



**Northern Michigan Chapter- Governing Board Meeting
Thursday, December 15, 2016
Hagerty Center –Traverse City, MI.
Chairman-Molly Buttleman, President**

MINUTES

Present: Dee-Dee Burch, Pat Lund, Stacey Isles, Dave Wilsey, Crystal Gober, Linda Waisanen, Barb Hood, Erika Korndorfer, Lee Miller, Molly Buttleman, Karly Wentzloff, Katie Hoyt, Helen Postma, Gwyn Besner, Becky Lancaster

I. Call to Order-Molly Buttleman

9:25 am

II. Approval of Agenda First: Dee-Dee Second: Barb

III. Approval of Minutes from November 10, 2016 meeting First: Erika Second: Barb

IV. Financial Report and Budget- Lee Miller

1. Handed out financials.

- Balance as of December 5, 2016 \$39,399.25

V. Reports of Officers and Standing Committees

1. President's Report – Molly Buttleman

- Molly and Karly will meet with Hagerty Center to discuss upcoming luncheons/ programs

2. Membership- Stacey Isles

- 92 affiliates. 126 Realtor members (4 are national affiliate members)

3. Marketing- Barb Hood

- All websites updated.
- Erika and Barb are putting together marketing manual for incoming marketing
- Education calendar almost finalized.
- Barb and Karly cleaning up Wild Apricot authorized administrators

4. Education- Erika Korndorfer – nothing to report

5. Ways and Means- Susan Rauser - absent

6. Bylaws- Linda Waisanen – nothing to report

7. Audit- Helen Postma- will be doing the audit in January

8. Nominating- Becky Lancaster - nothing to report

VI. Special Committee Reports

1. Hospitality- Dave Wilsey-

- Dave will meet with Clover and Ann to transition hospitality duties
- Reminder that no credits are given for luncheon cancellations

2. Website- Gwyn Besner - Website is up to date
3. Home Tour-Karly – Tour is concluded for 2016, next tour begins January 4th.
4. Strategic Plan- Crystal Gober- nothing to report
5. Past Presidents-Bridget Carefoot - absent. Becky Lancaster- nothing to report

VII. Unfinished Business:

1. Erika moved that we annually budget an amount of money called 'membership travel' to pay for active Realtor members to attend the three state meetings and leadership day. The money could be used for mileage, double occupancy hotels and meeting registration only. For 2017 I move that we budget 2,000 for 'membership travel'.
Second: Barb. Passed unanimously. Linda and Katie will add to standing rules.
2. 2017 budget needs to be approved at the January meeting
3. v Erika will contact Clover and set date for Affiliate Appreciation event. They will get date to Barb for the calendar.

VIII. New Business: no new business

Adjournment 10:38

Next meeting and program to be held at Hagerty Center:

Today's meeting: Holiday Celebration with Member of the year, Affiliate of the year and Entrepreneur of the year awards and 2017 WCR and Bras for a Cause officer installations

Next meeting Thursday, January 12, 2017 Ups & Downs for the New Year, Appraisal Updates Hosted by Katie Hoyt and Norm Clark

February 9, 2017 Tax Talk

Tentative

12/15/16



Northern Michigan

2017 WCR EDUCATION & PROGRAMS

Thursday, January 12 Ups & Downs for the New Year, Appraisal Updates

Hosted by: Katie Hoyt, Norm Clark

Thursday, February 9 TAX Talk

Understand the importance of tax savings to home ownership. Tax updates on independent contractor status, home offices and maximizing deductions. Hosted by: Pat Lund, Clover Roy, Lauren Prentice

Thursday, March 2 Realtor & Local Government Connections/ Rentals & Zoning

Stay up to date with township zoning changes and how it affects personal property rights.

Hosted by: Mary Janik & Sue Kelly

Thursday, April 6 Realtors are from Venus, Lenders from Mars, Title COs from Pluto?!

Attention Realtors, Lenders, Title Companies, Inspectors! Learn what the professionals in our business need to learn from one another in order to create outrageously great service in our client's eyes.

Hosted by: Helen Postma



May

Back to the FUTURE: Traverse City Master Plan~TC Government Panel

What's ahead on the horizon and what we've learned from the past.

Hosted by: Molly Buttleman & Bridget Carefoot

Thursday, September 7 What's in YOUR backpack? How Much Do School Districts Affect Real Estate Prices?

Hosted by: Sue Kelly

Friday, October 13 Zillow Zipping - Do you feel stranded on the ZILLOW Zipline? Learn what our industry is working on and how to use Zillow to embellish our expertise as agents.

Hosted by: Erica Moon Mohr

BRAS for a CAUSE October 13 evening

Thursday, November 9 Freaky Frauday! How Real Estate transactions are targets for fraud

Real Estate transactions have become the target of fraud- both wire fraud and fraudulent recorded documents. Learn what to watch out for and how to protect your clients!

Hosted Karly Wentzloff & Jennifer Kowal

Friday, December 8 Holiday Celebration This cherished program includes decorating our WCR Member of the Year & Affiliate of the Year, installing our 2018 BRA for a CAUSE Board & 2018 Northern MI Network Officers, music and honor our local charity.

Hosted by: Penny Herberger & Barb Krueger

Thursday, January 11, 2018 Have a HUNCH Regional Economic Outlook

Join Luke Haase (TCBN, TICKER & Express) & Kim Pontious (TAAR EVP) as they share insights to our year ahead.

Hosted by Pat Lund & Katie Hoyt

Note: Bras Committee meetings are the first Thursday of the month, 8:45-10:15 am
WCR Board meetings are the morning of the luncheon/program dates 9:15 am

12/15/16

Women's Council of Realtors, Northern Michigan

PROFIT AND LOSS

November 2016

	TOTAL
INCOME	
Home Tour	45.00
Membership Dues	310.00
Monthly Membership Fees	2,150.00
Ways & Means - Ticket Sales	7,140.00
Total Income	\$9,645.00
GROSS PROFIT	\$9,645.00
EXPENSES	
Awards & Recognition	56.79
Convention & Travel	2,362.00
Education	738.75
Hospitality	1,840.55
Merchant Fees	65.89
Petty Cash	0.00
Scholarship	1,750.00
Strategic Planning	639.38
Ways and Means	154.16
Website & Treasurer Software	15.00
Total Expenses	\$7,622.52
NET OPERATING INCOME	\$2,022.48
NET INCOME	\$2,022.48

Women's Council of Realtors, Northern Michigan

BALANCE SHEET

As of December 5, 2016

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	39,399.25
Total Bank Accounts	\$39,399.25
Total Current Assets	\$39,399.25
TOTAL ASSETS	\$39,399.25
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	28,561.87
Prior Year(s) Income	5,268.44
Net Income	5,568.94
Total Equity	\$39,399.25
TOTAL LIABILITIES AND EQUITY	\$39,399.25

Women's Council of Realtors, Northern Michigan

TRANSACTION LIST BY DATE

November 2016

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
11/01/2016	Expense		Yes	Quickbooks		Checking	Website & Treasurer Software	-15.00
11/02/2016	Deposit		Yes	Home Tour		Checking	Home Tour	15.00
11/02/2016	Check	1127	Yes	Revolution Design & Printing	Strat Plan Books	Checking	Strategic Planning	-275.00
11/02/2016	Check	1128	Yes	Molly Buttleman	MAR Expenses	Checking	Convention & Travel	-423.51
11/02/2016	Check	1129	Yes	Molly Buttleman	Food/Drinks for Strat Plan	Checking	Strategic Planning	-194.06
11/03/2016	Expense		Yes	Realtor Team Store	Notecards & Member of year expenses	Checking	Awards & Recognition	-56.79
11/03/2016	Expense		Yes	Taxi Fare	NAR Molly Buttleman	Checking	Convention & Travel	-48.31
11/07/2016	Expense		Yes	Delta Airlines	Baggage Fee for NAR Molly Buttleman	Checking	Convention & Travel	-25.00
11/07/2016	Expense		Yes	Taxi Fare	NAR Molly Buttleman	Checking	Convention & Travel	-57.50
11/08/2016	Expense		Yes	Rosen Hotels	NAR Room Charge Molly Buttleman	Checking	Convention & Travel	-564.77
11/08/2016	Expense		Yes	Rosen Hotels	NAR Room Charge Erika Korndorfer	Checking	Convention & Travel	-556.75
11/08/2016	Check	1136	Yes	Molly Buttleman	Name Tags for meetings	Checking	Hospitality	-6.67
11/08/2016	Check	1137	Yes	Bridget Carefoot	MAR & WCR Scholarship	Checking	Scholarship	-240.00
11/08/2016	Check	1138	Yes	Erica Mohr	MAR Scholarship	Checking	Scholarship	-150.00
11/08/2016	Check	1139	Yes	Northwestern Michigan College	Nov Luncheon	Checking	Hospitality	-1,833.88
11/10/2016	Check	1130	Yes	Petty Cash	Change for Luncheon	Checking	Petty Cash	-50.00
11/14/2016	Deposit		Yes	Monthly Membership Fees (Luncheon)	November Luncheon	Checking	Monthly Membership Fees	560.00
11/14/2016	Deposit		Yes	Petty Cash	November Luncheon	Checking	Petty Cash	50.00
11/14/2016	Deposit		Yes	Membership Dues	Donna Nelson 2017	Checking	Membership Dues	160.00
11/14/2016	Deposit		Yes	Home Tour		Checking	Home Tour	30.00
11/14/2016	Deposit		Yes	Ways & Means	BFAC Ticket Sales	Checking	Ways & Means - Ticket Sales	7,040.00
11/14/2016	Check	1131	Yes	Debra Hall	NAR Scholarship	Checking	Scholarship	-450.00
11/14/2016	Check	1132	Yes	Lynne Moon	MAR Scholarship	Checking	Scholarship	-225.00
11/14/2016	Check	1133	Yes	Clover Roy	MAR & WCR Scholarship	Checking	Scholarship	-250.00
11/14/2016	Check	1134	Yes	Karly Wentzloff	MAR & WCR Scholarship	Checking	Scholarship	-240.00
11/14/2016	Check	1135	Yes	Molly Buttleman	NAR Travel Expenses	Checking	Convention & Travel	-150.00
11/15/2016	Deposit		Yes	Membership Dues	Oct 2016 Paypay Receipts	Checking	Membership Dues	80.00
11/15/2016	Deposit		Yes	Monthly Membership Fees (Luncheon)	Oct 2016 Paypal Receipts	Checking	Monthly Membership Fees	1,590.00
11/15/2016	Deposit		Yes	Ways & Means	BFAC Tickets from Paypal	Checking	Ways & Means - Ticket Sales	100.00
11/15/2016	Expense		Yes	Merchant Fees	BFAC Ticket Sales from Paypal	Checking	Merchant Fees	-2.70
11/15/2016	Expense		Yes	Merchant Fees	Oct 2016 Luncheon from Paypal	Checking	Merchant Fees	-60.27
11/15/2016	Expense		Yes	Merchant Fees	Oct 2016 Membership dues from Paypal	Checking	Merchant Fees	-2.92
11/15/2016	Expense		Yes	Streeters	BFAC Ticket Printing	Checking	Ways and Means	-154.16
11/17/2016	Deposit		Yes	Membership Dues	National Dues	Checking	Membership Dues	70.00
11/29/2016	Check	1140	Yes	Erika Korndorfer	MAR Expenses	Checking	Convention & Travel	-416.05
11/29/2016	Check	1141	Yes	Erika Korndorfer	Strat Plan Expenses	Checking	Strategic Planning	-170.32
11/29/2016	Check	1142	Yes	Erika Korndorfer	Radon Class Food for meeting & Hotel for Presenter	Checking	Education	-738.75
11/29/2016	Check	1143	Yes	Erika Korndorfer	WCR Leadership Meeting Expenses	Checking	Convention & Travel	-30.11
11/29/2016	Check	1144	Yes	Erica Marshall	MAR Scholarship	Checking	Scholarship	-150.00
11/29/2016	Check	1145	Yes	Helen Postma	WCR Leadership fee	Checking	Scholarship	-45.00
11/29/2016	Check	1145	Yes	Helen Postma	WCR Leadership fees for Barb Hood & Erika Korndorfer	Checking	Convention & Travel	-90.00



As of: November 30, 2016

2016 BUDGET	BUDGET AMOUNT	JAN-MARCH	APRIL-JUNE	JULY-SEPT	OCT-DEC	YTD 2016
REVENUE						
Ways & Means	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 7,460.00	\$ 7,460.00
Membership Dues	\$ 12,000.00	\$ 10,405.34	\$ 830.34	\$ 858.66	\$ 469.99	\$ 12,564.33
Monthly Membership Dues	\$ 15,000.00	\$ 7,035.00	\$ 3,580.00	\$ 1,340.00	\$ 3,800.00	\$ 15,755.00
Affiliate Event Sponsor	\$ -	\$ -	\$ 250.00	\$ 100.00	\$ -	\$ 350.00
Home Tour	\$ 200.00	\$ 55.00	\$ 120.00	\$ 115.00	\$ 45.00	\$ 335.00
Sponsorship	\$ 4,700.00	\$ 1,300.00	\$ -	\$ 675.00	\$ 725.00	\$ 2,700.00
TOTAL REVENUE	\$ 46,900.00	\$ 18,795.34	\$ 4,780.34	\$ 3,088.66	\$ 12,499.99	\$ 39,164.33
EXPENSES						
Membership	\$ 600.00	\$ -	\$ 222.00	\$ -	\$ -	\$ 222.00
Ways & Means	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 154.16	\$ 154.16
Past President's Council	\$ 1,000.00	\$ -	\$ 322.67	\$ -	\$ -	\$ 322.67
Awards & Recognition	\$ 200.00	\$ 75.00	\$ -	\$ -	\$ 56.79	\$ 131.79
Convention & Travel	\$ 15,000.00	\$ 804.72	\$ 2,534.65	\$ 4,672.16	\$ 2,362.00	\$ 10,373.53
Hospitality	\$ 15,000.00	\$ 6,127.18	\$ 3,370.60	\$ 1,719.09	\$ 4,025.18	\$ 15,242.05
Scholarship	\$ 3,000.00	\$ 390.00	\$ -	\$ -	\$ 1,990.00	\$ 2,380.00
Education	\$ 2,500.00	\$ 76.32	\$ -	\$ -	\$ 772.65	\$ 848.97
Strategic Planning	\$ 600.00	\$ -	\$ -	\$ -	\$ 639.38	\$ 639.38
Website & Treasurer Software	\$ 800.00	\$ 38.85	\$ 38.85	\$ 38.85	\$ 27.95	\$ 144.50
Meeting/Office Supplies	\$ -	\$ 115.32	\$ 94.00	\$ 99.00	\$ -	\$ 308.32
Marketing	\$ 600.00	\$ -	\$ 75.00	\$ -	\$ -	\$ 75.00
Bank Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Merchant/Paypal Fees	\$ 1,200.00	\$ 458.65	\$ 107.28	\$ 49.48	\$ 123.41	\$ 738.82
Donations	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Home Tour	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -
Affiliate Event	\$ -	\$ -	\$ 1,744.20	\$ -	\$ -	\$ 1,744.20
Corporate Renewal	\$ 75.00	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
TOTAL EXPENSES	\$ 42,225.00	\$ 8,386.04	\$ 8,509.25	\$ 6,578.58	\$ 10,151.52	\$ 33,625.39
NET PROFIT	\$ 4,675.00	\$ 10,409.30	\$ (3,728.91)	\$ (3,489.92)	\$ 2,348.47	\$ 5,538.94