

MINUTES

1. Call to Order
2. Roll Call: *(Need 8 for quorum)*

Brown, Aron (A)	Hirsch, Larry (P)	Marchewka, Bob(P)	Overdeput, Hugo (A)
Cronin, John(A)	Jean, Bill (A)	Marshall, Don(P)	Tremblay, Andre (P)
DeMello, Kathy (A)	Johnson, William "Star"(P)	Nadeau, Chris (A)	Valentine, Ralph (p)
Friedman, Joe (P)	Keeler, Wendy (P)	O'Connell, Gerry (P)	
3. **Secretary's Report** – A. Brown
  - a. **MOTION** to accept the minutes of the March 17, 2016 meeting was **TABLED**.
4. **President's Report** – B. Marchewka
  - a. President's Update
    1. Warren Group Update (G. O'Connell)

We will be getting a proper contract and in that contract and we will be sure to protect NECPE's information. Discussions ensued around having access to Warren Group members' information so that we can cross sell NECPE with their group as they are doing with our group.
    2. Update State of NH DRED Website Contract

The State of NH is putting a website to market available commercial properties in NH and we are going to be a provider of that information through NECPE. Our NECPE database will fed into their website. The contracts were just sent to DRED for review.
    3. Business Broker Forms Update

The forms were submitted for legal review in Sept. and Bob will follow up with John Cronin. Pam Dorji commented that NHAR Legal committee may be able to review the forms for CIBOR. Allison will look into this.
    4. Board of Directors and Committees (new member succession)

This summer we will have to look at who is on committees and whose terms are up on the BOD and look to see who might be next in line. If you have any ideas of individuals who might make good BOD and/or committee members, send the list Bob's way.
    5. Commercial License Designation

Bob is planning to get a second draft letter to NHAR in a couple of weeks. CIBOR is planning on working with NHAR, NAR and other related associations to putting together an education program. It was brought up that before working with any agency, that CIBOR trademark and copyright the program because it is hoped that this designation may go national. We need to protect CIBOR's program through copyright and trademark.

5. **Office Administration Report – A. Ropes**

- Since the meeting in March there are 4 new Realtor applicants.
- 1<sup>st</sup> Quarter Meeting March 25<sup>th</sup> had 44 signed up, 5 walk-ins with 46 in attendance. Income was \$1,855 less expenses at \$ 1,281.71 for a profit of \$ 573.29. The help of sponsorships helped that profit!
- NHCIBOR Orientation was held March 28<sup>th</sup> which originally had 17 signed up (15 Realtors/2 affiliates) with 13 in attendance.
- ROTY/AOTY blast went out for nominations last week and yesterday. Bob needs to set up committee which includes past two ROTY and AOTY, plus President. (John Jackman, Andre Tremblay, David Choate, Chris Nadeau. I have received 2 ROTY and 2 AOTY nominations so far.
- May 6<sup>th</sup> PDS received 2 credits. The class is full and I have a waiting list. It will be held at Berkshire Hathaway in Londonderry.
- CORE Course Bedford May 13<sup>th</sup>. So far have 7 signed up.
- CIBOR Cares Awards Night is June 6<sup>th</sup> at the Puritan Backroom in Manchester. Tickets have gone on sale. So far, have had 10 ticket purchases and 7 sponsors.
- Be sure to mark your calendar for the Annual BBQ on June 16<sup>th</sup>, Thursday...5-7:30 pm.
- The December annual party will be December 8<sup>th</sup>, Thursday at the MCC.

6. **Committee Reports**

**Affiliate and Special Events** – B. Jean Absent

Bob Marchewka mentioned that he believes Heather has an affiliate network event next month.

**Communications/Public Relations** – D. Marshall

The committee met a week ago. Don passed out the minutes to that meeting. Don thanked Chris Nadeau for all his efforts working on the committee. FirstTracks is the new website and marketing company. We expect much less time and money on maintaining the website this year. Don plans on getting snippets from all committee chairs each month to publish on website and in newsletter. It is good PR for our members.

**Education** – K. DeMello Absent

Bob will talk with the Education Committee about the designation and how we should design the curriculum. Last month's course was great with Nobis Engineering. It focused on environmental issues in NH, good dialogue, quality presentation.

**Finance** – B. Jean Absent

A **MOTION** was made to approve Financials for months ending March 2016 was **TABLED** till next meeting.

**Public Policy Committee/Government Affairs** – G. O'Connell

Stu Arnett's PDS on Friday, May 6<sup>th</sup> is a planning and training course. It will tie in with

educating members and towns on how to develop property. It all ties into the public policy committee's goal to make NH a better place to do business.

**Grievance** – G. O'Connell  
Nothing new to report.

**Membership** – A. Tremblay's

- 1) **MOTION** to approve new provisional member applications subject to names being published as per CIBOR bylaws. The **MOTION** was **SECONDED** and **APPROVED**.

**Professional Standards** – W. Keeler  
Nothing new to report.

**RPAC** – B. Marchewka

Bob is on the committee and he would welcome other committee members. Bob will be attending a phone bank that NHAR is doing on May 4<sup>th</sup>, Wed. at 10:30 am.

**Sponsorship** – B. Marchewka

The sponsorship committee has been coordinating with the education committee.

## 7. **New Business**

- a) Strategic Planning (Handout" Assessing Your Team's Focus)

A handout was put in your meeting packet and handed out at the board meeting for board members to fill out. Kathy got the handout from the Leadership Symposium in April.

b) Pam Dorji gave an update on NHAR. Pam has 4 boards she is a liaison to and she found that those residential boards are really not well informed on the commercial aspect. She thought maybe CIBOR could go in to some of those boards and talk about CIBOR or give a write up to her about what CIBOR would like them to know about CIBOR. Pam could read it off at those board's general meetings.

Pam highly encouraged the board to trademark/copyright our designation program on a national level prior to asking for help from NHAR or NAR.

Pam also mentioned that the state convention this year is Sept. 19-21<sup>st</sup>.

## 8. **Adjournment**

A **MOTION** to **ADJOURN** the meeting was **SECONDED** and **APPROVED**. Meeting adjourned at 10:40 am.

Respectfully submitted,

Allison Ropes  
Executive Officer