

# ARIZONA REALTORS®

## EXECUTIVE COMMITTEE MEETING

January 15, 2020

Arizona REALTORS® Building ~ Phoenix, Arizona

### DRAFT MINUTES

#### **CALL TO ORDER**

The meeting was called to order at 10:03 a.m. by President Roberts. A quorum was present.

#### **Present**

Mary Roberts	Jan Leighton	Gary Nelson
D. Patrick Lewis	Phil Annett	KC Cyga
James Adams	Annie Barmore	Steve Redmond
Jim Durham	Shelley Ostrowski	Amanda Creel

#### **Teleconference**

Becca Linnig	Marci Slater
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#### **Absent**

Eric Gibbs

#### **Staff**

Michelle Lind	Christina Smalls	Monica Schulik
Barb Freestone	Scott Drucker	

#### **PRESIDENT'S REPORT – President Roberts**

**Approval of Meeting Minutes** – The minutes from the September 6, 2019 budget meeting and October 16, 2019 meeting were approved as delivered.

**Executive Committee Reference Materials** – President Roberts gave an overview of 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 and there was a consensus 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 Gibbs**

**2020 Operating & Capital Budget** – In Treasurer Gibbs' absence, President-elect Leighton gave an overview of the 2020 budget.

**Financial Update Process** – President-elect Leighton gave an overview of the process of updating financials.

**2019 Year-to-Date Financial Report** – President-elect Leighton gave an update on the 2019 financials through November 2019.

**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.

**Arizona REALTORS® Disaster Assistance Foundation (ARDAF) and the Arizona REALTORS® Foundation for Housing and Community Outreach (ARFHCO) Update** – CEO Michelle Lind gave an update on the Foundations.

**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 Association.

**PRIMARY COMMITTEE REPORTS**

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

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

**Risk Management (RMC) –**

**In Executive session:** Twenty-seven (27) hearing panel decisions were adopted.

Chair Jim Durham 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, 2020 the revised Vacant Land/Lot Purchase Contract Buyer Attachment page.

**Legislative and Political Affairs (LPA)** – Chair Shelley Ostrowski gave an update on the year-to-date activities of the LPA area.

**REGION VICE PRESIDENTS’ REPORTS**

**Region 1** – Vice President Phil Annett gave an update on the region’s activities.

**Region 2** – Vice President KC Cyga gave an update on the region’s activities.

**Region 3** – Vice President James Adams gave an update on the region’s activities.

**Region 4** – Vice President Becca Linnig gave an update on the region’s activities.

**Region 5** – Vice President Annie Barmore gave an update on the region’s activities.

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

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

**Communications/Social Media Guidelines** - President Roberts gave an overview of the primary committee member Communications and Social Media Guidelines.

**Arizona Housing Fund** - President Roberts gave an overview of the association’s promotion of the newly founded Arizona Housing Fund and the inclusion of the AHF escrow donation form in Transaction Desk.

**2021 Planning and Budget Timeline** - President Roberts gave an overview of the deadlines for submitting 2021 budget.

**2021 - 2022 Committee Leadership Appointments** - President-elect Leighton and First Vice President Nelson presented their leadership appointment for 2021-2022.

**MOTION:** It was moved, seconded and carried to recommend approval of the following leadership appointments for Primary Committees and Local Association Executive for 2021 to the Board of Directors.

- Legislative and Political Affairs:  
**Duane Washkowiak**, Chair  
**Susan Herber**, Vice Chair
- Business Services and Technology  
**Gunner Mitchell**, Chair  
**Shane Cook**, Vice Chair
- Risk Management  
**Laurie McDonnell**, Chair  
**Mike Porter**, Vice Chair
- Professional and Business Development  
**Mandy Neat**, Chair  
**Barbara Wilson**, Vice Chair
- Local Association Executive appointment to Executive Committee  
**Roger Nelson, West and Southeast REALTORS® of the Valley**

### **Region XI Committee Appointments –**

**MOTION:** It was moved, seconded and carried appoint 2020 President Mary Roberts and President-elect Jan Leighton as Arizona’s Representatives on the Region XI Nominating Committee.

**MOTION:** It was moved, seconded and carried appoint 2020 President-elect Jan Leighton as Arizona’s representative on the Region XI Strategy Committee for the December 2019 – November 2022 term.

**Next Meeting** – The next meeting will be held Wednesday, March 25, 2020 at the Renaissance Glendale Hotel & Spa in Glendale, Arizona.

**ADJOURN**

There being no further business, the meeting was adjourned at 12:58 p.m.

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**K. Michelle Lind, Recording Secretary**

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On January 24, 2020 an email vote was sent to the Executive Committee for the following motion:  
**MOTION: TO UP TO \$10,000 FROM THE OPERATING RESERVE TO FILE AN AMICUS BRIEF IN THE SPECIAL ACTION FILED BY THE ATTORNEY GENERAL AT THE ARIZONA SUPREME COURT TO REVIEW AND INTERPRET ARTICLE IX, § 25 OF THE ARIZONA CONSTITUTION (PROP 126).**

On January 27, 2020 there was a unanimous vote to approve the motion.

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On March 19, 2020 an email vote was sent to the Executive Committee for the following motion:  
**MOTION: TO APPROVE ONE ETHICS DECISION.**

On March 19, 2020 there was a unanimous vote to approve the motion.

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On March 24, 2020 an email vote was sent to the Executive Committee for the following motion:  
**MOTION: TO APPROVE FOR IMMEDIATE RELEASE THE CORONAVIRUS / COVID-19 ADDENDUM.**

On March 25, 2020 there was a unanimous vote to approve the motion.

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