

Minutes

CAAR Board of Directors
Wednesday, February 27, 2019
CAAR Office

Roll Call Present: Tele Jenifer (President), Tom Woolfolk (President-Elect), Quinton Beckham (Treasurer), Arleen Yobs (Past President), Rives Bailey, Rachel Burns, Pam Dent (via GoToMeeting), Peg Gilliland, Mary Katherine King, Aaron Manis, Kathy Markwood, Tom Pace, and Keith Smith.
Excused: Anne Burroughs. **Staff:** Anne Gardner, Ali DiGuardo, Abby Tammen, and Neil Williamson.

Welcome and Call to Order – President Jenifer called the meeting to order at 9:00 a.m.

Approval of Consent Agenda - A **MOTION** was **MADE, SECONDED** and **APPROVED** to adopt the Consent Agenda, which included January meeting minutes, new members listed below, and Group meeting minutes.

New Members – Satish Anabathula- Homesell Realty; Amonte Harvey-Keller Williams Alliance- Charlottesville; Michael Hippchen- Loring Woodruff R.E. Associates; Dana Ragland- eXp Realty LLC – Ashburn; Richard Robertson- Nest Realty Group; Patrick Ryan- Keller Williams Alliance-Charlottesville; Kristin Sorokti- Story House Real Estate.

Treasurer's Report – Treasurer Beckham presented the revised October and November 2018 financials for review and the December 2018 financial statements. A **MOTION** was **MADE, SECONDED**, and **APPROVED** to accept the financials as presented.

Old Business – President Jenifer lead a discussion of the recently approved Nominating Committee Procedures and the need for closer review and comparison with CAAR Bylaws.

Action Item: President Jenifer assigned a Project Team of Board members to revise the procedures and to consider possible changes to the process and/or the Bylaws. Pam Dent will chair the initiative and Keith Smith and Arleen Yobs will serve as members.

Strategic Discussion - The Board went into Executive Session until 10:18 a.m.

New Business and Reports –

Conference Center Financing- Consultant Victoria Jones presented the recommendation of the Renovation Project Team to work with Bank of the James to secure funding for the CAAR Renovation project. A **MOTION** was **MADE, SECONDED** and **APPROVED** to recommend the CAAR Board of Directors finance the Conference Center Renovation with Bank of the James. The total loan is estimated to be for \$800,000 with a 15-year amortization and a monthly payment estimate \$6,444.65 and includes transitioning the banking relationship to Bank of the James.

Charlottesville Area Alliance – Ms. Dent noted that the Alliance was waiting to review recent survey results before finalizing their action plan for 2019. She will be attending the March meeting to learn more.

Commercial Council – Mr. Beckham reported on the progress of the subscriber base, which has grown to 109. The group wishes to expand the user base and will formulate an outreach campaign for Board approval. The group will bring back the Commercial Forum events with networking and education provided by CAAR instructors and area speakers.

Communications – Mrs. Yobs presented the report for the group including a recommendation to add new homes reporting to the quarterly market reports. A **MOTION** was **MADE, SECONDED** and **APPROVED** to add new construction metrics into the quarterly Greater Charlottesville market report and county market reports.

Emerging Technology – No report.

MLS – staff updated members on the recent meeting.

Operations – Mr. Beckham presented the final report of the Policy Manual Project Team which included a revised policy manual and 11 appendices. A **MOTION** was **MADE, SECONDED** and **APPROVED** to adopt the revised CAAR Policy Manual and Appendices A-I as presented.

Mr. Beckham continued his report with a recommendation to adjust the 2019 CAAR Operating Budget to include the estimated expenses of \$4,850 for elements of the New Member Onboarding activities. A **MOTION** was **MADE, SECONDED** and **APPROVED** to approve the additional budget expense of the New Member Onboarding Campaign components.

Professional Development – Mr. Bailey reminded the members they will be pre-registered for the March 7th Awards Breakfast.

Public Affairs – No meeting.

YPN – Mrs. Markwood reported that all YPN events will include a fundraising component and the next two events will take place on Wed., March 6th featuring Neil Williamson of the Free Enterprise Forum and Mon., March 18th featuring a panel of local brokers including Board Member, Quinton Beckham.

CEO Report – Mrs. Gardner presented a member fee waiver request due to what the member believes are special circumstances. A **MOTION** was **MADE, SECONDED** and **FAILED** to approve the fee waiver as requested. A **MOTION** was **MADE, SECONDED** and **APPROVED**, to offer the member a reduced fee of 50% in response the request. (7 YEA/ 4 NEA)

Mrs. Gardner continued her report with an inventory count and battery life report of the Key Box inventory. Member believe the method used by the vendor to measure battery strength is not accurate, however they were pleased with the current battery life estimate.

Action Item: President Jenifer requested the Emerging Technology and MLS Groups work together to consider lockbox system options prior to the August contract expiration.

She continued with an advance notice for a forthcoming request for sponsorship from the Regional Housing Partnership to support an April 19th Housing Summit, planning is still underway.

Mrs. Gardner reported on the move of General Counsel to a new firm. Mrs. Gardner does not foresee an issue with his change and CAAR will request the green files to be transferred.

Mrs. Gardner concluded her report with a reminder that Board members are registered to attend the Blue Ridge Area Home Builders Association Economic Forecast Breakfast tomorrow, February 28th.

Future Business – President Jenifer asked the Board to present new topics for future Board discussion.

President Jenifer asked the group to be aware of the important meeting dates noted on the agenda.

Adjourn – President Jenifer adjourned the meeting at 11:14 a.m.

Respectfully Submitted, Anne Gardner, Secretary