

**MINUTES OF MEETING**  
**OF**  
**LOUISIANA REAL ESTATE COMMISSION**  
**JANUARY 20, 2011**

The Louisiana Real Estate Commission held its regular meeting on Thursday, January 20, 2011, at 9:00 a.m., at 9071 Interline Ave, Baton Rouge, Louisiana, according to regular call, of which all members of the Commission were duly notified, at which meeting the following members were present:

**COMMISSION**

Frank Trapani, Chairman  
Tim Flavin, Vice Chairman  
Patrick T. Caffery, Jr., Secretary  
Mike D. Bono  
Paul Burns (arrived at 9:05 a.m.)  
Archie Carraway  
Jennifer LaNasa Evans (arrived at 9:12 a.m.)  
James Gosslee  
Judy Songy  
Cynthia Stafford

**STAFF**

Bruce Unangst, Executive Director  
Arlene C. Edwards, Legal Counsel  
Stephanie Boudreaux  
Debbie Defrates  
Mark Gremillion  
Chad Mayo  
Summer Mire  
Al Rowe  
Nikki Senegal  
Marsha Stafford  
Ivy Stringer  
Jenny Yu

**GUESTS**

Brent Lancaster  
Dr. Roy Ponthier

Commission member, Gretchen Ezernack, was not present for the meeting.

Commissioner Bono led the Invocation; Commissioner Caffery led the Pledge of Allegiance.

Commissioner Trapani presented a plaque to past Chairman Judy Songy for her 2010 year of service.

Commissioner Flavin made motion, seconded by Commissioner Stafford, to approve the Minutes of Meeting of December 16, 2010, as written and circulated. Motion passed without opposition.

**COMMITTEE REPORTS:**

1. Budget – Commissioner Stafford discussed the budget report prepared by Al Rowe. Mr. Rowe presented the budget report as printed. Commissioner Flavin questioned Mr. Rowe if he had reviewed the budget year of 2005-2006 and look into why there was an increase in employees. Commissioner Caffery inquired about the current license renewal count. Mark Gremillion stated that the licensee renewal percentage is ahead of 2010 renewals. Mr. Unangst discussed the licensee count handout. (Attachments A & B)

2. Legislative/Legal/Timeshare - Commissioner Flavin stated that he would like to schedule a committee meeting in February. Items to be discussed in the upcoming meeting will include the handling of deposits, intent of rules and regulation changes, strategic plan, advertising plan, and criminal background checks. Commissioner Stafford would like to add mandating teams to the discussion. She suggested that Maryland's law and mandate on teams be reviewed.
3. Standardized Forms – Commissioner Carraway stated that brokers have been requesting the mandatory forms in Microsoft Word format. Due to a court case in which a mandatory form was altered, Commissioner Carraway recommends that Microsoft Word forms not be provided.
4. Errors & Omissions Insurance – Errors and Omissions was not included on the agenda but was discussed at the meeting. Commissioner Songy stated that Errors and Omissions insurance bids will be conducted this year. Songy stated that she has spoken with Mr. Unangst and it appears the bid package will be discussed in April or May.
5. Education/Research/Publication – Commissioner Lanasa Evans reported that the committee has been working with the strategic plan. She would like to set a meeting for February.
6. Strategic Planning – Commissioner Caffery stated that a strategic planning report is ready. Commissioner Caffery, Commissioner Lanasa Evans, and Commissioner Burns read the strategic planning report as written. (Attachment C) Commissioner Caffery stated that parts of the new strategic plan were written in accordance with the 2005 strategic plan. Commissioner Flavin questioned Ms. Edwards about the liability of providing non-mandatory forms. Ms. Edwards is concerned about lawsuits that may be filed due to the use of these forms. Commissioner Stafford discussed out-of-state commercial forms as well as the law of agency being issues that need to be discussed at committee meetings. Commissioner Caffery stated that he would like to refer all items to committee for further discussion. Commissioner Flavin would like to assign each item a committee for further discussion. An Advertising and Technology committee will be added to the committee list. Commissioner Burns will serve as chairman for the Advertising and Technology Committee with Commissioners Gosslee, Lanasa, and Flavin serving on the committee. The following items on the strategic planning report will be assigned to the following committees:
  - In the area of Technology – Advertising and Technology Committee
  - In the area of Licensee Assistance – Standardized Forms Committee
  - In the area of Communication – will be handled administratively
  - In the area of Agency – Legislative/Legal/Timeshare Committee
  - In the area of Advertising – Advertising and Technology Committee
  - In the area of Education – Education/Research/Publication Committee
  - In the area of LREC Fees to Licensees – Legislative/Legal/Timeshare Committee
 Commissioner Flavin made motion, seconded by Commissioner Burns, to approve the presented strategic plan proposal. Motion passed.

#### **DIRECTORS REPORT:**

Mr. Unangst congratulated Commission Trapani on his new appointment as Chairman and Commissioner Songy on her service as the 2010 Chairman.

Mr. Unangst gave a report on the status of the building. He reported that the slab at the back of the building has heaved 2+ inches. The architect will be conducting a sewer/water line test to determine if there may be any issues that would cause the heaving.

Mr. Unangst reported that the new investigators are currently taking pre-licensing courses for their training as investigators.

J.C. Willie, executive director, and Gary Ladner, investigator, have both retired from the agency.

Mr. Unangst thanked the Commissioners for the development of the strategic plan as it will be extremely beneficial to the Commission and staff.

Mr. Unangst reported that everything is on track for the Train the Trainer course. Books and compact discs are currently being prepared for the course.

Mr. Unangst stated that he will be speaking at the Louisiana Realtors conference as an outreach for the Commission. Malcolm Young has invited Mr. Unangst and the Commissioners to the continuing outreach programs that Louisiana Realtors will be having. A calendar will be provided to the Commissioners.

Mr. Unangst reported that he will be attending a Legislative Subcommittee under the House of Representative to discuss our function as a Commission.

**PUBLIC COMMENT:**

Dr. Roy Ponthier discussed the Train the Trainer course to the Commissioners. He provided a copy of the course manual to the Commissioners. Dr. Ponthier reviewed the manual and the functional specifications, including the syllabus and course modules. The course modules are written in timings for classroom and online instructors. Dr. Ponthier reviewed the differences between online and live class presentation, including differences for audio presentation, power point presentation, and video presentation. Commissioner Caffery commented that the course is a turn-key product. The course includes everything needed for instruction and is also ARELLO compliant. Commissioners thanked Dr. Ponthier for his work on the course.

**UNFINISHED BUSINESS:**

Commissioner Gosslee questioned if there are specific dates set for the Train the Trainer course. The dates are February 22<sup>nd</sup>, 2011 for the New Orleans area, February 23, 2011 for Baton Rouge, and the first week of March 2011 for the Ruston area. Dr. Ponthier asked that Commissioners attend the course if they are available to do so.

Commissioner Flavin stated that he would like Train the Trainer to be completed in December of each year as opposed to March. Brent Lancaster discussed the problems faced with approving courses with ARELLO in a timely manner. Commissioner LaNasa Evans and Commissioner Flavin stated that they would like the mandatory topic decided in October 2011 to allow for the preparation and approval of ARELLO. Commissioner Caffery inquired as to the ARELLO procedure for course approval. Dr. Ponthier stated that ARELLO has to approve every course for each school. The problems that arise are the fees and time it takes to approve courses through ARELLO. ARELLO is concerned with course delivery. Ms. Edwards stated that ARELLO is a voluntary organization. ARELLO approval is written into the rules and can be changed by the Commission at any time.

**NEW BUSINESS:**

Commissioner LaNasa Evans inquired about acquiring laptops for the Commission members to be used during business meetings. Mr. Unangst stated that we will again check for prices in regards to laptops. Commissioner Flavin noted that this may be beneficial for the upcoming changes in Rules and Regulations as this will keep many copies from having to be printed.

Stipulations and Consent Orders: Commissioner Caffery made motion, seconded by Commissioner Burns, to approve the consent orders proposed as a result of proceedings conducted in the cases specified in a memorandum dated January 7, 2011 from the Executive Director to the Commission, and that the Executive Director be authorized to execute the consent orders in the name of the Louisiana Real Estate Commission. Motion passed without opposition.

There being no further business, Commissioner Flavin motioned to adjourn meeting, seconded by Commissioner LaNasa Evans. Motion passed without opposition.

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FRANK TRAPANI, CHAIRMAN

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PATRICK T. CAFFERY JR., SECRETARY

