



**KENTUCKY
REALTORS®**

**Kentucky
REALTORS®
BOARD OF
DIRECTORS
ACTION PACKET**

June 22nd, 2023



Committee Motion Reporting & Information Form

Date: May 25th, 2023

Committee: Meetings Committee

Committee Chair: Christie Moore

Committee Vice Chair:

Committee Staff Liaison: Suzanne Reeves

Action Items:

Motion from Committee to approve the Hyatt Regency Hotel in Lexington for the 2024 Leadership Conference & Installation of president-elect Pam Featherstone to be held the week of December 4th, 2023. Room rates will be \$149 with food & beverage at \$12,000. Meeting space will be complimentary.



Committee Motion Reporting & Information Form

Date: May 25th, 2023

Committee: Meetings Committee

Committee Chair: Christie Moore

Committee Vice Chair:

Committee Staff Liaison: Suzanne Reeves

Action Items:

Motion from Meetings Committee to approve the Embassy Suites Hotel in Lexington for the 2024 Legislative Conference to be held the week of February 5, 2024. Room rates will be \$139 with breakfast included with food & beverage at \$8,000. Meeting space will be complimentary.



Committee Motion Reporting & Information Form

Date: May 25th, 2023

Committee: Meetings Committee

Committee Chair: Christie Moore

Committee Vice Chair:

Committee Staff Liaison: Suzanne Reeves

Action Items:

Motion from Meetings Committee to approve Belterra Casino & Resort for the 2024 Summer Retreat to be held the week of June 24th, 2024. Room rates will be \$139 with food & beverage at \$20,000. Meeting space will be complimentary.



Committee Motion Reporting & Information Form

Date: May 25th, 2023

Committee: Meetings Committee

Committee Chair: Christie Moore

Committee Vice Chair:

Committee Staff Liaison: Suzanne Reeves

Action Items:

Motion from Meetings Committee to table the location of the 2024 Convention until we have more information. Motion passed.



Committee Motion Reporting & Information Form

Date: May 25th, 2023

Committee: Meetings Committee

Committee Chair: Christie Moore

Committee Vice Chair:

Committee Staff Liaison: Suzanne Reeves

Action Items:

Motion from Meetings Committee to approve the Hyatt Regency Hotel in Lexington for the 2025 Leadership Conference to be held the week of December 1st, 2024. Room rates will be \$151 with food & beverage at \$16,000. Meeting space will be complimentary.



Committee Motion Reporting & Information Form

Date: May 25th, 2023

Committee: Meetings Committee

Committee Chair: Christie Moore

Committee Vice Chair:

Committee Staff Liaison: Suzanne Reeves

Action Items:

Motion from Meetings Committee to approve Belterra Casino & Resort for the 2025 Summer Retreat to be held the week of June 17th, 2024. Room rates will be \$139 with food & beverage at \$20,000. Meeting space will be complimentary.



Committee Motion Reporting & Information Form

Date: May 23rd-24th, 2023

Committee: **Bylaws, Policies and Procedures Committee**

Committee Chair: Janette DeWitt

Committee Vice Chair: Christie Moore

Committee Staff Liaison: Josh Summers, Kyle Tetzlaff

Action Items:

The Committee recommends the following addition to the **KYR Virtual Meeting Rules** found in **Part Seven, Section AA of the KYR Policies and Procedures Manual**:

Attendees are prohibited from operating a motor vehicle while attending a virtual meeting.



Committee Motion Reporting & Information Form

Date: May 23rd-24th, 2023

Committee: **Bylaws, Policies and Procedures Committee**

Committee Chair: Janette DeWitt

Committee Vice Chair: Christie Moore

Committee Staff Liaison: Josh Summers, Kyle Tetzlaff

Action Items:

The Committee recommends adding the Regional Vice President Endorsement Guidelines as **Addendum #9** in the **KYR Policies and Procedures.**



Committee Motion Reporting & Information Form

Date: May 23rd-24th, 2023

Committee: **Bylaws, Policies and Procedures Committee**

Committee Chair: Janette DeWitt

Committee Vice Chair: Christie Moore

Committee Staff Liaison: Josh Summers, Kyle Tetzlaff

Action Items:

The Committee makes a recommendation to remove paragraph six regarding MapQuest reports found in **Part Seven, Section M. Travel Guidelines** of the **KYR Policies and Procedures Manual**.

~~Expense reports should be accompanied by a MapQuest or similar report that reflects the mileage from your departure point to your destination and return if different from original route. Significant variances should be explained on the report.~~



Committee Motion Reporting & Information Form

Date: May 23rd-24th, 2023

Committee: **Bylaws, Policies and Procedures Committee**

Committee Chair: Janette DeWitt

Committee Vice Chair: Christie Moore

Committee Staff Liaison: Josh Summers, Kyle Tetzlaff

Action Items:

The Committee recommends the adoption of the Credit Card Policy found in **Part Seven, Section R of the KYR Policies and Procedures Manual** as follows:

“KYR shall issue regular business credit cards for the following: CEO, President, President-Elect, and up to five (5) KYR staff members as designated by the CEO. The CEO shall not be personally liable for any charges for expenditures made on the President, President-Elect, or assigned staff members’ cards. Cardholders are personally liable for all unauthorized purchases on the KYR credit card. The CEO should be notified of staff purchases on the KYR credit card. All credit card holders shall complete expense reports to support all credit card purchases. The balance on the KYR credit cards shall be paid off each month. Any benefits accrued to a KYR credit card will be used solely for the benefit of KYR.”



Committee Motion Reporting & Information Form

Date: May 23rd-24th, 2023

Committee: **Bylaws, Policies and Procedures Committee**

Committee Chair: Janette DeWitt

Committee Vice Chair: Christie Moore

Committee Staff Liaison: Josh Summers, Kyle Tetzlaff

Action Items:

The Committee recommends the adoption of Section D. Contracts found **Part Seven, Section D.** of the **KYR Policies and Procedures Manual** as follows:

D. Contracts (Revised 5/23)

D1. Any Contracts for services or goods, whether leased or purchased, in excess of **\$10,000 the current budgeted amount**, shall only be entered into after making a good faith effort to **obtain three (3) bids**. All contracts before signature should be reviewed by attorney representing KYR. Contracts that are binding upon the Association shall be signed **only by the CEO and in the CEO's absence**, the President **and/or CEO**.

D2. Contracts requiring expenditures in excess of **1.5% of KYR's annual budget \$20,000** shall require the signature of the CEO and President, **or the President-Elect in the President's absence**.

D3. Contracts in excess of **\$20,000 1.5% of KYR's annual budget that are not budgeted** shall contain the requirement that the contract is not effective until approved or ratified by the Board of Directors. **This restriction shall not apply in cases relating to paragraph E Association Emergencies.**



Committee Motion Reporting & Information Form

Date: June 5th, 2023

Committee: Finance Committee

Committee Chair: Barb Curtis, KYR Treasurer

Committee Vice Chair: Ann Elizabeth Delahanty

Committee Staff Liaison: Josh Summers, Julie Johnson

Action Items:

Motion from the Finance Committee to approve the use of a third-party accounting firm.