

SCCAR Board of Directors Agenda

3201 Broadway, Suite E
Everett, WA. 98201
Tuesday January 7, 2025. • 12:00 PM

- 1) **Call to order – Jenell Steltz**
 - Roll Call
 - Today's Agenda: additions, corrections & approval *Motion to approve*
 - December 2024 Minutes: additions, corrections & approval *Motion to approve*
New member report for December 2024.
 - 2025 Board member introductions
 - Roles and Code of Conduct of Directors.
 - Fiduciary responsibility
 - Important Dates 2025
 - Reschedule the April Board meeting to April 8th (NAR AE Institute)
Motion to approve
 - Reschedule the June Board meeting to June 10th (NAR Legislative Meetings)
Motion to approve
 - Committee selections
 - Washington REALTORS Legislative Day, January 30th. Must register to attend.
 - Next Board meeting February 4th.
- 2) **President-elect report –Glenda Krull**
 - November 2024 Financials *Motion to receive*
- 3) **Vice President of Government Affairs – Brian Hayter**
 - GA Report
 - Important WR Legislative Day, January 30th
- 4) **Vice President of Communications – Beth Newton**
 - Communications Report
- 5) **Vice President of Professional Standards – Laura Randall**
 - No classes scheduled for the remainder of January
- 6) **Affiliate Report – Scott Shrock**
 - Affiliate Report.
- 7) **Executive Director – Matthew Wahlquist**
 - Anti-Trust discussion.
 - Affiliate membership drive.
 - SCCAR closed on January 20th in observance of Martin Luther King Jr. Day.
- 8) **For the good of the order**

ADJOURN

To affect and promote policies that value homeownership, recognize the key role of REALTORS® and enable members to accomplish this with integrity.

SCCAR Board of Directors Meeting
3201 Broadway, Suite E
Everett, WA 98201
Tuesday December 3, 2024, • 12:00 PM

Minutes

- Call to Order:** Gina Akins called the meeting of the Board to order at 12:00pm
- Roll Call:** A quorum was established for voting purposes.
- Members Present:** Glenda Krull, Zach Hensrude, Gina Akins, Craig Purfeerst, Alisa DeFalco, Julie Love, Laura Randall, Jenell Steltz, David Pope, Beth Newton, Kate Rosart, Jody Scott, Brian Hayter, Tami Tuck, Kelli Toomey, Nikki Ramsey, Nicole Tatom, Kelly Wedin
- Members Absent:** Melissa Huddleston, Jesse Maddox, Tami Tate
- Staff Present:** Matthew Wahlquist, Mat Johnson
- Guests:**
- Pledge of Allegiance**
- President Report:** **Gina Akins**
- Approval of Agenda: **M/M/S/C to approve the December Agenda.**
 - Approval of Board Minutes and New Member Report. **M/M/S/A to approve November 2024 minutes including the November 2024 New Member Reports.**
 - Gina asked the Board to introduce themselves to the new 2025 board members present.
 - Gina gave the Board a recap of the NAR NXT Convention in Boston
 - Gina reminded the Board about the December 13th Installation and Awards Luncheon.
 - The next board meeting is January 7th.
- President-elect Report** **Jenell Steltz** presented the October 2024 financial statements.
M/M/S/A, October 2024 Financials received.
- Matthew Wahlquist presented the 2025 final operating budget
M/M/S/A to approve the 2025 Operating Budget as presented.
- VP Gov Affairs:** **Glenda Krull** submitted the Government Affairs Committee report (see Committee Snapshot for details).
- Glenda asked the Board to save the date of January 30th for the WR Legislative Day in Olympia.
- VP Communication:** **David Pope** submitted the Communications Committee reports (see Committee Snapshot for details).
- VP Pro Standards:** **Tami Tuck** submitted the Professional Standards Committee report.
12/19/2024 Code of Ethics
Time: 9:00 AM - 12:00 AM (3.0 CE)
Instructor: Mark Kitabayashi
Location: ZOOM

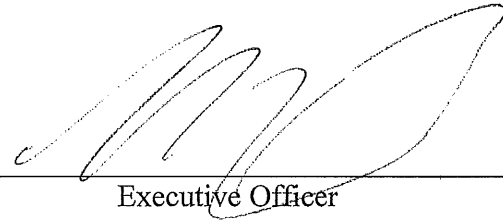
Affiliate Report: **Alisa DeFalco** gave the affiliate committee report.
- Jingle Mingle Mixer after the Installation and awards

EO Update: **Matthew Wahlquist**
- Matthew gave an update on the 2025 dues billing
- Matthew advised the Board that the office is closed on December 24-25 for the Christmas holiday and January 1st for the New Years holiday.
- Matthew advised the Board that WR has purchased the license for a leadership class called The Art of Professional Poise. Anyone interested in expanding their leadership knowledge, reach out to Matthew.
- Matthew thanked the Board for their time and participation in 2024. Additionally, he thanked the members who will no longer sit on the SCCAR Bard.

Good of order:

Meeting adjourned.

Submitted by:



Executive Officer

Committee Snapshot: December 3rd, 2024

Communications Committee

- The committee met on Tuesday, November 5th.
- Members Present: David Pope (Chair), Gina Akins, Jenell Steltz, Tami Tate, Zach Hensrude, Alisa DeFalco, and Melissa Huddleston
- The committee approved November's Ask the Expert article for The Herald.
- The committee discussed the Awards and Installation itinerary.
- The committee also reviewed the registration goals and figures.
- The next Communications Committee meeting is scheduled for 1:00 PM on Tuesday, December 3rd (following the board meeting).

REALTOR® Political Action Committee & Government Affairs Committee

- The committee met on Wednesday, November 13th.
- Members present: Glenda Krull (Chair), Kyoko Matsumoto-Wright, and David Pope
- The committee discussed legislative updates for Monroe, Mountlake Terrace, Lynnwood, and Edmonds.
 - o Monroe received a letter from SCCAR regarding their 2025 legislative priorities.
 - o Mountlake Terrace recently adopted their comprehensive plan.
 - o Lynnwood's planning board recommended their comp plan to the city council for a vote.
 - o Lynnwood also began working on a Unified Development Code (consolidating Titles 18, 19, and 21 into Title 22 UDC.
 - o Edmonds received a letter from SCCAR, giving detailed public comment on their comprehensive plan – specifically on the housing, land use, and climate elements.
- The committee also discussed the Edmonds Civic Roundtable event that took place with Mackey Guenther and Karen Haase Herrick.
- The committee also did an election recap – each of SCCAR's endorsed candidates won their race.
- For the good of the order, the committee discussed SCCAR's "call to action" on the proposed 2025/2026 Snohomish County budget – specifically the proposed property tax increase.
- The next GA/RPAC Committee meeting is scheduled for 10:00 AM on Wednesday, December 18th.

Education

Upcoming Class(es):

- | | |
|------------|--|
| 12/12/2024 | *Seminar* Tax Reduction Strategies
Time: 10:00 AM - 12:30 PM (0 CE)
Instructor: Maine Shafer
Location: ZOOM |
| 12/19/2024 | Code of Ethics
Time: 9:00 AM - 12:00 PM (3.0 CE)
Instructor: Mark Kitabayashi
Location: ZOOM |

December 2024 New Member Report

Contact	Member Type	Office	Email (Contact) (Contact)
Dufton, Carl	REALTOR®	Epique Realty	wabroker@epiquerealty.com
Gillis, Adrienne	REALTOR®	John L. Scott - Everett	adriennegillis@johnlscott.com
Leiby, John	REALTOR®	MORE Realty, Inc	John.Leiby@MoreRealty.com
Mora, Cynthia	REALTOR®	John L. Scott - Arlington	cynthiamora@johnlscott.com
Obayan, Keley	REALTOR®	Windermere RE-M2/Alderwood	keley.obayan@windermere.com
Saga, Sandy	REALTOR®	Coldwell Banker Bain - Mill Creek	sandy.saga@cbrealty.com
Tauialo, Angie	REALTOR®	eXp Realty	wa.broker@exprealty.net
Thurbush, Tonya	REALTOR®	Windermere RE-Mill Creek	tonyaelizabeth@windermere.com

ROLES AND CODE OF CONDUCT OF DIRECTORS

1. The work of the directors shall always encompass the missions and the goals of the Snohomish County/Camano Association of REALTORS® and the programs of the President and shall never be influenced by self-aims and personal objectives. A director shall avoid self-dealings in any matters relating to the Association.
2. The directors shall attend every board of Directors meeting in accordance with the Policy Manual of the Association or, if unable to be present, provide 24-hour notice to the Association office.
3. The directors have a fiduciary responsibility to make decisions and act in the best interest of the members.
4. The directors agree that once a board decision is made to support the decision even if one's own view is a minority one.
5. The directors agree to attend all functions of the Association of REALTORS®.
6. The directors will keep abreast of the accomplishments of the local, state, and national Associations so as to be prepared to discuss these matters with the membership.
7. The directors shall have a working knowledge of the by-laws, Code of Ethics and Standards of Practice, policy manual and The Code of Ethics and Arbitration Manual.
8. Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
9. The directors shall see that their business affairs are arranged properly so as to allow proper time for their demanding roles as directors.
10. The directors, in the interest of the membership and the industry, shall constantly work towards the continual development of the Association.
11. Respect the confidentiality of information on sensitive issues, especially in personnel matters.
12. The directors shall be required to be an active member of and/or chair at least one core committee and one task force/sub-committee of the Association.
13. The directors shall read all materials circulated prior to a Board of Directors meeting so that they are reasonably prepared to discuss the issues and cast a knowledgeable and intelligent vote.
14. The directors shall exercise the utmost good faith in all dealings with and for the Association.
15. Be an advocate for the association and its mission wherever and whenever the opportunity arises in their own personal and professional networks.
16. Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".

A fiduciary's responsibilities include:

Duty of Care

Duty of care means that board directors must give the same care and concern to their board responsibilities as any prudent and ordinary person would. This means board members should be actively participating in board meetings and on committees. It also means that they should be actively working with other board directors to advance SCCAR's mission and goals. They can fulfill their responsibilities by overseeing and monitoring the nonprofit's activities. Board directors should be able to read and understand financial reports and be willing to question expenditures and examine variances. They are also responsible for strategic planning and achieving the nonprofit's short- and long-term goals.

Duty of Loyalty

Duty of loyalty means that board directors must place the interests of SCCAR ahead of their own interests at all times. Duty of loyalty means publicly disclosing any conflicts of interests and not using board service as a means for personal or commercial gain.

Duty of Obedience

Duty of obedience means that board directors must make sure that SCCAR is abiding by all applicable laws and regulations and doesn't engage in illegal or unauthorized activities. The duty of obedience also means that board directors must carry out the association's mission in accordance with the purpose they stated in getting qualified as a nonprofit organization.

2025 Important Dates

Board Meetings

January 7

February 4

March 4

April 1 (need to reschedule)

May 6

June 3 (need to reschedule)

July 1

August 5

September 2

October 7

November 4

December 2

Communications Committee

1st Tuesday, 1:00pm

Government Affairs Committee

3rd Wednesday, 10:00am

WR Legislative Day (Olympia)

January 30

WR Spring Business Conf

April 23-25

NAR Mid-Year Meetings (D.C.)

May 31 - June 4

NAR Leadership (Chicago)

August 10-12

Golf and Give

15-Aug

WR Fall Business Conference

September 24-26

NAR Annual Convention

November 14-18

SCCAR Awards and Installation

December 12

Snohomish County-Camano Association of Realtors
 BoD Income Statement
 November 30, 2024

	Current Month Actual	Current Month Budget	Total Difference	Percent Difference	Year to Date Actual	YTD Budget	Total Difference	Percent Difference
Income								
3000-7 DUJES INCOME	979.22	1,350.00	-370.78	-27.47%	299,258.10	318,900.00	-19,641.90	-6.16%
3050-3 EDUCATION CLASS INCOME	180.00	208.00	-28.00	-13.46%	3,925.00	2,292.00	1,633.00	71.25%
3100-1 INTEREST INCOME, ADMIN	875.21	375.00	500.21	133.39%	23,986.75	4,125.00	19,861.75	481.50%
3150-6 MEETING INCOME, AWARDS	6,450.00	4,500.00	1,950.00	43.33%	12,000.00	10,000.00	2,000.00	20.00%
3210-7 RE-INSTATE & LATE FEE	700.00	1,700.00	-1,000.00	-58.82%	33,050.00	29,200.00	3,850.00	13.18%
3250-4 NWMPLS - GOVT AFFAIR	8,666.67	8,666.67	0.00	0.00%	95,333.37	95,333.33	0.04	0.00%
3400-2 REALTOR BUILDING INCOME	3,726.34	7,012.00	-3,285.66	-46.86%	54,945.28	77,136.00	-22,190.72	-28.77%
3500-9 RETAIL SALES	111.95	291.66	-179.71	-61.62%	2,473.63	3,208.34	-734.71	-22.90%
3800 MISCELLANEOUS INCOME		0.00	0.00	0.00%	3,178.90	4,100.00	-921.10	-22.47%
9200-5 REALTORS CARE CHARITABLE- INCOME		0.00	0.00	0.00%	29,862.00	20,000.00	9,862.00	49.31%
9275-5 REALTORS CARE CHARITABLE INCOME - INTEREST	0.25	4.13	-3.88	-93.95%	1,571.13	45.87	1,525.26	3325.18%
Total Income	\$ 21,689.64	\$ 24,107.46	\$ -2,417.82	-10.03%	\$ 559,584.16	\$ 564,340.54	\$ -4,756.38	-0.84%
Expenses								
5100-9 COST OF GOODS SOLD, STORE	63.95	166.66	-102.71	-61.63%	1,542.33	1,833.34	-291.01	-16%
5000 BANK CHARGES	983.24	850.00	133.24	15.68%	14,724.56	14,150.00	574.56	4%
5050 BUILDING EXPENSE	3,529.03	4,788.00	-1,258.97	-26.29%	64,573.85	52,678.00	11,895.85	23%
5099-7 COMMUNICATIONS EXPENSE	350.00	375.00	-25.00	-6.67%	4,874.50	4,125.00	749.50	18%
5150 EQUIPMENT EXPENSE	438.51	500.00	-61.49	-12.30%	6,042.47	5,500.00	542.47	10%
5250 FACILITIES EXPENSE (EVENTS)		0.00	0.00	0.00%	9,000.00	9,000.00	0.00	0%
5300 MEETING/CONFERENCE EXPENSES	558.99	165.00	393.99	238.78%	1,750.14	1,900.00	-149.86	-8%
5350 MISCELLANEOUS EXPENSE		0.00	0.00	0.00%	13,910.31	13,100.00	810.31	6%
5350-7 STORE DISCOUNT	13.64	41.66	-28.02	-67.26%	294.29	458.34	-164.05	-36%
5400 OFFICE MAINT. & SUPPLY EXP	4,132.72	1,216.67	2,916.05	239.67%	21,568.81	13,783.33	7,785.48	56%
5450 POSTAGE EXPENSE		41.66	-41.66	-100.00%	43.10	458.34	-415.24	-91%
5500 PROFESSIONAL SERVICES	460.00	62.00	398.00	641.94%	48,575.00	17,938.00	30,637.00	171%
5650 SUBSCRIPTION / STAFF		0.00	0.00	0.00%	550.00	500.00	50.00	10%
5700 TAX EXPENSE		50.00	-50.00	-100.00%	15,481.57	13,950.00	1,531.57	11%
5800 TELEPHONE EXPENSE	140.00	791.00	-651.00	-82.30%	10,149.24	8,709.00	1,440.24	17%
5850-3 TRAINING - MEMBER EDUCATION	300.00	800.00	-500.00	-62.50%	7,200.94	5,000.00	2,200.94	44%
5900 TRAVEL - MILEAGE/PARKING ONLY		300.00	0.00	0.00%	3,300.00	3,300.00	0.00	0%
5950 TRAVEL EXPENSES	4,692.22	5,000.00	-307.78	-6.16%	32,991.92	37,500.00	-4,508.08	-12%
9400-5 REALTORS CARE CHARITABLE EXPENSE		0.00	0.00	0.00%	13,710.72	10,000.00	3,710.72	37%
9450-5 REALTORS CARE CHARITABLE-BANK FEES		0.00	0.00	0.00%	362.63	500.00	-137.37	-27%
9500-5 REALTORS CARE CHARITABLE TRANSACTIONS		0.00	0.00	0.00%	20,000.00	20,000.00	0.00	0%
Payroll Expenses	27,579.25	31,416.33	-3,837.08	-12.21%	327,757.09	345,583.67	-17,826.58	-5%
Total Expenses	\$ 43,241.55	\$ 46,563.98	\$ -3,322.43	-7.14%	\$ 618,403.47	\$ 579,967.02	\$ 38,436.45	7%
Net Income	\$ -21,551.91	\$ -22,456.52	\$ 904.61	-4.03%	\$ 58,819.31	\$ 15,626.48	\$ 43,192.83	276%

ASSETS

Current Assets		
CASH CHECKING-US BANK	\$ 159,476.26	
US BANK- MM ACCT	15,143.42	
US BANK-PPRF	5,000.00	
US BANK-BUILDING	12,000.00	
US BANK CD-9009	152,888.17	
WELLSFARGO CD-3922	73884.22	
WELLSFARGO CD-0048	213,741.22	
WELLSFARGO-0982	7,786.75	
PETTY CASH & CASH BOX	300.00	
BECU MM ACCT	5,332.11	
BECU SAVING ACCT	5.00	
WRE PROPERTY MANAGEMENT	11,351.50	
INVENTORY	3,571.07	
PACIFIC CHARITABLE CHECKING	3,094.22	
PACIFIC CHARITABLE MM	5,987.26	
PACIFIC CHARITABLE CD	76,552.81	
UNDEPOSITED FUNDS	0.00	
Total Current Assets	\$ 746,114.01	
Property and Equipment		
BUILDING	577,994.38	
BUILDING IMPROVEMENTS	496,660.09	
DEPRECIATION (EQUIP)	(763,998.22)	
OFFICE EQUIPMENT	55,585.43	
Total Property and Equipment	\$ 366,241.68	
Total Assets	\$ 1,112,355.69	

LIABILITIES AND CAPITAL

Current Liabilities		
WAR (PASS THROUGH)	\$ 2,892.88	
NAR (PASS THROUGH)	1,959.35	
RPAC	-	
PREPAID DUES/SPONSORSHIP	49,853.10	
SALES TAX PAYABLE	258.19	
PAYROLL TAXES	2,421.12	
ACCRUED VACATION	1,436.02	
Total Current Liabilities	\$ 58,820.66	
Long-Term Liabilities		
BUILDING NOTE PAYABLE	0.00	
Total Long-Term Liabilities	\$ -	
Total Liabilities	\$ 58,820.66	
Capital		
RETAINED EARNINGS	1,063,770.38	
HOMELESS EQUITY BEG BAL	48,583.96	
Net Income	(58,819.31)	
Total Capital	\$ 1,053,535.03	
Total Liabilities & Capital	\$1,112,355.69	

Committee Snapshot: January 7th, 2025

Communications Committee

- The committee met on Tuesday, December 3rd, 2024.
- Members Present: David Pope (Chair), Beth Newton, Gina Akins, Jenell Steltz, Nikki Ramsey, Julie Love, Tami Tuck, Zach Hensrude, Kelly Wedin, Jody Scott, Kate Rossart, Alisa DeFalco
- The committee approved December's Ask the Expert article for The Herald.
- The committee discussed the final numbers and event details for the Awards and Installation.
- The committee also reviewed the scripts for the event and did a run-through of the PowerPoint.
- The next Communications Committee meeting is scheduled for 1:00 PM on Tuesday, January 7th (following the board meeting).

REALTOR® Political Action Committee & Government Affairs Committee

- The committee met on Wednesday, December 18th, 2024.
- Members present: Glenda Krull (Chair), Brian Hayter, David Pope, Nicole Tatom, Nikki Ramsey, Karen Dix-Colony, Kyoko Matsumoto-Wright
- The committee discussed legislative updates for Snohomish County, Mill Creek, Edmonds, and Island County. Details discussed:
 - o Snohomish County: Biennial Budget and Property Tax Increase
 - o Mill Creek: City Council voted to adopt the proposed Comprehensive Plan (12/10)
 - o Edmonds: City Council voted to adopt the proposed Comprehensive Plan (12/17)
 - o Island County: Moving forward toward refining their comprehensive plan; SCCAR will provide public comment on the comprehensive plan as it currently exists.
- The committee also discussed Snohomish County Councilmember Nate Nehring coming to February's GA meeting to discuss Snohomish County Updates (10am on 2/19).
- The committee also discussed the Hill Day event at the Little Creek Casino and hill visits on the 30th in Olympia.
- Mat also ran the committee through some information related to the elections happening in 2025 and SCCAR's election/endorsement timeline.
- For the good of the order, the committee discussed SCCAR's proposed RPAC Endorsement Policy Proposal where SCCAR would automatically endorse a candidate that WR endorses (as in the case of Sam Low, the 2024 REALTOR Champion). This policy will be voted on in the committee at the next meeting (1/15)
- The next GA/RPAC Committee meeting is scheduled for 10:00 AM on Wednesday, January 15th.

Education

Upcoming Class(es):

1/3/2025 Code of Ethics (Cycle 7 Makeup)
Time: 9:00 AM - 12:00 PM (3.0 CE)
Instructor: Mark Kitabayashi
Location: ZOOM