

EDUCATION COMMITTEE MEETING

Tuesday, June 12, 2018 ~ 6:30 PM CT ~ SD REALTORS® Headquarters
2302 Patron Parkway, Pierre, SD

PURPOSE: To administer the Education Division of SDAR by planning, preparing and providing for programs that meet the educational needs of the Members in the professional development of a successful real estate career. It is the standing policy of the South Dakota Association of REALTORS® to provide quality education courses within the state. The Board of Directors is committed to offering one CRS course per year.

AGENDA

❖ CALL TO ORDER

❖ ROLL CALL

❖ APPROVAL OF MINUTES – January 30, 2018

❖ UNFINISHED BUSINESS

- Financial Reports as of May 31, 2018
- Spring Caravan Final Report
- REALTOR® Safety books

❖ NEW BUSINESS

- Caravan Cancellation Policy
- Sponsors for caravan in Sioux Falls, Watertown, Aberdeen, and Rapid City
- GRI Re-Accreditation Work Group Volunteers
- Future Education Schedule – Any courses that committee would like to see presented and Co-Sponsor.

❖ INFORMATIONAL ITEMS

- Leadership Academy – 2018-2019
- Fall Caravan – October 1-4 , 2018 – Sioux Falls, Watertown, Aberdeen and Rapid City, Travis Everette – Painless Compliance
- Ethics training - East Central – October 3
- Professional Development Conference - NAR L200/L300 – October 23
- CRS 201 – November 5 & 6, 2018
- Code of Ethics REQUIRED Training – Biennial Training Ends 12/31/18

❖ ADDITIONAL INFORMATION (posted on website, not included in packet)

- NAR & SDAR future meeting schedules

❖ NEXT MEETING – October 2018

❖ ADJOURN



Education Committee Minutes

Tuesday, January 30, 2018
Ramkota – Pierre, SD

Roll Call: Chair Nancy Jark, Vice Chair Laurie Smith, Carol Lawhun, Pam Heiberger, Emilie Portz, Rick Daugherty, Darla Tielke, Colleen Hunt, Sheila Green, Dave Fuchs, Brad Stearns, Ryan Breitling, and Matt Larson

Excused: Melody Kerkvliet

Absent: Kellie Johnson and Cheri Bartlett-King

SDAR Staff: Dana R. Holben

Guest(s) Present: Past President Joan Cota and Secretary/Treasurer Bud Hannah

CALL TO ORDER

Committee Chair Annie Welsh called the meeting to order at 6:32 PM CT.

ROLL CALL

The roll call was taken with thirteen (13) REALTOR® members recorded as present, one (1) member recorded as excused, and two (2) member recorded as absent.

MINUTES

A motion was made and seconded to approve the January 30, 2018 minutes. Motion carried.

UNFINISHED BUSINESS

Review Financials

Chair Jark reviewed the 2017 financials with committee members. The total income was \$54,843.50 with expenses of \$40,557.20 for total revenue of \$14,286.30. This revenue was due to the Caravan.

NEW BUSINESS

NAR Leadership courses

NAR Leadership Program L200 and L300 courses are designed to produce quality REALTOR® leaders that are equipped with the skills and knowledge necessary to lead local and state associations and MLSs. These courses will be presented in 2018 as part of the NAR Organizational Standards requirements. Each Board/Association will be able to co-sponsor for a minimal cost to use it for their local Organization Standard requirements. The committee discussed and it was proposed to have the courses for the Professional Development Conference.

REALTOR® Safety Programs

The committee is looking for ideas on doing a REALTOR® Safety Program. Staff is to look at costs for the REALTOR® Safety books and other courses available.

Co-Sponsorship of courses

Committee Members are encouraged to go back to their Boards to do co-sponsorship with SDAR for education courses. East Central SD would like to co-sponsor for the Code of Ethics in October or November.

Additional Courses

The committee would like to have CRS 201 or another CRS course to be conducted in November 2018. Staff will make arrangements for the CRS course to be presented in South Dakota.

RPAC Fundraising

State RPAC Fundraising Chair Kyle Lalim discussed the SDAR RPAC Fundraising goals and President Miller is looking to have 100% participation from all committee members.

ADDITIONAL INFORMATION

Made available to members were: NAR and SDAR future meeting schedules; Mandatory NAR Code of Ethics training is now every two years instead of four year; The Road Show- Caravan 2017 has been approved and information has been sent to all REALTOR® members. A letter will be going out to those who are licensed but not members' mid-February; Keynote Series has two new courses that were approved in South Dakota

NEXT MEETING

The next meeting of the Education Committee is scheduled for June 12, 2018 at the Ramkota in Pierre.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:25 PM.

Paid Registrations

	REALTORS®	Non-Members	Totals	
	160	116	44	\$9,800.00 Sioux Falls
	67	53	14	\$4,250.00 Watertown
	55	33	22	\$3,470.00 Aberdeen
	147	118	29	\$9,130.00 Rapid City
	429	320	109	\$26,650.00
Refunds				
	4		-\$40.00	-\$160.00
	3		-\$60.00	-\$180.00 Refund
				\$340.00
Sponsor				
	1		\$2,000.00	
		Total:		\$2,000.00
				\$28,310.00

EXPENSE ACCOUNTING

Speaker Cost - Meals, travel, hotel \$8,125.60

Speaker fee	\$6,500.00
Mileage/parking	\$72.00
Meals	\$250.00
Airfare	\$1,303.60
Hotel	\$0.00

Staff Cost - Meals, travel, hotel \$1,757.58

Hotel	\$888.96
Mileage	\$628.51
Meals	\$240.11

Facilities/Room - AV Equip, Catering \$4,319.41

Meeting Room	\$1,645.30
LCD Rental/Microphone	\$411.63
Catering	\$2,262.48

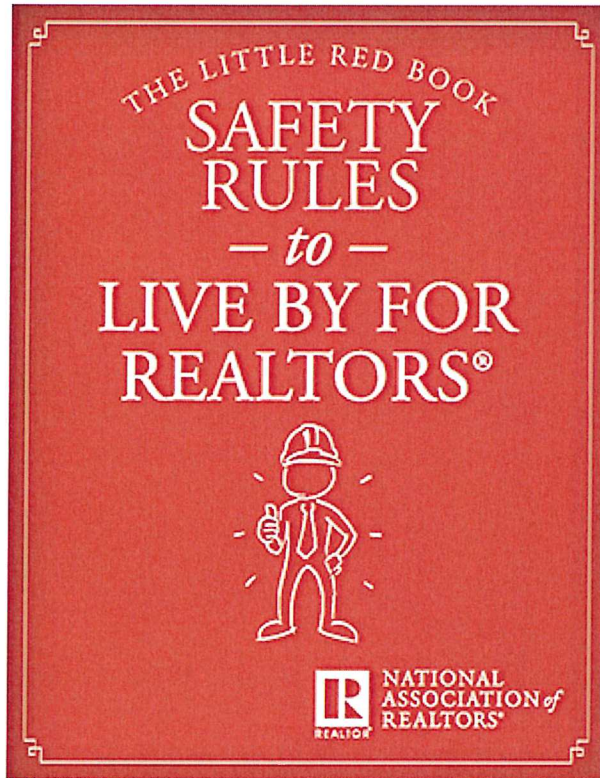
Marketing: Postage, Approval, Flyers \$1,628.88

Postcard Postage	\$283.10
Postcard Printing	\$350.03
CE Renewal	\$75.00
Appraiser Approval	\$0.00
Manuals/tests	\$577.40
Xfer Credit Card Ex	\$343.35

Total Income: \$28,310.00

Total Expense: \$15,831.47

Gross Profit: \$12,478.53



The Little Red Book: Safety Rules to Live By for REALTORS®

Item Number: 135-109

Volume Pricing

X

QTY	1-10	11-50	51+
Price	\$29.95	\$27.95	\$25.95
Member Price	\$19.95	\$17.95	\$15.95

Product will be back in stock 8/9/17. Updated 8.17.

Physical version: Sold in packages of 5. This product is also available as part of the [Little Book Series 3 Pack](#).

The Little Red Book: Safety Rules to Live By for REALTORS® is the second in the "Little Book" series, along with the *Little Blue Book: Rules to Live By for REALTORS®* and *The Little Green Book: Green...*

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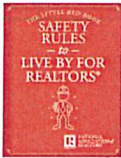


SEARCH

Line items saved.

SHOPPING CART

You are receiving member pricing

	PRICE	MEMBER PRICE	QUANTITY	SUB-TOTAL
	\$29.95	\$15.95	400	\$6,380.00
SUBTOTAL				\$6,380.00

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The Little Blue Book: Rules
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The "Little Book" Series 5
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Member Savings: \$36.00



Safety In Your Home
eProduct...

Price: \$22.85
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Member Savings: \$8.00

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SDAR OTHER EDUCATION REFUND POLICY: All requests for refunds need to be submitted **in writing** to SDAR by mail, fax, or e-mail and should include valid excuse. Valid excuses are personal illness, family crises, or State/National Association Business. Requests for refunds received **7 calendar days prior** to the event will receive a **full refund minus** a processing fee of \$15. Refunds requested **less than 7 calendar days** prior to the class or those registrants who do not attend (**no-show**) will **not** be given a refund unless the reason is deemed valid.



Marketing Opportunity

Road Show ~ Fall Caravan

October 1-4, 2018

Sioux Falls, Watertown, Aberdeen, and Rapid City

Marketing opportunities for the Road Show— Fall Caravan has the potential of reaching over 400 real estate agents across South Dakota.

Sponsorship is only \$1,000.00 per site

Sponsors will receive

1. Your logo on SDAR website with a link to your companies website;
2. A few minutes to introduce your business, and the added value it brings to the members before the class starts and bring marketing materials for class registrants;
3. Logo on all marketing information: student materials, registration forms, tent cards throughout the event.

Only one sponsor per affiliate category

Sponsors INFORMATION:

_____ Monday, October 1, 2018 Sioux Falls

_____ Tuesday, October 2, 2018 Watertown

_____ Wednesday, October 3, 2018, Aberdeen

_____ Thursday, October 4, 2018, Rapid City

Name (please print): _____

Sponsor Company: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ FAX: _____

E-mail: _____

METHOD OF PAYMENT: Mail form to SDAR, PO Box 1175., Pierre, SD 57501

By Check for \$ _____ (enclosed made out to SDAR)

I would like SDAR to charge my (☐ MC) (☐ VISA) (☐ DISCOVER) for the amount of \$ _____

Account Number: _____ - _____ - _____ Exp. Date: _____ - _____ CCV: _____

Billing Address: _____ City: _____ State: _____ Zip Code: _____

Name On Account: _____ Signature: _____

South Dakota Association of REALTORS®

PO Box 1175, Pierre, South Dakota 57501

Phone: 605-224-0554 / FAX: 605-224-8975 / Toll Free in S.D. 1-800-227-5877

WEBSITE: www.sdrealtor.org / E-MAIL: dholben@sdrealtor.org



SOUTH DAKOTA REALTORS® LEADERSHIP ACADEMY

2018-2019 LEADERSHIP ACADEMY

APPLICATION FORM

Leadership development is an essential element in the process of improving our Association and profession. The South Dakota Association of REALTORS® administers its "South Dakota REALTORS® Leadership Academy" to identify emerging REALTOR® leaders in the state, encourage them with motivational activities, and assist in sharpening their leadership skills in the hope they will exert strong positive influence on the future of the Association and profession.

The participants work together in a training course which combines individual study, group session, and actual project experience in using leadership skills. Training sessions include identification of leadership skills, team building exercises, procedures for goal setting, personal profile analysis, network building, and improving communication skills.

The objectives of the South Dakota REALTORS® Leadership Academy are:

- ▶ To train participants by developing leadership skills.
- ▶ To motivate participants by:
 - *Increasing awareness of real estate and association management issues and challenges;*
 - *Involvement in problem solving activities on issues of current interest; and,*
 - *Provide a network of leaders across South Dakota, actively involved in improving our Association and profession.*

MISSION

Our mission is to gain new insight into the association's goals and aspirations, increase your effectiveness when working with peers and staff, and to improve communication skills and negotiating techniques. Our goal is to discover how you can contribute to the success of our State Association.

SELECTION CRITERIA

Participation in SDRLA is open to all REALTOR® members of the South Dakota Association of REALTORS®. A maximum number of fifteen applicants will be accepted to participate in the program. The composition of the fifteen applicants shall give reference to one applicant per each of the ten (10) local associations in addition to five (5) at large applicants. In the event, a local association does not have an applicant; this position may be filled from the at large applications. The remaining at large applicants will be selected based upon their written application. Applicants that are not selected are encouraged to reapply at future programs. Participants are chosen by an anonymous selection committee based upon the information in this application. The Committee seeks applicants who plan to serve in local and/or state leadership within the next 2-3 years.

APPLICATION PROCEDURE

Tuition for the program is \$500, and MUST BE PAID IN FULL PRIOR TO THE FIRST SESSION. A payment plan is available in installment payments and **MUST BE PAID IN FULL PRIOR TO THE FIRST SESSION.** This payment includes the training sessions, meals during the sessions and instructional materials. Additional costs to participants will include transportation from home to the meeting site. SDAR will incur the hotel accommodations during any sessions (possible minimal expenses may be incurred during field exercise phase of the program). Application forms should include as much information as possible. However, answers should be limited to the space available. Deadline for application is **August 15, 2018.** **NO LATE APPLICATIONS WILL BE ACCEPTED.**

MAIL COMPLETED APPLICATION BY AUGUST 15, 2018 TO:

South Dakota Association of REALTORS®

PO Box 1175, Pierre, SD 57501 • (605) 224-0554 or (800) 227-5877





2018-2019 LEADERSHIP ACADEMY APPLICATION FORM



INSTRUCTIONS

Type or print in black ink (NOTE: Applications that are illegible or that have any unanswered questions won't be considered). Please complete each section *fully* but limit answers to the available space. Application must be signed and returned by **August 15, 2018**. Application should contain a recent photograph suitable for use in publications and for publicity.

PERSONAL:

FULL NAME: _____
 NICKNAME IF PREFERRED: _____ AGE: _____ GENDER: ☐ MALE ☐ FEMALE
 HOME ADDRESS: _____
 LOCAL BOARD OR ASSOCIATION: _____
 FIRM NAME: _____
 BUSINESS ADDRESS: _____
 HOME PHONE: _____ CELL: _____
 BUSINESS PHONE: _____ FAX: _____
 E-MAIL ADDRESS: _____

EDUCATION: (Begin with high school, colleges, degrees, and/or specialized training):

	<u>Name and Location of School</u>	<u>Dates (from-to)</u>	<u>Degree</u>	<u>Major</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Extracurricular Activities: _____

COMMUNITY INVOLVEMENT: Include community, political, government, social, athletic, or other activities. Do not include business/professional activities.

Organization: _____
 Assignment/Position: _____ From-to: _____
 Describe your role: _____

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 Assignment/Position: _____ From-to: _____
 Describe your role: _____

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 Assignment/Position: _____ From-to: _____
 Describe your role: _____



2018-2019 LEADERSHIP ACADEMY APPLICATION FORM



What do you consider your most important accomplishment in one of the above organizations and why: _____

How much time each month do you commit to volunteer work: _____

REAL ESTATE EXPERIENCE:

YEAR LICENSED: _____ LENGTH OF SOUTH DAKOTA RESIDENCE: _____

REAL ESTATE SPECIALTY (RESIDENTIAL, COMMERCIAL, APPRAISAL, ETC.) - - LIST ALL THAT APPLY:

Present Firm: _____

How Long: _____ ☐ Full Time or ☐ Part Time

Title or Responsibility: _____

Briefly describe your responsibilities in your job: _____

List previous work experience in chronological order (from most recent to earliest), and include any military duty:

	<u>Organization/Firm</u>	<u>Title/Responsibility</u>	<u>From-to</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

What do you consider your highest career achievement to date, and why:



2018-2019 LEADERSHIP ACADEMY APPLICATION FORM



REALTOR® INVOLVEMENT: Include local, state, or national REALTOR® groups, MLS or other real estate areas.

Organization: _____

Assignment/Position: _____ From-to: _____

Describe your role: _____

Organization: _____

Assignment/Position: _____ From-to: _____

Describe your role: _____

Organization: _____

Assignment/Position: _____ From-to: _____

Describe your role: _____

Organization: _____

Assignment/Position: _____ From-to: _____

Describe your role: _____

If you have additional real estate organization involvement, please describe briefly: _____

What kinds of volunteer activity in the real estate industry would you like to become active with in the future?

If you have not had the time or interest to become actively involved, what conditions have changed that now enable you to seek involvement in the REALTOR® association? _____

What role do you believe REALTORS® should play in the political affairs of your city or in the state of South Dakota? _____

List any State or national REALTOR® conventions you have attended and the approximate date: _____



2018-2019 LEADERSHIP ACADEMY APPLICATION FORM



Do you contribute to RPAC? Why or why not? _____

List the education classes you have completed within the past year: _____

Real Estate Designations Earned:

GENERAL INFORMATION: One of the goals of the South Dakota REALTORS® Leadership Academy is to build a network of Association leaders who can enhance their problem-solving and other leadership abilities through shared perspectives and working together.

What do you feel are the most significant challenges facing the real estate profession today: _____

What do you feel needs to be done about one of these issues: _____

What do you feel are the three most significant issues facing the South Dakota Association of REALTORS® today: _____



2018-2019 LEADERSHIP ACADEMY APPLICATION FORM



What specific skills/knowledge do you hope to gain from participation in the South Dakota REALTORS® Leadership Academy: _____

TUITION: If accepted into the South Dakota REALTORS® Leadership Academy, you will receive notification of acceptance and information regarding payment of the \$500 tuition fee. Tuition **MUST BE PAID IN FULL PRIOR TO THE FIRST SESSION.** Tuition covers each training session, meals during the sessions and instructional materials for each session. Additional costs to participants will include transportation from home to the meeting site. SDAR will incur the hotel accommodations during any sessions (possible minimal expenses may be incurred during the field exercise phase of the program). **NOTE: YOUR TRAVEL COSTS ARE NOT COVERED BY THE ACADEMY.** Full Tuition Payment is **DUE PRIOR TO THE FIRST SESSION.**

ATTENDANCE: To graduate from the South Dakota REALTORS® Leadership Academy, a participant must attend and complete all sessions. These dates are subject to change based on speaker and hotel availability. Exact dates and locations to be determined after applicants have been selected and notified.

- RETREAT 1: October: During the Professional Development Conference in Pierre - NAR Leadership 200 & 300 courses. *(Course is a separate fee from the Leadership Academy tuition fee.)*
- RETREAT 2: January/February: Capitol Hill & Chili Oyster Dinner -
- RETREAT 3: April:
- RETREAT 4: June:
- RETREAT 5: September: During Convention in Deadwood— GRADUATION

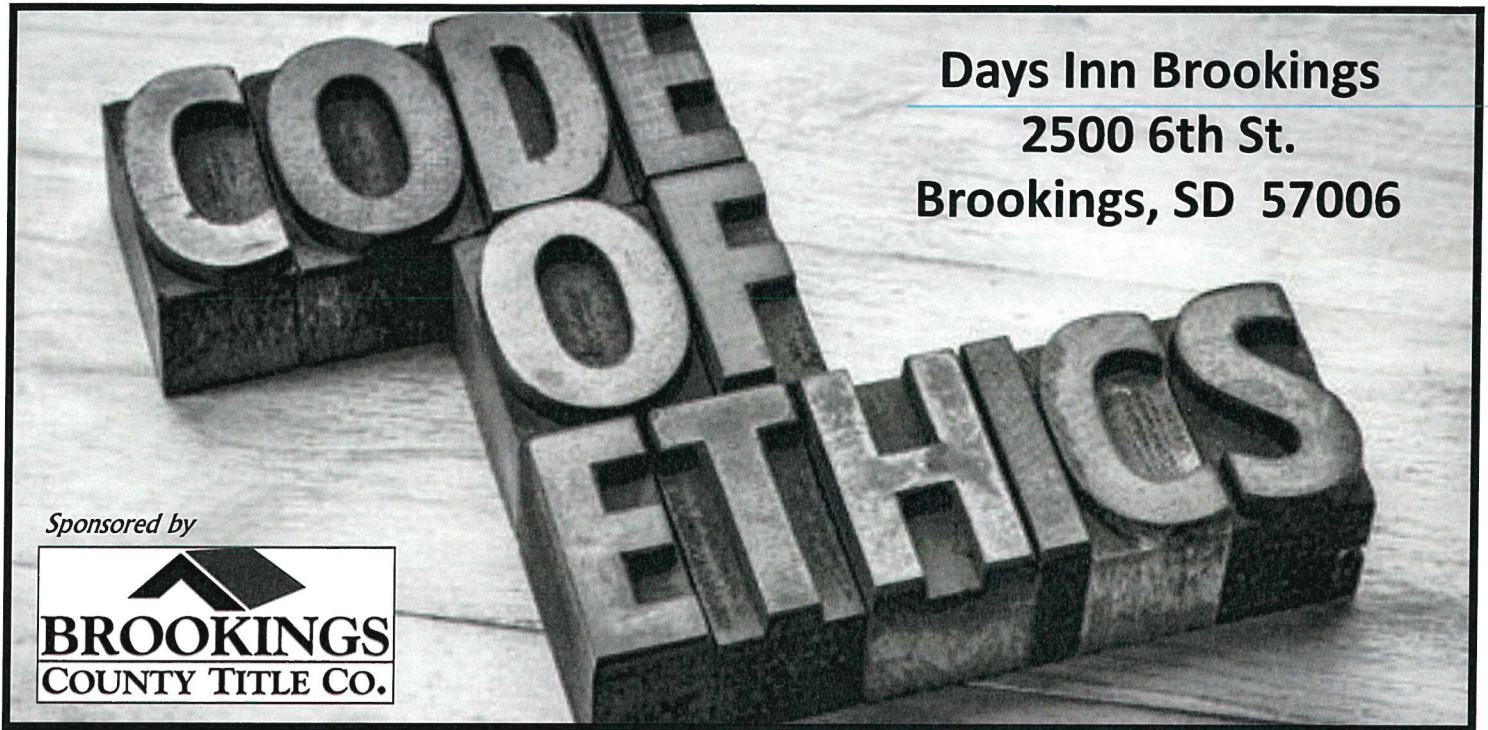
COMMITMENT: I understand the purpose of the South Dakota REALTORS® Leadership Academy program, and if selected I will devote the time and resources necessary to complete the program. Even though emergencies arise, any participant unable to attend any one session, for any reason, is **NOT** eligible for REFUND of tuition fee. I understand the above commitments and agree to be bound by them in signing this application:

Print Name: _____

Applicant Signature

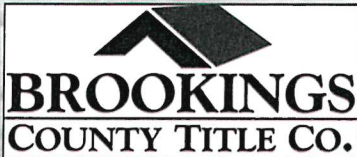
Date

South Dakota REALTORS® in partnership with
East Central SD REALTORS® present



Days Inn Brookings
2500 6th St.
Brookings, SD 57006

Sponsored by



Biennial NAR Code of Ethics

October 3, 2018 ~ 9:00 am—12:00 pm

Registration Fee—\$30 for 3 Required CE
Free for membership requirements

East Central Code of Ethics Registration Form

Name _____ Firm _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

License # _____ Expiration Date _____ Course: **ECSD COE 10/3/18**

Charge: ☐ Visa ☐ MasterCard ☐ Discover or ☐ Check payable to SDAR for \$ _____ enclosed.

Card # _____ Exp. Date ____ / ____ Amount \$ _____

Signature _____

Mail or fax this form to South Dakota REALTORS® at the address listed below. Confirmed registrations ONLY upon receipt of tuition.

SDAR REFUND POLICY: All requests for refunds need to be submitted in writing to SDAR by mail, fax, or e-mail and should include all pertinent information and reason for the refund. Requests for refunds received 14 calendar days prior to the event will receive a full refund minus a processing fee of \$20. Refunds requested less than 14 calendar days prior to the class will receive a 50% refund minus a processing fee of \$20. Refunds requested the day of the class or those registrants who do not attend (no-show) will not be given a refund unless the reason is deemed unavoidable. All approved refunds will be processed within one week following the date of the course. \$25 additional fee for registering at the door.

PO Box 1175, Pierre, SD 57501 | P (605)224-0554 | F (605)224-8975 | dholben@sdrealtor.org

South Dakota REALTORS®

ROADSHOW

2018 Caravan

Painless Compliance

October 1-4, 2018

Registration begins at 8:30 AM ~ Class starts at 9:00 AM - 4:00 PM

October 1 – Ramkota Hotel , Sioux Falls

October 2 — Watertown Event Center

October 3 — BW Ramkota Hotel, Aberdeen

October 4 — Ramada , Rapid City

A practical, fun, and informative exploration of the realities of real estate brokerage in an ever-changing world. Timeless fundamentals such as record keeping, client confidentiality, and Fair Housing can easily be forgotten in the shuffle of the modern transaction. Learn how to maintain focus on providing clients with the representation they need, the speed demanded of brokers today, and seamless adherence to those same State and Federal regulations which still must be honored. With topics that range from the current guidelines on tenant selection from HUD all the way to rules and regulations regarding drone photography, this six hour course will offer a wealth of information for licensees of every level.

Instructor: Travis Everette, DREI, Cary, NC

TUITION FEES ~ All Licensees \$60 before 9/27/18 **WALK-INS \$70**

Registration deadline September 27, 2018 at 5:00 PM. After September 27, 2018 you must register on-site.

6 Hours for License Renewal Pending

2018 FALL Caravan Registration Form

Monday, October 1 , 2018 Sioux Falls

Tuesday, October 2, 2018 Watertown

Wednesday, October 3, 2018, Aberdeen

Thursday, October 4, 2018, Rapid City

Name _____ Firm _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Please check which applies: ☐ REALTOR® Member ☐ Non- REALTOR® Member

Charge: ☐ Visa ☐ MasterCard ☐ Discover or ☐ Check payable to SDAR for \$ _____ enclosed.

Card # _____ Exp. Date ____ / ____ Amount \$ _____

Signature _____

Mail or fax this form to South Dakota REALTORS® at the address listed below. Confirmed registrations ONLY upon receipt of tuition.

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Ready. Set.
LEAD

The 2018 Professional
Development Conference

October 23, 2018

NAR Leadership 200 and Leadership 300