

Location: Berkshire Hathaway Verani, 1 Verani Way, Londonderry

MINUTES

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

Callaghan, Tenley (Ph)	Garvey, Dave (P)	Keeler, Wendy (P)	Stallkamp, Christian (Ph)
Cruess, Robert (A)	Hirsch, Larry (P)	Marchewka, Bob (P)	Valentine, Ralph (P)
DeMello, Kathy (P)	Jean, Bill (P)	Marshall, Don (P)	
Friedman, Joe (P)	Johnson, Star (P)	Overdeput, Hugo (A)	
3. Secretary's Report – L. Hirsch
 - a. A **MOTION** to accept the minutes for the September meetings was **SECONDED** and **APPROVED**
4. President's Report – K. DeMello
 - a. President's Update
 - 1) Commercial Designation Update: (R. Valentine)
BOD subcommittee is looking into a number of issues and will report at November BOD meeting. Task Force at its November meeting will attempt to develop costs estimates for the 2018 budget.
 - 2) NHCIBOR Commercial Forms Update: (T. Callaghan)
Forms have been sent to Ziplogix to be uploaded. Should be done by the end of the year. Decided not to upload on DotLoop -- up to individual members to upload their forms.
5. **Office Administration Report** – A. Ropes
 - Since the meeting in September there have been 2 new applicants: 1 Realtor/1 Affiliate.
 - The CORE class taught by Dave Garvey was held on Friday, Sept 22nd had 24 in attendance with three walk ins. Income was \$ 875 less expenses at \$ 500 for a profit at \$ 375.
 - The New Member Orientation will be held Monday, Sept. 25th at NHAR's office in Concord, though I had 17 originally signed up, only 11 attended..10 realtors and 1 affiliate.
 - The 3rd Qtr meeting was held Friday, Sept. 29th at Portsmouth Courtyard Marriott. Growing Your Business for 3 NH CE credits. Originally had 31 signed up and 23 attended. Tix Sales at \$ 1,185 plus one sponsor at \$ 250 for a total income at \$ 1435 less expenses at \$ 1,047.25 yielding a profit of \$ 387.75.

- The Energy Forum will be held Oct. 13th, at EverSource Energy Plaza in Manchester. We did receive 2 NH CE credits for the forum. Originally had 38 people signed up, but only 24 showed up. NHCIBOR paid for the catering at \$ 423. The event was free.
- There will be a PDS: Friday, Nov. 10, 2017, “Commercial Broker Lien Law and Bankruptcy”. Instructors are Matt Johnson and Bert Zalinsky. 2 NH CE Credits are offered. It will take place at KW’s training room in Bedford. 8:30 – 9:00 am Registration and class is 9-11:00 am. It is free for CIBOR members but you must register online. So far I have 23 people signed up.
- Holiday party is coming along. It will be held Dec. 7th, Thursday at the MCC 5-10 pm. There will be entertainment. I expect to be sending out blasts, etc by next week once some details are finalized. Jeff Boufford of Boyd and Boufford said he will be a sponsor for the holiday party.
- I am gearing up for NHCIBOR renewals and expect to get the online payment information out to members next week and hard copy invoices will follow.
- Decision of the Ethics Hearing Panel: Board needs to ratify.

The Board of Directors went into Executive Session to Ratify a Decision of the Ethics Hearing Panel. A **MOTION** was made to accept the recommendation of the Ethics Hearing Panel. The **MOTION** was **SECONDED** and **APPROVED**. (6 Yes, 3 No)

6. Committee Reports

- (Affiliate and Special Events) / (NHCIBOR Cares)– B. Jean
Nothing new to report.
- (Communications/Public Relations) – D. Marshall
Nothing new to report.
- (Education) – K. DeMello
See Allison’s office admin report
- (Finance) – B. Jean
 - MOTION** to accept the month end financials for July, August and September. The **MOTION** was **SECONDED** and **APPROVED**.
 - Review and Approval of NHCIBOR 2018 Budget.

A **MOTION** was made to defer approval of the budget from October to November. **MOTION** was **SECONDED** and **APPROVED**.

A **MOTION** was made to raise NHCIBOR membership dues \$ 10.00 per year from \$140.00 to \$ 150.00 effective Jan. 1, 2018. The **MOTION** was **SECONDED** and **APPROVED**.
- (Grievance) – S. Johnson
See above under office admin report. Executive Session.

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

- g) (Professional Standards) – W. Keeler
 - Working on the Citation issue. Legal meeting in December on the issue.

- h) (RPAC/IMF) – B. Marchewka
 - Met with NHAR executives to try to develop something that will be geared more to the commercial brokers. Will try to something before the next quarterly meeting.

- i) (Sponsorship) – B. Marchewka
 - Looking for sponsor for the holiday party.

- j) (Public Policy Committee/Government Affairs) – B. Marchewka
 - Did not meet in October – cancelled in favor of Energy Forum.
 - Letter on MS4 position was sent to Sen. Bradley – without BOD approval. Will discuss further at December meeting. Public Policy will meet with Taylor Caswell, new Commissioner of the NH Department of Business and Economic Affairs at its November meeting.

7. New Business

- 1) Input for Executive Officer Job Performance Review
 - K. DeMello is seeking input from the BOD on the Executive Officer’s performance.
- 2) There will be a marketing session in Newburyport in November.

8. Adjournment at 10:50 am

Respectfully submitted,

Larry Hirsch
Secretary