

**Minutes of Meeting
REAL ESTATE BOARD
INFORMAL FACT-FINDING CONFERENCES
November 30, 2011**

The Real Estate Board convened in Richmond, Virginia, for the purpose of holding Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Ann-Marie Brigil, Presiding Officer presided. No Board members were present.

Kristin Marie Clay, appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Tammie M. Brown, CCR and the Summaries or Consent Orders are attached unless no decision was made.

Disc = Disciplinary Case
Lic = Licensing Application
RF = Recovery Fund Claim

C = Complainant/Claimant
A = Applicant
R = Respondent/Regulant
PB=Principal Broker
SA-Sales Agent
W = Witness
Atty = Attorney
Inv = Investigator

10:30 a.m. Docket

Participants

1. 10:30 am – Marvin Smith
File Number: 2012-01068
Start Time: 10:25 am
End Time: 10:40 am
NO DECISION MADE

A=Marvin Smith

2. 11:00 am - Theresa K. Garvis
File Number: 2012-01069
Start Time: 11:05 am
End Time: 11:20 am
NO DECISION MADE

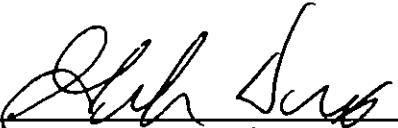
A= Theresa K. Garvis
W=Jason Carrier

The meeting adjourned at 11:20 a.m.

Real Estate Board



Clifford Wells, Chairman



Gordon N. Dixon, Secretary

COPY TESTE:

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTEREST ACT**

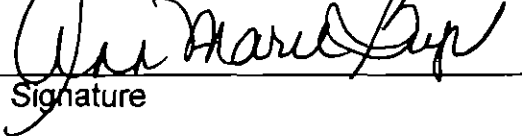
**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Ann-Marie Brigil
Title: Hearing Officer
3. Agency: Real Estate Board
4. Transaction: Informal Fact-Finding Conferences on November 30, 2011
5. Nature of Personal Interest Affected by Transaction: _____

6. I declare that:

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.


Signature

11/30/2011
Date