

MINUTES
Charlottesville Area Association of REALTORS®
Commercial Council Meeting
Mon., April 17, 2023
CAAR Office

Members: Steve Houchens (Chair), Kate Lucas (Vice Chair), Kyle Olson (Board Liaison), Robin Amato, Tim Carson, Jim Dickerson, Benton Downer, Bruce Richardson, Peter Wray. Unexcused: Matthew Woodson. Staff: Frank Podrebarac, Abby Tammen.

Welcome & Call to Order

Chair Houchens welcomed the Group and called the meeting to order at 2:04 p.m.

Minutes

The July 18, 2022 meeting meetings were accepted as presented.

Group Resources

Staff reviewed the resources provided to each Group member today including the Group Roster, CAAR Strategic Initiatives, Volunteer Service Agreement, and Anti-Trust Statement.

Subscribers

We currently have 143 subscribers on the Catylist platform; up 10 since July 2022.

New Business

Setting 2023 Goals

After significant discussion, the Council affirmed the following priorities for 2023:

1. Encourage diversity, equity, and inclusion amongst the commercial REALTOR® community.
 - a. Invite speakers to discuss DEI as it relates to commercial real
2. Provide education regarding commercial real estate to all members.
 - a. Provide Catylist training for new subscribers (in person and recorded option)
 - b. Provide Transaction Desk training (on-line forms platform)
 - c. Create forums to discuss zoning changes in our footprint
 - i. Invite Free Enterprise Forum (Neil Williamson) to present; CADRE
 - ii. Proactively talk with city/county officials about concerns/questions
 - d. Staff research commercial courses that offer continuing education credits for license renewal
 - e. Staff inquire about adding Virginia REALTOR® contracts related to commercial real estate into CAAR's version of Transaction Desk.
 - f. Host [CCIM Institute](#) courses (101 course - Foundations to Success)
 - g. National Commercial Real Estate Association
3. Create regular communications for Commercial subscribers
 - a. Quarterly newsletter? (plan for Q3 and Q4 in 2023)
4. Re-establish Commercial Coffee Chats
 - a. Steve and Kate to discuss options and details to present at next meeting
5. Guide the Catylist platform transition with Staff
6. Reengage, maintain, and enhance relationships with non-REALTOR® commercial sales agents
7. Discuss the creation of a commercial designation course with Virginia REALTORS®
8. Promote [Virginia REALTOR® toolkits](#), including the Commercial Real Estate kit

Old Business

UVA's Center for Real Estate

Peter Wray opened up discussion with UVA Center for Real Estate in 2022. He suggested the Council suggest a partnership opportunity with the Center to maintain engagement with the Center. It was also suggested that one of their student liaisons attend the Commercial Council meetings and that one of our Council members present to their students.

Catylist Platform Demo

Staff suggests a late 2023 conversion into the latest Catylist platform. Chair Houchens suggested a live demo with the Catylist team at the June meeting.

Next Meeting

Mon., May 15, 2023, 2 – 3 p.m. at CAAR

Adjourn

The meeting adjourned at 3:05 p.m.

Respectfully submitted, Abby Tammen, Staff Liaison