

BUFFALO NIAGARA ASSOCIATION OF REALTORS® INC.

Mission: *"To assist member to become successful, profitable and to promote professionalism and real property rights."*

Vision: *"The BNAR will support and maintain an orderly marketplace for the effective exchange of real estate while promoting uncompromising ethical principles among its members"*

Board of Directors Agenda
Wednesday, February 22, 2012 –Noon – BNAR

- I. **Call to Order. Pledge of Allegiance & Moment of Silence**
- II. **Confidentiality, Conflict of Interest & Anti-Trust**
- III. **Agenda Approval**
- IV. **Minutes of the Previous Meeting**
- V. **Operations & Financial Report**
 - A. January P&L
 - B. Freed Maxick 2011 Report
- VI. **Action Items for Directors**
 - A.
- VII. **Consent Agenda (Board approves the following without discussion)**
 - A. Next Meeting Date – March 28 – BNAR
 - B. Approval of February New Applicants
- VIII. **Committee Reports – Limited Discussion**
 - A. Education – written report emailed
 - A. Form & Contracts – written report emailed
 - B. Green – written report emailed
 - C. Mediation – no report
 - D. Membership – written report emailed
 - E. Public Affairs –
 - F. RPAC – verbal / Larry Lentini
- IX. **Old Business**
 - A.
- X. **Presidents Report – Limited Discussion – Amy Winklhofer**
 - A. Report from Albany Meetings
 - B. Key Communicator Kick Off – March 1 – 9:30 am - Creekside
 - C. REALTOR Emeritus Luncheon – March 7 – noon - Protocol
 - D. Buffalo Home & Garden Show – March 9, 10, 11, 16, 17, 18
 - E. Gateway-Longview / car seats
 - F. Director Communications

- XI. Chief Executive Officers Report – Limited Discussion - John Leonardi**
 - A. Report from Albany Meetings
 - B. Additional E&O Insurance
 - C. MLS Industry Day Update
 - D. West Seneca
 - E. Regional Meeting – 3/26 – Creekside –3:00 pm – 5:00 pm
Hydrofracking/BNAR/MLS
 - F. Marketing & Technology Day – 4/11 – Millennium – 9:00 am – 6:00 pm
 - G. Mediation as a Requirement

- XII. Legal Update – Limited Discussion – Charlie Martorana**
 - A.

- XIII. Other Business**
 - A.

- XIV. Adjournment**

Board of Directors
Wednesday, January 25, 2012 – 3:30 pm – Westwood Country Club

Executive Committee: President, Amy Winkhofer; President Elect, Louis Vinci; Secretary/Treasurer, Joe Rivellino; Vice President, John Kopera; Presidential Advisor, Mary Ann Kustich; Past President, Alice Miranda

Board of Directors: Ann Aquilina, Lisa Avery, Sharon Ciminelli, Margaret Fisher, Bob Ganey, Bill Higgins, Peter Hunt, Larry Lentini, Christie Rothschild, Dan Symoniak, Rebecca VanDorn, Dave Weitzel, Judy Winkhofer

Staff: John Leonardi, Debbie Norman, Brian Woolston, Dan Locche, Sheryl Kaiser

Attorney: Charlie Martorana

Past Presidents: Phil Aquila, Mike Johnson, Jim Knight, Mike McDonough, miriam treger, Bob Winkhofer, Charlene Zoratti

Excused: Elaine McCune, Bobbie Kagle

- I. The meeting was called to order at 3:40 pm
- II. The Pledge of Allegiance was said followed by a moment of silence for members and their families who are not with us today, for the military, for the less fortunate, and any other special intentions.
- III. Anti Trust, Confidentiality and Conflict of Interest Form was circulated and signed.
- IV. Agenda Approval – The agenda was approved with one addition under Presidents Report, Buckle Up for Love.
- V. Minutes of the Previous Meeting – No changes were made to the minutes of the previous meeting.
- VI. Operations & Financial Report
 - a. The financials are under review and dues money is still coming in. BNAR projections show a drop in membership although how many will not be determined until the end of February. The 2012 budget was based on 2,350 members.
- VII. Action Items for Directors
 - a. A motion was made to approve the appointment of Mary Ann Kustich as NYSAR Director for the year 2012 to fill the term of Charlene Zoratti, since she is automatically a Director through her position as Western Regional Vice President. Motion carried.
 - b. A motion was made to approve two regional directors: Elaine McCune representing the Niagara Region and Rebecca VanDorn, Genesee Valley Chapter President. Motion carried.

President Winkhofer announced her intention to appoint both Rebecca and Elaine as Regional Directors at the 2011 Annual Meeting, however, the appointment and approval was needed to record in the minutes.
- VIII. Consent Agenda (Board approves the following without discussion)
 - a. Next meeting date scheduled for Wednesday, February 22, 2012 at noon at the BNAR and January new applicants.
- IX. Committee Reports – Limited Discussion
 - a. Public Affairs – Dan Locche reported on the West Seneca Sewer Ordinance. Information was passed out to the directors and a meeting will take place with the West Seneca Town

Supervisor and others to discuss the issue. In addition Mr. Locche distributed a draft 2012 Legislative Agenda brochure.

- b. RPAC – Sharon Ciminelli reported that currently BNAR has collected \$20,956 for RPAC representing 472 members and will be reaching out to the Directors who have not yet contributed. A round of applause and thank you went to Charlene Zoratti who contributed one thousand (\$1000.00) dollars.
- c. Flood Insurance – Alice Miranda reported that new flood maps are being issued for all municipalities within Erie County and that there are companies available to provide homeowners with services to reduce their flood insurance premiums and if qualified may relieve them from needing the insurance completely.

X. Old Business

- a. none

XI. Presidents Report – Amy Winklhofer

- a. Amy Winklhofer congratulated our award winners – Dan Symoniak, REALTOR of the Year; Lisa Avery, REALTOR-ASSOCIATE of the Year and Charlie Martorana our Buffalo Award winner. Miss Winklhofer thanked everyone for attending her Inaugural event and it seemed like everyone had a great time.
- b. President Winklhofer reported that an organizational meeting for our committee leaders took place on January 18, 2012 and committee meetings have now been scheduled.
- c. Gateway-Longview – As part of the current Presidents initiatives, Amy reported that the membership will be solicited to collect 6 month old car seats to benefit the children moving in or out of foster care.

XII. Chief Executive Officer Report - John Leonardi

- a. Mr. Leonardi asked the directors to sign the sheet being passed around if they or if they know of those attending the NYSAR Albany meetings. An itinerary will be emailed to attendees. Group dinners will be planned however the meals will be deducted from the stipends. The NYSAR Inaugural is on Monday night. Those wishing to attend need to purchase a ticket.
- b. John Leonardi called attention to a document called "The Legal Guide for Association Board Members". Anyone wishing a copy is to let Debbie or Sheryl know.
- c. A meetings and events calendar was included in their packet. Mr. Leonardi informed the Directors that dates may change due to scheduling conflicts. If any additional events are added a new calendar will be distributed.
- d. John Leonardi indicated that any more information regarding the West Seneca issue will be distributed.
- e. Chief Executive Officer, John Leonardi, assured the Directors that partial payments for dues are being collected and services will not be suspended for those that do make partial payments.

XIII. Legal Update – Charlie Martorana

- a. Phil Aquila received information regarding Sellers Concessions and will forward it to Charlie Martorana.

XIV. Other Business

- a. President Amy Winklhofer sternly reminded the director about confidentiality on the issues discussed at their meetings.

XV. Meeting adjourned at 4:30 pm.



Signature

Buffalo Niagara Association of Realtors, Inc.
Profit & Loss Budget Performance
January 2012

	Jan 12	Budget	Jan 12	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
410100 · Local Dues	55,941.61	58,563.63	55,941.61	58,563.63	702,764.00
410200 · Processing Fees	2,600.00	5,833.33	2,600.00	5,833.33	70,000.00
420200 · Continuing Education	3,080.00	2,500.00	3,080.00	2,500.00	30,000.00
420300 · Health Insurance	682.00	1,050.00	682.00	1,050.00	12,600.00
420400 · Store Items	4,045.97	3,333.33	4,045.97	3,333.33	40,000.00
420500 · Supra Income	35.00		35.00		29,970.00
420600 · Professional Standards	250.00	416.66	250.00	416.66	5,000.00
430200 · Agents' Day	0.00		0.00		25,000.00
430300 · Special Events - Other	0.00		0.00		
430301 · Inaugural Ball Income	14,175.00	15,000.00	14,175.00	15,000.00	30,000.00
440100 · Management Fees	26,368.63	26,368.63	26,368.63	26,368.63	321,170.00
440200 · Returned Check Charge	35.00		35.00		
440400 · Interest Income	4,765.20	1,250.00	4,765.20	1,250.00	15,000.00
Total Income	111,978.41	114,315.58	111,978.41	114,315.58	1,281,504.00
Cost of Goods Sold					
500000 · COGS	3,503.47	2,083.33	3,503.47	2,083.33	25,000.00
Total COGS	3,503.47	2,083.33	3,503.47	2,083.33	25,000.00
Gross Profit	108,474.94	112,232.25	108,474.94	112,232.25	1,256,504.00
Expense					
510200 · Membership Processing	706.31	375.00	706.31	375.00	4,500.00
520200 · Education Expense	825.41	1,041.63	825.41	1,041.63	12,500.00
520202 · Instructors Fees	225.00	1,041.67	225.00	1,041.67	12,500.00
520500 · Lockbox Expense	0.00	20.76	0.00	20.76	250.00
520600 · Professional Standards Expense	480.14	500.00	480.14	500.00	6,000.00
520700 · Legal Counseling Service Exp	0.00	83.33	0.00	83.33	1,000.00
530100 · Housing Opportunities Expense	7.65	250.00	7.65	250.00	3,000.00
530110 · Housing Opps Foundation	0.00		0.00		2,000.00
530200 · Agent's Day Expense	8.08		8.08		30,000.00
530300 · Special Events - Other Expense	60.43	450.00	60.43	450.00	5,400.00
530301 · Inaugural	31,325.49	35,000.00	31,325.49	35,000.00	35,000.00
540100 · Management Services	13.74	291.63	13.74	291.63	3,500.00
540200 · Bank Charges	12,326.58	8,000.00	12,326.58	8,000.00	20,000.00
540300 · Miscellaneous	-424.57	375.00	-424.57	375.00	4,500.00
540401 · Printing	390.31	291.63	390.31	291.63	3,500.00
540402 · Postage & Delivery	594.37	208.37	594.37	208.37	2,500.00
540403 · Telephone	1,402.14	1,200.00	1,402.14	1,200.00	14,400.00
540404 · Office Supplies	819.57	583.37	819.57	583.37	7,000.00
540405 · Library	0.00	83.37	0.00	83.37	1,000.00
540406 · Organizational Dues	210.00	229.13	210.00	229.13	2,750.00
540407 · General Insurance	0.00	375.00	0.00	375.00	4,500.00
540408 · Equipment/Leases	966.72	916.63	966.72	916.63	11,000.00

Buffalo Niagara Association of Realtors, Inc.
Profit & Loss Budget Performance
January 2012

	Jan 12	Budget	Jan 12	YTD Budget	Annual Budget
540409 · Equipment Maintenance	652.50	916.63	652.50	916.63	11,000.00
540410 · Equipment Depreciation	2,083.00	2,083.37	2,083.00	2,083.37	25,000.00
540501 · Payroll	390.45	266.63	390.45	266.63	3,200.00
540502 · Accounting	0.00		0.00		10,000.00
540503 · Legal	2,940.60	1,666.63	2,940.60	1,666.63	20,000.00
540601 · Salaries	33,393.47	47,066.63	33,393.47	47,066.63	564,800.00
540602 · FICA Expense	3,808.17	3,600.62	3,808.17	3,600.62	43,207.00
540603 · Employment Insurance	1,440.62	325.00	1,440.62	325.00	3,900.00
540604 · Staff Health Insurance	5,070.33	3,750.00	5,070.33	3,750.00	45,000.00
540605 · 401K	4,150.00	4,150.00	4,150.00	4,150.00	49,800.00
540607 · CEO Benefits	761.96	750.00	761.96	750.00	9,000.00
540608 · Staff Development	583.00	625.00	583.00	625.00	7,500.00
540700 · Public Affairs	702.63	1,250.00	702.63	1,250.00	15,000.00
540701 · PAD Local	94.35	250.00	94.35	250.00	3,000.00
540702 · PAD Travel	0.00	416.63	0.00	416.63	5,000.00
540800 · Committees - Other	395.73	250.00	395.73	250.00	3,000.00
540801 · Regional	603.69	333.37	603.69	333.37	4,000.00
540900 · Key Communicator	0.00		0.00		1,500.00
541000 · Public Relations Expense	800.51	833.37	800.51	833.37	10,000.00
541100 · Directors' Meetings	1,797.87	1,875.00	1,797.87	1,875.00	22,500.00
541200 · Education Foundation	0.00		0.00		2,000.00
541300 · Membership Seminars	0.00	833.37	0.00	833.37	10,000.00
541501 · Director Travel	0.00	3,883.37	0.00	3,883.37	46,600.00
541502 · Director Local Expense	261.54	333.37	261.54	333.37	4,000.00
541503 · Staff Travel	0.00	491.63	0.00	491.63	5,900.00
541504 · Staff Local Expense	0.00	416.63	0.00	416.63	5,000.00
541505 · CEO Travel	500.00	1,250.00	500.00	1,250.00	15,000.00
541506 · CEO Local	0.00	250.00	0.00	250.00	3,000.00
550100 · Rent	9,225.00	9,704.13	9,225.00	9,704.13	116,450.00
550300 · Office Maintenance	162.03		162.03		
Total Expense	119,754.82	138,887.90	119,754.82	138,887.90	1,251,157.00
Net Ordinary Income	-11,279.88	-26,655.65	-11,279.88	-26,655.65	5,347.00
Net Income	-11,279.88	-26,655.65	-11,279.88	-26,655.65	5,347.00

Buffalo Niagara Association of Realtors, Inc.
Summary Balance Sheet
As of January 31, 2012

	<u>Jan 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	1,243,267.66
Accounts Receivable	33,836.67
Other Current Assets	<u>45,460.71</u>
Total Current Assets	<u>1,322,565.04</u>
Fixed Assets	<u>99,409.70</u>
TOTAL ASSETS	<u><u>1,421,974.74</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,219.66
Other Current Liabilities	<u>1,180,513.51</u>
Total Current Liabilities	<u>1,182,733.17</u>
Total Liabilities	1,182,733.17
Equity	<u>239,241.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,421,974.74</u></u>

COMMITTEE RECOMMENDATION FORM

Committee: **Membership**

Date: **February 1, 2011**

Chairman & Vice Chairman: **Staff Prepared**

Committee Recommendation: **To approve all the applicants for the month of February.**

Purpose of Recommendation: **To increase the membership of the BNAR.**

Program Cost:

Direct Staff Time: **# of day's N/A**

Can the proposed recommendation be implemented within the limits of the currently approved budget for the program?

YES X NO _____

If no, additional budget requested: **\$ N/A**

Projected total program cost (including original budget): **\$ N/A**

Buffalo Niagara Association of REALTORS
Agents Day Committee Minutes
February 9, 2012
Hyatt Regency Buffalo

Present: Dana Bress, Dawn Cain, David Campbell, Eric Hauser, John Kopera, Paula Macaluso, Eleanor Mastrangelo, Carole Call, Bill Mitchell, Melody Overs, Theresa Roskwitalski, Joanne Shubert, Kathy Stachewicz, Monika Thompson, Amy Winklhofer, John Leonardi, Debbie Norman, Doreen Fahey

Excused: Karen Mock, Mary Schemm

Absent: Mary Lou Mattioli, Donald Schmid, Joseph Tomasello

1. Meeting called to order
2. Anti-Trust forms were signed.
3. Committee welcome and introductions
4. The committee reviewed and discussed the locations for the event. The committee discussed the comments from last year's event at Templeton Landing. There is a concern with limited space for the exhibitors and weather. Tentative date for Templeton Landing is August 29, September 5 or September 12. Susie Pieri gave the committee an overview of the Hyatt Regency Buffalo and the layout. Tentative date is October 10. A motion was made to visit the Statler Hotel as another possible location. Motion carried. Doreen Fahey will contact the Statler to set up a meeting on Friday, February 17th at 2:00 pm.
5. The committee discussed the cost and the budget. The budget for 2012 is Income \$25,000 and Expenses \$30,000. Susie Pieri will contact Doreen with the cost for continental breakfast and lunch.
6. A motion was made to go back to the original name of Agent's Day. Motion carried.
7. The committee discussed having the event in March or earlier in the year. A motion was made to keep the event in the fall. Motion carried.
8. The committee discussed the theme for the day. Suggestion were jeans and sneakers, the 50's, the 60's, tie died shirt. It was agreed to table the theme to the next meeting.
9. The committee agreed to have Tom Cusack as the keynote speaker. Eleanor Mastrangelo will contact Tom with the tentative dates to see if he is available.
10. Meeting adjourned 11:05 am.

Education Committee Meeting
Thursday, February 2, 2012
BNAR
10:00 am

Present: Joseph Whittington, Bobbie Kagle, Lynne Logan, Doreen Fahey

Excused:, Cristen Gregory, Christie Rothschild

Absent: Renee Lorenz, Latashia Martin, Lynne Smith

1. Meeting called to order.
2. Anti-Trust forms were discussed and signed.
3. Welcome and introduction of committee members.
4. The committee reviewed the 2012 Education Brochure and course offerings. It was agreed to add the buy one get one GRI program to the brochure. The committee would like to see a staff liaison at office meetings to promote the BNAR, "Come Home For Education" and create awareness that we are the source for your education needs.
5. The committee discussed the course fees and breakeven number. It was agreed operate the same as last year on a break even to run the course unless the instructor is willing to take less pay. The committee discount offering a buy one get one and package discounts. Unfortunately, the current system will not allow us to set up the special pricing. It was agreed to offer a 10% discount on all the course offerings in the month of April . This discount will take the place of offering package prices. This promotion will work in conjunction with the promotion of April's Fair Housing Month.
6. The education committee discussed offering courses at additional locations such as Batavia and Lewiston. It was agreed to offer courses outside the three locations that are currently set base on current issues as the needs arise.
7. Joseph Whittington informed the committee that Natale Builders will have the first "green" new build home and will make a presentation at the NYSAR meeting. It was agreed to offer our six hour Green Course in June then offer the Green Designation course in the fall.
- 8.
9. Next meeting April 26th , BNAR at 10:00 am
10. Adjourned 11:20 am.

Minutes Forms & Contracts Committee Meeting
Monday, January 30, 2012 10:00 a.m. BNAR Goode Room

In attendance: Chair Robert Scholz, Vice Chair Kathleen Crissy, Cristen Gregory, Eric Hauser, Diane Hazelet, Paula Macaluso, Mary Lou Mattioli, Bill Mitchell , Thomas Pleto, Robert Rigby, Joanne Shubert, David Weitzel, Eric Winklhofer, Pamela Nalbome

Absent: Sharon Bearfield

Reports & Discussions

1. Chair called Meeting to Order at 10:08 am
2. Welcome and Introductions were made
Anti Trust Forms, Confidentiality Form sign in, Roberts Rules of Order, Roster passed out
3. Chairman's Vision and Mission Direction
Sales Contract to use BAEC Approval or not –short discussion
Sellers concession and the New York State Bar interpretation of potential fraud was discussed.
Contract Addendum w/regards to seller's concession was discussed and direction set to have recommendations to Executive after BNAR direction is determined.
4. Next meeting Monday, March 5th 9:30am

Motions

1. Motion to direct staff to collect Area Boards sales contracts for review and research - carried
2. Motion to form a Forms & Contract Sub-Committee to work with the Bar Association representatives and report to F&C- Kathleen Crissy, Eric Hauser, Joanne Shubert, Eric Winklhofer- carried
3. Motion to Adjourn at 11:05 - carried

Action Items

1. Staff to collect NY Area Sales Contracts
2. Kathleen Crissy to set up F&C Sub Committee meeting w/BAEC

Buffalo Niagara Association of REALTORS, Inc.

Green Committee

Wednesday, February 1, 2012 – 10:00 am – BNAR

PRESENT: Wendy Benner Burr, Connie Petit, Patti Draper, miriam treger, Larry Bartolomei,
Sandra Pond, Debbie Norman

EXCUSED: Julie Mayer, Renee Lorenz, Katie Quebral

1. The meeting was called to order at 10:05 am.
2. Welcome & Introductions were made.
3. Anti-trust forms were signed by attendees.
4. Chairperson Wendy called attention to the Hydrofracking Seminar and NYSERDA Energy Star Training Classes that a being offered.
5. Wendy passed out information on the Residential Green and Energy Efficient Addendum, a form released by the Appraisal Institute for use by Appraisers to help analyze value of energy-efficient home features.
6. Wendy reported on the accomplishments from last year and the committee discussed this year's goals and objectives. Some of the things the committee will be doing this year are:
 - Participate in Green Expo
 - Tour the Larkin Building
 - Participate in Agents' Day
 - Tour Natale Builders Green Homes/Community
 - View the video from the speaker at the Civil Rights and Sustainability Communities Conference
 - Develop a Green Resource Page to give to clients about recycling and where to drop off items
 - Conduct a series of Lunch-n-Learns but not limited to : low carbon diet, solar panels, landbanking, landscaping, invasive species.
7. Wendy also invited members to discuss what they were passionate about; leftover food at hospitals which could be donated to the food bank and the diminishing of the bee population.
8. Possible guest speakers: Sid Cox, Bernice Raddle, Gary Carroll, Holly Donaldson.
9. Next meeting date Wednesday, March 7 at 10:00 am at BNAR

Buffalo Niagara Association of REALTORS, Inc.

Membership Committee

Thursday, February 2, 2012 – 10:00 am – BNAR

PRESENT: John Kopera, Christen Gregory, Mary Lou Mattioli, Dana Bress, miriam treger,
Alice Miranda, Monika Thompson, Rosalind Burgin

1. The meeting was called to order at 10:05 am
2. Anti Trust forms were signed and returned.
3. Welcome & Introductions were made. During introductions Chairman Kopera asked everyone to state why they volunteered for the committee. One of the goals is to increase volunteerism in the association with Membership Committee having three more members.
4. The committee reviewed the 2011 accomplishments. One of the comments on the 2011 member survey was having committee meetings on nights or weekends. The consensus of the committee was to hold their meeting at 9:30 am on Wednesdays. John also shared with the committee the recommendations that were presented to the Executive Committee in 2011 and the response to them.
5. Chairman Kopera asked the committee to review the membership survey. It is posted under governing documents at www.bnar.org. Approximately 7% of the membership viewed the survey after the post card campaign. After review of the survey by committee members, recommendations will be made based on results.
6. The committee discussed expanding the discounts offered to BNAR members and drafting a career brochure to be given to colleges and other places.
7. The committee briefly discussed communication vehicles and the need to expand to Text Messaging. Debbie reported that the Technology Committee is working on the ability to send text messaging. Mary Lou suggested that the calendar of events be given at committee meetings. Debbie will check into posting committee minutes/agendas at the BNAR website.
8. Dues equalization was added to the agenda. No action at this time.
9. The Key Communicator was discussed. This year we will focus on criteria, job description and to make the position more professional by administering an oath. Date for Kick Off is Thursday, March 1, 2012.
10. Next meeting date is Friday, February 17 at 9:30 am at BNAR.
11. Meeting adjourned at 11:30 am.