



Home Buyers Round Table Board Meeting Agenda

November 9, 2017
10:00 am – 11:00 am

The Village on Park Street Atrium Entrance, Main Level
2300 S. Park Street Madison WI

Call to order: Sara Whitley at 10:05am

Attendees: Rebecca Wiese, Sara Whitley, Nicole Kane, Kevin King, Tony Gates, Trent Halverson, Laura Stanfield, Ann Raschien

1. **Secretary's Report/Minutes** – Rebecca Wiese- Reviewed September Minutes. Motion to Approve: Ann R, Second the motion: Nicole K
2. **Treasurer's Report** – Nicole Kane- Homebuyer Education Budget will go over in 2017 due to the 2016 Sign Language Interpreter invoice we received in 2017. We are under budget for the Sponsorship Committee. Motion to approve Treasurer's Report: Trent H, Second the motion: Tony G
3. **Committee Updates** – Ann Rachein- Committee heads met two times to discuss a few projects. They determined what each committee needs in the 2018 budget. Decided that guests can come ONE time and then must become a HBRT member to continue coming to meetings.
Sponsorship committee- (Ann and Dan)- Emailing current sponsors starting November 20th- goal this year is to raise \$26,500. They feel this is a feasible goal.
Membership committee- (Sara)They will be sending out an email soon to get members to join. They will need \$2,500 in 2018. Nicole K shared with the Board the Membership Drive letter for review.
Education Committee- (Laura)- They are trying to get CE approval for the Realtor's training where they plan to ask \$20 per realtor to attend. They also said that the WI Mortgage Bankers will give proceeds of the Lender's training to the HBRT.
Communication Committee- They continue to work on LinkedIn and Facebook. They will also be ordering Thank you notes to send to presenters and sponsors.
4. **2018 Budget**-
2018 income expected: \$31,000
2018 Expenses: Accountant: \$400, Annual Fee: \$100, Communications Committee: \$1,500, Education Committee: \$1,350, HBE: \$25,650, Liability Insurance: \$500, Membership Committee: \$450, Office Supplies: \$250, Sponsorship Activities: \$300, Sponsorship Committee: \$500
We may get \$20X75 people for the Realtor's training
Motion to approve 2018 Budget: Laura S, Second the motion: Trent H
5. **Review MOU for Education Classes**- Sara will email out the MOU between Movin' Out, Inc and HBRT for review. Please email back a response to "agree" or "not agree" once you have read it.

Meeting Adjourned: Motion to Adjourn: Laura S, Second the motion: Nicole
Meeting adjourned at 10:38 am.

Next meeting: January 11, 2018