

SouthEast Valley Regional Association of REALTORS®
Board of Directors Meeting Minutes

April 28, 2016

1:00pm – 4:00pm

Board of Directors Room

1363 S. Vineyard Mesa, Arizona 85210

I. CALL TO ORDER

The meeting was called to order by President, Keri Hoge Means at 1:00pm.

Pledge of Allegiance

A) Roll Call:

Present: : President, Keri Hoge Means; President Elect, Craig Peck; Vice President, Dawn Johnson; Past President, Heidi Quigley Larke; Treasurer, Nicole Hamming; Directors - Shane Cook, Danette Earnest, Derek Anglin, Cathy Joyce, Christie Ellis, Rick Padelford, Margie Wilson, Lidia Cruz Whitmoyer, Shivani Dallas, Torey Gannon, Liz Harris

Absent:

Staff: CEO, Janet Kane; Controller, Ted Becerra; Barney Thornton, Admin.

Guests: Pam Frestedt

B) Pledge of Allegiance

C) Conflict of Interest Policy and Confidentiality Statement

A quorum was present.

II. MEMBERSHIP FORUM

III. APPROVAL OF AGENDA – The agenda was amended to add Action Item “G. ARMLS Board Appointment”.

Motion carried.

IV. CONSENT AGENDA - Motion and second – Motion carried.

A) Approval of Board Minutes – February 25, 2016

B) Approval of 2016 new SEVRAR members:

Individual Affiliate Members - 19, Institute Affiliate – 1, Designated Appraisers - 1, Broker Primary - 02, Secondary Brokers – 8, MLS Only-0, Non Members – 1, Institute Affiliate – 1, Member Affiliate Member – 1, REALTOR® - 244

C) Approval of 2016 New Committee Members

V. ACTION ITEMS

A) 1. **Motion:** To file for audit the February, 2016 Financials as presented. **Motion carried.**

2. **Motion:** To file for audit the March, 2016 Financials as presented. **Motion carried.**

B) **Motion:** To approve the recommendations from the Governing Documents Committee. **Motion carried.** See attached.

C) **Motion and second:** To approve the 2016 Election Chronology as presented. **Motion carried.**

D) **Motion and second:** To approve the 2017 Election Nomination Form as presented. **Motion carried.**

E) The recommendation from the YPN Committee was deemed to be for information only, no action was taken.

F) **Motion:** To approve the recommendation from the Executive Committee. **Motion carried.** See attached.

G) **Motion:** To approve Robert Pierce for the ARMLS Board appointment. **Motion carried.**

VI. UPDATES

A) CEO Report – Janet Kane gave a CEO Report.

B) ARMLS Report – Liz Harris gave an ARMLS Report.

C) Critical Needs Task Force – Heidi Quigley Larke gave a Critical Needs Report.

D) Committee Liaison Reports were made available.

1) Derek Anglin volunteered for the Director Liaison position for the Marketing Home Tour Committee.

2) Margie Wilson volunteered for the Director Liaison position for the Community Outreach Committee.

E) AAR Spring Conference Reports were made available.

F) Region 11 Reports were made available.

VII. ANNOUNCEMENTS

- A) Next Board of Directors meeting – May 26, 2016
- B) “Special” Board of Directors meeting – June 2, 2016 – 1pm-4pm (Voting members with no conflict of interest ONLY)
- C) Thank You note from the Bill Whetten family
- D) Shred-A-Thon – Friday, April 29th – 9am-1pm
- E) Costco Summer Shopping Preview – May 10 – Costco – 1415 N. Arizona Ave. – 8am
- F) Family Picnic – May 20 – Kiwanis Recreation Center – 4pm-7:30-pm

VIII. NEW BUSINESS

IX. PRESIDENT’S REMARKS

X. EXECUTIVE SESSION

Torey Gannon and Rick Padelford left the meeting at 2:23pm.
The Board went into Executive Session at 2:30pm.
The Board left Executive Session at 3:48pm.

XI. ADJOURNMENT

There being no further business to come before the Board the meeting adjourned at 3:48pm.

Submitted by,

CEO, Janet L. Kane, CAE, CIPS, RCE

GOVERNING DOCUMENTS COMMITTEE

Chair : Pam Frestedt

Vice-Chair: N/A

Date: April 8, 2016

Staff Liaison: Janet Kane

RECOMMENDATION(S):

Motion: To recommend the following amendments to the Policy Manual:

- 1) Article 4, section 2.b Certification of REALTORS®

4.2.b CERTIFICATION OF REALTORS®. Designated REALTOR® members of the Association shall certify to the Association during the months of ~~April and September~~ August, on a form provided by the Association, a complete listing of all licensed individual(s) with the Designated REALTOR® firm and other pertinent data within the State of Arizona 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 association based on said non-member licensees, the designated REALTOR® shall identify the 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 (10) ten days of the date of affiliation or severance of the individual.

Failure to ~~return~~ submit the form to the Association by the date specified on the form shall result in an automatic fine of one hundred dollars (\$100.00).

RATIONALE:

Due to the completion of dues billing in March the member data base has been updated and comparison tests have been made with NAR. Sending out the certifications in April is not necessary until mid-year. Records can be updated prior to the next dues billing in August.

- 2) **Article 1.20.c Election Process**

A deadline for candidates to turn in their candidate applications for Director or Officer position shall be ~~45 days prior to mailing out the ballots.~~ as established annually by the Board of Directors.(Rev. 04/03)

RATIONALE:

Voting is completely on line and paper ballots are no longer used. Also, the 45 days contradicts written policy with the June 30 deadline.

- 3) **Article 1.20.k Election of Officers and Directors**

The names of all qualified candidates shall appear in alphabetical order on the ballot under the designated office or directorship. A blank line shall be provided under the list of candidates for each ~~office and at least four (4) blank lines under the list of candidates for directors~~ available position. The ballot shall provide a space for proposition questions approved by the Board of Directors.

RATIONALE:

Four lines for write in votes when only two positions are available allows voters to vote for the same write in candidate up to 4 times.

4) **Article 2.2.a Finance Committee:**

Responsible for recommending the annual budget and planning and recommending financial policies, including insurance, to the Board of Directors. Investigates the best methods of financing programs/projects when so instructed by the Directors. Reviews and monitors Association income and expenses. [SEVRAR Board of Directors shall be prohibited from serving on the Finance Committee during their active service on the Board. \(With the exception of the Treasurer.\)](#) (Rev. 8-12)

RATIONALE:

The change was passed by the Board at the January 28th Board of Directors meeting.

EXECUTIVE COMMITTEE ACTION:

BOARD OF DIRECTORS ACTION:

FISCAL NOTE: N/A

SOURCE OF FUNDING:

MEETING HIGHLIGHTS:

A complete review of the Policy Manual is underway. Additional changes to the Bylaws and Policy Manual will be forwarded on to the Board of Directors as soon as the review is complete.

GOVERNING DOCUMENTS COMMITTEE

Chair : Pam Frestedt

Vice-Chair: N/A

Date: March 4, 2016

Staff Liaison: Janet Kane

RECOMMENDATION(S):

Motion: To recommend the following amendments to the SEVRAR Bylaws:

ARTICLE VI. MEMBERSHIP PRIVILEGES AND OBLIGATIONS – Section 5

Resignation of members shall become effective when received in writing by the ~~Board of Directors~~ [Association](#). (Rev. 4-16)

ARTICLE X - DUES AND ASSESSMENTS

A REALTOR® with a direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR® for consideration on a substantially exclusive basis shall annually file with the Association on a form approved by the Association a list of the licensees affiliated with that entity and shall certify that all of the licensees affiliated with the entity are solely engaged in referring clients and customers and are not engaged in listing, selling, leasing, [renting](#), managing, counseling or appraising real property. The individuals disclosed on such form shall not be deemed to be licensed with the REALTOR® filing the form for purposes of this Section and shall not be included in calculating the annual dues of the Designated REALTOR®. [Designated REALTORS® shall notify the association within three \(3\) days of any change in status of licensees in a referral firm. Rev. \(4-16\)](#)

Section 3. DUES PAYABLE. Dues for all members shall be payable annually in advance on the first day of January. Dues for new members shall be computed based on the date of application and granting of Provisional membership and shall be prorated for the remainder of the year. Local dues for [SEVRAR's](#) Past Presidents shall be waived for as long as the Past President is a REALTOR® member in good standing. ([Rev. 4-16](#))

EXECUTIVE COMMITTEE ACTION:

BOARD OF DIRECTORS ACTION:

FISCAL NOTE:

SOURCE OF FUNDING:

RATIONALE: The above changes to the SEVRAR Bylaws will add clarity and keep the document up to date with NAR Requirements.

MEETING HIGHLIGHTS

Additional changes to the Bylaws and Policy Manual will be forwarded to the Board of Directors upon the completion of review by the Governing Documents Committee.

Executive Committee

Chair : Keri Hoge Means

Vice Chair: Craig Peck

Date: April 26, 2016

Staff Liaison: Janet Kane

RECOMMENDATION(S):

MOTION 1: To substitute the 2016 CEO Goal # 3 previously given with the following:

2016 Board of Directors' Goals for Janet:

3. The Board of Directors fully supports the CEO in the creation of a new position, at her discretion, to support the CEO and meet the increasing demands of the CEO position. Further the Board understands that this will have a budgetary impact on the 2016 Budget.

EXECUTIVE COMMITTEE ACTION: Approved

BOARD OF DIRECTORS ACTION:

FISCAL NOTE: N/A

SOURCE OF FUNDING: N/A

RATIONALE: The initial Goal #3 was found to be infringing on the role of the CEO in managing staffing requirements for the Association. Also, in further discussions with the CEO, it was apparent that an "Assistant Association Executive" was not what is needed it furthering the mission and vision of the Association. The Goal was and is meant to provide support as needed by the CEO. That support is best determined by the CEO and not by the Board of Directors. This substitute Goal accomplishes that intention.