

**LOUISIANA REALTORS®**  
**General Membership/Board Of Directors**  
**May 3, 2007**  
**Hilton Capitol Center Hotel**  
**Baton Rouge, Louisiana**

**MINUTES**

**Special Guests/Presentations:**      *Sharon Kleinpeter, Cox Communications*

**MOTIONS**

- I.      Approved motion to revise Section 10, Other Teams, of the Association's bylaws as follows:

**"SECTION 10 – OTHER TEAMS**

Other Teams mandated to be appointed by the "Association" on an annual basis, which will be composed of active members, shall be as follows:

- A.      State Legislative
  - B.      Federal Legislative
  - C.      Professional Standards
  - D.      Grievance Team
  - E.      ~~Commercial Business & Industry~~ **REALTOR® Commercial Alliance**
  - F.      Risk Management
  - G.      Housing Opportunities & Cultural Diversity
  - H.      Marketing & Member Services
  - I.      Mediation
  - J.      Awards & Recognition
  - K.      Appraisal
  - L.      Association Executives**
  - M.      Past Presidents"**
2.      Approved motion the Association create a Building and Expansion Fund.
3.      Approved motion to accept the proposed revisions to the Association's Financial Policies relative to "Business Related Expenses" to state in part:

**"Business Related Expenses**

NOTE: In the event an officer, director or staff member is covered in more than one area of the Travel Policy, the individual may only receive one reimbursement per trip.

**President/President-Elect:**

Expenses reimbursed to the President and spouse and President-Elect and spouse by the Louisiana REALTORS® shall be as follows:

**A) Lodging:** Lodging expenses shall be reimbursed or direct billed to the Louisiana REALTORS® and shall not exceed the room rate of a double room at the headquarters' hotel of the meeting. (Room and tax covered, no incidentals.)

**CANCELLATIONS: Should you find it necessary to cancel your hotel reservations, it is your responsibility to contact your staff executive during business hours or the hotel after hours so the Association is not charged for a "no show."**

**C) Allowable Daily Expenses:** Meals, tips, and ground transportation shall be reimbursed as daily expenses. Reimbursement shall be made only if a Travel Expense Report Form has been submitted to Louisiana REALTORS® within 60 days of the trip, with receipts **for expenditures greater than or equal to \$75.00** for allowable expenses. ~~Receipts are required for all expenditures.~~ Any individual's expenses covered as part of the reimbursement must be listed on the travel expense voucher. Reimbursement for officers shall not exceed the following amounts:

**Expenses for Officers:**

Association Sponsored:	-	\$75.00 Per Day
Out-of-state	-	\$125.00 Per Day

**F) Member Board Visits of Elected Officers:** Funding shall be reimbursed for all elected Association officers who are invited to attend local Board installations, sales banquets or other Board sponsored events. The Louisiana REALTORS shall reimburse the officer based on the specific policy of "Association Sponsored" Travel Policy for the officer. In order to receive reimbursement, a Travel Expense Report Form, with receipts **for expenses greater than or equal to \$75.00** shall be submitted to the Association within 60 days of expense. ~~Receipts are required for all expenditures.~~

**SECRETARY-TREASURER:**

Expenses reimbursed to the Secretary-Treasurer **only** by the Louisiana REALTORS® shall be as follows:

**A) Lodging:** Lodging expenses shall be reimbursed or direct billed to the Louisiana REALTORS® and shall not exceed the room rate of a double room at the headquarters' hotel of the meeting. (Room and tax covered no incidentals.)

**CANCELLATIONS: Should you find it necessary to cancel your hotel reservations, it is your responsibility to contact your staff executive during business hours or the hotel after hours so the Association is not charged for a "no show."**

**C) Allowable Daily Expenses:** Meals, tips, and ground transportation shall be reimbursed as daily expenses. Reimbursement shall be made only if after a Travel Expense Report Form has been submitted to Louisiana REALTORS® within 60 days of the trip, with receipts for **expenses greater than or equal**

~~to \$75.00 for~~ allowable expenses. Receipts are not required for expenses totaling ~~\$25.00 or less~~. Reimbursement for Treasurer shall not exceed the following amounts:

Association Sponsored:	-	\$75.00 Per Day
Out-of-state	-	\$125.00 Per Day

**D) Registration Fees:** Registration fees and applicable tickets for National and State meetings for Secretary-Treasurer shall be paid.

**F) Member Board Visits of Elected Officers:** Funding shall be reimbursed for all elected Association officers who are invited to attend local Board installations, sales banquets or other Board sponsored events. The Louisiana REALTORS® shall reimburse the officer based on the specific policy of "Association Sponsored" Travel Policy for the officer. In order to receive reimbursement, a Travel Expense Report Form, with receipts for allowable expenses, shall be submitted to the Association within 60 days of expense. Receipts are ~~not~~ required for expenses **greater than or equal to \$75.00** totaling ~~25.00 or less~~

### **CEO**

C) Cash advances for travel may be granted to the CEO; however the amount of the cash advance may not exceed ~~\$50~~ **\$100.00** per travel day per trip. A detailed statement of the use of the cash advance must be remitted to the Louisiana REALTORS®, along with receipts, and must be applicable to policy.

### **NAR DIRECTORS & CHAIRS/VICE CHAIRS OF NAR COMMITTEES**

The expenses of the Louisiana REALTORS® elected directors of the National Association of REALTORS® and the Louisiana REALTORS® member appointed to the Executive Committee of the National Association of REALTORS®, when that appointment would be a NAR director position, **and Chairs/Vice Chairs of NAR committees (not to include forum leadership)** shall be reimbursed at the rate of \$4,000.00 per year, per director, upon the Association's receipt of a Travel Expense Report Form, verifying attendance at the Midyear or Convention meetings of the National Association of REALTORS®, payable at a cumulative, maximum rate of \$4,000.00 during one calendar year (\$4,000.00 maximum for attendance at two (2) National meetings; \$2,000.00 maximum for attendance at one (1) National meeting). Louisiana REALTORS® shall issue a cumulative balance statement per Director after each reimbursement of expenses has been paid by the Association. A Travel Expense Report Form shall be submitted with receipts within 60 days after the expense are incurred. Receipts are required for all expenditures. **Receipts are required for all expenses greater than or equal to \$75.00.**

Eligible expenses, shall include:

**A) Lodging:** Lodging expenses shall be reimbursed by the Louisiana REALTORS® and shall not exceed the room rate of a single room at the headquarters' hotel of the meeting. (Room and tax covered no incidentals.)

**CANCELLATIONS: Should you find it necessary to cancel your hotel reservations, it is your responsibility to contact your staff executive during business hours or the hotel after hours so the Association is not charged for a “no show.”**

**C) Allowable Daily Expenses:** Meals, tips, and ground transportation shall be reimbursed as daily expenses. Reimbursement shall be made on a Travel Expense Report Form with receipts, submitted to the Association within 60 days of said trip. Receipts are required for **expenses greater than or equal to \$75.00** all expenditures. Meals, tips and ground transportation shall be reimbursed on a daily basis not to exceed the following amounts:

Association Sponsored:	-	\$75.00 Per Day
Out-of-state	-	\$125.00 Per Day

**STAFF TRAVEL:**

The CEO shall request travel expenses for eligible staff of the Louisiana REALTORS® in the salary expense package. The expenses shall be approved by the Board of Directors and limited to the following guidelines:

**A) Lodging:** Lodging expenses shall be reimbursed or direct billed to the Louisiana REALTORS® and shall not exceed room rate of a single room at the headquarters' hotel of meeting. (Room and tax covered no incidentals.)

**CANCELLATIONS: Should you find it necessary to cancel your hotel reservations, it is your responsibility to contact your staff executive during business hours or the hotel after hours so the Association is not charged for a ‘no show.’ “**

4. Approved motion that the Association's bylaws be revised to indicate that prior to notifying a state director that his/her term has been terminated as a result of an unexcused absence, the local association be given the option of replacing that director.
5. Approved motion that an audit be conducted by an outside consultant to evaluate the Association's current staff organizational structure, as well as compensation and benefits paid to staff. Further, that the audit report be submitted to the CEO and president. (\$2,500).
6. Approved motion that the Association hold a second series of mandatory training for REALTOR® members on the “Residential Agreement to Buy or Sell” and taught by Patricia B. McMurray (Fiscal Note: \$15,000).
7. Approved motion that the Association participate in the appeal of the legal case of Brian Jason Mapes vs. Margo Vanessa Nugent (funded from the Legal Defense Fund), based on the fact that the statewide mandatory property seller disclosure form has been challenged by the original judge's ruling.

8. Approved motion that the Association further explore a future facility by hiring a facility planner to determine the appropriate square footage needed for staff and meeting space.
9. Approved motion that the Association re-occupy Suite B for additional space for staff and spend up to \$10,000 to bring the additional space up to the same quality as Suite A.
10. Approved motion that the Association adopt the "Organization Chart" for staff, along with a fiscal note to match employee compensation (17% increase) in the 2008 budget.
11. Approved motion that the terms for all regional vice presidents be for a period of one year beginning in 2009.
12. Approved motion that the Association create an additional Region (Region IV), having the geographical boundaries of the local association jurisdiction of the New Orleans Metropolitan Association of REALTORS®, effective in 2009.
13. Approved motion that the Association accept the audit report and reflect the staffing changes as noted in number 10 above.
14. Approved motion that the Association adopt the 2008 Strategic Plan, as submitted.
15. Approved motion that the Association's strategic planning process be expanded to a three-year plan with benchmarks and an annual review.
16. Approved motion to amend the Association's bylaws to change the name of the Commercial Business & Industry Team to the REALTORS® Commercial Alliance.
17. Approved motion that the Association sponsor a fair housing essay contest, beginning in September 2007, which will be open to all local associations and target 9<sup>th</sup> through 12<sup>th</sup> grade students. Further, the money collected from the local associations will be used as prize money.
18. Approved motion that the Association designate the Habitat for Humanity funded global village building project to be coordinated with the New Orleans Area Habitat for Humanity.
19. Approved motion that the Association support House Bill 317 that prohibits a residential mortgage lending licensee from also acting as a real estate licensee in connection with a single loan transaction.
20. Approved motion that the Association request that the Louisiana Real Estate Commission consult with the state's Errors and Omission insurance carrier to review the possibility of expanding coverage to licensees who are no longer in the business.
21. Approved motion to revise the Association's Financial Policies to reimburse regional vice presidents for mileage and overnight accommodations for any required state meetings.

22. Approved motion to table a recommendation to add the regional vice presidents to the Association's travel policy for national meetings and to form a workgroup to review the recommendation.

### **INFORMATION/RECOMMENDATIONS**

1. Approved the funding of a reception to honor Wayne Pugh, the new president of the Appraisal Institute. (Fiscal Note: Not to exceed \$5,000).
2. The following officers and regional vice presidents were elected: Mark O. Rodi; 2008 president; Judy M. Burkett, 2008 president-elect; Michael O. Indest, 2008 secretary-treasurer; Roland M. Hall, regional vice president of Region 1; Derenda S. Grubb, regional vice president of Region 2; and David A. Tastet, regional vice president of Region 3.

Connie M. Kyle was elected as 2009 regional vice president of Region 10 (Texas/Louisiana) of the National Association of REALTORS®.