IDFPR
Illinois Department of Financial and Professional Regulation
Division of Real Estate

M E M O R A N D U M

TO: **The Real Estate Appraisal Administration and Disciplinary Board**

Douglas Anderson	Certified General Real Estate Appraiser
Sara Chambers	Certified Residential Real Estate Appraiser
Gail Lissner	Certified General Real Estate Appraiser and Real Estate Broker
Patricia McGarr	Chairperson, Certified General Real Estate Appraiser
John McMahon	Certified Residential Real Estate Appraiser
Katie McNally	Public Member
Cecelia Marlow	Financial Institution Representative
Jonathan Michie	Vice Chairperson, Certified Residential Real Estate Appraiser and Real Estate Broker
Michael Morris	Certified General Real Estate Appraiser
Kenneth Mrozek	Certified General Real Estate Appraiser
Brian Weaver	Non-Voting Member

FROM: Susan Sigourney, Board Liaison

DATE: February 6, 2023

RE: Notice of February 14, 2023, Real Estate Appraisal Administration and Disciplinary Board Meeting

The Real Estate Appraisal Administration and Disciplinary Board (the "Real Estate Appraisal Board") will convene for a meeting commencing at 10:00 a.m. on Tuesday, February 14, 2023. Due to the issuance, on February 3, 2023, of a Gubernatorial Disaster Proclamation, the Real Estate Appraisal Board meeting will not have a physical location for Board members or the public because it is unfeasible to meet in person pursuant to the Disaster Declaration and because the Secretary of the Illinois Department of Financial and Professional Regulation has determined pursuant to the provisions of Section 7 of the Open Meetings Act (5 ILCS 120/7) that an in-person meeting is not practical or prudent because of a disaster. This meeting will be conducted remotely via audio or video conference without the physical presence of a quorum of the members.

Members of the public are invited to attend the meeting remotely. Members of the public may attend by accessing the meeting via the interactive webinar. Instructions for remote attendance are contained on the attached agenda for the February 14, 2023 meeting.

In order to ensure the presence of a quorum, I request you advise me three (3) days in advance of the meeting date if you are unable to attend. My email is susan.sigourney@illinois.gov

The Real Estate Appraisal Administration and Disciplinary Board
(the "Real Estate Appraisal Board")

will meet at 10:00 am on February 14, 2023

<u>**Agenda**</u>

I.   Review and Approval of Minutes from Open Meeting on January 10, 2023

II.   Public Comments

III.   Reports
    A. Licensing and Education Report
    B. Investigations Report
    C. Prosecutions Report

IV.   Formal Hearing Schedule

V.   Education Course Approval

VI.   Old Business
    A. Follow-Up Discussion From January 10, 2023 Board Meeting

VII.   New Business

VIII.   Closed Session
    A. Review Closed Minutes from January 10, 2023, Board Meeting
    B. Deliberations
    C. Orders

IX.   Open Session
    A. Approve Closed Minutes from January 10, 2023, Board Meeting
    B. Ratify Board's actions in Closed Session
       1. Recommendations from Deliberations
       2. Orders
    C. Closed Minutes

X.   Adjournment

Join the Real Estate Appraisal Administration and Disciplinary Board Meeting February 14, 2023

When it's time, join your Webex meeting here.

Meeting number (access code):   2465 343 6103

Meeting password: vfVGQj5xf55

<mark>Preferred method of attending the meeting is to click on the "join meeting" button</mark>

Join meeting

Join from the meeting link

https://illinois.webex.com/illinois/j.php?MTID=mb7f41e26a78d10a6f3939002bb73deae

Tap to   call in from a mobile device (attendees only)
+1-312-535-8110 United States Toll (Chicago)
+1-415-655-0002 US Toll
Global call-in numbers

Meeting number (access code): 2465 343 6103

Meeting password: vfVGQj5xf55

Join a Meeting Guide

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the **Join** link to join the meeting.
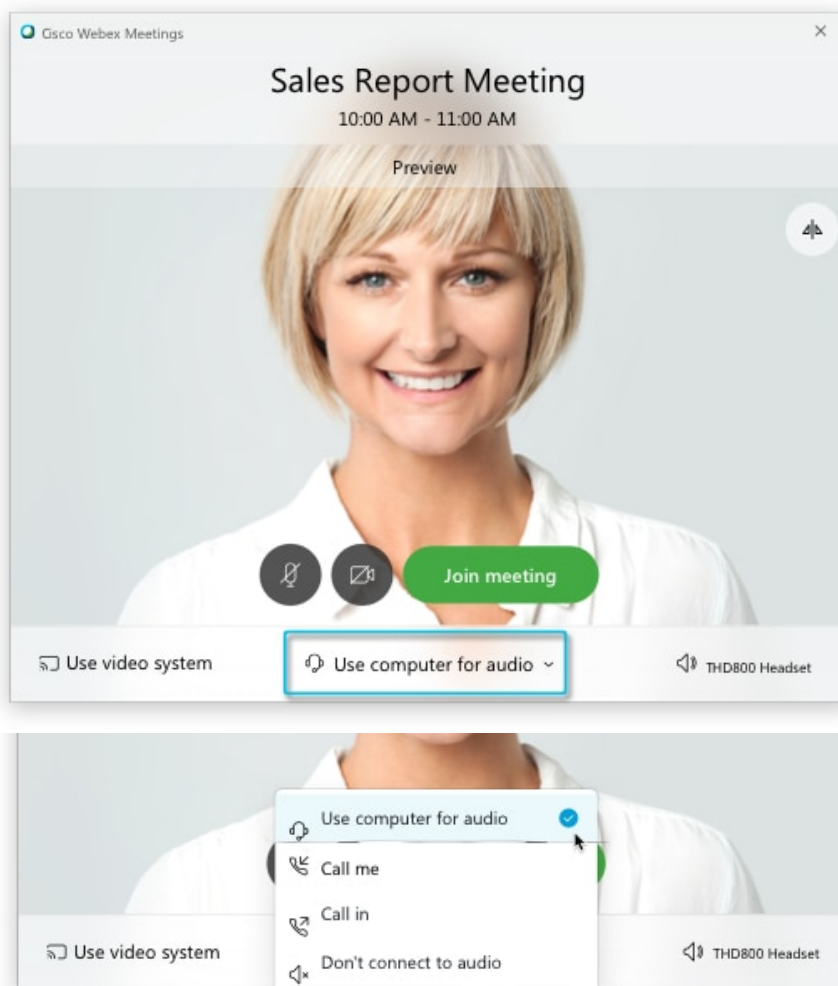
> You might be asked to enter a meeting password, it is in your email invitation.

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.

Connect Audio

Before you join a meeting, you can choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Webex Meetings app.

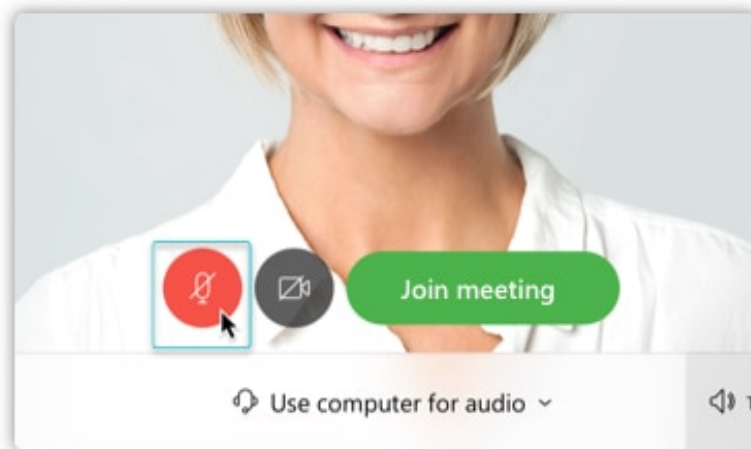2. Choose how you want to hear the audio in the meeting:

   o **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.

      You can change your headset, speakers, and microphone.

   o **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.

   o **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.

   o **Don't connect audio**—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

3. If you want to join the meeting with your audio muted, click **Mute my microphone** 🚫.

4. You'll see 🚫 when your microphone is muted. Click **Unmute my microphone** 🚫 when you want to speak in the meeting.
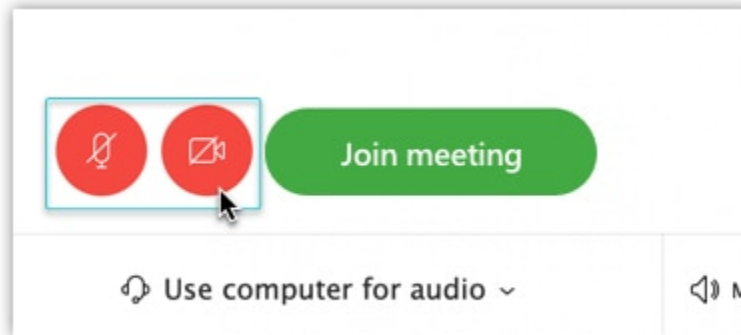
Start Your Video

Before you join a meeting, you can choose the settings you use for video in the meeting.

1. If you want to join the meeting with your video turned off, click **Turn off my video** .

    You'll see when your video is turned off. Click **Turn on my video** when you want to show your video.

2. By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other meeting participants see you.

    If you're happy with the audio and video settings that you chose for this meeting, you can save them for your next meeting.

To join the meeting from a compatible video device, connect to a device.