

MINUTES
Charlottesville Area Association of REALTORS®
Operations Committee
Wed., September 2, 2026
Hillsdale Conference Center

Attendance

Present: Mike Gaffney (Chair), Hal Johnson (Vice Chair), Ashleigh Abrams (remote), Anne Burroughs, Pam Dent, Emily Dooley, Tele Jenifer, Heather Lavelle (remote), Georgia Lindsey (Treasurer & Board Liaison), Pat Sury. Excused: Jason Kirby. Staff: Ali DiGuardo, Abby Tammen.

Call to Order

Chair Gaffney called the meeting to order at 1 p.m.

Antitrust Statement

Vice Chair Johnson reviewed the CAAR Antitrust Statement and the AI Policy.

Minutes

Minutes from the August 10, 2026 meetings were accepted as presented.

Treasurer's Report

July 2026 Financials

Following review of material by Treasurer Lindsey, a **MOTION** was **MADE, SECONDED**, and **UNANIMOUSLY APPROVED** to accept the July 2026 financial report as presented.

New Business

Document Review Project Team (PT) Meeting

The Document Review Project Team meeting minutes were available for review.

Bylaws Summary of Changes

Document Review Project Team Chair Burroughs reviewed the purpose of the proposed revisions. She then led a discussion of the proposed changes, during which the Committee considered the advantages and disadvantages of each recommendation.

Policy Manual Summary of Changes

Document Review Project Team Vice Chair Dent reviewed the purpose of the proposed revisions. She then led a discussion of the proposed changes, during which the Committee considered the advantages and disadvantages of each recommendation.

Document Review & Approval

A **MOTION** was **MADE, SECONDED**, and **APPROVED** to approve the current proposed changes to the CAAR Bylaws as reviewed and discussed. (8 Aye; 1 Nay)

A **MOTION** was **MADE, SECONDED**, and **APPROVED** to recommend staff and the attorney to determine language to add to the Bylaws that would limit the number of directors and executive committee members from a single firm to no more than three (3) members. (6 Aye; 3 Nay)

A **MOTION** was **MADE, SECONDED**, and **UNANIMOUSLY APPROVED** to adopt the Policies & Procedures Manual as presented.

A **MOTION** was **MADE, SECONDED**, and **UNANIMOUSLY APPROVED** to the Elected & Appointed Volunteer Policies Appendix policy statement: Understand that unexcused absences from 50% or more of the group's scheduled meetings will result in my automatic removal from the group, unless otherwise approved by the President. If I am removed, the CEO will notify me by email on the President's behalf.

A **MOTION** was **MADE, SECONDED**, and **UNANIMOUSLY APPROVED** to accept the changes to the Policy and Procedures Manual - Appendices General Membership Policies & Elected & Appointed Volunteer Policies as amended.

A **MOTION** was **MADE, SECONDED**, and **UNANIMOUSLY APPROVED** to accept the changes to the Policy and Procedures Manual - Appendices Group Operations Manual & Accounting & Financial Policies & Procedures as amended.

Staff Update

CEO Tammen provided an update on recent staff changes.

Next Meeting

September 11, 2026, 10 – 11 a.m., Zoom attendance only.

Adjourn

Chair Gaffney adjourned the meeting at 2:31 p.m.

Respectfully submitted, Abby Tammen, Staff Liaison