

**MetroTex Association of REALTORS®
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

June 13, 2019
1:30 pm – 2:30 pm
Conference Room A
8201 N Stemmons Freeway
Dallas, TX

Online Meeting Code: <https://global.gotomeeting.com/join/270990246>

PRELIMINARY AGENDA

- I. CALL TO ORDER**
 - A) Roll Call - Chair Napoleon

- II. ADDITIONS/DELETIONS/APPROVAL OF AGENDA/MINUTES**

- III. DISCUSSION ITEMS/UPDATES**
 - A) Strategic Plan - Vice Chair Patty
 - B) Broker Series - Chair Marion
 - C) Recap of Cyber Security Event - Chair Marion

- IV. ANNOUNCEMENTS**

- V. NEW BUSINESS**

- VI. ADJOURNMENT**

Professional Development Committee

April 11, 2019

[Unapproved] MINUTES

The Professional Development Committee of the MetroTex Association of REALTORS[®], Inc., met at the Association offices on April 11, 2019. Chair Marion Napoleon called the meeting to order at 1:30p.m.

Members present: Chair Marion Napoleon, Vice Chair Patty Feager, Cinthya Bass, Carmen Chapa, Roxy Dyer, Ed Eakin, Cheri Feuerbacher, Chuck Fleischer, Ashley M. Gentry, Darla Gray, Richard L. Gregory, Carolyn Hatley, Letitia L. Hughes, Robert Lewis, Kristen Price, Dipti Puraja, Jayesh Puraja, Liz Rourke, Cassandra G. Shead, Marcie J. Smith, Martin Stroope, Lydia Trevino, Krishna Upadhyaya, Ijay O. Uzamere, Bette C. Washington, Keta Woods,

Staff: Roxie Glenn, Dana Earl, Gabriela Munoz, Zebran Kabani

Absences: Clayton Bailey, Kimberly Billings, Linda V. Callicutt, Zena M. Dalby, Michael A. Delgado, Sergio Espinosa, Shanta Green, Mary Beth Harrison, Keith W. Hefner, Marilyn J. Jones, Donyell McGlathery, Cathy C. Mitchell, Gary A. Nordling, Kendra L. Norwood, Travis E. Powell, Delisa Rose, Elisha S. Scott, Veronica Taylor, Terry Tremaine, Lora L. Washington, Edie M. West, Jennifer M. Zeares,

Summary of Committee Business

Chair Marion Napoleon welcomed everyone.

The February 2019 minutes were approved as presented.

Chair Marion Napoleon provided an update of 2019 goals.

New Business

Items of Information

Roxie Discussed:

- i. Cyber Security Event Logistics

Kristen Price shared her experience on Cyber Security

Roxie recommends:

- i. Leadership100
- ii. M- Power Day

Marion reported on:

- i. REALTOR 360

Cindy & Roxie spoke on:

- i. C2EX Commitment to Excellence

Having completed the business of the Forms and Committee, the meeting was adjourned at 2:17p.m.

Respectfully Submitted,
Gabriela Munoz
Recording Clerk

Approved,
Marion Napoleon
Chairperson, Professional Development Committee

Broker Series

1. Thinks to consider
 - Licensing – Individual name or Business Entity (firm name)
 - Licensing and your business model type
 - Virtual locale or mortar location(s)
 - Number of Agents
 - Value proposition, mission statement, culture?

2. The Brokerage
 - Scope of Authority for agents
 - Rules, Policy and procedures manual, Safety
 - CHL or no?
 - CPA & Legal
 - Overseeing files – file management, containment, Admin and staff (licensed?)
 - Training provided, Designations options (payback or no)
 - Compensation types (100%, Capper, Slide scale, Trad Franchise)
 - Your expenses as the owner of the brokerage house
 - 1099 or w-2's, w-9 forms I-9 form?

3. E & O and Risk Management
 - Check lists to follow for risk
 - General liability
 - Cyber liability
 - Social Media liability
 - Breakout for deductible agent-broker portions

4. Technology
 - What will you provide
 - What CRM if any
 - What formats, software

5. Onboarding
 - Forms and Checklist
 - Fee for signup?
 - What will you provide
 - Orientation method
 - Joining the Board, TXR, NAR, TREC compliance
 - Training path for competency- Board classes, your classes, MLS
 - Keycard, MLS, CSS
 - (If agent doesn't pay dues all the firm gets cut off)
 - Create open door for agent to go to broker first for issues, complaints TREC/Ethics process

6. Recruiting and Retention

Getting and keeping agents

Who is your "ideal" agent

Incentives you may offer

Celebrations – Liquor liability

Succession plan or temporary plan (illness/accident) for next broker in charge

Exit interview should someone leave to get feedback

Agent termination, TREC disciplinary process and penalties

7. Beware – you should care

MetroTex Association of REALTORS®
2019 Professional Development Business Plan

Committee Purpose:	To respond to the professional development needs of MetroTex members. Activities include evaluation and/or creation of CE courses, designation courses, and educational seminars.
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Objective(s)	Performance Measure
<p>The forms and contracts committee will meet at 1:30 on the second Thursday of odd number months, and the professional development committee will meet at 1:30 on the second Thursday of even number months. This is a change from their current time of 1:00 on the first Monday of each month</p> <p>Create an event subcommittee, a broker focus subcommittee and webinar subcommittee</p> <p>Co-host TREC event with the Forms and Contracts Committee (Strategic Goal #3)</p> <p>Co-host Cyber Security event with the Forms and Contracts Committee (Strategic Goal #3)</p> <p>Host Forecast 2020 (Strategic Goal #3) The budget for this event is included in the PD program budget</p> <p>Create a broker series called - I've Got My Broker License, Now What – content will include information on how to get started, procedure manuals, E&O insurance, legal issues and broker responsibility. The needs of small brokers, team leaders, office managers and large brokerages will all be addressed. (Strategic Goal 3)</p> <p>Create on demand webinars focusing on the needs of the various member segments as stated in the LMS course taxonomy (Strategic Goal 3)</p>	<p>This will allow for more collaboration between the two committees, which both work toward educating MetroTex members</p> <p>Small groups will be specifically and strategically focused on their area of interest, which will better address the needs of the various member segments represented at MetroTex</p> <p>Members will gain knowledge and insight on contract and compliance issues</p> <p>Members will be educated on risk management and protecting their clients</p> <p>This annual economic forecast event gives members projections for the upcoming year, so they can plan their business activities accordingly</p> <p>The series will help broker members better understand their role, and they will also have an opportunity to interact and network with other new brokers</p> <p>Members will have access to a larger variety of content that they can access at any time</p>

Fiscal Note:

Free TREC Event with 100 attendees - \$15 per person to cover lunch, \$1,500 budget impact
Free Cyber Security Event with 100 attendees - \$15 per person to cover lunch, \$1,500 budget impact
Total Budget Impact: \$3,000 (This amount can be covered by a lunch sponsor)

**METROTEX ASSOCIATION OF REALTORS® , INC.
PROFESSIONAL DEVELOPMENT
COMMITTEE**

**MEETING DATES FOR 2019
1:30P.M. -2:30 P.M.** – Conference Room A***

February 14

April 11

June 13

August 8

October 10

December 12

METROTEX PROFESSIONAL DEVELOPMENT COMMITTEE QUARTERLY WORKSHEET

1 st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Constituency Group: Staff/Volunteers/Others
<p>Storyboard broker series</p> <p>Plan and hold Cyber Security Event</p> <p>Secure speakers for TREC event</p>	<p>Review broker series course materials</p> <p>Start planning Forecast 2020</p>	<p>Storyboard on demand webinars</p> <p>Hold TREC event</p>	<p>Review on demand webinar course materials</p> <p>Hold Forecast 2020</p>	<p>Volunteers will be involved in planning and promoting events</p> <p>Event manager will secure venues and help in planning events PD director will coordinate securing speakers</p> <p>Volunteers will storyboard broker series and on demand webinars, as well as review course materials for both</p> <p>PD director will hire course authors and get TREC approval for courses</p>