

**MINUTES**  
**Charlottesville Area Association of REALTORS®**  
**Operations Group**  
**Monday, February 13, 2023**

Present: Kristin Sorokti (Vice Chair), Josh White (Treasurer), Percy Montague, Carl Garrett, Tim Carson, Kim Armstrong, Tele Jenifer. Via Zoom: S. Lisa Herndon (President), Matthias John, Kathy Markwood, Diane Miller.

Excused: Marcela Foshay (Chair), Candice Van der Linde (Board Liaison)

Staff Present: Ali DiGuardo, Abby Tammen

Chair Sorokti welcomed the Group and called the meeting to order at 11:03 a.m. Kristin asked everyone to introduce themselves.

Group Resources

Abby Tammen reviewed the resource documents, areas of responsibility, group roster, CAAR Volunteer Service Agreement, Antitrust Statement and the 2022-2024 Strategic Plan.

Meeting Minutes

The minutes from the December 12, 2022 were accepted as presented.

Treasurer's Report

**December 2022 Financials**

Financials were presented and after discussion, **A MOTION** was **MADE, SECONDED** and **APPROVED** to accept the December 2022 financials as presented.

**CAAR Budget Overview**

Treasurer White made a presentation explaining the process by which we establish and analyze the annual budget as well as how financial decisions are made.

**Financial Request**

Treasurer White presented a request to provide funding to reimburse all group/committee/council chairs and vice chairs up to \$300 for attendance at one of three national or state conferences. **A MOTION was MADE and SECONDED**, after discussion, the **MOTION** was **APPROVED**.

New Business

**Review Strategic Plan**

Staff reviewed the 2022-2024 Strategic Plan and asked the Group to read the activities noted as the responsibility of the Operations Group. We will discuss these any proposed 2023 activities during the March meeting.

**Review 2023 Work Plan Overview**

Staff reviewed the 2023 Work Plan for Project Teams and asked the Group to read and respond to a future email request to sign up for at least one project team of interest.

Items for a future Agenda

Vice Chair Sorokti reminded the Group that they could email Staff or Chair Foshay with any requested future agenda items.

Future Operations Group Meeting Dates and Important Dates

Vice Chair Sorokti reviewed the 2023 group meeting and the important Association activities noted on the agenda

Adjourn

The meeting adjourned at 11:50 a.m.

Respectfully submitted, Abby Tammen, Staff Liaison