



Department of Professional and Occupational Regulation

Real Estate Board Training

November 13, 2024

10:00 am

Board Room 2

AGENDA

01 Welcome and Introduction - 5 min

02 Board Meeting Strategic Insights - 40 min

- Steve Kirschner Proper Motions: The When, Where, and Why - 10 min
 - Steve Kirschner Parliamentary Procedures: The Basics of Robert's Rules of Order - 10 min
 - Kemper Funkhouser, Anika Coleman, Breanne Lindsey, and Gezelle Glasgow Meeting Flow: Sample Agenda Walkthrough - 20 min
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03 Real Estate Board Staff File Overview - 10 min

- Breanne Lindsey PAL IFF Referral Memos (IRM) - 5 min
 - Breanne Lindsey CAR New File Request Memo - 5 min
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04 Compliance and Investigations Division Overview - 45 min

- Julie Jackson-Bailey Post-Adjudication & Licensing (PAL): Implications for the Board - 10 min
 - Free Williams Adjudication: Relevance for Board Members - 10 min
 - Johnathan Darden and John Grieser Investigations: Behind the Scenes - 10 min
 - Jim Flaherty Freedom of Information Act (FOIA) - 10 min
 - Steve Kirschner Conflict-of-Interest Act (COIA) - 5 min
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05 Wrap Up and Questions
