

# Lower Columbia Association of REALTORS®

## Board of Directors Meeting Minutes

April 18, 2025



P	David Thelin – <i>President</i>	P	Amber Cabrera – <i>Secretary</i>	A	Amy Ranta – <i>Rookie Director</i>
P	Pam Whittle – <i>Past President</i>	P	Katie Keaton – <i>Cowlitz Director 1</i>	A	Theresa Byrd – <i>Affiliate Director</i>
P	Liz Borders – <i>President Elect</i>	A	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>
E	Mike Wallin – <i>Treasurer</i>	A	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

- March 2025 Minutes approval – to be done via email.

#### TREASURER'S REPORT

- “Dues” Checking Account #6669 End Balance for 3/31/25 - \$66,161.32
- “Operations” Checking Account #5529 End Balance for 3/31/25 - \$7,479.54
- CD Account #5636 Balance as of 3/31/25 – Closed and transferred funds to Checking Account #6669 on 3/18/25.
- Total Cash on Hand as of 3/31/25 - \$73,640.86
- Tasks to do:
  - Continue to tidy up the QuickBooks with proper NAMES, MEMO/DESCRIPTIONS and SPLIT identifications.
  - Complete 2024 year-end review with the Bookkeeper.
  - Prepare and complete 2024 Financial Statement and 2024 Year End Taxes.

#### PRESIDENT'S REPORT

- David announced he is no longer managing at Windermere.
- RE: LeAnn Whitcomb – awaiting additional information then process her application.
- Spring Conference is next week
- We need to work toward a 3-year plan for the board.

#### ASSOCIATION EXECUTIVE'S REPORT

- 233 Member Count (PAID MEMBERS – a few unpaid new members)
- Audit Complete
- Unpaid members' licenses were sent back to the state.
- Will conduct monthly roster check-in's with DB's.
- New AMS System
  - On hold until June due to time/resources.
- New Office Lease
  - 5/1/25 First Day
  - Two Offices – One Conference Room & Pamela's Office
  - Planning Open House for June and Broker Engagement Event
- Need to update the Policy Manual
  - Get this done at executive committee meetings.
  - Include information about AI, whistle blower, and open house email blast protocol.

#### PACIFIC COUNTY

- Nothing to report.

#### WAHKIAKUM COUNTY

- Nothing to report.

#### UNFINISHED BUSINESS



#### NEW BUSINESS



#### COMMITTEE REPORTS

- CARE and SHARE

- 1 card sent out.
- EDUCATION
  - New member orientation coming up on 4/29/25 – 14 people attending.
- COMMUNITY SERVICE
  - Working on committee plan and monthly checklist.
  - 4<sup>th</sup> of July Clean up at the beach
  - Realtor Volunteer Day 5/16 10-2 pm
    - Meet at the Longview Civic Circle.
    - Split up into groups and clean up trash in neighborhoods.
- FUNDRAISING / NETWORKING / EVENTS
  - Bowling 5/14/2025
    - Streamline check-in process by dropping off wristbands to offices beforehand.
    - All main sponsors filled. Could use additional lane and raffle basket sponsors \$100/each.
  - Field Day at Riverside Park on August 9<sup>th</sup>.
- GOVERNMENT AFFAIRS & REALTOR PAC TRUSTEE
  - RPAC – Nothing to report.
  - Government Affairs – Nothing to report.
- MEMBERSHIP
  - Cancelled upcoming meeting but will reschedule.
  - Next Luncheon - planning to add an element of presentation.
  - Conduct a Focus Group of newer and experienced Realtors then evaluate results and adjust accordingly for future luncheons.
  - Need an affiliate on the membership committee.
- AWARDS COMMITTEE
  - Nothing to report.
- POLICY & BYLAWS
  - Nothing to report.

**MEETING ADJOURNED: 11:53 pm** Next Meeting: May 13<sup>th</sup>, 2025, 1:30-3:00 pm @ LoCAR Office (The Merk, 3<sup>rd</sup> floor)