



## **EXECUTIVE COMMITTEE MEETING**

**January 13, 2021 ~ 10:00 a.m.**

Arizona REALTORS® Building – Meeting Room 4  
Phoenix, Arizona

### **AGENDA**

- A. CALL TO ORDER** – 2021 Arizona REALTORS® President, Jan Leighton
- B. ROLL CALL** (reimbursement slips)
- C. PRESIDENT’S REPORT** – President Leighton
  - 1. Approval of Meeting Minutes for September 4, 2020 (2021 Budget Meeting) **and** October 21, 2020 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® 2021 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/Primary Committee Meetings Calendar (**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. Primary Committee Communication and Social Media Guidelines (**RM 17**)
    - o. NAR Committee Members (Arizona) (**RM 18**)
  - 3. Operating Reserve Legal Assistance Request Procedure – 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**)
- D. TREASURER’S REPORT** – Treasurer Shelley Ostrowski
  - 1. 2021 Operating **and** Capital Budgets (**attachment 06**)
  - 2. Financial Update Process – Treasurer Ostrowski & Michelle Lind, CEO
  - 3. 2020 Year-to-Date Financials (**attachment 07**)
  - 4. 2020 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 Position 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**) – Mandy Neat (**attachment 11**)
2. Business Services & Technology (**BST**) – Gunner Mitchell (**attachment 12**)
3. Risk Management (**RM**) – Laurie McDonnell (**attachment 13**)
  - a. Adoption of Hearing Panel Decisions (Executive Session/Motions) – **Separate ShareFile Folder**
  - b. New Listing Agreements and Addendum – **MOTION (attachment 14)**
  - c. P.S. Policy and Procedures Revisions – **MOTION (attachment 15)**
4. Legislative & Political Affairs (**LPA**) – Duane Washkowiak (**attachment 16**)
  - a. RAPAC/RIMC Activity Report (**attachment 17**)

**G. REGION VICE PRESIDENTS' REPORTS**

1. Region 1 – Phil Annett
2. Region 2 – Deb Fisher
3. Region 3 – James Adams
4. Region 4 – Dena Greenawalt
5. Region 5 – Annie Barmore
6. AE Representative – Roger Nelson

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. 2022 Planning and Budget Timeline (**attachment 18**)
2. 2022 – 2023 Committee Leadership Appointments – President-elect Nelson – **MOTION (attachment 19)**
3. Region XI Nominating Committee Appointments – **MOTION (attachment 20)**

**J. ADJOURN - Next Meeting:**

Tuesday, March 30, 2021  
Hyatt Regency Phoenix - Phoenix, Arizona