

MINUTES

1. Call to Order

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

Hirsch, Larry (P)	Marchewka, Bob (P)	Overdeput, Hugo (A)
Cronin, John (A)	Jean, Bill (P)	Marshall, Don (P)
DeMello, Kathy (P)	Johnson, William "Star"(A)	Nadeau, Chris (A)
Friedman, Joe (P)	Keeler, Wendy (P)	O'Connell, Gerry (P)
		Tremblay, Andre (Ph)
		Valentine, Ralph (P)

2017 Directors: Tenley Callaghan, Esq. (P)

Christian Stallkamp (P)

Dave Garvey (P)

Robert Cruess (P)

3. **Secretary's Report** – L. Hirsch

- a. Per the request of R. Valentine, the minutes of the October 20 meeting were amended to incorporate his request for an explanation as to why NECPE is not included in the NHCIBOR balance sheet. **MOTION** to accept the revised minutes of the October 20, 2016 meeting was **SECONDED and APPROVED**.

4. **President's Report** – B. Marchewka

a. President's Update

NH CIBOR's accountant, Dave Penchansky will attend the December BOD meeting to review CIBOR/NECPEs financials.

1. NAR Convention, Orlando, FL

R. Marchewka, K. DeMello and G. O'Connell attended. Tom Riley was installed as NAR Treasurer.

2. Warren Group Update (G. O'Connell)

Revised contract (based on DRED contract) sent out to Warren Group for review. Gerry will confirm that any costs from Catylist will be the responsibility of the Warren Group.

3. Update License Designation (K. DeMello)

Working to establish a curriculum for the commercial brokerage designation.

4. Forms Update (G. O'Connell)

Moving forward with what is turning out to be an extensive project. Expect to have it done first quarter of 2017.

5. UNH Women in Business Conference (B. Marchewka)

CIBOR will take part in meeting to be held in March 2017. K. DeMello will work to determine CIBOR's involvement.

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

- Since the meeting October I have had 3 new Realtor and one affiliate applicants.

- Best Practices Forum was Oct. 27th at Brookstone Park in Derry from 8:30-11:30 am. The day before the meeting I had a count of 48 signed up for it.
- PDS held on October 28th, Paul Alfano teaching about Tax Abatement. It is a 2 credit course free to CIBOR members. The PDS originally had 32 sign up, there were 23 who attended, and 4 walk ins.
- The CORE class was November 11th. We had 14 in attendance, with 11 originally signed up, 5 walk ins. Receipts at \$ 600 less expenses \$500 for a profit of \$100.
- Cibor has 102 Realtor members who still need to take the mandatory NAR Code of Ethics course by December 31, 2016. I am continuing to follow up with those by sending notices. Neal Barrett is working on teaching some more classes specifically for CIBOR. Course is offered free online at NAR's website. I continue to send out reminders.
- Dues Collections – Back Dues: Again, this year, NHAR sent me a list of 18 active licensees that have a license hanging in a Cibor Realtor office. I have successfully collected the dues of 9 of those. Another 8 off those I got taken off the list – they were in referral offices. And 1 – check is in mail.
- All hard copies of the renewal invoices have been mailed out, an email was sent out to pay online. The dues are coming in and getting processed.
- Holiday party is coming along. I have 13 people signed up so far. Will have to do a big push. I have to have the final count in after Nov. 28th..but I know that Manchester Country Club will work with me on that issue. We have 5 holiday sponsors so far: Fulcrum, Brady Sullivan, TFMoran, Franklin Savings Bank, and the Kane Company.

6. **Committee Reports**

Affiliate and Special Events / NHCIBOR Cares – B. Jean

Last event of the year is the Christmas Party at the Manchester Country Club.

NHCIBOR Cares will make its grants at the end of the year. Suggested that materials be prepared so that brokers having open houses, etc. can try to enlist their clients to make contributions.

Communications/Public Relations – D. Marshall

Working with suggestions that were raised at the Strategic Plan meeting. Efforts will be made to get brief write ups and photos from Committee Chairs that can be used for CIBOR website and social media.

Education – K. DeMello

Calendar has been set for next year's education events.

Finance – B. Jean

A **MOTION** was made to accept the month end financials for October 2016. The **MOTION** was **SECONDED** and **APPROVED**.

Financials for 2016 are "tracking" the budget.

Accountant will be at December BOD meeting to review financials and address NECPE issues.

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

Community Best Practices meeting was successful. Not many planners in attendance.

Still trying to arrange a meeting with Calley Milne (NH Real Estate Commissioner) to deal with

the Agency Disclosure form.

Grievance – G. O’Connell.

Star Johnson agreed to be the BOD liaison to the Grievance Committee. Looking for a new Chairman.

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**.
- 2) New BOD Liaison will be R. Cruess. Chairman of the Committee will be Jeff Boufford.

Professional Standards – W. Keeler

Nothing to report.

RPAC – B. Marchewka.

CIBOR has met or surpassed the goals for contributions. R. Valentine is investigating NAR grants that might be available and will report in December. R. Marchewka will establish a task force to determine how to coordinate grant applications.

Sponsorship – B. Marchewka.

Nothing new to report. Looking for additional members of the committee.

7. New Business

1) Strategic Planning Session

Report with results of Strategic Planning Session will be available for review at December BOD meeting.

8. Adjournment

A **MOTION** to **ADJOURN** the meeting was **SECONDED** and **APPROVED**. Meeting adjourned at 10:37 am.

Respectfully submitted,
Larry Hirsch
Secretary