



NSREC BOARD OF DIRECTORS
Record of Decisions
April 16, 2020

PRESENT: Chairperson Gary Morse
Vice Chairperson Mary MacDonald
Board Members:
Carol Beal
Susan Green
Nancy McGrath
Linda Smardon
Clinton Wilkins
Anthony Brown
Kim Fox
Greg Taylor
Pernille Jakobsen Esaiw
Brad Chisholm, Registrar

REGRETS: N/A

STAFF: Peggy Kell (recorder)

The following does not represent a verbatim record of the proceedings of this meeting.

AGENDA

Call to Order

Approval of the Agenda

Consent Agenda

Chair's Report

Covid-19 Operational Plan

Administrative changes

Bylaw revisions

Committee Reports:

1. Finance Committee Chair's Report
2. Education Committee Report
3. Buyer Brokerage Agreement Task Force

Other business:

RETA Revisions Update

Next Meeting

Adjournment

The meeting was called to order at 10:04 a.m. and adjourned at 12:28 p.m.

CALL TO ORDER:

G. Morse, Chair, called the meeting to order at 10:04 a.m.

APPROVAL OF THE AGENDA

MOVED by K. Fox and seconded.

To approve the agenda.

MOTION PUT AND PASSED UNANIMOUSLY.

CONSENT AGENDA

Approval of the December 5th minutes
Registrar's Report

MOVED by G. Taylor and seconded

To approve the consent agenda.

MOTION PUT AND PASSED UNANIMOUSLY.

CHAIR'S REPORT

G. Morse updated the board on staff and committee work. The executive committee reviewed COVID-19 Operational Plan and agreed to a number of changes that are required to operate under state of emergency orders.

MOVED by G. Morse and seconded

To approve the chair's report.

MOTION PUT AND PASSED UNANIMOUSLY.

COVID-19 OPERATIONAL PLAN ACTION ITEMS

B. Chisholm gave an overview of the COVID-19 Operational Plan.

MOVED by S. Green and seconded

To approve the staff's COVID-19 Operational Plan.

MOTION PUT AND PASSED UNANIMOUSLY.

a) Administrative changes and meeting dates

B. Chisholm updated the Board on administrative changes and meeting dates.

b) Bylaw revisions

G. Morse said the second part of the staff report requires temporary changes to the Bylaw to support the COVID-19 Operational Plan. Legal counsel has drafted a state of emergency bylaw to permit continued operations and the remainder of the list is the Bylaws that are impacted.

MOVED by N. McGrath and seconded.

To approve the emergency bylaw.

MOTION PUT AND PASSED UNANIMOUSLY.

B. Chisholm then addressed the individual Bylaw changes required to continue operations.

MOVED by N. McGrath and seconded.

To approve the specific bylaw changes items one through six.

1. **The Bedford offices are closed until further notice.**
2. **Completion date of licensee CPE course remains June 15, 2020.**
3. **Use of MyBackCheck for criminal record checks.**
4. **Exam writings are postponed until further notice.**
5. **Annual report due date extended to April 30, 2020.**
6. **The licensee election will take place April 27 - April 30.**

MOTION PUT AND PASSED UNANIMOUSLY.

MOVED by S. Green and seconded.

To use the reserve fund, if needed, to continue operations until renewals.

MOTION PUT AND PASSED UNANIMOUSLY.

B. Chisholm said it is not currently possible to conduct audits on site for the safety of licensees and staff. The proposed temporary changes to audit procedures will look specifically at trust account auditing to ensure funds are protected.

MOVED by M. Macdonald and seconded

To approve the changes to the audit program to conduct modified trust audits until further notice.

MOTION PUT AND PASSED UNANIMOUSLY.

B. Chisholm said the next item is changes that were required to the Bylaw to support the Audit Program that were not addressed in the original bylaw changes.

MOVED by L. Smardon and seconded

To revise the Bylaw to support the changes to the audit processes and revise needed bylaw.

MOTION PUT AND PASSED UNANIMOUSLY.

FINANCE COMMITTEE CHAIR'S REPORT

M. MacDonald said the finance committee met with A. Campbell our external auditor and everything is in good order.

MOVED by C. Wilkins and seconded

To defer payments of committee and director fees until after the renewal cycle.

MOTION PUT AND PASSED UNANIMOUSLY.

MOVED by M. MacDonald and seconded

To accept the audit reports as presented by A. Campbell.

MOTION PUT AND PASSED UNANIMOUSLY.

MOVED by M. MacDonald and seconded

To adopt A. Campbell's accounts receivables as provided.

Motion to amend the decision by C. Beal to make the motion **conditional on obtaining a legal opinion confirming that we can still collect the funds.**

Motion carried unanimously.

N. McGrath left the meeting.

EDUCATION COMMITTEE REPORT

L. Smardon abstained from this topic and vote due to her status as an instructor.

C. Wilkins updated the board on the education survey that was sent to licensees.

MOVED by C. Wilkins and seconded

To enter into a contract with the NSAR to deliver the salesperson and broker licensing courses and CPE courses for the next five years. The contract must address content updates, online delivery, and instructor approval by NSREC.

MOTION PUT AND PASSED UNANIMOUSLY.

MOVED by C. Wilkins and seconded

To make the 2020-2021 CPE course to be a full day, offered in class as well as an online component that will continue be available after the licensing cycle and must address the following topics:

- **Consumer relationships**
- **Forms completion**
- **Communications**
- **Real estate case law**
- **Professionalism**
- **Conduct and trade practices**
- **Defects and disclosure**

MOTION PUT AND PASSED UNANIMOUSLY.

BUYER BROKERAGE AGREEMENT TASKFORCE REPORT

G. Morse explained the history of Buyer Brokerage Agreement Report.

MOVED by C. Beal and seconded

To adopt the buyer brokerage agreement report developed by the Buyer Brokerage Agreement Task Force.

MOTION PUT AND PASSED UNANIMOUSLY.

REAL ESTATE TRADING ACT CHANGES

P. Jakobsen Esaiw said the changes are progressing slowly and there are more policy decisions to investigate and make. P. Jakobsen Esaiw is working on a targeted consultation.

10. NEXT MEETING

TBA

ADJOURNMENT

The Chair adjourned the meeting at 12:28 p.m.