

MINUTES
Charlottesville Area Association of REALTORS®
Operations Group
Monday, October 9, 2023

Present: Marcela Foshay (Chair), Kristin Sorokti (Vice Chair), Josh White (Treasurer), Candice Van der Linde (Board Liaison), Tim Carson, Tele Jenifer, Matthias John, Kathy Markwood, Diane Miller, Percy Montague. Excused: Kim Armstrong, Carl Garrett. Staff Present: Abby Tammen.

Chair Foshay welcomed the Group and called the meeting to order at 11:02 a.m. and reviewed the Antitrust Statement.

Minutes

The September 11, 2023 meeting minutes were accepted as presented.

Treasurer's Report

August 2023 Financials

Treasurer White presented the financials and after discussion, **A MOTION was MADE, SECONDED and APPROVED** to accept the August 2023 financials as presented. Treasurer White noted the Budget & Finance Project Team would be recommending a 2024 budget at the November meeting.

New Business

Building Evaluation Project Team

Vice Chair Sorokti met the last week of September and have asked Staff to collect bids on various projects so that the Team can prioritize spending at the mid-November meeting. Projects include the review of an ongoing grounds maintenance contract, snow plowing vendor contract, selection of a hardscape/landscape project manager, etc.

Board Candidate Application Process Open

Staff reminded the Group that the Board is seeking candidates to fill six (6) vacancies in the 2024 board of directors. The Candidate Nomination and Application process is open through October 25th.

Document Review Project Team

Four (4) small subgroups are reviewing our bylaws, policies and procedures, and all of our policy appendices. The following documents were reviewed by the Operations Group and sent forward for the Board's review and approval:

1. Bylaws
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept the Bylaws as amended. Staff will address additional formatting and grammar changes as needed.
2. Policies & Procedures Manual
Deferred for future email vote so Staff has more time to address and update prior to the Operations Group review.
3. Appendix A
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept Appendix A as presented.
4. Appendix B
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept Appendix B as presented.
5. Appendix C
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept Appendix C as amended.
6. Appendix D
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept Appendix D with the understanding that the Project Team Chairs and Staff will update the formatting and governance structure references.
7. Appendix E
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept Appendix E with the understanding that the Project Team Chairs and Staff will update the formatting and governance structure references.
8. Appendix F
Deferred for future email vote so Staff has more time to address and update prior to the Operations Group review.

9. Appendix G
Deferred for future email vote so Staff has more time to address and update prior to the Operations Group review.
10. Appendix H
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept Appendix H as presented.
11. Appendix I
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept Appendix C as amended.
12. Appendix J
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept Appendix J with the understanding that the Project Team Chairs and Staff will update the formatting and governance structure references.
13. Appendix K
Deferred for future email vote so Staff has more time to address and update prior to the Operations Group review.
14. Appendix L
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept Appendix L with the understanding that the Project Team Chairs and Staff will update the formatting and governance structure references.
15. Appendix M
A MOTION was MADE, SECONDED, and unanimously APPROVED to accept Appendix M as amended.
16. Appendix N
Deferred for future email vote so Staff has more time to address and update prior to the Operations Group review.
17. MLS Rules & Regulations
Deferred to the MLS Rules & Regulations Group for their review and approval.

Board Update

Nothing at this time.

Staff Update

Staff Update

Staff noted that Frank Podrebarac is no longer working at CAAR.

Adjourn

The meeting adjourned at 1:25 p.m.

Respectfully submitted, Abby Tammen, Staff Liaison