



**COMMONWEALTH of VIRGINIA**  
Department of Professional and Occupational Regulation

Terence R. McAuliffe  
Governor

Todd Haymore  
Secretary of  
Commerce and Trade  
Jay W. DeBoer  
Director

**VIRGINIA REAL ESTATE BOARD  
ADVISORY COUNCIL MEETING MINUTES**

The Virginia Real Estate Board Advisory Council held its annual meeting on Tuesday, November 29, 2016, at the Department of Professional and Occupational Regulation, Richmond, Virginia. The following Advisory Council Members were present:

Joseph Funkhouser, II, Chairman  
Earl Jackson  
Boyd Smith  
Carmen Martin  
Ned Massie  
Angie Delboy

The following Real Estate Board Members were present:

Steve Hoover  
Lynn Grimsley

The following DPOR Staff Members were present:

Christine Martine, Executive Director  
Jeffrey Williams, Board Administrator  
Emily Trent, Administrative Assistant

- I. Chairman Funkhouser called the meeting to order at 10:09 a.m.
- II. A motion to approve the agenda was seconded and approved unanimously.
- III. Chairman Funkhouser asked the Advisory Council members and staff to introduce themselves.
- IV. There was no Public Comment.
- V. Chairman Funkhouser reviewed the history of the Advisory Council. He began by outlining the formation of the Council in 2003 for the purpose of providing the Board guidance on the implementation of the new (in 2003) post-licensing education program. After his review the Council members discussed whether or not the Council was still needed or if it had completed its charge per the statute. Staff advised the Council

members that the General Assembly would need to amend §54.1-2105.01.E of the Code of Virginia in order to sunset the Council. Earl Jackson made a motion, seconded by Steve Hoover, that a recommendation be made to the Board that it seek legislation to sunset the Real Estate Advisory Council. The motion passed unanimously.

- VI. Real Estate Board Education Committee Chairman Steve Hoover summarized the work done by the Real Estate Board Education Committee (Committee) in 2006. The Committee reviewed over 900 education related applications and discussed over 25 different agenda items during its 6 meetings. Mr. Hoover asked Jeffrey Williams to explain the “carryover” process for continuing education courses that went into effect in November of 2015. Mr. Williams shared a handout that will be used to help licensees and education providers understand the carryover methodology.
- VII. Because of the Council’s recommendation to the Board to seek legislation to sunset the Advisory Council, the Council took no action to review the member roster or to set a date for next year’s Advisory Council meeting.
- VIII. There was no other business.
- IX. The meeting adjourned at 11:44 am.