



North Dakota Association of REALTORS®

318 West Apollo Avenue – Bismarck, ND 58503-1404
Phone: 701-355-1010 or 800-279-2361 – Fax: 866-665-1011

www.ndrealtors.com

info@ndrealtors.com

2016 BOARD OF DIRECTORS

PRESIDENT
Cindy Harvey, CRS

PRESIDENT ELECT
Lyn Dwyer, GRI

VICE PRESIDENT
Ben Schroeder

DIRECTOR AT LARGE
Lorrie Nantt, ABR, SFR

PAST PRESIDENT
Greg Larson, GRI

NATIONAL DIRECTORS
Daryl Braham, CRB, GRI
Dewey Uhler, ABR, CRS, GRI

REGIONAL VICE PRESIDENT
James Cormier

LOCAL BOARD REPS
Badlands:
Shirley Dukart, CRS, GRI
Ninetta Wandler, ABR, CRS, GRI

Bismarck-Mandan:
Amy Hullet
Kristin Oban, GRI, SFR
Judy Maslowski
Tricia Schlosser, CRB, GRI

Fargo-Moorhead:
Kevin Fisher, CRS, GRI
Peggy Isakson, ABR, CRS
Bob Lee, ePRO, GRI, SFR
Shawn Ostlie, GRI
Jodi Tollefson, GRI
LuAnn White
Jeff Shipley, GRI
Christine Feickert, GRI

Grand Forks:
David Blumkin, ABR, CRS, GRI
Lynda Hartmann, GRI

Jamestown:
Mike Swartz

Minot:
Sue Heth
Brad Livesay

Williston:
Jill Kjorstad

STAFF:
Jill Beck, *Chief Executive Officer*
jill@ndrealtors.com
Jane Marum, *Admin/Membership*
Services Director
jane@ndrealtors.com
Robyn O'Gorman, *Admin Assistant*
robyn@ndrealtors.com

Nancy Willis, *Gov't Affairs Director*
nancy@ndrealtors.com



2016 Executive Committee

Wednesday, January 6, 2016

Lewis Room - Courtyard Marriot
Bismarck ND

Present: President Cindy Harvey, President Elect Lyn Dwyer, Past President Greg Larson, Vice President Ben Schroeder and Director at Large Lorrie Nantt

Absent: None

Staff: Jill Beck, Jane Marum

President Cindy called the meeting to order.

The November 11, 2015 minutes were approved as presented. M/S/C

Financial Reports for 2015 year end were discussed. Jill noted that this isn't the final report as we are just finishing up year-end bookkeeping activities. Income is approximately 12% over budget and expenses are approximately 8% under.

The record retention for CE was discussed. A motion was made to recommend to the Board of Directors to change the retention schedule for Course Outlines to five years, Instructor Applications to six years, CE Forms to six years and Course Evaluations to six years. The motion also included the policy that registration forms (or other data) with credit card information will have the credit card number blocked or removed and shredded as soon as receipt of payment is confirmed. M/S/C

The Building Taskforce's recommendation is to update the current building rather than building a new structure or finding other office space. Estimates are being obtained and the hope is to have a final recommendation to the Board of Directors prior to the January meetings.

Ideas from the Leadership Training with Adorna Carroll were discussed. A motion was made that no mobile devices will be allowed in NDAR Board meetings unless noted in the minutes. M/S/C (Will go to Board of Directors for policy update).

The Committee Volunteer list was reviewed. A motion was made to change the position name of the Director in Charge for each committee to the Director Liaison and the committee staff position name to Staff Liaison. M/S/C

Staff update:

REALTOR® Ring Day stats were reported by Jill. It was noted that NAR Legal has sent a letter to MN Association that we cannot use the name REALTOR® Ring Day as it is not a NAR endorsed program.

Discussed Mind Your Own Business Class with Doug Devitre and move forward with schedule.

New Member Online Orientation is in the process of being developed. We will submit our informational slideshow to Learning Library for review.

2016 Planning Meeting Review – the committee reviewed the goals and recommend the following 2016 goals:

1. Provide directives
 - Exec. Committee to get reports from Committee leadership
 - Communication to committee members to come from Chair
 - Meetings
 - Technology Committee to train staff on how to use calendar to schedule meetings and send notices, etc.
 - Each committee to have one video meeting in 2016
 - Continue pre-Board meeting call in for members
 - To increase new committee member involvement, recognize them at the start of meeting and provide drink ticket to social
 - RPAC – Top producers event – to RPAC Fundraising Committee
2. Increase member involvement in committees – assigned to Membership Committee
 - Need definition of involvement for each committee – not just bring someone to meetings
 - Committee Chairs and Membership Committee charged with introducing new committee members to the Board.
 - Technology Committee and Government Affairs Committee charged with increasing involvement in NDAR by getting more members responding to Calls for Action.
3. Create new member orientation meeting for every state meeting – assigned to Membership Committee
 - Mentor at meeting
4. Increase live CE – assigned to Professional Development Committee
5. Make committees take more control – Assigned to all committees
 - Vice Chair will provide a written report to Director Liaison for Exec Committee on form to be created
 - Establish committee performance
 - Each committee addresses separate aspect of involvement
6. Create communication packet for committee chairs
 - Vice Chair report as discussed in #5
7. Raise the bar of entry and to stay in NDAR - Assigned to Professional Development , Professional Standards and Government Affairs Committees
 - Communicate importance of filing complaints against agents who are violating standards and educate on process of making a complaint
 - Look at education requirement
 - Provide in new member orientation the process of filing a complaint

The Strat Plan and Additional Items were reviewed.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Jill Beck, CEO and Jane Marum, Administrative and Membership Services Director