

**Lawrence Board of Realtors**  
**Marketing and Communications Committee**

Co-Chair: Lexie Haskin, Flint Hills Mortgage  
Co-Chair: Campbell Ragan, McGrew Real Estate  
Past Co-Chair: Emily Robertson, McGrew Real Estate  
Rob Hulse, LBOR Staff Liaison  
Tori Perdue, KW Integrity  
Kevin Phenix, Stephens Real Estate

Diane Fry, Fairway Independent Mortgage  
Erin Maigaard, McGrew Real Estate  
J. Patrick Dipman, McGrew Real Estate  
Nez Iskandrani, Pure Maintenance of Kansas

**Marketing and Communications Committee Meeting**

**Empowering the Community through REALTOR Connections**

**February 11th, 2025**

**1:30 pm**

**1. Call to Order (10 min)**

- Attendance & ICEBREAKER:
- Review of Minutes from January (**Campbell**)
- Review 2025 Goals for the Committee:
  - Begin advertising to become more sustainable for the podcast moving forward
    - Recruit/Fill 6 advertisements/episode sponsors for the podcast
  - Community Outreach
    - Recruit 2 new members to join our committee
    - Work with/assist other committees in their endeavors

**2. Previous Business (35 min)**

**A. Social Media: (10 min)**

- Update on Public Group (**Diane**)
  - Insight Tracker Update (**Patrick**)
- Update on Private Group (**Tori**)
  - How are the fun posts going? (**Tori**)
  - Community Guideline Review Update (**Tori**)

**B. Podcast Sub-Committee Update (20 min)**

- Review upcoming episodes and recording sessions (**Campbell**)
- Analytics Update (**Lexie**)
- Sponsors/Advertisements (**Erin**)
- Contract for Flint Hills Mortgage - complete
  - Working on Josiah's - (**Rob**)??
- Working Budget (**Rob**)

**C. OTHER UPDATES: (5 min)**

- Committee Liaison Report (**Erin**)
  - Any marketing requests from other committees?

**3. New Business (10 min)**

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**4. Discuss Next Meeting Date & Time**

- Tuesday, March 11th @ 1:30 pm

**6. Open the Floor for Suggestions**

**7. Adjourn**



## AGREEMENT FOR PODCAST EDITING SERVICES

This Agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, **2025**, by and between the Lawrence Board of REALTORS® ("LBOR"), located at [Insert Address], and \_\_\_\_\_ Josiah Moreno ("Editor"), located at \_\_\_\_\_ . LBOR and Editor may be referred to collectively as the "Parties."

**1. Scope of Work** Editor agrees to provide professional editing services for the LBOR podcast titled "Keeping it Real Podcast." The editing services shall include:

- Editing episodes with a standard length of 45 minutes or less, starting with the hosts' "clap" denoting the time official recording is to begin.
- Mixing and mastering audio from three (3) microphones.
- Editing and synchronizing videos from two (2) cameras.
- Removing unnecessary pauses, background noise, and other distractions.
- Enhancing overall audio and video quality to ensure a professional, final product.

**2. Compensation** LBOR agrees to compensate Editor for services rendered at a rate of **\$135 per edited episode**.

### **Additional Compensation:**

- Four (4) microphones will increase the episode cost to **\$180**.
- Five (5) microphones will increase the episode cost to **\$225**.
- Editor may add **\$30 for each 15 minutes** exceeding the standard of **45 minutes or less**.
- Editor will be compensated **\$5 per ad insertion** into the production.

### **3. Payment Terms**

- Payment shall be made within thirty (30) days of the final delivery of each edited episode.
- Editor shall submit an invoice upon completion of each episode.
- Payments shall be made via [insert payment method, e.g., direct deposit, PayPal, check].

**4. Delivery Timeline** Editor shall complete editing and deliver the final edited episode within [insert number] business days from receipt of raw footage and audio files.

**5. Ownership and Rights** All final edited episodes shall be the exclusive property of LBOR. Editor shall have no claim to any intellectual property rights in the podcast.

**6. Confidentiality** Editor agrees to keep all materials, discussions, and unpublished content related to the podcast confidential and shall not disclose or use any information outside of the scope of this Agreement.

**7. Termination** Either Party may terminate this Agreement with a written notice of thirty (30) days. In the event of termination, LBOR shall compensate Editor for any completed work prior to termination.

**8. Independent Contractor** Editor is an independent contractor and not an employee of LBOR. This Agreement does not create any partnership, joint venture, or employment relationship between the Parties.

**9. Governing Law** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Kansas.

**10. Entire Agreement** This Agreement constitutes the entire understanding between the Parties and supersedes any prior agreements or understandings, whether written or oral.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

**LAWRENCE BOARD OF REALTORS®**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**JOSIAH MORENO**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

11:32 AM

02/11/25

Cash Basis

**LAWRENCE BOARD OF REALTORS**  
**Account QuickReport**  
All Transactions

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount
<b>LBOR Podcast Income</b>							
Deposit	12/23/2024	ACH	National Association of Realtors	NAR Grant - Housing Opportunity Series - Podcast	Checking Account #...	-2,472.35	-2,472.35
Total LBOR Podcast Income							-2,472.35
<b>LBOR Podcast Expense</b>							
Check	01/30/2025	3533	Josiah Moreno	Editing of LBOR Podcast	Checking Account #...	570.00	570.00
Check	02/10/2025	EFT	Commerce Bank Visa	Google One Storage Space	Checking Account #...	89.99	89.99
Check	02/10/2025	EFT	Commerce Bank Visa	Opus AI - 1 Year Subscription (2 users)	Checking Account #...	174.00	174.00
Check	02/10/2025	EFT	Commerce Bank Visa	Facebook - Prepaid Ads	Checking Account #...	300.00	300.00
Total LBOR Podcast Expense							1,133.99
<b>TOTAL</b>							<b>-1,338.36</b>