

**Office of Professional Regulation  
National Life Building North Fl 2, Montpelier, VT**

**Real Estate Commission  
Approved Minutes**

**May 27, 2010**

**Location: National Life Building North Fl 2, Montpelier, VT Conference Room A**

**Commission Members Present:** Claire Porter, Herb Beggs, Gloria Rice, Marettta Hostetler, Thomas Prindiville, and Michelle Gosselin, Elizabeth Wilkel by phone

**Staff Members Present:** Kevin Leahy, Rita Knapp and Judith Griffen

**Public Members Present:** Shari Aja, Marcia Biondolillo, Tess Kennedy, Sandra Ames-Eiden, Teresa Merelman, Annemarie Daniels and Randy Mayhew.

1. **9:00 - Education Committee**
2. **10:00 - Full Commission meeting - Call to Order at 10:02 a.m.**
3. **Approved April 22, 2010 minutes:**
4. **Chair's Comments:** Marettta discussed possibly doing a future mandatory course on office procedures. This is due to recent complaints that have been received regarding principal brokers who are not aware of what may be going on in the office. This will be on a future agenda for discussion.
5. **Administrator's Report:** Status of Unprofessional Conduct Cases was briefly discussed and it seems that the complaints are increasing which was expected due to the economy.
6. **Scheduled Licensing/Disciplinary Matters:**  
**11:00 a.m. - Sharlene McEachern – Application Hearing – Sharlene was present. The Commission granted her a license.**
7. **Concluded Reports:**  
**2009-150 – I-Team member Elizabeth Wilkel – approved**
8. **Discussion Items:**
  - Kevin Leahy discussed Contested Cases and the procedures that all boards/commission are expected to follow when they come before a licensing board.**
  - Upcoming Newsletter – final draft was sent to the printers and will be mailed within the next week or so.**
  - Draft for the 2010-2012 Mandatory course was reviewed and after a couple of corrections will be ready for mailing to the course providers.**
  - Final Draft of the Disclosure form was discussed and approved. This will be placed on the website by Rita.**
  - Changes needed for the real estate license exams were discussed and Judith will speak to PSI regarding the exam and the procedures for review of the exam. This will be on the next agenda.**

9. **Ongoing discussions**
  - Establishing Professional Standards – not discussed at this meeting
  - Florida Reciprocity – not discussed at this meeting.
10. **FYI:**
11. **Public Comment:**
12. **Next Scheduled Meeting: June 24, 2010**
13. **Adjournment**

**Real Estate Education Committee**  
**Courses for review**

**Vermont Association of Realtors**

Salesperson 40 hour Pre-licensing course for 40 hours – online course – **approved**

**K & S Funk Productions**

Buying and Selling with Reverse Mortgages for 2 hours – **approved**

**Individual Request (Philip Steckler)**

Course #301 – Introduction to Mergers and Acquisitions for 8 hours – **approved for 4 hours only**

**NBI, Inc. dba National Business Institute**

Boundary Issues: Resolving Client Conflicts for 6 hours – **approved for 4 hours only**