

**SOUTH SHORE REALTORS®  
BOARD OF DIRECTORS MEETING  
THURSDAY, JANUARY 16, 2020**

**MINUTES**

**Chairperson:** Mary D'Ambra, President  
**Staff Liaison:** Rachel Tristano, Chief Executive Officer  
**Officers:** Janet Murray, Pres-Elect, Jennifer Jule, Vice President,  
Michelle Cox, Secretary, Stephen Damon, Treasurer, and  
Christine Silva, Immediate Past President  
**Directors:** David Brodeur, George Jamieson, Peter Keane, Jr.,  
Christine McLellan, Gina Michini, Patricia Pierce, Tricia  
Stone and Robert Sullivan

Following are the minutes of the South Shore Realtors® Board of Directors Meeting held Thursday, January 16, 2020, at South Shore Realtors®, 48 Schoosett Street, Pembroke, MA.

**CALL TO ORDER:**

The meeting was called to order at 9:00 am by President D'Ambra, who welcomed the 2020 Board Members. After introductions were made, the meeting began with the President's remarks, which included conduct and participation of 2020 Board Meetings.

The following policies were reviewed: Conflict of Interest and Confidentiality.

**ACTION MOTION:**

It was **MOVED, SECONDED** and **APPROVED** to accept the January 16, 2020 Agenda, as presented. (Consent Agenda includes December Minutes; RPAC Year End Report; January Committee/Task Force Report and Membership Counts).

The Proposed Volunteer Leadership Report, as recommended by the Executive Committee, was discussed in order to approve of final appointments to 2020 open positions (excluding Nominating, Leadership Development and Governance, whose members are pending appointment).

**ACTION MOTION:**

It was **MOVED, SECONDED** and **APPROVED** to accept the 2020 Volunteer Leadership appointments, as amended.

Proposed changes to the current policy and procedure manual were discussed, including clarifying conflicting policies regarding open vs. closed meetings; procedure to submit a request to attend a Board meeting; Presidential exception to Live Leadership Training with comparable training and regular updates to 2020 positions and volunteer groups.

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**ACTION MOTION:**

It was **MOVED, SECONDED** and **APPROVED** to accept the proposed revisions to the Association Policy and Procedure Manual (now 2020).

**TREASURER’S REPORT:**

Treasurer Damon gave a Financial Update as of December 31, 2019, which included a 2018 comparison and the unrealized gain in securities through December 31, 2019. *Year-end Income was under forecast (by \$65,349 for 2019), however, expenses were also under budget (\$126,006 saved due to staff changes, negotiated contract refunds and overall cost savings) resulting in a \$60,657 positive year end.*

**PRESIDENT’S REPORT:**

New Member Orientation marketing (name change) was proposed, as well as the fee structure and resources/benefits provided by the one-time required fee/training. Successfully accommodating a larger territory will require several changes.

**ACTION MOTION:**

It was **MOVED, SECONDED** and **APPROVED** to market New Member Orientation as a “New Agent Training Program”; offer in Fall River/Hingham (3 X a year each), retaining the previous fee structure.

CEO Tristano presented a Volunteer Leadership Agreement, requested by the President and members of the Executive Committee, to be required for all members of 2020 Volunteer Leadership, including Board Members.

**ACTION MOTION:**

It was **MOVED, SECONDED** and **APPROVED** to accept the proposed Volunteer Leadership Agreement, effective immediately.

**REPORT OF THE CEO:**

CEO Tristano presented updates (written and verbal) on the Fall River office, staff coverage, financials, liabilities to former leadership, dissolution completion and the pending asset transfer.

**ACTION MOTION:**

It was **MOVED, SECONDED** and **APPROVED** to use Money Market funds to fulfill the asset transfer agreement/closing.

**NEW BUSINESS:**

Leadership Agreements for the Board of Directors were distributed and signed, in addition to volunteer leadership agreements (for Board members serving on a volunteer group).

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**OLD BUSINESS:**

The 2019 Annual Meeting follow-up was completed, which included a final update from President D'Ambra.

**ANNOUNCEMENTS:**

Announcements included the upcoming Finance & Budget Meeting, RENE Course, Leadership Training, Member Survey for Strategic Planning, April Board date change to April 23<sup>rd</sup> and February to February 27<sup>th</sup> and 2020 Calendars of Events.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 11:07 am.

**Guest List**

No guests were present