



## Real Estate Training Planning Meeting

Teleconference

February 26, 2020

The meeting began at 11:05 am.

**Participants:** Crystal Chapman-Chevalier, Ben Connors, Sr., Amy Coughlin, Agnes Fleming, Matt Halada, Nita Kemp, Todd Mulvey, Norman Pawelczyk, Cyless Peterson, Dana Shinnors, Sandy Stankevich and Kim Swisher.

Agnes provided an overview of the 2019 Real Estate Training and evaluations.

The group discussed the date and location of the 2020 Real Estate Training. It was decided to hold the Training in Lac du Flambeau on Thursday, June 4<sup>th</sup>.

Agnes will contact Lake of the Torches Resort Casino to reserve a meeting room and room block.

Items suggested for the Real Estate Training agenda included:

- Training on reading legal descriptions, including terminology specific to legal descriptions
- Land titles
- Appraisals following the Uniform Standards of Professional Appraisal Practice (USPAP). Crystal and Norman will forward contact information for appraisers they know who may be interested in facilitating this discussion.
- WisDOT Appraisals – Norman and Nicole Flamang could facilitate this discussion.
- Surveying
- BIA Checklist – Crystal and Nita will share their customized checklists
- Utilities Perspective and Challenges – Should Dan Sandy be invited to facilitate this discussion?

It was suggested to contact Shauna Coons, Richard Monette and Sandy Dietz to moderate and facilitate discussions.

**The next planning meeting will be on Tuesday, March 10<sup>th</sup> at 11:00 am.** Kim will send a calendar invitation to everyone.

The meeting ended at 11:34 am.

### **ACTION ITEMS:**

- Agnes will contact Lake of the Torches Resort Casino to reserve a meeting room and room block.
- Crystal and Norman will forward contact information for appraisers they know who may be interested in facilitating the discussion on appraisals.
- Crystal and Nita will share their customized BIA checklists.
- Kim will forward a calendar invite for the 3/10 planning meeting.