

**MINUTES**  
**CAAR Board of Directors Meeting**  
**Wednesday, April 24, 2024**  
**Hillsdale Conference Center**

**Attendance**

Present: Anne Burroughs (President), Josh White (President-Elect), Amanda Spigone (Treasurer), S. Lisa Herndon (Immediate Past President) (remote), Kim Armstrong, Keith Davis, Woody Fincham, Matthew Holt, Sharon Merrick, Janice O'Hara (remote), Kyle Olson, Candice van der Linde, Jessica Russo, Kevin Wilberger (remote). Staff: Abby Tammen, Ali DiGuardo, Neil Williamson.

**Welcome and Call to Order**

President Burroughs called the meeting to order at 9:00 a.m. The Board acknowledged the Antitrust Statement.

**Approval of Consent Agenda**

A **MOTION** was **MADE, SECONDED** and **APPROVED** to accept the consent agenda which included the March 27, 2024 meeting minutes as well as new members (listed below).

**New Members**

3/23/2024 – 4/18/2024 - James Butler, Keller Williams Alliance-Charlottesville; Emily Carlson, Find Homes Realty LLC; Kaitlyne Cooper, VDOT Right of Way; Christina Jane DeLong, Redfin Corporation-Midlothian; Janet Hepler, Howard Hanna Roy Wheeler Realty-Greene; Shannon Kanner, LPT Realty LLC; Heather Lavelle, Long & Foster – Charlottesville; Emily Leblang, Long & Foster – Charlottesville; Coy Rea, eXp Realty – Fredericksburg; Taylor Redmond, 1st Class Real Estate Blue Ridge; Stephen Trumbull, Long & Foster – Charlottesville.

**Treasurer's Report**

Treasurer Spigone reviewed the February 2024 financial report. A **MOTION** was **MADE, SECONDED**, and **APPROVED** to accept the February 2024 financial report as presented.

**President's Report**

President Burroughs reminded the Board to complete the post-board survey after each board meeting to collect feedback.

President Burroughs observed that there are fewer Major Investors, according to the REALTORS® Political Action Committee (RPAC) Tracking Update February 2024. She is hopeful this number will change as the Major Investor Dinner is this evening.

**Board Strategic Discussion**

The Leadership Town Hall Meeting went well overall. It provided everyone a chance to share their perspectives on how CAAR should be providing products and services in the ever-changing real estate industry. Committees and Councils will review the list of items brainstormed during the Town Hall as compared to their current list of initiatives and determine which ideas should be implemented in 2024 or beyond.

The 2025-2027 Strategic Plan meeting will likely occur in late summer. The Board will be included in the development of the Strategic Plan.

**Committee Reports**

Communications – A reminder was made to encourage REALTORS® and affiliates to complete the CAAR Website Redesign Survey. A blood drive will take place from 10 a.m. – 4 p.m. on May 14<sup>th</sup> at the Hillsdale Conference Center. CAAR is a sponsor for the Habitat for Humanity of Greater Charlottesville Women Build 2024. CAAR will participate in two Habitat for Humanity build days as part of the Women Build campaign.

Diversity, Equity, and Inclusion (DEI) – The board requested to see the proposed gender-neutral bathroom signage in advance of a formal recommendation. The group is still researching information and will likely have a formal recommendation for the Board to consider at their July meeting.

MLS – Several Board members wanted to know why the Paragon MLS system was unavailable multiple times the week prior. Staff explained two out of the three times the downtime was an issue relating to the Paragon MLS system. The third time was an issue relating to the Single Sign On (SSO) Dashboard.

## Board Actions Items

### Professional Development

Following discussion the following motions were made to update the CAAR Education Policies:

- A **MOTION** was **MADE, SECONDED**, and **APPROVED UNANIMOUSLY** to strike the first sentence, "~~Students MAY NOT BE DRIVING, RIDING AS A PASSENGER, SITTING IN THEIR CAR OR SITTING OUTSIDE OF THEIR CAR WHILE PARTICIPATING IN A CLASS,~~" under the "Participation" section of the Central Virginia Real Estate School Policies - Virtual Training Policy.
- A **MOTION** was **MADE, SECONDED**, and **DIED** to remove the following sentence, "Students may not fix their hair, fix something to eat, be half on/half off the screen while participating in class," under the "Participation" section of the Charlottesville Area Real Estate School Policies - Virtual Training Policy. (6 Aye; 8 No)
- A **MOTION** was **MADE, SECONDED**, and **APPROVED** to stop discussion.
- A **MOTION** was **MADE, SECONDED**, and **APPROVED** to adopt the changes made to the attendance Policy stating you must sign in before each class to receive continuing education credit and amended changes to the Virtual Training Policy. (10 Aye; 4 No)

### CEO Update

Mrs. Tammen shared that Grace Porter has been hired as the Event & Client Concierge with the Hillsdale Conference Center. She also shared that Ian Desautel will be coming back to CAAR as the Director of MLS & IT in July 2024. Mr. The next position to focus on is hiring a new Director of Communications & Marketing.

Mrs. Tammen shared various contract updates. The TransactionDesk contract is valid until April 2026. The ShowingTime contract will likely be implemented in June 2024, dependent upon contract negotiation and implementation timeline from Paragon. Paragon MLS contract is pending renewal. Bright MLS contract is currently in an annual renewal cycle and can be amended if we wish to add all Virginia county data. Discussion will include possible Paragon MLS cost system changes to accommodate additional jurisdictions. Staff was asked provide a full list of MLS contracts, expiration dates, and the order in which to address so the Board has a roadmap for upcoming decisions.

Mrs. Tammen reminded the Board that the Pat Jensen Leadership Academy deadline is 5 p.m. on May 31<sup>st</sup>.

Mrs. Tammen shared that a Train-the-Trainer program will take place on June 4<sup>th</sup> (new date). CAAR will encourage Brokers to send members who may be interested in becoming a trainer to this class. General call for instructors will be made through regular CAAR communication channels.

### New Business for Future Meetings

The Board will discuss at a future meeting: 1. Appraisal feedback from Woody Fincham, 2. Renewal concerns of the Bright MLS data share agreement and its possible changes to Paragon MLS and SentiLock reciprocity, 3. State-wide data share update; and 4. Showing service risk analysis for ShowingTime and SentiLock (e.g., cost, comparison in features, Paragon's ability to run two different showing services, etc.).

### Important Dates

President Burroughs highlighted upcoming events and important dates.

### Next Board Meeting

Wed., May 22, 2024, 9 – 10:30 a.m. at the Hillsdale Conference Center.

### Adjourn

President Burroughs adjourned the meeting at 10:41 a.m.

Respectfully Submitted, Abby Tammen, Secretary