

September 21, 2023

Executive Committee Minutes
Cape Fear REALTORS®
1826 Sir Tyler Drive

Attending:	Steve Mitchell	Amanda Parmer	Brittany Allen	Ea Ruth
Staff:	Anne Gardner	Stephania Bloodworth		

President Steve Mitchell called the meeting to order at 9:03 a.m.

Members discussed the upcoming breakfast with Wilmington Cape Fear Homebuilders on September 27th.

Action Item: Staff will continue to collaborate on topics with WCFHBA staff.

Members discussed the billing errors for the Catylist program and the progress of having overpayment credits applied to the account.

Action Item: Staff will contact the Catylist billing office to verify the final number is credited and the correct count is used for future billing.

President Steve Mitchell is chairing the CFR Legal Counsel PAG, scheduled to meet in October.

Members discussed unresolved issues with BrokerBay, showing service functionality and service. The Executive Committee will host a dialog with firm owners on 9/25 to gather feedback on the product.

Action Item: The CFR Executive Committee will contact NCRMLS to ensure participation in a review of comparative showing services. NCRMLS announced this search in September 2023 for a possible change of service in late spring 2024.

Staff updated the committee on Strategic Plan RFPs, 2024 volunteer recruitment dates, Foundation fundraising preparations, and lagging and restored processes for the member database following the ransomware attack. Monthly billing collection is catching up and so far, there are no collection issues to report following the disruption of service.

Staff updated members on the evaluation of Association Management Systems, which began in the spring.

Action Item: The Finance Committee will consider the recommended system onboarding fees at their September 21, 2023, meeting.

There being no further business, the meeting was adjourned at 10:20 a.m.

Respectfully Submitted,



Anne Gardner, CAE, RCE
Corporate Secretary