

MEETING MINUTES

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

Arden, Deana (P)	Garvey, Dave (P)	Martin, Doug (P)
Bacon, Matt (P)	Hirsch, Larry (P)	Overdeput, Hugo (P)
Boufford, Jeff (P)	Jean, Bill (P)	Robinson, Joe (P)
Callaghan, Tenley(P)	Johnson, Star (P)	Stallkamp, Christian (P)
Forte, Scott (A)	Kingsley, Scott (P)	
Friedman, Joe (P)		
3. Secretary's Report – S. Johnson
 - a. **MOTION** was made to **APPROVE** the November 2021 minutes. **MOTION** was **SECONDED** and **APPROVED**.
4. President's Report – J. Friedman
 - a) President's Update:
 - First, in reference to discussion at the previous meeting regarding Committees and the Strategic Plan, Joe asked Allison if the items as referenced in the minutes could all be documented and distributed to the BOD, to which Allison responded yes.
 - Joe then thanked the Board for their service and all of their support this year, and also complimented the Board on their work.
5. Office Administration Report – A. Ropes
 - Since the meeting in November there have been 3 new applicants all REALTORS.
 - The Seacoast Marketing meeting is tomorrow and is live in person as well as online. I do know that for the online portion 4 have signed up so far.
 - There is no Statewide Marketing meeting in December.
 - The holiday party was last Thursday at the Manchester Country Club. There was a five piece jazz band that Karl Dubay played in and sponsored. Income was at \$ 5,300 less expenses at \$ 4032 for a profit \$ 1,268. We originally had 72 signed up (including the band) and had I'm guessing about 45 to 50 attend. We had quite a few no shows and a few people called and/or emailed me that they weren't going to attend.

- VHB sent me the course material for their course “External Influence on Commercial Real Estate: Environmental/ADA/Permit Compliance. I will be sending in the paperwork to the NHREC in the next week or so.
- I have been working on NHCIBOR 2022 membership renewals. The dues are coming in both via checks and online. They are due by Dec. 31, 2021.
- In the next week or so, I will be sending reminder emails to all those Realtors who haven’t taken a Code of Ethics course. It is an NAR mandated requirement to satisfy this every three years within their designated time frame. We are in the 6th cycle Jan. 1, 2019 to Dec. 31. 2021.

6. Committee Reports:

a) (Affiliate and Special Events) / (NHCIBOR Cares)– S. Kingsley:

- Nothing much new to report, no meetings held. They now have 5 committee members and will restart activities in Jan.—he will be sending out a committee members’ blast. Joe commented that the Holiday Party was a great party, Scott agreed it was a wonderful event, especially the jazz band, and stated his committee didn’t have anything to do with the party planning, and, that it really was all due to Allison’s efforts, and thanked her for that.

b) (Education) – D. Arden:

- Nothing to report, just getting ready for the new year 2022.
- Joe commented that a focus for 2022 would be getting the Commercial Designation off the ground, and, Allison followed up that different committees would really need to coordinate and get organized on this; also, there was a need for “hybrid” classes; Bill Jean agreed, and also on the need to follow-up and coordinate efforts. Deana stated the need to get info to and through Allison.
- Bill J. asked about a calendar for planning purposes which would be helpful; Joe responded focusing on the end of January to restart efforts. Allison mentioned that there were still class details to be worked out; Joe commented on the possibility of designation classes being also continuing education classes, and, that there were also “grandfathering” issues needing to be worked out for those who have already been practicing commercial real estate.

c) (Finance) – J. Boufford: Review financials for Oct 2021:

- Jeff asked if there were questions, and that report be put on file for potential future review, which was accepted.
- Bill Jean complimented Joe and Allison for their work on the financials.
- Joe asked Jeff is there was anything special to anticipate financially in 2022, to which Jeff responded, no surprised expected.
- Matt B. commented about the financial situation seemingly having improved: Allison responded yes, since, even though still budgeted, due to Covid, in last 2 years we have not spent as much on education (lack of in-person events) and travel costs, etc.; but, these costs will come back as things come back to normal, so they still need to be budgeted for.
- Matt then asked if our more positive financial situation might be an opportunity

to invest in other budgeted items for the upcoming year, such as education, benefiting a wider net of members—Bill J. and Joe agreed. In light of this suggestion, Jeff asked what would be the protocol for revising the already approved budget; Bill J. responded a proposal simply needed to be brought to the Board for consideration and implementation.

d) (Grievance) – S. Johnson:

- Star mentioned how important it is to go to Professional Standards workshop that NHAR holds in February. It is the BOD's duty to be updated on it if a case goes back to the Board for review or appeal.

e) (Professional Standards) – L. Hirsch: Nothing new to report

f) (Membership) – Bill Jean:

- MOTION to approve new provisional member applications subject to names being published as per CIBOR bylaws. APPROVED
- Membership Update: Bill once again reported that Realtor membership was up, Affiliate membership down, but, predicted it would rebound as things returned to normal.

g) (RPAC/IMF) – S. Forte—Scott not present to report:

- Allison reported that Ralph Valentine and Gerry O'Connell raised about \$1700 in RPAC money at the holiday party and explained the importance of donating to RPAC.

h) (Sponsorship) – J. Robinson:

- Golf outing planned in June of 2022 at Breakfast Hill. Bill Jean and Jeff's wife, Kristina, have been a huge help on the event. They are working on creating the ability for sponsorship sign-ups online, soon will be implemented.
- Discussion was then directed by Joe to Yardi, which is asking to be able to send an email blast to members asking them to submit listings, in return for being a sponsor. Scott felt we would need to disclose that we are not endorsing Yardi, but it does give members an opportunity to publicize listings; Allison mentioned Yardi is already a CIBOR sponsor; Larry and Matt both felt we needed to be cautious on this issue, as it will create expectations from other sponsors—the discussion became confusing, and Dave Garvey made a motion to put the discussion on hold to be reviewed by the Board at the next meeting before making any decisions—motion was approved. Allison will send out the Yardi blast to the Board to review at the next meeting.

i) (Public Policy Committee/Government Affairs) – D. Garvey:

- Last week there was meeting. And there are about 16 or 17 bills that will be at least a watch on....Wetlands, AOT, Fish n Game, rent increases, housing appeals board, workforce housing ,vaccinations.

j) (NHCIBOR Cares) – D. Martin:

- Very active in Tower of Toys, great support from Walmart, Kiwanis, etc., although, not much action on the Realtor side. Approx. \$19-20,000 donations towards purchasing toys. \$25,000 spent in past week, donations still coming in.

k) (Commercial Designation) – D. Garvey:

- Committee needs to get together, Dave asked Bill Jean to nail down committee meeting date, etc.

l) (Forms) – T. Callaghan:

- no updates to report, “pile of issues” to review, including issues with the google doc and monitoring. Committee will be getting together late January.

7. New Business:

- NHAR / CIBOR paid promotional advertisement is out.
- Matt Bacon requested the Board go into Executive Session to discuss a personnel matter, which is then proceeded to do.

8. Adjournment at 10:00 am.