

August 24, 2023

9:00 am

Board of Directors Minutes
Cape Fear REALTORS®
1826 Sir Tyler Drive, CFR Conference Room

Attending:	Steve Mitchell	Amanda Parmer	Brittany Allen	Ea Ruth
	Clayton Hamerski	Eric Knight	Onyx Martin	Grayson Powell
	Manda Price	Cynthia Remahl	Chris Royal	Nick Silivanch
Staff:	Anne Gardner	Stephania Bloodworth		Justine Warner
Absent:	Kelly Stuart			
Guests:	Sarah Kober, CAC Chair		Brook Hall, Property Management Chair	Chris
	Kelsie Nagele, CAC Staff Liaison		Haley, Property Management Staff Liaison	

President Steve Mitchell called the meeting to order at 9:01 AM. Guests were introduced and welcomed.

Members approved the consent agenda by consensus. (attached)

On a motion duly made, seconded, and carried, the directors accepted the May and June 2023 Financial Reports.

On a motion duly made, seconded, and carried, the directors approved moving \$800,000 from Sir Tyler's checking account to a Live Oak Bank 12-month CD.

On a motion duly made, seconded, and carried, the directors approved moving the credit card operations from Truist to Capital One Business.

On a motion duly made, seconded, and carried, the directors approved a Spokesperson Policy to define roles and responsibilities for CFR-sponsored media content and responses to press inquiries.

On a motion duly made, seconded, and carried, the directors adopted the recommendations of the MLS Committee to elect two positions for a three-year term, staggered term as a Manager of the NCRMLS.

On a motion duly made, seconded, and carried, the directors approved having CFR research relevant historical data, industry trends, and benchmarking analyses on an annual basis.

On a motion duly made, seconded, and carried, the directors approved the creation of an Administrative Contingency Fund to provide for mid-cycle administration expense increases up to 5% of salary expense for the current staff count approved in the Annual Operating Budget.

On a motion duly made, seconded, and carried, the directors approved the recommended changes to the CFR Leadership Academy Policy.

On a motion duly made, seconded, and carried, the directors approved the addition of a Paid Time Off (PTO) Carryover Policy allowing staff to carry over up to ten days to the next calendar year.

There being no further business, the meeting adjourned at 11:36 AM.

Respectfully Submitted,



Anne Gardner, MBA, CAE, RCE
Chief Executive Officer

Consent Agenda

Consent Agenda
October 12, 2023

Acknowledgement of:

- 1) Board of Directors Minutes (August 24, 2023)
- 2) Executive Committee Minutes (September 21, 2023)
- 3) Affiliate Member Committee Minutes (August 9 and September 13, 2023)
- 4) MLS Committee Minutes (August 16, 2023)
- 5) Government Affairs Committee Minutes (August 17, 2023)
- 6) DEI Network Minutes (August 14, 2023)
- 5) Professional Development Committee Minutes (August 21, 2023)
- 6) Community Affairs Committee Minutes (August 17, 2023)
- 7) Property Management Network Minutes (September 11, 2023)
- 8) RPAC Committee Minutes (August 14, 2023)