



EXECUTIVE COMMITTEE MEETING

January 16, 2019 ~ 1:00 pm

Arizona REALTORS® Building – Meeting Room 4
Phoenix, Arizona

AGENDA

- A. CALL TO ORDER** – 2019 Arizona REALTORS® President, D. Patrick Lewis
- B. ROLL CALL** (reimbursement slips)
- C. PRESIDENT’S REPORT** – President Lewis
 - 1. Approval of Meeting Minutes for September 7, 2018 (2019 Budget Meeting) and October 15, 2018 as delivered (**attachment 01 & 02**)
 - 2. Executive Committee **Reference Materials**
 - a. Arizona REALTORS® Structure Chart (**RM 01**)
 - b. Arizona REALTORS® Bylaws, Policies and Official Statements (**RM 02**)
 - c. Arizona REALTORS® 2019 Strategic Plan (**RM 03**)
 - d. Executive Committee Roster (**RM 04**)
 - e. Serving as an Officer or Director (**RM 05**)
 - f. Officers, RVP, AE Liaison Position Descriptions (**RM 06**)
 - g. Primary Committee Liaison Assignments (**RM 07**)
 - h. Arizona REALTORS® Meetings/Events Calendar for 2019 (**RM 08**)
 - i. Executive Committee Expense Reimbursement (**RM 09**)
 - j. Arizona State Regions & Local Associations Map (**RM 10**)
 - k. Local Association Contact List (**RM 11**)
 - l. Legislative/RIMC/RAPAC/Professional Standards Bylaws/Policies (**RM 12, 13, 14, 15**)
 - m. Code of Ethics Guideline (**RM 16**)
 - n. NAR Committee Members (Arizona) (**RM 17**)
 - 3. Operating Reserve Legal Assistance Request Procedures – Michelle Lind, CEO (**attachment 03**)
 - 4. Online Voting – Michelle Lind, CEO (**attachment 04**)
 - 5. Role of ExCom in Professional Standards – Scott Drucker, General Counsel (**attachment 05**)
 - 6. MEP Update – Michelle Lind, CEO
- D. TREASURER’S REPORT** – Treasurer Nelson
 - 1. 2019 Operating **and** Capital Budgets (**attachment 06**)
 - 2. Financial Update Process – Treasurer Nelson & Michelle Lind, CEO
 - 3. 2018 Year-to-Date Financials (**attachment 07**)
 - 4. 2018 Capital Budget Update (**attachment 08**)

E. CHIEF EXECUTIVE OFFICER'S REPORT – Michelle Lind, CEO (**attachment 09**)

1. CEO/Operations Update – Michelle Lind, CEO
 - a. Approve CEO Job Description (**attachment 10**)
2. Legal Update – Scott Drucker, General Counsel
3. ARDAF/ARFHCO Update – Michelle Lind, CEO

F. PRIMARY COMMITTEE REPORTS

1. Professional & Business Development (**PBD**) – Sindy Ready (**attachment 11**)
2. Business Services & Technology (**BST**) – Aaron Pfeifer (**attachment 12**)
3. Risk Management (**RM**) – Lisa Paffrath (**attachment 13**)
 - a. Adoption of Hearing Panel Decisions (Executive Session/Motions) – **Separate ShareFile Folder**
 - b. Commercial Purchase Contract Revisions – **MOTION (attachment 14)**
 - c. Commercial Ancillary Forms Revisions – **MOTION (attachment 15)**
 - d. Cure Period Notice Revisions – **MOTION (attachment 16)**
 - e. Move-In/Move-Out Conditions Checklist Revisions AND Residential Lease Agreement Revisions – **MOTION (attachment 17)**
4. Legislative & Political Affairs (**LPA**) – Shelley Ostrowski (**attachment 18**)
 - a. RAPAC/RIMC Activity Report (**attachment 19**)

G. REGION VICE PRESIDENTS' REPORTS

1. Region 1 – Dale Kelley
2. Region 2 – KC Cyga
3. Region 3 – Dani Lawrence
4. Region 4 – Becca Linnig
5. Region 5 – Eric Gibbs
6. AE Representative – Randy Rogers

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. 2020 Planning and Budget Timeline (**attachment 20**)
2. 2020 – 2021 Committee Leadership Appointments – President-elect Roberts – **MOTION (attachment 21)**
3. Region XI Nominating Committee Appointments – **MOTION (attachment 22)**
4. Region XI Strategy Committee Appointments – **MOTION (attachment 23)**
5. What message do we want to convey to members?

J. ADJOURN - Next Meeting:

Monday, March 25, 2019
The Scottsdale Plaza - Scottsdale, Arizona