

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

**September 28, 2017**

1:00pm – 4:00pm

East Conference Room

1363 S. Vineyard Mesa, Arizona 85210

**I. CALL TO ORDER**

The meeting was called to order by President, Craig Peck at 1:00pm.

A) Roll Call:

**Present** :President, Craig Peck; President Elect, Liz Harris; Vice President, Shane Cook, via Conference call; Treasurer, Jeff Murray; Past President, Keri Means; Directors: Raphael Isaac, Victoria Lara, Lidia Cruz Whitmoyer, Thomas S. Moore, III, Christie Ellis, Derek Anglin, Dena Greenawalt, Shelsi Guthrie, Martha Fuller

**Absent**: Joan Krueger, Danette Earnest

**Staff**: CEO, Janet Kane, Controller, Donna King; Director of Government Affairs, Matt Ortega; Director of Professional Develop and Professional Standards Administrator, Tonya Deskins; Director of Marketing and Communications, Daniel Ochoa; Director of Technology, Mari Garcia; Admin. Barney Thornton

**Guests**: Nicole LaSlavic, AAR's Vice President of Government Affairs, Kelly Soriano, Tiffany Jones, Marci Slater, Randy Weber, Duane Washkowiak, Cathy Swann

B) Pledge of Allegiance

C) Conflict of Interest Policy and Confidentiality Statement

**A quorum was present.**

**II. MEMBERSHIP FORUM** - AAR Vice President of Government Affairs, Nicole LaSlavic gave a presentation on the AAR Dues increase for 2018.

**III. APPROVAL OF AGENDA** – The agenda was approved as presented.

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

A) Approval of Board Minutes – July 27, 2017

B) Approval of 2017 new SEVRAR members:

Individual Affiliate Members - 15, Institute Affiliate – 0, Designated Appraisers - 1, Broker Primary 01, Secondary Brokers – 8, MLS Only-2, Non Members – 4 MAM- 1, REALTORS® - 335

C) Approval of 2017 New Committee Members

**V. ACTION ITEMS**

A) **Motion**: To approve the July, 2017 Financials as presented for audit. **Motion carried.**

B) **Motion**: To approve the August, 2017 Financials as presented for audit. **Motion carried.**

C) **Motion**: To approve increasing the 2018 budget line item 5010 by \$30k. **Motion carried.**

D) **Motion**: To approve the 2018 Draft Budget as amended. **Motion carried.**

E) **Motion**: To approve the 2018 Draft Capital Budget as amended. **Motion carried.**

F) **Motion**: To recommend reallocation of the 2017 Capital Expenditure line item 1912-0000 "Sitefinity – Website Development" in the amount of \$24K for a new SEVRAR website by "Splinter" and approve up to an additional \$3k, for a total of up to \$27k. **Motion carried.**

G) **Motion**: To approve the following nominees for 2018 AAR Director Positions, subject to their agreement to serve: Thomas S. Moore, Liz Hill, Duane Washkowiak, Tiffany Jones, Susan Hernandez, Marci Slater, Ian Katzman, Dena Greenawalt, Raphael Isaac, Kelly Soriano, Cathy Swann, Christie Ellis, Laurie McDonnell, with Victoria Lara to serve as an alternate. **Motion carried.**

H) **Motion**: To approve the "Critical Needs PAG Recommendations as follows:

A. Change current Policy to provide up to a maximum amount of \$1,500.00 per individual. (A one "lifetime" only assistance.)

B. Market Critical Needs Program as follows:

a. Work with Communication Director to develop Marketing Plan

b. Sending postcards to all members

c. Email membership w/video link – Series of 3 emails

- d. Provide marketing in Broker Tool Kit
  - e. Adding “donation option” to new data system – online payment
  - f. Give out bracelets w/flyer at CE classes and new member orientations
  - g. Theme: Did you know that Critical Needs was at the Heart of SEVRAR?  
Put your money here!
  - h. Create ½ sheet flyer for classes/events
- C. Hold a 2018 Major event for Critical Needs - (All donations, no matter the amount, would go to Critical Needs and not into the general “charities” fund.)
  - D. Contact AAR and ask if we can link to their online Foundation payment (if they have one)
  - E. Approve New Critical Needs Logo: Heart - red; verbiage yellow; “Members helping Members”
- Motion carried.**
- I. **Motion:** To approve the 2018 Business Plans as presented: **Motion carried.** See attached.
  - J. **Motion and second:** To approve Derek Anglin to serve as the 2018 Treasurer. **Motion carried.**
  - K. **Motion and second:** To approve the 2018 Chairs and Vice Chairs as presented. **Motion carried.** See attached.
  - L. **Motion:** To approve the Bylaws amendments as presented. **Motion carried.** See attached.
  - M. **Motion:** To approve the amendments to the SEVRAR Policy Manual as presented. **Motion carried.** See attached.
  - N. **Motion and second:** To approve Christina Ovando to receive her REALTOR® Emeritus award. **Motion carried.**
  - O. **Motion and second:** To approve Bill Ryan to receive his REALTOR® Emeritus award. **Motion carried.**

#### VI. UPDATES

- A) CEO Report – CEO, Janet Kane gave a CEO Report.
- B) NAR Selection Committee 2018 Appointments – Liz Harris, Shane Cook, Jeff Murray, Craig Peck and Janet Kane.
- C) ARMLS Report – Liz Harris gave an ARMLS Report.
- D) Critical Needs Task Force – CEO, Janet Kane gave a Critical Needs Report.
- E) Committee Liaison Reports – were made available.

#### VII. ANNOUNCEMENTS

- A) Thank You from the House of Refuge
- B) Apache Junction Town Hall – October 5<sup>th</sup> – 11:30 am - Apache Junction Multigenerational Center, 1035 N. Idaho Rd., room B-117
- C) AAR Leadership Conference – October 12-13, 2017
- D) October Real Fest – October 13, Tumbleweed Park – 6pm-10pm
- E) SEVRAR Leadership Retreat – October 18-19, 2017 – SEVRAR (2018 Leadership Only)
- F) Next meeting – October 26, 2017
- G) Festival of Trees – Set up – October 27, 2017
- H) Annual Membership Meeting / Rush Day October 30, 2017
- I) Shred a Thon – November 14, 2017
- J) November 23-24, 2017 – Offices closed for Thanksgiving
- K) November 25, 2017 - Festival of Trees Delivery

#### VIII. NEW BUSINESS

#### IX. PRESIDENT’S REMARKS

#### X. ADJOURNMENT

There being no further business to come before the Board the meeting adjourned at 3:36pm.

Submitted by,

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

Affiliate		Commercial		Community Outreach		Finance	
Chair	Vice Chair	Chair	Vice Chair	Chair	Vice Chair	Chair	Vice Chair
Brianna Pastore	Chellee Robinson	Joan Krueger	Mark Winsor	Linda McSweeney	Cathy Swann	Derek Anglin	Lea Spall

Global Council		Governing Documents		Government Affairs		Grievance	
Chair	Vice Chair	Chair	Vice Chair	Chair	Vice Chair	Chair	Vice Chair
Debra Allen	Ian Katzman	Larry Stover	N/A	Susan Hernandez	Randy Weber	Tammy Schembri	Stephanie Dow
						Kim Ayers	Marlene Olsen

Information Systems		Leadership Development		Marketing Home Tour		Professional Development	
Chair	Vice Chair	Chair	Vice Chair	Chair	Vice Chair	Chair	Vice Chair
Bart Haiduk	Jack O'Neal	Randy Weber	Lisa Funk	Rochelle Poulton	Matthew Remus	Liz Hill	Kelly Soriano

Professional Standards		Property Management		RAPAC		YPN	
Chair	Vice Chair	Chair	Vice Chair	Chair	Vice Chair	Chair	Vice Chair
Daphne Roberts	MaryAnn Shryack	Tammy Schembri	Larry Stover	Lee Worthington	Melissa AlRafai	Michelle Mazzola	Brianna Pastore

## BYLAWS

### SOUTHEAST VALLEY REGIONAL ASSOCIATION OF REALTORS®

Governing Documents Committee Recommended Changes  
7/24/17

#### ARTICLE IV - MEMBERSHIP

**Section 3. MEMBERSHIP CLASSES.** There shall be ~~ten~~-eleven classes of members as follows: (Rev. 03/03)

#### **Section 4. ELECTION OF OFFICERS AND DIRECTORS**

A. All rules and information regarding the election shall be made available to the membership and published by the first (1<sup>st</sup>) Friday in May.

B. All candidates shall be members in good standing of the SouthEast Valley Regional Association of REALTORS®.

C. A member cannot hold two (2) elected Association positions simultaneously. If a candidate is elected they must vacate their positions on the Grievance and Professional Standards Committees.

D. Each year, there will be one (1) President-Elect and one (1) Vice President elected to serve as Officers, who shall be elected by the seated Board of Directors present and eligible to vote. Open Director positions shall be elected by the general membership.

E. Composition of the Board shall always consist of less than a majority of Officers or Directors from the same brokerage (under the same Broker or having the same principal in the firm with a 20% or greater ownership). An Officer position takes precedence over a Director position for elections only. (REV: 5-22-2014)

F. For the election of Director positions, ~~T~~there shall be only one ballot allowed per member. No proxy votes shall be cast by or for anyone.

G. Election of ~~Officers~~ Directors may be conducted by electronic means, in accordance with procedures established by the Board of Directors.

## POLICY MANUAL

### SouthEast Valley Regional Association of REALTORS®

Governing Documents Committee Recommended Changes  
7/24/17

## **SECTION 1: ASSOCIATION GOVERNANCE POLICIES**

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### **1.1 Rules of the SouthEast Valley Regional Association of REALTORS® (SEVRAR)**

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SEVRAR's bylaws were adopted and have been amended by the membership at various membership and Board of Director meetings (dates unknown). The most recent amended version of the bylaws is dated April, 2017.

#### **1.20.k ELECTION OF OFFICERS AND DIRECTORS.**

**ELECTION CHRONOLOGY.** The SEVRAR staff shall submit an Election Chronology to the Directors for approval no later than May 1 of each year. (Rev. 8-11, 9/15)

- First Friday in May – nominating procedures and forms made available.
- June 30<sup>th</sup> Deadline – for nomination application for Officers and Directors.
- July 30<sup>th</sup> – announce at all marketing functions the Director candidates and procedures for voting.
- Third Friday in August – Elections open
- Fourth Friday in August – Elections close
- August Board of Directors Meeting – Election of Vice President and President-Elect
- August 31st – Officer and Director election results posted no later than. (Rev. 10-12)

The voting shall be handled as determined by the Board of Directors on an annual basis. (Rev.10-12)

Only REALTOR® or Affiliate members in good standing are entitled to vote.

The names of all qualified candidates shall appear in alphabetical order on ~~the each~~ ballot under the designated office or directorship. A blank line shall be provided under the list of candidates for each available position. The ballot shall provide a space for proposition questions approved by the Board of Directors. (Rev. 4-16)

Each year there will be one (1) President-Elect and one (1) Vice President elected by the seated Board of Directors present and eligible to vote to serve as Officers. For the office of President-Elect and Vice President, the candidate for each office receiving the greatest number of votes for that particular office shall be elected.

For the position of Director, the candidates for each position, voted on by the general membership, receiving the greatest number of votes for that particular position shall be elected. Each year there will be (2) two REALTOR® salespersons and two (2) from the following categories: Designated REALTOR®, Owner and Manager to serve as Directors. (Rev. 3/97, 04/03)

An Affiliate member will be elected to the Board of Directors as a voting member with the exception of Professional Standards or Grievance matters. An Affiliate member must be a member of the Association and shall have been an active member of the Affiliate Committee and remain active during the term of their office, and will be elected by REALTOR® and Affiliate members to serve a two (2) year term. An active member shall be someone who has not been absent from three (3) Affiliate Committee meetings in the last calendar year. If there are more than three (3) absences, they shall be removed from office and/or be ineligible to run the following term. A replacement shall be recommended by the Affiliate Committee and approved by the Board of Directors. (Rev. 11-09)

## **1.20.1 ELECTION POINTS OF POLICY.**

### 1a. Election of SEVRAR Directors:

Director Ballots shall be posted with the names of the candidates for each position listed in alphabetical order. Propositions from the Association may be placed on the ballot. (Rev. 3/99) (Rev. 1-17)

Ballots shall clearly state the number of candidates who may be selected for each position. Once the Ballot is established, the Ballot will be submitted to the Board of Directors for approval. Only REALTOR® or Affiliate members in good standing are entitled to vote. (Rev. 11-19-09)

The election notification shall be delivered electronically to each voting member in good standing on the third Friday in August. Each person eligible to vote shall receive a ballot with an explanation of the voting instructions including the deadline for voting. (Rev. 3/99, 04/03, 11/09, 10/12, 1-17)

The Association shall maintain the roster of those eligible to vote. If a member indicates voting information is needed, staff shall provide voting instructions, including the deadline for voting. (Rev. 11-09)

There shall be only one Ballot allowed per member. (Rev. 04/03) No proxy votes shall be cast by or for anyone. (Rev. 11/09).

New members who join the Association on the day of the election, and standing members appearing in person, shall be given the privilege of voting prior to 5:00 p.m. on the day of the election. (Rev. 04/03) Votes received up to 5:00 p.m. on the day of the election shall be tabulated. Tabulation shall be completed in accordance with the Election Chronology (Rev. 04/03, 11-09)

Candidates receiving the highest number of votes, corresponding with the number of positions to be filled shall be deemed elected, subject to Article XI, Section 3 of the SEVRAR Bylaws. Results of the election shall follow the Election Chronology.

In the event of a tie between two candidates for a particular position SEVRAR shall notify candidates and its membership within five (5) days following the final tabulation of votes. At the direction of the Leadership Development Committee a new electronic Ballot will be produced for completing the run-off election within 30 days from the close of the original election. (Rev. 12-12, 1-17)

There shall be no active campaigning on Association property during the voting period, except at approved SEVRAR sponsored campaign events. No promotional materials are allowed on Association property during the voting period. (Rev. 6-13)

Seated SEVRAR Board of Director members will remain neutral and shall not publically endorse candidates running for Director or Officer positions, individually or with their title. Past Board members may endorse with their previous title. (Rev. 12-16, 4-17)

No extensions will be allowed during the Election timeframe. Vacancies will be filled by a write-in and/or considered a "Vacancy" and filled by the Board of Directors per the Bylaws. (Rev. 1-17)

Each candidate will be allowed to make a presentation, up to two (2) minutes in length, twice per approved marketing function meeting location.

The electronic results will be destroyed ninety (90) days after the election if no election challenge or objection is filed with the Chief Executive Officer or Association President. (Rev. 04/03, 11-09) The Teller's Report will be provided upon request by any member. (Rev. 12/16)

Any challenge to the election must be submitted in writing to the Chief Executive Officer or Association President specifying exactly who or what is being challenged within five (5) business days after the results were announced. Any cost shall be born by the challenger regardless of the outcome. (Rev. 1-17)

All rules and information regarding the election shall be made available to the membership and shall be published no later than ten (10) days prior to the notification of the Ballots, on the Association website ([www.sevrrar.com](http://www.sevrrar.com)). (Rev. 04/03, 11-09, 12/16)

#### 1a. Election of SEVRAR Vice President and President-Elect (Officers):

Ballots shall be provided to the seated Board Members, present and eligible to vote, with the names of the candidates for each position listed in alphabetical order.

Ballots shall clearly state the number of candidates who may be selected for each position. Once the Ballot is established, the Ballot will be submitted to the Board of Directors for approval. Only REALTOR® or Affiliate Board members are entitled to vote.

Each Board member eligible to vote shall receive a ballot with an explanation of the voting instructions.

There shall be only one Officer Ballot allowed per Board member. (Rev. 04/03) No proxy votes shall be cast by or for anyone. (Rev. 11/09).

Candidates receiving the highest number of votes, corresponding with the number of positions to be filled shall be deemed elected, subject to Article XI, Section 3 of the SEVRAR Bylaws. Results of the election shall follow the Election Chronology.

In the event of a tie between two candidates for a particular position, a new ballot will be provided immediately, with the candidate with the lowest number of votes dropping off until a candidate receives a majority of votes.

There shall be no active campaigning on Association property during the voting period, except at approved SEVRAR sponsored campaign events. No promotional materials are allowed on Association property during the voting period. (Rev. 6-13)

Seated SEVRAR Board of Director members will remain neutral and shall not publically endorse candidates running for Officer positions, individually or with their title. Past Board members may endorse with their previous title. (Rev. 12-16, 4-17)

No extensions will be allowed during the Election timeframe. Vacancies will be filled by a write-in and/or considered a "Vacancy" and filled by the Board of Directors per the Bylaws. (Rev. 1-17)

Each candidate will be allowed to make a presentation, up to two (2) minutes in length, before the Board of Directors.

The election results will be destroyed ninety (90) days after the election if no election challenge or objection is filed with the Chief Executive Officer or Association President. (Rev. 04/03, 11-09) The Teller's Report will be provided upon request by any member. (Rev. 12/16)

Any challenge to the election must be submitted in writing to the Chief Executive Officer or Association President specifying exactly who or what is being challenged within five (5) business days after the results were announced. Any cost shall be born by the challenger regardless of the outcome. (Rev. 1-17)

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