



OREGON
ASSOCIATION
OF REALTORS®



BOARD OF
DIRECTORS
MEETING

September 30, 2015

Sunriver, Oregon



OREGON
ASSOCIATION
OF REALTORS®

**BOARD OF DIRECTORS MEETING
SEPTEMBER 30, 2015
8:30 AM-12:00 PM
SUNRIVER RESORT
SUNRIVER, OR**

AGENDA

- I. **CALL TO ORDER** – President Colin Mullane
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **REALTOR® PLEDGE**
- V. **APPROVAL OF MINUTES** – President Colin Mullane (pp. 1-4)
- VI. **CONSENT AGENDA** – President Colin Mullane
- VII. **PRESIDENT’S REPORT** – President Colin Mullane
 - A. Introduction of Guests
 - B. Oregon Leadership Academy Graduates
 - C. Comments
- VIII. **OREGON REAL ESTATE AGENCY REPORT** – Gene Bentley, Commissioner
- IX. **REGION 12/NAR REPORT** – President Colin Mullane
- X. **CHIEF EXECUTIVE OFFICER’S REPORT** – John Wallace
 - A. Oregon REALTORS® Plaza, LLC Report -Vacancy Report
- XI. **EXECUTIVE COMMITTEE REPORT** – Debra Gisriel, President-Elect (pp 5-23)
 - A. Finance Review Committee – Eva Sanders, Chair
 - B. Actions of Executive Committee since last meeting – Colin Mullane
 - C. Approval of Policy Manual Changes; Chapters – George Grabenhorst, Chair
 - D. Approval of Policy Manual Changes; Dues – Eva Sanders, Chair

- XII. APPROVAL OF 2016-18 STRATEGIC & 2016 OPERATIONAL PLAN** – Debra Gisriel ,
President-Elect (pp. 24-39)
- XIII. APPROVAL OF 2016 BUDGET** – Debra Gisriel, President-Elect (pp. 41-96)
- XIV. ELECTIONS** – Eva Sanders, Elections Committee Chair (pp. 97-124)
 - A. Election of NAR State Allocated Directors
 - B. Election of NAR Large Board Directors
- XV. KEY COMMITTEE REPORTS** (pp. 125-131)
 - A. Business Issues – Adam Bogle, Chair
 - B. Government Affairs – Don Robertson, Chair
 - C. Political Affairs – Don Meyer, Chair
 - D. Professional Development – Oleta Yancey, Chair
- XVI. SPECIAL COMMITTEE REPORTS** (pp. 132-135)
 - A. ORPAC/RPAC – George Perkins, Chair
 - B. Elections Committee – Eva Sanders, Chair
 - C. My REALTOR® Party – Barbara Brown, Chair
 - E. Professional Standards – Stacy Ellingson, Chair
 - F. ROTY/DSA – Joann Hansen, Chair
- XVII. OREF REPORT** – Deb Galliano-Nolen (pp. 136-137)
- XVIII. HOME FOUNDATION REPORT** – Cheryle Clunes (pp. 138-139)
- XIX. NEW BUSINESS**
- XX. ANNOUNCEMENTS**
 - A. Next Board of Directors Meeting – April 22, 2016 Salem, Oregon
 - B. Other
- XXI. ADJOURN**



OREGON
ASSOCIATION
OF REALTORS®

**BOARD OF DIRECTORS MEETING
APRIL 17, 2015
SALEM CONVENTION CENTER
SALEM, OR
9:30 am-12:30 pm**

DRAFT Minutes

- I. **CALL TO ORDER** – President Colin Mullane
President Mullane called the regularly scheduled meeting of the Board of Directors to order at 9:37 am. A quorum was present.
- II. **INSPIRATION** – Steve Strode, NAR Director
- III. **PLEDGE OF ALLEGIANCE** – Patrick Iler, RVAR President
- IV. **REALTOR® PLEDGE** – President Colin Mullane
- V. **BILL BROWN REMARKS**
President Mullane introduced Bill Brown, First Vice-President for NAR, to provide and update on NAR.
- VI. **APPROVAL OF MINUTES** – President Colin Mullane
With no corrections needed, the minutes of the September 12, 2014 Board of Directors meeting were approved as presented.
- VII. **CONSENT AGENDA** – President Colin Mullane
President Mullane called for questions or comments regarding the Consent Agenda. The following motion was made:

MOTION: To approve the Consent Agenda as presented. **MOTION CARRIED**
- VIII. **PRESIDENT'S REPORT** – President Colin Mullane
 - A. Introduction of Guests
President Mullane introduced Parliamentarian Teresa Stone.
 - B. Comments
President Mullane recognized and congratulated 2015 DSA Recipient, Rick Harris and newest Hall of Fame Member, Alan Merhwein. He also recognized the Life Service Memberships that had been awarded since the last meeting: John Van Loo, Clinton Fordice, Carolyn Green, Jan Cullivan, and Russell Newcomer.

President Mullane presented an idea to the board that he would be organizing a Presidential Task Force to review the process up rebuilding the Issues Mobilization Fund.

- IX. FINANCIAL REVIEW COMMITTEE REPORT – Eva Sanders (Additional Booklet)**
- A. 2014 Audit
Eva reported on the audit provided in the packet. Jay Torgerson, from Bottaini, Gallucci & O’Hanlon, PC gave brief remarks on the auditors’ report.
 - B. YTD Financials
Eva reviewed the YTD Financials
- X. ELECTIONS – Eva Sanders (pp. 5-25)**
- A. Oregon Association of REALTORS® 2016 President-Elect
George Grabenhorst was elected to serve as the 2016 President-Elect
 - B. Report on Elections of District Vice-Presidents
The new DVPS were announced: Mark Meek, D1, Beth Caster, D2, Michael Aid, D5.
- XI. REGION 12/NAR REPORT – President Colin Mullane**
- XII. CHIEF EXECUTIVE OFFICER’S REPORT – Dr. John Wallace**
- A. Plaza Report-Dr. Wallace reported that the space in Suite 305 is still vacant. The “media room” in the production area on the second floor has been converted to a file storage room for the doctor’s office in Suite 220.
 - B. Core Standards-Dr. Wallace gave a brief overview of the Core Standards for the OAR associations.
 - C. Lance Clark, OREF, was recognized for receiving the CAE designation
 - D. OAR was recognized for being the 2015 REALTOR® AE Magazine Outstanding REALTOR® Association Website.
- XIII. EXECUTIVE COMMITTEE REPORT – Debra Gisriel**
- A. DSA/ROTY Timing Change
Approved the timing for the DSA Award to be given in the fall and the ROTY award to be given in the spring.

MOTION: Recommend to the Board of Directors their approval of the timing of the REALTOR® Recognition Awards is switched. **MOTION CARRIED**
 - B. Complimentary Ticket Policy
Approved for only OAR Award recipients, their immediate family, and special invited guests shall be complimentary at OAR events. All other attendees must purchase tickets.

MOTION: Recommend to the Board of Directors for only OAR Award recipients, their immediate family, and special invited guests shall be

complimentary at OAR events. All other attendees must purchase tickets. **MOTION CARRIED**

C. OAR RPAC Investor

Approved submission to the Board of Directors the recommendation that OAR invests \$10k annually to RPAC to become a platinum level contributor. The funding will be part of the annual OAR budget going forward.

MOTION: Recommended to the Board of Directors their approval for OAR to invest \$10k annually to RPAC to become a platinum level contributor. The funding will be part of the annual OAR budget going forward.
MOTION CARRIED

D. Financial Review Committee

Approved for \$480,713.81 be moved from net income/excess cash to Issues Mobilization as recommended by the 2014 budget. This will bring the Issues Mobilization balance at 12/31/14 to \$628,134.

Approved for \$117,780 be moved from net income/excess cash to Contingency Fund as proposed by the 2014 budget. This will bring the Contingency Fund balance to \$617,780 at 12/31/14.

MOTION: Recommend to the Board of Directors their approval of the transferring of funds for the Issues Mobilization Fund and the Contingency Fund.
MOTION CARRIED

XIV. **KEY COMMITTEE REPORTS** (pp. 36-41)

- A. Business Issues Committee – Adam Bogle
- B. Governmental Affairs Committee – Don Robertson
- C. Political Affairs Committee – Don Meyer
- D. Professional Development Committee – Oleta Yancey

XV. **SPECIAL COMMITTEE REPORT** (pp. 42-51)

- A. Elections Committee – Eva Sanders
- B. HOME Foundation – Cheryle Clunes
 - A fundraising raffle for lodging during Fall Convention was held during Cheryle's report. The winners were Adam Bogle & Brian Matza.
- C. My REALTOR® Party – Barbara Brown
- D. ORPAC/RPAC – George Perkins
 - A fundraising raffle for lodging during Fall Convention was held during The BoD meeting. The winner was John Baker
- E. Professional Standards – Stacy Ellingson
- F. ROTY/DSA – Joann Hansen
- G. OREF – George Grabenhorst

- XVI. Oregon REALTORS® Plaza, LLC Report** – John Wallace
A. Vacancy Report-Provided earlier in the meeting.

XVII. NEW BUSINESS

XVIII. ANNOUNCEMENTS

- A. Next Board of Directors Meeting – September 30, 2015, Sunriver, Oregon
- A breakdown of the new, revised schedule for the Fall Convention was provided.
- B. Other

- XIX.** Meeting adjourned at 12:30.

**OREGON ASSOCIATION OF REALTORS®
BOARD OF DIRECTORS REPORT**

DATE: September 30, 2015

CHAIRMAN: Colin Mullane
VICE CHAIRMAN: Debra Gisriel
STAFF LIAISON: John Wallace

COMMITTEE: Executive Committee

ACTION ITEMS:

All motions and new policy manual verbiage to be presented to the Board of Directors for final approval.

At the Executive Committee meeting on March 9, the follow motions were approved with regard to policy manual changes. All motions to be presented to the Board of Directors for final approval.

Motion Made, Seconded, and Carried: submit to the Board of Directors the recommendation that OAR invests \$10k annually to RPAC to become a platinum level contributor. The funding will be part of the annual OAR budget going forward.

At the Executive Committee meeting on June 22, the follow motions were approved with regard to policy manual changes. All motions to be presented to the Board of Directors for final approval.

Motion Made, Seconded, and Carried: Present new bylaws establishing chapters of the Oregon Association of REALTORS.

At the Executive Committee meeting on August 19th, the follow motions were approved with regard to policy manual changes.

Motion Made, Seconded and Carried: to recommend that the Board of Directors approve a \$50 dues increase. Of the \$235 annual OAR dues; 1) \$50 shall be allocated, by default, as an RPAC investment, with the option to direct that \$50 to the My REALTOR® Party Fund (Issues Mobilization) or the HOME Foundation. Dues increase shall become effective on January 1, 2016.

Motion Made, Seconded, and Carried to recommend to the Board of Directors approval of the proposed 2016 Budget

THE FOLLOWING IS REPORTED FOR YOUR INFORMATION ONLY AND DOES NOT AFFECT ASSOCIATION POLICY OR BUDGET:

At the Executive Committee meeting on April 15th, the following motion was approved:

Motion Made, Seconded, and Carried: provide Polk County Association and Salem Association of REALTORS® with \$900 from the Issue Mobilization Fund for assistance in restoring public safety in both associations' neighborhoods.

At the Executive Committee meeting on May 8th, the follow motions were approved:

Motion Made, Seconded, and Carried: provide Curry County Board of REALTORS® with \$450 from the Issue Mobilization Fund for assistance in counteracting the negative impact with potential buyers with the reduction in law enforcement.

Motion Made, Seconded, and Carried: provide Klamath County Board of REALTORS® with \$1000 from the Issue Mobilization Fund for assistance in helping to support a local levy regarding Klamath County jail operations.

Motion Made, Seconded, and Carried: provide the Oregon Association Board of REALTORS® with \$7500 from the Issue Mobilization Fund for legal assistance in helping to analyze HB 3342 (2015) and to utilize legal opinion to stop this bill for this session.

At the Executive Committee meeting on July 8th, the following motion was approved:

Motion Made, Seconded, and Carried: approve the \$20,000 initial funding request from PMAR for legal assistance with regard to SDCs imposed by the City of Portland.

AMENDMENT TO MAIN MOTION MADE, SECONDED and CARRIED to approve funding up to \$20,000 for legal fees. Total legal costs to be split equally amongst all participating coalition partners. The coalition includes Home Builders Association of Metro Portland (HBA), NAIOP, PMAR in conjunction with OAR, the Commercial Real Estate Development Association, and the Building Owners and Managers Association (BOMA).

At the Executive Committee meeting on August 19th, the following motion was approved:

Motion Made, Seconded, and Carried to recommend to the Board of Directors approval of the proposed 2016-18 Strategic Plan and 2016 Operational Plan.

With regard to Life Service Membership Applications:

Motion Made, Seconded and Carried to request further information from Vicki Freeman (EMAR) regarding her involvement at the state level.

Motion Made, Seconded and Carried to request further information from Doug Freeman (EMAR) regarding his involvement at the state level.

Motion Made, Seconded and Carried to deny life membership to Anthony Caragol (PMAR) due to his lack of involvement at the state level.



MEMORANDUM

TO: OAR EXECUTIVE COMMITTEE
FROM: JOHN WALLACE
DATE: JUNE 11, 2015
SUBJECT: OAR CHANGES NEEDED TO ALLOW LOCAL CHAPTERS

As we near the end of the first cycle for local boards/associations to comply with the new NAR Core Standards, I am finding some who are considering dissolution (first and foremost is Malheur County, but there are others considering). They want to remain Realtors and would like to be a Chapter of the Oregon Association of REALTORS® - although we have no structure for that at present.

Oregon, however, is not the only state facing this conundrum and I have contacted my peers around the country and compiled the following information on local Chapters of the state Association.

State	In Place	Structure Specified	Representation on State BoD	Can assess Chapter dues	States charges admin fee
Washington	Yes - this year		Yes	Yes	Yes
Nebraska	Yes - for some time	Yes		Yes	yes
Maine	Yes - for years	Yes	Yes	Yes	Yes
Georgia	Yes	Yes		Yes	Yes
Montana	Proposed		Yes		

NOTE: I have attached copies of the information I collected from these states for more in depth background on what these states are doing.

OAR CHAPTERS MEMO

Page 1 OF 2

June 11, 2015

To implement Chapters within OAR will require both a Bylaws and Policy change.

I think Chapters would make much more sense for our local boards/associations in Eastern Oregon than they might on the West Side of the state – given the great distances between the Eastern locals. One proviso, however, is that simply dissolving, becoming “unassigned territory,” and applying to become a chapter – should that option become available – does not guarantee the area can become a chapter. NAR policy defines the process for “Unassigned Territory” – and the process for another local board/association to acquire that territory (NAR Policy attached.) But the view of NAR has changed with the implementation of “Core Standards.” To borrow the words of 2014 NAR President Steve Brown, that should another local board petition for their territory they must prove how they can “ensure that every member is provided with the services they deserve,” – especially if they are in a different state or a 3-5 hour drive away. So I see several of the Oregon boards challenging should that happen.

I think this is needed – and will be more attractive to more local boards/associations as time goes on. As such, I’m hopeful we can have a thoughtful discussion on this topic during our June 22, 2015 Executive Committee meeting – and, hopefully, create a direction for OAR.

Washington REALTORS®

BOD adopted this bylaw (see below) earlier this year. It authorizes the establishment of chapters of the state association. This was adopted in response to several inquiries we received from local associations as to whether becoming a chapter of the state association would be an option upon dissolution.

Washington Realtors' position has always been, we don't care if no local association ever chooses to become a chapter of the state. We are simply providing the option. So far, we have not entered into any serious discussions with any locals about becoming a chapter. To date, three of our locals have dissolved, and as of this time, those geographic areas are now unassigned territories and the Realtor members therein are simply Members at Large of the state association. It is possible other locals will petition to provide services to those newly unassigned territories but to date, that hasn't happened either.

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Section 12.

Notwithstanding anything to the contrary elsewhere in the Bylaws, the following shall apply to CHAPTERS. The State Association may form a CHAPTER of the State Association consisting of members-at-large in an unassigned territory (as both terms are defined by the National Association of REALTORS®), all REALTOR® Members of which will hold membership in the Association and in the National Association of REALTORS®. Chapters shall be organized and administered as outlined in the State Association's policy manual. The State Association may assess fees, on the REALTOR® Members of a Chapter, for services provided to the Chapter as determined by the Executive Committee upon recommendation from the CEO. Fees assessed on Chapter members will not exceed the amount of the annual dues of an ASSOCIATION MEMBER. A Chapter may be dissolved upon ninety (90) days notice from either the State Association or the Chapter President. Each Chapter will automatically have one "At Large" director for a term of one (1) year. All state directors shall be named by the Chapter that the director will represent, pursuant to the local Chapter's adopted policy.

STATEMENT OF ORGANIZATION AND PROCEDURE CHAPTERS of the NEBRASKA REALTORS[®] ASSOCIATION

At the request of two or more Designated REALTOR[®] members from the same market and trade area which is outside the jurisdiction of any Member Boards, the Nebraska REALTORS[®] Association Board of Directors may form a Chapter.

The purpose of the Chapter will be to create a structure for REALTORS[®] and REALTOR[®] Affiliates to meet and promote the goals of the Nebraska REALTORS[®] Association.

Participation in the Chapter shall be voluntary at the request of the Designated REALTOR[®]. REALTOR[®] Licensees affiliated with the Designated REALTOR[®] may also join on a voluntary basis.

The Chapter shall have a Chair and Vice Chair selected by the Chapter members. The Chair and Vice Chair are responsible to coordinate meetings of the Chapter and record the minutes of those meetings.

Chapters will be expected to:

- Hold meetings of the members,
- Submit a budget in May for the following year's budget to be included in the Association's annual budgeting process,
- Promote legislative efforts on the part of the Nebraska REALTORS[®] Association and the NATIONAL ASSOCIATION OF REALTORS[®],
- Each Chapter is encouraged to be involved in their trade area and promote the value of using of a REALTOR[®] to consumers in that area.
- Each Chapter will be assigned an annual fundraising goal on behalf of the REALTORS[®] Political Action Committee and be requested to assist the Nebraska REALTORS[®] Association in meeting that goal.
- Each Chapter may submit up to 3 volunteers to serve on the Professional Standards Committee and 3 volunteers to serve on the Grievance Committee.

The Nebraska REALTORS[®] Association will provide administrative support for each Chapter to include management of the Chapter's finances, Chapter recognition on the Association's website, meeting minute archives, and other administrative requests. The Nebraska REALTORS[®] Association will charge an annual fee to cover the expenses of the Chapter's administration. The Chapter may on an annual basis assess fees to members to cover expenses related to the Chapter's activities.

The Nebraska REALTORS[®] Association shall keep an accounting of the administrative and chapter fees and such fees shall only go to the use of the Chapter and its members.

The Nebraska REALTORS[®] Association shall protect the jurisdiction of the Chapter's trade area as is outlined on the Chapter's Request for Jurisdiction and Recognition Document.

Note: Councils and Chapters mean the same thing – just a naming preference by organizations

Bylaws Language – Councils of the State Association (**Maine** bylaws language)

Section 2. **MEMBER BOARDS** - A Member Board shall be any Board within the State of Maine, all REALTOR® Members of which hold membership in this Association and in the National Association of REALTORS®.

Section 3. **BOARD MEMBERS** - A Board Member shall be any REALTOR® Member of a Member Board as herein defined.

Section 4. **MAR MEMBER COUNCILS** – A Member Council shall be any Council within the State of Maine, all REALTOR® Members of which hold membership in the Association and in the National Association of REALTORS®.

Section 5. **MAR COUNCIL MEMBERS** – A Council Member shall be any REALTOR® Member of a MAR Member Council as herein defined.

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Section 1. **BOARD OF DIRECTORS** - The Association’s Board of Directors shall consist of the following: (a) the elective officers of the Association, (b) the National Association Directors from Maine, (c) the Immediate Past President, (d) **the President of each Member Board and each Member Council** for the duration of his or her term of office, (e) the Directors-at-Large from **each of the Member Boards and Member Councils**, (f) the Directors-At-Large from the Individual Members, and (g) the Directors-At-Large from the three largest real estate firms in Maine. The President of MREIS shall serve as an ex-officio, non-voting member of the Board of Directors.

a. Directors-At-Large for **Member Boards and Member Councils** shall be elected by **and from each Member Board and Member Council on the basis of** one Director-At-Large for each eighty (80) REALTOR® Members or any fraction thereof, plus one additional Director-At-Large for each one hundred twenty-five (125) REALTOR® Members or major fraction thereof in excess of the first eighty (80) REALTOR® Members. Director-At-Large entitlements shall be calculated annually on December 15, for the new elective year commencing January 1. Directors-At-Large for Individual Members shall be elected by and from the Individual Members on the basis of one Director-At-Large for each eighty (80) REALTOR® Members or any fraction thereof, plus one additional Director-At-Large for each one hundred twenty-five (125) REALTOR® Members or major fraction thereof in excess of the first eighty (80) REALTOR® Members.

b. The election of Directors-At-Large for **Member Councils** shall be conducted after solicitation of candidates from among the Council Members and a membership vote by whatever mechanism determined by the MAR President and allowable under State Corporate Law.

Suggestions for what state associations should consider/discuss, and the type of chart to customize for discussions based on EACH unique local association and their current hours, staffing, programs, etc.

State Association Considerations:

1. Equal positions/representation on State Association Board of Directors (yes/no)
2. Ability to have Council REALTOR of the Year recognized
3. Legal Counsel and Officer participating in local membership meetings
4. Ability to participate in matching grant programs with Foundation
5. Formula for establishing Council dues – minimum amount, plus per member amount set by annual budget process (funded travel to national meetings, number membership meetings, number of charitable activities, etc.

Staffing: Important to Standardize. Director of Member Services

Recommended requirements: If managed by a state or a council of the state, they MUST permit the checking account to be the state association’s choice. Require that any minutes be submitted to staff for review and distribution – that there is too much liability if staff is not present and then minutes not handled correctly are distributed without review or liability controls. The local association should make its own insurance decisions.

Explaining options to local associations: (these would need to be CUSTOMIZED according to what is currently the status of the existing local structure and what state policies and options are. This is sample only and may not apply to what is actually provided.

	Local Board retains charter and own staff	Shared Staff/Board	Managed by State Association	Council of State Association
Hours of operation	May be part-time	May be part-time	Same as state	Same as state
Experienced staff	Maybe	Advantage	Yes	Yes
IRS filings, etc.	Yes	Yes	Yes	No
NAR Core Standards Compliance	Yes	Yes	Yes	No
Sponsor Solicitations	Yes	Yes	Not by state staff	Not by state staff
Government Affairs	Required in standards	Required in standards	Required in standards	No
REALTOR of the Year / Awards	Yes	Yes	Yes	Yes
Membership Meetings	Yes	Yes	Yes	Yes
Local Officers/Directors	Yes	Yes	Yes	Yes, but fewer needed
Flexibility	Yes	Possibly	Not after annual decisions made	Not after annual decisions made
Bank accounts	Up to Board	To discuss with provider	State choice	State choice

Georgia Association of REALTORS®

Member Council Services

GAR shall provide the following services / structure:

- Maintain Council Records (membership and reports)
- Provide a Council page on the GAR website and update monthly with Council member roster, Calendar of Events, Contacts, etc...
- Monthly Electronic Communications to Council members
- Coordinate and schedule Education events. Process payments and education credit.
- Shall create and process new member applications
- Shall keep membership records up to date and serve as the Point of Entry for the NRDS database
- Shall be responsible for all dues billing and processing
- Shall hold an annual Council meeting with GAR Staff and Leadership
- Shall prepare quarterly financial and membership reports to send to the Chair and Leadership electronically
- Council will function much like a Committee of the State Association
- Shall not provide MLS services
- Professional Staff and ongoing training

Council shall be responsible for the following:

- All events including Education events would be self supporting through registration fees or sponsorships
- The Council shall be responsible for securing the site and providing a facilitator for Education events
- All additional income from events will be sent to GAR and be designated for the Council for Audit purposes
- Shall secure sites for membership meetings, education programs and all other events scheduled by the Council
- Shall have the ability to set the Council fee in excess of the per member fee to fund additional programs, products and/or services

	Local Board retains Charter and staff	Shared Staff/Board	Council of State Association
Hours of Operation	May be part- time	May be part-time	Same as State
Local Staff	Yes	Maybe	TBD by agreement
IRS filings, etc.	Yes	Yes	No
NAR Core Standards	Yes	Yes	No
Sponsor Solicitations	Yes	Yes	Not by staff
Government Affairs	Required by Core Standards	Required by Core Standards	In participation with the State
REALTOR® of the Year Awards	Yes	Yes	Yes
Membership Meetings	Yes	Yes	Yes
State Directors	Determined by membership numbers	Determined by membership numbers	Chair to serve as a State Director

PROPOSED BYLAW CHANGES, MONTANA ASSOCIATION OF REALTORS®

ARTICLE VIII BOARD OF DIRECTORS

Section 1. The governance of MAR shall be vested in a Board of Directors, consisting of the following:

- 1) All elected and appointed officers for the Association during their term of office
- 2) The Chairs of the Association Management, Communications, Political Affairs, Professional Development and Risk Management Committees
- 3) Immediate Past President for a one-year term
- 4) The Presidents of Member Boards during their term of office
- 5) A director for each one hundred (100) Board Members or fraction thereof in each Member Board/Association, elected by their local Board/Association for a term of three (3) years
- 6) Presidents of state chapters of Societies, Institutes, and Councils
- 7) MAR National Directors
- 8) NAR Regional Vice President, if from Montana

- 9) Any MAR member serving on the NAR Board of Directors

10) One director for each Chapter of a Member Board to be represented as a voting member of the Board of Directors of the Montana Association of REALTORS®. The Chapter has the right to appoint their representative on the Board by any means that they see fit.

Section 2. One Director shall serve for a term of three (3) years whose special responsibility shall be to coordinate with and represent the interest of Members-at-Large. At the end of this Director term or upon a vacancy of this position, the current President shall fill this position.

Section 3. All Directors shall be REALTOR® members of MAR.

Section 4. The Board of Directors shall administer the finances of MAR and shall have sole authority to appropriate money. The accounts of the Association shall be audited or reviewed annually by a certified public accountant.

Section 5. The Board of Directors shall meet a minimum of three (3) times each year. The time and place of said meetings shall be approved by the Board of Directors. Regular meetings of the Board must be preceded by at least ten (10) days written notice to each director of the date, time, and place of the meeting. Notice shall be by publication, direct mail, or electronic means.

Section 6. Special meetings of the Board of Directors may be called at any time by the President or by twenty-five percent (25%) of the directors upon ten (10) days written notice. Notice shall be by written notice or electronic means.

Section 7. A quorum for any meeting of the Board of Directors shall consist of at least one-third of the actual number of directors (not counting vacant director positions), including both a majority of the officers and either the President or President-elect. If a quorum is present when a vote is taken, the affirmative vote of a majority of directors present is the act of the Board unless these Bylaws or Montana law require the vote of a greater number of directors. Proxies may not be used for purposes of voting at any meeting.

Section 8. In accordance with approved MAR policies, the Leadership Team shall retain legal counsel, accountants, and other professional advisors, and establish terms of the contracts.

Section 9. Vacancy of any director position, elected by a Member Board/Association, shall be filled by the Member Board/Association represented by said director within sixty (60) days of date of vacancy and, if the director position is not filled within sixty (60) days, MAR President may appoint a director for said vacancy from the appropriate Member Board/Association. Vacancy of any director position, held by virtue of an elected or appointed office or position in a Member Board/Association, MAR, or the NATIONAL ASSOCIATION OF REALTORS®, shall be filled by the individual succeeding to such office or position.

Section 10. Unexcused absence by a director from two (2) consecutive Board meetings shall be adequate cause for the Board of Directors to remove such director, upon majority vote of a quorum of the directors. An unexcused absence shall be defined as an absence when either an excuse is not submitted to the President in advance of such meeting or such excuse is not deemed valid by a majority of the Board attending the meeting for which the excuse applies.

ARTICLE (new article?)

CHAPTERS

Authorization: The Board of Directors of the Montana Association of REALTORS® may authorize the establishment of Chapters within geographical limits, such Chapters to continue at the pleasure of the Board of Directors. In addition, Chapters shall at all times be governed by and conduct their affairs in accordance with the Bylaws of the primary local association. The National Association of REALTORS® must first approve the merger before a Chapter may be established.

Geographic Chapters: The Board of Directors may define, redefine or divide the territorial jurisdiction of any Chapter with the assistance of the National Association of REALTORS®.

Chapter Name: The official name of a Chapter will be identified by the geographical are of the Chapter in addition to the primary association. (Example: Lewistown Chapter of the Billings Association of REALTORS®.)

Membership: An individual shall be required to be a member in good standing with the National Association of REALTORS® and the Montana Association of REALTORS® as a prerequisite for active membership in a Chapter of local association of REALTORS®.

Board of Directors Involvement: The Board of Directors of the Montana Association of REALTORS® approved a Chapter representative as a voting member of the Board of Directors of the Montana Association of REALTORS®. The Chapter has the right to appoint their representative on the Board by any means that they see fit.

NAR POLICIES

Unassigned Territory

A Member Board seeking "unassigned" territory is required to confirm with the State and/or National Association the availability of such territory. If the territory is "unassigned", the Member Board must:

- Complete the Application for Change of Jurisdiction including a written description of the new territorial jurisdiction resulting from the change in jurisdiction.
- Submit a map sufficiently detailed to clearly indicate the present territory of the association, the "unassigned" territory requested (and all associations contiguous thereto), outlining each in contrasting color.
- Provide letters to all associations that are contiguous to the requested territory, and all Designated REALTORS® (principals) with offices in the requested territory, advising of the proposed change of territorial jurisdiction. The purpose of this notice is to determine if there are objections to the application or competing claims for the territory by other associations. Associations (and Designated REALTOR® principals) shall have reasonable time to respond to the notice (not less than 45 days) and copies of all notices (and any replies) shall be submitted with the application.

Disputes Regarding Unassigned Territory: If there are objections to the application by other associations; competing claims for the territory by other associations; or if a majority of the Designated REALTORS® (principals) in the unassigned territory object to the application; all parties shall have the opportunity to appear before a Hearing Panel of the National Association's Membership Policy and Board Jurisdiction Committee to present their respective positions. The duration, nature, scope and conduct of any hearing shall be within the discretion of the Chairman. Committee staff shall advise all parties in advance of the date, time and place of the hearing and the procedures to be followed at the hearing. In no event shall the Committee be required to conduct a hearing unless it has received the complete written file at least forty-five (45) days prior to the next regularly scheduled meeting of the Committee.

Mediation is strongly encouraged as a preliminary means of resolving disputes involving unassigned territory. The National Association shall provide the parties with notice and instructions on requesting NAR sponsored mediation. If mediation is utilized, a mediator shall be selected from a pool of former or current members of the Membership Policy & Board Jurisdiction Committee identified by the Chair who have completed NAR's Mediator/Mediation Training Seminar or similar mediation training. A mutually convenient time and location shall be established for the mediation. NAR will cover the mediator's travel expenses consistent with NAR's Member Travel Policy. This does not preclude the parties from continuing efforts locally or through their state association to resolve the dispute.

In the event of a hearing by the Membership Policy and Board Jurisdiction Committee, all parties may submit a written statement and supporting documentation of up to thirty (30) pages to support their request or objection. Written statements should contain only that information relevant to the National Association's consideration of the dispute. Parties to the dispute should make every effort to avoid submitting information that is extraneous or irrelevant. Parties are strongly encouraged, but not required, to have representatives at jurisdiction hearings. Speakers shall be limited to current association members, association staff, and legal counsel. In hearings

involving objections to an application for unassigned territory, the burden of proof shall be on the applicant association to establish that the disputed area would be better served if assigned to the association. In hearings involving competing claims for unassigned territory the burden shall be on applicant associations to establish that the disputed area would be better served if assigned to the applicant association and that the applicant association is best qualified to provide those services. The following is a list of factors that may be considered by a hearing panel.

This list is not all inclusive and is intended to guide panels as to the facts, issues, questions and other considerations that may facilitate their reaching fair, equitable and reasoned decisions. These factors should be carefully considered by parties preparing written materials and oral presentations for hearing panels.

1. What is the association's "service area" (i.e., the geographical area encompassing members' offices, and the offices of other REALTOR® firms who purchase association services without holding membership locally under Board of Choice)? (An area shall not be deemed to be part of an association's service area unless applicant demonstrates that a reasonable number of member offices or other offices of REALTOR® firms who purchase association services are located in that area.)
2. To what extent does the association represent real estate interests in the unassigned area.?
3. Is the unassigned area naturally aligned with the association's common service area? Are there natural boundaries separating the association from the unassigned area (e.g., rivers, lakes, mountain range, etc.) Is the unassigned area viewed as being more closely aligned with a particular association because of boundaries such as political districts, school districts, area codes, etc. ?
4. What type of real estate comprises the unassigned area? Does this differ from the basic make up of the remaining association territory?
5. How will REALTORS® and potential members in the unassigned territory be better served? Do a majority of REALTORS® (principals) in the requested area support the application?

The hearing panel may approve the application for change of jurisdiction in whole or in part or may deny approval of the application in which case the territory will remain unassigned. The decision of the Hearing Panel will be final, except that either party may file a request for procedural review of the decision to the NAR Board of Directors based only on alleged procedural deficiencies or other irregularities the party believes constitutes a deprivation of due process. Requests for procedural review shall be considered in accordance with the procedure established by the Board of Directors.

Jurisdiction hearings are not "legal" proceedings or "trials" ;and are not subject to the customary rules applicable to judicial proceedings such as rules of evidence or cross examination of the other associations' presenters.

The Membership Policy and Board Jurisdiction Committee shall not consider a contested application for change of jurisdiction involving unassigned territory if, within a period of two (2) years prior to the date the application is received, the committee has denied an application from the same association for the same territory.

Oregon Association of REALTORS®

BYLAWS (excerpt)

ARTICLE II MEMBERSHIP

Section 1. The members of the Association shall consist of eight classes:

- a) Member Boards/Associations
- b) Association Members
- c) REALTOR® Members
- d) Institute Affiliate Members
- e) Affiliate Members
- f) Honorary Members
- g) Life Service Members/REALTOR® Emeritus Members
- h) Association Executive Members

Section 2. Member Boards/Associations shall be local Boards or Associations of REALTORS® within the State of Oregon, all the members of which hold membership in the National Association of REALTORS® through membership in such local boards or associations or the Oregon Association of REALTORS®.

...

Section 12. There shall be no discrimination against any member or applicant for membership by reason of race, creed, religion, color, sex, disability, age, national origin, political affiliation, or sexual orientation as defined in Oregon Statute.

NEW SECTION

Section 13. Notwithstanding anything to the contrary elsewhere in the Bylaws, the following shall apply to CHAPTERS. The State Association may form a CHAPTER of the State Association consisting of members-at-large in an unassigned territory (as both terms are defined by the National Association of REALTORS®), all REALTOR® Members of which will hold membership in the Association and in the National Association of REALTORS®. Chapters shall be organized and administered as outlined in the State Association’s policy manual. The State Association may assess fees, on the REALTOR® Members of a Chapter, for services provided to the Chapter. A Chapter may be dissolved upon ninety (90) days notice from either the State Association or the Chapter President. Each Chapter will automatically have one “At Large” director for a term of one (1) year. All state directors shall be named by the Chapter that the director will represent, pursuant to the local Chapter’s adopted policy.

ARTICLE V BOARD OF DIRECTORS

Section 1. The governance of the Association shall be vested in the Board of Directors and the Executive Committee as further provided in these Restated and Amended Bylaws. Each Association director, officer or staff member now or hereafter serving, who is a party or is threatened to be made a party, to any proceeding by reason of the fact that he or she is or was a director, officer or staff member of the Association, shall be indemnified by the Association to the fullest extent permitted by the Oregon Nonprofit Corporation Act (ORS 65.001, et. seq.), as that law now exists or may hereafter be amended or succeeded. The Association may purchase and maintain in effect a policy or policies of insurance covering liability of directors, officers, and staff members. Insurance may extend to the potential liability of any covered individual even though the Association has no power of indemnification, pursuant to Oregon law.

Notwithstanding the above paragraph or any other provision of these Restated and Amended Bylaws, the Association shall not be required to indemnify a director, officer or staff member for any expense, liability or loss incurred by him or her in a proceeding brought by the Association, or by its authorized agents, in which the director, officer or staff member is named as a defendant.

Section 2. The following persons shall be directors of the Association: (1) Directors at large elected or appointed by each Member Board/Association on a quota basis of one director for the first 200 Board/Association Members or fraction thereof, plus an additional director for each 200 additional Board/Association Members or major fraction thereof; (2) the President and President-elect of the Association; (3) National Association of REALTORS® Directors; (4) past presidents of the Association who hold active membership in the Association; (5) District Vice Presidents as defined in Article IV, Section 1; (6) chairmen of Key Committees; (7) members of the Finance Review Committee, ~~and~~ (8) an Affiliate Member Director as described in Section 3 of this Article V .; (9) Chapter Directors as described in Section 13 of Article II. In the event that an individual qualifies under more than one of the categories described in this Section 2 of Article V, that person shall be entitled to only one vote as a Director. The Chief Executive Officer shall advise each Member Board/Association secretary, in writing, the number of directors eligible from each Member Board/Association as determined from the membership rolls of the Association on the first day of September of that year. Terms of office for Member Board/Association Directors at large shall be determined by the Member Board/Association. Whenever a Member Board/Association fails to elect or appoint Director(s) at large, as provided herein, the Association's Elections Committee may recommend Director(s) at large to the Board of Directors for approval. Individuals recommended must come from the membership of the Member Board/Association in question.

Oregon Association of REALTORS®

POLICY MANUAL

NEW SECTION

1.24 OAR Chapters

At the request of two or more Designated REALTOR® members from the same market and trade area which is outside the jurisdiction of any Member Boards (unassigned territory), the Oregon Association of REALTORS® Board of Directors may form a Chapter.

The purpose of the Chapter will be to create a structure for REALTORS® and REALTOR® Affiliates to meet and promote the goals of the Oregon Association of REALTORS® and the National Association of REALTORS®.

Should the new Chapter be an area of a former local Member Association, any excess funds remaining following the dissolution of the Member Association, if allowed by the Member Association Bylaws and following the process prescribed in said Bylaws, may revert to the Oregon Association of REALTORS® and be held in an OAR Restricted Fund for use by the Chapter for Chapter Activities.

Participation in the Chapter shall be voluntary at the request of the Designated REALTOR®, however should a Designated REALTOR® join the Chapter, the NAR Dues formula will apply.

The Chapter shall have a Chair and Vice Chair selected by the Chapter members. The Chair and Vice Chair are responsible to coordinate meetings of the Chapter and record the minutes of those meetings.

OAR shall provide the following services / structure:

- Maintain Chapter Records (membership and reports).
- Provide a Chapter page on the OAR website and update monthly with Chapter member roster, Calendar of Events, Contacts, etc...
- Coordinate and schedule Education events. Process payments and education credit.
- Shall create and process new member applications.
- Shall keep membership records up to date and serve as the Point of Entry for the NRDS database.
- Shall be responsible for all dues billing and processing.
- Shall prepare quarterly financial and membership reports to send to the Chapter Chair and Leadership electronically.
- Chapter will function much like a Committee of the State Association.

Chapter shall be responsible for the following:

- Hold meetings of the members.
- All events including Education events would be self supporting through registration fees, sponsorships, Chapter Dues, or Chapter Reserves.

- The Chapter shall be responsible for securing the site and providing a facilitator for Education events.
- All additional income from events will be sent to OAR and be designated for the Chapter for Audit purposes.
- Shall secure sites for membership meetings, all other events scheduled by the Chapter.
- Shall have the ability to set the Chapter dues, in excess of the per member fee, to fund additional programs, products and/or services.
- Promote legislative efforts on the part of the Oregon Association of REALTORS® and the National Association of REALTORS®.
- Each Chapter is encouraged to be involved in their trade area and promote the value of using of a REALTOR® to consumers in that area.
- Each Chapter will be assigned an annual fundraising goal on behalf of the REALTORS® Political Action Committee and be requested to assist the Oregon Association of REALTORS® in meeting that goal.

MEMORANDUM

TO: OAR Board of Directors
FROM: Colin Mullane, President
Eva Sanders, Chair – Dues/RPAC Task Force
DATE: September 1, 2015
SUBJECT: DUES/RPAC TASK FORCE RECOMMENDATIONS

BACKGROUND: Through the hard work, and continued focus of several people, OAR has made great strides in creating a culture of investment in the REALTOR® Political Action Committee (RPAC). This is in keeping with a key part of our value proposition which is political and legal advocacy to help you manage change and protect your transaction, your livelihood, and your market.

However, the political landscape in the U.S. and in Oregon is rapidly changing. Spending by other groups is quickly outpacing our ability to remain relevant and competitive. Put simply, when it comes to investing in RPAC, it is absolutely necessary so we can invest in those who support policies of private property rights and a vibrant economy. As such, we believe it would be a good time to follow the lead of several other states and consider dedicating a portion of dues to RPAC rather than only continuing with our current method of fundraising through direct appeals and events.

To investigate this possibility of adopting a dues-based RPAC contribution system, a Presidential Task Force was appointed. This Task Force was led by OAR Past President and current Chair of the RPAC Major Investors Task Force, Eva Sanders. Their recommendation, as detailed below, was presented to the Executive Committee on August 19, 2015 in preparation for consideration by the Board.

CURRENT STATUS: In the 2015 RPAC year to date, we have raised just over \$250,000 from approximately 25% of the membership (about 3,400 people). Approximately 65% of current investors already invest \$50 or more in RPAC. The State of Oregon *provides for a credit against state taxes of up to \$50 per individual or \$100 per joint return for contributions to political committees.* For those currently making RPAC investments at these amounts, there is no cost to the REALTOR® as long as the contribution is claimed as a credit on their taxes.

RECOMMENDATION: Increase OAR dues \$50 (from \$185 to \$235) and earmark \$50 by default to RPAC. If passed, the increased *amount* would be mandatory but a member could redirect their \$50 to the Issues Mobilization Fund or the HOME Foundation if they chose.

RATIONALE: It is becoming more and more expensive to be effective in the political arena. As a result of several recent US Supreme Court decisions, including the famous Citizens United case as well as McCutcheon v FEC, money is increasingly important to political success at all levels – federal, state and local. Other Oregon interest groups and PACs are upping the ante by raising and spending millions of dollars on elections and issues. We have identified multiple special interest groups that have resources well in excess of our current capacity. These same special interest groups have routinely introduced ballot measures and bills at the legislature that would impact housing markets and reduce Oregon's Mortgage Interest Deduction.

A number of tax proposals that could directly and adversely affect REALTORS® and real estate are also already under discussion for the 2016 election year. We need a significantly larger, stable source of additional funding to continue protecting REALTORS'® clients and customers and the real estate industry with the election and support of REALTOR® friendly legislators.

RPAC would now start each year with nearly \$400,000 for state level candidates, based on 2016 budgeted membership levels of 14,500 full dues paying members and after the local/national split of funds raised. Add that to the \$100,000 – \$200,000 in additional funds we anticipate generating each year from major investors and other investments. This would give OAR approximately \$1 million each two year election cycle which is a sizeable amount that will help us to effectively compete with other well-funded political organizations that most often have opposing legislative views.

In addition, increasing our RPAC portfolio through a dues allocation is a matter of fairness. For too long, a minority of members (fewer than 30%) have carried the burden of building RPAC's strength, while 100% have benefitted. This initiative will ensure equitable support for advocacy across our membership.

The increase will provide \$50 per member as a default RPAC investment which, incidentally, is the amount available as an Oregon tax credit (per individual). But we anticipate approximately two percent (based on the experience of other state associations) of our membership will object to their dues dollars being used to fund political candidates, even though they have been identified as supporting REALTOR® issues either by commitment or by action. As such, the proposal will allow a redirect of the \$50 to either our Issues Mobilization Fund, which is the fund we use for issue campaigns such as Ballot Measure 79 (banning real estate transfer taxes) or our HOME Foundation, which raises money for affordable housing projects.

Finally, most local Associations will have access to more funds, sometimes substantially more, than they do currently – before any additional localized RPAC events (e.g. major investor fundraisers, golf tournaments, etc.).

The bottom line is that we have a great opportunity before us to shape the Oregon Legislature, as well as local governments, into bodies that are much more supportive of home ownership, private property rights, and the real estate industry. A dues increase and an allocation of \$50 specifically to RPAC will position OAR as one of the largest and most influential political advocacy organizations in the state and show elected and appointed officials that we put our money where our mouth is. Otherwise, real estate and property rights will continue to be targeted!

LOGISTICS: This dues increase would become effective in the 2016 dues billing cycle and will be included in the 2016 dues bills that will go out, predominantly, in the fall of 2015. For those associations that bill at mid-year, they will first include the increase with their 2017 dues bills in the summer of 2016. While they're billing for 2017 dues at that time, the \$50 RPAC bill will be attributed to 2016 totals. The dues increase will remain in effect annually thereafter pending approval of the annual budget by the Board of Directors.

The new language given to local associations to include on their dues bill regarding any redirection of funds would be as follows:

RPAC CONTRIBUTIONS: Investments in RPAC are voluntary and are used to support REALTOR®-endorsed candidates for public office & for related political purposes. RPAC investments are not deductible for Federal Income Tax purposes. You may refuse to invest in RPAC without reprisal. Until the NAR Fair Share goal is met, 70% of each investment is retained by the (State) PAC to support state & local political candidates and the balance is sent to National RPAC to support Federal candidates. NAR's portion is charged against your limits under 2 USC441. After the Fair Share goal is met, 100% of your investment is retained by the (State) PAC to support state & local political candidates. *Of your State Dues, \$50 will be deposited into the REALTORS® Political Action Committee (RPAC) as an investment on your behalf. If you do not want your \$50 to go to RPAC, you can send OAR an email to redirect@oregonrealtors.org to be given the option to redirect that \$50 to either the Issues Mobilization Fund or the HOME Foundation.*

Pending approval of this dues increase and RPAC allocation, communications materials to convey the benefits of the change will be deployed with dues bills. Those materials would mirror what the Washington Association successfully used with their similar initiative and would include a flyer highlighting the increased power of the PAC in conjunction with a new piece on the OAR value proposition and where their dues go. In the event that a member wanted to redirect their funds, there would be available a FAQs document going into greater detail about the reasons for the increase defaulting to RPAC. Talking points will be available for staff, leadership, and the BOD to field questions if/when the increase is approved.



2016 OPERATIONAL PLAN

This operational plan is a detailed action plan to accomplish the objectives of the stated OAR Program. It outlines who is responsible to carry out the tasks, time frames, and performance indicators.

PROGRAM: Legislative Advocacy					
Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Increase OAR's political profile at the state level	Promote legislative and regulatory actions that protect and support the real estate industry, pursuant to the approved legislative policies of the Oregon Association of REALTORS®.	Promotion and passage of legislative priorities, defeating opposing legislation	Ongoing	Shawn Cleave	
Increase OAR's political profile at the local level	Provide tools and guidance to Local GADs and AE's to develop an offensive and defensive plan for local regulatory actions.	Hold local GAD meeting at Fall Convention, Hold Selecting REALTOR® Champions retreat end of Q1	Fall Convention End of Q1	Shawn Cleave Evan Ridley	
Increase member engagement	Inform members of the state and national obstacles and opportunities to promote our legislative and regulatory agenda through the Quorum Call, Public Policy Articles and state and national Calls to Action.	Ongoing media creation / coordination with Director of Communications and Political Manager	Ongoing	Shawn Cleave Jennifer Hauge	
Legislative Relationship Development	Provide opportunities for coordination and interaction with legislators, REALTOR® constituents and local Government Affairs Directors.	Attend legislative events, provide campaign contributions for REALTOR® Champions. Hold Candidate Training Academy	Ongoing End of Q1	Shawn Cleave Evan Ridley	

PROGRAM: RPAC

Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Increase RPAC Contributions and Value Proposition	Development and implement a comprehensive fundraising plan	RPAC contributions and major investor participation is increased and exceeds NAR goals	Ongoing	Shawn Cleave Jenny Pakula	
Increase General Awareness & Direct Contact	Develop various media that highlights legislative successes from the 2015/16 Sessions to illustrate the RPAC value and strengthen RPAC culture at all levels of membership	Media is developed and distributed	End of Q2, 2016	Shawn Cleave Jennifer Hauge	
Contribution and Expenditure Reporting	Maintain compliance by reporting all contribution and expenditures with the Secretary of State. Limit the number of PAC violations. Provide reporting training to staff	PAC violations are less than previous years.	Ongoing	Shawn Cleave Michael Trevino	
WA/OR Government Affairs Symposium	Hold a daylong event to create a strategic plan for PAC giving, IE funds and in-kind contributions to ensure optimal success in the 2016 elections.	Meeting held in Q4, 2015	Q4, 2015	Shawn Cleave	
ORPAC Trustee meetings and interviews	Coordinate candidate interview and endorsement meetings.	Meetings are coordinated based on open seats or strategic opportunities to create a more favourable legislative environment	Q1, Q2, Q3 of 2016	Shawn Cleave Evan Ridley	

PROGRAM: Political Affairs

Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Realtor Mobilization: <ul style="list-style-type: none"> • Key Constituent • Broker Involvement Program • REALTOR Rally 	Develop and maintain targeted lists of REALTOR® Champions to strengthen advocacy at the national, state and local level	Membership list is updated regularly. New members are added and participation is increased. Call for Actions must minimally achieve the NAR national CFA response rate goal of 20%.	Ongoing	Evan Ridley	
Communications & Outreach	Educate members about the political process, including campaign management & participation, grassroots lobbying and legislative successes	OAR Key Committee engagement vacancies are minimalized, RPAC contributions are increased	Ongoing	Shawn Cleave Evan Ridley	
Core Standard Advocacy	Provide resources and assist local Boards/Associations in implementation and enhancement of local political programs and committees to fulfill their local advocacy needs including fundraising, independent expenditures, REALTOR® mobilization, and research on local policy, and to ensure they comply with NAR Core Standards on Advocacy.	All local boards are in compliance with regulatory cores standards by Q3, 2016.	End of Q3	Evan Ridley	
Political Advocacy	Recruit for and hold Candidate Training Academy in coordination with NAR and Local GADs	Academy is held with more than 10 candidates (state and local) in attendance	Q1	Shawn Cleave Evan Ridley	
REALTOR® Day at the Capitol, Even-Year	Plan and implement REALTOR® Day at the Capitol with key OAR leadership during the 2016 legislative session.	Day is held during the 2016 legislative session.	Q1	Shawn Cleave Evan Ridley	

PROGRAM: Legal Affairs

Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Ensure our members have current and relevant tools to reduce risk	<ol style="list-style-type: none"> 1. Buyer and seller advisories 2. Risk Management Tool Kit 	Increased member use	Ongoing	Jenny Pakula Michael Trevino	
Ensure members have live forums to discuss current industry issues	<ol style="list-style-type: none"> 1. Industry forums 2. Principal Broker/Broker forums 	Increased member attendance state wide	Two live forums per year	Jenny Pakula	
Ensure all members are aware of and utilize Legal Hotline services	<ol style="list-style-type: none"> 1. Increased marketing of program 2. Provide live legal hotline webinar/video 	More members join	Ongoing 1. 2x per quarter	Jennifer Hauge Jenny Pakula	

PROGRAM: Marketing & Communications					
Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Align communications tactics with new strategic objectives & value proposition	Develop & deploy a communications plan for 2016	Finished communications plan document	End of Q1	Jennifer Hauge	
Increase OAR's perceived value amongst the membership	Market the value proposition using various communications channels (print, online, video, social media, etc.)	Marketing materials (print, online, video, social media)	Year-round	Jennifer Hauge	
Increase member engagement	Realize fruits of value proposition marketing with greater member engagement and understanding of who OAR is and what we do	Member survey	End of Q3	Jennifer Hauge	
Promote OAR programs & events	Communicate news and sales messages for RPAC, public policy, HOME Foundation, education classes, Convention,	Achieving target attendance levels at events & fundraising goals for programs	Year-round	Jennifer Hauge	
Continue to promote the value of the REALTOR® brand & role of OAR as the go-to source for all things real estate in OR	Distribute regular quarterly press releases to the media including state-wide market data and public interest stories	Press releases distributed	Year-round	Jennifer Hauge	
Learn more about our members to better target messages	Explore & develop an implementation schedule for a CRM system to layer on top of our member database program.	Implemented CRM system	End of Q4	Jennifer Hauge	

PROGRAM: Education

Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Improve REALTOR® Professionalism	Offer quality education state-wide in all matters of real estate.	<ul style="list-style-type: none"> - Hold at least 36 core courses a year, 3/month, all over the state with at least 25 attendees/course. - Have a positive evaluation/survey rate. 	36 courses a year.	Jen Wallace	
	Offer the GRI designation to Oregon REALTORS®.	<ul style="list-style-type: none"> - Each core course we offer, above, is valid for GRI credit. OAR members need to have 60 hours GRI credit to graduate. 	Offer core courses, so OAR members can earn their GRI.	Jen Wallace	
	Offer other REALTOR® designations/certificates to Oregon REALTORS® state-wide.	<ul style="list-style-type: none"> - Hold at least 6 designation/certificate courses a year, all over the state with at least 50 attendees/course. - Have a positive evaluation/survey rate. 	6 designations/certificates a year.	Jen Wallace	
	Broadcast webinars to Oregon REALTORS® with quality, relevant, timely information they need for their business.	<ul style="list-style-type: none"> - Hold at least 12 webinars a year, 1/month, with at least 150 webinar locations. - Maintain high satisfaction with users. 	12 webinars a year.	Jen Wallace	
	Research and implement a Learning Management System (LMS) to host webinars and recorded live courses, so all REALTORS® have access to information that is vital for their business.	<ul style="list-style-type: none"> - We will be holding courses and designations across the state, but having an online system will allow Oregon REALTORS® to complete education when they can and if they are isolated from courses. 	Have an LMS ready to start by Q2.	Jen Wallace	

PROGRAM: Leadership Development

Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Assist local board/associations with leadership skills	Leadership Conference - Continuing education for incoming leadership for local boards/association. AE Core Standard credit hours.	# of Participants	Fall 2016	John Wallace JC Collins	
Identify and mentor the future leadership of OAR.	Oregon Leadership Academy	# of Participants Satisfaction Survey	3 three-day sessions beginning Feb 2016	John Wallace JC Collins	
Ensure Continued Strong REALTOR® Leadership	RLP Classes	Hold three RLP programs in three parts of state.	April, June, September	John Wallace JC Collins	
Ensure ongoing orientation and assistance to local board/association presidents, president-elects, and AEs to all aspects of volunteering at OAR.	Volunteer Leadership Program	# of Participants	Spring 2016	John Wallace JC Collins	

PROGRAM: My REALTOR® Party (Issues Mobilization)

Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Education & Outreach through Protect Oregon Homes	Promote and educate members and the public about REALTORS® role as the leading advocate to protect homeowners and the real estate industry and private property rights at the local, state and national level, and to engage the general public and potential coalition partners in those efforts.	Local outreach and visits by GAD and Political Affairs Manager	Ongoing	Shawn Cleave Evan Ridley DVP	
Issues Mobilization Fund Support	Administrative support for Issues Mobilization Fund activities including making funding decisions for activities to encourage member and public support of, or opposition to, issues impacting homeowners, the real estate business, and/or private property rights that emerge.	OAR develops a long term plan for issues related campaigns, utilizing the Issues Mobilization Funds at the state and local level accordingly.	Ongoing	Shawn Cleave Evan Ridley	
Local Board Issues Mobilization Account Development	Educate local leaders and Boards/Associations on the availability of national and state Issues Mobilization Funds and assist local Boards/Associations in establishing their own local funds.	Every local board has an issues mobilization account with a minimum balance of \$500		Shawn Cleave Evan Ridley	

PROGRAM: Association Governance

Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
DVP Participation	To work with the DVP to ensure they are communicating effectively with their boards/associations.	# of Town Halls Scheduled	Ongoing	John Wallace JC Collins	

PROGRAM: Administrative Services					
Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Ensure continued strong administrative support for the Association	Provide administrative support services to comply with the core purpose and values of the Association	Feedback from staff and volunteer leadership	Ongoing	Heather Martin JC Collins	

PROGRAM: Membership Records Maintenance					
Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Ensure the process and communications from membership support the activities of NAR, OAR, and Local Member Board/Associations	Provide accurate, up-to-date membership records on a monthly basis.	Successful transition to new database system (RAMCO)	Ongoing	Heather Martin Jennifer Hauge	
	Provide welcome kits and letters to new members	Feedback from AE's, Members	Ongoing	Heather Martin	

PROGRAM: HOME Foundation					
Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Ensure REALTORS® have a continued presence with affordable housing organizations	Home Foundation Board of Directors	Recruitment of new members to serve on Board of Directors	Ongoing	Jenny Pakula Leadership	
Continue HOME Foundation fundraising efforts and through local board	<ol style="list-style-type: none"> 1. Annual Golf Tournament 2. Taste of Portland 3. RVAR Food and Wine Classic 	Increased attendance and amount of funds raised at each event	Each event held 1x per year	Jenny Pakula Event Committee Michael Trevino	

PROGRAM: Board/Association Services					
Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Improve REALTOR® Professionalism	Advise and assist member boards/associations regarding professional standard policies and issues with regard to NAR Core Standards	# of compliant boards/associations	Throughout 2016	John Wallace Mary Burke	
Review and Revamp Member Communications	Provide direct communications between OAR and local boards/associations. Code of Ethics enforcement, local board trainings.	Satisfaction Survey	Throughout 2016	John Wallace Jenny Pakula Heather Martin	

PROGRAM: Commercial Division					
Strategic Intent	Objective	Performance Indicator	Timeline	Responsibility	Progress
Increase services for OAR's industrial & commercial members	Look for product and services to increase the value of the industrial & commercial member	Product of services identified Create a task for to look at wants and needs of non-residential REALTOR® members.	Ongoing End of Q1	John Wallace Jenny Pakula	

Oregon Association of REALTORS®
STRATEGIC PLAN 2016 – 2018



This document represents the result of a process through which the Oregon Association of REALTORS® identified its strategic goals for 2016-2018. It does not represent the entirety of the organization’s direction or its administrative responsibilities. **This plan does not supersede its current business direction or operating plan.** Rather, these activities will feed into the operating plan.

The goals below are the result of an intentional planning process involving the OAR strategic planning committee in July 2015, with the goal to identify the most significant issues that OAR must overcome to move towards its vision. Oregon Association of REALTORS® will accomplish that through the goals outlined below.

PROPOSED OAR MISSION: We unify and serve our members and local associations with resources and tools for their success.

PROPOSED OAR VISION: The REALTOR® is the trusted source for all things real estate.

CHALLENGES THAT FEED INTO THE 2015 PLAN

- Oregon’s Urban Growth Boundary and other zoning and personal property regulations.
- The need to tighten the requirements for practitioners in the real estate market to raise the “professionalism bar”.
- The value of the REALTOR® public perception is a growing challenge due to online competition.
- Taxes and other government regulations is a potential barrier to property ownership and to the real estate transaction.
- The diverse array of technology tools the REALTOR® is using and challenge of standing out from the volume of information facing them.
- Member access to services provided by associations outside of OAR – education, information and even NAR designations.

Oregon Association of REALTORS®
STRATEGIC PLAN 2016 – 2018



STRATEGIC GOALS

Oregon Association of REALTORS® is committed to being relevant and valuable to our membership. These goals and objectives outline how we intend to channel our resources and attention for 2016-2018. Together OAR leaders and staff will pursue the following goals:

1. OAR will work in partnership with OREA and brokers to elevate the professionalism and education of REALTORS® for the benefit of the consumer.
2. OAR will reassess and revamp its leadership, recruitment, and succession process to represent as many REALTOR® segments as possible; then OAR will employ a leadership development plan to ensure leaders clearly understand their obligations and responsibilities, and to provide them with the necessary knowledge needed to make informed decisions with all OAR leadership.
3. OAR will reassess and revamp its communications to benefit the member and local associations.

Oregon Association of REALTORS®
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STRATEGIC GOAL #1: OAR will work in partnership with OREA and brokers to elevate the professionalism and education of REALTORS® for the benefit of the consumer.

OUTCOME: OAR will impact the level of professionalism across Oregon. With higher standards in the business, the REALTOR®, broker and OAR will have the best chance to reinforce the value of the REALTOR® to the consumer.

Objective	Actions	Measurements	Who's Responsible?
1. Explore change entry level requirements to raise the requirements for licensing	A. Pre-licensing – stiffer requirements		
	B. Change in orientation		
	C. Potential increase in fees for licensing		
2. Create an OAR designation for members who want to stand out above other REALTORS®	A. Determine the criteria, content and recognition for achieving an additional level of education		
	B. Determine how to track		
3. Develop additional CE for principal brokers	A.		
4. Make recommendations for revamping LARCC	A.		

Oregon Association of REALTORS®
STRATEGIC PLAN 2016 – 2018



STRATEGIC GOAL #2: OAR will reassess and revamp its leadership, recruitment, and succession process to represent as many REALTOR® segments as possible; then OAR will employ a leadership development plan to ensure leaders clearly understand their obligations and responsibilities, and to provide them with the necessary knowledge needed to make informed decisions with all OAR leadership.

OUTCOME: A culture of openness to new emerging leaders to foster their involvement. Leaders who are prepared for organizational leadership will help ensure diversity of thought and experience among OAR’s leadership cadre.

Objective	Actions	Measurements	Who’s Responsible?
1. Place where volunteers will succeed and thrive	A. Each committee develops clear job descriptions for the volunteer position		
	B. Match skills with the position		
2. Ensure volunteers are mentored	A. Create a mentoring program for volunteers		
	B.		
3. Ensure volunteers are trained effectively	A. 3 RLP’s statewide (continue this – is it as effective as it can be? If you have this program but still have this issue – look at the program for ways to modify so it will generate the outcome you are looking for)		
	B. Leadership Academy (continue this?)		
	C. Review 2015 OAR Strategic plan - Strategies in Goal 1 under INFRASTRUCTURE for carryover that can assist in this objective; add them here as appropriate.		
4. Work with local associations around the state to identify potential OAR volunteers	A. Add parameters for the process		
5. Build a culture of inclusiveness and succession planning	A. Promote the values of transparency and inclusiveness within leadership ranks	One new name from every volunteer leader every year	
	B. Set expectation that all leaders will identify their replacement		
	C. Determine process for responding to interested members (#1 and #2 above)		

Oregon Association of REALTORS®
STRATEGIC PLAN 2016 – 2018



STRATEGIC GOAL #3: OAR will reassess and revamp its communications to benefit the member and local associations.

OUTCOME: Members will know what OAR delivers them and how it impacts their business.

Objective	Actions	Measurements	Who's Responsible?
1. Communicate value proposition	<ul style="list-style-type: none"> A. Share background information with BOD, committees, staff and locals – how the message was developed B. Explain how locals should use the value proposition 		
2. Survey communications landscape	A. Collect sample state and local communications (analyze e-news from several locals, OAR and NAR)	Complete by (date) and share audit report and recommendations with staff and volunteer leadership as appropriate.	
	B. Analyze redundancies and components that are association focused (rather than member focused)		
	C. Brainstorm ways to make change and feed into #3 below		
	D. Look outward to other states to identify successes and promising practices		
	E. Analyze database of members – who is our audience (and who to target)		
3. Investigate collaboration with local associations (working in parallel)	A.		
	B.		
4. Develop communications plan	<ul style="list-style-type: none"> A. Use output from the #1, #2 and #3 above for purposeful consideration of all components such as: <ul style="list-style-type: none"> 1. ID key audiences 2. Key messages 3. Frequencies 4. Content 5. Vehicle 6. Incorporate VP 	Track open rates and most popular topics/webpages via a quarterly dashboard	

Oregon Association of REALTORS®
STRATEGIC PLAN 2016 – 2018



DEFINITIONS:

Goals, objectives, and actions are tools for accomplishing your strategic plan. Usually the plan outlined above is the first year's description for activities that will advance each goal. Some activities will take longer than one year.

- **Goals** are long term.
 - They are hard to quantify or put in a timeline, and are nebulous so you can't definitively say you have accomplished one.
 - Goal has the word "go" in it. Your goals should go forward in a specific direction; however, goals are more about the destination, rather than specific steps to get you there.
- **Objectives** are the short or medium term goal that will help move you towards accomplishing the strategic goal.
 - They can be measured **and** should be given a timeline, activities and measurements to be most effective.
 - Objective has the word "object" in it. Objects are concrete. Because of this, your objectives can be clearly outlined with timelines, budgets, and personnel needs. Every area of each objective should be specific.
- **Actions** are the key steps that will help accomplish the objective.

This plan was developed by Oregon Association of REALTORS® and nSight Marketing in July 2015 and respectfully submitted by Melynn Sight on July 16, 2015.

Thank you for the opportunity to guide you through this process.

A handwritten signature in black ink, appearing to read "Melynn Sight".

Melynn Sight, President
nSight Marketing, Inc.
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OREGON
ASSOCIATION
OF REALTORS®

2016
PROGRAM BUDGET

Approved by the 2016 Executive Committee
8/13/15

Approved by the 2015 Executive Committee
8/19/15

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Oregon Association of REALTORS[®]
2016 Budget Proposed for the following Revenue/Distribution

14,500 Members @ \$235	\$	3,407,500
RPAC Funds @ \$50	\$	(725,000)
Issues Mobilization @ \$30	\$	(435,000)
Operating Budget Proposed	\$	(2,213,349.82)
Excess Revenue over Expenses	\$	34,150

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B = Basic		OREGON ASSOCIATION OF REALTORS®					
M = Maintenance		2016 PROGRAM BUDGET SUMMARY					
S = Supplemental							
RANK	TYPE	PROGRAM PACKAGE	% of BUDGET	PACKAGE COST/NET	ACCUM PACKAGE COST	COST/MEMBER	ACCUM COST/MEMBER*
1	B	Legislative Advocacy	9.4%	\$ 208,083	\$ 208,083	\$ 14.35	\$ 14.35
2	B	REALTORS® Political Action (RPAC)	7.0%	\$ 153,904	\$ 361,988	\$ 10.61	\$ 24.96
3	B	Political Affairs	5.8%	\$ 128,127	\$ 490,115	\$ 8.84	\$ 33.80
4	B	Legal Affairs	7.3%	\$ 162,232	\$ 652,347	\$ 11.19	\$ 44.99
5	B	Marketing & Communications	9.2%	\$ 203,148	\$ 855,495	\$ 14.01	\$ 59.00
6	M	Education	0.7%	\$ 15,858	\$ 871,353	\$ 1.09	\$ 60.09
7	M	Leadership Development	4.8%	\$ 106,140	\$ 977,493	\$ 7.32	\$ 67.41
8	B	Association Governance	10.9%	\$ 240,613	\$ 1,218,106	\$ 16.59	\$ 84.01
9	B	Administrative Services	14.1%	\$ 311,364	\$ 1,529,470	\$ 21.47	\$ 105.48
10	B	Membership Records Maintenance	3.8%	\$ 84,392	\$ 1,613,862	\$ 5.82	\$ 111.30
11	M	My REALTOR® Party	2.1%	\$ 47,012	\$ 1,660,874	\$ 3.24	\$ 114.54
12	M	HOME Foundation	4.1%	\$ 90,462	\$ 1,751,336	\$ 6.24	\$ 120.78
13	M	Board/Association Services	8.7%	\$ 192,178	\$ 1,943,514	\$ 13.25	\$ 134.04
14	M	NAR Political Support	0.7%	\$ 15,570	\$ 1,959,084	\$ 1.07	\$ 135.11
15	M	NAR Director Support	2.4%	\$ 53,970	\$ 2,013,054	\$ 3.72	\$ 138.83
16	M	NAR Liaison	4.1%	\$ 89,718	\$ 2,102,772	\$ 6.19	\$ 145.02
17	M	Convention	3.5%	\$ 78,525	\$ 2,181,297	\$ 5.42	\$ 150.43
18	M	Commercial Division	0.4%	\$ 9,542	\$ 2,190,839	\$ 0.66	\$ 151.09
19	M	Replacement Fund	0.7%	\$ 15,511	\$ 2,206,350	\$ 1.07	\$ 152.16
20	M	Research & Service Center	0.3%	\$ 7,000	\$ 2,197,839	\$ 0.48	\$ 151.58
			100.0%	\$ 2,213,350		\$ 152.64	

* Program costs based on projected membership of 14,500 REALTORS® and Affiliates at \$235 per member for a total of \$3,407,500 funds available.

Dues	\$235	Per Member
REV	\$ 3,407,500	14,500 Members
RPAC	\$ 725,000	
Issues Mobilization:	\$ 435,000	
EXP	\$ 2,213,350	
	\$ 34,150	
Excess Revenue:	\$ 34,150	

**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 265,362

Program Package:
LEGISLATIVE ADVOCACY

Program Package Type:
X basic
maintenance
supplemental

Related Committee(s): Government Affairs Key Committee

Program Package Objective(s):

- Promote legislation and regulatory actions that protect and support the real estate industry and private property rights, pursuant to the approved Legislative Policies of the Oregon Association of REALTORS®.

Package Description:

- Legislative/Regulatory Advocacy: Working with contract lobbyist, take appropriate advocacy action (i.e., initiate, support or oppose) on legislation and regulatory proposals introduced at the state level which impact the real estate industry and private property rights; participate in state agency and legislative committee meetings as appropriate. Develop and fund strategic alliances with organizations to assist the Oregon Association of REALTORS® in meeting strategic and legislative goals on REALTOR® issues.
- Legislative/Regulatory Communications: Inform members through the Quorum Call, state and national calls to action, mailings or direct contact of any pending or approved legislative or regulatory action that would impact the real estate industry and coordinate member participation in legislative or regulatory advocacy. Publish end-of-session electronic report to each member outlining legislative accomplishments on behalf of the Association.
- Government Affairs Director Conference: Plan and conduct a conference for local and shared Government Affairs Directors to educate and share information, issues and ideas confronting local Boards/Associations, the Oregon Association of REALTORS®, and the National Association of REALTORS®.
- Professional Conferences & Training: Funding for designated staff to attend the Government Affairs Director (GAD) Institute, NAR Business Meetings, RPAC Fundraising Conference, and NAR Federal Policy Conference as well as national and/or local industry related programs. In addition, funding for staff to attend local and/or state meetings and visit local boards/associations to share legislative updates. Attendance and sponsorship for elected leadership conferences.
- Land Use and Water Policy Advocacy: Working with contract lobbyist, take appropriate advocacy action (i.e., initiate, support or oppose) on legislation and regulatory proposals introduced at the state level which impact land use and/or water policy; participate in or monitor state agency committee and interim legislative committee meetings as appropriate; participate in REALTOR® mobilization efforts; develop strategic alliances with organizations to assist Oregon Association of REALTORS® in meeting strategic and legislative goals.
- Legislative Relationships Development: Provide opportunities for coordination and interaction with legislators, REALTOR® constituents and local Government Affairs Directors. Work with contract lobbyist to enhance on-going interaction with legislative and regulatory members to build REALTOR® presence.
- Legislative Tracking System: Funding of tracking system to monitor legislative proposals.

Total Projected Income:	\$0
Total Projected Expense:	\$208,083
(Staff Allocation included in expense: \$95,733)	
Net Projected Expense:	\$208,083
Allocated % of budget	

OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
LEGISLATIVE ADVOCACY (Basic)

<u>Program Packages:</u>	Legislative Advocacy	GAD Conference	Land Use/ Water	Legislative Report	Conferences Training	Tracking System
Expenses:						
Awards ² - 5030	1,000					
Catering - 5050		750			5,000	
Communications - 5070	1,000					
Design/Development - 5110				2,000		
Dues & Commitments -5130	2,500		1,000			
Postage - 5320						
Printing - 5330				1,000		
Prof/Contract Services ¹ - 5360	77,000					600
Staff Expenses ² - 5460	4,000					
Travel Expenses-Staff ² - 5510	8,000		2,500			
Subscriptions - 5460	1,500					
Office Supplies - 5310	500	100	100			
Meeting Materials - 5250	500	150	150		500	
Credit Card Fees - 5100						
Equipment Rental - 5150						
Instructor/Speaker - 5200		500				
Meeting Room Rental - 5259		500			1,500	
	\$96,000	\$2,000	\$3,750	\$3,000	\$7,000	\$600
Total Expenses:	\$112,350					
Staff Allocation:	\$95,733					
	Grand Total Expenses:		\$208,083			
	Total Income:		\$0			
	Net Expense:		\$208,083			

Notes:

(1) Chief lobbyist professional service

(2) 2016 Session GAKC Meetings; Travel to local boards/associations; NAR GAD Institute, NAR business meetings, RPAC, and RPIC training.

**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 163,949

Program Package:
REALTOR® POLITICAL ACTION
COMMITTEE (RPAC)

Program Package Type:
X basic
maintenance
supplemental

Related Committee(s): ORPAC Trustees

Program Package Objective(s):

- Promote a culture of advocacy by strengthening participation in RPAC to maintain a strong and appropriately funded political action committee that supports our Association’s legislative priorities.

Package Description:

- Fundraising Partnership Program: Develop and implement a comprehensive fundraising plan (including state and local events) in coordination with leadership and local associations to maximize political resources and to create a culture of investment that enhances existing major donor programs and participation in RPAC.
- General Awareness: Develop brochures, contribution cards/envelopes, member emails and videos that highlight legislative successes from the 2015 Legislative Session and the value of RPAC to strengthen the RPAC culture throughout all levels of membership.
- Contribution and Expenditure Reporting: Maintain compliance by reporting all contributions and expenditures with the Oregon Secretary of State. Provide resources to assist local Boards/Associations with fundraising solicitation and reporting legal requirements at the local, state and national level.
- Recognition Program: Plan and sponsor a statewide events for major donors and implement a program to strengthen recognition of all donors of \$100 or greater.
- Direct Contact Plan: Develop and implement a coordinated fundraising plan that includes direct mail, phone calls, and emails to reach every member directly, explaining the value of their investment in RPAC.
- ORPAC Trustee Travel: Travel expenses for ORPAC Trustee member attendance at meetings; ORPAC Chair attendance Region 12 RPAC conference.

Total Projected Income:	\$0
Total Projected Expense:	\$153,904
(Staff Allocation included in expense: \$95,054)	
Net Projected Expense:	\$153,904
Allocated % of budget	

**OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
REALTORS® PAC (Basic)**

<u>Program Packages:</u>	<u>General RPAC</u>	<u>Recognition Program</u>	<u>Trustee Travel</u>	<u>Coordinated Campaign</u>
Expenses:				
Awards ¹ - 5030		500		
Catering ² - 5050	500	1,500		2,000
Communications - 5070	1,000			
Design/Development ³ - 5110	2,000			2,500
Meeting Room Rental - 5260		500		1,000
Printing / Postage ³ - 5325	7,000	350		6,500
Video Production ⁴ - 5540	5,000			
Prof/Contract Services ⁵ - 5360	2,000			
Instructor/Speaker ⁶ - 5200		500		500
Supplies & Materials - 5310	500			
Travel ⁷ - 5470	1,500		3,500	
Major Investor Platinum ⁸ -5271	10,000			
Major Investor Events ⁹ -5272	10,000			
	\$39,500	\$3,350	\$3,500	\$12,500

Total Expenses: \$58,850

Staff Allocation: \$95,054

Grand Total Expenses:	\$153,904
Total Income:	\$0
Net Expense:	\$153,904

Notes:

- (1) RPAC Recognition Awards
- (2) American Dream/RPAC Recognition Event; Five Regional Fundraising Events
- (3) RPAC Direct Mail (2015 Legislative Successes; Contribution Cards; Dues Billing Inserts; Regional Event Fundraising Invites)
- (4) Professional RPAC Video Production
- (5) RPAC Phone Campaign
- (6) Speakers for Regional Fundraisers
- (7) Travel to Candidate Interviews; Regional Fundraising Travel; Staff and Trustee Travel
- (8) OAR Annual RPAC Investment
- (9) Major Investor Recognition Programming

**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 138,408

Program Package:
POLITICAL AFFAIRS

Program Package Type:
X basic
maintenance
supplemental

Related Committee(s): Political Affairs Key Committee

Program Package Objective(s):

- Educate REALTORS® and involve them in the political process at the local, state, and federal level of government; Mobilize members to advocate in support of legislative goals and priorities at all levels of government.

Package Description:

- REALTOR® Mobilization & Key Constituent Program: Develop and maintain targeted lists of REALTOR® volunteers within local associations to strengthen advocacy at the state and local level, communicate the effect of pending legislation or regulations on the real estate industry, and to facilitate participation in calls to action through the Broker Involvement Program; assist members in identifying their legislative districts and educate them regarding how to contact and effectively communicate with their elected officials;.
- Communications & Education: Educate members about the political process, including campaign participation, grassroots lobbying and legislative successes at all levels of government to illustrate the significance of RPAC investments and enhance participation in the political process.
- Local Government Affairs Outreach: Develop and implement an outreach and educational program for local Government Affairs Directors and REALTORS® leading advocacy efforts for the purpose of identifying and managing local public policy issues (in coordination with OAR and NAR) that impact the real estate industry and REALTOR® members in a manner that improves the short and long-term potential for legislative success. Funding for designated staff to attend the Government Affairs Directors (GAD) Institute, industry related programs and conferences, and local Board/Associations visits.
- Shared Government Affairs Director Program/Core Standards Advocacy: Provide resources and assist local Boards/Associations in implementation and enhancement of local political programs and committees to fulfill their local advocacy needs including fundraising, independent expenditures, REALTOR® mobilization, and research on local policy, and to ensure they comply with NAR Core Standards on Advocacy.
- Federal Political Coordinators and Oregon Legislative Key Constituents: Maintain a list of key contacts for each member of Oregon’s Congressional Delegation and Oregon Legislature to be used to educate elected officials of the effect of pending federal legislation and regulation on the real estate industry. Assist REALTORS® in identifying their Congressional and Legislative districts and educate them regarding how to contact and effectively lobby their elected officials on federal and state legislative priorities.
- REALTOR® Day at the Capitol, Even-Year: Plan and implement REALTOR® Day at the Capitol during the 2016 Legislative Session. Focusing on meetings between OAR leadership and key legislators rather than the large rally style event that is held during the odd-years session.

Total Projected Income:	\$5,000
Total Projected Expense:	\$133,127
(Staff Allocation included in expense: \$86,877)	
Net Projected Expense:	\$128,127
Allocated % of budget	

**OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
POLITICAL AFFAIRS (Basic)**

<u>Program Packages:</u>	<u>Grass Roots</u>	<u>Shared GAD/ Core Standards Advocacy</u>	<u>REALTOR® Day</u>
Income:			
Shared GAD ¹		5,000	
Total Income:		\$5,000	
Expenses:			
Catering - 5050			1,000
Communications ² - 5070	1,250		
Design/Development ³ - 5110	2,000		
Networking - 5295		1,000	
Office Supplies - 5310	1,000		
Postage/Delivery - 5320	1,500		
Travel Expenses/Key Committee - 5500	2,000		
Professional Consulting ⁴ - 5350		20,000	
Printing - 5330	2,000		500
Travel Expenses- Shared GAD - 5486		5,000	
Travel Expenses-Local GAD ⁵ - 5487		2,500	
Travel Expenses-Staff - 5510	5,000		
Travel Expenses-Exec Committee - 5490			1,500
	\$14,750	\$28,500	\$3,000
Total Expenses:			
	\$46,250		
Staff Allocation:			
	\$86,877		
	Grand Total		
	Expenses:	\$133,127	
	Total Income:	\$5,000	
	Net Expense:	\$128,127	

Notes:

- (1) Shared GAD (Eugene, Florence, Springfield)
- (2) Political Affairs Key Committee & Key Constituent Quarterly Calls/Updates
- (3) Electronic Graphics & Tools for Local Associations/Brokerages
- (4) Local Policy Issues
- (5) Supplemental Travel to NAR GAD Institute

**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 163,916

Program Package:

Program Package Type:

Related Committee(s): Business Issues; Legal Action; Professional Standards; others as needed

Program Package Objective(s):

- To provide members with information and other resources that will allow them to conduct their business in accordance with the law, enhance their knowledge and competence to better serve their clients and customers. To provide competent corporate counsel to support the Association, its Business Issues Committee, Legal Action Committee, Professional Standards Committee and other committees as needed. To provide competent counsel to enhance all legal advocacy programs by bringing suit and/or filing supportive briefs in legal cases impacting the real estate industry and/or private property rights and thereby enhancing the Association’s standing in the legal and legislative communities.

Package Description:

- Legal Hotline: An information service that allows members to have direct access (via telephone and e-mail) to a qualified attorney for information on real estate law and related matters **on a fee basis**. Articles and summaries of the most complex and/or most-often-posed questions in the e-news publication to inform and update members on legal issues affecting real estate.
- Legal Support Services: Provide legal support services for the Business Issues, Government Affairs, Legal Action, Professional Standards, HOME Foundation and other committees as needed. Provide counsel to the Association. Provide counsel to member Boards/Associations **on a fee basis**, either as an individual board service or through a board management agreement.
- Legal Advocacy Program: To review and analyze legislation and pending potential legal action for the purpose of protecting or advancing the real estate industry, private property rights and/or land use/water policy issues impacting the real estate industry or private property rights, by contracting when necessary with outside counsel for discovery and trial phases of selected strategic lawsuits and participating in others' suits as *amicus curiae*.
- Professional Standards: Provide a Professional Standards Academy as training for Member Boards/Associations Grievance and Professional Standards Committees. Provide administrative services for Member Board/Association Professional Standards administration **on a fee basis**, either as an individual board service or through a board management agreement.
- Fair Housing and Equal Opportunity: Provide information and resource materials to Member Boards/Associations; support fair housing programs and/or conferences in Oregon.
- Staff Travel: Expenses for designated legal staff to attend each of the two NAR meetings including NAR’s legal seminar and Professional Standards training; legal staff to attend national continuing legal education seminars as needed, ASAE Association legal seminar or ASAE annual conference, annual CMLS conference and ARELLO meetings.
- Standardized Forms: Participation in Oregon Real Estate Forms, LLC.
- Practice Tools: Develop market and distribute practical aids to assist the members in conducting their business in accordance with the law and good policy standards. Includes legal, administrative and technical support for the Risk Management Toolkit and other developed business tools created as a member benefit.
- Pacific Legal Foundation: Re-establish yearly funding to the Pacific Legal Foundation (PLF). PLF is a public interest legal organization that fights for limited government, property rights, individual rights and a balanced approach to environmental regulations in courts nationwide.
- Dues Allocation: The Association shall fund a dedicated Legal Action Fund. The Legal Action Fund money shall be placed in a separate account with all interest accruing to the Legal Action Fund. If the Legal Action Fund is depleted to \$200,000 or less, two dollars of the annual dues from each Board/Association Member, REALTOR® Member and Affiliate Member shall be allocated within the next budget year to be placed in the Legal Action Fund and said dues allocation shall remain in effect until the Legal Action Fund reaches \$300,000.

Total Projected Income:	\$47,700
Total Projected Expense:	\$209,932
(Staff Allocation included in expense: \$105,482)	
Net Projected Expense:	\$162,232
Allocated % of budget	

Program Packages:	Legal Hotline	Legal Support Services	Professional Standards	Dues Allocation
Income:				
Registration Fee ¹ - 4453			3,000	
Subscription Fees ² - 4600	37,500			
Contract Services ³ - 4000		7,200		
Total Income:	\$37,500	\$7,200	\$3,000	\$0
Expenses:				
Legal Action Fund ⁴ - 5230				43,500
Catering - 5050			2,000	
Communications ⁵ - 5070	3,000			
Dues & Commitments ⁶ - 5130		2,000		
Meeting Room Rental - 5260			500	
Miscellaneous Expense - 5280		1,000		
Equipment Rental - 5150			250	
Postage - 5320		50		
Instructor/Speaker - 5200			1,750	
Printing ⁷ - 5330			500	
Registrations ⁸ - 5400		2,000		
Subscriptions & References ⁹ - 5460		1,500	2,000	
Supplies & Materials - 5310	100	300		
Travel Expenses ¹⁰ - 5510		6,000		
Prof/Contract Services ¹¹ - 5360	38,000			
	\$41,100	\$12,850	\$7,000	\$43,500
Total Expenses:		\$104,450		
Staff Allocation:		\$105,482		
	Grand Total			
	Expenses:	\$209,932		
	Total Income:	\$47,700		
	Net Expense:	\$162,232		

Notes:

- (1) 100 x \$30 for P.S. Academy Registration.
- (2) 300 Brokers at \$125/year
- (3) Retainer Fee (2 Boards x \$150/month); professional standards and other contract services
- (4) To replenish the Legal Action Fund, as required by the Bylaws. (\$3.00 x 14,500)
- (5) Phone line charges and attorney call backs (toll free number).
- (6) Dues for professional organizations
- (7) Cost to produce Professional Standards Academy flyers & registration forms.
- (8) Registration fees for annual CLE requirements and professional development
- (9) Legal subscriptions and reference materials,
- (10) Cost to attend one national CLE and ASAE meetings.
- (11) Cost of outside services to assist with legal services

**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 151,489

Program Package:
MARKETING &
COMMUNICATIONS

Program Package Type:
X basic
maintenance
supplemental

Related Committee(s): All

Program Package Objective(s):

- **Communicate and market the OAR value proposition** in order to strengthen member relations by raising awareness and informing of Association programs and services which provide information relevant to Oregon’s real estate business, particularly advocacy, risk management, and business tools.
- **Survey communications landscape** to determine what tactics to use to whom to get the word out.
- **Investigate collaboration** with local associations to work in parallel instead of duplicating efforts.
- **Develop communications plan** using output from previous through objectives.

Package Description:

- Value Proposition: Communicate and market the OAR value proposition by utilizing research on the current communications landscape (both internal and external view) and member database analytics via the best combination of targeted communication vehicles. Coordinate with local associations/boards, Principal Brokers and Multiple Listing Services to provide them with information they can use and disseminate to the members/brokers through their own channels and thereby strengthen the three-way agreement.
- General Communications: Develop a communications plan that supports the data research, landscape survey and value proposition marketing efforts in order to increase member awareness and engagement across all media platforms (web, email, social media, video, print, etc.) with a balance of “sharing” and “selling” messages to target audiences
- Media: Continue to build a comprehensive media program to provide positive local and statewide press coverage which positions the Oregon Association of REALTORS® as the voice for real estate in the state and promotes the value and enhances the image of REALTORS® in their communities utilizing new statewide market data and other trends information.
- Data Collection:
 - Explore and develop an implementation schedule for a CRM system to layer on top of our member database program in order to better utilize the data collected for more targeted ongoing marketing of our value proposition.

Total Projected Income:	\$0
Total Projected Expense:	\$203,148
(Staff Allocation included in expense: \$140,398)	
Net Projected Expense:	\$203,148
Allocated % of budget	

**OREGON ASSOCIATION OF REALTORS®
 2016 PROJECTED PROGRAM BUDGET
 MARKETING & COMMUNICATIONS (Basic)**

Program Packages:

Expenses:

Web Maintenance ¹ - 5550	18,000
Software Services ² - 5130	14,000
Pro/Contract Srvs ³ - 5270	10,000
Travel Expenses - OAR Staff ⁴ - 5510	8,000
Printing ⁵ - 5330	5,000
Design / Development ⁶ - 5110	5,000
Membership Survey ⁷ - 5270	1,500
Staff Professional Development ⁸ - 5440	400
Advertising Expenses ⁹ - 5025	500
Supplies & Materials - 5310	250
Subscription & References ¹⁰ - 5460	100

\$62,750

Total Expenses: \$62,750

Staff Allocation: \$140,398

Grand Total Expenses:	\$203,148
Total Income:	\$0
Net Expense:	\$203,148

Notes:

- (1) Web hosting, monthly web support, domain services, web upgrades, RAMCO web maintenance
- (2) CRM system implementation (\$5K set-up + monthly fee)
- (3) Video production
- (4) AE Institute, Mid-Year Meetings, Annual NAR Convention for 1 staff
- (5) Value proposition marketing materials (e.g. - member benefits brochure, dues inserts)
- (6) Graphic design, stock imagery to support value proposition marketing & general communications plan
- (7) Member market research (focus groups, electronic survey)
- (8) PRSA meetings & annual conference for 2 staff
- (9) Facebook ads to promote important messages throughout the year
- (10) Media list subscription update

**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 53,848

Program Package:
EDUCATION

Program Package Type:
basic
X maintenance
supplemental

Related Committee(s): Professional Development

Program Package Objective(s):

- To develop, market, offer, and evaluate the meaningful, relevant continuing education and professional development opportunities for all segments of the membership in the current market climate to increase the knowledge base and professionalism of members while giving opportunities to work towards biennial license renewal requirements.

Package Description:

- Core Courses: OAR has developed a set list of core courses that will be taught exclusively by the OAR Certified Instructor Pool. In addition to the core courses being valid for CE credit in OR, WA and ID – all core courses will also be valid for GRI credit. OAR’s main Education Program will rest on GRI content and become a driving force for REALTOR® Professionalism in Oregon and the resurgence of the GRI designation. The Education Program will partner with local associations to bring live core courses (and by default the GRI program) to all areas in Oregon.
- Designation / Certificates: Offer certificate and designation courses (not including GRI) through NAR’s societies, institutes and affiliates and OAR’s Certified Instructors.
- Webinars: Offer at least a monthly webinar on timely topics that are responsive to member needs. Archived recordings are available for later viewing in two ways – on our website, free with no CE credit as a member benefit and on our new LMS for a discounted fee and comparable CE credit
- LMS: Research and purchase a Learning Management System in order to better capitalize on existing course content (webinars and core courses) and offer more online education to individuals who take it on their own schedule without outside proctoring.
- The CE Shop: Partner with the CE Shop to offer a suite of online courses for continuing education credit which complement other format offerings, especially for outlying areas.
- Travel & Training: Travel and training for department and OAR Certified Instructors; including, but not limited to: RAPDD, State Education Directors Retreat, NAR Mid-Year Meetings and NAR Fall Conference. Travel reimbursements for the Professional Development Key Committee.

Total Projected Income:	\$134,000
Total Projected Expense:	\$149,858
(Staff Allocation included in expense: \$41,544)	
Net Projected Expense:	\$15,858
Allocated % of budget	

OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
EDUCATION (Maintenance)

Program Packages:	Core Courses	Designation/ Certificates	Webinars	LMS	The CE Shop	Travel & Training
Income:						
Registrations ¹⁻⁴ - 4454, 4455, 4456, 4700	45,000	37,500	35,000	15,000		
Royalties/Revenue ⁵ - 4400					1,500	
Total Income:	\$45,000	\$37,500	\$35,000	\$15,000	\$1,500	\$0
Expenses:						
Instructor Fees ⁶⁻⁷ - 5200	12,000	9,000	1,000	3,000		
Instructor Travel ⁶ - 5201	9,000	3,000				
Core Courses ⁸ - 5246	10,764					
Designations/Certificates ⁹ - 5247		7,650				
Communications ¹⁰ - 5070	200	200	200	200		
Design/Development ¹¹ - 5110	1,000	1,000	300	300		
Equipment Rental ¹² - 5150	300	300				
Software Services ¹³ - 5420			1,200	10,000		
Agency CE Fees - OR, WA, ID ¹⁴ - 5027	3,500					
REBAC License Fee ¹⁵ - 5370		1,500				
REBAC Student Royalty ¹⁶ - 5380		4,000				
NAR Designation Fee ¹⁷ - 5260	2,000					
Misc. Expenses - 5280	500	500				
Postage ¹⁸ - 5320	200					
Catering ¹⁹ - 5050		1,500				
Printing ¹⁹ - 5330		1,000				
Venue ¹⁹ - 5530		3,000				
OAR Staff Travel ²⁰ - 5510	1,000	1,000				6,000
Instructor Training ²¹ - 5203						12,000
	\$40,464	\$33,650	\$2,700	\$13,500	\$0	\$18,000
Total Expenses:	\$108,314					
Staff Allocation:	\$41,544					
	Grand Total					
	Expenses:		\$149,858			
	Total Income:		\$134,000			
	Net Expenses:		\$15,858			

Notes:

- (1) 36 courses a year, 3 per month. All core courses count for GRI credit. (25 attendees/3-hr course * \$49/registration fee * 36 courses/year)
- (2) 6 designation courses a year. (50 attendees/designation course * \$125/registration fee * 6 courses/year)
- (3) 12 webinars a year, 1 per month. (150 locations * \$19/registration fee * 12 courses/year)
- (4) Implement a Learning Management System (LMS) for online courses (i.e. webinars and recorded core courses).
- (5) Our partnership with The CE Shop brings us around \$125/month, around \$1,500/year.
- (6) Instructors are paid a base fee, 20% of student registrations, and a travel budget. Fees/travel change depending on scenario.
- (7) Instructors (except Webinars) receive 20% of student registrations for their recorded core courses used on LMS.
- (8) Local Partners are paid a host bonus and 20% of student registrations (over 15 students). Final totals change depending on scenario.
- (9) Local Partners and OAR split all revenue for Designation/Certificates. Final totals change depending on scenario.
- (10) Communication materials (i.e. website) for courses.
- (11) Marketing materials (i.e. flyers) for courses.

- (12) A/V rentals for live courses.
- (13) LMS software (average \$10,000/year) and webinar software (GoToWebinar - \$99/month)
- (14) Agency CE Fees - OR (\$0), WA (apx. total \$2,500 - \$250 to become a school, \$75/instructor, \$25/course taught), ID (apx. total \$1,000)
- (15) Annual REBAC license renewal.
- (16) REBAC student royalty for NAR designation courses - average of \$15/student/1-day course.
- (17) GRI student royalty to NAR.
- (18) Postage is for sending out GRI certificates to graduates.
- (19) Per signed partnership agreement between OAR & the local partner, they are to cover catering, printing, and a venue for all core courses.
- (20) NAR Mid-Year, NAR Conference, Education Director's Retreat, RAPPIC, REBAC Camp, etc.
- (21) Course Development Workshop, Train the Trainer, REBAC certification expense, etc.

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**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 84,677

Program Package:
LEADERSHIP DEVELOPMENT

Program Package Type:
 basic
 X maintenance
 supplemental

Related Committee(s): All

Program Package Objective(s):

- Identify, develop, orient, train and mentor leaders at all levels of the Association; provide support information and resources to assist Member Boards/Associations. Increase diversity in participation and leadership by identifying, recruiting and mentoring young and culturally diverse members.

Package Description:

- Leadership Conference: For AE's and Incoming Presidents to learn Leadership Skills and to effectively develop skills to thrive within the Association.
- Oregon Leadership Academy: The Oregon Leadership Academy – with the following goals:
 - Identify emerging REALTOR® leaders and potential Association leadership;
 - Empower those individuals to maximize their leadership potential;
 - Encourage those individuals to participate in Association leadership roles;
 - Involve graduates in the Association's Key and Standing Committee leadership structure.
- Volunteer Leadership Training: Schedule a Leadership Conference to update, orient and assist 2017 Member Board/Association Presidents, Presidents-elect and Association Executives and give them needed resource information and materials.
- Young Professionals Network (YPN): Facilitate prospective membership in the Young Professionals Network, identify and mentor young leaders through networking and educational opportunities for members under 40.
- REALTOR® Leadership Program: Partner with local associations/boards to offer NAR's REALTOR® Leadership Program.

Total Projected Income:	\$12,775
Total Projected Expense:	\$118,915
(Staff Allocation included in expense: \$56,365)	
Net Projected Expense:	\$106,140
Allocated % of budget	

OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
LEADERSHIP DEVELOPMENT (Maintenance)

<u>Program Packages:</u>	Leadership Conference	Oregon Leadership Academy	Volunteer Leadership Training	Young Professionals Network	REALTOR® Leadership Program
Income:					
Registrations ¹ - 4458-4461		10,425		350	2,000
Total Income:	0	10,425	0	350	2,000
Expenses:					
Awards/Gifts - 5030	300	1,300			
Catering ² - 5050	4,000	19,500	1,000	200	1,200
Equipment Rental - 5150	100	900			300
Instructor/Speaker - 5200	5,000	9,000		150	
Speaker Travel-5201	1,500	5,000			
License Fees ³ - 5240					2,400
Meeting Room Rental - 5260	200	900			1,000
Postage - 5320					
Printing - 5330	100	300	100		200
Supplies & Materials - 5310	100	100	100		200
Travel Exec. Comm. ⁴ - 5490	500	1,000	300		
Travel - OAR Staff - 5510	1,100	4,000			500
	\$12,900	\$42,000	\$1,500	\$350	\$5,800

Total Expenses: **\$62,550**
Staff Allocation: **\$56,365**

Grand Total
Expenses: **\$118,915**
Total Income: **\$12,775**
Net Expense: **\$106,140**

Notes:

- (1) Three RLP classes - 80 participants @ \$25, Three OLA Sessions- 15 participants @ \$695
- (2) Leadership Conference- Reception/Dinner & Lunch, OLA: Breakfast, Lunches, Reception, Snacks
- (3) NAR fee for RLP classes
- (4) Travel for incoming President to travel to Leadership Conference. Travel expenses for Past Presidents to attend OLA

**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 238,146

Program Package:
ASSOCIATION GOVERNANCE

Program Package Type:
X basic
maintenance
supplemental

Related Committee(s): Executive Committee, Board of Directors, Key Committees, Strategic Planning Committee

Program Package Objective(s):

- To provide resources and support for the effective governance of the Association.

Package Description:

- Board of Directors Meetings: Two Board of Directors meetings held in the Spring and Fall.
- Executive Committee: Meetings of the Executive Committee and related expenses (on-site meetings and calls/webinars).
- DVP Participation: District V.P. travel expenses for leaders to meet with the leadership and members of Local Boards/Associations and to attend Local Board/Association functions.
- Discretionary Funds: Funds available for use at the discretion of the President to accommodate new programs, additional meetings and other activities and expenses not provided for in the budget.
- Officer Travel: Travel expenses for the President and President-elect to attend various events; including receptions, awards luncheons; and installation activities.
- Committee Participation: Travel expenses for Key Committee members to attend meetings, unless the member will be compensated by their Board/Association. Includes costs for meetings held by conference call or video conferencing.
- Staff Travel: Travel expenses for staff to meet with leaders and members of Local Board/Association functions.
- Strat/Operational Planning: Facilitators, research and meeting expenses incurred for OAR to create strategic and/or operational plans for 2017.

Total Projected Income:	\$0
Total Projected Expense:	\$240,613
(Staff Allocation included in expense: \$125,513)	
Net Projected Expense:	\$240,613
Allocated % of budget	

OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
ASSOCIATION GOVERNANCE (Basic)

Program Packages:	BOD Meetings	Exec Com.	DVP	Disc. Funds	Officer Travel	Committee Participation	Staff Travel	Reg 12 Support	Strat / Operational Planning
Expenses:									
Awards & Gifts - 5030	2,000	1,000							
Catering ¹ - 5050	18,000	6,000							
Communications ² - 5070	200	300							
Discretionary Fund ³ - 5120				10,000					
Equipment Rental - 5150	4,900								
Instructor/Speaker - 5200									4,000
Instructor/Speaker Travel - 5201									2,000
Key Committee Travel - 5500						8,000			
Meeting Room Rental ⁴ - 5260	3,000	1,000							
Postage/Delivery - 5320		100							
Printing - 5330		100							
Entertainment ⁵ - 5140	1,500								
Prof/Contract Services ⁶ - 5360	1,500								
Region 12 Support ⁷ - 5390								14,500	
Meeting Materials - 5250		500							
Travel Expenses - Staff ⁸ - 5510		8,000					3,500		
DVP Travel Expenses ⁹ - 5480			6,000						
Exec Committee Travel ¹⁰ - 5490		14,000			5,000				
	\$31,100	\$31,000	\$6,000	\$10,000	\$5,000	\$8,000	\$3,500	\$14,500	\$6,000
Total Expenses:	\$115,100								
Staff Allocation:	\$125,513								
	Grand Total Expenses:			\$240,613					
	Total Income:			\$0					
	Net Expense:			\$240,613					

- Notes:
- (1) Includes breaks , network receptions and lunches for Board of Directors meetings and Executive Committee breaks, lunches, dinner and various catering for Spring/Fall Governance.
 - (2) Informational teleconference prior to each Board of Directors meeting as well as conference calls for Executive Committee.
 - (3) To be used at the discretion of the President to fund programs, activities, task force meetings or other related work groups and other expenses not covered elsewhere in the budget.
 - (4) Meeting room rental for committee meetings and Board of Directors meetings at Spring and Fall Governance meetings.
 - (5) Entertainment @ networking reception for Spring Governance.
 - (6) Parliamentarian
 - (7) Region 12 fee - \$1 per member
 - (8) Travel Expenses for staff related to Spring/Fall Governance meetings and attendance at meetings of member Boards/Associations.
 - (9) Travel expenses for DVP's to travel to their districts as needed
 - (10) Expenses for President, President-elect and one guest to attend OAR events and Spring/Fall Governance meetings.

Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET

2015 Budget \$ 292,791

Program Package:
ADMINISTRATIVE SERVICES

Program Package Type:
 basic
 maintenance
 supplemental

Related Committee(s): None

Program Package Objective(s):

- Provide administrative and support services necessary to comply with the Association's Core Purpose and Core Values, to accomplish its Strategic Goals, and to support its Objectives. Provide an all-inclusive lease with Oregon REALTORS® Plaza, LLC.

Package Description:

- Includes all activities pertaining to: computer services; financial management; personnel management and relations; general administrative support, including communications; office management and reception.

Administrative Services represent those expenses necessary to operate the Association that cannot be directly charged, in whole or in part, to specific programs.

Total Projected Income:	\$49,500
Total Projected Expense:	\$360,864
(Staff Allocation included in expense: \$103,903)	
Net Projected Expense:	\$311,364
Allocated % of budget	

**OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
ADMINISTRATIVE SERVICES (Basic)**

Program Packages:		Administrative Services
Income:		20,000
Interest ¹ - 4150		1,500
Program Royalties - 4400		22,000
Miscellaneous ² - 4475 / 4250		4,000
Sponsorships (unrestricted) - 4501		2,000
	Total Income:	\$49,500
Expenses:		
Advertising Expenses - 5025		0
Awards/Gifts - 5030		1,200
Insurance - 5210		4,500
Communications ³ - 5070		15,000
Computer Services - 5080		0
Software Services ⁴ - 5420		1,500
Office Rent - 5300		93,661
Credit Card Expenses - 5100		5,000
Dues & Commitments -5130		1,400
Equipment Rental - 5150		2,500
Equipment Repair - 5160		0
Lease ⁵ - 5520		25,000
Postage - 5320		2,500
Printing ⁶ - 5330		4,000
Prof/Contract Services ⁷ - 5360		73,000
Registration Fees - 5400		1,500
Travel Expense - OAR Staff - 5510		4,000
Staff Professional Development - 5440		5,000
Staff/Member Relations - 5450		4,000
Subscriptions & References - 5460		6,000
Office Supplies ⁸ - 5310		5,000
Filing Fees ⁹ - 5180		200
Miscellaneous ¹⁰ - 5180		2,000
		\$256,961
Total Expenses:	\$256,961	
Staff Allocation:	\$103,903	
	Grand Total	
	Expenses:	\$360,864
	Total Income:	\$49,500
	Net Expense:	\$311,364

Notes:

- (1) Interest/Dividend and Royalty Income
- (2) Reinstatement fees, endorsement fees, etc.
- (3) Telephone system, conference calls, and cell phones
- (4) Carbonite Backup, Adobe, GoDaddy, and Consulting Fees
- (5) Lease on two copiers
- (6) Outsourced and in-house printing costs
- (7) IT, HR, and Accounting Consult Fees
- (8) Paper and office supplies
- (9) State required filing fees
- (10) Unanticipated, misc. expenses

Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET

2015 Budget \$ 132,559

Program Package:
MEMBERSHIP RECORDS
MAINTENANCE

Program Package Type:
 basic
 maintenance
 supplemental

Related Committee(s): None

Program Package Objective(s):

- Provide accurate, up-to-date membership records to support the activities of NAR, OAR and Local Member Boards/Associations.

Package Description:

- Staff resources, computer services and supplies to maintain and update membership records for Member Boards/Associations on a monthly basis and transmission of data to NAR. Includes monthly printouts to Boards/Associations, new member welcome letters and kits, certificates, and printing/mailing of annual dues billing statements, as well as funding for State Association message in the NAR new-member kits. Also includes maintenance and training regarding the National REALTORS® Database System.
 - Includes travel expenses for membership staff to attend user group or other related training.
-

Total Projected Income:	\$0
Total Projected Expense:	\$84,392
(Staff Allocation included in expense: \$36,192)	
Net Projected Expense:	\$84,392
Allocated % of budget	

OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
MEMBERSHIP RECORDS MAINTENANCE (Basic)

Program Packages:	Membership Records & Maintenance	Travel Expenses
Expenses:		
Computer Services ¹ - 5080	15,000	
Credit Card Expenses - 5100	30,000	
Postage ² - 5320	200	
Travel ³ - 5470		3,000
	\$45,200	\$3,000

Total Expenses: \$48,200
Staff Allocation: \$36,192

**Grand Total
Expenses: \$84,392**
Total Income: \$0
Net Expense: \$84,392

Notes:

- (1) User fees, support ticket fees and any other fees initiated by RAMCO
- (2) Mail annual dues billing statements, new member kits and membership certificates
- (3) Travel expenses for Membership staff to attend annual RAMCON User Conference in Atlanta April 2016. (airfare, hotel, meals)

**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 63,590

Program Package:
MY REALTOR® PARTY

Program Package Type:
basic
X maintenance
supplemental

Related Committee(s): My REALTOR® Party Committee

Program Package Objective(s):

- To make REALTORS® the leading advocate to protect homeowners and the real estate industry and/or private property rights at the local, state and national level, and to engage the general public and potential coalition partners in those efforts.

Package Description:

- My REALTOR® Party: Coordination of efforts with NAR and local Boards/Associations to ensure efforts at the state and local level are successful and take advantage of all available REALTOR® Party resources. Coordinate with NAR and local Boards/Associations and coalition partners to implement successful independent expenditure programs for REALTOR® Party candidates at the local and state level. Create a candidate training program that educates and guides potential REALTOR® Party candidates through the campaign process.
- Protect Oregon Homes: Dedicate necessary resources to inform and educate REALTORS® and homeowners about the critical legislative issues that the Oregon Association of REALTORS® is advocating on behalf of the general public to strengthen and protect Oregon's housing market.
- Issues Mobilization Fund Support: Administrative support for Issues Mobilization Fund activities including making funding decisions for activities to encourage member and public support of, or opposition to, issues impacting homeowners, the real estate business, and/or private property rights that emerge; educate local leaders and Boards/Associations on the availability of national and state Issues Mobilization Funds and assist local Boards/Associations in establishing their own local funds.

Total Projected Income:	\$0
Total Projected Expense:	\$47,012
(Staff Allocation included in expense: \$31,912)	
Net Projected Expense:	\$47,012
Allocated % of budget	

**OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
My REALTOR® Party (Maintenance)**

Program Packages:	Protect Oregon Homes	REALTOR® Party
Expenses:		
Catering ¹ - 5050		800
Communications - 5070		500
Meeting Room Rental - 5260		500
Production/Consumer Outreach ² - 5340	12,000	
Instructor/Speaker - 5200		500
Supplies - 5310		800
	\$12,000	\$3,100
Total Expenses:	\$15,100	
Staff Allocation:	\$31,912	
	Grand Total Expenses:	\$47,012
	Total Income:	\$0
	Net Expense:	\$47,012

Notes:

- (1) REALTOR® Party Campaign Training
- (2) Website/Social Media Tools for Legislative Education

Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET

2015 Budget \$ 51,323

Program Package:
HOME FOUNDATION

Program Package Type:
basic
 maintenance
supplemental

Related Committee(s): HOME Foundation Board of Directors

Program Package Objective(s):

- To provide financial resources to 501(c)(3) organizations in Oregon that directly or indirectly create, expand, or encourage home ownership opportunities for Oregonians at or below local median income.

Package Description:

- Dues Allocation: Allocate \$2.00 per member from 2015 Association dues to the HOME Foundation for distribution to grant applicants and/or supplement the HOME Sweet HOME program. Allocation of funds to be determined yearly by the HOME Foundation Board of Directors.
 - Fundraising: Basic administrative support for Taste of Portland, Rogue Valley Food & Wine Classic, Driving it HOME Golf Tournament and any other fundraising event held to support the HOME Foundation both at the state and local level.
 - HOME Sweet Home Program: Continue partnership with Oregon Bankers Association to sustain down-payment assistance grant program for first time homebuyers. The continuation of this program is dependent of the availability and receipt of grant funds, independent of the dues allocation.
-

Total Projected Income:	\$0
Total Projected Expense:	\$90,462
(Staff Allocation included in expense: \$61,462)	
Net Projected Expense:	\$90,462
Allocated % of budget	

**OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
HOME FOUNDATION (Maintenance)**

Program Packages:

Dues Allocation

Expenses:

Charitable Contribution¹ - 5060

29,000

\$29,000

Total Expenses: \$29,000

Staff Allocation: \$61,462

Grand Total	
Expenses:	\$90,462
Total Income:	\$0
Net Expense:	\$90,462

Notes:

In 2014, the Home Foundation was able provide over \$125,000 in grants to 501)c (3) organizations throughout the state, and should be able to surpass that amount when awards are given in December. The 2015 Driving It HOME Golf Tournament raised an estimated \$60,000. The 2016 tourney is scheduled for the 3rd week of July. The 2016 Taste of Portland is scheduled for September.

(1) Dues allocation based on 14,500 members @ \$2.00

**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 44,964

Program Package:
BOARD/ASSOCIATION
SERVICES

Program Package Type:
basic
 maintenance
supplemental

Related Committee(s): Professional Development, Business Issues, Governmental Affairs

Program Package Objective(s):

- To advise and assist Member Boards/Associations regarding professional standards policies and issues; to assist with their governing documents, general administration, leadership development, professional development, membership recruitment and retention; to provide direct communications between the Oregon REALTORS® and its Member Boards/Associations; to conduct ongoing compliance review of all Member Boards/Associations; and to implement and nurture an RPAC investment culture; to provide Board Management Administration services as a fee for service to be negotiated directly with the local board requesting the service.

Package Description:

- Staff Consultation: Staff assistance, liaison and communication to Member Boards/Associations in general areas of Board/Association governance and administration and Oregon and/NAR programs, policies and procedures; includes ongoing compliance review of all Member Boards/Associations. Assist local boards with compliance requirements as mandated by NAR Organizational Standards.
- Board Management Services: Contractual agreement with local boards to provide board management services to assist with all administrative functions required by NAR mandates as well as general board maintenance. Services include but are not limited to dues collection, member communications, maintenance of governing documents, Code of Ethics enforcement and new member orientation
- Local Board Training: Sponsorship of a 1½ day training and development program for all Member Board Association AEs. Topics may include NAR updates and requirements, working with governing boards, technology, human resources and leadership training. Will provide support information and resources to AEs regarding available Oregon Association services. Provides funding for designated OAR staff to attend local board trainings, membership meetings, and special events.
- Board/Association Seminars: Provides subsidy for Local Board/Association education provided for Association staff or designee.

Total Projected Income:	\$11,000
Total Projected Expense:	\$203,178
(Staff Allocation included in expense: \$154,653)	
Net Projected Expense:	\$192,178
Allocated % of budget	

**OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
BOARD/ASSOCIATION SERVICES (Maintenance)**

Program Packages:	Tech Helpline	Board Management Services	Local Board Training	Board / Association Seminars
Income:				
Income ⁴ - 4200, 4300, 4550		11,000		
Total Income:	\$0	\$11,000	\$0	\$0
Expenses:				
Catering - 5050			800	500
Instructor/Speaker - 5200				
Travel ¹ - 5201			800	800
Meeting Room Rental - 5260				
Equipment Rental - 5150				
Entertainment ² - 5140			1,500	
Travel - OAR Staff ³ - 5510		2,800		
Professional Contract ⁵	41,325			
	\$41,325	\$2,800	\$3,100	\$1,300
Total Expenses:		\$48,525		
Staff Allocation:		\$154,653		
		Grand Total Expenses:		
		\$203,178		
		Total Income:		
		\$11,000		
		Net Expense:		
		\$192,178		

Notes:

(1) Hotel & transportation for speakers.

(2) Dinner @ AE Institute for all local AEs attending; meals with local AE's and staff

(3) In State travel expenses for local Board/Association presentations; travel expenses for designated OAR staff members to conduct local board/association training; staff liaison program, fulfillment of multi-board management agreements and core standards implementation

(4) 10 presentations @ \$150; fees for Board Management Services (Klamath, Malheur, and Springfield); 100 registrants x \$20 for training/ presentations; 10 strategic planning facilitations @ \$2,500 per local board; \$5 per member core standard implementation fee (\$5 x 14,000)

(5) Tech Helpline for Members

Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET

2015 Budget \$ 19,025

Program Package:
NAR POLITICAL SUPPORT

Program Package Type:
basic
 maintenance
supplemental

Related Committee(s): Government Affairs Key Committee, Political Affairs Key Committee

Program Package Objective(s):

- To ensure that Federal Political Coordinators (FPCs) are informed about and involved in the political process at all levels of government. FPCs will share information obtained through such involvement with Oregon's Congressional Delegation and represent the Oregon Association of REALTORS® at the Mid-Year Meeting/Legislative Conference and Congressional Hill Visits in Washington D.C.

Package Description:

- NAR Mid-Year Meeting: Travel expenses for the FPCs (7) to attend the Mid-Year Meeting/Legislative Conference in Washington D.C.
-

Total Projected Income:	\$7,000
Total Projected Expense:	\$22,570
(Staff Allocation included in expense: \$1,570)	
Net Projected Expense:	\$15,570
Allocated % of budget	

OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
NAR POLITICAL (Maintenance)

Program Packages:	NAR Mid-Year Meeting
Income:	
NAR Stipend ¹ - 4350	7,000
Total Income:	\$7,000
Expenses:	
Travel Expenses ² - 5475	21,000
	\$21,000
Total Expenses:	\$21,000
Staff Allocation:	\$1,570
	Grand Total
	Expenses: \$22,570
	Total Income: \$7,000
	Net Expense: \$15,570

Notes:

- (1) NAR stipend of \$1000 reimbursed to OAR per FPC for attendance at Mid-Year meetings.
- (2) 7 Congressional and Senate FPCs paid up to \$3000 expense reimbursement, including airfare to Washington DC.

Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET

2015 Budget \$ 49,425

Program Package:
NAR DIRECTOR SUPPORT

Program Package Type:
basic
 maintenance
supplemental

Related Committee(s): All

Program Package Objective(s):

- To remain current on issues and policies of NAR; to provide input to and distribute information from other segments of the REALTOR® Organization; to develop leadership and to maintain a good working relationship with NAR and other states within our Region.

Package Description:

- Travel expenses for OAR National Directors (4), Large Board National Directors (3) and Past NAR Treasurer (1) to attend two NAR meetings and the Region 12 annual meeting.
-

Total Projected Income:	\$0
Total Projected Expense:	\$53,970
(Staff Allocation included in expense: \$4,170)	
Net Projected Expense:	\$53,970
Allocated % of budget	

OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
NAR DIRECTOR SUPPORT (Maintenance)

Program Packages:	Mid-Year Meeting	NAR Convention	Region 12
Expenses:			
Travel Expenses ¹ - 5505	22,500	22,500	4,800
	\$22,500	\$22,500	\$4,800
Total Expenses:			
Staff Allocation:			
	Grand Total Expenses:	\$53,970	
	Total Income:	\$0	
	Net Expense:	\$53,970	

Notes:

(1) 4 OAR Directors, 3 Large Firm Directors and 1 Past NAR Treasurer travel @ \$3000 (inclusive of airfare) each per NAR Board meeting (Washington DC and Orlando). Region 12 Conference - Director Expenses to Spokane for 8 Directors @ \$600

**Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET**

2015 Budget \$ 92,721

Program Package:
NAR LIAISON

Program Package Type:
basic
X maintenance
supplemental

Related Committee(s): All

Program Package Objective(s):

- To keep updated and informed regarding current issues and policies of and affecting NAR; to provide input to and distribute information from other segments of the REALTOR® organization; to develop leadership and maintain a good working relationship with NAR and the other states within Region 12.

Package Description:

- Officer Travel: Expenses for the President and President-elect to attend each of the two NAR meetings including attendance at the NAR Installation Banquet; Region 12 meetings and expenses for the President-elect to attend the NAR Leadership Summit.
- Staff Travel: Expenses for the Chief Executive Officer and assigned staff to attend each of the two NAR meetings, including the NAR Installation Banquet; expenses for the Chief Executive Officer and assigned staff to attend the Region 12 meetings, and the NAR Association Executives Institute; expenses for the Chief Executive Officer to attend the State Association Executives meeting and the NAR Leadership Summit.
- REALTOR® of the Year: Travel expenses for the 2016 ROTY to attend the 2016 NAR Convention.
- Oregon Night Out: Hold an Oregon Night Out for social and networking opportunities during NAR's Mid-Year Meetings and Annual Convention.

Total Projected Income:	\$6,000
Total Projected Expense:	\$95,718
(Staff Allocation included in expense: \$44,418)	
Net Projected Expense:	\$89,718
Allocated % of budget	

OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
NAR LIAISON (Maintenance)

Program Packages:	Officer Travel	Staff Travel	ROTY	Oregon Night Out
Income:				
Sponsorships - 4502				6,000
Total Income:	\$0	\$0	\$0	\$6,000
Expenses:				
Travel - Officers ¹ - 5520	12,000			
Travel - ROTY ¹ - 5485			3,000	
Travel Expenses - Staff ² - 5510		16,000		
Registration & Fees - 5400	2,000	1,800		
Entertainment ³ - 5140	2,500			14,000
	\$16,500	\$17,800	\$3,000	\$14,000
Total Expenses:	\$51,300			
Staff Allocation:	\$44,418			
	Grand Total			
	Expenses: \$95,718			
	Total Income: \$6,000			
	Net Expense: \$89,718			

Notes:

(1) Travel expenses to NAR Mid-Year and annual Convention in Orlando for President includes airfare, meals, and suite at headquarters hotel. Travel expenses for President-elect are covered up to \$3000, inclusive of airfare. Airfare for spouses of President and President-elect are covered up to actual cost of mid-range airfare ticket. Travel expenses for President and President-elect to attend Region 12 Conference in Spokane are covered at actual cost. Travel expenses for President-elect to attend NAR Leadership Summit (including one dinner for all Oregon attendees) are covered at actual cost. Expenses for the 2016 ROTY to attend the NAR Convention in Orlando are covered up to \$3,000, inclusive of airfare

(2) Staff Travel includes Chief Executive Officer and VP Business Development attendance at the 2 NAR business meetings and the Association Executives Institute; State EO attendance at 2016 NAR Leadership Summit in Chicago, Region 12 meeting and State EO meeting.

(3) Includes Oregon Night Out (NAR Mid-Year); purchase tickets for miscellaneous events (Inaugural Banquet, etc.)

Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET

2015 Budget \$ 15,870

Program Package:
CONVENTION

Program Package Type:
basic
 maintenance
supplemental

Related Committee(s): All

Program Package Objective(s):

- Provide multi-track education offerings including Oregon-specific programs
- Provide sufficient space for a Trade Show/Exhibit Hall
- Continue to attract new participants to a unique convention-oriented venue
- Provide a concentrated format for education and networking programs

Package Description:

- An annual Fall Convention addressing current topics and issues important to the real estate industry. The Convention will offer two days of education programming, networking opportunities and a Trade Show and will involve national and regional speakers and entertainment.
-

Total Projected Income:	\$90,950
Total Projected Expense:	\$169,475
(Staff Allocation included in expense: \$61,025)	
Net Projected Expense:	\$78,525
Allocated % of budget	

**OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
CONVENTION (Maintenance)**

Program Packages:

Convention

Income:

Sponsorships - 4504	35,000
Registrations ¹ - 4452	44,700
Trade Show Registrations ² - 4462	11,250
Total Income:	\$90,950

Expenses:

Venue ³ - 5530	65,000
Speaker Fees ⁴ - 5200-5201	20,000
Staff Travel ⁵ - 5510	10,000
Entertainment - 5140	2,000
Printing/Production - 5330	2,500
Equipment Rental - 5150	7,000
Exhibitor Booth Set Up - 5170	1,950
	\$108,450

Total Expenses:	\$108,450
Staff Allocation:	\$61,025

Grand Total	
Expenses:	\$169,475
Total Income:	\$90,950
Net Expense:	\$78,525

Notes:

- (1) 300 x \$149 for Convention Registration
- (2) 25 Exhibitors x \$450
- (3) Includes meeting room rental, anticipated room nights, food and beverage
- (4) Includes instructor fees, lodging, and transportation for speakers
- (5) Lodging, transportation and meals for designated OAR staff

Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET

2015 Budget \$ 11,721

Program Package:
COMMERCIAL DIVISION

Program Package Type:
basic
X maintenance
supplemental

Related Committee(s): Professional Development, Business Issues, Governmental Affairs

Program Package Objective(s):

- Ensure all OAR members receive relevant member services and benefits.

Package Description:

- Work to secure grants so that OAR can provide at least one meeting per year for commercial and industrial REALTORS®, including C/I specific education.
-

Total Projected Income:	\$0
Total Projected Expense:	\$ 9,542
(Staff Allocation included in expense: \$9,542	
Net Projected Expense:	\$9,542
Allocated % of budget	

OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
COMMERCIAL DIVISION (Maintenance)

Program Packages:

Total Expenses:

Staff Allocation: \$9,542

Grand Total Expenses: \$9,542

Total Income: \$0

Net Expense: \$9,542

Notes:

(1) There are no hard costs associated with the Commercial Division program at this time as we continue to create value for our Commercial practitioner REALTOR® members. We have worked in concert with NAR to provide programming through grants from NAR

Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET

2015 Budget \$ 17,604

Program Package:
REPLACEMENT FUND

Program Package Type:
basic
maintenance
X supplemental

Related Committee(s): None

Program Package Objective(s):

- To provide sufficient funds to purchase and replace office furniture, computers, information systems and other equipment as needed.
-

Total Projected Income:	\$0
Total Projected Expense:	\$15,511
(Staff Allocation included in expense: \$511)	
Net Projected Expense:	\$15,511
Allocated % of budget	

**OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
REPLACEMENT FUND (Supplemental)**

Program Packages:

Replacement Fund

Expenses:

Replacement - 5410

15,000

\$15,000

Total Expenses: \$15,000

Staff Allocation: \$511

**Grand Total Expenses: \$15,511
Total Income: \$0
Net Expense: \$15,511**

Oregon Association of REALTORS®
2016 PROGRAM/BUDGET WORKSHEET

2015 Budget \$ 25,470

Program Package:
RESEARCH &
REAL ESTATE CENTER

Program Package Type:
basic
 maintenance
supplemental

Related Committee(s): Business Issues, Governmental Affairs

Program Package Objective(s):

- To continue a mutually beneficial partnership with the Center for Real Estate at Portland State University. The program provides partial funding of a faculty position in the name of the Oregon Association of REALTORS®. The program is currently maintained by PSU in exchange for conducting research, data compilation and consultation on real estate market issues in Oregon and its communities and to provide such information to REALTOR® members through quarterly reports. Also begins a partnership with 10K Research to provide specific market area reports for local associations/boards.

Package Description:

- Faculty Stipend: Ensure the timely and accurate reporting of critical information on housing, including economic and real estate market trends and forecasts throughout Oregon.
-

Total Projected Income:	\$0
Total Projected Expense:	\$7,000
(Staff Allocation included in expense: \$0)	
Net Projected Expense:	\$7,000
Allocated % of budget	

OREGON ASSOCIATION OF REALTORS®
2016 PROJECTED PROGRAM BUDGET
RESEARCH AND REAL ESTATE CENTER (Maintenance)

Program Packages:	Research & Real Estate Center
Expenses:	
Member Survey/Research - 5270	2,000
Prof/Contract Services ¹ - 5360	5,000
	\$7,000
Total Expenses:	\$7,000
Staff Allocation:	\$0
	Grand Total Expenses: \$7,000
	Total Income: \$0
	Net Expense: \$7,000

Notes:

(1) Continue support of Real Estate Chair at the PSU School of Real Estate

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Oregon REALTORS® Plaza LLC

Program Package:

REALTOR Plaza, LLC

	Budget 2015	Budget 2016
Income:		
Office Rent ¹	\$335,943.36	\$327,258.00
Training Room		\$500.00
	\$335,943.36	\$327,758.00
Expenses:		
Bank Service Charge	144	150
Filing Fees	200	200
Insurance	3,700	5,500
Mortgage Interest	155,000	125,000
Licensing and Permits	100	200
Building Maintenance ²	18,325	15,000
Building Repairs	6,000	7,000
Security Services	360	400
Supplies	1,500	3,000
Property Taxes	55,000	60,000
Personal Property Taxes	3,000	3,500
Utilities	29,492.38	32,000
Miscellaneous		1,000
Total Expenses:	\$ 272,821.38	\$252,950.00
Staff Allocation:	\$ -	\$ -
Grand Total Expenses:		\$252,950
Total Income:		\$327,758
Net Income:		\$74,808
	Depreciation Expense:	\$140,000
	Net (after Depreciation)	\$(65,192)

Notes:

(1) Rental Income is based on OAR (\$93,661) Pacific Obstetrics (\$30,798) SSA (\$88,800) Training Room (\$500) RE/MAX (\$114,000)

(2) Building Maintenance includes: Parking lot sweeping, Salem Fire monitoring, Janitorial and Landscaping.



Tech Helpline will be there for your members when they:

- ...are about to print a purchase agreement and the printer stops while their client stands by*
- ...just bought that cool smart phone and have no idea how to sync it up with Outlook*
- ...need honest, objective and professional advice on which new product to buy*
- ...have a PC that crashes thanks to the latest virus*
- ...want to create a PowerPoint Presentation and need a helping hand*

Tech Helpline is Your Personal IT Department

- ✓ **Technology Problems Resolved**
Hardware & Software/Digital Devices/Internet Issues/And More
- ✓ **Application Instruction/Personal Training**
Assistance for new applications/Set-ups
- ✓ **PC Tune-Ups/Optimizations**
Keep Computers Running at Peak Performance
- ✓ **Bilingual Analysts**
A team of professionals who clearly communicate solutions

Tech Helpline – Who We Are

- Premier technical support provider to more than 368,000 REALTORS® throughout U.S. and Canada
- A service owned by Florida Realtors®, located in Orlando, Florida
- Sister service to Form Simplicity, a transaction management solution developed for REALTORS® by REALTORS®
- Staffed by friendly, professional analysts with more than 250 years of combined IT experience as:
 - System Administrators
 - Database Administrators
 - Programmers
 - System Analysts
 - Field Engineers
 - Computer Instructors
 - Quality Assurance Analysts
- Many analysts have A+, NET+ and/or MCP Certifications

Tech Helpline Support Includes:

Tech Helpline analysts answer technical questions, diagnose problems, provide training, and make recommendations on:

- ✓ **Internet Browsers**
- ✓ **Hardware and Software**
- ✓ **Major software applications**
- ✓ **Operating Systems**
- ✓ **Digital Devices**

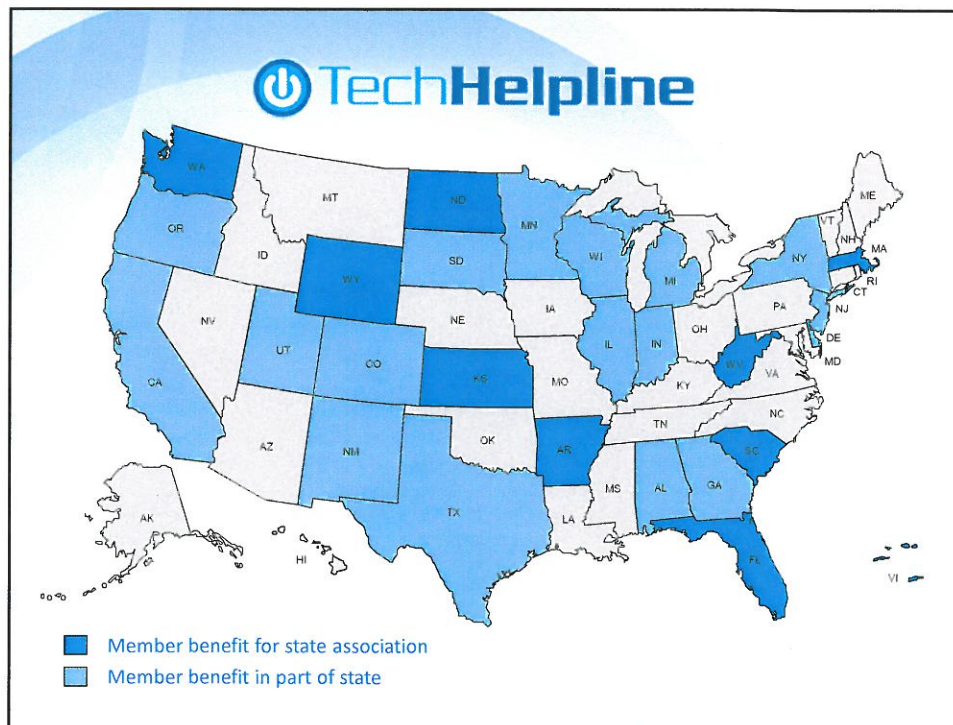
How users connect to an analyst:

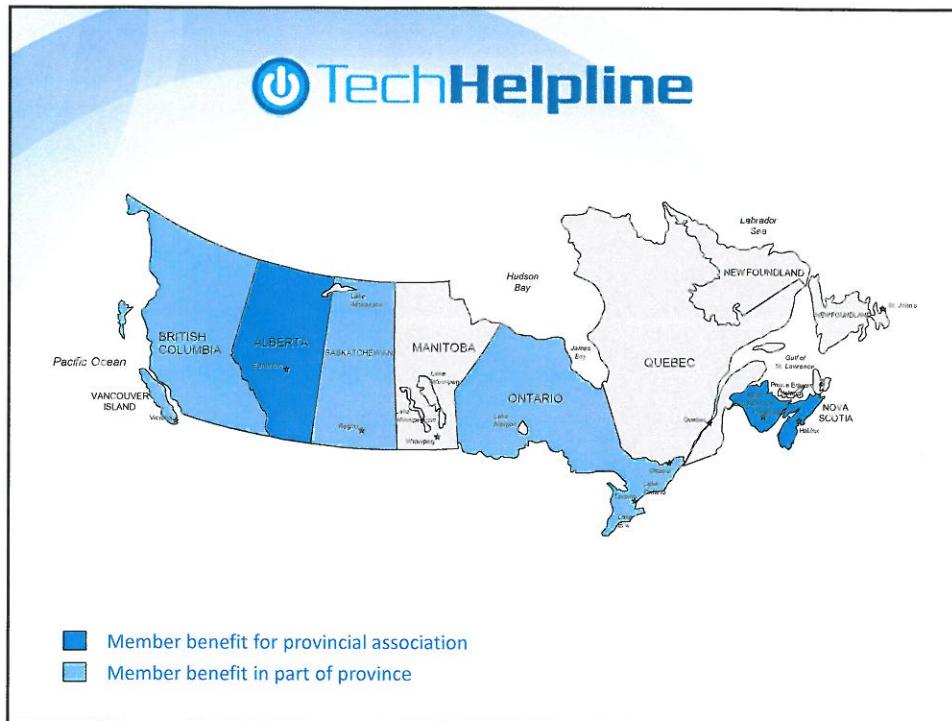
- Monday – Friday 9 a.m. to 8 p.m. and Sat. 9 a.m. to 5 p.m. Eastern Time
- No limits to the number of calls
- No time limit per call
- Multiple topics may be discussed on one call
- Live chat sessions
- Email
- Analysts connect to the computer via remote software to diagnose and repair problems while your member sits back and relaxes!
- We will provide a toll free number, customized with your association's name.

Your Co-Branded Tech Helpline Toolkit

We help you communicate the Tech Helpline service to your members through several communication tools:

- Welcome email detailing new service
- *Lifeline* – a technology e-newsletter for computer tips and advice
- Customized website and print ads
- Access to Tech Helpline's blog containing computer advice and articles
- Tech Helpline summary informational sheet





What agents are saying about Tech Helpline

"I can't function without you!" – Barbara Sanders, San Antonio, Texas

"As a REALTOR, we need someone to give us backing in this tech-savvy world and we have it with Tech Helpline." – Marius Gerber, Nova Scotia, Ontario

"Tech Helpline is a wonderful service. When I've used it, they were very knowledgeable, helpful, plus had a great attitude as well." – Nancy Larkin, Bellevue, Washington

"Richard (Tech Helpline analyst) was awesome! He took care of my problem quickly and explained everything thoroughly. This is a great benefit for GA Realtors!!" – Joanie McCraw, Augusta, Georgia

"Our members love having this as a free member benefit!" – Martha Taylor, Robertsdale, Alabama

"After a sleepless night worrying over my computer issues, I am back at work today thanks to you! Your patience with my limited knowledge was so appreciated. My sincere appreciation to you!" – Susan Tindel, Gainesville, Florida

Rate Card

❖ User Count	Individual Per Year
❖ 13,900 members	\$2.85/member/year

Rates valid for 90 days

Contact:
Jessica Smith, Sales and Client Services Manager
JessicaS@FloridaRealtors.org
407.583.2719



Tech Helpline will become one your most valued member benefits!



TechHelpline
Your personal tech support team



OREGON
ASSOCIATION
OF REALTORS®

**NAR DIRECTOR
APPLICATION**

Name John Hoops

Firm Name RE/MAX Integrity

Address 4710 Village Plaza Loop, Suite 200

Telephone 541-913-2192 Fax 541-868-8239

E-Mail johnhoops@remax.net

Name of local Board/Association Eugene Association of Realtors

Qualifications

1. **Member of OAR for a minimum of 5 years:** Member since 2000 (year)

2. **Served as an OAR officer, Executive Committee member or as a state committee or key committee member in the immediate past three years OR have previously served as an NAR Director:**

<i>Officer/Committee/Director</i>	<i>Year</i>
<u>OAR President/Exec. Comm.</u>	<u>2012</u>
<u>OAR Past President/Exec. Comm.</u>	<u>2013</u>
<u>Professional Standards Comm.</u>	<u>2014</u>

3. **Served as a state director for a minimum of 2 of the immediate past 5 years:**

Years 2013, 2014

4. **Attended at least 2 NAR meetings in the immediate past 3 years:**

<i>NAR Meeting (Region 12, Mid-Year, Convention)</i>	<i>Year</i>
<u>NAR Mid-Year & Fall Conf./Orlando</u>	<u>2012</u>
<u>Region 12 Conf./Portland</u>	<u>2013</u>
<u>NAR Fall Conf./New Orleans</u>	<u>2014</u>

NAR Director
Application Form - Page 2

I certify that the above information is accurate and verifiable. I have read and understand the campaign rules and agree to abide by them.

Candidate Signature John Hoops Date 08/18/2015

(FOR OAR USE ONLY)

Nomination Form Received: Date: 8/18/15

Written Statement Received: Date: 8/18/15

Candidate Resume Received: Date: 8/18/15

Information Verified: yes no Date: 8/20/15

Comments _____

Nomination approved by Elections Committee: yes no Date: 8/20/15

Candidate Notified: Date: 8/25/15



Dear Oregon Realtors,

I am asking for your support in my quest to represent you as one of your National Association of Realtors (NAR) Directors. In reviewing the application process for the elections for NAR Director I am reminded of the passion and energy that volunteers bring to the Realtor community. Whether at your local Board or Association level, the Oregon Association of Realtors or the National Association of Realtors it is the contribution of so many individuals that create the value we bring to our profession and our clients.

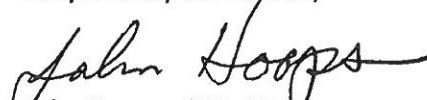
A few years ago NAR President Moe Veissi said at the Realtor Rally that we are the Architects of the American Dream. From that same Rally came the mantra that Home Ownership Matters and the energy that was shared on that sunny day in Washington, DC was palpable. Since that Mid-Year meeting I am constantly reminded why being a Realtor is so very important. It is absolutely our responsibility to stand up for the Buyers and Sellers we represent, to stand up for private property rights and the ability to transfer those rights and to stand up for our industry, our profession. It is a noble profession and how amazing that we are entrusted with people's hopes and dreams. Truly it is an honor to be a Realtor.

The individuals I have had the privilege of getting to know remind me how we can work together to accomplish what is best for our members and our communities. Home ownership builds better neighborhoods with better schools and better communities with better jobs. There are so many bright individuals giving freely of their time and energy that it warms my chilly old heart just to work arm in arm with them. Together we can accomplish so much.

Representing the Eugene Association of Realtors as their President in 2007 and then representing the Oregon Association of Realtors as their President in 2012 was such an honor. The lessons learned from all of the unselfish volunteers have helped me to assist our members with an understanding and admiration for the Realtor family and our lofty goals.

It would be an honor and a pleasure to represent you as one of your NAR Directors for the Oregon Association of Realtors. Taking our concerns from Oregon and the beautiful Pacific Northwest to our elected officials in Washington, DC and bringing their ideas and propositions back to you would be an incredibly rewarding opportunity. I look forward to representing you and our membership and ask for your vote at the Fall Conference.

Respectfully Submitted,


John Hoops, CRS, GRI

Managing Principal Broker

RE/MAX Integrity
4710 Village Plaza Loop, Suite 200
Eugene, Oregon 97401
Office: (541) 345-8100
Fax: (541) 302-4899

BIOGRAPHICAL DATA SHEET

JOHN HOOPS

RE/MAX Integrity

4710 Village Plaza Loop, Suite 200

Eugene, OR 97401

Business: 541-302-4863 Cell: 541-913-2192 Email: johnhoops@remax.net

PERSONAL

My partner, Kevin Dunn, and I have been together for 35 years and relocated to Eugene from Madison, WI in 1995. Bachelor of Science Degree from University of Wisconsin-Green Bay.

BUSINESS ACCOMPLISHMENTS

Licensed in Wisconsin from 1986 to 1995, acting as Sales Manager for Weber Realty in Madison, WI from 1993 to 1995.

Obtained GRI designation in 1993.

Obtained CRS designation in 1995.

Licensed in Oregon since 2000 and acting as Managing Principal Broker since 2004.

Member OREF Forms Committee since 2014, Vice Chair for 2015.

MEMBER BOARD/ASSOCIATION INVOLVEMENT

OREF Forms Committee Vice-Chair 2014

New Member Orientation Task Force Chair 2013

Eugene Association Realtor of the Year 2009

Moving Together Forward Task Force 2008

President, Eugene Association of Realtors 2007

Strategic Planning Task Force 2007

STATE ASSOCIATION INVOLVEMENT

RPAC Major Investor 2012-2015

Oregon Association Realtor of the Year 2014

STATE ASSOCIATION INVOLVEMENT, Continued

Term Limits Task Force Chair 2013

District 3 Vice President 2010

OREF Operating Agreement Task Force 2010

Director OAR 2004 to present

Business Issues Key Objective Group Chair 2009

Governance Restructure Task Force 2009

Leadership Institute Northwest, Graduate, 2006

Attendance at Spring and Fall Governance Meetings

NATIONAL ASSOCIATION INVOLVEMENT

Fall Conference, New Orleans 2014

Mid-Year, DC and Fall Conference, Orlando 2012

Mid-Year, DC and Fall Conference, Anaheim 2011

Risk Management Committee 2012

Mid-Year, DC 2007

Mid-Year, DC and Fall Conference, New Orleans 2006

CIVIC INVOLVEMENT

Taught Real Estate Law, Lane Community College, 2005-2006

President, Million Dollar Club of Lane County 2005

Habitat for Humanity Benefits Concerts

Community Service Days at Food for Lane County Gardens

Eugene 2008 Track Trials Sponsor Participant

Fundraising events for Committed Partners for Youth

Fundraising events for Looking Glass

Fundraising events for Shelter Care

Fundraising events for HIV Alliance

**Memorandum of Understanding of Expectations
for the position of NAR Director representing the
Oregon Association of REALTORS®**

As a NAR Director of the Oregon Association of REALTORS®, I acknowledge and commit to adherence of the following expectations during my 3-year tenure (or portions thereof) as NAR Director:

- ✓ I have read and fully understand the *Duties and Responsibilities of the office of NAR Directors* as defined in the *OAR Policy Manual* (attached).
- ✓ I understand that I serve and represent all Members of OAR in all my official activities and decisions. However, as a NAR Director, I acknowledge my responsibility to always place the interests of NAR and its Members above my personal, OAR, and/or local Association considerations.
- ✓ I understand that during my term of office I will be recognized as OAR's appointee to the NAR Board of Directors, and will therefore exhibit the highest level of ethics, professionalism and dignity in all my business and personal conduct.
- ✓ I agree that when traveling on behalf of OAR, I will make every effort to attend and participate in all appropriate meetings. I will endeavor to meet and network with leadership from Associations within Oregon, with the intent of learning and sharing. I will be a good steward of the funds allotted to my travel, and will promptly submit my expense report to OAR upon my return. I will report to the Executive Committee, the OAR Board of Directors, and/or any local Association, when requested, on my activities and knowledge gained through meeting attendance and networking opportunities.
- ✓ I understand that, to effectively serve the office to which I've been elected, I must commit to being fully engaged in the REALTOR® association. I will endeavor to attend all meetings as assigned by the OAR President and/or requested by the Association. I will review all written communications, and promptly respond when requested. I will be accessible to the OAR CEO upon pre-established preferred communication methods, and will promptly respond to Member concerns upon request of the CEO.
- ✓ I understand that when holding an elective office of OAR, I am subject to a higher level of scrutiny in my business and personal dealings. Should there be a personal issue that could reflect poorly on the Association or my ability to serve as an effective leader (e.g., significant business, financial and/or personal distress) I will seek counsel of the OAR President and the CEO to assess whether specific actions need to be undertaken.
- ✓ I understand I am encouraged to be an RPAC investor for at least the NAR Fair Share level.
- ✓ I understand that leadership is a function, not a position. As an OAR leader, my primary duty is to provide good stewardship and continuity – *not* to leave a personal legacy. I will endeavor to identify future potential OAR leaders within the Association, to represent the REALTOR® Association through a dignified presence, and fulfill the responsibilities of the duties of NAR Director.
- ✓ I understand that failure to fulfill the expectations of the office as presented herein could be grounds for dismissal from that office, as prescribed in *OAR Bylaws – Article IV, Section 6: "An elected officer may be removed from office in the manner provided by law in the Oregon Non-profit Corporation Act (ORS 65.001, et. seg.), as that law now exists or may hereafter be amended or succeeded."*

NAR DIRECTOR'S NAME (print):

John Hoops

SIGNATURE:

John Hoops

DATE:

08/17/15



OREGON ASSOCIATION OF REALTORS®

NAR DIRECTOR APPLICATION

Name Carol Dozois

Firm Name Berkshire Hathaway Home Services Real Estate Professionals

Address 2300 Oakmont Way, Suite 100

Telephone 541-954-2552 Fax 541-485-7136

E-Mail carol@caroldozois.com

Name of local Board/Association Eugene Association of REALTORS

Qualifications

1. Member of OAR for a minimum of 5 years: Member since 1977 (year)

2. Served as an OAR officer, Executive Committee member or as a state committee or key committee member in the immediate past three years OR have previously served as an NAR Director:

Officer/Committee/Director	Year
Oregon Political Action Committee	'93to'97 +2000to2015 Chair-1998
NAR Director	1995 to 2014
OAR President	2001

3. Served as a state director for a minimum of 2 of the immediate past 5 years:

Years 1985 to 2015

4. Attended at least 2 NAR meetings in the immediate past 3 years:

NAR Meeting (Region 12, Mid-Year, Convention)	Year
NAR Mid-Year	1995 to 2015 (all years)
NAR Convention	1995 to 2014 (all years)
NAR Issues Conference (for major RPAC donors)	2013, 2014, 2015

NAR Director
Application Form - Page 2

I certify that the above information is accurate and verifiable. I have read and understand the campaign rules and agree to abide by them.

Candidate Signature Carolyn H Dozois Date 8/17/2015

Digitally signed by Carolyn Dozois
DN: cn=Carolyn Dozois, o=Oregon Association of Realtors, ou, email=carol@caroldozois.com, c=US
Date: 2015.08.17 09:46:34 -07'00'

(FOR OAR USE ONLY)

Nomination Form Received: Date: 8/17/15
Written Statement Received: Date: 8/17/15
Candidate Resume Received: Date: 8/17/15
Information Verified: yes no Date: 8/20/15

Comments _____

Nomination approved by Elections Committee: yes no Date: 8/20/15
Candidate Notified: Date: 8/25/15

NAR Director Candidate Statement

From: Carol Dozois GRI, CRS, CIPS, AHWD, TRC, ePro
Broker with Berkshire Hathaway Home Services REP



The position as one of your National Association of REALTORS® Directors is an honor and I ask for your vote in allowing me to represent you. The diversity of my service on eight different NAR committees over the last 10 years; Chair of the Land Use committee in 1999 and a Regional Vice President for our 5 state region in 2007, gives me a valuable overall perspective of our Association structure and the relationships I have developed will benefit all our Oregon members. Our incoming 2016 NAR President was in my Regional Vice President class of 2007 which will afford me the unique opportunity of one on one communication on your behalf. My attendance at all NAR spring legislative meetings and NAR conventions each year plus attendance at all NAR Issues Conferences (by invitation only to RPAC Hall of Fame, President's Circle, Golden "R" members) since their inception is a reflection of my dedication and commitment to our Association and its' mission and vision for our members.

Being the Federal Political Coordinator to Senator Ron Wyden provides additional opportunities to facilitate on your behalf in the legislative arena. I promise to listen intently to all your concerns on issues relating to your ability to continue to do business and support your families and will carry your messages to the proper forums to be heard! My sincere thanks for the support you all have given me in past years. It is with great excitement and commitment to serving you that I ask for your vote to allow me to, once again, represent you as one of your Directors to your National Association of REALTORS®.

A handwritten signature in black ink that reads "Carol Dozois". The signature is written in a cursive, flowing style.

PERSONAL/PROFESSIONAL RESUME
CAROL DOZOIS
Berkshire Hathaway HomeServices
Real Estate Professionals
2300 Oakmont Way Ste #100
Eugene, Or 97401
541-954-2552



PERSONAL:

- Birthplace: Moline, Illinois. Father-Industrial Engineer for International Harvester Co.;
Mother-Guidance counselor and English teacher. Moved to Oregon in 1979.
- Schooling: Graduated High School-Oak Park, Illinois. Attended Western Illinois University-2
years, majoring in Physical Education. Continued and extensive course work in
real estate related courses plus multiple accredited designations.
- Family: One daughter, Kelly-Owner, Ocean Beach Consulting: a training & development
firm; One married son, Timothy-JD, Attorney; Carol has five granddaughters.

BUSINESS ACCOMPLISHMENTS:

- Broker with Berkshire Hathaway Home Services Real Estate Professionals
GRI designation (Graduate Realtor's Institute)
CRS designation (Certified Residential Specialist)
ABR designation (Accredited Buyer's Representative)
CIPS designation (Certified International Property Specialist)
TRC designation
NAR e-Pro designation
Prudential eCertified
Million Dollar Club member since 1980
Member of the Transition Team for the corporate merger of 3 companies into The Prudential
Preferred Properties then to Prudential Real Estate Professionals via merger in 2004,
then to Berkshire Hathaway Home Services, 2002
Task force member for Oregon Association of REALTORS re-structuring-1995
Real Estate Commissioner's task force on Continuing Education
National Association of REALTORS certification: At Home With Diversity: One America
Task force member for revisiting Oregon Association of REALTORS structure-2005

LOCAL ASSOCIATION ACTIVITIES:

- Member-Eugene Association of REALTORS since 1977.
Salesman Director 1981-1984
Vice President 1985 & 1989
Executive Committee 1985 through 2015
Board of Directors 1981-2015
Nominating Committee-1986
President-1990
Realtor/Attorney Committee Chairman 1989; committee member 1989-2011
Budget Committee Chairman-1991; committee member 1992,'93,'94,'98,'99,2003-15
Strategic Planning Committee- 1990-1993;1998-2015
REALTOR of the Year-1990
Public Relations Committee Chair-1992
Salesman Director-1994-1995

STATE ASSOCIATION ACTIVITIES: (Oregon Association of REALTORS)

OAR Director-1985,'86,'87,'88,'89,'93 –for life as past OAR President
OAR Legislative Council-1989-1996; Energy and Environment sub-committee chair 1989-1990
OAR State Convention Chairman-1989
OAR Executive Committee-1990,'91,'92,'93,'96 –2002, 2004-2007
OAR Nominating Committee-1990; 2003
OAR Finance Committee-1991,'92,'93
OAR District Vice President-1992
OAR Vice President-1993
OAR Chair-Legislative Committee-1996 and Government Affairs KOG-1997
OAR ORPAC Trustee 1993-1997 &2000-2015; Chairman 1998
OAR -President-elect 2000; **PRESIDENT 2001**
OAR ROTY committee 2003 & 2009
OAR Election Committee Chair 2003
OAR Home Foundation Board of Directors 2004-2008
OAR '**REALTOR OF THE YEAR**' 2004 (representing 13,900 members)
Oregon Real Estate Commissioners License Law Re-write task force-1993
OAR Education Task Force Chair 2007 – updating licensing education requirements
OAR By-laws update Task Force Chair 2010 – major update of OAR By-laws
OAR **Distinguished Service Award – 2011**

NATIONAL ASSOCIATION ACTIVITIES:

NAR Director-1995-2014
NAR Federal Political Coordinator to Ron Wyden
Political Affairs Committee-1993
Political Communications Committee 1994-1997
License Law Committee-1995
Land Use, Property Rights & Environment Committee-1995 -2002,Vice-Chair '98, Chair '99
State and Local Fiscal Affairs Committee-1997,'98, 2004-2007
Public Policy Coordinating Committee-1998 – 2006, 2009-2015
Land Use, Property Rights & Environment Forum-1995-2003, Vice-Chair 2002, Chair 2003
Global Business and Alliances Committee 2008-2013
NAR Regional Vice President for 5 state region – 2007
Housing Opportunity Committee – 2012-2013
Federal Taxation Committee – 2013 - 2015

CIVIC ACTIVITIES:

PTA Association-1969-70; initiated the first outdoor education program for a small grade school in Wisconsin and organized a country fair to fund the program.
Cub Scout leader 1969-70.
Eugene Muscular Dystrophy Board of Directors 1981-82
Founding member-Oregonians For Sensible Taxation (OFFSET), 1989 which created a legislative initiative to broaden the tax base for schools and reduced property taxes.
Served on Citizen's Committee on Mayor/City Council Compensation-1989
Served on Eugene Chamber of Commerce Drugs in the Workplace committee 1989-1991- a program offering the opportunity to businesses to develop a drug policy for employees.
Active member of the Chamber of Commerce Greeters Committee since 1986
Chamber of Commerce Annual Auction-Chairman, Decorations Committee 1990-1993.
WISTEC (Willamette Institute of Science & Technology) beatification project, 1992-1993.
Eugene Relief Nursery annual dinner and auction, decorations committee- Chairman 1995
Eugene Chamber of Commerce Board of Directors-2004-2009
Eugene Opera fundraiser, decorations committee-1996

**Memorandum of Understanding of Expectations
for the position of NAR Director representing the
Oregon Association of REALTORS®**

As a NAR Director of the Oregon Association of REALTORS®, I acknowledge and commit to adherence of the following expectations during my 3-year tenure (or portions thereof) as NAR Director:

- ✓ I have read and fully understand the *Duties and Responsibilities of the office of NAR Directors* as defined in the *OAR Policy Manual* (attached).
- ✓ I understand that I serve and represent all Members of OAR in all my official activities and decisions. However, as a NAR Director, I acknowledge my responsibility to always place the interests of NAR and its Members above my personal, OAR, and/or local Association considerations.
- ✓ I understand that during my term of office I will be recognized as OAR's appointee to the NAR Board of Directors, and will therefore exhibit the highest level of ethics, professionalism and dignity in all my business and personal conduct.
- ✓ I agree that when traveling on behalf of OAR, I will make every effort to attend and participate in all appropriate meetings. I will endeavor to meet and network with leadership from Associations within Oregon, with the intent of learning and sharing. I will be a good steward of the funds allotted to my travel, and will promptly submit my expense report to OAR upon my return. I will report to the Executive Committee, the OAR Board of Directors, and/or any local Association, when requested, on my activities and knowledge gained through meeting attendance and networking opportunities.
- ✓ I understand that, to effectively serve the office to which I've been elected, I must commit to being fully engaged in the REALTOR® association. I will endeavor to attend all meetings as assigned by the OAR President and/or requested by the Association. I will review all written communications, and promptly respond when requested. I will be accessible to the OAR CEO upon pre-established preferred communication methods, and will promptly respond to Member concerns upon request of the CEO.
- ✓ I understand that when holding an elective office of OAR, I am subject to a higher level of scrutiny in my business and personal dealings. Should there be a personal issue that could reflect poorly on the Association or my ability to serve as an effective leader (e.g., significant business, financial and/or personal distress) I will seek counsel of the OAR President and the CEO to assess whether specific actions need to be undertaken.
- ✓ I understand I am encouraged to be an RPAC investor for at least the NAR Fair Share level.
- ✓ I understand that leadership is a function, not a position. As an OAR leader, my primary duty is to provide good stewardship and continuity – *not* to leave a personal legacy. I will endeavor to identify future potential OAR leaders within the Association, to represent the REALTOR® Association through a dignified presence, and fulfill the responsibilities of the duties of NAR Director.
- ✓ I understand that failure to fulfill the expectations of the office as presented herein could be grounds for dismissal from that office, as prescribed in *OAR Bylaws – Article IV, Section 6: "An elected officer may be removed from office in the manner provided by law in the Oregon Non-profit Corporation Act (ORS 65.001, et. seg.), as that law now exists or may hereafter be amended or succeeded."*

NAR DIRECTOR'S NAME (print): CAROLYN DOZOIS

SIGNATURE: Carolyn H. Dozois DATE: 8/17/15



OREGON
ASSOCIATION
OF REALTORS®

**NAR DIRECTOR
APPLICATION**

Name Colin Mullane

Firm Name Full Circle Real Estate

Address 240 E. Main st Ashland Or 97520

Telephone 541-621-9994 Fax What's that?

E-Mail colin_mullane@yahoo.com

Name of local Board/Association Rogue Valley Association of Realtors

Qualifications

1. **Member of OAR for a minimum of 5 years:** Member since 2000 (year)

2. **Served as an OAR officer, Executive Committee member or as a state committee or key committee member in the immediate past three years OR have previously served as an NAR Director:**

<i>Officer/Committee/Director</i>	<i>Year</i>
<u>President</u>	<u>2015</u>
<u>Pres Elect & Exec committee</u>	<u>2014</u>
<u>DVP District 6</u>	<u>2013</u>

3. **Served as a state director for a minimum of 2 of the immediate past 5 years:**

Years '13,'14,15

4. **Attended at least 2 NAR meetings in the immediate past 3 years:**

<i>NAR Meeting (Region 12, Mid-Year, Convention)</i>	<i>Year</i>
<u>Washington DC</u>	<u>15,14,13,12,10,08</u>
<u>San Francisco</u>	<u>13</u>
<u>New Orleans</u>	<u>14</u>

NAR Director
Application Form - Page 2

I certify that the above information is accurate and verifiable. I have read and understand the campaign rules and agree to abide by them:

Candidate Signature   Date 8/16/2015 | 19:57 PT
F5B49C844FDC449...

(FOR OAR USE ONLY)

Nomination Form Received: Date: 8/16/15

Written Statement Received: Date: 8/16/15

Candidate Resume Received: Date: 8/16/15

Information Verified: yes no Date: 8/20/15

Comments _____

Nomination approved by Elections Committee: yes no Date: 8/20/15

Candidate Notified: Date: 8/25/15

Dear Oregon REALTORS and Directors,

I am applying for the position of NAR director 2016-2018 and I am asking for your vote.

I have served as an NAR director for almost two and a half years as of the date of my filing, having been appointed to fulfill positions for those elected who could not otherwise serve. During that two and a half year span I have served on NAR committees including Meetings and Conference, Risk Management, Consumer communications and international and global business alliance. I also recently was appointed vice chair of Meetings and Conference Committee in 2016.

Last spring I applied for Leadership academy class of 2015, where more than 80 applicants from around the country applied for 18 places. After interviews and other correspondence I was chosen to participate in this exceptional program. This was one of the most amazing experiences of my career and left me in no doubt about my passion to serve. One of the driving messages of those participating in this leadership program is the ask from NAR to serve at the national level.

Over the past several years I have been working hard to broaden my knowledge base so I can serve my associations to the best of my abilities. I have served at the highest levels of my local and state association and I am asking for your vote and confidence in me to serve you at the national level.

In return I promise to work hard, with dedication. I am committed to report back to the Board of Directors and the membership at large about my activities by bringing back timely and relevant information, for the benefit of Realtors across the state. I will also bring back information on emerging issues so we are prepared for what is to come. Finally, I pledge to be your voice at the table of NAR on important issues making sure we are heard.

Thank you for your consideration, I would very much appreciate your vote.

Sincerely, Colin Mullane

REALTOR® Resume for Colin Mullane

Personal Information:

I have been a full time REALTOR® in Ashland Oregon since 2000. I have a wife and 3 daughters. I am an avid reader, cyclist and love to travel. I studied business at the University of Limerick, Ireland, where I am originally from. I moved to the United States in 1995, and to Oregon in 1996.

Business information and accomplishments:

I have been a REALTOR® in the Rogue Valley for for almost 16 years. During that time I have consistently been a top producer in my market, selling both residential and commercial real estate. I began serving on committees at my association and MLS in 2006 and found a passion I had not previously been aware of. In 2009, I received my associations REALTOR® Image award and in 2011 was awarded my local REALTOR® of the year award. I became a Principal Broker in 2007. Some of my leadership experience includes;

Board positions;

- Director of RVAR (Rogue Valley Assn. of Realtors®) 2007-2015
- Director of SOMLS 2007-2015 President 2011
- Oregon Association of Realtors® director & Executive committee 2012-2015
- District Vice President district 4, 2013
- Oregon Association of REALTORS® president 2015

Committees

LOCAL

- RVAR: Public Relations 2006 to present. Scholarship committee, 2007, Realtor of the Year committee, 2011, 2012. Legislative Committee, 2010. Political action Committee, trustee 2009, 2010, 2011, 2012.
- SOMLS: Statistics committee 2006 -'12, many other task forces and work groups that evolve during any given year related to the MLS industry.

STATE

- Oref forms committee as OAR representative: 2012, 2013, Chair 2014
- OAR: CEO search committee, 2010/11.
- Business Issues committee 2010, 2013, vice chair - 2011, Chair - 2012.
- Executive Committee, 2012-2015

National

- Meeting and Conference Committee 2015, Vice Chair 2016,
- Consumer communications committee 2014
- Global business and alliance committee 2015
- Risk Management Committee 2015

Realtor Events/Meetings

- NAR national conventions, San Diego 2009, New Orleans 2010, San Francisco 2013, New Orleans 2014
- NAR Spring meetings and hill visits Washington DC. 2009, 2010, 2012, 2013, 2014, 2015
- NAR leadership conference Chicago, 2010, 2014
- Council of Multiple Listing services (CMLS) conference Lake Tahoe 2010, Chicago 2011
- Region 12 conference Portland 2013, Seattle 2014, Couer d'alene 2015

Notable accomplishments

I am a graduate of the Leadership Institute NorthWest, class of 2008.

I am also a graduate of Leadership academy for the National Association of REALTOR® 2015, one of 18 attendees from more than 80 applicants around the country. This academy is specifically designed to train REALTORS® for future roles in service at NAR

Civic Involvement

With three daughters still in school, ages 12, 14 and 16, I have to choose between civic involvement and my Realtor leadership roles. I have in the past, been a member of my local Rotary club, however I stepped away as I engaged further into roles in the real estate leadership. As a father I am actively involved in my daughter's school activities and pastimes, and give my time to those.



**OREGON
ASSOCIATION
OF REALTORS®**

**NAR DIRECTOR
APPLICATION**

Name Jeremy Starr

Firm Name Berkshire Hathaway HomeServices Real Estate Professionals

Address 2300 Oakmont Way Suite 100 Eugene Oregon, 97401

Telephone 541-485-1400 **Fax** 541-485-4460

E-Mail jeremystarr@bhhsrep.com

Name of local Board/Association Eugene Association of Realtors

Qualifications

1. **Member of OAR for a minimum of 5 years:** Member since 1987 (year)

2. **Served as an OAR officer, Executive Committee member or as a state committee or key committee member in the immediate past three years OR have previously served as an NAR Director:**

<i>Officer/Committee/Director</i>	<i>Year</i>
NAR Director	2009-2015
_____	_____
_____	_____

3. **Served as a state director for a minimum of 2 of the immediate past 5 years:**

Years 2005-2015

4. **Attended at least 2 NAR meetings in the immediate past 3 years:**

<i>NAR Meeting (Region 12, Mid-Year, Convention)</i>	<i>Year</i>
Mid-Year	2009-2015
NAR Convention	2009-2014
_____	_____
_____	_____

NAR Director
Application Form - Page 2

I certify that the above information is accurate and verifiable. I have read and understand the campaign rules and agree to abide by them.

Candidate Signature _____

Date 08/13/2015

(FOR OAR USE ONLY)

Nomination Form Received:

Date:

8/18/15

Written Statement Received:

Date:

8/18/15

Candidate Resume Received:

Date:

8/18/15

Information Verified:

yes no

Date:

8/20/15

Comments _____

Nomination approved by Elections Committee: yes no

Date:

8/20/15

Candidate Notified:

Date:

8/26/15



JEREMY STARR FOR NAR DIRECTOR

As a current NAR Director it is my privilege to serve the REALTORS members for the State of Oregon. I'm a graduate of the NAR Leadership Academy which develops REALTORS for future leadership positions on the national level. I was the Regional Vice President for Region 12 in 2013. As RVP I travelled the region and learned what the other States were doing and brought that information back home to keep you informed and up to date. I served on the 2014 NAR Nominating Committee which allowed me to interact with the other current leaders and past Presidents of NAR establishing meaningful relationships that will serve our members well into the future. I currently serve as Federal Political Coordinator for Congressman Peter DeFazio and have since 1997. This long term relationship with our Congressman has given you, through me, a direct and strong voice for real estate in Congress.

I view my position as your NAR Director as a partnership with each member of OAR. With your vote of confidence I will be able to continue to work for the REALTORS of Oregon on the National level. I have been able to assist, encourage and promote new REALTORS to become active on the National level. I have made many strong relationships with the current and future leaders at NAR. I will continue to use this to help REALTORS to obtain appointments to committees and leadership positions. I work very well within the structure of NAR and this ability will continue to benefit the Oregon Realtors. I ask to continue as your NAR director for the next 3 years and promise to do all I can to be effective and proactive for you. I can only continue if I have your vote. As your partner I pledge to represent the Oregon REALTORS at the National level to the best of my ability and to be the voice of the Oregon REALTORS. I'm proud to be an active member and past President of Eugene Association of REALTORS and Oregon Association of REALTORS and past Regional V.P. National Association of REALTORS. Please vote for me to continue as your NAR Director for the next 3 years.

A handwritten signature in blue ink, appearing to be 'J. Starr', written in a cursive style.

1. PERSONAL

Jeremy A. Starr, born 02-05-53, Eugene, one of 10 children. Second generation Oregonian, father was born in Portland. Has lived in the Eugene/Springfield area for 62 years.

Wife, Debra, has worked for 4-J School District for 29 years.

Children: Jade, 41, currently he has a M.Ed. and teaches at Willamette High School in Eugene, Oregon. Jade and his wife Megan have two children Kaden 10 and Avary 8. Megan is a Physical Therapist and has her own practice Endurance Physical Therapy here in Eugene. Kimberly, 30, graduated from the Art Institute of Seattle in the Fashion/Business Program and graduated from Oregon State University with a B.A. in business. She is married and has lived in London England the last 5 years with her husband Carl.

2. BUSINESS

Since 1994-2002 I've been an Owner/Broker of Cougill & Hansen Realtors, Inc.. 2002-2014 Partner then sole owner of John L. Scott Real Estate. 2014-2015 Partner in Berkshire Hathaway HomeServices REP in Eugene Or. I have participated on all levels of ownership in both the business and brokerage sides.

Since 1987 I've been a full-time Realtor specializing in rural and residential properties.

3. LOCAL: Eugene Association of Realtors

2004-2015 Member Executive Committee

2002-2015 Chairman Finance Committee

2002 Member Search Committee

1998-2002 Member Government Affairs Committee

1998-1999 Member Education Committee

1997-2000 Member Grievance Committee

1996-2002 Member Professional Standards

1996 Certified Residential Specialist Degree, CRS

1995-2002 Member Nominating Committee

1995 Chairman Computer Committee

1994-2003 Member Strategic Planning Task Force

1994 Member E.A.R. Computer Committee

1994 Co-Chairman E.A.R. Nominating Committee

1993-1994 Chair Budget

1993 Chairman of ORPAC

1993 Member Budget Committee/Co-Chairman 1994

1992-1993 President Eugene Association of Realtors

1990-1991 Chairman Computer Task Force

.1988 Graduate of Oregon Realtor Institute

4. STATE: Oregon Association of Realtor Activities

2009-2015 RPIC for the Oregon Realtors

2005-2015 OAR Board of Directors

2008 Chairman Oregon Real Estate Forms, LLC

2008 Oregon Realtor of The Year

2008-2015 Member OAR RPAC Committee

2007-2008 Co-Chair Public Awareness Task Force

2006-2008 Co-Chair Vietnam Task force

2006-2007 Member OAR building Committee

2006-2008 Member OAR Governance Task Force
2006 Oregon Association of Realtors President
2005-2007 OAR Executive Committee
2003 Chairman OAR Legal Action Committee
2002 Vice-Chairman OAR Legal Action Committee
2001-2003 OAR Strategic Planning Committee
2001 Elections Committee Member
2001 Chairman Political Affairs KOG
2000 Vice-President Political Affairs KOG
1999 Treasurer OREF
1999 Task Force for Education and promotion relating to the OREF forms
1998 Served on Task Force OREF structure
1997-1999 Oregon Real Estate Forms Manager
1996 & 2001 Executive Committee
1996 OAR District Vice-President
1996 Chairman Real Estate Finance Forum
1995-1996 Chairman Realtor of the Year Committee
1995 Vice-Chairman Real Estate Finance Forum
1995 Served on MLS Public Records Task Force

5. NATIONAL: National Association of Realtors Activities

2007-2015 Elected NAR Director for Oregon
2009-2015 Realtor Party Member Involvement Committee Member
2006-2014 Attended the NAR conventions
1996-2015 Attended all mid-year meetings
1996-2015 Federal District Coordinator for Congressman Peter DeFazio
1993 Attended the mid-year meeting of N.A.R. in Washing, D.C.
1993 Attended the N.A.R. Convention in Miami Beach, Florida
1992 Attended the N.A.R. Convention in Hawaii as a voting delegate

6. CIVIC Eugene Area Community Affairs

2008-2012 Chairman of the BOD for Willamette Family Treatment Services
2008-2015 Member of the Willamette Family Treatment Services BOD
Member of the Marist School Board 1990-1995
Member of Marist Foundation Board of Directors 1992-1995 and 1999-2008
Inducted as a charter member of Marist Alumni Hall of Fame, June 1992
President Marist High School board 1992-1993
President Marist Foundation 1995-1996
Master of Ceremonies for the Alzheimer's' Memory Walk 1999-2003
Administer the John L. Scott Foundation fundraising to benefit the Relief Nursery of Eugene 2005-2014

**Memorandum of Understanding of Expectations
for the position of NAR Director representing the
Oregon Association of REALTORS®**

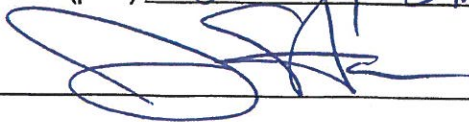
As a NAR Director of the Oregon Association of REALTORS®, I acknowledge and commit to adherence of the following expectations during my 3-year tenure (or portions thereof) as NAR Director:

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- ✓ I understand that leadership is a function, not a position. As an OAR leader, my primary duty is to provide good stewardship and continuity – *not* to leave a personal legacy. I will endeavor to identify future potential OAR leaders within the Association, to represent the REALTOR® Association through a dignified presence, and fulfill the responsibilities of the duties of NAR Director.
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NAR DIRECTOR'S NAME (print):

Jeremy Stargel

SIGNATURE: _____



DATE: 8/13/15



2016-17 NAR Large Board Director Nomination Form

Name ALAN MEHRWEIN
Firm Name RE/MAX EQUITY GROUP Phone # 503-753-7606
Signature Alan Mehrwein Date 7-24-15

I hereby nominate myself for the following position, and certify that all information is true and correct.

PMAR Large Board National Director: one position available; 2-year term 2016-17

Local Officer/Director Position: PRESIDENT Year 2009 Board PMAR
(PMAR, WCAR, CCAR, PBR)

Years Serving as OAR State Director: 2010, 2011, 2012, 2013, 2014, 2015
(Requirement: Elected to or served as OAR State Director for 2 years during the past 5 years)

OAR Board of Directors Meetings Attendance Dates: ALL OAR BoD meetings since 2009
(Requirement: Attended at least 3 OAR Board of Directors meetings during the past 3 years)

The following information must also be submitted with this nomination form:

- 1. A typed statement, not to exceed one page, double-spaced, stating why you wish to be elected to the position and why you should be elected.
- 2. A personal/business resume, not to exceed one page (front & back) indicating your professional and Realtor® experience and involvement. Information should be presented in the following order: Personal information; Business information and accomplishments; Realtor® organization experience and involvement (local-state-national); Civic involvement.

Filing Deadline: 5:00 p.m., Friday, August 14, 2015

Return to:
kquerin@pmar.org

Alan B. Mehrwein, CRB, GRI
Principal Broker
Sr. Vice President / General Manager
RE/MAX Equity Group

Personal:

Married to Realtor Renee Demagalski (20 years in December)
Adult Son Kelly
Two Labradoodles – Brigham and Bentley

Business:

Brokerage Leader of 600 Associates, 50 Employees (including 11 Managing Brokers) in 12 Offices in Oregon and SW Washington
Currently licensed in California since 1982 and Oregon since 1990 with most of that time managing successful real estate brokerage offices.

Realtor Organization:

RPAC Hall of Fame 2015
NAR Director 2004 - 2014
OAR Realtor of the Year 2012
OAR President 2010
OAR Committees, Task Force Member and Executive Committee many years
PMAR Realtor of the Year 2004
PMAR President 2002
PMAR Committees, Executive Committee many years
Instructor, NAR Quadrennial Code of Ethics Course
RMLS Chairman 1998
RMLS Board of Directors including Executive Committee many years

Civic Involvement:

Led Realtors in fight against Oregon Transfer Taxes “Measure 79”
Lake Oswego Millennium Concert Band 2000 – 2015
Equity Group Foundation

I am running for NAR Director to continue my efforts of giving back to the industry that has been so good to me for over 33 years. My participation in Realtor Association governance has been professionally and personally rewarding. My passion is to keep Realtors at the center of real estate transactions and help them be successful while maintaining the highest of ethical standards.

Thank you



2016-17 NAR Large Board Director Nomination Form

Name Mark Meek

Firm Name Summa Real Estate Execs Phone # 503-320-6148

Signature [Handwritten Signature] Date 8/14/15

I hereby nominate myself for the following position, and certify that all information is true and correct.

PMAR Large Board National Director: one position available; 2-year term 2016-17

Local Officer/Director Position: Director Year 2015 Board PMAR
(PMAR, WCAR, CCAR, PBR)

Years Serving as OAR State Director: 2013-2015
(Requirement: Elected to or served as OAR State Director for 2 years during the past 5 years)

OAR Board of Directors Meetings Attendance Dates: 4/2015, 9/2014, 4/2014, 9/2013
(Requirement: Attended at least 3 OAR Board of Directors meetings during the past 3 years)

The following information must also be submitted with this nomination form:

1. A typed statement, not to exceed one page, double-spaced, stating why you wish to be elected to the position and why you should be elected.
2. A personal/business resume, not to exceed one page (front & back) indicating your professional and Realtor® experience and involvement. Information should be presented in the following order: Personal information; Business information and accomplishments; Realtor® organization experience and involvement (local-state-national); Civic involvement.

Filing Deadline: 5:00 p.m., Friday, August 14, 2015

Return to:
kquerin@pmar.org

Mark Meek, CRB, CRS, GRI
Summa Real Estate Executives
Principal Broker/Owner
503-320-6148

PERSONAL

Home owner in Gladstone. Married for 30 years to Cindy Meek

Two sons: Mark Meek II, MBA (26 years old) and Jacob Meek (18 years old) Oregon State University
Love to sing, entertain, mentor youth, volunteer and make my community a great place to live.

Education: BS Dual Major, Management/Management Computer Information Systems, Park College

BUSINESS

2015-Present Principal Broker/Owner, Summa Real Estate Executives
2002-2015 Principal Broker/Owner, Markram Properties, LLC
2003 Became Certified Residential Broker (CRB)
1999 Became Certified Residential Specialist (CRS)
1999 Became Principal Broker
1998 Graduate Realtor Institute (GRI)
1996-2002 Broker, Re/Max Equity Group
1991-1996 Owner, Mark's Hawthorne Pub, Mt Tabor Pub
1983-1990 US Air Force, Security Police, Personnel Director

REALTOR INVOLVEMENT

2008-present PMAR Government Affairs Committee (Chair 2010, 2015)
2009-2010 Oregon CRS DVP
2010-2012 PMAR's Got Talent (PAC Fundraiser)
2010-2011 OAR Key Constituent to Rep. Dave Hunt
2011 PMAR's Realtor Active in Politics Award Recipient
2011-present RMLS Board of Director (PMAR Representative)
2011-12, 2015 PMAR PAC Trustee (Chair 2012)
2013-present OAR State Director (PMAR)
2013-present OAR Government Affairs Committee
2015 PMAR Board of Directors
2015 NAR Director
2015 Oregon Leadership Academy Graduate (OAR)

COMMUNITY INVOLVEMENT

1998-2013 Youth and High School Coach (Football, Baseball, Basketball)
2008-2014 Stanhelma Heights Neighborhood Association Board President
2006-2010 Milwaukie Relay for Life Board Member (Sponsorship/Team Development)
2005-2014 Milwaukie Relay for Life Team Captain (Top Fundraiser 2009, 2010)
2012-present Clackamas County Planning Commissioner
2013-present North Clackamas Chamber of Commerce Board Member
2014-present North Clackamas Chamber of Commerce Executive Board Member (2016 Chair Elect)
2014-present NW Family Services Board Member
2014 Candidate for Clackamas County Clerk
2015-present Clackamas County Economic Development Commission

Mark Meek, NAR Director Statement

Fellow State Directors, members and volunteers, I appreciate the opportunity to ask for your support and selection as the 2016-17 NAR Large Board Director representing PMAR and OAR.

I have been quite involved both as a Realtor volunteer and an active member of my community as a Chamber board member and county planning and economic development commissioner for many years.

I am passionate about Governmental Affairs both at the state and local levels, working with many of you on those committees. I have interviewed countless candidates as a PAC Trustee, and feel very competent with the issues facing our Realtor Associations. My active involvement has allowed me to understand the issues our members are facing with the intelligence and energy that allows me to represent you at the highest level. I am always striving to keep abreast of our membership concerns by networking and making myself available at all board and committee meetings that I have committed to.

It is this same passion and tenacity in which I will represent you as a National Director. My professional experience and awareness of local and regional Realtor issues will allow me to represent you at the highest level with integrity.

It is for these reasons that I ask you for your vote and selection to represent you as the 2016-17 NAR Large Board Director. Thank you!

Mark Meek, CRS, CRB, GRI

**OREGON ASSOCIATION OF REALTORS®
BOARD OF DIRECTORS REPORT**

DATE: August 27, 2015 **CHAIRMAN:** Adam Bogle
VICE CHAIRMAN: Steve Strode
STAFF LIAISON: Jenny Pakula

COMMITTEE: Business Issues

ACTION ITEMS: NONE

THE FOLLOWING IS REPORTED FOR YOUR INFORMATION ONLY AND DOES NOT AFFECT ASSOCIATION POLICY OR BUDGET:

Broker/Principal Broker Forum

The first Broker/Principal Broker Forum occurred during the spring governance meetings in Salem last April. The purpose of the Forum was to discuss information gathered by OAR leadership at the Industry Forum, Business Issues Committee and the practicing brokers from around the state. The topics discussed included the issue of “Coming Soon” listings on Zillow, Trulia and yard signs stating the same. This led to further discussion regarding the misunderstanding of the role the MLS plays in REALTORS® business, confirming the practice of “Coming Soon” listings undermines the fundamental practice of the unilateral offer of compensation and cooperation, ultimately eroding the confidence of the consumer. The changes to TRID, effective October 3rd, and how that may impact transactions and their timelines was discussed. The termination of the syndicated data on Listhub from Zillow and Trulia and how each MLS is entering into negotiations directly with the Zillow Group was a concern for some attendees. Many brokers at the Forum believe this actually strengthens the position of Zillow and Trulia in the marketplace. Attendees recommended additional education offerings from OAR to allow for member dialogue that assists with gathering solutions to address these issues. The next Broker/Principal Broker Forum will be held on Tuesday, September 29th, 2:45-4:15 in Sunriver during the Fall Governance meetings.

Mandatory Buyer Service Agreements

Following discussion at the April 16th, 2015 Business Issues committee meeting, Chair Bogle appointed a task force to assess whether OAR should pursue legislation based on need and interest in the industry for mandatory buyer service agreements (MBSA). The Task Force met via conference call and was split on whether the benefit outweighed the required industry changes needed to implement mandatory buyer service agreements. Requiring MBSA would need to be accomplished through a legislative change. In addition the ongoing education for licensees to assist with this transition would be extensive and quite labor intensive for OAR and other industry instructors. The Task Force then looked at the Transactional Brokerage model followed in other states. Although an appealing alternative and generally well received among the Task Force members, the group declined to recommend pursuit of any legislative changes at this time.

Escrow/Title Update

The lending and settlement services industries let out a collective sigh of relief as the implementation of the new Closing Disclosure and Loan Estimate was postponed to October 3rd. Confident that this is the last extension, the industry now turns its focus to the implement dip which will likely run through the first part of 2016. Some high level expectations for this time period are:

- Extended closing times (up to 90 days depending on lender and circumstances).
- Expect significant disparity in preparation and process implementation by lender.
- Possibilities for unforeseen changes to the process as first loans close out.
- Different process flow for communicating information that needs to be on the Closing Disclosure by lender.
- Potential for NPPI disclosures required for Realtors on all transaction types in order to receive information from lender and/or settlement agent.
- Early difficulty in areas not served by large banks or national title insurance underwriters (branded locations), largely in more rural areas.
- Increased lead times for signing and funds to close (a positive!).

Expect closings to continue on the HUD through the end of the year, as loans originated prior to October close under the old forms and regulations (provided no change in the property being purchase i.e. different home than original application). The industry will become increasingly efficient as processes become better understood and interpretation of rules is tested in a “real” environment. While it has always been a collaborative process, expect the process of writing an offer to become increasingly dependent on the lenders input as it relates to closing dates and timelines. The industry needs to work closely and collaboratively during the early phases of implementation to provide proper expectations for consumers while striving to meet closing deadlines with new constraints, rules, and processes.

Appraisal Advisory SubGroup

Fannie Mae's "Collateral Underwriting" (CU) platform was released this year. Collateral Underwriter (CU) is a proprietary appraisal risk assessment application developed by Fannie Mae to support proactive management of appraisal quality. CU provides “risk scores”, flags and messages to lenders about potential risk/appraisal quality factors identified by the application. Appraisers, loan originators and Realtors anticipated delays as a result, however, implementation of CU has gone more smoothly than expected. Appraisal turn times are longer in many Oregon communities than they have in the past. This is largely due to the volume of appraisal requests is very high currently and the number of available appraisers is low given current market conditions. It takes a Bachelor’s Degree and 24 months of internship to even sit for the Appraiser exam so the supply of appraisers can’t change to as quickly to meet the demand. HUD has a new handbook which becomes effective on September 14th. The intent of the new Handbook is to consolidate FHA policy from numerous sources including prior Handbooks, Mortgagee Letters, Housing Notices, etc. into a single source for FHA policy guidance. Of concern to many appraisers is that, due to minor language changes in the new Handbook, some industry participants may perceive an appraiser’s “visual, non-invasive inspection” to be a guarantee that a property is free of deficiencies. FHA has made it very clear but it is important to reiterate to buyers that appraisers are not home inspectors. This will result in a transition period as industry participants become familiar with and comfortable the language changes. Until then, we may expect to see many appraisers 1) only accepting FHA assignments with increased fees, or 2) declining FHA assignments altogether.

OREGON ASSOCIATION OF REALTORS®

BOARD OF DIRECTORS REPORT

DATE: September 30, 2015

CHAIRMAN: Don Robertson
VICE CHAIRMAN: Vikki Breese- Iverson
STAFF LIAISON: Shawn Cleave

COMMITTEE: Government Affairs Key Committee

ACTION ITEMS: NONE

THE FOLLOWING IS REPORTED FOR YOUR INFORMATION ONLY AND DOES NOT AFFECT ASSOCIATION POLICY OR BUDGET:

Following the end of the 2015 Legislative Session the committee met to review the outcomes of the session.

1. OAR was successful in accomplishing its goal to align Oregon Statute with federal rules on seller financing. OAR successfully passed SB 879 which will allow LCCs to participate in seller financing.
2. OAR was successful in accomplishing its goal to protect Oregon home owners from private transfer fees. OAR successfully passed HB 3488 to align Oregon Statute with federal rules prohibiting private transfer fees on properties unless the fee collected is specifically used to tangentially benefit the property being sold.
3. OAR successfully defended against multiple proposals to reduce Oregon's Mortgage Interest Deduction.
4. OAR successfully defended against HB 3419, a proposal that would have prohibited Broker Price Opinions, specifying only licensed appraisers could conduct price evaluation activities on behalf of a client.
5. OAR was successful in defeating a proposal to lift Oregon's preemption statute on Inclusionary Zoning.
6. OAR was unsuccessful in securing funding for auto reporting of CE reporting for licensing.

Looking forward OAR has two major legislative battles that the GAKC will deal with.

1. In the short term, the 2016 "Short" session will include a major push from Speaker Kotek to eliminate the Inclusionary Zoning preemption.
2. In the long term, the 2017 session will likely include a major tax fight that could put Oregon's Mortgage Interest Deduction at risk. A large tax deficit is anticipated in the next biennial budget, in part due to roll up costs associated with the Affordable Care Act and the Oregon Supreme Court's overturning of the 2014 Public Employees Returning System (PERS) reforms.

The GAKC committee is currently working with the Executive Committee and other Key committee chairs to identify the resources needed to create a long term action plan around the upcoming legislative battles.

OREGON ASSOCIATION OF REALTORS®

BOARD OF DIRECTORS REPORT

DATE: September 30, 2015

CHAIRMAN: Don Meyer
VICE CHAIRMAN: Heather Benjamin
STAFF LIAISON: Evan Ridley

COMMITTEE: Political Affairs Key Committee

ACTION ITEMS: NONE

THE FOLLOWING IS REPORTED FOR YOUR INFORMATION ONLY AND DOES NOT AFFECT ASSOCIATION POLICY OR BUDGET:

The PAKC met on January 22, 2015 and April 16, 2015.

The focus of the PAKC work has been on:

1. Identifying and working with politically active REALTORS® to assist in delivering OAR's public policy messages. The PAKC is involved with the ongoing task of maintaining ties with key activists in each legislative district to serve as a conduit between OAR and Members of the state legislature to influence public policy.
2. Strengthen grassroots activities, utilizing the legislative and political expertise and involvement of REALTORS® to help advocate OAR's public policy agenda through vehicles such as NAR's call-for-action system.

PAKC will continue to strengthen and build the following initiatives:

1. Increase average call-for-action ("CFA") engagement rates to 20% across all 30 local associations.
2. Increase participation in the Broker Involvement Program by 25% to expand OAR's reach on critical legislative issues affecting our industry.
3. Work with local associations to identify and recruit REALTOR® Champions to attend the 2016 Candidate Training Academy.
4. Provide resources for local REALTOR® Associations so that we can increase our membership's involvement in their communities and the political process through programs, publications, grants and classes.
5. Increase the number of voting REALTOR® members throughout the state
6. Educate and train local associations on NAR's Consumer Advocacy Database for issues, lobbying campaigns and general consumer outreach.

The PAKC committee is working with the Executive Committee and other Key Committee chairs to identify the resources needed to create a long term action plan around upcoming legislative issues of importance to our industry.

OAR Education Quarterly Report

2015 – Q2

Executive Summary:

- We held 5 webinars in Q2, making that a total of 12 so far in 2015. We are merely \$400 shy of meeting our yearly webinar revenue budget after only 6 months. In Q2 alone, over 5,000 OAR members participated in the live webinars and over 600 people have viewed the recorded webinars via our YouTube Channel.
- Online commissions from The CE Shop are up from last quarter and are more than double what we received in 2014 Q2. We will continue to promote The CE Shop and look into ways of making our promo discounts more visible to our members.
- We held two* live courses in Q2 with great success. Live education continues to be popular and requested, which, looking forward, holds great promise for the new Education Program. (*Not counting REALTOR® Rally CE.)
- The Education Program framework is currently in the works and progressing on track. The Instructor Pool has created our core courses. Thursday, August 20th, is our "Train the Trainer" Workshop with our Instructor Pool. Once we have finished our marketing materials, we will be contacting Local Associations/Boards and Partners to start booking courses with a member launch at Fall Convention.

	Courses	CE Hours	Registrations	Attendees	Gross Revenue	Online Commissions
2014 – Q2	10	19.5	568	1,359	\$7,617	\$125.96
2014 Totals:	51	119.5	2,514	6,978	\$86,164	\$1,267
2015 – Q1	10	38.5	1,055	3,803	\$35,450	\$201.06
2015 – Q2	8	12.5	967	1,982	\$11,463	\$339.37
2015 - Totals:	18	51	1,055	5,785	\$35,450	\$540.43

Course Type	2014 – Q2	2014 Totals	2015 – Q1	2015 – Q2	2015 Totals
Designation	0	2	1	0	1
Required	0	1	0	1	1
Webinar	2	17	7	5	12
Leadership	0	1	1	0	1
Other	8	23	1	2	3
Online (The CE Shop)	14	97	16	23	39

Course Location	2014 – Q2	2014 Totals	2015 – Q1	2015 – Q2	2015 Totals
Portland Metro.	2	6	0	0	0
Salem	4	10	1	3	4
Eugene/Springfield	0	0	0	0	0
GP/Medford/Ashland	0	0	0	0	0
Bend	0	12	1	0	1
Klamath Falls	0	0	0	0	0
Eastern Oregon	2	4	1	0	1
Online/Webinar	2	17	7	5	12
Other	0	2	0	0	0

on - Class History										
Qtr.	Class	Date	Location	Venue	Instructor	Cost	CE	Reg	Attendees	Gross Rev
1	Seller Financing Update Webinar	01/09/15	Webinar	Webinar	Kristen Anderson, J.D.	\$19	1.5	103	343	\$1,957.00
1	OREF Forms Changes Webinar	01/28/15	Webinar	Webinar	Phil Querin, J.D.	\$19	1.5	232	984	\$4,408.00
1	GRI 300	02/02-05/2015	Keizer	Keizer Heritage Center	Diane Peterson, Toija Bu					

**OREGON ASSOCIATION OF REALTORS®
BOARD OF DIRECTORS REPORT**

DATE: SEPT. 29, 2015

CHAIR: Oleta Yancey
VICE CHAIR: Lori Palermo
STAFF LIAISON: Jen Wallace

COMMITTEE: PROFESSIONAL DEVELOPMENT

ACTION ITEMS: NONE

THE FOLLOWING IS REPORTED FOR YOUR INFORMATION ONLY AND DOES NOT AFFECT ASSOCIATION POLICY OR BUDGET:

Highlights Since April 2015 Board of Directors Meeting

Webinars: We held 5 webinars in Q2, making that a total of 12 in Q1 and Q2 of 2015. As of the end of Q2, we were merely \$400 shy of meeting our yearly webinar revenue budget after only 6 months! In Q2 alone, over 5,000 OAR members participated in the live webinars and over 600 people have viewed the recorded webinars via our YouTube Channel. We will continue to offer monthly webinars and provide them to our members at a reasonable price. With the implementation of the LMS system, we will be able to offer CE credit for our past-recorded webinars.

New Education Program: A final pool final of talented instructors from across the state has been selected, trained, and started developing the 12 live, core courses that will make up the OAR Education Program. All courses will count for Oregon CE credit and Oregon GRI credit. We are also working on getting the courses approved for Washington and Idaho CE credit. Local associations/boards and partners have been sent the first information “push” regarding the new program. Our big marketing “splash” will be at this week’s Fall Convention. Look for the GRI handouts and take a picture with the cut-out! Additionally, the instructors in attendance will be given pins to wear – feel free to meet and greet them and ask questions! We will re-connect with local associations/boards and partners after Fall Convention to start booking courses. We aim to have a full 2016 calendar by the end of 2015. We are also working on having our Instructors approved and certified to teach REBAC courses and designations going forward.

LMS: We are still in the process of searching for the best Learning Management System (LMS) for OAR usage. We are on track to start implementation in 2016.

Scheduled Education: We have many courses scheduled through the end of the year and into 2016. The current, full calendar is below. For an up-to-date look at OAR education, refer to our website’s calendar: <http://www.oregonrealtors.org/calendar>. We will be posting all new courses booked there.

Green Month: Oregon leads the nation in green building and sustainable energy and that impacts you! 86% of homeowners, surveyed nationwide, have said that saving energy, or “going green,” continues to be a sizable factor in buying a home, with many of today’s consumers wanting more efficient and eco-friendly homes. Real estate research consistently shows a considerable and growing market for energy-efficient buildings. We are committed to providing Oregon REALTORS® with cutting edge information that will positively impact your business and clients. Join us during the October Green Month as we cover all things “green,” including two webinars, two Green Designation courses in Portland and Bend, and weekly social media posts.

REALTOR® Safety: We are in the process of having our Instructors certified to teach the new NAR Real Estate Safety course. Once the instructors are certified via NAR, we will be able to offer these courses state-wide.

Quarter	Date	Course	Location
Q1	Jan. 9	Seller Financing Updates Webinar	Online
Q1	Jan. 28	OREF Forms Changes Webinar	Online

Q1	Feb. 2-5	GRI 300	Salem
Q1	Feb. 10	Mediation Training: Malheur County	Ontario
Q1	Feb. 11	Legally Capacity: Working with a Questionable Competent Webinar	Online
Q1	Feb. 23	2015 Professional Standards Academy	Bend
Q1	Feb. 26	Well and Onsite Sewage Addenda Webinar	Online
Q1	Mar. 4	Real Estate Implications of Marijuana Legalization Webinar	Online
Q1	Mar. 13	How to Master your zipForm® Program Webinar	Online
Q1	Mar. 30	RESPA and TILA Tie the Know Webinar	Online
Q2	Apr. 9	Updates for Selling Oregon HUD Homes Webinar	Online
Q2	Apr. 16	Code of Ethics	Salem
Q2	Apr. 30	Ways to Hold Title and the Legal Ramifications Webinar	Online
Q2	May 20	Tips for Staying Out of Trouble with the Agency	Salem
Q2	May 21	Available Client Loan Programs Webinar	Online
Q2	Jun. 10	The Green Rush: What are your Obligations under Oregon's Marijuana Laws? Webinar	Online
Q2	Jun. 30	Seller Financing: OREF Update Webinar	Online
Q3	Jul. 7	Code of Ethics	Cottage Grove
Q3	Jul. 20	Negotiating the Exclusive Buyer Service Agreement Webinar	Online
Q3	Sep. 25	Lead Paint Webinar	Online
Q3	Sep. 30 – Oct. 2	2015 OAR Convention Education	Sunriver
Q4	Oct. 5	OREA BOD Meeting	Ontario
Q4	Oct. 5	Tips for Staying Out of Trouble with the Agency	Ontario
Q4	Oct. 7	Green Homes: What You Should Know Webinar	Online
Q4	Oct. 12-14	Green Designation - Portland	Portland
Q4	Oct. 20	Solar Panel Webinar	Online
Q4	Oct. 28-30	Green Designation - Bend	Bend
Q4	Nov. 18	Property Management Webinar	Online
Q4	Dec. 1-2	ABR Designation - Salem	Salem
Q4	Dec. 3	Client Estate Planning Implications for a Broker Webinar	Online
Q4	Dec. 7	OREA BOD Meeting	Coos Bay
Q4	Dec. 7	Tips for Staying Out of Trouble with the Agency	Coos Bay

OREGON ASSOCIATION OF REALTORS®

BOARD OF DIRECTORS REPORT

DATE: September 30, 2015

CHAIRMAN: George Perkins
VICE CHAIRMAN: Eva Sanders
STAFF LIAISON: Shawn Cleave

COMMITTEE: RPAC Trustees Committee

ACTION ITEMS: NONE

THE FOLLOWING IS REPORTED FOR YOUR INFORMATION ONLY AND DOES NOT AFFECT ASSOCIATION POLICY OR BUDGET:

Following the 2015 Legislative Session the RPAC committee meet to approve the initial contribution plan for RPAC in 2015.

The contribution philosophy for this cycle of giving is as follows:

- Distinguish OAR from other contributors by giving early.
- Reward access and advocacy on key issues as they relate to the 2015 legislative agenda and outcomes.
- Start to create alliances to shore up votes on major legislation to be introduced in 2016.

In RPAC contributions approved for distribution is: \$37,500.

As of August 25, 2015 the RPAC balance is \$221,354.55 (not accounting for 2015 distributions).

OREGON ASSOCIATION OF REALTORS®

BOARD OF DIRECTORS REPORT

DATE: September 30, 2015

CHAIRMAN: Eva Sanders
VICE CHAIRMAN: Amy Graham
STAFF LIAISON: Jennifer Collins

COMMITTEE: Elections

ACTION ITEMS: NONE

THE FOLLOWING IS REPORTED FOR YOUR INFORMATION ONLY AND DOES NOT AFFECT ASSOCIATION POLICY OR BUDGET:

Via email, it was moved, seconded and unanimously approved to certify the four (4) candidates for the two NAR State Director Position and the two (2) candidates for the one NAR Large Board Director Position.

Carol Dozois, State Director
John Hoops, State Director
Colin Mullane, State Director
Jeremy Starr, State Director
Mark Meek, Large Board Director
Alan Merhwein, Large Board Director

Eva Sanders
Chair

OREGON ASSOCIATION OF REALTORS®

BOARD OF DIRECTORS REPORT

DATE: September 30, 2015

CHAIRMAN: Barbara Brown
VICE CHAIRMAN: Vikki Breese-Iverson
STAFF LIAISON: Shawn Cleave

COMMITTEE: My REALTOR® Party

ACTION ITEMS: NONE

THE FOLLOWING IS REPORTED FOR YOUR INFORMATION ONLY AND DOES NOT AFFECT ASSOCIATION POLICY OR BUDGET:

My REALTOR® Party met on Tuesday, April 14 and May 5 of 2015 to review and forward amended requests for Issues Mobilization funds to the Executive Committee.

Each association requested funds in support of local levies to support local public safety efforts.

Funding was approved as the staff recommendation as follows:

1. April 14, Request from Salem and Polk – Request for \$900 (\$450 each association), Staff Recommendation: \$900
2. May 5, Request from Klamath - Requested: \$1,000, Staff Recommendation: \$900
3. May 5, Request from Curry - \$450, Staff Recommendation: \$450
4. May 5, Request from OAR - \$7,500, Staff Recommendation: \$7,500

Items one through three were local board requests to contribute to local public safety measures. The local boards each contributed \$100 to demonstrate “Skin in the Game.” The first request from the Salem and Polk areas resulted in a successful campaign. The other two local levies did not pass.

The fourth request was for funds for a legal opinion from outside counsel on a bill designed to bypass Oregon’s requirement for a three-fifths majority for tax raising measures. The bill would have reduced the allowable debt on mortgage interest by \$200,000 and increased the allowable deductibility on student loans. The foundation of the legal opinion will become the basis for defending the mortgage interest deduction in future legislative sessions.

The Executive Committee approved all Issues Mobilization requests in 2015.

OREGON ASSOCIATION OF REALTORS®

BOARD OF DIRECTORS REPORT

DATE: September 30, 2015

CHAIRMAN: Joann Hansen

VICE CHAIRMAN: John Hoops

STAFF LIAISON: Jennifer Collins

COMMITTEE: ROTY/DSA

ACTION ITEMS:

THE FOLLOWING IS REPORTED FOR YOUR INFORMATION ONLY AND DOES NOT AFFECT ASSOCIATION POLICY OR BUDGET:

With the approval of the ROTY/DSA committee, it was determined that the Oregon Association of REALTORS® would be changing the process that had historically included the state association providing an award to the local recipient.

At the state ROTY luncheon (this year in September, next year in April), the local recipients will be recognized with their photo in a running slide show and their name in the program. At the beginning of the committee chair's remarks, he/she will read off the names of all of the recipients in attendance. He/she will then ask that they stand to be acknowledged with applause from the luncheon attendees. There will be a congratulations notice from the OAR president, a certificate, and a ROTY pin for all of the local ROTYs on hand. For those in attendance, the packet will be given to them at the end of the luncheon. For those not in attendances, their packet will be mailed out after the event.



Leadership Update: September 2015

OREF, LLC Approves 2016 Fee Schedule—Effective November 1

At the August BOM meeting, the Board approved a \$20 increase (effective November 1, for all 2016 subscription renewals) to the annual Oregon Forms Library electronic subscription. Cost of doing business increases 15% per year and OREF, LLC has not raised subscription rate for 5 + years.

OREF, LLC has maximized your Oregon Real Estate Forms Library through customer service, public relations (website redesign, continuing education—15 + CE units per year now [both on Forms training and zipLogix zipForm® program usage, two (2) e-news of *Subscriber Update* and *Principal Broker Quarterly* and other informational, educational and training (including audio recordings and other tools in the Resources section of www.orefonline.com)). These **subscriber benefits** coupled with the **Oregon Library's 56 + transactional and advisory forms & mlsCONNECT® feature provide premium value to the subscriber**. And, as an added bonus, the zipForm® Plus subscription will now have Relay (transaction management) and Vault (storage) features included. **Thank you for being a subscriber!** OREF, LLC will continue to advance the company through ongoing research/development; invest in technology to remain competitive while providing premium value of the electronic subscription and associated subscriber benefits. The new rates will be **\$99 Plus subscription for Realtor® members**—preferred pricing and \$178 non-resident/non-Realtor® & attorney.

OnLineEd and OREF, LLC Partner Residential Sale Agreement Online Curriculum

OREF, LLC and OnlineEd have worked the past three months in the development of the Sale Agreement on-line curriculum. Thank you FC Chair Jeff Wiren, real estate instructor task force (Karen Church, Byron Hendricks, John Baker and Lester Friedman), Byron Hendricks video narration contributions and OnlineEd –Jeff Sorg/Harlow Spaan for collective efforts to make this curriculum possible. See news release—2nd page of this PDF document for more information.

OAR Convention—Exhibit Trade Show and Property Disclosure Panel Presentation

In approximately 30 days, OREF, LLC will be in Sunriver at the OAR State Convention. As an anchor sponsor of the convention, we will exhibit 1.5 days and panel present via the “Property Disclosure.” Thank you to Jeff Wiren, John Hoops, Richard Caplan, Colin Mullane and Pam Mayo-Phillips, as well as FC Legal Counsel Phil Querin for their efforts in advancing this presentation.

www.orefonline.com to Launch Soon

OREF, LLC subscribers and the public will soon see a more robust information packed website. Final review of secondary link pages is under way. Subscribers will have training links, an event registration site for future CE webinars/seminars and an enhanced user friendly www.orefonline.com for quick access to all things OREF!

Oregon Forms Library Year End Review, Beta Testing—Thank you Forms Committee for all your hard work!

Your 2016 Oregon Forms Library will have substantial changes (16 + forms will change with 2016 Upload—including substantial redesign to all of the Sale Agreements and a few new projected forms such as the Vacant Land Disclosure form). Stay tuned. **Your Forms Committee is doing a great job** advancing the Library. Final editing, review and approval by FC & BOM followed by beta testing will result in **2016 Library upload final week of December**. And, the 2016 Forms Changes PDF document will be on www.orefonline.com in the **Forms Changes link page by December 10**.

OREF, LLC Exhibit Schedule and OAR Home Foundation—Taste of Portland

OREF, LLC is coordinating exhibitor and/or instructor resources with **RMLS™ (Roseburg)**—Oct. 15 and **SOMLS (Jacksonville)**—Oct. 23, Technology Trade Shows. We look forward to seeing our subscribers in Southern Oregon. OREF, LLC is also proud to be an **OAR Home Foundation—Taste of Portland** (September 16) donor with our annual coffee/chocolate gift basket contribution/donation—helping raise funds for worthy affordable housing projects awarded by the Home Foundation.

Upcoming OREF, LLC Meetings:

- September 17, Forms Committee
- October 22, Board of Manager's Meeting



For Immediate Release: August 25, 2015

For More Information, contact:

Jeff Sorg, OnlineEd, at (503) 670-9278 & Lance Clark, OREF, LLC, at (503) 459-0195

OnlineEd and OREF, LLC Partner with Residential Sale Agreement and Matrix On-Line Curriculum

(Portland) Oregon Real Estate Forms, LLC and OnlineEd® are proud to partner and present Oregon real estate brokers with 3 hours of free continuing education for an online course about the OREF 2015 Residential Real Estate Sale Agreement.

Oregon brokers can find the on-line enrollment link for this free course in the OnlineEd® Continuing Education Catalog by clicking the link "An In-Depth Review of the OREF 2015 Residential Sale Agreement the OREF, LLC Residential Sale Agreement" or by going here:

http://www.onlineed.com/system/pages/courses.php?package=382&f=show_details&state=Oregon&field=2

Jeff Sorg, School Director of OnlineEd®, stated, "We are pleased to provide this informative and educational on-line curriculum to brokers new to the industry, as well as brokers that would like a refresher course with proper utilization of the Residential Sale Agreement."

Sorg further stated, "To view the three-hour course, Oregon brokers just need to enroll and place the course in their cart. There is no charge for the course and when it is completed brokers will earn a course completion certificate for three credit hours (3 CE units) to be used when they renew their license."

Jeff Wiren of Re/Max Equity Group of Beaverton and 2015 OREF, LLC Forms Committee Chairman, said, "Approximately, 20 years ago, there were three different real estate agreements being utilized across the state. In the 17 years that OREF, LLC has been in existence, our company has worked diligently to create/update and utilize a single statewide uniform sale agreement for the benefit of all Oregon brokers and their clients. The Oregon Forms Library has grown from a hand full of forms in the mid-1990's to 56 + forms in 2015. The Oregon Real Estate Forms Library electronic subscription is a culmination of years of development that includes risk management and clarity of terms for all parties in the real estate transaction. OREF, LLC is pleased to provide this on-line curriculum Residential Sale Agreement for you, the broker, to provide greater understanding of the sale agreement clause by clause. As you broker the transaction and serve your clients, your understanding of the # 001 Sale Agreement and the #001 MX –Matrix—clause by clause will guide you to crafting a quality transaction from beginning to end and helping your client in a well-executed document."

OnlineEd®, Inc., based in Portland, Oregon, is an Oregon licensed Private Career School and Oregon Real Estate Agency Certified Continuing Education Course Provider No. 1038. Founded in 1998 by Harlow Spaan and Jeff Sorg, OnlineEd® offers pre-license training and continuing education for real estate brokers, real estate property managers, and mortgage brokers. For more information, call (503) 670-9278 or (866) 519-9597 or visit their website: <https://www.onlineed.com/>

OREF, LLC provides the 56-form Oregon Real Estate Forms Library to Oregon broker and attorney subscribers. The transactional and advisory forms within the annual electronic subscription and the MLS forms that the broker quarterly subscribes are the tools that Oregon brokers and attorneys utilize to create and transmit the Oregon real estate transaction. OREF, LLC is owned by Portland Metropolitan Association of Realtors®, Eugene Association of Realtors® and the Oregon Association of Realtors®. For more information on the annual electronic subscription to the Oregon Forms Library and association subscriber benefits, contact OREF, LLC at 503/459-0195 and/or log on to www.orefonline.com.

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**OREGON ASSOCIATION OF REALTORS®
BOARD OF DIRECTORS REPORT**

DATE: August 14, 2015 **CHAIRMAN:** Cheryle Clunes
STAFF LIAISON: Jenny Pakula

COMMITTEE: HOME Foundation

ACTION ITEMS: NONE

THE FOLLOWING IS REPORTED FOR YOUR INFORMATION ONLY AND DOES NOT AFFECT ASSOCIATION POLICY OR BUDGET:

The HOME Foundation has completed the following since the April 2015 report:

The 6th Annual Driving it HOME Golf Tournament was held on July 16, 2015 at Langdon Farms. The tournament was completely oversold. There were a total of 152 golfers and all corporate and hole sponsorships were sold. At the writing of this report, a full accounting for this event has not been completed. However, based on income and expenses, it is believed the HOME Foundation will net over \$45,000 on this event. The 7th Annual Driving it HOME Golf Tournament is scheduled for Thursday, July 21, 2016 at Langdon Farms.

The 8th Annual Taste of Portland will be held September 17, 2015, at Castaway in downtown Portland. The 2014 Taste of Portland income was over \$50,000, with a net profit of \$43,000. As of this report date, all booth sponsorships have been sold.

The 2015 RVAR Food & Wine Classic raised \$26,385. The 2016 RVAR Food & Wine Classic is scheduled for Thursday, March 24, 2016.

The Great HOME Foundation Dessert Auction will take place during the President-elect's Installation Banquet. Last year, the Dessert Auction raised over \$5,500.00 for the HOME Foundation.

In 2014, the Oregon Association of REALTORS® HOME Foundation distributed **\$144,000.00** in grants to **27** different organizations across Oregon including;

ACCESS	\$23,000.00	Rogue Valley Association of REALTORS®
African American Alliance for Homeownership	\$5,000.00	Portland Metropolitan Association of REALTORS®
Benton Habitat for Humanity	\$5,000.00	Willamette Association of REALTORS®
Columbia Cascade Housing Corp	\$5,000.00	Mid-Columbia Association of REALTORS®
Columbia County Habitat for Humanity, Inc.	\$5,000.00	Columbia County Board of REALTORS®
Community Action Team - Healthy Homes Program	\$2,500.00	Columbia County Board of REALTORS®
Community Action Team - Lend-a-Hand Program	\$2,500.00	Columbia County Board of REALTORS®
Community Energy Project, Inc.	\$5,000.00	Portland Metropolitan Association of REALTORS®
Cottage Grove Area Habitat for Humanity	\$5,000.00	Cottage Grove Board of REALTORS®
Florence Habitat for Humanity	\$5,000.00	Central Oregon Coast Board of REALTORS®
Habitat for Humanity of Lincoln County	\$5,000.00	Lincoln County Board of REALTORS®
Habitat for Humanity of the Mid-Willamette Valley	\$5,000.00	Salem Association of REALTORS®
Habitat for Humanity Portland/Metro East	\$5,000.00	East Metro Association of REALTORS®

Habitat for Humanity Rogue Valley	\$5,000.00	Rogue Valley Association of REALTORS®
Klamath & Lake Community Action Services	\$5,000.00	Klamath County Association of REALTORS®
McMinnville Area Habitat for Humanity	\$5,000.00	Yamhill County Association of REALTORS®
NEDCO	\$3,000.00	Salem Association of REALTORS®
NEDCO	\$3,000.00	Eugene Association of REALTORS®
NeighborImpact HomeSource	\$5,000.00	Central Oregon Association of REALTORS®
NeighborWorks Umpqua	\$5,000.00	Coos County Board of REALTORS®
North Willamette Valley Habitat for Humanity	\$5,000.00	North Willamette Association of REALTORS®
Portland Housing Center	\$5,000.00	Portland Metropolitan Association of REALTORS®
Rebuilding Together Portland	\$5,000.00	Portland Metropolitan Association of REALTORS®
ReFIT	\$5,000.00	Portland Metropolitan Association of REALTORS®
Springfield/Eugene Habitat for Humanity	\$5,000.00	Eugene Association of REALTORS®
Springfield/Eugene Habitat for Humanity	\$5,000.00	Eugene Association of REALTORS®
Tillamook County Habitat for Humanity	\$5,000.00	Tillamook County Board of REALTORS®

The grant application process will begin in October once all fundraisers have been completed. The HOME Foundation Board of Directors will award grants in early December. Since inception, the HOME Foundation has awarded over \$750,000.00 in grants.



REALTOR®

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