

Lower Columbia Association of REALTORS®

Board of Directors Meeting Minutes

June 24, 2025



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>	A	Katie Keaton – <i>Cowlitz Director 1</i>	P	Theresa Byrd – <i>Affiliate Director</i>
P	Liz Borders – <i>President Elect</i>	E	Gabe Negrete – <i>Cowlitz Director 2</i>	P	Karla Martin – <i>Affiliate Director</i>
E	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>	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

- ❑ **Vote to amend policy – LoCAR BOD Executive Meeting will be the second Tuesday of each month. The general BOD meeting will be the third Tuesday of each month.**
 - **Approval 1st – Liz Borders, 2nd – Amber Cabrera.**

APPROVAL OF MINUTES

- May 2025 Minutes approval, 1st – Liz Borders, 2nd – Mike Wallin.

TREASURER'S REPORT

- “Dues” Checking Account #6669 End Balance for 5/31/25 is \$55,949.65
- “Operations” Checking Account #5529 End Balance for 5/31/25 is \$6,784.23
- Total Cash on Hand as of 5/31/25 is \$62,733.88
- Tasks to do:
 - AE to continue to tidy up the QuickBooks with proper NAMES, MEMO/DESCRIPTIONS and SPLIT identifications.
 - AE to continue to ensure that QuickBooks Ledger entries are made only once (no duplicates)
 - AE to ensure that check deposits to KeyBank are made in a timely manner and properly recorded in the QuickBooks Ledger.
 - AE to complete a QuickBooks Account Reconciliation.
 - AE to ensure the annual state DOR report is filed in a timely manner.
 - AE to complete a 2024 year-end review with the Bookkeeper to prepare and complete the 2024 Financial Statement.
 - AE to provide 2024 Financial Statement to CPA to complete 2024 Year End Taxes
- Recommended Board Action:
 - It is recommended that the board discuss and provide clearer direction to the AE the board’s expectations of the AE concerning the financial management of the association, the use and maintenance of the QuickBooks, and the AE’s relationships with the association’s “bookkeeper” and CPA/tax preparer as well as a clearer understanding and communication of the division of responsibility among the association’s professionals.

PRESIDENT'S REPORT

- Debi Trull has resigned as the Vice President.

ASSOCIATION EXECUTIVE'S REPORT

- 251 Member Count
 - 8 New Affiliates in May

PACIFIC COUNTY

- Nothing to report.

WAHIAKUM COUNTY

- Chelsea Paulsen approached Wahkiakum Realty to see if they would like to join LoCAR. They stated they do not want to join the association.

UNFINISHED BUSINESS

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NEW BUSINESS

- Debi Trull has resigned from the Vice President position.

COMMITTEE REPORTS

- CARE and SHARE
 - 2 cards sent out

- Kristin lost her grandma
 - Rod Erickson retirement
- EDUCATION
 - Nothing to report.
- COMMUNITY SERVICE
 - Meet with Beth's Place tomorrow for end of summer donation project.
 - Collect back to school clothes for kids.
 - On 8/20 kids will come and "shop" for new school clothes at Beth's Place.
 - For Middle and High School kids they will collect funds for new shoes.
- FUNDRAISING / NETWORKING / EVENTS
 - August 9th Field Day at Riverside Park has been postponed until September. Lexington wide garage sale is that same day and there is a concern about traffic and congestion.
 - Looking into more of a scavenger hunt to visit affiliate offices type event
 - Next committee meeting this Tuesday
- GOVERNMENT AFFAIRS & REALTOR PAC TRUSTEE
 - RPAC
 - 33% participation
 - 69 Investors
 - 19 Major Investors
 - Raised \$43,124
 - Laura Yoder recognized next year at legislative meeting in DC for her \$50,000 lifetime contribution to LoCAR.
 - Candidate Questionnaires
 - Few didn't participate (non opposed or no response)
 - Heard back from Kelso, Kalama, and Longview
 - Endorsed Spencer Boudreau
 - Recommend Endorsing Brian Wood (he does not want any money)
 - Government Affairs
 - Highlands Overlay Proposal
 - 3 and 4 plex require special property use process.
 - Single and Duplex are OK
- MEMBERSHIP
 - 6/5 – Membership Luncheon Recap
 - Productive, however still looking for a new location.
 - Want to have these luncheons quarterly in 2026
 - Pizza with Pamela is tomorrow (happens 2x each year)
 - Membership committee proposes that the money they earn with their events stays within that committee to utilize for future membership event planning.
 - Would like to have an affiliate on the membership committee to create possible "affiliate sub-committee".
 - Look into possible YPN (young professionals network)
- AWARDS COMMITTEE
 - Nothing to report.
- POLICY & BYLAWS
 - Nothing to report.

MEETING ADJOURNED: 2:33 pm Next Meeting: July 15th, 2025, 1:30-3:00 pm @ LoCAR Office (The Merk, 3rd floor)