



NORTHERN NV REGIONAL
MLS

Board of Trustees Meeting Agenda

[Virtual Meeting Link](#)

January 19, 2022 12:00 pm

"To foster a trusted and cooperative real estate marketplace by delivering industry-leading Information, Expertise, and Solutions."

Call to Order

12:00 pm Call to Order: Debbie Logan, President.....

Administrative Items

12:05 pm NNRMLS Antitrust Policy..... p. 2
12:10 pm ACTION ITEM: Approval of the Minutes..... p. 3
12:15 pm ACTION ITEM: Approval of Financials..... p. 5
12:20 pm CEO Report & Strategic Plan Update..... Presentation
12:35 pm Important Dates..... p. 14

Solutions *"We will deliver innovative, essential, and accessible technologies , tools, applications, and resources"*

12:40 pm Tech Committee Update, Matt Swanson..... No Exhibit
12:50 pm Product Analytics Report..... [link](#)
1:00 pm Forms App Performance Comparison, Ryan Snyder..... Presentation

Expertise *"We will deliver five-star service, training, content, communications, and support"*

1:15 pm Legal Update & Fiduciary Duties, Bonnie Drinkwater..... Presentation

Information *"We will deliver reliable, complete, relevant, timely, and authoritative data and analytics"*

2:15 pm Compliance Report..... [link](#)
2:30 pm ACTION ITEM: Admin Panel Appointments Exhibit A, p. 15

Closing Items

2:35 pm Shareholder Updates.....
2:40 pm New Business.....
2:45 pm Adjourn.....

- Quorum = 4, 1 from each Shareholder
- Arrive promptly & stay for entire meeting
- If late, catch up after meeting vs. re-cap
- In discussion, state position then explain point
- All ideas have value. Creativity is encouraged!
- Motion on the table before discussion
- Motion-maker speaks first
- Avoid side conversations
- Observe cell phone etiquette
- Missing 2 meetings in calendar year is grounds for removal



NNRMLS Board of Trustees

Minutes of the December 15, 2021 Meeting

Call to Order: The meeting of the Board of Trustees was called to order by President Helen Graham at noon at the Northern Nevada Regional MLS's Conference Room in Reno.

Trustees in Attendance: Helen Graham, Dan Rider, Ken Amundson, Debbie Logan, Pat Schweigert, Avis Cherry, Leslie Cain, and Matt Swanson.

Trustees Absent: Steve Bohler (excused) and Marge Hauge (excused)

Guests in attendance: Legal Counsel Bonnie Drinkwater.

Staff Present: George Pickard, Amie VanClute, Ryan Snyder, and Amie Duncan.

Minutes: *It was moved and seconded* to approve the minutes of the November 15, 2021 Board of Trustees meeting. ***Motion carried.***

Financial Review: Director of Accounting, Amie VanClute, presented the financials and noted variances for November. Noted variances included the overall income being higher due to an increase in membership, while total expenses have been at or below percentage of budget. November total monthly checks in the check register are lower than usual because we prepaid a large amount last month. As of November 30, NNRMLS had 5.8 months of Operating Reserves. *It was moved and seconded* to approve the financials for November 2021. ***Motion carried.***

Approval of Check Signers for 2022: *It was moved and seconded* that George Pickard, CEO, remains a signer; **Deborah Logan**, remain a signer and be changed to 2022 President; **Robert Getto** be added as a signer as 2022 Vice President; and **Matt Swanson** 2022 Treasurer, be added as a signer of NNRMLS checking account with Nevada State Bank, and **Helen Graham** and **Ken Amundson** be removed as authorized signers. ***Motion carried.***

It was moved and seconded that George Pickard, CEO, remains a signer; **Matthew Swanson**, 2022 Treasurer, be added as a signer as an authorized signer, and **Ken Amundson**, 2021 Treasurer, be removed from NNRMLS's accounts with Northwest Federal Credit Union, LPL Financial and VOYA Retirement. ***Motion carried.***

Approval of the Board of Trustees Meeting schedule 2022: *It was moved and seconded* to approve the 2022 proposed meeting schedule for the Board of Trustees meetings. ***Motion carried.***

Important Dates: NNRMLS, RSAR, and SNR are closed on December 24 for Christmas. RSAR and SNR are closed on December 31 for New Year's Holiday, and NNRMLS is closed on January 3, 2022. There is an NNRMLS Broker Forum on January 20, 2022, and an NNRMLS agent Forum on February 10, 2022.

Tech Committee Update: NNRMLS Trustee Matt Swanson gave an update on the Tech Committee meeting. RSAR was looking at HomeBot but the Committee was split on who wanted to offer this for members.

Product Analytics: CEO George Pickard presented a brief overview of the monthly compliance charts on the BOT website. Paragon usage is down to 89% (all-time low), Homesnap Pro at 37%, and TransactionDesk usage down to 36%. We have 4,111 members, November Active Inventory and New Listings were down sharply from October, and SkySlope is expanding its footprint.

Withheld Listing Portal Analysis Report: George Pickard presented graphs showing Listing Input into MLS vs. Withheld Portal, Both Sides of Transactions Represented by Same Broker vs. Same Agent, and Both sides of Transaction Represented by Same Broker vs. Same Agent.

Compliance Report: George Pickard presented the Compliance Reports showing data labels have been added to the charts and the scales are now similar. There were 175 reported violations in November, with 113 confirmed as violations. There were 8 Citations for Level 1-3, which progressed to Two-Day Notices. Of those, 3 fines were issued, 4 waivers were requested, and 4 waivers were approved. Citation Level 4 had 1 violation with an automatic fine. The Compliance Corner on the Members Site was reviewed. The top 3 violations are consistent: Contact Information in Public Remarks, Incomplete or Incorrect Information, and Wrong Area. Our video Tech Talks will address the most common issues.

CEO Report: George Pickard presented the CEO report organized by Strategic Objectives. The first objective, technology, showed the Homesnap Showings Implementation launch planned for Tuesday, Feb 1st. Integration is now enabled in Paragon for staff and test-users will have access in early January. Training and messaging will happen in coordination with vendor. Both ShowingTime and HomeSnap will run in parallel until March 1, 2022. ShowingTime, BrokerBay, and Agent Inbox have been informed of the decision. Regarding forms, Lone Wolf reports they're completing 87% of custom forms requests within a 20-week time frame. No update for the NNRMLS library other than minor typographical and formatting corrections. The SkySlope-Paragon Integration project was also discussed.

The second Strategic Objective is expansion. Collaboration with STAR is in development, exploratory conversations with MetroList, and MLS Aligned discussions on potential collaboration continue.

The third Strategic Objective is engagement. Installation Events for NVR and RSAR were attended by NNRMLS staff. Tech Committee, Board of Directors Meeting, Membership Meeting, and Broker Forum scheduled. NNRMLS Social Media Engagement Highlight for November vs. October showed Members Facebook followers up 44%, likes up 83%, engagement up 339%. Instagram engagement is up 100%.

The fourth Strategic Objective is intelligence. MLS Aligned discussion on potential collaboration with AI Photo Recognition. Domus Analytics is open to restructuring the agreement from RSAR/SNR to NNRMLS and exploring a partnership with RESTB.AI.

The fourth Strategic Objective is accuracy. We are leveraging HelpDesk and CRM with Data Compliance with a 94% listing accuracy rate. The NAR Rule Changes must be implemented by March 1, 2022, with redlines to be presented to BOT in January or February. NNRMLS Blog post with FAQ introducing the changes to our Members, Broker Bridge email newsletter are also planned.

NNRMLS Staff adopted a family through the Truckee Meadows Boys and Girls Club and, through staff funds only, purchased all the requested items for the family.

Recognition of Outgoing Trustees: George Pickard gave a special thank you to Marge Hauge, Ken Amundson, and past-president Amy Shocket, for their service.

Shareholder Announcements:

- **RSAR (Reno Sparks Association of REALTORS®):** Annual dues must be paid no later than December 31, 2021. The December to the Point is out.
- **SNR (Sierra Nevada REALTORS®):** Annual dues must be paid by January 31, 2022. Today SNR is holding a one-day sale on CE classes.

New Business: Trustees discussed the real estate degree program being developed by UNR. CEO will reach out to the program coordinator with an invitation to speak at a future Board meeting.

Executive Session

Meeting adjourned: 2:50 pm.



December 2021 NNRMLS Financials

Board of Trustees

Wednesday, January 19, 2022

Noted Variances for December 2021

Summary Sheet

- **Revised Net Income (Loss)**
 - December shows a loss of \$23,661 for the month of December, which is because of these year-end expenses – Retirement Plan, Shareholder Dividends and Bonuses.

General and Administration

- **Meeting Expenses**
 - Includes \$5,000 BOT approved donation

As of 12/31/21 NNRMLS had 5.9 months of Operating Reserves

Northern Nevada Regional Multiple Listing Service
ASSETS
December 31, 2021 and 2020

	UNAUDITED		2020
	2021		
CURRENT ASSETS			
Petty Cash	\$ -		\$ -
Checking Account	\$ 332,211.21		\$ 384,877.03
MLS Reserves	\$ -		\$ -
Equipment Reserves			\$ -
Operating Reserves			\$ -
LPL/Realtors Federal Cr. Union			\$ -
Operating LPL Financial	\$ 100,000.00		\$ 100,000.00
Operating Reserves LPL Financial	\$ 856,477.86		\$ 456,376.47
Operating RFCU	\$ -		\$ -
Equipment Reserves RFCU	\$ 50,000.00		\$ 50,000.00
Operating Reserves RFCU	\$ 180,137.38		\$ 178,475.88
Total Invested Amount	\$ 1,186,615.24		\$ 784,852.35
TOTAL CASH	\$ 1,518,826.45		\$ 1,169,729.38
Accounts Receivable	\$ 122,205.09		\$ 102,093.51
Allow. Bad Debts	\$ (28,581.21)		\$ (33,223.21)
	\$ -		\$ -
Prepaid Expenses	\$ 97,005.98		\$ 83,274.27
TOTAL INVENTORY REC. & PPD	\$ 190,629.86		\$ 152,144.57
TOTAL CURRENT ASSETS	\$ 1,709,456.31		\$ 1,321,873.95
FIXED ASSETS			
Computer Software	\$ 155.47		\$ (15.85)
Equipment & Furniture	\$ 24,682.78		\$ 8,422.91
Leasehold Improvements	\$ (4,383.25)		\$ (2,152.10)
TOTAL FIXED ASSETS	\$ 20,455.00		\$ 6,254.96
TOTAL ASSETS	\$ 1,729,911.31		\$ 1,328,128.91

Northern Nevada Regional Multiple Listing Service
Liabilities and Retained Income
December 31, 2021 and 2020

	UNAUDITED	
	2021	2020
CURRENT LIABILITIES		
Accounts payable	\$ (1,778.83)	\$ (1,778.83)
Accounts payable (Accruals)	\$ 156,157.76	\$ 125,651.32
Retirement Plan	\$ 36,840.95	\$ 34,482.15
Refund Payable	\$ (4,060.40)	\$ (3,947.90)
Sales tax payable	\$ 410.21	\$ 418.95
401K Deductions	\$ -	\$ -
Accrued Federal Income Tax	\$ 31,879.71	\$ 46,206.87
American Express	\$ 27,170.29	\$ 14,746.10
Deferred Other Income	\$ -	\$ -
Deferred MLS Income	\$ -	\$ -
Deferred Lockbox Participating Fee	\$ -	\$ -
Deferred Key System Income	\$ -	\$ -
Deferred rDESK Fees	\$ -	\$ -
Deferred Goomzee	\$ -	\$ -
Deferred Staff Access Income	\$ -	\$ -
Deferred VOW Monthly Income	\$ -	\$ -
Deferred IDX Monthly Charge	\$ (90.00)	\$ (90.00)
Accrued Liability	\$ 727.60	\$ 679.60
Unclaimed Property	\$ 288.48	\$ 288.48
TOTAL LIABILITIES	\$ 247,545.77	\$ 216,656.74
RETAINED INCOME		
Retained Income, Beginning	\$ 1,115,709.17	\$ 834,688.75
Additional Paid-In Capital	\$ 200.00	\$ 200.00
Rev. Retained Income, Beginning	\$ 1,115,909.17	\$ 834,888.75
Net Increase (Decrease) Year to Date	\$ 366,456.37	\$ 276,583.42
YTD MLS Reserves	\$ -	\$ -
YTD Equipment Reserves	\$ -	\$ -
TOTAL RETAINED INCOME	\$ 1,482,365.54	\$ 1,111,472.17
TOTAL LIABILITY AND RETAINED INCOME	\$ 1,729,911.31	\$ 1,328,128.91

**Northern Nevada Regional Multiple Listing Service
Summary Sheet
For the Month Ended December 31, 2021**

	UNAUDITED					
	December	YEAR TO DATE	YTD 2020	% OF BUDGET	BUDGET	
INCOME						
MULTIPLE LISTING SERVICE	\$ 304,141	\$ 3,459,080	\$ 3,173,345	107%	\$ 3,239,138	
Total Income	\$ 304,141	\$ 3,459,080	\$ 3,173,345	107%	\$ 3,239,138	
EXPENSES						
MULTIPLE LISTING SERVICE	\$ 148,174	\$ 1,491,748	\$ 1,427,006	99%	\$ 1,499,250	
GEN. ADMINISTRATION	\$ 179,628	\$ 1,590,175	\$ 1,469,756	99%	\$ 1,599,249	
Total Expenses	\$ 327,802	\$ 3,081,923	\$ 2,896,762	99%	\$ 3,098,499	
Net Income (Loss)	\$ (23,661)	\$ 377,157	\$ 276,583	268%	\$ 140,639	
OTHER INCOME						
TRUSTEES' REVISIONS	\$ -	\$ 10,701	\$ -	0%	\$ -	
Revised Net Income (Loss)	\$ (23,661)	\$ 366,456	\$ 276,583	261%	\$ 140,639	

**Northern Nevada Regional Multiple Listing Service
Multiple Listing Service
For the Month Ended December 31, 2021**

	GL number	UNAUDITED December	YEAR TO DATE	YTD 2020	% OF BUDGET	BUDGET
INCOME						
MLS ONLY-NEW OFFICE	3101020	\$ 1,200	\$ 6,300	\$ 6,440	350%	\$ 1,800
MLS ONLY - ACTIVATION FEE	3102020	\$ 1,750	\$ 8,750	\$ 3,000	83%	\$ 10,500
SHAREHOLDER MEMBER OFFICE ACTIVATION FEE	3106020	\$ 900	\$ 6,600	\$ 7,950	183%	\$ 3,600
SHAREHOLDER MEMBER ACTIVATION FEE	3101021	\$ 5,550	\$ 83,700	\$ 77,554	145%	\$ 57,600
SERVICE FEES	3105020	\$ 900	\$ 6,432	\$ 759	129%	\$ 5,000
MONTHLY STAFF/INTERN FEE	3107020	\$ 7,707	\$ 89,908	\$ 79,471	114%	\$ 78,720
MONTHLY MLS FEES	3108020	\$ 199,342	\$ 2,288,963	\$ 2,092,133	104%	\$ 2,192,832
MISC	3111020	\$ -	\$ -	\$ -	0%	\$ -
LOCKBOX SALES	3114021	\$ 110	\$ 1,540	\$ 440	175%	\$ 880
KEY LEASE/FOB SALES	3115020	\$ 200	\$ 1,300	\$ 600	520%	\$ 250
LOCKBOX KEY FEES	3117020	\$ 58,599	\$ 670,977	\$ 619,370	108%	\$ 622,524
REACTIVATION FEES	3124020	\$ 1,550	\$ 13,400	\$ 16,550	268%	\$ 5,000
MLS EXEMPT RENEWALS	3125020	\$ 70	\$ 3,360	\$ 2,625	120%	\$ 2,800
BROKER RECIPROCITY/IDX	3127020	\$ 5,136	\$ 62,016	\$ 62,733	98%	\$ 63,000
VOW LICENSE AGREEMENTS	3127030	\$ -	\$ 18,250	\$ 20,795	87%	\$ 21,000
MEDIA DATA LICENSE FEE	3127050	\$ -	\$ -	\$ 3,335	0%	\$ 4,250
3RD PARTY LICENSING	3127060	\$ 14,813	\$ 102,000	\$ 92,613	125%	\$ 81,750
3RD PARTY REV SHARE	31360010	\$ -	\$ 2,401	\$ 3,554	0%	\$ -
MLS ONLY ANNUAL RENEWAL FEE	3135020	\$ -	\$ 12,650	\$ 11,600	93%	\$ 13,600
INTERNET ROYALTIES/REVENUE SHARE	3136020	\$ 889	\$ 6,114	\$ 5,422	111%	\$ 5,500
NEW STAFF ACTIVATION FEE	3142020	\$ 400	\$ 8,250	\$ 5,850	131%	\$ 6,300
PAPER BILLING SERVICE FEE	3145020	\$ 94	\$ 1,173	\$ 1,357	89%	\$ 1,320
TRANSFER FEE	3145120	\$ -	\$ 200	\$ 70	53%	\$ 375
TEAM SET-UP	3146020	\$ -	\$ 50	\$ 150	50%	\$ 100
STAFF ID SET UP FEE	3190020	\$ 225	\$ 6,900	\$ 3,700	219%	\$ 3,150
ANNUAL STAFF ID RENEWAL FEE	3191020	\$ 20	\$ 3,500	\$ 2,460	135%	\$ 2,600
INSTANET FORMS RSAR/SNAR	3192020	\$ 4,294	\$ 49,325	\$ 45,192	106%	\$ 46,438
SSO FOR ASSOCIATIONS	3192022	\$ 308	\$ 3,684	\$ 3,653	101%	\$ 3,649
INTEREST INCOME	3809500	\$ 84	\$ 1,339	\$ 3,504	29%	\$ 4,600
GAIN (LOSS) ON ASSET SALE	399001	0	0	\$ 464	0%	\$ -
Total Income		\$ 304,141	\$ 3,459,080	\$ 3,173,345	107%	\$ 3,239,138
EXPENSES						
MEMBER SERVICE CENTERS	4102 & 4103	\$ 6,000	\$ 72,000	\$ 72,000	100%	\$ 72,000
SHAREHOLDER DIVIDEND	4104020	\$ 21,000	\$ 21,000	\$ 20,000	0%	\$ -
RPAC CONTRIBUTION	4105020	\$ -	\$ 3,807	\$ 3,596	100%	\$ 3,807
SHOWING TIME	4114020	\$ 3,165	\$ 33,281	\$ 32,340	103%	\$ 32,340
SafeMLS FEES	4116020	\$ 6,648	\$ 76,386	\$ 67,818	109%	\$ 70,092
SINGLE SIGN-ON	4116320	\$ 2,165	\$ 25,918	\$ 23,687	101%	\$ 25,619
INSTANET	4116030	\$ 15,266	\$ 170,753	\$ 154,532	102%	\$ 166,723
CRS TAX	4118020	\$ 11,328	\$ 126,667	\$ 114,497	103%	\$ 123,554
LOCKBOX & KEY COSTS	4122020	\$ 43,581	\$ 494,073	\$ 488,998	106%	\$ 464,976
NEW INITIATIVES	4124020	\$ -	\$ 2,500	\$ 8,164	25%	\$ 10,000
DOWN PAYMENT ASSISTANCE	4200020	\$ -	\$ -	\$ 1,600	0%	\$ -
PUBLIC WEBSITE	4137020	\$ 647	\$ 7,650	\$ 6,868	90%	\$ 8,505
USER FEE LICENSE PARAGON	4138020	\$ 34,692	\$ 387,845	\$ 350,530	103%	\$ 377,608
MLS RESERVES	4190020	\$ -	\$ -	\$ -	0%	\$ -
WEBSITE DEVELOPMENT	4120010	\$ 3,681	\$ 44,166	\$ 8,164	117%	\$ 37,800
CLOUD MLX	4200030	\$ -	\$ 1,701	\$ 16,102	0%	\$ -
CLOUD STREAMS	4200040	\$ -	\$ 1,701	\$ 16,102	0%	\$ -
BROKER PUBLIC PORTAL		\$ -	\$ -	\$ -	0%	\$ 31,979
HOMESNAP	4138022	\$ -	\$ -	\$ 9,710	0%	\$ 39,448
REMINE	4210010	\$ -	\$ -	\$ 10,000	0%	\$ 12,500
MINDFLASH	4220010	\$ -	\$ 22,299	\$ 22,299	100%	\$ 22,299
Total expenses		\$ 148,174	\$ 1,491,748	\$ 1,427,006	99%	\$ 1,499,250
Net Income (Loss)		\$ 155,967	\$ 1,967,332	\$ 1,746,339	113%	\$ 1,739,888

Page 4 - 100% Elapsed Time

Northern Nevada Regional Multiple Listing Service
General and Administration
For the Month Ended December 31, 2021

	GI Number	UNAUDITED			% OF	
		December	YEAR TO DATE	YTD 2020	BUDGET	BUDGET
PERSONNEL						
SALARIES	5011110	\$ 63,297	\$ 704,955	\$ 652,234	95%	\$ 741,637
PAYROLL TAXES & WC	5031110	\$ 6,182	\$ 64,398	\$ 60,773	95%	\$ 67,982
EMPLOYEE INSURANCE	5041110	\$ 7,014	\$ 92,917	\$ 102,492	79%	\$ 117,186
TRANSP. ALLOWANCE	5051110	\$ -	\$ 807	\$ 158	65%	\$ 1,250
BONUSES	5062110	\$ 28,962	\$ 40,437	\$ 28,622	114%	\$ 35,500
PART TIME-TEMP	5061110	\$ -	\$ -	\$ -	0%	\$ 2,000
EMPLOYEE RETIREMENT PLAN	5071110	\$ 39,312	\$ 69,047	\$ 57,540	109%	\$ 63,525
PROMO/INCENTIVES	5072110	\$ 400	\$ 500	\$ -	100%	\$ 500
STAFF EDUCATION	5073110	\$ -	\$ 4,529	\$ 1,125	91%	\$ 5,000
Total Personnel Expense		\$ 145,166	\$ 977,590	\$ 902,945	94%	\$ 1,034,580
PROFESSIONAL SERV.						
ACCOUNTING FEES	5101110	\$ 300	\$ 7,457	\$ 8,374	75%	\$ 10,000
CONSULTANT FEES	5102110	\$ -	\$ -	\$ -	0%	\$ 5,000
LEGAL FEES	5103110	\$ 5,513	\$ 46,381	\$ 66,336	178%	\$ 26,000
LEGAL DEFENSE	5103220	\$ -	\$ 2,363	\$ -	12%	\$ 20,000
NEW EMPLOYEE BACKGROUND CHECKS	5100110	\$ -	\$ 1,500	\$ 600	250%	\$ 600
LEADERSHIP						
AWARDS/GIFTS	5450110	\$ 731	\$ 1,403	\$ 995	140%	\$ 1,000
REGISTRATION FEES	5451110	\$ -	\$ 19,294	\$ 15,274	69%	\$ 28,150
MEMBERSHIP DUES	5454110	\$ 300	\$ 5,856	\$ 6,734	87%	\$ 6,750
TRAVEL	5475110	\$ 432	\$ 26,172	\$ 7,915	55%	\$ 48,000
C.E.O. EXPENSE ACCT.	5621110	\$ 500	\$ 500	\$ -	100%	\$ 500
Total Prof/Leadership Expenses		\$ 7,776	\$ 110,926	\$ 106,228	76%	\$ 146,000
OPERATIONS						
BONDS & INSURANCE	5121110	\$ 1,046	\$ 11,894	\$ 9,251	113%	\$ 10,500
DEPRECIATION EXPENSE	5141 / 5142 & 51	\$ 551	\$ 6,346	\$ 6,631	91%	\$ 7,000
BAD DEBT EXPENSE	5115110	\$ -	\$ -	\$ -	0%	\$ -
OTHER EQPT REPAIR/RNTL	5203110	\$ 352	\$ 2,886	\$ 3,006	72%	\$ 4,000
COMPUTER/SERVER HARDWARE	5206110	\$ 17	\$ 11,119	\$ 13,588	131%	\$ 8,460
COMPUTER SOFTWARE	5209110	\$ 2,367	\$ 62,022	\$ 88,962	79%	\$ 78,035
SUBSCRIPTIONS	5231110	\$ -	\$ 199	\$ 313	54%	\$ 370
MISC	5261110	\$ 152	\$ 152	\$ -	51%	\$ 300
OFFICE SUPPLIES	5361110	\$ 621	\$ 4,596	\$ 1,913	90%	\$ 5,100
POSTAGE	5381110	\$ -	\$ 626	\$ 237	53%	\$ 1,175
PRINTING	5401110	\$ -	\$ 1,500	\$ 50	100%	\$ 1,500
LICENSES	5432110	\$ -	\$ 3,074	\$ 3,466	99%	\$ 3,100
TELEPHONE	5441110	\$ 1,634	\$ 23,537	\$ 28,809	100%	\$ 23,526
ADVERTISING & PROMOTION	5443110	\$ 1,388	\$ 19,475	\$ 28,594	36%	\$ 53,945
SECURITY SERVICE	5445110	\$ 174	\$ 2,558	\$ 2,028	116%	\$ 2,203
FACILITY MAINT/DÉCOR	5446110	\$ 2,621	\$ 25,059	\$ 7,526	147%	\$ 17,000
MEETING EXPENSES	5703110	\$ 6,395	\$ 10,979	\$ 5,758	116%	\$ 9,500
UTILITIES	4817110	\$ 272	\$ 2,769	\$ 2,554	69%	\$ 4,000
LEASE EXPENSE	4822110	\$ 6,840	\$ 81,890	\$ 79,610	100%	\$ 82,080
Total Operating Expenses		\$ 24,432	\$ 270,682	\$ 282,297	87%	\$ 311,794
TAXES AND FEES						
BANK & OTHER FEES-(INT INC)	5262110 & 38095	\$ 10,060	\$ 111,035	\$ 100,597	111%	\$ 100,000
PERS. PROP. TAX.	5371110	\$ -	\$ 433	\$ 243	124%	\$ 350
BUSINESS TAX	5421110	\$ 2,097	\$ 5,708	\$ 3,924	95%	\$ 6,000
SALES/USE TAX	5431110	\$ -	\$ -	\$ -	0%	\$ 525
INCOME TAX PROVISION	6000010	\$ (9,902)	\$ 113,801	\$ 73,522	0%	\$ -
Total Taxes and Fees		\$ 2,255	\$ 230,977	\$ 178,287	216%	\$ 106,875
TOTAL GEN. & ADMIN. EXP.		\$ 179,628	\$ 1,590,175	\$ 1,469,756	99%	\$ 1,599,249

**Northern Nevada Regional Multiple Listing Service
Board of Trustees
For the Month Ended December 31, 2021**

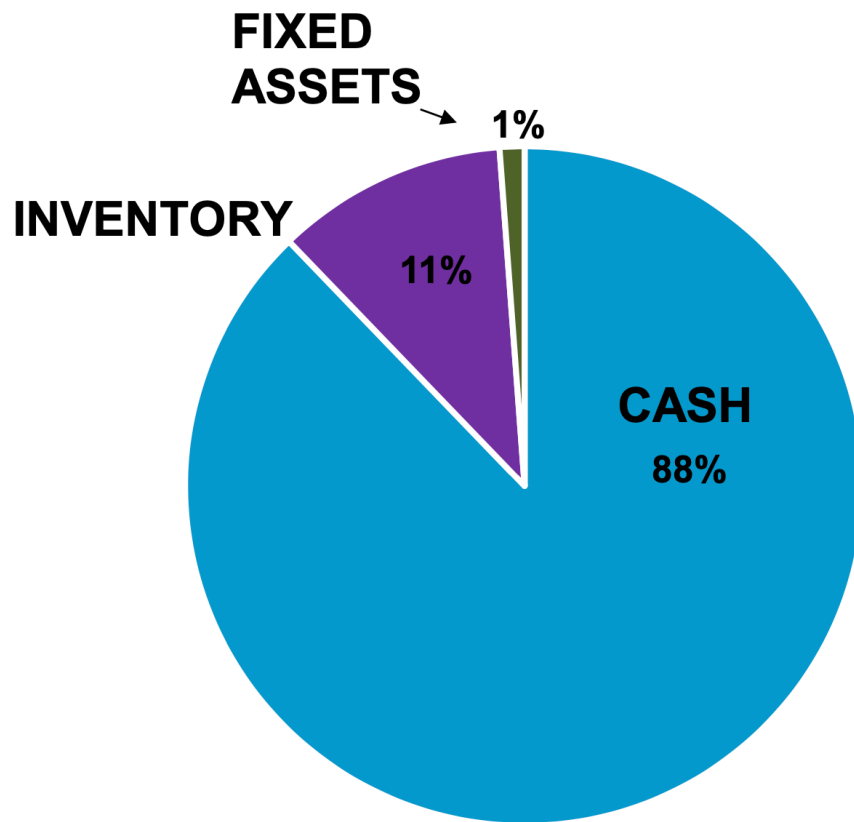
		UNAUDITED			
GL Number		December	YEAR TO DATE	YTD 2020	
T360 STRATEGIC PLANNING		\$ -	\$ 10,700.64	\$	-
TOTAL REVISIONS		\$ -	\$ 10,700.64	\$	-

**Northern Nevada Regional Multiple Listing Service
Check Register**

For the Month Ended December 31, 2021

Payee	Amount	Check No.	Date	Remarks
Bio Sealed LLC	\$913.04	10153	12/01/21	Office Sanitation
Black Knight Real Estate Group	\$61,286.25	10154	12/01/21	User Fees/Instanet/CRS Tax
Evans, Nelson & Company CPAs	\$300.00	10155	12/01/21	Personal Property Filing
Nevada Museum of Art, Inc.	\$1,250.00	10156	12/01/21	Advertising
Reno Sparks Assoc. of Realtors	\$3,000.00	10157	12/01/21	RSAR Monthly Service Center
Clareity Security	\$8,812.70	10160	12/09/21	SSO/SafeMLS
Drinkwater Eaton Law Offices	\$2,712.50	10161	12/09/21	Legal
MLS Aligned, LLC	\$100.00	10162	12/09/21	MLS Aligned
Rapattoni Corporation	\$625.45	10163	12/09/21	Rapattoni
Amie Duncan	\$461.75	10164	12/15/22	EE of the Year
Lopez Janitorial	\$1,445.85	10165	12/15/22	Janitorial (Nov & Dec)
Nevada State Bank	\$559.92	10166	12/15/22	Visa - Office Supplies/Software
Reno Sparks Assoc. of Realtors	\$14,700.00	10167	12/16/22	Shareholder Dividend
Sierra Nevada Realtors	\$6,300.00	10168	12/16/22	Shareholder Dividend
Brooke Murphy	\$10.82	10169	12/16/22	Office Supply Reimbursement
316Commercial, LLC	\$6,840.00	10170	12/28/22	Lease
MetLife	\$544.69	10171	12/28/22	Insurance
Total Monthly Checks	\$109,862.97			

TOTAL ASSET PERCENTAGES





Important Dates

Board of Trustees

Wednesday, January 19, 2022

Upcoming Events and Activities: *(Let us know of events you feel should be added)*

January 2022

1/5 - 1/7 - State AE Retreat
1/6 - RSAR Orientation
1/17 - Martin Luther King Jr. Holiday: NNRMLS, RSAR, SNR Offices Closed
1/18 - NNRMLS New Trustee Orientation
1/18 - RSAR Board of Directors Orientation
1/19 - SNR Board Orientation
1/19 - NNRMLS Board of Trustees Meeting
1/20 - NNRMLS Broker Forum
1/25 - Annual Professional Standards Training

February 2022

2/1 - RSAR Orientation
2/8 - RSAR Membership Meeting / Blood Drive
2/9 - SNR Board of Directors - *Morning*
2/9 - NNRMLS Board of Trustees - *Afternoon*
2/10 - NNRMLS Agent Forum
2/11 - NNRMLS Hearing Panel Training
2/15 - SNR Strategic Planning Session
2/16 - 2/18 - CoreLogic Conference
2/15 - SNR Strategic Planning Session
2/21 - Presidents' Day Holiday: NNRMLS, RSAR, SNR Offices Closed
2/22 - RSAR Board of Directors Meeting
2/24 - 2/27 NAR President Circle (RPAC Major Investor Event)

March 2022

3/3 - RSAR Orientation
3/7 & 3/8 - Region XI Conference - Salt Lake City
3/10 & 3/11 - RSAR Property Management Symposium
3/10 - 3/14 - NAR AE Institute
3/16 - NNRMLS Board of Trustees
3/22 - RSAR Board of Directors

Renewing Contracts

2/28/22 - Office Lease Expires (2-year option requires 90-day notice- Nov 29, 2021)
6/30/22 - Black Knight Extension auto renews June 30, 2022 *(90-day notice to terminate)*

Concurrent agreements:

Paragon, Geocode, Paragon Tax, CRS Tax Data, Transaction Desk Forms/
Documents/Authentisign Bundle, Homesnap Pro, Cloud CMA

7/11/22 - *REALTOR.com (30-day notice to terminate)*
8/31/22 - Mindflash renews *(30-day notice to terminate)*
5/31/25 - *Clareity/CoreLogic Member Launchpad Renewal (90-day notice to terminate or auto renews to 5/31/26)*



Exhibit A

Board of Trustees Wednesday,
January 19, 2022

2022 Administrative Panel Volunteers

Purpose: We are looking for two Trustees to serve as volunteers for the Admin Panel. Also, all new Trustees should be aware of the Hearing Process before they are volunteer to serve.

Per our Hearing Policies, two Trustees are needed to complete the Administrative Review Panel (referred to as the "Admin Panel"). These two will review any requests for waiver. Should they deny the request, the member has the right to request a formal hearing. At least one Trustee must be a member of the Hearing Panel (neither Admin Panelist can participate in a Hearing).

Recent Admin Panelist

- 2021: Dan Rider and Steve Bohler
- 2020: Dan Rider and Avis Cherry
- 2019: Helen Graham and Kathy Tatro
- 2018: Matt Swanson and Debbie Logan
- 2017: Marge Hauge and Helen Graham

Recommended Motion: That Trustees _____ and _____ serve as the 2022 Admin Panel.

Admin Panel Process: If a member disputes a reactivation fee or citation (fine), NNRMLS staff may offer the member the opportunity to request a waiver.

When a waiver request is received, it is sent via email to the Admin Panel. The Admin Panel has 3 days to read the waiver request and reply with a decision to approve or deny the request. The Admin Panel does not see any identifying information in the request (such as member or office name, listing number, or property address). If the member should take the next step and request a hearing, the two members of the Admin Panel are excused from serving on the Hearing Panel.

Hearing Process Timeline:

Requests for Waiver: Member has thirty (30) calendar days from date that the actual fine/citation was issued to submit written request for waiver of a fine. Member notified of admin panel decision within ten (10) calendar days of receipt of waiver request. If denied, documents to request hearing are sent with response.

Requesting a Hearing: Member has twenty (20) calendar days from the date on the waiver denial notification to request a hearing.

Scheduling a Hearing: Member will select one of the two hearing dates noted on the Request for Hearing form. NNRMLS staff will send written confirmation of date, time and location of the hearing within ten (10) calendar days. Composition of the Hearing Panel: A panel consist of at least one (1) Trustee plus Professional Standards Certified members that have also attended NNRMLS Training for the hearing panel.

Decision of Hearing Panel: Member is notified of the results of the hearing within ten (10) calendar days of the final decision of the Hearing Panel.

NNRMLS Policy Manual Section 14 – Right to Dispute Notice of Violation and Fine Assessment: All members have the right to request a Waiver of any Citation/Fine issued. Should the Waiver be denied, the member shall then be notified of his/her right to a Hearing by the NNRMLS Hearing Panel. The Hearing and Appeal processes will be conducted in accordance with the National Association of REALTORS® Code of Ethics and Arbitration Manual (COEAM). Maximum penalties and additional sanctions that may be added during the hearing process are also in accordance with the (COEAM) and the Multiple Listing Service Handbook.

14.1 Initial Request for Waiver: Requests for Waiver must be submitted in writing within thirty (30) calendar days of the date that the actual fine/citation was issued. Required corrections must be made prior to requesting a waiver of a fine.

14.2 Administrative Panel Review: An administrative panel will review the request and respond with a decision within ten (10) calendar days of receipt of the waiver request. The Administrative Panel has the ability to waive, deny, or in cases of a first time offense of a Level 4 automatic violation of the Late Listing or No Waiver of Benefits on File citation, may offer a one-time reprieve so long as the member attends an educational session on the Rules, Regulations and Policies of the MLS. (Amended 6/ 2015) If the request for waiver is denied, general information and all necessary forms to request a hearing will be included in the response. If a Hearing is not requested by the deadline noted in the correspondence, the decision of the Administrative Panel will be final.

14.3 Requesting a Hearing: The member will have twenty (20) calendar days from the date on the waiver denial notification to request a hearing. Requests for a hearing must be submitted on the Hearing Request form and be accompanied by all required forms, including all documentation for review at the hearing. A request for Hearing will not be considered “received” until all required information is complete and properly signed (if applicable).

14.4 Types of Hearings: The member will have the option to appear in person at the hearing with the opportunity to bring witnesses, have legal counsel present, etc.

14.5 Make Up of a Hearing Panel: A panel will consist of at least three qualified panel members including one member of the Board of Trustees.

14.6 Hearing Dates: Hearings will be scheduled monthly; additional dates may be scheduled as needed.

14.7 Receipt of Documentation: Receipt of documentation or correspondence sent by NNRMLS to a Subscriber and/or Participant will be presumed received on the date faxed or emailed. Final dates for receipt of replies will be included in all correspondence.

14.8 Decision of Hearing Panel: The responsible Subscriber and/or Participant will be notified of the results of the Hearing within 10 calendar days of the final decision of the Hearing Panel. Hearing Panel decision will include information on the member’s right to appeal the decision based on due process and proper procedures. If an appeal is not filed within the required time frame, the decision of the Hearing Panel will be final.

14.9 Right to Appeal the Decision of the Hearing Panel: Upon notification of the decision of a Hearing Panel, the member shall have the right to appeal the decision based only on “Due Process” as defined in the National Association of REALTORS® Code of Ethics and Arbitration Manual (COEAM). A request for appeal must be filed within twenty (20) calendar days of the date on the decision of the Hearing Panel. Appeals will be referred to the Board of Trustees. Members requesting an appeal will be subject to payment of any processing fees charged for the procedure.