

**MINUTES**  
**Charlottesville Area Association of REALTORS®**  
**Operations Committee**  
**Mon., Feb. 9, 2026**  
**Hillsdale Conference Center and Zoom**

**Attendance**

Present: Mike Gaffney (Chair), Hal Johnson (Vice Chair), Ashleigh Abrams, Anne Burroughs, Pam Dent, Emily Dooley, Tele Jenifer, Jason Kirby, Heather Lavelle, Georgia Lindsey (Treasurer & Board Liaison), Pat Sury, Candice van der Linde.  
Guest: Amanda Spigone (President). Staff: Ali DiGuardo, Abby Tammen.

**Welcome and Call to Order**

Chair Gaffney called the meeting to order at 11:02 a.m. Vice Chair Johnson reviewed the CAAR Antitrust Statement.

**Committee Resources**

Staff reviewed the contents of the OneDrive folder including past meeting minutes, governing documents, and 2026 meeting resources.

**Minutes**

Minutes from the November 11, 2025 meeting were accepted as presented.

**Treasurer's Report**

December 2025 Financials

Following discussion, **A MOTION** was **MADE, SECONDED**, and **UNANIMOUSLY APPROVED** to accept the December 2025 financial report as presented.

Organization Restructuring

Staff and Executive Committee members reviewed the Board's decision to move towards an organizational restructuring to limit liability and reduce tax implications.

2026 Budget

Treasurer Lindsey and Staff reviewed the draft 2026 budget which now reflects the new organizational structure.

2025 Audit Activities

The 2025 audit will be conducted by Robinson Farmer Cox Associates in conjunction with our bookkeepers, Bruin & Associates beginning in March.

**Old Business**

Recap of Last Year's Accomplishments

Staff reviewed last year's Operations Committee activities that supported the Strategic Plan.

**New Business**

Volunteer Mandatory Training

Volunteers must complete the National Association of REALTORS® Fairhaven 2.0 training and the Virginia REALTORS® Harassment Prevention Training.

Volunteer Mandatory Documentation

Volunteers must review Appendix A and review and sign Appendix B.

Project Team Review & Sign-Up

Budget & Finance – Mrs. Sury, Mrs. Jenifer, Mrs., Burroughs, and Mrs. Dooley. Investment – Mrs. Abrams and Mr. Gaffney. Pat Jesen Leadership Academy – Mrs. van der Linde.

**Board & Staff Updates**

Nothing at this time.

**Adjourn**

Chair Gaffney adjourned the meeting at 12:04 p.m.

Respectfully submitted, Abby Tammen, Staff Liaison