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**Massachusetts Board of Registration of Real Estate Brokers and Salespersons**  
**Education Subcommittee Meeting Minutes**  
**January 4, 2024**  
Conducted remotely via Microsoft Teams

The following subcommittee members were present:

Linda Kody, Real Estate Board Member - Chair  
Peter Ruffini, Real Estate Board Member  
Lisa Luther  
Isabelle Perkins  
Anita Hill  
Michael McDonagh  
Robert Nahigian

The following subcommittee members were not present: n/a

The following members of Board Staff were present:

Kristin Mitchell, Executive Director  
Jenna Hentoff, Legal Counsel

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**I. Call to Order** – Subcommittee Chair Linda Kody opened the meeting at 1:32 p.m.

**II. Vote on Minutes** - A MOTION was made by Mr. Ruffini to approve the minutes of the open subcommittee meeting held November 3, 2023, as written. The Motion was seconded by Mr. Nahigian and unanimously adopted by a roll call vote: Kody – “Yes”; Ruffini – “Yes”; Luther – “Yes”; Perkins – “Yes”; Hill – “Yes”; McDonagh – “Yes”; Nahigian – “Yes”.

**III. 2024 Calendar** - The subcommittee discussed the schedule of meetings for 2024 and decided to schedule a monthly meeting on the third Thursday of the month through November. A MOTION was made by Ms. Hill to approve the 2024 dates of the open subcommittee meetings through November. The Motion was seconded by Mr. Nahigian and unanimously adopted by a roll call vote: Kody – “Yes”; Ruffini – “Yes”; Luther – “Yes”; Perkins – “Yes”; Hill – “Yes”; McDonagh – “Yes”; Nahigian – “Yes”.

**IV. Review of Course Submission Guidelines/Criteria**– The subcommittee members reviewed and accepted the guidelines for review of continuing education course submissions as previously discussed.

**V. New Course Application Review:** no new courses submitted for review.

**VI. Existing Courses Revision Review:**

(a) **RE02R06: Buyer Agency** – The subcommittee reviewed the revised Buyer Agency continuing education course as revised by Ms. Perkins and proposed additional revisions. After discussion, A MOTION was made by Mr. Ruffini to recommend to the Board approval of the revised Buyer Agency course with the subcommittee’s proposed additional revisions. The Motion was seconded by Mr. McDonagh and unanimously adopted by a roll call vote: Kody – “Yes”; Ruffini – “Yes”; Luther – “Yes”; Perkins – “Yes”; Hill – “Yes”; McDonagh– “Yes”; Nahigian – “Yes”.

**VII. Matters not reasonably anticipated 48 hours in advance of meeting** – Nothing to report from the Board staff. Anita Hill advised the other subcommittee members that she will make proposed revisions to the continuing education course on lead paint (RE20R20) and will submit the revised course for review by the subcommittee.

**VIII. Adjournment** - Mr. Ruffini made a MOTION to adjourn the meeting at 3:30 p.m. The Motion was seconded by Ms. Hill and unanimously adopted by a roll call vote: Kody – “Yes”; Ruffini – “Yes”; Luther – “Yes”; Perkins – “Yes”; Hill – “Yes”; McDonagh– “Yes”; Nahigian – “Yes”.

List of Documents used at the meeting:

1. Meeting agenda
2. Minutes of the meeting of November 3, 2023
3. Continuing Education Course Submission Review Guidelines
4. Proposed revised Buyer Agency continuing education course

The above Minutes were approved at the Open Subcommittee Meeting held May 16, 2024.



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Kristin Mitchell, Executive Director  
Board of Registration of Real Estate Brokers and Salespersons