

MINUTES
Charlottesville Area Association of REALTORS®
Operations Committee
Monday, March 10, 2025
Hillsdale Conference Center / Zoom

Attendance

Present: Diane Miller (Chair), Mike Gaffney (Vice Chair) (remote), Kim Armstrong (Board Liaison), Pam Dent, Anne Biasioli, Tele Jenifer, Hal Johnson, Kathy Markwood, Pat Sury (remote). Excused: Quinton Beckham. Unexcused: Woody Fincham (Treasurer). Staff: Ali DiGuardo, Abby Tammen.

Welcome and Call to Order

Chair Miller called the meeting to order at 11:01 a.m. and reviewed the CAAR Antitrust Statement.

Minutes

The minutes from the November 18, 2024 meeting were approved as presented.

Treasurer's Report

Review and Acceptance of November 2024 Financials

In the absence of Treasurer Fincham, Mrs. Tammen reviewed the November 2024 and December 2024 financials reports. No action is needed as both financial reports were approved by the Board of Directors during their February meeting.

Mrs. Tammen shared that while the Association prepared to lose 15% of the membership in 2025, it only lost 7%. CAAR has a year's worth of reserves – our Bylaws require six months.

Staff has been tasked with finding answers to the following committee questions:

1. How many members have SentiLock service but not MLS service?
2. Affiliates – how many are new vs. more people being added to an existing group memberships?

2024 Audit Activities

The 2024 audit will be conducted in mid-March. The results of the audit will be presented during the May Board of Directors meeting.

Old Business

Recap of Last Year's Accomplishments

Mrs. Tammen shared examples of what the Operations Committee accomplished last year, including monitoring financial stability as the Association balanced growth, opportunity, change, and the reality of inflation, alongside the Budget & Finance Team. The Association operated well within its set budget for 2024; therefore, not as many Operations Committee meetings were needed.

Strategic Plan Discussion

Mrs. Tammen reviewed the Strategic Plan.

New Business

Volunteer Mandatory Documentation

Each volunteer needs to read Appendix A and read and sign Appendix B of the CAAR Policy & Procedures.

Volunteer Mandatory Training

Each volunteer must complete the National Association of REALTORS® Fairhaven training.

Volunteer Resources OneDrive

Our OneDrive online folder will house agenda, meeting minutes, and resources.

Project Team Review & Sign-Up

Chair Miller reviewed the list of members who have already selected a Project Team(s). If additional members are needed, they will be selected from the Project Team pool of volunteers. Email confirmations will be sent soon.

Association Dashboard

Mrs. Tammen is working on a new dashboard, which will be a one-page document with note-worthy statistics. This document will be referenced at Board meetings and the Operations Committee meetings.

Board Update

No update at this time.

Staff Update

Mrs. DiGuardo shared how CAAR is celebrating its 100th anniversary with various activities throughout the year.

Mrs. DiGuardo mentioned that both CAAR and the CAAR Foundation are sponsors of the Thomas Jefferson Planning District Commission (TJPDC) – Regional Housing Summit.

Adjourn

Chair Miller adjourned the meeting at 11:50 a.m.

Respectfully submitted, Ali DiGuardo, Staff Liaison