BOARD OF DIRECTORS
Meeting Minutes
October 21, 2025 / 10:00 a.m.

CALL TO ORDER: 10:02 AM

ROLL CALL: *(Check if in attendance)*

Courtney Wing (President)	P		**Staff:**
Mischelle Griffin (Secretary/Treasurer)	P		Luanne Coleman, CEO
Byron Hobbs (Ex Officio)	P		Sally McBryde
Kim Lookabaugh (TR Director)	P		Joshua Guenter
Brenda Burdick	P		
Carol Hardy	P		
Forest Henson	P		
Kendahl Hoffman	P		
Ruth Reed	P		
Gay Wheeler	P		

CEO'S UPDATE:

FINANCIAL REPORTS:

August and September, 2025, Association Financials - For Acceptance

MOTION: A Motion was made and approved unanimously to accept the August and September, 2025, **Association** Financials as recommended by the Budget/Finance Committee.

August and September, 2025, MLS Financials - For Acceptance

MOTION: A Motion was made and approved unanimously to accept the August and September, 2025, MLS Financials as recommended by the Budget/Finance Committee.

August and September 2025 Association & MLS Intercompany Transfer Report(s)

Reports provided.

September 2025 Investment Accounts - For Review & Discussion

Secretary / Treasurer updated the BOD on YTD performance of investments. Report provided.

CONSENT AGENDA:

August 19, 2025 Meeting Minutes
Acceptance of New Members (August and September, 2025)
Committee Reports
- Budget Finance Committee
- Community Outreach Committee
- Governmental Affairs Committee
- Membership Committee
- Professional Development Committee - No Meeting
- Property Tour Committee - No Meeting
- TREPAC Committee

TR Director Report - None
Director Conference Reports - None

MOTION: A Vote was taken and approved unanimously to accept the August 19, 2025 Consent Agenda items.

HIGHLAND LAKES MLS BOARD OF DIRECTORS:

No Meeting.

UNFINISHED BUSINESS:

September 2025 Member / Subscriber Count Report - For Review & Discussion
Report provided.

2024 Financial Review by CPA
A copy of the 2024 Financial Review prepared by Dunagan Jack CPA Firm was provided to the Board. The review reflected a favorable assessment of the Association's financial position and accounting practices, noting that the financial statements fairly present the organization's financial condition in accordance with generally accepted accounting principles.

NEW BUSINESS:

Financial Institution Signer Authorization / Executive Officers
MOTION:

A Motion was made and approved to designate the following Executive Officers as authorized signers and approvers on all Highland Lakes Association of REALTORS®, Inc. and all Highland Lakes MLS, Inc. financial accounts effective immediately:

Courtney Wing, President
Mischelle Griffin, President Elect
Carol Hardy, Secretary/Treasurer
Byron Hobbs, Ex Officio

2024 Association Income Tax Return (Form 990) - Update
The 2024 tax return for the Association has been completed by the CPA and filed with the IRS.

2024 MLS Income Tax Return (Form 1120) - Update

The 2024 tax return for the MLS has been completed by the CPA and filed with the IRS.

2026 Budget Process - Update

The CEO reported that Bruin & Associates will provide a draft of the 2026 budgets by the end of the month. Staff will review the draft and make necessary adjustments in preparation for a preliminary presentation to the Budget/Finance Committee on November 18, 2025.

Banking Services Transition - For Approval

A motion was made and approved to accept the Budget/Finance Committee's recommendation to move the Association's and MLS's checking and sweep accounts to Security State Bank & Trust.

REALTOR® Relief Foundation (Carol Hardy)

MOTION: A Motion was made and approved unanimously to donate $500 to the REALTOR® Relief Fund for 2025 calendar year and to submit a line item for this on the 2026 Budget.

MLS Director Position - For Discussion/ Recommendations

Patty Gillean will be stepping down from the MLS Board of Directors. The Highland Lakes Board of Directors will need to appoint a new member to fill this vacancy. Board members were asked to submit their suggestions to the CEO for consideration.

Travel Policy Updates - For Consideration / Approval

The Board reviewed the proposed updates to the Travel Policy.

MOTION: A Motion was made and unanimously approved to accept the updates to the Travel Policy for the Board of Directors.

GENERAL DISCUSSION *(if applicable)*

NEXT MEETING DATE:

The next meeting is scheduled for December 16, 2025 at 10 a.m.

ADJOURN

The meeting adjourned at 11:01 a.m.

MINUTES PREPARED BY:

Sally McBryde