



# 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](http://www.ndrealtors.com)    [info@ndrealtors.com](mailto: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 Uhlir, ABR, CRS, GRI

*REGIONAL VICE PRESIDENT*  
James Cormier

*LOCAL BOARD REPRESENTATIVES*  
*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*  
Kristy Sagaser

*Minot*  
Sue Heth  
Brad Livesay

*Williston*  
Jill Kjorstad

*STAFF*  
Jill Beck, *Chief Executive Officer*

[jill@ndrealtors.com](mailto:jill@ndrealtors.com)  
Jane Marum, *Admin/Membership Svcs Dir.*  
[jane@ndrealtors.com](mailto:jane@ndrealtors.com)  
Robyn O'Gorman, *Administrative Assistant*  
[robyn@ndrealtors.com](mailto:robyn@ndrealtors.com)  
Nancy R. Willis, *Government Affairs Dir.*  
[nancy@ndrealtors.com](mailto:nancy@ndrealtors.com)

## Board of Directors Meeting

January 28, 2016 9:00 a.m.

Ramada Bismarck

Present: Cindy Harvey, President; Lyn Dwyer, President-Elect; Ben Schroeder, Vice-President; Lorrie Nantt, Director-At-Large; Greg Larson, Past President; Dewey Uhlir, NAR Director; Nicole Schoeder (for Shirley Dukart); Kristin Oban; Jamie McLean (for Tricia Schlosser); Judy Maslowski; Amy Hullet; Shane Cullen (for Bob Lee); Vicky Matson (for Kevin Fisher); Todd Anhorn (for Peggy Isakson); Shawn Ostlie; LuAnn White; Scott Breidenbach (for Christine Feickert); Jodi Tollefson; Lynda Hartmann; David Blumkin; Kristy Sagaser; Sue Heth; Brad Livesay; Jill Kjorstad.

Absent with prior notice: Daryl Braham; Shirley Dukart; Ninetta Wandler; Tricia Schlosser; Bob Lee; Jeff Shipley; Kevin Fisher; Peggy Isakson; Christine Feickert.

Guests: John Colter; Nancy Deichert; Marti Kaiser; Barb Lupo; Beth Mayer; Casey Chapman; Pat Jergenson; Clyde Thorne; Vicki Roller; Deborah Nichols; Doreen Meyer; Diann Loper; Tammie Braun; Susie Lefor

Staff: Jill Beck, Jane Marum, Robin O'Gorman, Nancy R. Willis

1. Cindy Harvey, President, called the meeting to order and welcomed everyone.
2. Board members, guests and staff introduced themselves.
3. Scott Breidenbach, gave the invocation and led those present in the Pledge of Allegiance and the REALTOR® Pledge.
4. Members watched an NAR video entitled, "Fiduciary Duties Owed by Directors of Associations" and Casey Chapman, NDAR General Counsel, gave a short presentation following the video on how these duties apply specifically to NDAR Board Members.
5. Harvey asked for approval of the Consent Agenda. The following items contained in the Consent Agenda were approved. **M/S/C**
  - (1) Minutes from the 9/17/2015 meeting
  - (2) Local Board Reports
  - (3) 2015 RPAC results
  - (4) Calendar of upcoming events
  - (5) NDAR 2015 Market statistics report
  - (6) Membership statistics through 2015 report
  - (7) NAR Committee Appointments
  - (8) Ratification of Local Board Appointments to replace those whose terms ended 12/31/15:

RPAC Trustees (3-year term)

Sharon Lunski, Grand Forks (2018)

Mike Swartz, Jamestown (2018)

Issues Mobilization (3-year term)

Mary Shelkey-Miller, Bismarck-Mandan (2018)

Josh Dorhmann(2017) (Bob Karn's unexpired 2/yr term)

Jim Dunavan, Grand Forks (2018)

Mike Swartz, Jamestown (2018)

Grievance Committee

Lorrie Nantt (2018)

6. In lieu of a President's Report, Harvey asked for approval of action items approved by the Executive Committee and recommended to the Board:
  - (1) To approve a \$5,000 donation for the campaign of John Smaby, MN, for 2018 NAR 1<sup>st</sup> Vice President and a letter of endorsement and support. **M/S/C**
  - (2) To approve Life Member applications for Jerry Youngberg and Elsie Johnson, Grand Forks and Jack Kavaney, Bismarck. **M/S/C**
  - (3) To add to the NDAR RPAC Fundraising Committee any members appointed to the NAR RPAC Participation Committee, Major Investor Council, REALTOR® Party Member Involvement Committee; Broker Involvement Council and RPAC Fundraising and/or Disbursements Committees, or any like committees created in the future. **M/S/C**
  - (4) To dissolve the state MLS for Members-At-Large with a six-month notice provided. **M/S/C**
  - (5) For NDAR Hall of Fame, to give recognition only on an individual basis. Mention may be made of associations reaching contribution benchmarks, but only individuals will be inducted. **M/S/C**
  - (6) To change the retention schedule for Course Outlines to five (5) years, Instructor Applications to six (6) years and Course Evaluations to six (6) years. Also to endorse a policy that registration forms (or other data) containing 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**
  - (7) That no mobile devices be allowed in NDAR Board Meetings, unless noted in the minutes. **M/S/C**
  - (8) To change the position name "Director In Charge" for each committee to "Director Liaison" and the staff position name from "Staff" to "Staff Liaison." **M/S/C**
  
7. Jill Beck gave the Staff Report:
  - (1) **Financials** - Income - dues income above budget; management fees below budget; education income below budget (no co-op courses were offered); other income (which includes interest and NAR grant for Core Standards) above budget. Expenses - overall 8% below budget; expense for NAR Leadership Meetings (5102) above budget due to CEO and President choosing to attend an additional pre-training that was recommended and was very worthwhile; Staff Travel (5105) below budget; below budget for state meetings and convention as some billing still is pending; RVP assessment is for travel for the Regional VP which Dewey Uhlir will be in 2018. general and admin expenses above budget due to legal and accounting fees for Measure 2; payroll above budget due to no longer being able to provide health flex plan dollars tax free, to raises and to increases in FICA and Workers Comp; miscellaneous above budget due to a variety of fees. Expenses are at 92% and Income at 110%. NDAR is working with Mahlum & Goodhart, our accountants, on an accounting review.
  - (2) **May meeting** - NAR had discussed changing the hotel contract for the D.C. Legislative meetings, but did not and instead renewed with the Marriott, et. al. through 2025. It appears that Hill Visits will again be on Thursday afternoon. John Smaby is having a campaign reception on Thursday evening and is hoping region members will help host, so ND outing will need to be planned for a different evening, maybe Wednesday? Those on NAR Committees, local AEs and leadership should have received a notice to participate in the housing lottery for the main hotels (Marriott Wardman, Omni Shoreham, Washington Hilton, and Marriott Washington Courtyard). Notice will be sent Feb. 4<sup>th</sup>. If not successful, registration opens Feb. 17.
  - (3) **Core Standards** - All local boards met Core Standards, but this is an ongoing annual requirement. Deadline is June 30th.
  - (4) **REALTOR® Brand** - The REALTOR® brand is 100 years old.

- (5) **Advertising Reminder** – Agents need to remember that if they are posting sales information on their personal Facebook page they need to include their broker contact information. If it's being shared from the broker website and information is included that is ok. Agents also need to remind their sellers that they cannot post information on their Facebook pages without broker contact information. Pat Jergenson, NDREC, added that the first violation results in a letter to the agent with a copy to the broker; the second violation results in another letter to the agent and copy to the broker; the third violation becomes a violation of rule complaint to the NDREC.
- (6) **NDAR New Member Orientation** – NDAR staff are working on a new member orientation through Learning Library. Once completed it will be available to local boards for their orientations.
8. Harvey called on Jamie McLean, Building Task Force Chair, to give an update on the work of the Building Task Force, which was created to address the need for more space for staff and much needed maintenance and replacement of the furnace and of the building's exterior. McLean said the Task Force had investigated purchasing a different building for the NDAR headquarters vs renovating the current building. The Task Force felt the cost of purchasing a building was too high. So they proceeded to obtain a market analysis of the current building and estimates from vendors to identify the cost of renovations. Based on the research completed, the Task Force made a recommendation for renovation, using the vendors who had been solicited for the estimate, at a cost of about \$250,000. This recommendation was presented to the Bismarck-Mandan Board of Directors, as they own 50% of the building and would incur 50% of the cost of the remodeling. The Bismarck-Mandan Board was not comfortable moving forward with the project using the vendors that had provided estimates and approved spending up to \$5,000 to complete architectural renderings and whatever else might be needed in preparation for letting bids. The BMBOR also included in the approved motion a request to the NDAR Board to also approve up to \$5,000 for a total from both boards of up to \$10,000. After the action requested by the BMBOR was put into a motion and seconded, much discussion ensued. Task Force members said that the cost to purchase a building and renovate it to meet NDAR's and BMBOR's needs would be around \$1.2 million. Discussion centered on whether it was a better investment to spend \$250,000 for a building estimated to be worth \$400,000 to address current needs or whether it made more sense to think strategically and purchase a larger building for the \$1.2 million where staff had room to grow and revenue could be generated through leased space. The result was an amended motion and second as follows:

That the Building Task Force continues to proceed with further research on renovation and possible purchase of a building and that NDAR may spend an amount not to exceed \$5,000 on architectural renderings. **M/S/C**

*(A 10-minute break was taken. Amy Hullet left to attend a United Way luncheon at which BMBOR was being recognized for their volunteer and monetary contributions to United Way projects)*

9. NAR Director Reports – Uhlir thanked everyone for their support of his successful Region 8 VP campaign and said the decision not to use G-fees in the transportation bill was as a result of the great response to the CFA. Harvey said that in future those attending mid-year and national meetings will be giving oral reports to the appropriate NDAR committees as information obtained is useful and important.
10. Committee Reports:
- (1) Logo Task Force – Greg Larson, Committee Chair, presented two options for a new logo and asked for a motion to select one. A motion was made and the first vs the second logo was chosen, with the understanding that the word Realtors would be changed to all caps. **M/S/C**
  - (2) Technology Committee – Clyde Thorne, Committee Chair, updated the board on the committee's work. Member involvement means additional online communications and increased training and awareness through social media. No action was required.
  - (3) Government Affairs – Nancy Willis, GAD, updated the board on the committee's work. A postcard for dissemination to the public and legislators has been created and will be printed after review and approval. New web pages for Advocacy and RPAC are now on the NDAR website. Member involvement means a 45% response rate to calls for action.
  - (4) Membership Services – Todd Anhorn, Committee Chair, updated the board on the committee's work. Anhorn requested approval for three recommendations from the committee:
    - (1) a new purpose statement to read: "To make recommendations to the Board of Directors to enhance members' involvement, communications, benefits and events." **M/S/C**
    - (2) a name change from Membership Services to Member Involvement **M/S/C**

- (3) to authorize the committee to use money in their budget, not to exceed \$3,000 to set up an online Membership Reference Guide. **M/S/C**
- (5) RPAC Fundraising – Scott Breidenbach, Committee Chair, updated the board on the committee’s work. He said NAR is promoting RPAC solicitation through a Phone Bank and they are encouraging local boards to take the training. Breidenbach requested approval of a new purpose statement to read: “To educate and encourage investment through RPAC and Issues Mobilization in support of the real estate industry.” **M/S/C** Member involvement means meeting the 2016 RPAC goals: \$30 minimum investment; 75% member participation and 50 Major Investors.
- (6) Professional Development – Dave Blumkin, Committee Chair, updated the board on the committee’s work. The committee voted to recommend Diversity and Fair Housing as one combined mandatory topic and Rules and Regulations as an optional mandatory topic in 2017. Blumkin requested approval of a new purpose statement to read: “To develop, schedule and plan all educational activities of the Association. **M/S/C** Member involvement means inviting and bringing two people to state convention or live education classes.
11. NAR Prof. Liability Insurance (E&O/D&O) – Beck said every year the Association has an opportunity to purchase additional insurance coverage but the recommendation is that it is not needed. By consensus the Board agreed that no additional insurance coverage is needed.
12. Other business:  
Beck asked for approval to contribute to the cost of the Statewide Housing Needs Assessment sponsored by the North Dakota Housing Finance Agency and to be conducted by NDSU. A suggestion was made to contribute \$2,000. Before a motion could be made, it was asked if this was an item that belonged with the Issues Mobilization Committee. Members agreed and asked Beck to take to the Issues & Mobilization Committee. *(Note: subsequent to this meeting the Issues & Mobilization Committee did approve the contribution in the suggested amount.)*

Greg Larson, immediate past president, thanked his executive committee and gave letters of appreciation and small brass sculptures of eagle heads to executive committee members. He thanked committee chairs and gave each a letter of appreciation and presented a check to Vicky Matson on their behalf to the T.A.P.S. program. He also thanked staff. On behalf of the Association and its members, Vicki Roller, 2014 Board President, thanked Larson for his service and presented him with a flying eagle brass sculpture.

There being no further business the meeting was adjourned.

Respectfully submitted,  
Nancy R. Willis, GAD