



# OKLAHOMA REAL ESTATE APPRAISER BOARD

OKLAHOMA INSURANCE DEPARTMENT

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TO: John D. Doak, Chairperson  
Lee R. Caesar Jr., Vice-Chairperson  
P. Lane Wheeler, Member  
Stephen C. Walton, Member

Jana S. Barker, Member  
Harold J. Snyder III, Member  
Patti L. Fisher, Member  
Betty J. Cagle, Member

## AGENDA

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held on Friday, January 6, 2012 at 9:30 a.m. The meeting will be held in the public conference room of the Oklahoma Insurance Department, 3625 Northwest 56th Street, Suite 100, Oklahoma City, Oklahoma 73112.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department, 5 Corporate Plaza, 3625 Northwest 56th Street, Suite 100, Oklahoma City, Oklahoma 73112 on Friday, December 30, 2011 at 1:00 p.m. Copies were mailed or transmitted by the undersigned to the offices of the aforementioned members on Friday, December 30, 2011. This agenda was posted to the Oklahoma Insurance Department website ([www.reab.oid.ok.gov](http://www.reab.oid.ok.gov)) on Friday, December 30, 2011.

## MEETING PROCEDURE

- I. Call to Order.  
Roll Call of Board Members.
- II. Reading and Approval of Minutes.  
December 2, 2011: Regular Session.
- III. Chairperson's Report.  
Vice-Chairperson's Report.  
Director's Report.
  - A. Discussion and possible action regarding suspension of individuals for non-payment of annual fees due on October 31, 2011.
  - B. Discussion and possible action regarding approval of renewal applications due by February 29, 2012 and authority to issue certificates.
  - C. Discussion and possible action regarding approval of original certificates of registration for appraisal management companies.
- IV. Committee Reports.
  - A. Disciplinary Procedures Committee.
  - B. Education, Experience & Testing Committee.
    1. Discussion and possible action regarding approval of course submittals.
    2. Discussion and possible action regarding approval or disapproval of various applications received and authority to issue certificates.
    3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants.

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- C. Legislation & Rules Committee.  
Discussion and possible action regarding report from Legislative Liaison.
- D. Probable Cause Committee.
1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
  2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
  3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.
- V. Discussion and possible action regarding a Surrender in Lieu of Disciplinary Proceedings in the Matter of Max A. Ford; Complaint #11-005; to include any associated matters or motions.
- Possible Executive Session as authorized by 25 O.S. 2001 §307(B)(8) regarding the above matter in order to engage in deliberations or render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.
- VI. Discussion and possible action regarding a Consent Order in the Matter of Drew S. Cartwright; Complaint #11-002; to include any associated matters or motions.
- Possible Executive Session as authorized by 25 O.S. 2001 §307(B)(8) regarding the above matter in order to engage in deliberations or render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.
- VII. New Business.
- VIII. Adjournment.

  
CHRISTINE MCENTIRE, Director