and maintenance, as well as manage employee workstations, laptops, remote access and software (No new hours)	
Produce online technical training	
Promoting committees, Orientation, office visits, telephone, etc.)-Utilize Ambassadors	
Professional Development (See Committee Spreadsheet)	-20,775.00
Professional Standards Administration	
Property Management Council (See Specialty Committees)	-1,500.00

Quarterly State of Association Reports and email Annual Report (hours in external communications)	
REALTOR® Store	
Strategic Plan Process (attendance + senior staff planning day--none for 2010)	
Supra Administration	
Total Estimated Employee Hours	
Expenses	
Accounting	-6,000.00
Advertising	0.00
Bank Charges & C. C Fees-Estimated	-9,600.00
Contingency	0.00
Deferred Compensation	-11,186.96
Directors Meetings	-400.00
Dues & Subscriptions	-700.00
Entertainment \$500 president	-500.00
Flowers & Remembrances \$2500 in 2009 Budget YTD=\$312	-1,000.00
Insurance: D&O, E&O	-3,000.00
Insurance Health (WRAR pays 30%, MLS pays 70%)	-28,251.00
Insurance Property (+10%) \$3273.60 for computer equip paid by MLS. Includes \$2500 Wind & Hail Policy	-8,038.30
Insurance Workers Comp (MLS pays 70%)	-780.00
Janitorial \$550 month, carpet cleaning, furnace filter changes	-7,500.00
Legal (Estimated)	-2,500.00
Maintenance Building/Grnds (Landscaping-\$2,856, Alarm-\$540, Pest Control-\$240, Furnace Filters-\$100) All other HVAC repairs will be paid for out of reserves	-4,000.00
Miscellaneous	0.00
NAR Travel (See Travel Spreadsheet)	-23,300.00
NCAR Convention	-500.00
NCAR Directors (See Travel Spreadsheet) If require Forms Committee Members to share rooms we save \$1,980	-28,355.00
Office Supplies	-3,500.00
Pins & Plaques	-2,000.00
Postage	-500.00
REALTORS® Helping REALTORS®	-750.00
Salary Casual Labor	0.00
Taxes-FICA	-15,013.29
Taxes-EmpSec (WRAR pays 40%, MLS pays 60%)	-1178.50
Taxes-Income	0.00
Taxes: Property 762,217 & Personal 40,000 + new land costs 826,347 * .79	-12,865.66
Taxes-FUTA (12 @ \$56) WRAR pays 40%, MLS pays 60%)	-268.80
Technical Services	-32,041.20
Telephone	-5,436.00
Staff Development & Travel	-12,830.00

Utilities (actual + 5 %)	-11,023.74
Wages Expense	-185,064.91
Total Expenses	-534,345.85
Income	
Allied Member Dues	14,040.00
Allied Member Initiation Fee	1,250.00
Investment Income (See Interest)	21,526.01
Miscellaneous Income	500.00
Lease Income	56,045.12
Breeze Blog	4,320.00
REALTOR Dues	295,690.30
REALTOR Initiation Fees	57,550.00
Reinstatement Fees	5,000.00
Reserves-See Building Spreadsheet	45,000.00
Transfer Fees	12,000.00
Total Revenues	512,921.42
Net Cash (Shortage)	-21,424.42
Depreciation-From CPA	-12,995.00
Net Loss	-34,419.42
NOTE: \$45,000 for Building--conditional	