

GEORGIA ASSOCIATION OF REALTORS®, INC.

ADMINISTRATION AND OPERATIONS COMMITTEE MEETING

THURSDAY, AUGUST 17, 2023

HYBRID

ATLANTA, GEORGIA

OFFICIAL MINUTES

Called to order/declaration of quorum: 1:32 pm by Chair, Jim Barner

Members Present: Jim Barner, Patrick Bell, Toni Cockeram, Donna Davis, Ann Foster, Bikel Frenelle, Faron W. King, Carolyn Roan, Lisa Scully, Joey B. Tucker, Stephen Walker

Guests: Brianne Drake

Staff Present: Deb Junkin, Christy Conway, Christina Chow, Brandie Miner

**ACTION ITEMS:**

**(A NEW POLICY OR PROGRAM, A CHANGE TO AN EXISTING POLICY OR A BUDGET CHANGE)**

1. The Committee approved a motion made by Faron W. King to add the definitions of Governance Changes and Housekeeping Changes to the Georgia REALTORS® Policies and Procedures Manual as presented.

**POLICY AMENDMENT PROCESS:**

**1. Governance Change: Any addition or deletion to policy content, a change that affects how the policy is administered or interpreted, or adoption of new rules/regulations. This includes policy amendments originating from any committee, work group, or task force as noted in the official minutes.**

- **Authority: All Governance Changes must be submitted to, and approved by, the Board of Directors. (Per the Bylaws, ALL Bylaws changes require a 30-day notice to the Board of Directors before action may be taken).**
- **Implementation: Changes approved by the Board of Directors are effective at the time of approval unless a fixed time in the future is noted in the motion approved by the Board of Directors.**

**2. Housekeeping Change: Changes or corrections that do not change policy content or interpretation, such as correcting a typographical error, updating contact information (phone numbers, URLs, addresses), reformatting (to include changes to font type, size, bolding, underlining, case), numerical (only applies to formatting where numbers may be substituted for bullet points or Roman numerals).**

- **Authority:**
  - 1. All Housekeeping Changes must originate from a committee, work group, or task force and be reviewed, and approved, by the Executive Committee.**
  - 2. Staff recommendations, not coming forth from another Committee, work group, or task force, shall be submitted to the Administration and Operations Committee for review and recommendation prior to being submitted to the Executive Committee for review and approval**
- **Implementation: All Housekeeping changes approved by the Executive Committee shall be documented in the minutes and noticed to the Board of Directors within 10 days. Changes approved by the Executive Committee are effective 30 days following approval unless a fixed time in the future is noted in the motion approved by the Executive Committee.**

**Executive Committee Action:**

X Approved  Referred to \_\_\_\_\_ for further study.  Postponed until \_\_\_\_\_  
 Approved with the following Amendment:  
 Defeat

**Board of Directors Action:**

X Approved  Referred to \_\_\_\_\_ for further study.  Postponed until \_\_\_\_\_  
 Approved with the following Amendment:  
 Defeat

2. The Committee approved a motion made by Carolyn Roan to approve the recommendation from the Leadership Academy Advisory Group to raise the number of students participating in the Georgia REALTORS® Leadership Academy Program from twenty (20) to twenty-five (25).

**Executive Committee Action:**

X Approved  Referred to \_\_\_\_\_ for further study.  Postponed until \_\_\_\_\_  
 Approved with the following Amendment:  
 Defeat

**Board of Directors Action:**

X Approved  Referred to \_\_\_\_\_ for further study.  Postponed until \_\_\_\_\_  
 Approved with the following Amendment:  
 Defeat

3. The Committee approved a motion made by Donna Davis to no longer offer a monthly dues proration beginning in 2024.

(THIS IS A BYLAWS CHANGE)

Article V (FIVE),  
Section 8.

With the payment of dues, each Member Association and Member Council shall file with GAR, a dues transmittal form provided by GAR with each dues transaction submitted. **Dues for those enrolled after January 31 of each calendar year shall be prorated on a monthly basis.**

**Executive Committee Action:**

X Approved  Referred to \_\_\_\_\_ for further study.  Postponed until \_\_\_\_\_  
 Approved with the following Amendment:  
 Defeat

**Board of Directors Action: (30 day notice required – Will not vote on until the 2024 Inaugural Conference)**

Approved  Referred to \_\_\_\_\_ for further study.  Postponed until \_\_\_\_\_  
 Approved with the following Amendment:  
 Defeat

4. The Committee approved a motion made by Lisa Scully to adopt the changes to the Executive Committee policy as presented.

Composition:

Number on Composition: ~~Twenty-six~~ Twenty-seven

Makeup: President, President-Elect, Immediate Past President, First Vice President, Vice President of Governmental Affairs, Vice President of Member and Public Services, Vice President of Professional Development, Regional Directors, eight At-Large members, with two of the eight being

Commercial Practitioners, Association Executive Representative, and the Advisory Council Representative. The GAR CEO shall serve as an ex-officio member without the right to vote.

**Rationale:** An ex-officio committee and/or board member is a person who is not elected or appointed to the board, but instead one who serves in an advisory capacity due to their office or position. The term “ex-officio” comes from Latin meaning “by virtue of one’s office.” An ex-officio board member typically holds expertise in a particular area that can be helpful to the committee/board in carrying out its duties.

**Executive Committee Action:**

X Approved  Referred to \_\_\_\_\_ for further study.  Postponed until \_\_\_\_\_  
 Approved with the following Amendment:  
 Defeat

**Board of Directors Action:**

X Approved  Referred to \_\_\_\_\_ for further study.  Postponed until \_\_\_\_\_  
 Approved with the following Amendment:  
 Defeat

**INFORMATION ITEMS:**

1. The Chair welcomed everyone, reminded the members of the signed confidentiality agreement, and reminded the committee of the Conflict-of-Interest Policy and Disclosure Policies and the Social Media Best Practices.
2. The Committee approved a motion by Donna Davis to accept the minutes from June 7, 2023, as presented.
3. The Committee approved a motion by Stephen Walker to refer the Emergency CEO Succession Plan recommendation back to the sub-committee. Members of the A&O Committee may submit proposed recommendations/comments to the sub-committee on or before August 31.
4. The Committee approved a motion by Lisa Scully to refer the dues late fee recommendation to the Audit Committee for consideration.
5. The Committee approved a motion made by Lisa Scully to adopt the 2024 Forms Vendor Agreement as presented.
6. The Committee approved a motion made by Lisa Scully to adopt the following for entities that request to publish the GAR Forms packet, in full or partial, for training and educational purposes with the flat rate of \$1,000.00 per request.

**GAR FORMS PUBLISHING FEE:** GAR shall charge a flat rate of \$1000 for the ‘right to publish’ the current GAR Forms, or any future version, and require a statement in the published materials as follows: **GAR Forms contained in this publication are copyrighted by the Georgia Association of REALTORS® and provided for educational and training purposes only.** All materials provided are to be watermarked by the GAR Staff prior to being provided.

7. The Committee approved a motion made by Stephen Walker to increase the room-block at the Sandestin Golf and Beach Resort from 480 to 620 for the 2024 Annual Conference and Expo.
8. The Committee approved a motion made by Stephen Walker to accept SkySlope as a 2024 GAR Forms Vendor and to amend the language in Section 12 of the 2024 Forms Vendor agreement as presented.

9. Received an update from Brandie Miner, Chief Communications Officer on the 2023 Member Survey, and the Consumer Awareness Campaign.
10. Received an update from Faron W. King on the CEO Succession Task Force.
11. Received an update from President Lisa Scully on the Healey Building, 2023 Annual Conference, RPAC Riverboat Cruise, Broker Summit, and YPN Re-Charge event.
12. Received an update from CEO Deb Junkin on the 2023 Strategic Initiatives, Forms Revenue Trends, Membership Trends, Ethics and Arbitration reports, and the GAR Staff.

#### **ANNOUNCEMENTS:**

The next scheduled meeting is to be determined.

**Meeting Adjourned:** 3:14 pm