

**ARIZONA ASSOCIATION OF REALTORS®**

**EXECUTIVE COMMITTEE MEETING**

**January 10, 2018  
AAR ~ Phoenix, AZ**

**DRAFT MINUTES**

**CALL TO ORDER**

The meeting was called to order at 1:05 p.m. by President Doerfler. A quorum was present.

**Present**

Lori Doerfler	D. Patrick Lewis	Mary Roberts
Jan Leighton	Dale Kelley	Dani Lawrence
Eric Gibbs	Kent Simpson	Beth Adams
Carlos Ramos	Susan Slattery	Rebecca Grossman
Paula Monthofer		

**Absent**

Christopher Paris	Dee Schippel
-------------------	--------------

**Staff**

Michelle Lind	Christina Smalls	Monica Schulik
Barb Freestone	Scott Drucker	Nick Catanesi
Nicole LaSlavic	Michelle Sinclair	

**PRESIDENT'S REPORT – President Doerfler**

**Approval of Meeting Minutes** – The minutes from the August 25, 2017 and October 11, 2017 meetings were approved as delivered.

**Executive Committee Reference Materials** – President Doerfler gave an overview the Reference Materials for the year.

**Operating Reserve Legal Assistance Request Procedures** – CEO Michelle Lind gave an overview of the Legal Assistance Request Procedure.

**Online Voting** – CEO Michelle Lind discussed the email voting protocol with the committee.

**MOTION:** It was moved, seconded and carried to continue online voting as it has been conducted in the past.

**Role of ExCom in Professional Standards** – General Counsel Scott Drucker gave the committee a review of their role in rendering decisions on Professional Standards cases.

**TREASURER'S REPORT – Treasurer Leighton**

**2018 Operating Budget** – Treasurer Leighton gave an overview of the 2018 budget.

**Financial Update Process** – Treasurer Leighton gave an overview of the process of updating financials.

**Financial Report** – Treasurer Leighton gave an update on the 2017 year-to-date financials.

**2017 and 2018 Capital Budget Updates** – Treasurer Leighton gave an update on the 2017 and 2018 capital budgets.

**CHIEF EXECUTIVE OFFICER’S REPORT – CEO Michelle Lind**

**CEO/Operations Update** – CEO Michelle Lind gave an update on the Operations and Strategic Initiatives area.

**MOTION:** It was moved, seconded and carried to approve the CEO job description as delivered.

**MOTION:** It was moved, seconded and carried to approve the Board of Directors position description as delivered.

**Arizona REALTORS® Disaster Assistance Foundation (ARDAF) Update** – CEO Michelle Lind gave an update on the Foundation.

**Arizona REALTORS® Foundation for Housing and Community Outreach (ARFHCO) Update** – Director of Association Relations, Monica Schulik, gave an update to the committee.

**Arizona REALTORS® Scholarships** – Director of Association Relations, Monica Schulik, gave an update to the committee.

**Legal Update** – General Counsel Scott Drucker gave an update on current legal issues being monitored by the Arizona Association of REALTORS®.

**PRIMARY COMMITTEE REPORTS**

**Professional and Business Development (PBD)** – Chair Susan Slattery gave an update on the PBD area’s activities year-to-date.

**Business Services and Technology (BS&T)** – Chair Carlos Ramos gave an update on the progress of the BS&T area’s year-to-date activities.

**Risk Management –**

**In Executive session:** Five (5) hearing panel decisions were adopted.

Chair Beth Adams gave an update on the Risk Management Committee’s activities year-to-date.

**MOTION:** It was moved, seconded and carried to approve for release on or about February 1, 2018 a revised Additional Clause Addendum adding the following language to end of line 30: “Unless otherwise prohibited by federal law.”

**MOTION:** It was moved, seconded and carried to approve for release on or about February 1, 2018 a revised Residential Lease Owner’s Property Disclosure Statement removing lines 112 through 114.

**MOTION:** It was moved, seconded and carried to approve the following revisions to the Arizona Association of REALTORS® Professional Standards Policies and Procedures Adaptations to the NAR Code of Ethics and Arbitration Manual:

- A. Section 19(B)(4) of AAR’s Policies and Procedures Adaptations be deleted and replaced with the language set forth in Section 19(B)(4) of NAR’s Code of Ethics and Arbitration Manual;
- B. Section 20(e) of AAR’s Policies and Procedures Adaptations be deleted and replaced with the language set forth in Section 20(e) of NAR’s Code of Ethics and Arbitration Manual;
- C. The verbatim restatement of AAR Bylaws Articles II, X and XIII as contained in AAR’s Policies and Procedures Adaptations be deleted and replaced with a reference to said Articles; and
- D. AAR’s Administrative Time Frames – Ethics Proceedings, Internal Policy G, be deleted and replaced with the following language: “If held in abeyance, return case to GVC to consider after 3 years.”

**MOTION:** It was moved, seconded and carried to approve changes to AAR’s waiver of right to hearing form to state, “Your response to question one will be verified by AAR’s Professional Standards Administrator.”

**Legislative and Political Affairs** – Chair Kent Simpson gave an update on the year-to-date activities of the LPA area.

### **REGION VICE PRESIDENTS’ REPORTS**

**Region 1** – Vice President Dale Kelley gave an update on the region activities.

**Region 2** – Vice President Christopher Paris was absent. There was no report for Region 2.

**Region 3** – Vice President Dani Lawrence gave a brief update on the region activities.

**Region 4** – Vice President Dee Schippel was absent. There was no report for Region 4.

**Region 5** – Vice President Eric Gibbs gave a brief update on region activities.

**AE Representative** – Association Executive Representative Rebecca Grossman gave an update on issues of concern to the local association executives.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

**2019 Planning and Budget Timeline** – President Doerfler gave an overview of the deadlines for submitting 2019 budgets.

**2019 Committee Leadership Appointments** – President-elect Lewis and First Vice President Roberts presented their leadership appointment for 2019.

**MOTION:** It was moved, seconded and carried to recommend approval of the following leadership appointments for Primary Committees and Local Association Executive for 2019 to the Board of Directors.

- Legislative and Political Affairs:  
**Eric Gibbs**, Chair  
**Pam Frestedt**, Vice Chair
- Business Services and Technology  
**Aaron Pfeifer**, Chair  
**Steve Redmond**, Vice Chair
- Risk Management  
**Brad Ryan**, Chair  
**Jim Durham**, Vice Chair
- Professional and Business Development  
**Sindy Ready**, Chair  
**Marci Slater**, Vice Chair
- Local Association Executive appointment to Executive Committee  
**Janet Kane**, Southeast Valley Regional Association of REALTORS®

**AAR Bylaws, Policies and Official Statements Revisions –**

**MOTION:** It was moved, seconded and carried to approve the following revisions to the AAR Bylaws, Policies and Official Statements: (i) Article II, Section 4d to create an additional way of ensuring accountability of terminated or resigned respondents with an ethics complaint; (ii) Amend Policy G.11 to set forth procedures upon receiving a harassment complaint; (iii) Add Policy A.16 to formalize the process for selecting AE Representatives on the AAR Board of Directors.

**Next Meeting** – The next meeting will be held at 2:00 p.m. on Monday, March 19<sup>th</sup> at the Glendale Renaissance Hotel in Glendale, Arizona.

**ADJOURN**

There being no further business, the meeting was adjourned at 3:11 p.m.

---

**K. Michelle Lind, Recording Secretary**