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This report is intended to advise AAR State Directors of Executive Committee activities and actions. The structure approved in October 1993 included additional empowerment to the Executive Committee within parameters provided in the strategic plan, approved operating budget and Bylaw/Policy. These actions are presented for your information, *except* those contained in the ‘boxed-in” area below which are actions requiring approval.

## **REPORT TO THE BOARD OF DIRECTORS**

### ACTIONS SINCE THE APRIL 2013 MEETING

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1. Approved that AAR instruct its financial adviser, UBS, to invest only in corporate bonds with an investment grade rating by two of the three nationally recognized credit rating services for all applicable accounts.
2. Approved a donation from Operating Reserve in the amount of $10,000 to the Arizona REALTORS® Disaster Relief Foundation.
3. Approved the following property management forms for release on August 1, 2013: Notice to Tenant of Management Termination, Statement of Disposition of Deposits and Accounting, Notice of 2 Day Access, Notice of Abandonment, and Notice of Nonrenewal of Lease Agreement.
4. Approved adding line numbers to the following forms: Application for Occupancy, Move-in/Move-out Condition Checklist,Notice to Terminate Lease Agreement due to Material Noncompliance Affecting Health and Safety, Notice to Terminate Lease Agreement due to Material Noncompliance, Notice to Immediately Terminate Lease Agreement due to Material and Irreparable Noncompliance, Notice of Intention to Terminate Lease Agreement due to Nonpayment of Rent.
5. Reviewed, discussed and revised the Business Services and Technology Committee Three Year Technology Strategy.

* Approved the 2014 AAR Strategic Plan Objectives For Business Services & Technology.
* Approved updating the current zipForm® contract by 12/31/2013 adding zipForm® Mobile and zipVault to a three year agreement. ZF Mobile addresses the needs of mobile users and zipVault is a zipForm® add-on with file storage, faxing, document sharing with links, etc. If an acceptable agreement cannot be reached with zipLogix, the Committee may review alternatives and make a follow-up recommendation.
* Approved determining the feasibility of a simple, robust, fillable PDF forms server in place for all AAR forms by March 31, 2014. This will be an alternative to members not wanting the complexity of zipForm®. This would also become the foundation which supplies forms to third parties who license our forms.
* Approved the establishment of a joint workgroup between its Business Services & Technology and Risk Management committees to determine the advisability of forms licensing, and if advisable, the criteria by which the forms will be licensed.

1. Adopted five (5) hearing panel decisions.
2. Approved revising the SureClose® contract upon renewal to provide that AAR will pay up to $360,000 fixed fee and the brokers will pay up to $1.00 per billable file in 2014.
3. Approved recommendation that AAR engage in negotiations with SureClose® for 2015 and 2016 for best terms available for its brokers that does not include any AAR budgetary impact or support.