

**STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY AND  
ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
BOARD OF CERTIFIED REAL ESTATE APPRAISERS**

**MINUTES OF MEETING  
June 20, 2008**

By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled teleconference of the Board of Certified Real Estate Appraisers was held June 20, 2008. Sites for the teleconference were: Juneau, Anchorage, Fairbanks, Ketchikan and Trapper Creek.

**Call to Order/Roll Call**

Mr. MacSwain, Chairman called the meeting to order at 9:13 a.m.

Those present, constituting a quorum of the Board:

Steven MacSwain, Chairman, General Real Estate Appraiser – Anchorage  
William Larick, General Real Estate Appraiser – Anchorage  
Gene Shafer, Vice Chair, Residential Real Estate Appraiser – Fairbanks  
Butch Olmstead, Mortgage Banking Executive - Ketchikan  
April Moore, Public Member – Trapper Creek

In attendance from the Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, were:

Jan Mays, Licensing Examiner – Juneau

In attendance from Department of Law:

Gayle Horetski, Assistant Attorney General  
Karen Hawkins, Assistant Attorney General

Guests present were:

Cathy Kelly  
Wendy Lawrence

**Agenda Item 1 – Application Review**

The Board at the June 6, 2008 meeting requested a special teleconference to review and discuss the following denied applications via teleconference, Wendy Lawrence, Cathy Kelly, and Deborah Sather.

The Board discussed on going into executive session to discuss Deborah Sather's application only. Ms. Horetski asked the Board for what reason requires the Board to go into executive

session. That in accordance with the Open Meetings Act in AS 44.62.310 that all meetings are open to the public except as otherwise provided in that section. Ms. Horetski also stated the only thing that may apply is in AS 44.62.310(c)(2), the following subjects may be considered in an executive session, if the subject tends to prejudice the reputation and character of any person, provided the person may request a public discussion.

Ms. Horetski stated that if the other parties wish to have their application discussed on record than the Board cannot go into executive session. Both Ms. Lawrence and Ms. Kelly stated that they would like their application on record.

**Upon a motion by Olmstead, seconded by Shaffer and approved unanimously, it was:**

**RESOLVED to enter into executive session to discuss Deborah Sather's application under AS 44.62.310(c) (2).**

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Gene Shafer	YES
April Moore	YES
Bill Larick	YES
Butch Olmstead	NO

Executive session at 9:33 a.m.; back on record at 10:18 a.m.

**Upon a motion by Larick, seconded by Moore and approved unanimously, it was:**

**RESOLVED to approve Deborah Sather's application for residential real estate appraiser.**

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Gene Shafer	Abstain
April Moore	YES
Bill Larick	YES
Butch Olmstead	NO

**Upon a motion by Shafer, seconded by Larick and approved unanimously, it was:**

**RESOLVED to approve Cathy Kelly's application for residential real estate appraiser.**

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Gene Shafer	YES
April Moore	YES
Bill Larick	YES
Butch Olmstead	YES

**Upon a motion by Shafer, seconded by Olmstead and approved unanimously, it was:**

**RESOLVED to deny Wendy Lawrence's application for residential real estate appraiser in accordance with 12 AAC 70.110(b) (e). A copy of a work product from a residential appraisal was not enclosed with application.**

	<u>Vote</u>
Roll Call: Steve MacSwain	NO
Gene Shafer	YES
April Moore	NO
Bill Larick	NO
Butch Olmstead	YES

The Board decided to allow Ms. Lawrence the opportunity to submit a copy of a residential real estate appraisal work product.

**Upon a motion by motion by Moore, seconded by Larick and approved unanimously, it was:**

**RESOLVED to table Wendy Lawrence's application for residential real estate appraiser. To allow Ms. Lawrence 30 days to submit a work product from a residential real estate appraisal. The Board will then review her work product either by mail vote or via teleconference.**

	<u>Vote</u>
Roll Call: Steve MacSwain	YES
Gene Shafer	YES
April Moore	YES
Bill Larick	YES
Butch Olmstead	YES

There being no further business, the meeting adjourned at 10:44 a.m.

Respectfully Submitted:

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Jan Mays, Licensing Examiner

Approved:

\_\_\_\_\_  
Steve MacSwain, Chairman  
Board of Certified Real Estate Appraisers  
Date: \_\_\_\_\_