

## Commercial Advisory Board

May 7, 2019

### MINUTES

The Commercial Advisory Board of the MetroTex Association of REALTORS<sup>®</sup>, Inc., met at the Association offices on May 7, 2019. Chair Belinda Epps called the meeting to order at 2:05 p.m.

**Members present:** Chair Belinda Epps, Ericka Alvarez, Andrew Bearden, Christina Mailloux, Jack Poe, William Roth, Tim Veler, and Marilyn White. Teresa Rutherford was representing MetroTex in Austin.

**Staff:** Steve Trine

**Absences:** Nelson Arroyo, Saima Dhillon, Cary Fitzgerald, Lalji Mansur, Leighann Lilly, Shelia Lucas, TJ McNeece, Kim Schwimmer, Julie Smith, Lisa Marie Van Gelderen

**Guests:** none

#### **Summary of Committee Business**

Minutes for April were read and Ericka A. moved to approve as amended (name spelling correction). Veler Second. Approved as amended.

Belinda opened up the meeting with discussion of working groups. After discussion and due to the size of the board, a motion was made and seconded to have the following three groups:

Forms and Contracts with members William Roth – Discussion to have a Forms and Terminology Forum to get the basic terms out to the members.

Event Planning with members Andrew Bearden and Christina Mailloux – Discussion to have a fall event with more discussion to when and the topic at a later date.

Social Media and Website with member Ericka Alvarez – Discussion about the newsletter content, as the first one just went out to around 380 members, maybe adding a definition of the month, Question and Answer section.

Belinda stated each member will need to be assigned to a group and will make calls to those not in attendance to see what group they wish to work under.

Steve Trine informed the board that NAR does have a one-time grant for up to \$3,500 that we can use for an event, forum, etc. We all agreed to take advantage of that grant in 2019.

#### **Goal:**

#### **The following motions were made, seconded and approved by the committee:**

Motion (E. Alvarez), C. Mailloux (Second) to create the three working groups as Forms and Contracts, Professional Development and Social Media/Website. Discussion included possibility of having a quarterly commercial broker webcast/conference call on a topic. Topics might be filling out a specific form, webinar, terminology class. Decision was made to focus on Education (Professional Development) instead of Events as a working Group. Motion passed.

The motion for a June networking event was tabled for a future meeting.

#### **New Business (if needed)**

Requests to staff for research on list of Commercial Brokers, and content for newsletter/forums, e.g. Commercial Definition of the Month, Legal Update for Commercial, Broker Responsibility for Commercial.

#### **Items of Information (if needed)**

Belinda informed board of need for a group picture at June meeting and requested all to attend for the photo. Announcements of NAR/Texas REALTOR® meetings were made.

**Having completed the business of the Commercial Advisory Board, the meeting adjourned at 3:20 p.m.**

Respectfully Submitted,  
Steve Trine  
Recording Clerk

Approved,  
Belinda Epps  
Chair, Commercial Advisory Board