

Lower Columbia Association of REALTORS®

Board of Directors Meeting Minutes

January 14, 2025



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|---|--------------------------------------|---|---|---|--|
| P | David Thelin – <i>President</i> | P | Amber Cabrera – <i>Secretary</i> | P | Amy Ranta – <i>Rookie Director</i> |
| P | Pam Whittle – <i>Past President</i> | P | Katie Keaton – <i>Cowlitz Director 1</i> | P | Theresa Byrd – <i>Affiliate Director</i> |
| P | Liz Borders – <i>President Elect</i> | P | Gabe Negrete – <i>Cowlitz Director 2</i> | P | Karla Martin – <i>Affiliate Director</i> |
| P | Debi Trull – <i>Vice President</i> | P | Chelsea Paulsen – <i>Wahkiakum Director</i> | P | Pamela Hayes-Kong – <i>Association Executive</i> |
| P | Mike Wallin – <i>Treasurer</i> | P | Marcella Dupettit – <i>Pacific Director</i> | A | Nicole Bernet – <i>Proff. Standards Chair</i> |

Notes Taken By: Amber Cabrera

P = Present

E = Excused

A = Absent

Meeting Notes

ACTION ITEMS



APPROVAL OF MINUTES

- December 2024 Minutes approval - Motion to approve by Liz Borders, 2nd by Theresa Byrd. Motion Approved.

TREASURER'S REPORT

- “Dues” Checking Account #6669 End Balance for 12/31/24 - \$51,442.71
- “Operations” Checking Account #5529 End Balance for 12/31/24 - \$7,382.84
- CD Account Balance as of 12/31/24 - \$10,525.00
- Total Cash on Hand as of 12/31/24 - \$69,350.55
 - The policy requirement for 3 months reserves are met.
- Awards Event Reconciliation
 - Total Awards Dinner Expenses – approx. \$7,875.42
 - Total Awards Dinner Income – approx. \$11,550.00
 - NET Positive Income – approx. \$3,674.58 +/-
- Tasks To do:
 - Tidy up the QuickBooks. Prepare for year end review with the Bookkeeper. Prepare to finish 2024 Financial Statement and Year End Taxes.

PRESIDENT'S REPORT

- Board Retreat on February 21st from 10 am - 3:30 pm. Combined with February board meeting (snacks and beverages will be provided)
 - WorldMark Long Beach
420 Sid Snyder Drive
- David and Liz will both facilitate with leadership.

ASSOCIATION EXECUTIVE'S REPORT

- 236 Member Count (-9 from last month)
 - 186 – Primary
 - 13 – Secondary
 - 2 - Staff
- Century21 office has left the association.
- Dues Update – 22 unpaid, all invoiced through QuickBooks.
 - Pam will send notices to DB's regarding unpaid brokers.
- Money raised from awards event (and after)
 - \$340 - Realtor Relief Foundation
 - \$370 – Community Service (Pheonix House)
- Discuss the need of a new CRM to make things more efficient.
 - Looking into options
 - \$4,300 budgeted for software, not budgeted for ongoing dues.

PACIFIC COUNTY

- Nothing to report.

WAHKIAKUM COUNTY

- Nothing to report.

UNFINISHED BUSINESS

- Key Bank signers were updated at this board meeting, Key Bank rep on-site.

NEW BUSINESS

- New month to month office lease at a 10% increase, now \$660/month.
 - Looking for other options, possibly Bowers Building by NWMLS or The Merk.
- Presidential Appointments
 - Sue Lantz – Education Committee
 - Kristin Cheatley & Elizabeth Marrs – Events Committee

COMMITTEE REPORTS

- CARE and SHARE
 - Sent out two retirement cards last week.
- EDUCATION
 - Sue Lantz is the new chair
 - Next meeting February 18th at 10:30 am.
 - Working on new member orientation for March.
- COMMUNITY SERVICE
 - Meets first Tuesday of every month at 11:30 am.
 - Coordinate 4th of July clean up at the beach
- FUNDRAISING / NETWORKING / EVENTS
 - Kristin Cheatley and Elizabeth Marrs are the new chairs.
 - Next meeting TBD
- GOVERNMENT AFFAIRS & REALTOR PAC TRUSTEE
 - RPAC
 - \$7,000+ raised this year so far.
 - Major Investors Dinner – Tuesday February 18th at Kalama Mcmenamins
 - Need to find a replacement for Mike Wallin on the state board as he is a delegate. This person will need to attend the Spring (4/23 – 4/25) and Fall (9/24 – 9/26) Conferences.
 - Government Affairs
 - Hill Day 2025 – 1/29-1/30 at Little Creek Casino in Shelton.
 - 18 people registered; rooms are full.
 - Next committee meeting is tomorrow at 11 am.
- MEMBERSHIP
 - Communication Channel Review
 - Active social media presence but website is very lacking, only meeting CORE Standards.
 - Drafted Membership Meeting Min provided to DB's/admin each month.
 - Initial Newsletter Planning
 - New Member Checklist – made by Pamela with welcome gift bag.
 - Meets second Friday at 2 pm
- AWARDS COMMITTEE
 - State Awards deadline 02/28/2025 – winners announced at Spring conference.
- POLICY & BYLAWS
 - Certification of Bylaw required by March 1st
 - Meeting 02/21 at 2 pm
 - Committee Chairs – please review and update your committee descriptions.

MEETING ADJOURNED: 2:43 pm Next Meeting: February 21st, 2025, 10:30-3 pm @ Board Retreat – WorldMark Long Beach