



AUGUST 11, 2016  
SAR OFFICES

## SAR Board Meeting Minutes

1. The meeting was called to order at 8:37am
2. A MOTION was made, seconded and passed to approve the minutes from the July meeting as written.
3. Consent Agenda was reviewed.
  - Sinjin McNicholl – Primary – Coldwell Banker
  - Gretchen Gallacher – Primary – Keller Williams
  - Cheryl Henderson – Secondary – Re/Max Unlimited
  - Triah Cox – Secondary – Bradford Real Estate
  - Shannon Denny – Secondary – Appraisal Shop
  - Laura McInnes – Affiliate – McInnes Staging
  - Michael Athens – Affiliate – Cutco Closing Gifts
  - Tommy Bowen – Affiliate – High Altitude Handyman
  - Duck White-Petteruti – Affiliate – Domus Pacis

A MOTION was made, seconded and passed to approve the above members for membership.
4. Review of membership count:
  - Full Members – 543
  - Secondary Members – 41
  - Non Member Licensees – 2
  - Affiliate Members – 65
  - MLS Only – 43
  - Admin - 122
  - Totals – 816
5. Announcement Review:
  - Past Presidents Luncheon 8/24
  - Psychology of Negotiations 9/12
  - SAR Annual Meeting/Elections 9/14
  - MLS BOD 9/1
  - SAR BOD 9/8
  - CREC Class 9/29
  - CAR Convention, Broomfield 9/21-24
6. A MOTION was made, seconded and approved to move into Executive Session. A MOTION was made, seconded and passed to accept the financials as written. MOTION was made, seconded and approved to leave Executive Session.
7. President's Report – Tom Harmon updated the board on the sale of Sue Frank's house. The sale is complete and the money has been deposited into the bank. It was suggested that Tom send an email to membership regarding the closing of this matter.
8. CEO Report – Sarah Thorsteinson
  - Sarah has received 2 nominations for REALTOR® of the Year and none for Affiliate of the Year. She will send this out again.

### Attendees:

Tom Harmon  
Ryan Walsh  
Kathy Christina  
Jason Smith  
Eric Degerberg  
Stacy Shelden  
Bonnie Smith  
Mikel Ziruolo

### Not in Attendance:

Maggie Dew  
Dennis Clauer  
Kijah Hanson (joined via phone for initial voting)  
Tom Coolidge  
Jackie McPheeters  
Carmen Yonn

### Guests:

Dana Cottrell

### Minutes taken by:

Stacie Buer

- Defensible Space Grant – Sarah noted that we had two applicants for this grant. We are helping to completely mitigate both properties. The board discussed payment options for this. One of the homeowners is doing much of the work himself in conjunction with a property management company as it was less expensive to do it this way. The board felt it was appropriate in this case to pay the property management company directly.
  - Sarah gave an update on her time at the AE Symposium. There are two things she would like to implement:
    - i. Adding a critical thinking question on the agenda for each meeting.
    - ii. Including the mission statement or strategic planning goals on each agenda
  - Voter Registration Initiative – Sarah asked the board if they would like her to work on getting grant money from NAR to do this campaign. After discussion, the board felt that they did not want to pursue this at this time.
9. Education Committee Update – Kristin Walters presented a handout which outlined the Committee’s 2 main goals. One of the committee’s goals was to put together a designation for Summit County Realtors. Kristin and Mikel presented the plan for obtaining this designation and on how to renew it as well. Kristin felt that this experience was very rewarding and also noted that the committee was made up of brokers from all different genres of length in the business and specialty. Overall, the board was very pleased with what the committee has put together and feel that there will be great value in this designation.
10. MLS Update – Eric Degerberg
- The MLS board is moving forward to implement the Showing Time market stats as presented at a previous meeting. The quote came back at 95 cents per member and the MLS board feels that this information is invaluable to our members. They are moving forward with having legal review the contract.
  - MLS Board has been working to clean up the verbiage on the MLS By-laws and Rules and Regulations to match commission requirements as well as NAR & CAR requirements.
  - Presentation was given by Bill Love with Supra to show the board the new lock boxes. The new boxes will work with both iphones and androids so no fobs will be needed. Eric is currently in negotiations on price and also on the number of lock boxes we would receive. Eric is looking at the first of November to possibly do the switch. It was asked that the Association notify members of this so that they can begin preparing their lockbox inventory for the switch.

MOTION was made, seconded and passed to move into Executive Session.

During Executive Session, the board made a recommendation to move forward with the slate of candidates for 2017 board members. The slate of candidates to appear on the September ballot is as follows:

- Dan Corwin vs Dana Cottrell - Director at Large
- Betty Stielow – Copper Director
- Jackie McPheeters – Frisco Director

MOTION was made, seconded and approved to leave Executive Session.

11. Standard Operating Procedures Update – Kathy Christina

- Kathy noted that the Employee Handbook has been reviewed and updated.
- Finance Committee will be starting to look at salaries and budget on Monday.
- The SOP’s were sent to each board member via email with the proposed changes in red. The board discussed changes that they would like to see. Kathy will update these requests and send this to our lawyers for review. Changes requested were:
  - i. Would like to see a better defined mission statement for the REALTOR Cares program.
  - ii. 2.5 – would like to see the Financial Planning & Budgeting to say (a minimum of 6 months operating expenses).
  - iii. 1.0 - Global End Statement – possibly change to our mission statement which may include:
    1. Fiscal Stability
    2. Education
    3. Advancing the REALTOR® brand in Summit County
    4. Government Affairs.
  - iv. A MOTION was made to move this to legal. This motion was seconded, but was not approved due to lacking a quorum. This will be sent out via email for a proxy vote.

- It was noted that the SAR Bylaws will need to be updated, but this will be slated for 2017.
12. Breck Open House Sign Violations – Sarah noted that she has received a significant amount of calls from the Town of Breck regarding sign violations. Sarah has resent the Breck rules. She presented the idea of implementing a fine policy for reported violations. There was a discussion on how to have the violations reported. It was determined that the Real Estate Company would receive the fine. The proposed fine would be \$100 for the first offense and \$250 for the second. It was suggested that this issue be expounded upon at the New Member Orientation meeting. Kathy Christina will also talk with the town counsel to ensure that they are aware that we are implementing a process for this issue. A MOTION was made to approve the above, and was seconded. Due to a quorum not being present, this will be voted upon via email proxy vote.
  13. Meeting was adjourned at 11:08am.

**A proxy vote was requested for items that require approval from the board. The following email was sent out to the board members:**

-----Original Message-----

From: Sarah Thorsteinson <[sarah@sarsummit.com](mailto:sarah@sarsummit.com)>

To: Tom Harmon <[tpharmon@earthlink.net](mailto:tpharmon@earthlink.net)>; Kathy Christina <[skiproperties@gmail.com](mailto:skiproperties@gmail.com)>; Eric Degerberg <[ericdeg@mac.com](mailto:ericdeg@mac.com)>; Dennis Clauer <[dennis@realestateofthesummit.com](mailto:dennis@realestateofthesummit.com)>; Thomas Coolidge <[tetc33@gmail.com](mailto:tetc33@gmail.com)>; Stacy Shelden <[sshelden@slifersummit.com](mailto:sshelden@slifersummit.com)>; Kijah Hanson <[khanson@slifersummit.com](mailto:khanson@slifersummit.com)>; Jackie Mc <[jackie4colorado@aol.com](mailto:jackie4colorado@aol.com)>; Carmen Yonn <[carmenyonn@aim.com](mailto:carmenyonn@aim.com)>; Jason Smith <[jasonsmith@summitliving.com](mailto:jasonsmith@summitliving.com)>; Ryan Walsh <[ryan@walshgroupproperties.com](mailto:ryan@walshgroupproperties.com)>

Cc: Stacie Buer <[SBuer@sarsummit.com](mailto:SBuer@sarsummit.com)>

Sent: Thu, Aug 11, 2016 2:41 pm

Subject: Voting items from this morning's Board meeting (confidential)

Hello Board,

There was not a quorum for a portion of this morning's board meeting. **We need a motion to approve and a vote on all of the below discussions.** The opportunity to sponsor the COO breakfast came up after the Board meeting this morning and also requires a BOD vote.

1. Approval for the **slate of SAR Board candidates** as follows:

At Large Director: Dan Corwin vs. Dana Cottrell

Copper: Betty Stielow

Frisco: Jackie McPheeters

2. Motion to approve \$1900 for **sponsorship of COO Breakfast** on October 4<sup>th</sup>. This would fall within the \$7000 budget for community involvement.

Sponsorship includes: All radio and tv ads, logo on goody bags, banner at the event, display table at event for Mikel to man for our membership and to grow affiliate membership, logos on print media, chamber newsletters, logo on summit chamber banner hung at all chamber mixers and events and 6 VIP tickets for leadership.

3. Motion to approve a \$100 **fine for open house sign violations** in Breckenridge. This fine will be imposed on the office. 2nd violation will be \$250.

4. Motion to approve **new Standard Operating Procedures** as discussed this morning. No changes made from draft. Once approved it will go to legal review.

Thank you for a great discussion today.

Sarah

**After receiving response from the board on these votes, here is the results of the proxy vote:**

Thank you for voting this afternoon. We have 7 yes votes, therefore all of the measures are approved. If you have not voted and would like to vote for the record, please do so.

Thanks, everyone!

Sarah

