



**RECA Board of Directors Special Meeting**  
**8:00 – 9:00 am, Thursday, August 22, 2024**  
**Nakiska Boardroom, RECA Office, Calgary, Alberta**

**MINUTES**

**In Attendance:** Elan MacDonald, Chair  
Bill Briggs  
Jai Parihar (*virtual*)  
Carrie Plett  
Elena Russell  
Greg Walter

**Absent:** Laura Sharen

**Staff Resource:** Russ Morrow  
Warren Martinson

**Recording Secretary:** Stacy Paquin

**1. Call to Order**

The Real Estate Council of Alberta ("RECA") Board Chair ("Chair") called the meeting to order at 8:05 am.

**2. Approval of Agenda**

The RECA Board of Directors ("Board") reviewed the meeting agenda.

***MOTION:** The RECA Board of Directors approves the August 22, 2024, special meeting agenda as amended.*

*Motioned by Greg Walter*

*Seconded by Elena Russell*

*Carried*

**3. Conflicts of Interest Declared**

The Chair asked if there were any conflicts of interest to declare.

Board member, Mr. Bill Briggs, disclosed a conflict of interest with respect to a current investigation matter which may affect his involvement in the discussion on the complaints management process. He advised he has forwarded his concerns to the Board Chair and Chief

Executive Office ("CEO") and registered his conflict with RECA's General Counsel Office.

#### 4. In-Camera Session

The Management team was excused from the meeting, and the Board moved in camera at 8:08 am.

The Board concluded the in-camera session at 8:15 am.

*8:15 am – The Management team rejoined the meeting*

#### 5. Complaints Management Process

During the Board meeting on July 17, 2024, the value of implementing a policy for managing any external complaints about RECA staff professionalism or impartiality was discussed. Management provided examples of how other organizations handle similar complaints.

The Board deliberated on the benefits of formalizing a complaints management process. It was agreed that further discussion is necessary, and this topic will be added to the agenda for the next regular Board meeting.

#### 6. Next Meetings

- Wednesday, October 2, 2024, Information Session on Regulatory Review, Edmonton, Alberta & Virtual
- Wednesday, November 20, 2024, Regular Board Meeting, Edmonton, Alberta

#### 7. Final Adjournment

The meeting adjourned at 8:45 am.

***MOTION:** The RECA Board of Directors approves the final adjournment of the August 22, 2024, special meeting.*

*Motioned by Greg Walter*

*Seconded by Elena Russell*

*Carried*

Approved at Edmonton, Alberta on November 20, 2024

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Elan MacDonald, Board Chair