

**Office of Professional Regulation  
National Life Building North Floor 2  
Real Estate Commission  
Approved Minutes**

December 17, 2008 - 10:00 a.m.

**Location: National Life Building North 6<sup>th</sup> Floor Calvin Coolidge Conference Room**

**Commission Members Present:**

Susan Matthews, Chair  
Maretta Hostetler

Herb Beggs  
Claire Porter

Gloria Rice

**Commission Members absent:**

Elizabeth Wilkel

Tara Dowden,

**Staff Members Present:**

Rita Knapp, Administrator  
Kevin Leahy, Legal Counsel

Judith Griffen, Administrative Assistant  
Gregg Meyer, Prosecuting Attorney

1. Called to order at 9:59 a.m.
2. Approved November 19, 2008 minutes with an amendment:
3. Chair's Comments: Sam acknowledged that this was her last meeting and thanked everyone for everything. She also informed everyone that she would be available as an adhoc member in the future.
4. Administrator's Report:  
Rita discussed the audit and how there is about 10% of the licensees that need further review and/or have problems.
5. Scheduled Licensing/Disciplinary Matters:
  - a. 10:15 REC 09-1006 – Hearing – Roxanne Altrui - Gregg Meyer, prosecuting attorney was present. Roxanne Altrui was absent. The Commission went into deliberate session. Kevin Leahy will prepare the Commission's decision for review and signature by the Chair. Copies will be sent to all parties.
6. Concluded Reports:  
None
7. Discussion Items:
  - a. Randy Mayhew questions continued from last meeting discussed buyer agency conflict, data sheets as advertising. The buyer agency conflict will need further review and discussion. Data sheets are considered advertising and all licensees need to adhere to the laws and rules.
  - b. Electronic Document Storage was discussed. There is nothing in the laws to prevent electronic storage as long as the information can be printed for review in the future and that it can not be lost.
  - c. Education committee meetings will not start before 9:30a.m. in the winter months and the Commission meetings will start at 10:00 a.m. for all future meetings.

8. **FYI:**  
**none**
9. **Public Comment:**
11. **Next Scheduled Meeting: January 29, 2009 at National Life Building, Montpelier**
12. **Adjournment**