

### MEETING MINUTES

1. Call to Order
2. Roll Call: (Need 8 for quorum) (P) = Present / (A) = Absent / (Z) = Zoom

Ethan Ash (Z)	Garvey, Dave (Z)	Robinson, Joe (P)
Bacon, Matt (A)	Jean, Bill (A)	Tanguay, Dave (P)
Boufford, Jeff (P)	Kingsley, Scott (P)	
Canavan, Nicole (Z)	Lefebvre, Matt (P)	
Dano, Brian (P)	Nesmith, Laura (P)	
DeMello, Kathy (P)	Reagan, Kim (A)	
Gaffney, Kyle (A)		
3. Secretary's Report – D. Tanguay
  - a. **MOTION** to accept the minutes of the Sept. 2025 Board of Directors meeting.  
**MOTION** was **SECONDED** and **APPROVED**.
4. President's Report – K. DeMello
  1. Governance Committee Update

Committee members are Brian Dano, Kathy DeMello, Joe Robinson, Ethan Ash and Louise Norwood
5. Office Administration Report – A. Ropes
  - Since the meeting in July there have been 13 new applicants – 4 Affiliates and 9 Realtors.
  - The Ethics class was held hybrid at TFMoran on Sept. 5<sup>th</sup> for 3 credits: Ethics. We had income at \$ 570 less expenses at \$ 350 for a profit at \$ 220. We had 4 in person and 9 online with three no shows.
  - I have sent out a survey from the Education Committee to membership asking 4 questions regarding how members obtain their credits, what they would like to see for education next year. The committee will meet in October to go over the results and plan for next year.
  - The next class is the CORE class which will be hybrid - Friday, Oct. 3<sup>rd</sup> at Keller Williams in Portsmouth. So far I have 5 attending in person and 9 online.

- I have scheduled in person training for NECPE with Shane Oct. 7<sup>th</sup> in Portland – 7 have signed up; Oct. 8<sup>th</sup> in Portsmouth – 7 have signed up and Oct. 9<sup>th</sup> in Bedford – 1 has signed up.
- The Summer Mixer was held August 7<sup>th</sup> we have collected income at \$ 21565 less expenses including cc charges at 1259 for a total profit at \$ \$ 20, 306.00.
- I will start advertising the October Social in Portsmouth. I am also going to start working on the Annual Holiday Party. Get them up and running on the website.
- I have started looking into upgrading the website with WooCommerce vs. Presspoint so that we can take new members' payments online. I spoke with Matt Nelson at First Tracks about this yesterday. He will have a proposal for me for the next BOD meeting in October. He said most likely they can do this work for between 10 and 15,000.

6. Committee Reports:

- (Affiliate and Special Events) / (NHCIBOR Cares)– S. Kingsley  
40 people attended the McNabb event. There was a great buffet served. Next year we will continue to have 2 extra special events on the Seacoast and Manchester areas.
- (Sponsorship) – J. Robinson  
We had a post-event get-together as a committee. We are looking for more help. Suzanne Brunnelle is going to join.
- (Education) – B. Jean  
We had a committee meeting yesterday. Lydia Foley is stepping down as chair, and Peter Metsch is stepping up to the plate and will be the new chair in 2026. We reviewed the Education survey sent out to members. We hope to offer next year some classes by Ripaldi, possibly the Core, Ethics, and Fair Housing. We will also try and get some classes developed by members approved by NH REC for next year. Scott mentioned that Jeff Hiatt does an excellent cost segregation class. I will let the Education committee know about Hiatt's class.
- (Finance) – J. Boufford
  - 1) Financials for Sept. 2025 -were reviewed and will be placed on file.
  - 2) Review and Vote 2026 Budget

The budget includes an additional \$15,000 for the website upgrade by First Tracks.

A Motion was made to approve the 2026 budget with the following modifications: Raise dues to \$ 195.00 per year. Increase legal expenses line item to \$ 7,500.00. Increase bank service charges line item to \$ 250.00. Increase BOD mtg expense line to \$ 1,500 to purchase a standalone microphone in case of in-person meetings. The Motion was Seconded and Approved.

- (Grievance) – M. Bacon - Absent  
Allison reported nothing new to report.
- (Professional Standards) – M. Bacon - Absent  
Allison reported nothing new to report.

g) (Membership) – B. Jean – Absent

Allison read the new membership report.

- 1) MOTION to approve new provisional member applications subject to names being published as per CIBOR bylaws—**APPROVED**
- 2) Membership Update

h) (RPAC/IMF) – Ethan Ash  
Falling short of our goal a bit.

i) (Public Policy Committee/Government Affairs) – D. Garvey  
PPC didn't meet this month. There will be a meeting in November. Ralph Valentine has decided to stay on as chair.

j) (NHCIBOR Cares) – Laura Nesmith  
Lots of applications. Dave Silva doing a great job getting them out to the board. Judy and Wilma will be retiring from the board and they are heading up the clothing drive.

k) (Forms) – B. Jean - Absent  
**New Forms Review: Purchase & Sale and Mandatory Disclosure**  
Tabled till next meeting.

l) (NECPE: Transition to new Moodys) – Matt L.  
Allison, Kathy and Ethan had dinner with Shane after the training in Portsmouth. There were about 30 in total for all 3 dates. NECPE has added a drop-down menu to add in additional license numbers for those holding multiple state licenses. This may eventually be a required field.

m) (Strategic Planning Committee) – Matt B. Absent. Matt L.  
Matt L. reviewed the strategic plan. A Motion was made to certify the plan annually mid-year in June. The Motion was seconded and approved. Matt L. will send the plan in new Word doc without the draft text across the page to Allison.

7. New Business:

Bob Quinn reached out to Kathy and Gerry O'Connell. UNH School of Finance Commercial Investment and asked us if interested in internship program.

8. Adjournment at 10:20 am.

Respectfully submitted,

Dave Tanguay  
Secretary