



Denver

Chapter of the National Association of Residential Property Managers

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March Luncheon Gold Sponsor

Sponsorship Price: \$150.00***Date: 3-28-2017 | 11:15 am - 1:00 pm****Location: Denver Police Protective Association**

Gold Sponsorship Benefits for Affiliate Members:

- Exclusive recognition as the Gold sponsor.
- 5 minute introduction to the attendees from the podium.
- Logo prominently displayed on signage (provided by Affiliate) near podium.

US all of the Silver Sponsorship Benefits for Affiliate Members:

- Introduction by Master of Ceremonies at the opening of the luncheon.
- Location on the luncheon floor.
- Affiliate table is included. Lunch is not included.
- Key exposure to targeted audience of professional property managers.
- Logo prominently displayed on signage near registration table.
- Advertisement in membership communications.
- Company information and promo materials (provided by Affiliate) at each table.
- Opportunity to collect business cards and hold prize (provided by Affiliate) drawing.
- Logo in meeting announcement emails.

***Please note our deadline to sign up for the luncheon sponsorship is 5 pm three (3) business days prior to the event.**

* Required

First Name *

Last Name *

Email Address *

Company

Home Phone Number

Work Phone Number

Event Details

Event Date

Tuesday, March 28, 2017

Capacity

1 total seats available
0% booked

TELL A FRIEND

Tell a Friend

From:

Your Name Your Email Address

To:

Subject Have you seen this: Lorem ipsum
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Friend Email Address Friend Email Address Friend Email Address Friend Email Address

Michelle Irons

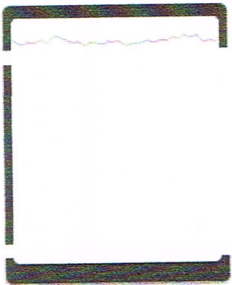
From: Denver NARPM Chapter
Sent: Wednesday, May 17, 2017 7:08 AM
To: Michelle Irons
Subject: May Meeting

Join the Denver Chapter of NARPM for our February monthly luncheon/meeting

Is this email not displaying correctly?
[View it in your browser.](#)



MAY LUNCHEON



MAY
23

Register Now

Location: Denver Police Protective Association

2105 Decatur St, Denver, CO 80211



Denver

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June Luncheon

Join the Denver Chapter of NARPM for our monthly luncheon/meeting.

Topic: Fair Housing - Dennis Green, with HUD, will be discussing fair housing issues for Property Managers



Date: 6-27-2017 | 11:15 am - 1:00 pm

Location: Denver Police Protective Association

All luncheon online registrations will be available through 5PM on the Thursday before each event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

* Required

Attendee Type *

☐ Professional Member (\$25.00)

☐ Affiliate Member (\$25.00)

☐ Non-Member (\$30.00)

Designation

-- Please select --

First Name *

Last Name *

Company *

Event Details

Event Date

Tuesday, June 27, 2017

Capacity

100 total seats available

1% booked

TELL A FRIEND

Tell a Friend

From:

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Subject Have you seen this: Lorem ipsum
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August Luncheon Silver Sponsor(s)

Sponsorship Price: \$50.00***Date: 8-22-2017 | 11:15 am - 1:00 pm****Location: Denver Police Protective Association**

Silver Sponsorship Benefits for Affiliate Members:

- Location on the luncheon floor.
- Affiliate table is included. Lunch is not included.
- Introduction by Master of Ceremonies at the opening of the luncheon.
- Key exposure to targeted audience of professional property managers.
- Logo prominently displayed on signage near registration table.
- Advertisement in membership communications.
- Company information and promo materials (provided by Affiliate) at each table.
- Opportunity to collect business cards and hold prize (provided by Affiliate) drawing.
- Logo in meeting announcement emails.

Lunch Sponsorship does not include a meal. If an affiliate member sponsors a lunch they will need to purchase a meal for each member of the company that attends the luncheon, whether working the booth/table or simply sitting at one of the round tables. Affiliate members are allowed to bring additional company contacts that are not officially members when they sponsor a lunch, as long as they have purchased the appropriate amount of meals.

***Please note our deadline to sign up for the luncheon sponsorship is 5 pm three (3) business days prior to the event.**

* Required

First Name *

Last Name *

Email Address *

Company

Cell Phone Number

Work Phone Number

Event Details

Event Date

Tuesday, August 22, 2017

Capacity

2 total seats available

0% booked

TELL A FRIEND

Tell a Friend

From:

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Name

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To:

Subject Have you seen this: Lorem ipsum
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Friend

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September Luncheon Silver Sponsor(s)

Sponsorship Price: \$50.00*

Date: 9-26-2017 | 11:15 am - 1:00 pm

Location: Denver Police Protective Association

Silver Sponsorship Benefits for Affiliate Members:

- Location on the luncheon floor.
Affiliate table is included. Lunch is not included.
- Introduction by Master of Ceremonies at the opening of the luncheon.
- Key exposure to targeted audience of professional property managers.
- Logo prominently displayed on signage near registration table.
- Advertisement in membership communications.
- Company information and promo materials (provided by Affiliate) at each table.
- Opportunity to collect business cards and hold prize (provided by Affiliate) drawing.
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***Please note our deadline to sign up for the luncheon sponsorship is 5 pm three (3) business days prior to the event.**

* Required

First Name *

Last Name *

Email Address *

Company

Cell Phone Number

Work Phone Number

Event Details

Event Date

Tuesday, September 26, 2017

Capacity

2 total seats available

0% booked

TELL A FRIEND

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Subject Have you seen this: Lorem ipsum
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Friend

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Denver

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October Luncheon

Join us for the final Denver NARPM lunch of 2016 as we close out the year with with a Crash Course in Maintenance.

Topic: TBD

Date: 10-24-2017 | 11:15 am - 1:00 pm

Location: Denver Police Protective Association

All luncheon online registrations will be available through 5PM on the Thursday before each event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

* Required

Attendee Type *

- ☐ Professional Member (\$25.00)
- ☐ Affiliate Member (\$25.00)
- ☐ Non-Member (\$30.00)

Designation

-- Please select --

First Name *

Last Name *

Company *

Email Address *

Cell Phone Number

Work Phone Number

Event Details

Event Date

Tuesday, October 24, 2017

Capacity

100 total seats available
0% booked

TELL A FRIEND

Tell a Friend

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Name

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To:

Subject Have you seen this: Lorem ipsum
adipiscing elit, sed do eiusmod te
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Friend

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Denver Chapter of NARPM

BUDGET VS. ACTUALS: BUDGET 2017 - FY17 P&L

January - December 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Program Income				
41200 Dues				
41210 Professional Member Dues	7,790.00	10,802.00	-3,012.00	72.12 %
41220 Affiliate Dues	8,400.00	9,577.00	-1,177.00	87.71 %
41230 Support Staff Dues	440.00	1,235.00	-795.00	35.63 %
Total 41200 Dues	16,630.00	21,614.00	-4,984.00	76.94 %
Total 41000 Program Income	16,630.00	21,614.00	-4,984.00	76.94 %
41240 National Member Retention	1,170.00	450.00	720.00	260.00 %
42000 Special Events Income				
42100 Class Fees	2,040.00	1,000.00	1,040.00	204.00 %
42300 Lunch Income	13,710.00	15,000.00	-1,290.00	91.40 %
42400 Luncheon Sponsorships	1,150.00	1,600.00	-450.00	71.88 %
42600 State Conference				
42610 State Conference Registration	13,075.00	16,000.00	-2,925.00	81.72 %
42620 State Conference Vendor Tables	8,740.00	9,550.00	-810.00	91.52 %
42630 State Conference Designation Class		1,200.00	-1,200.00	
Income				
Total 42600 State Conference	21,815.00	26,750.00	-4,935.00	81.55 %
42700 Special Event Sponsorships	2,185.00		2,185.00	
Total 42000 Special Events Income	40,900.00	44,350.00	-3,450.00	92.22 %
43000 Indirect Public Support				
43100 Leadership Training		500.00	-500.00	
Total 43000 Indirect Public Support		500.00	-500.00	
44000 Investments				
44100 Interest-Savings, Short-term CD	12.43	20.00	-7.57	62.15 %
Total 44000 Investments	12.43	20.00	-7.57	62.15 %
45500 Food/Charity Drive	3,190.00	900.00	2,290.00	354.44 %
48000 Unapplied Cash Payment Income	300.00		300.00	
Total Income	\$62,202.43	\$67,834.00	\$ -5,631.57	91.70 %
GROSS PROFIT	\$62,202.43	\$67,834.00	\$ -5,631.57	91.70 %
Expenses				
60300 President's Discretionary Acct		1,000.00	-1,000.00	
60900 Business Expenses		350.00	-350.00	
60920 Business Registration Fees	10.00	10.00	0.00	100.00 %
60940 Insurance - Liability, D and O	875.00	900.00	-25.00	97.22 %
60960 Paypal	2,406.32	2,500.00	-93.68	96.25 %
Total 60900 Business Expenses	3,291.32	3,760.00	-468.68	87.54 %
62100 Contract Services				
62110 Accounting Fees	532.00	650.00	-118.00	81.85 %
62120 Bookkeeping Service	2,600.00	2,400.00	200.00	108.33 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
62140 Legal Fees		500.00	-500.00	
Total 62100 Contract Services	3,132.00	3,550.00	-418.00	88.23 %
63000 Operations				
63040 Supplies	209.23	400.00	-190.77	52.31 %
63060 Website service	1,188.00	2,000.00	-812.00	59.40 %
Total 63000 Operations	1,397.23	2,400.00	-1,002.77	58.22 %
63600 Travel and Meetings	2,150.00		2,150.00	
63320 Travel	2,118.90		2,118.90	
63340 Annual Board Retreat	4,088.00	5,000.00	-912.00	81.76 %
63350 Conference Reimbursements	179.13	2,000.00	-1,820.87	8.96 %
63360 Leadership Training (National)	571.04	400.00	171.04	142.76 %
Total 63600 Travel and Meetings	9,107.07	7,400.00	1,707.07	123.07 %
63900 Bank Service Charge	65.13	20.00	45.13	325.65 %
64200 Contributions				
64210 Charity/Donation		3,500.00	-3,500.00	
64220 Colorado Apartment Association	5,000.00	5,000.00	0.00	100.00 %
64239 Food/Charity Drive Expense	1,550.00	900.00	650.00	172.22 %
64240 Legislation		1,000.00	-1,000.00	
Total 64200 Contributions	6,550.00	10,400.00	-3,850.00	62.98 %
64500 Marketing	120.00		120.00	
64510 General Marketing	2,243.00	1,500.00	743.00	149.53 %
64520 New Member Marketing		1,000.00	-1,000.00	
64530 Conference Marketing		1,000.00	-1,000.00	
Total 64500 Marketing	2,363.00	3,500.00	-1,137.00	67.51 %
65100 Purchases	480.00		480.00	
65400 Special Event Costs				
65420 Classes	1,601.94	1,500.00	101.94	106.80 %
65440 Holiday Party		4,500.00	-4,500.00	
65450 Luncheons	16,281.15	16,500.00	-218.85	98.67 %
65460 National Conference	1,495.00	100.00	1,395.00	1,495.00 %
65480 State Conference	14,773.70	20,000.00	-5,226.30	73.87 %
Total 65400 Special Event Costs	34,151.79	42,600.00	-8,448.21	80.17 %
65700 Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$60,537.54	\$74,630.00	\$ -14,092.46	81.12 %
NET OPERATING INCOME	\$1,664.89	\$ -6,796.00	\$8,460.89	-24.50 %
NET INCOME	\$1,664.89	\$ -6,796.00	\$8,460.89	-24.50 %



National Association of Residential Property Managers

Annual Planning Retreat

Highlands Haven Creekside Inn
4395 Independence Trail
Evergreen, Colorado 80439

Wednesday January 17, 2018

4-5 PM Check-in
5-5:45 PM Social/Drinks
6 PM Dinner at the Black Hat Cattle Company

Thursday January 18, 2018

8-9 AM Breakfast in Lodge
9 AM Planning Meeting in Lodge Upstairs

9 – 9:15 AM Introductions, Vision

Ben Parham, RMPC®, 2018 President Denver NARPM

9:15 – 10:00 AM Executive Officer Reports / Share Vision for 2018

Bill Marin, RMP® Past President

Tony Cline, RMP® President-Elect

Bob Alldredge, MPMC® RMP® Vice President

Peter Meer, MPM® RMP® Vice President / Conference Co-Chair

Mike Giallanza, RMP® Secretary

Geff Kempself, Treasurer

10:00 – 10:15 Short Break; Order Lunch

10:15 – 12:00 Committee Chair Reports / Share Vision for 2018

2017
Habitat for
Humanity



Chapter of the National Association of Residential Property Managers

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January Luncheon

Join the Denver Chapter of NARPM for our first monthly luncheon/meeting of 2017.

January's Topic: Marcia Waters, the Director of the Colorado Division of Real Estate, will provide a legal update that all Property Managers will want to hear. Marcia will discuss the agenda and plans for DORA in 2017 as it relates to the Property Management industry.

Date: 1-24-2017 | 11:15 am - 1:00 pm

Location: Denver Police Protective Association

* Required

Attendee Type *

- ☐ Professional Member (\$25.00)
☐ Affiliate Member (\$25.00)
☐ Future-Member (\$30.00)

Designation

-- Please select --

First Name *

Last Name *

Company *

Email Address *

Cell Phone Number

Work Phone Number

Payment Method *

☐ Credit Card

Name on Card *

Event Details

Event Date

Tuesday, January 24, 2017

Capacity

100 total seats available
81% booked

TELL A FRIEND

Tell a Friend

From:

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Subject: Have you seen this. Lorem ipsum
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Friend

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Michelle Irons

From: Denver NARPM Chapter
Sent: Friday, February 24, 2017 11:14 AM
To: Irons
Subject: Registration Cuts Off Today - February Meeting

Join the Denver Chapter of NARPM for our February monthly luncheon/meeting

Is this email not displaying correctly?
[View it in your browser.](#)



*Meals on
Wheels
Check
given*

FEBRUARY LUNCHEON

FEBRUARY

28

Register Now

Michelle Irons

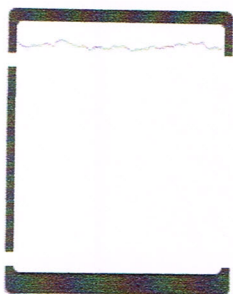
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MAY LUNCHEON



MAY

23

Register Now

Location: Denver Police Protective Association

2105 Decatur St, Denver, CO 80211

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September Luncheon Silver Sponsor(s)

Sponsorship Price: \$50.00***Date: 9-26-2017 | 11:15 am - 1:00 pm****Location: Denver Police Protective Association**

Silver Sponsorship Benefits for Affiliate Members:

- Location on the luncheon floor.
Affiliate table is included. Lunch is not included.
- Introduction by Master of Ceremonies at the opening of the luncheon.
- Key exposure to targeted audience of professional property managers.
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* Required

First Name *

Last Name *

Email Address *

Company

Cell Phone Number

Work Phone Number

Event Details

Event Date

Tuesday, September 26, 2017

Capacity

2 total seats available
0% booked

TELL A FRIEND

Tell a Friend

From:

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Subject Have you seen this: Lorem ipsum
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Topic: TBD

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Designation

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Event Details

Event Date

Tuesday, October 24, 2017

Capacity

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Subject Have you seen this: Lorem ipsum
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August Luncheon Silver Sponsor(s)

Sponsorship Price: \$50.00***Date: 8-22-2017 | 11:15 am - 1:00 pm****Location: Denver Police Protective Association**

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First Name *

Last Name *

Email Address *

Company

Cell Phone Number

Work Phone Number

Event Details

Event Date

Tuesday, August 22, 2017

Capacity

2 total seats available

0% booked

TELL A FRIEND

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From:

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Address

To:

Subject

Have you seen this: Lorem ipsum
adipiscing elit, sed do eiusmod te
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Friend

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Form **990-EZ**

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-1150

2016**Open to Public
Inspection**Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.**A For the 2016 calendar year, or tax year beginning**

, and ending

B Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**Denver Chapter of the NARPM**

Number and street (or P.O. box, if mail is not delivered to street address)

1244 S Wadsworth Blvd

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

Lakewood**CO 80232****D Employer identification number****90-0329017****E Telephone number****303-442-4000****F Group Exemption**

Number ▶

G Accounting Method: ☒ Cash ☐ Accrual Other (specify) ▶**I Website:** ▶ **www.coloradoRMP.com****J Tax-exempt status (check only one)** — ☐ 501(c)(3) ☒ 501(c)(**6**) (insert no.) ☐ 4947(a)(1) or ☐ 527**H Check** ☒ **if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).****K Form of organization:** ☒ Corporation ☐ Trust ☐ Association ☐ Other**L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ**▶ \$ **70,565****Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	70,279
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	
	4	Investment income	4	1
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b		
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8	285	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	70,565	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	53,197
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe in Schedule O)	16	11,583
17	Total expenses. Add lines 10 through 16	17	64,780	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	5,785
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	31,672
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	37,457

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2016)

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	31,672	22	37,457
23 Land and buildings	0	23	
24 Other assets (describe in Schedule O)	0	24	
25 Total assets	31,672	25	37,457
26 Total liabilities (describe in Schedule O)	0	26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	31,672	27	37,457

Part III	Statement of Program Service Accomplishments (see the instructions for Part III)	
-----------------	---	--

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose?

Trade Association for Property Managers

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses

(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28	Successful Trade Association		
	(Grants \$) If this amount includes foreign grants, check here		28a
29	Spread the word about our trade association		
	(Grants \$) If this amount includes foreign grants, check here		29a
30			
	(Grants \$) If this amount includes foreign grants, check here		30a
31	Other program services (describe in Schedule O)		
	(Grants \$) If this amount includes foreign grants, check here		31a
32	Total program service expenses (add lines 28a through 31a)		32

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated — see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

[illegible]

Part V

Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		<input checked="" type="checkbox"/>
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		<input checked="" type="checkbox"/>
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		<input checked="" type="checkbox"/>
b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		<input checked="" type="checkbox"/>
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		<input checked="" type="checkbox"/>
37a Enter amount of political expenditures, direct or indirect, as described in the instructions 37a		
b Did the organization file Form 1120-POL for this year?		<input checked="" type="checkbox"/>
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		<input checked="" type="checkbox"/>
b If "Yes," complete Schedule L, Part II and enter the total amount involved 38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 40a ; section 4912 40a ; section 4955 40a		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 40c		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization 40d		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T 40e		<input checked="" type="checkbox"/>
41 List the states with which a copy of this return is filed None		
42a The organization's books are in care of Paula Haas Telephone no. 303-442-4000 1400 Folsom St #101 Located at Boulder CO ZIP + 4 80302		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: 42b		<input checked="" type="checkbox"/>
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: 42c		<input checked="" type="checkbox"/>
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here and enter the amount of tax-exempt interest received or accrued during the tax year 43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ 44a		<input checked="" type="checkbox"/>
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ 44b		<input checked="" type="checkbox"/>
c Did the organization receive any payments for indoor tanning services during the year? 44c		<input checked="" type="checkbox"/>
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O 44d		
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)? 45a		<input checked="" type="checkbox"/>
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions) 45b		<input checked="" type="checkbox"/>

- 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		X

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

- 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
47		
48		
49a		
49b		

- 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

- 49a Did the organization make any transfers to an exempt non-charitable related organization?

- b If "Yes," was the related organization a section 527 organization?

- 50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

- f Total number of other employees paid over \$100,000 ▶

- 51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

- d Total number of other independent contractors each receiving over \$100,000 ▶

- 52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ ☐ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer GF Kempsell		Date Treasurer		
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name Brenda A. French, CPA	Preparer's signature Brenda A. French, CPA	Date 11/15/17	Check <input type="checkbox"/> if self-employed	PTIN P00430847
	Firm's name ▶ Brenda French CPA, PC			Firm's EIN ▶ 86-1069228	
	Firm's address ▶ 12470 York St Unit 28 Eastlake, CO 80614-3001			Phone no. 720-523-3940	
	May the IRS discuss this return with the preparer shown above? See instructions ▶ <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

SCHEDULE O
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016**Open to Public
Inspection**

Name of the organization

Denver Chapter of the NARPM

Employer identification number

90-0329017**Form 990-EZ, Part I, Line 8 - Other Revenue**

Description	Amount
Miscellaneous Revenue	\$ 285
Total	\$ 285

Form 990-EZ, Part I, Line 10 - Payments to Affiliates

Name and Address	Purpose	Amount
		\$ 0

Form 990-EZ, Part I, Line 16 - Other Expenses

Description	Amount
Expenses	
Marketing	\$ 212
Bank Charges	\$ 4
Business Expenses	\$ 3,280
Supplies	\$ 355
Management Discretionary	\$ 1,855
Board Retreat & Conf Reimburs	\$ 5,877
Total	\$ 11,583

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September Luncheon - Officer Election

Join the Denver Chapter of NARPM for our monthly luncheon/meeting.

Topic: What the Colorado Department of Housing wants property managers to know: Including updates on working with people with disabilities, affordable housing, housing trends in Denver, and the approach the DOH is taking.

Speaker: Alison George, Department Director for the Colorado Division of Housing

Election Luncheon - This will also be our election luncheon to elect the slate of officers for 2018.

2018 Slate of Officers:

President - Ben Parham
 President Elect - Kate Roth
 Past President - Bill Martin
 Treasurer - Geff Kempself
 Secretary - Mike Giallanza
 1st Vice President - Robert Alldredge
 2nd Vice President - Peter Meer

Date: 9-26-2017 | 11:15 am - 1:00 pm

Location: Denver Police Protective Association

All luncheon online registrations will be available through 5PM on the Thursday before each event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

* Required

Designations

-- Please select --

Attendee Type *

- ☐ Professional Member (25.00)
☐ Affiliate Member (25.00)
☐ Non-Member (30.00)

First Name *

Last Name *

Company *

Event Details

Event Date

Tuesday, September 26, 2017

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Address

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Subject Have you seen this: Lorem ipsum
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Friend

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Address

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Email Address *
Cell Phone Number
Work Phone Number
Payment Method *
<input checked="" type="radio"/> Credit Card
Name on Card *
Card Number *
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Card Type *
Visa
CCV Number *
Amount *

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National Association of Residential Property Managers

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National Association of Residential Property Managers

D E N V E R C H A P T E R

Annual Planning Retreat

Highland Haven Creekside Inn

4395 Independence Trail

Evergreen, Colorado

80439

Thursday January 19, 2017

Attendance

Bill Martin, President

Susan Melton, Past President

Ben Parham, President-Elect

Bob Alldredge, Vice President 1

Peter Meer, Vice President 2/Conference
Chair

Kate Roth, Secretary

Geff Kempself, Treasurer

Lyle Haas, Membership

Brenda Stifel , Vendors

Johanna Wells, Vendor Conference Chair

Sondra Welsh, Education Chair

Tony Cline, Conference Advisor

Mark Cunningham, Speakers Chair

Devin Bewley, Hospitality Chair

Jim Lagan, Designations Chair

Michelle Irons, Chapter of Excellence Chair

Rocky Germano, Legislative Chair

9-9:15 AM Introductions, Vision

Bill Martin, RMP®, MPMC®, 2017 President Denver NARPM

“What I have been able to see and experience this past year and what my inner sense has encouraged me to embrace is that clearly we are on the cusp of becoming one of the finest and most professional chapters in NARPM. Equally important is the realization that we have the talent, the desire, and will to accomplish this, for wherever you find excellence you find continuous learning.”

My vision and hope for Denver NARPM 2017 is:

1. Increased membership to at least 200 through efficient marketing with follow through and follow up.

2. Branding of NARPM in Denver as the source for all things relating to property management.
3. Colorado Property Management Conference for networking, education and new member recruitment.
4. Current designation candidates to complete the process and begin candidacy for next level designation.
5. Associate Members to become Professional Members.
6. Continued Excellence in Educational Offerings.

9:15-10:00 AM Executive Officer Reports / Share Vision for 2017

Susan Melton, MPM® RMP® Past President

“Being involved with NARPM Denver Chapter leadership is something I have enjoyed for many years. There is no set “right way to do the job of chapter leader; each leader brings a personalized work ethic and action plan to the table. The beauty of NARPM is that, despite our differences, or maybe because of them, our chapter thrives. Every year a smooth leadership transition insures the longevity and success of our chapter. The best transitions are done over time and should be done after the September elections. Try not to insist that the job be done your way, the next person may or may not improve on your process, allow them to do it their way. Be available for and patient with questions, give help if needed. Consistently and continually encourage property managers to join our chapter and our leadership team.”

1. 2017 focus on growing our property manager membership.
2. Identifying and nominating future leaders.
3. Assist with Chapter of Excellence.

Ben Parham, RMPC® President- Elect

Vision: “For the Denver Chapter to be the end-to-end source of all things property management in the Denver metropolitan area. For the Denver Chapter to be the largest chapter in NARPM and stand out as a model of how to run a successful chapter.”

Action Plan:

1. Support the President in completing his vision for 2017.
2. Provide leadership to other board members and committee chairs.
3. Help build on the already successful Colorado Property Management Conference.
4. Represent the Denver Chapter on the RVP calls.

Bob Alldredge, MPMC® RMP® Vice President

“My vision and responsibilities for the coming year 2017”:

1. I will continue to be one of the two chapter members to participate in the Joint Legislative Advisory Council at the Apartment Association of Metro Denver.
2. My objective is to provide information regarding possible legislative issues to our chapter for action if necessary. I will continue to coordinate the Retreat activities at the Highland Haven Creekside Inn regarding reservations, room assignments, and the dinner and working lunch.
3. As contact person for our chapter in obtaining NARPM conference booths for the Colorado Property Management Conference and the Colorado Realtors Association annual fall conference and any other conferences we may choose to participate in.
4. Represent our chapter and our industry in a positive fashion within the real estate industry.
5. Chair the charitable contributions committee in determining the budget for donations.

Suggestions for Charitable giving?

Peter Meer, MPM® RMP® Vice President / Conference Chair

"I volunteered to Chair the 2017 Colorado Property Management Conference with National Designation classes and was approved to do so by the board. The Conference is one of the premier events of our chapter and requires significant help from our membership. The Conference is very much like conducting an orchestra with its multitude of different instruments (conference tasks) that must all work together to present an outstanding program. The following members have volunteered:"

1. Tony Cline / Podium MC
2. Sondra Walsh / Coordinator of National Designation Classes April 20
3. Devin Bewley and Brad Coen / Registration Desk, room checks / Order an set up NARPM booth
4. Lyle Haas and Ben Parham / Marketing Conference / Onsite capability to sign up new members.
5. Johanna Wells / National Vendor Sponsorships / Brenda Stifel / Local Vendor Sponsorships.
6. Kate Roth / Sheraton Liaison for Conference and Classes.
7. Bill Martin / Keynote Speakers Gail Phillips and Andy Propst / Breakout sessions.

"Our members volunteering will insure the same outstanding conference experience we saw in the 2016 Conference."

Who is our target audience?

Kate Roth, RMPC® Secretary

"I want to help NARPM grow by being involved with making the organization an office place name with all property managers in the area. I want to help with the development of future NARPM leaders as well as grow into another leadership role myself."

Sheraton Denver West arrangements for Colorado Property Management Conference?

Geff Kempself, RMPC®

"Everyone on the Board of Directors of the Denver Chapter of NARPM plays an important role in the success and wellbeing of the Chapter along with those participating on the Chapters committees and all who volunteer their time. As the Treasurer for the upcoming year, I will be assuming the primary responsibility for overseeing the finances and providing analysis and reports to the Board. The manner in which this will be done going forward will be evolving into a new model for the position. Our outgoing Treasurer, Ben Parham, has spent a significant amount of time in an effort to improve the flow of the job so as to allow for a smooth transition to outsource a majority of the data entry and report production. My primary vision for the upcoming year is to complete this transition, continue to work on improving the flow of our monies, financial information and accounting for our funds. When it is time for the next Treasurer to assume these responsibilities, it is my hope that it will be a job that will not be as oppressive and time consuming as it has been in the past thus we will be able to attract new leadership to the position more easily than in the past."

Do we have an update on Redgate Accounting?

10:00-10:15 Short Break Order Lunch

10:15 AM- NOON Committee Chair Reports / Share Vision for 2017

Membership / Lyle Haas, MPM® RMP®

"Our goal will be to develop an extensive list of prospective property managers and property management companies that through repeated nurturing efforts will increase membership in the Denver Chapter of NARPM. Membership Committee volunteers will compile an electronic prospecting list made up of email addresses created in a Customer Relationship Management (CRM) program from the following sources":

1. RVP emails from National of new National Members both current and going back a minimum of three years. Previous Chapter Presidents to forward emails.
2. Website and Social Media research. Volunteers will Google websites and scrape PM email address from "Our Team" pages and scrape the same information from Linked In, Facebook groups.
3. NARPM website inquiries. Both the Chapter Website and Free Rental Website.

New member Complementary lunch program to begin. The Denver Chapter Member and "Future Member" will both receive free lunch. Hopefully, this will incentivize current members to bring a prospective "Future Member" to lunch.

The CRM program will only be successful if there is an ongoing nurturing program providing ongoing information of value and opportunities for years to come.

Do we need a marketing budget for membership?

When we blast out to the Realtor community about a conference, what kind of results do we have?

Seems like there are 1-2 new PM companies entering the Denver market each month

Needs to be a marketing aspect to this position. Should we have a Marketing person/chair?

Create a database of specific PM people and start mailing to them

Getting a list does not help us properly identify owners of companies or property managers. Could buy 500 names for \$450 and from that list we could maybe find 75 property managers

Google property managers, contacting vendors, secretary of state?

Could we contact E&O companies and get a list of who has the PM endorsement.

Go to DORA, download everyone who is registered as an agent and a separate list of responsible brokers, have someone make calls to responsible brokers to see who does PM. Tony will help with process

Would like to put something in place that can be used year after year

Discount on membership fee if non member signs up same day as the conference?

If we can figure out how to streamline the membership role more we will probably be more successful

Affiliates / Brenda Stifel / Johanna Wells

"My vision is to grow NARPM affiliate membership in both numbers and confidence by promoting the value of being a member of NARPM to existing affiliates and prospective affiliates.

1. Grow affiliates confidence in NARPM.
2. Encourage affiliates to be involved in sponsorships.
3. Encourage affiliates to communicate their concerns and expectations.

Have 21 tables, 7 are sold. Both Diamonds are sold. Want to push the open tables at the January luncheon

Johanna has created a break down of what the vendor conference chair needs to do month by month. Could be a Professional Member instead of vendor going forward?

Education / Sondra Walsh

‘The education vision for the Denver NARPM Chapter for 2017 is to offer a minimum of six classes. We want to offer our members classes that focus on Property Management therefore giving them a value-added benefit of belonging to our group. Our action plan is well under way. We have a class scheduled for January and three for the Colorado Property Management Conference. We also have a plan to have other classes in March, October and November.”

Suggestions for additional classes?

7 classes planned over the year. March 28th Basic Eviction, April 3 for Conference, September and November classes as well.

Designations / Jim Lagan, RMPC®

“The Designation Chair for 2017 will continue to uphold the core responsibilities and mission which are as follows;”

1. Raise awareness of the Designation Program and articulate the benefits.
2. Develop strategic endeavors for program awareness and convey the information.
3. Evaluate and improve current programs and track, monitor and support candidates.
4. Serve as main point of contact / face of the designation program.
5. Serve as liaison from National to local / participate in webinars and conference calls.

“The Designation Chair for 2017 also plans to adjust its focus from a general “birds-eye” for “macro-level view of the Designation Program to a more “in-depth or “micro-level” presentation of what the program has to offer. This will include, but not necessarily be limited to the following:”

1. Raise awareness of the Darry Kazen Scholarship Opportunity.
2. Present detailed view of designation points system and what can be done to earn points.
3. First person account and testimony of what the process comprises.
4. First person account and testimony of what it is like to have a designation.
5. What designation classes are available and what can be learned from them.
6. Raising awareness of National, State and Regional Conferences.
7. Teaching elective courses on the nature of the Designation program
8. First person account and testimony of comradery and networking experienced through process.

9. Reliable accounting of all data related to the Designation Program and candidates.
10. Liaise with National for implementation of #NARPMsmart initiative.

National has adopted the Designations Chair, Jim wrote a job description and most of what they adopted was what Jim wrote.

Focus on support staff members who are going for designations as well.

Chapter of Excellence / Michelle Irons, RMPC®

“The 2017 Chapter of Excellence Chair will pick up where the 2016 Chapter of Excellence left off, gathering Denver Chapter information and data, and submitting to National by the end of February 2017. Moving forward with 2017, as three awards for applications with top points will be given based on the size of the chapters, the 2017 Chapter of Excellence Chair will be committed to ensuring that the Denver Chapter strives to reach its highest potential in regard to activities, points, and Chapter of Excellence program awareness.”

The 2017 Chapter of Excellence goal is to encourage the Denver Chapter to compete for the award by serving as an ambassador for all things NARPM, speaking to the importance of the excellence program, the benefits of having a strong local chapter presence advocating the designation program, recruiting new members, increasing attendance at local, state, regional and national conferences, to assist the chapter and it's leadership as needed, and to keep the chapter on task with regular updates.

Report is due at the end of February

Criteria may have been changed for 2017, make sure we are working off the correct forms

Calling other chapters may help give us ideas

Lets be pro active and see what we can do to earn points.

Web and Communications / Ben Parham, RMPC®

Vision: “The website for the Denver Chapter of NARPM will be the digital hub of the chapter where members pay dues, sign up for events, and consume regularly updated written and audio content. Chapter website will rank #1 for the keyword phrase “Denver Property Management.”

Action:

1. Create a member benefit page highlighting why property managers and affiliates should join NARPM and our chapter.
2. Record audio of monthly meetings and publish them as a Podcast downloadable from website and iTunes.
3. Publish blog articles a minimum of once per month. Will solicit membership to write content and as an incentive, will provide them with short author bio at the

bottom of the article along with a link to their company website which will increase their SEO.

Is Registration form set up for Colorado Property Management Conference?

Recording our membership meetings and post like a podcast? Maybe use them as teasers?

We have a blog, if you provide to the blog we will provide a link back to your management site, try for one post per month, more would be great

Working on the structure of the newsletter

Registration for the conference... vendor registration is up, attendee registration should be up by end of day 1/20

Going to make an event/website update form that the Chair person can submit to Ben

Conference Podium / Tony Cline, RMP®

"Our vision for the 2017 Colorado Property Management Conference is to collectively create another great experience for our attendees by providing a well- planned and cohesive event. From the Conference opening to the closing and giveaways, we want to over communicate our expectations so that everyone has a great time. From the podium, I will announce the schedule, recognize our speakers, introduce the opening speaker, present lunch events, afternoon sessions, introduce the our closing speaker, and introduce our vendor and membership chairs to present the vendor raffle.

Each member of the board and conference committee will receive a copy of the podium agenda to ensure that the board and committees are fully informed of the flow of the Conference."

Want to make sure people feel great when they arrive and when they leave

One thing to improve on is registration, have greeters at the front of the hotel

Some sort of way to distinguish people on the conference committee so people can approach with questions

"Conference Helper" buttons

Be sure to wear our badges

Hospitality Meetings/ Devin Bewley, RMPC®

"I intend to continue with mixing the attendees to continue promoting and getting to know the different members. I would also like to find ways to increase the recognition of our Gold Sponsors so that they find more value in sponsoring. I will probably find a way to highlight the Gold table specifically. I would also suggest that we continue offering a free

lunch to first time visitors. However, we do need to be more diligent in following up with those visitors. If they show up how do we get them to join? What did they think of the meeting, how do we get them off the fence.? If they didn't come find out why not and can we get them to commit to coming the next time? I think this should be handled not only by the person who made the invitation but also the membership chair. As long as we keep the cutoff date as the Thursday before the meeting our food options have a wider base. It also makes it easier for planning both with name tags and the number of tables. By being able to give the PPA Event Center a count two days before, we are able to adjust the number of tables to just what is needed therefore saving money for the chapter each month. I believe the budget for this position can stay the same as it has been."

Encourage more sponsors/different sponsors, be sure they are noticeable

Slide show at beginning of meetings while we are networking to have vendor logos, chapter news, board and committee chair photos

Speakers / Mark Cunningham, RMPC® speakers to our monthly lunch meetings with the goal of presenting relevant information in an educational and entertaining format. I believe the primary reason people are involved in Denver NARPM is for the monthly networking and education from monthly speakers so I take very seriously the format of the meetings and invited speakers."

1. January Marcia Waters / DORA / legal updates
2. February Charles Roberts / Your Castle Real Estate / Denver Real Estate Trends 2017
3. March Laura Winn / Transunion / Best Practices for tenant screening
4. May Nancy Burke / Colorado Apartment Association / Legislative Update
5. August Pete Muccio / THS / Topic to be determined

"I am happy to continue as MC in 2017 but am fine if the leadership wishes a change."

January Marcia Waters

Feb Charles Roberts econ

March Laura Wynn TransUnion

April no meeting- conference

May Nancy Burke

June open

July no meeting

August Pete Muccio

September open

October open

Always open to suggestions for speakers

Never budgeted for speakers, haven't had to, still don't necessarily, keep it in mind just in case we want to change things up

From Tony- Have 8 meetings and 1 conference, discuss having a meeting each month, 12 meetings a year, the break at the end of the year may affect renewals (will continue talking about in new business)

Technology, mic situation... have been using from PPA, they charge us. We should continue using their system (or update ours)

Legislative / Rocky Germano, RMPC®

"The Legislative agenda for 2017 should prove to be most challenging. The Colorado Real Estate Commission has indicated there may be a need to require property manager certification or a separate license to perform property management activities in the future. A subject for example that was also talked about last year and could quite possibly come up again this year at the Legislature is rent control. Legislation on the Federal, State and Local level that will affect how we do business will be a fulltime job of monitoring the direction of real estate. We will keep our membership informed as issues arise. We will encourage our membership to get involved by volunteering where possible on the various boards and commissions. A monthly update at our meetings and articles on our website will also serve to keep our membership in touch with current events."

If you see something that has to do with legislature please shoot Rocky and email. He needs our help to keep on top of everything

We need to educate our members on how important it is for us to be involved in the legislation

Rocky has put in an application to be a part of the Real Estate Commission

12:30 PM – 2:00 PM Budget / Geff Kempself Ben Parham / Working Lunch

\$25,0000 in savings account

About \$12,000 in operating

As of 12/31/16 \$37,000 and change

Create a chapter inventory of items... projectors ect, what we have and where it may be

Invoiced in October and did another push a few weeks before the end of the year

Received \$450 from National for member retention, do we need a line item? Adding in

\$531.90 profit share from previous regional conference, not budgeting for since regional conferences are no more

ACTION ITEM: Reducing contributions to \$1000, then will revisit it after the conference and when we have most of our income in

Susan moves that we accept the budget at a loss of \$3500

Bill 2nds

All board members vote to approve

2:00 PM – 3:00 PM New Business

Rockies Tickets? eliminated

Conference 'THE FUTURE IS YOU!'

Update Kate with any changes to name tags when you receive or start a designation so name tag can be updated

Should we ask our members to disclose number of doors so we can use it to market to vendors? Should we have 1 central person? Anonyms survey?

ACTION ITEM: Ben will send a survey monkey to ask our membership how many units

ACTION ITEM: Should we have another vendor/member round table? Form an informal committee with Peter and Brenda to come up with a plan to help our vendors understand and get the business.

Bill: ½ associate and ½ professional members. Think about a way to get the associate members to take the ethics course, how do we make that happen? Sondra reached out to associate members. We should try and have an ethics class each year.

ACTION ITEM: Education Chair reaches out to associate members about the ethics class and we hold the ethics class each year.

ACTION ITEM: Discuss the options to hold more meetings through out the year. Devin will see if the PPA has availability. Think about options and discuss in February.

Brenda- create a special sponsorship for vendors to bring in treats for classes. Bring in a sweet treat and beverages for the class. The vendor can speak before the class starts and give their little pitch. \$100 for exclusive sponsorship, \$400 additional income.

Brenda- provide a sponsorship package, 4 lunches for the price of 3 or something like that. Will create a proposal and present for start in September/October for the 2018 year.

ACTION ITEM: Vendor committee rethink the gold and silver lunch sponsorship prices

Format of luncheon meetings, had conversation of vendors introducing themselves. That brought value to their membership. Need to recognize the vendors more. Reintroduce

process of table to table introductions. Maybe start with just having vendors stand up, or do introductions each quarter.

ACTION ITEM: Vendor committee form and come up with a proposal on how to solve some of these vendor issues.

3:00 PM – 3:30 PM Summary and Closing

Presenting Devin with plaque for volunteer of the year

Presenting Susan with a plaque for her 2016 Presidency

Dated: March 3, 2017

Secretary _____	_____ Kate Roth
Signature	Printed Name

Directors:

_____	_____ Bill Martin
Signature	President - Printed Name

_____	_____ Susan Melton
Signature	Past President - Printed Name

Minutes of the February Board Meeting
Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on
Tuesday, February 28, 2017 at the PPA Event Center, 2105 Decatur St, Denver, CO
80211

Executive Board Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Ben Parham, President Elect
Bob Alldredge, VP 1
Peter Meer, VP 2
Susan Melton, Past President
Geff Kempself Treasurer

09:00 AM Call to Order Roll Call of Members

Kate Roth, Secretary

Approval and Summary of Minutes

- Will email minutes by end of week for today's meeting as well as the planning
- Kate will not be here in March

Geff Kempself, Treasurer

Budget report Non Profit papers filed?

- Remember to change the CC with the hotel at the start of each year for the conference.
- Still in transition to the new accounting company
- Paypal is now showing as an additional bank account and transactions will be imported, will help with tracking. We can transfer any time.
- Is there a way for them to measure budget against projected for the month? Geff is going to play around with the format to see what he can do. Take budget numbers and divide by 12 and have the projected reflect the number of months we are looking at.
- Where are we on membership dues? Non-renew by choice have been removed

Paid PM members 61

Affiliates 23

Support Staff 10

Outstanding-

28 PM

21 Affiliate

1 Support

Lunch attendance for January was 100

88 Member

12 Non Member

67 Registered for February

- Received an email request from Rocky asking for the Chapter to cover his Broker/Owner registration out of the Legislative budget. Justified by being Vice Chair of the PAC.

Lacking in legislative points, may consider this to help gain points.

Sets a bad precedent. When we start paying costs it could open the door. No we do not pay for a members activity in National. If we do it now we could be on the hook for future requests.

Stipend? \$50 to help? Not the intention of the budget line item.

Motion: Geff moves that we consider the request made by Rocky for the request of \$465 to cover expenses

Susan 2nd

Discussion: Consider making some changes? Struggling to get people to participate, get new members, get points for COE. This may not be the answer but what other options do we have?

Vote:

Yes- Susan

No- Bill, Ben, Geff, Bob, Peter, Kate

Motion denied.

Should review our reimbursement policies. Create a committee to come up with suggestions?

COE committee and Legislative should be making some suggestions to boost our exposure on the Legislative side. Should have a plan for what to do with the \$1000 budget for the Legislative committee.

-Tax exempt application was submitted a month ago with no reply. Geff will follow up.

Bill Martin, President

-Bill has sent a letter to all associate members with encouragement to take Ethics Course

-Should we hold an Ethics class and offer it to free for Members? 40% of the membership has not taken the class. \$300 to the instructor and any MPM can teach it. When should we offer it? Susan suggested a morning before a luncheon. How do we motivate people to take it? Should we alter the dues structure to incentivize? Peter will work with Sondra to plan and bring a proposal.

-Speakers for conference now complete.

-Two new RMP® designation recipients Mile Giallanza and Kate Roth

-Membership growth we now rank 7th nationally

Ben Parham, President- Elect

Marketing for 2017 Colorado Property Management Conference

-Website page for conference is done.

-Had 4-5 payments (10 people)

-Finishing an email blast specifically for the conference

- Have an email list from Tony with CO Realtors, debating on if we should send or not, list is from 2-3 years ago and there will be a bunch of bounce. Have to pay for email blast, around \$800 last year.
- Ben will look in to zip your flyer or eflyer marketing to reach out to realtors in the metro area.
- Have a CO NARPM member list, also send to Southwest Region.

Susan Melton, Past President

Assist with Chapter of Excellence

- Our points for the most recent submission were 20-30 points less.
- Need to ask COE person for a copy of the report each year for the Board.
- Looked at the application for areas of improvement:
New Members, Recruitment, mentor program. COE and Membership chair should work closely
- Designations
Not sure if our committees count because they need a Chair and Vice Chair
- Contributions to the PAC
Community Service project
- Need a firm to track us, something like OMG, somewhere we can go to see our stats.

Bob Alldredge, Vice President

Contribution Committee to be formed and meet twice a year

- asking for committee members, need 2 volunteers. 2 meetings per year, spring and fall

Peter Meer, Vice President

Progress report and preliminary budget on Property Management Conference

- Graphic design help, working with a media firm to create the graphics. One booklet as an advertising brochure with no vendor ads as well as one that will be handed out at the conference like last year. They will also take care of the lanyards and signage. Creating a Velcro board with interchangeable panels.

New Business

Adjourn

Denver Chapter Leadership Meeting Agenda
February 28, 2017
10:00 AM

Attendance:

Bill Martin, President
Kate Roth, Secretary
Ben Parham, President Elect
Bob Alldredge, VP 1
Peter Meer, VP 2
Susan Melton, Past President
Geff Kempself Treasurer
Jim Lagan, Designation Chair
Michelle Irons, Chapter of Excellence Chair
Brenda Stifel, Vendor Chair
Rocky Germano, Legislative Chair
Lyle Haas, Membership Chair
Tony Cline, Conference Advisor
Devin Bewely, Hospitality Chair
Johanna Wells, Conference Vendor Chair
Brad Coen, Guest

Absent

Sondra Welsh, Education Chair
Marc Cunningham, Speaker Chair

Lyle Haas, Membership

Update on Customer Relationship Management (CRM)

New members to sign up at Conference?

- Ben and Lyle met and took a look at the system in place and evaluated the CRM situation. Lyle has started pulling information from various websites to start recruiting members. Has received a template from National and then calls National members to try and get them to join the local Chapter.
- Wants to figure out who the new members are in relation to who had been contacted. Looking for a current list, but the new member email Lyle receives will designate if they are a new member.
- Kicking around ideas for new member sign up at conference. Susan found an application for \$50 discount to anyone who signs up for National at the conference

Michelle Irons, Chapter of Excellence

Update on 2016 Chapter of Excellence Report

- COE due today
- 104 points this submission
- Missing Points:
 - Mentor new chapter
 - Mentor struggling chapter
 - Community service
 - Participate in new member recruitment program (make sure Lyle has definition)
 - Low on National attendance
 - New member mentor
 - Education- 4/20

Chapter sponsor education course that isn't NARPM 10/20
Designations lacking in all areas
Newsletters 9/12
Receive 3 pts for each marketing efforts for membership
Legislative issues

-Last year we had 114or 118

Ben Parham, Web and Communications

Update on 2017 Colorado Property Management Conference marketing / registration
Survey monkey to ascertain how many doors are managed by Denver NARPM?
Should we have a Marketing chair position?

-Still working on survey monkey
-Marketing position- something we should seriously consider. Could handle the general email box, fb page. Jim will email designation candidates to see if anyone is interested.

Brenda Stifel / Johanna Wells, Affiliates

Update on new affiliates and conference participation

-1 cookie 3 Golds left!
-New affiliate members, a couple silvers today are new members
-CE Sponsorship, what does it look like? Offer for March class: Need to sign up in advance to be on promo items.
Bring in a snack and drinks
Promo items they want
Recognize on registration page and email blast about class
Introduction at beginning
Display promotional materials
Cost? \$50 to sponsor class. Ben will create sign up form

Susan moves that we go forward with an opening for sponsorship of education classes for \$50 and the sponsor gets exclusive right to promote themselves at the class and provide snacks and beverages at their cost.

Bob 2nd

Discussion: done

Vote- all voting members approve

Sondra Welsh, Education

Update on new classes / additional ethics class?
-absent no update

Jim Lagan, Designations

Update on the launch of #NARPMSmart campaign at Broker/Owner
-#NARPMSmart: new marketing program that National came up with, just a hashtag, they want Designation recipients and candidates to start using hashtag to show their additional education and involvement
-don't forget ALL the designations, not just RMP and MPM
-Jim will create slides and send to Devin to have on slide show before meeting

Tony Cline, Conference MC / Podium Agenda

Each member of the board and conference committee will receive a copy of the podium agenda to insure the board and committee members are fully informed about the flow of the conference.

Have greeters at the front of the Sheraton

"Conference Helper" buttons

-How do we get people to stay to the end?

-Going to raffle off a National Convention registration

-“Ask Me” buttons

Devin Bewley, Hospitality Meetings

Insure affiliate sponsors are noticeable at the conference signage etc.

-Tony suggested for luncheon sign ups- an annual fee if you want to register for whole year. Discount? Saving money when you forget.

-Need to talk about additional meetings at some point.

Rocky Germano, Legislative

Updates

-Federal: issues we should keep aware of

1031 property exchange, not sure which way we are going to go on this one

Mortgage interest deduction

Flood insurance needs to be renewed by September

Rent Control (6 states with current legislation)

FHA restrictions on condos

Call to action- on the state level concerning the builders defect, trying to correct some issues with the law to stimulate condo building

Day on the hill NAR starts 5/15 ours starts 5/17

DORA still talking about certification for Property Managers

Still no decision on the CREC spot that will be open 4/1

New Business

-Lyle attended the CSprings symposium, personalized emails send to attendees, started about 2 months ahead of time, something a marketing person could do

Dated: February 22, 2016

Secretary _____
Signature

Kate Roth
Printed Name

Directors:

Signature

Bill Martin
President - Printed Name

Signature

Susan Melton
Past President - Printed Name

Minutes of the May Board Meeting

Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, May 23, 2017 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Ben Parham, President Elect
Bob Alldredge, VP 1
Geff Kempself Treasurer
Susan Melton, Past President

Absent

Peter Meer, VP 2

09: 00 AM Call to Order / Roll Call of Members

Kate Roth, Secretary

Approval of March 28 meeting minutes
Kate moves to approve Geff's notes as minutes
Bob 2nd
Discussion: none
Vote: all members approve

Geff Kempself, Treasurer

Transitioning to Red Gate Accounting
Paid members, affiliates, support staff thus far
Lunch attendance in March
Projected income from conference
-Making progress with RedGate. A lot of moving parts, working to get everything correctly classified
-A lot of corrections were done in May and will show in June reports
-Conference attendance: 88 pre-registered, 10 more day of sign ups
-Ben will get with Peter to get the hotel booked for next year
-Peter/Sondra will get with National to handle the reimbursement for class turn out
-Contribution for CAA has not been made yet, should get that done sooner than later.
We do not get a bill for that.
-Contributions:

Bob moves to increase the Charitable Contribution budget \$3,500. Bob will meet with his committee and bring the Board a break down of the contributions at the next meeting.

Susan second

Vote: all voting members approve

Ben moves we add an expense item to the budget for Food/Charity drive.

Susan second

Vote: all voting members approve

Membership Update:

82 Professional

45 Affiliate

12 Support Staff

Outstanding:

22 Professional

17 Affiliate

Bill Martin, President

Begin thinking about nominations for the 2018 Board of Directors / Election in September

-Need to be thinking about BOD nominations, coming up in September this year. Susan is chair for nominating committee

-Historically the incoming President works to fill the Board positions

-Ben and Susan will work together to fill positions

-Bob would like his position one more year and then would like to step back

-Any suggestions for the Board?

Ben Parham, President - Elect

Conference Survey Responses

-Responses were positive again, 20 so far

35% said it was reliable

65% thought high quality

75% thought it was useful

Good response about the sessions meeting their needs.

General consensus was that the speakers were high quality.

100% said yes they will return next year.

Vendors in the ballroom- have a premium to be in the ballroom?

Vendors gave feedback that they like being in the big room because it felt more inclusive and they learned something about our side of the industry as well.

Larger room next year? Need to determine before making reservation

Susan Melton, Past President

Proposal from Fourandhalf.com

Tracking Chapter of Excellence Statistics

-Current budget is \$1500 for general marketing

- fourandhalf would be \$2,738. Understanding is we are stuck for a year and then go m2m

Bob moves we elect to use fourandhalf to do the Chapter marketing with an implementation budget for \$1,550 and \$99 per month for 12 months with an effective date of June 1 2017

Ben second

Vote: all voting members approve

Bob Alldredge, Vice President

Report on Contribution Committee

-\$3,000 line item budget

-Raised funds for meals on wheels at Holiday party, not included in budget

-At Conference it was mentioned National is looking for contributions to the President's event at the National Conference. Bob is proposing we make a \$500 contribution from the chapter, and have this built in to next years budget.

-Have an in and out line item for the Holiday Party contribution. In the past we have taken the funds in as the expense and then cut the check for a net zero.

-We have an income line item for Food Charity drive, does not show on the budget since it zeros out. Will create line items so we can see it on the budget.

Peter Meer, Vice President

Absent due to Teacher Training at NARPM National.

New Business

Adjourn

Committee Chair and Board Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Bob Alldredge, VP 1
Peter Meer, VP 2
Susan Melton, Past President
Geff Kempself, Treasurer
Jim Lagan, Designations Chair
Michelle Irons, Chapter of Excellence

Lyle Haas, Membership Chair
Devin Bewley, Hospitality Chair
Marc Cunningham, Speakers Chair
Brenda Stifel, Vendor Chair

Absent
Ben Parham, President Elect
Sondra Welsh, Education Chair
Rocky Germano, Legislative Chair

Lyle Haas, Membership

- 49 Professional and 43 Associate members
- total of 92 (using website)
- Support Staff 9 (using website)
- Affiliates 53 (using website)
- National shows 117 Professional Members
- We received \$10 per member if we retain more than 90% of the membership. We received a check for \$1170
- We have 14 people have joined since January
- Great representation at the conference, unfortunately no new sign ups
- Need bullet points for the fourandhalf implementation, Lyle will come up with these
- CAA has their annual State Conference, we had a small booth, do we want to participate this year? Peter is looking in to this
- CSprings has already reserved the booth and are asking if we want to be involved; Devin has been talking with Scott in CSprings. Devin and Pete will get in touch about this.
- October 4-6 at the Omni in Broomfield

Michelle Irons, Chapter of Excellence

- Articles in newsletter and Residential Resource get us points
- National Convention attendance gets us big points

Ben Parham, Web and Communications

- (Bill) Nothing negative said in the surveys we received. 100% said they would return, last year 67% said they would return.

Brenda Stifel, Affiliates

- Good feedback from the vendors at the conference.
- They really want to get involved
- Sold out on the conference

Sondra Welsh, Education

- Absent
- Working on an Ethics class for August, most likely going to be free

Jim Lagan, Designations

- Presentation and conference went well. Decent attendance.
- Defined what they are, value, why important
- Questions from current candidates about the process
- Going to send out a monthly email to all candidates covering suggestions of how to get points

Tony Cline, Conference MC / Podium Agenda

absent

Devin Bewley, Hospitality Meetings

- Holiday party, Devin is working on getting a Chair, party on December 5th

Rocky Germano, Legislative

Absent

Marc Cunningham, Speaker Chair

- Nancy here today
- Dennis Green in for June meeting, HUD investigator
- Pete M legal update for August
- September and October are still open

New Business

- Total office membership?

Adjourn

Dated: June 12, 2017

Secretary _____	<u>Kate Roth</u>
Signature	Printed Name

Directors:

_____	<u>Bill Martin</u>
Signature	President - Printed Name

_____	<u>Susan Melton</u>
Signature	Past President - Printed Name

Minutes of the June Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, June 27, 2017 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Ben Parham, President Elect
Peter Meer, VP 2
Geff Kempself Treasurer
Bob Alldredge, VP 1

Absent

Susan Melton, Past President

09:00 AM Call to Order Roll Call of Members

Kate Roth, Secretary

Approval and Summary of Minutes

-Kate moves we approve minutes from May

Geff 2nd

Vote- 5 approve, 1 abstain

Approved

Geff Kempself, Treasurer

Budget

-Overspent cash in May due to paying off the Sheraton, however we are still sitting ok in the bank accounts

-Necessary to have the month closed out within the first week/week and a half of the next month, working with RedGate to get that done

Transitioning to the new accounting company Red Gate

Paid members, affiliates, support staff thus far

-Professional 84

-Affiliate 48

- Support Staff 12

Total 144

Final figures from Conference

-profit just about \$5800

Bill Martin, President / Ben Parham, President Elect

Co-proposing with President-Elect Ben Parham evaluating the Retreat venue with an alternative proposal.

-Looking for same quality meeting, perhaps a little less expense

- \$5000 is the budget now, going to increase as we grow, could the money be used in a better spot?
- Instead of overnight, reserve a venue and do the all day retreat and still go out for a nice meal, but cut the hotel night
- Only have board members stay the night, have the chairs come up the next night
- Not have chair people come and just have the board
- This issue came up a number of years ago, a smaller retreat was planned, didn't go over as well.
- Look at the broad picture, what is the purpose? Serves a multitude of objectives, main one is planning which can be done anywhere, another is a thank you for your years service and here is what we are doing for you. Meeting in Denver there are distractions, meeting somewhere else (maybe with no cell service) helps with the focus so we get things done. Good training for replacements. Incorporating chairs and co chairs helps to get people in tune for future roles.
- Now we have a November planning meeting, officers and chairs, implemented to help grow people into positions.
- What is most effective? Results, rewards and budget items.
- Great team building aspects.
- Is it worth \$5,000?
- What about just the board stays overnight? Being on the board is a larger commitment than being a chair. Have a board meeting the afternoon before to prep for having the chairs up the next day.
- Top goal/bottom line is effectiveness... value for the dollar spent.
- Maybe we haven't sold the idea to the general membership as well as we should have. How to get involved
- AAMD publishes their budget for all to see, is this something we should be doing? People are always going to disagree. Need to look past just the initial thought and see where we want to go.
- If we are already doing a planning meeting in November, do we need to plan with the same people? Maybe do the planning meeting in November and have a nice meal then just the board retreat in January.
- Pete suggests Bill and Ben put a specific proposal together. There is consensus that we should change something. Have it ready for a decision to be made in August.

Co-Proposing with President-Elect Ben Parham evaluating and considering a new venue for the 2018 Colorado Property Management Conference and possibly hiring an event coordinator.

- comments from the conference... by having it at the same place can give the idea that it is the same old conference.
- South of Denver? Somewhere a little more accessible to the springs?
- Access, parking and cost?
- Ben will look in to different venues and give us ideas
- Event planner? Just a thought, suggestion to bring in some professional help in certain areas.
- someone for all the details
- to ensure the strength of the conference we need some continuity, this could be the benefit to the event planner
- Costs: if they do everything \$5000, if volunteers help \$3-3500

Venue selection coordination, selection of meals, vendor management, manage registration, provide updates, assist with FB marketing (additional), set up and tear down, make recommendations for next year...

-Worth looking in to

-Looking for someone to oversee everything, and deal with the hotel. Maybe we need more of a coordinator not a full on planner.

Nominations due shortly

Ben: Outstanding unpaid professional members 22 Affiliates 17 Update

Susan Melton, Past- President

Absent, no report

Nominations?

Do our committees need a Chair and Vice Chair to gain more points of COE?

How do we track our statistics on COE?

Bob Alldredge, Vice President

Contribution Committee to be formed and meet twice a year

-doesn't really take a committee to do all of this

-voted to make a \$500 contribution to the PTSD organization at the National conference.

Bob moves to make a \$500 contribution to the PTSD organization at the National Conference in October

Kate 2nd

Discussion- how does this play in to the budget?

We had pulled back some of our budget at the retreat to see how we did through the year.

Could we potentially look to approve this in September?

We don't have a big picture of our cash flow just yet.

The budget started at \$3000, raised it to \$3500 in May. We have not committed to any of the funds yet. Last year we raised \$1500 for meals on wheels and that is not part of the contributions budget, and AAMD \$5000 is a separate line item as well.

Vote: all voting members approve.

-We did contribute to the food bank of the rockies about \$3000, concept was they could make the money go 4x further than us just buying turkeys. Bob toured facility.

Bob proposes officers attend a tour of the FBOR, provides an opportunity to see what they really do. Adds a great prospective on how we feel about the contribution

-If we are happy with the tour, the accept volunteers for 2-3 hour sessions. We could ask the membership if they want to spend a few hours. This is a great way for us to get out in the community. Can be scheduled for say early November when it may be easier to take the time away from the business.

Officer tour- Bob will set up for after August meeting, or another day in August.

Tour of Facility

Peter Meer, Vice President

No report at this time.

New Business

Adjourn

Committee Chair Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Bob Alldredge, VP 1
Peter Meer, VP 2
Geff Kempself Treasurer
Jim Lagan, Designations Chair
Ben Parham, President Elect
Tony Cline, Conference Advisor
Marc Cunningham, Speakers Chair
Brenda Stifel, Affiliate Chair
Sondra Welsh, Education Chair

Absent

Rocky Germano, Legislative Chair
Susan Melton, Past President
Michelle Irons, Chapter of Excellence Chair
Lyle Haas, Membership Chair
Devin Bewley, Hospitality Chair

Lyle Haas, Membership

absent

- Need bullet points for the Fourandhalf implementation
 - Have access to FB, Ben giving them access to Google. New NARPM logo has been updated across our social media, things have been getting cleaned up.
 - need a script for what we want the white board video to say
- Colorado Springs has booth, do we want to participate?

Michelle Irons, Chapter of Excellence

Absent

Ben Parham, Web and Communications

- Marketing position is something we should seriously consider- do we need this now that we have outsourced to fourandhalf? Leave as is for now
- Non payers are being removed from the site

Brenda Stifel, Affiliates

Vendors want more involvement in the Conference/larger room
-lots of new vendors are signing up, and they want to be active!

Sondra Welsh, Education

-2 classes lined up, September with Wes Wollenweber, advanced fair housing on difficult modifications and accommodation issues. Will be 3 hours of CE
November- Rob Lynde CE class on trust accounting
Waiting on break down of class details.
January/February we will do the update class
Another ethics class in 2018

Jim Lagan, Designations

- going to be sending out monthly emails to candidates to give them tips on how to get points.
- is there a more accurate way to get candidate information? National website is still the best way
- New ways to earn points!

Tony Cline, Conference MC / Podium Agenda

Feedback, need to do more with networking and meeting people, what about a happy hour/mixer at the end?

Felt like the meeting was hijacked a little by Gayle and Andy with the raising money for the charity, didn't know they were going to do that, didn't have the proper equipment.

Next year we should set some time aside for them to make their pitch.

Last minute presentation wants... should be handled before and schedule

Devin Bewley, Hospitality Meetings

No report

Rocky Germano, Legislative

Absent

Marc Cunningham, Speaker Chair

-Happy to continue on and won't be offended if there is someone new, we would be happy for Marc to stay on.

New Business

Carolyn Rodgers from C Springs has been appointed to the RE Commission

Mid term comment from the President, thanks for laughing!

Adjourn

Dated: June 27, 2017

Secretary

Signature

Kate Roth
Printed Name

Directors:

Signature

Bill Martin
President - Printed Name

Signature

Susan Melton
Past President - Printed Name

Minutes of the August Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, August 22, 2017 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Ben Parham, President Elect
Bob Alldredge, VP 1
Susan Melton, Past President
Peter Meer, VP 2
Brad Coen, 2018 Conference Chair
Geff Kempself Treasurer

Absent

09:00 AM Call to Order Roll Call of Members

Kate Roth, Secretary

Summary and approval of minutes

Kate moves to approve July Min

Ben 2nd

Kate, Ben, Bill, Susan approve, Bob abstains (did not receive until today)

Geff Kempself, Treasurer

Budget / Possible MTM column comparison with prior year?

Paid members, affiliates, support staff thus far

RedGate is increasing the fees, Geff protested, they agreed to keep our initial price thru the end of the year.

\$200 to \$235ish, a 23% increase

Still working through a lot of issues, they are still learning our systems. Ben and Geff have been chipping in a lot of time still.

Tax-Exempt status, Geff is still working through, should be tied up by the end of the year.

-Add a month by month comparison for the year?

Bill Martin, President / Ben Parham, President Elect

-Recommendation that Bob Alldredge negotiate a reduced rate with Highland Haven Inn for the Retreat. Bob- we have been getting a discount from Highland Haven, but will try to push further to see what we can do. Agree to training new people, but do we need the large number? Maybe the November meeting should

be used more for training than the January decision making. Maybe have just the main people go to the overnight, or a requirement that you have to have been serving for a whole year to go for the overnight. Own room- special accommodation, pay extra? No 2 people from the same office room together? If someone wants their own room they can book and pay on their own. Bob will get a cost sheet out so the Board can review it. Will review at the September meeting.

- Recommendation that there is a set dollar limit for dinner at Black Hat or in the alternative a set menu for dinner at the Black Hat for the Retreat. Special menu, not have the full menu, pre-determined.
- Thought is that we do not want to do away with the team building the night before, just trying to reign in the cost. Goal is to save about \$1000.
- We will be at the Sheraton Denver West for the April 11–13, 2018 Colorado Property Management Conference. Other properties are under consideration in the future. The cost should be about the same, possibly a \$50-\$100 increase.
- Wouldn't hurt to look in to new venues as we grow.
- Event planner update- Ben spoke with one to see if it could be beneficial. Something to keep in mind but probably don't need at this time. Projected cost was \$4000 or \$5000. (discounted price taking in to account our level of volunteerism) Could there potentially be a way to ease in to this, not give them everything at once. Beneficial to sub contract just the marketing portion? Could four and half help with that?

Ben Parham, President-Elect

Nomination Slate:

Ben Parham, President

Kate Roth, President-Elect

Bill Martin, Past-President

Geff Kempself, Treasurer

Mike Giallanza, Secretary

Bob Alldredge, Vice President

Peter Meer, Vice President.

Bill moves to vote on the slate for 2018, all voting members approve. Will be announced to the membership at today's meeting. Vote will be in September.

Ben moves that we notify the membership of the slate by electronic means for this year

Geff 2nds

Vote-All voting members approve

Susan Melton, Past- President

Do our committees need a Chair and Vice Chair to gain more points of COE?

Vice chair at November meeting, Chair at January retreat.

How do we track our statistics on COE? National tracks for us

Bob Alldredge, Vice President

Possible Board only meeting at November Planning meeting. – leadership, Board, Chairs, Co-chairs, incoming, committee members

Tour of Food bank of the Rockies- Board touring today, hopefully generates a volunteer day for our membership

Attendance at CAR- Bob following up with Colorado Springs for our involvement

Peter Meer, Vice President

Brad Coen will be Chair of the 2018 Colorado Property Management Conference

Peter Meer will serve as Co-Chair.

New Business

-Four and half update- combined FaceBook pages, have gotten all the social media accounts we have in line. Ben and Susan are only 2 admins aside from them

-Kate will explore options to work with the Women's Council of Realtors for an event

Adjourn

Committee Chair Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Bob Alldredge, VP 1
Peter Meer, VP 2
Geff Kempself Treasurer
Jim Lagan, Designations Chair
Ben Parham, President Elect
Marc Cunningham, Speakers Chair
Brenda Stifel, Affiliate Chair
Susan Melton, Past President
Devin Bewley, Hospitality Chair
Brad Coen, 2018 Conference Chair
Michelle Irons, Chapter of Excellence Chair
Lyle Haas, Membership Chair
Rocky Germano, Legislative Chair
Brandon Scholten, 2018 Web and Communications Chair
Tony Cline, Conference Advisor

Absent

Sondra Welsh, Education Chair

Lyle Haas, Membership

- Count from the website, 76 Professional/Property Managers, 9 support staff, 40 affiliates
- Send email introducing self right after National says someone joins National but has not joined the Denver Chapter. Has connected with a few people who said they are coming.

Michelle Irons, Chapter of Excellence

- compiling information each month, Summer slowed it down. Reviewing the Residential Resource for chapter member involvement.
- Paperwork due February 2018
- So far we are looking good, membership is the biggest thing. Retention and New

Ben Parham/ Brandon Scholten, Web and Communications

-

Brenda Stifel, Affiliates-Mentioned affiliates want more input in to the conference: everyone had a good experience, but want to get more involved. Need a vendor chair for the conference. Better visibility based on floor plan. Add the drawings back. Would they appreciate being back in the main room? Brenda thinks not, they tend to network with each other when we are in the main room. Maybe a 2 tier vendor table option, one in the room, one outside. Survey the vendors as to what they may like.

Sondra Welsh, Education

- Advanced Fair Housing for September cancelled, no replacement
- Rob Lynde Trust accounting in November

-Ethics class in 2018- National offering free class online through the end of the year

Jim Lagan, Designations

-Working with National, vote for some changes to the designation program. Nothing will affect us right now, took care of some inconsistencies. Will work with Devin to get a slide up for designations at the meetings.

Tony Cline, Conference MC / Podium Agenda

Devin Bewley, Hospitality Meetings

- Holiday Party; When is it? Not on the calendar- December 5th
-Will be having a committee meeting to get started

Rocky Germano, Legislative

-PAC was started on National level 3 years ago. Rocky was elected as Chairman spring of 2017
-Silent Auction will be a fund raiser in Orlando
-Asking the chapter to donate something for the Silent Auction in Orlando

Marc Cunningham, Speaker Chair

-Have speakers lined up for the rest of the year
Pete Muccio, today
Allison- September, director of housing, new speaker
October- Pete's wife with a legal update

New Business

Adjourn

Dated: June 27, 2017

Secretary

Signature

Kate Roth
Printed Name

Directors:

Signature

Bill Martin
President - Printed Name

Signature

Susan Melton
Past President - Printed Name

Minutes of the September Board Meeting

Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, September 26, 2017 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Ben Parham, President Elect
Bob Alldredge, VP 1

Peter Meer, VP 2
Brad Coen, 2018 Conference Chair
Geff Kempself Treasurer
Susan Melton, Past President

Absent

09:00 AM Call to Order Roll Call of Members

Kate Roth, Secretary

Summary and approval of minutes

Kate will email and we will approve via email.

Explore options to work with Women's Council of Realtors for an event.

Kate will meet up with Sue (incoming President) and see what options there may be

Geff Kempself, Treasurer

Red Gate Accounting will increase our month fee by 23% beginning 2018

Budget / Possible MTM column comparison with prior year?

-RedGate is not very responsive and Geff usually has to reach out to them. There have been a number of clerical issues.

Ben has a woman who works with him who is willing to take on the accounting for the Chapter. Ben's bookkeeper is interested. She is willing to take this on for the \$200 per month. She would continue to work mainly with Geff but Ben would be there to assist as well.

What we need from RedGate is probably a little more than they expected for the price they quoted us.

Geff moves to transition from RedGate to Megan Wertz effective 1/1/2018, but start working with her for invoicing this October. We will cancel our contract with RedGate mid November for the end of 2017 and create a contract with Ms. Wertz to pay \$200 per month for accounting services.

Bob 2nd.

Discussion: Ben will work on a contract for Ms. Wertz and will have Bill sign.

Vote: All voting members approve.

86 Professional Members

51 Affiliates

13 Support Staff

150 Total Members

We are just about breaking even on our monthly lunch expense.

We are currently over budget for the year by about \$1773. We made a little less on the conference than expected.

Bill Martin, President / Ben Parham, President Elect

Recommendation that Bob Alldredge negotiate a reduced rate with Highland Haven Inn for the Retreat. (See notes under Bob's section)

Recommendation that there is a set dollar limit for dinner at Black Hat or in the alternative a set menu for dinner at the Black Hat for the Retreat.

We will be at the Sheraton Denver West for the **March 14-15*** Colorado Property Management Conference. ***NARPM Broker Owner changed dates to April 2018**

Retreat discussion to maintain present format with some cost savings, potential limit of those attending to insure a quality team sharing and building retreat environment.

Ben Parham, President-Elect

Nomination Slate: Will be installed today

Ben Parham, President

Kate Roth, President-Elect

Bill Martin, Past-President

Geff Kempself, Treasurer

Mike Giallanza, Secretary

Bob Alldredge, Vice President

Peter Meer, Vice President.

Ben moves to approve the above listed slate to be elected by membership for 2018.

Bill 2nds

No discussion

Vote: all voting members approve

Susan Melton, Past- President

Do our committees need a Chair and Vice Chair to gain more points of COE?

Food Bank of the Rockies is sending information to her office.

Need to change the mailing address to the Chapter to a main address.

Lets get a UPS Box or PO Box. Something close to the PPA.

Ben makes a motion that he will set up a Post Office box with the UPS store closest to the PPA event center.

Geff 2nd

No discussion

Vote: all voting members approve

Bob Alldredge, Vice President

Report on Highland Haven and Black Hat prices

-We have been receiving a discount for a number of years.

Based on the rooms used last year, market rate would have been \$2664, and we paid \$2200.

Total cost as best that can be determined should have been \$4466 and we paid \$3491, net savings of \$966.

-they have 7 rooms where they will accommodate 2 people, 2 of the rooms retail at \$499 and \$355, we are getting them for \$325 and \$320

-17 people attend, at least one would have to have a single, then odd number of women and odd number of men make it different. 2 singles equal the cost of a double so no savings there.

-Need to know how many we will have, Bob has counted 17 but we have a mystery person....

-Meals: Black Hat has not responded. Bob looked at the menu online but they don't have prices. They have an early diner special from 4:30-6, pretty decent menu. You get a salad, entrée, and dessert for

\$32 per person. Could save us about \$400-500 on dinner. Best option is if we can get them to extend this to us.

-Numbers include \$115 for lunch.

-Could potentially save about \$1,000 if we can get in an even number

-Dates are January 17th-18th, arrive around 4-5pm. Dinner is usually 6-6:30pm

-Have an even number of people for rooms now.

Evaluate who attends the retreat

Food Bank of Rockies Video? Ben looked at the YouTube

Attendance at CAR Colorado Springs

-Bob reached out to Scott and has not heard back from him. Event is next week. We were going to offer the NARPM display. Bob will let us know if/when he hears something from him.

Peter Meer, Vice President

Brad Coen will be Chair of the Colorado Property Management Conference March 14-15, 2018

Peter Meer will serve as Co-Chair.

Brad will not be able to attend the meeting.

New Business

Rocky- asking the Board to provide a donation to the PAC silent auction. Would like us to participate again. Now people will be able to bid remotely. Rocky would like to see us do a gift card for airlines. Requesting \$400 gift card for Southwest.

Rocky moves that the Denver Chapter donates a \$400 Southwest airline gift card to the PAC silent auction. This will come out of the Legislative budget.

Ben 2nds

Vote: all voting members approve.

Charitable contribution questions have come up. Some comments about how our Chapter assists Huston/Florida/Puerto Rico. Committee should make the decision then bring to the Board, should be a broad contribution of some sort.

National has something set up, should we make a donation to that and let them figure out where it goes? Bob will follow up on that.

Adjourn

Committee Chair Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Bob Alldredge, VP 1
Peter Meer, VP 2
Geff Kempself Treasurer
Jim Lagan, Designations Chair
Ben Parham, President Elect
Marc Cunningham, Speakers Chair
Brenda Stifel, Affiliate Chair
Susan Melton, Past President

Devin Bewley, Hospitality Chair
Michelle Irons, Chapter of Excellence Chair
Rocky Germano, Legislative Chair
Brandon Scholten, 2018 Web and Communications Chair
Tony Cline, Conference Advisor
Sondra Welsh, Education Chair

Absent

Lyle Haas, Membership Chair
Brad Coen, 2018 Conference Chair

Lyle Haas, Membership

Updates for the Fourandhalf implementation
New members?

Lyle has resigned from the Membership Chair position for 2018. We need someone to replace him.

Michelle Irons, Chapter of Excellence

Suggestions for more Chapter involvement to gain more points for COE
Articles for Residential Resource
Reviewed everything and we look to be on track.
Amanda McLean will have an article published in December.

Ben Parham, Web and Communications

Marketing position on hold for time being with outsourcing to fourandhalf
Brandon will be the new website chair and they are working on the transition.
Fourandhalf is looking good. Ben and Lyle met to discuss message for white board video and have passed the info along. Fourandhalf will tailor it and produce. Main goal is to get new members. Stressing networking, education, advocacy, all things we gain from being a member.
Education
Freely sharing info
Keeping apprised of legislative and key issues in industry
Vendors that understand our industry
Friendships
Etc.

Having an issue getting our Google Place page verified due to mailing issues.

Brenda Stifel, Affiliates

Chairperson for 2018 Colorado Property Management Conference ?
Sent out a survey for the sponsors for last years conference. The response seemed to go along with what was verbalized to Brenda at the conference.

Sondra Welsh, Education

Classes for Colorado Property Management Conference March 14-15, 2018
Rob Lynde Trust Accounting in November
Another Ethics Class in 2018

2 upcoming classes to register online for. Trust Accounting Class November 8th. January 23rd Commission Update class.

Conference:

Submitted request from National. Probably won't hear back until January

Marketing for Property Managers- may not have CE credits? Tony is willing to submit it for CE credits. Pete is worried it may not be approvable. If we look at the outline it may still be ok.

In house Maintenance: How to run and profit from a successful class

Trying to get Ethics.

April- trying to get Phil Klass to do a class after the meeting.

Jim Lagan, Designations

Spread sheets from National for comparison with other chapters on members with designations

Have a new RPM candidate-Brandon

Denver- 120 members, 19 hold a designation, 6 MPM, 13 RMP

Candidates- 3 MPM, 11 RMP

Colorado Springs- 93 Members, just slightly higher for total number as candidates or holding in proximity to total membership.

Would be nice to drive our numbers up, have not increased much.

Rocky will be presented with his RMP next meeting!

Devin Bewley, Hospitality Meetings

Progress on Holiday Party Chair and committee

Flyers are out for packages this year. We are going to support Habitat for Humanity in hurricane affected areas. Reached out to National and will have donations directed to Florida and Texas.

Would like to raffle off a membership for 2018.

Party is on December 5th.

Looking at adding sponsorship choices to be selected when registering.

Brad Coen, Colorado Property Management Chair

Update from Pete:

Format changes, breakouts are popular but have done them for several years. Take more of an approach like the Colorado Springs Symposium.

Regular breakout sessions in the morning like usual.

Afternoon, 3 attorneys with different subjects each presenting for 2 hours and each will have CE credit. Subjects to be decided. Pete Muccio, Phil Klass, Corky Eby. Let them pick relevant subjects and get CE credit.

Food for lunch: suggested changing the menu

Vendors: 21 spots in the general area that we use. We can sell more. Using the large room as well give us more room.

Rocky Germano, Legislative

Denver NARPM contribution to NARPM PAC Silent Auction in Orlando

Board has approved a contribution to the NARPM PAC auction for Orlando. Board approved \$400 Southwest airlines gift card. Members of NARPM can bid on items remotely. Similar to eBay.

Marc Cunningham, Speaker Chair

Allison George with Colorado Housing today. First time she has visited our group. Give us some insight to what the state is looking at for housing going forward.

Mrs. Meer in October to speak about legal issues.

Have not started looking at next year, please give Marc feedback as you see fit.

New Business

Retreat: trying to save some money on it. The Board has voted on a few things:
Cost was getting out of hand, worth while event but need to cut back some. Trying to improve cost of rooms. Working on a special menu with Black Hat. We may go up a little earlier to do happy hour before dinner.

Tony has agreed to be our MC at the conference in 2018.

-Brad is in charge so Tony will fill in where needed. The key thing is that we need to provide a good quality experience. They will forget what they learned but will always remember how they are treated. Really communicate schedule, a little humor where you can. Keep things on schedule and be flexible if needed.

Tony worked with National Leadership to re-negotiate the contract with OMG. Reidentified compensation points and renegotiated contract with where we all want to see NARPM go.

Tony- involved at National level to pull together data from survey that will be going out. Trying to figure out how to make a searchable database for podcasts and videos for the members. Use the information to create awareness of the National organization.

Ben- after last months meeting a group of the Board went to Foodbank of the Rockies to tour the facility. They need volunteers to package up the food. Putting together a volunteer day for the Chapter. Looking at November 7th from 8:30am-noon. Would like to get the Chapter involved. Hoping to have around 35 people, Ben will solidify everything. The 7th, 9th, or 14th are other possibilities. If those dates don't work then we would look at early 2018.

Adjourn

Dated: September 27, 2017

Secretary

Signature

Kate Roth
Printed Name

Directors:

Signature

Bill Martin
President - Printed Name

Signature

Susan Melton
Past President - Printed Name

Minutes of the October Board Meeting

Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, October 24, 2017
at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Ben Parham, President Elect
Bob Alldredge, VP 1
Peter Meer, VP 2

Geff Kempself Treasurer
Mike Giallanza, Incoming Secretary

Absent
Susan Melton, Past President

09:00 AM Call to Order Roll Call of Members

Kate Roth, Secretary

Summary and approval of minutes

Kate moves to approve September minutes

Bill 2nd

Vote: all voting members approve

Possible to change from Pay Pal to save some money

-set up a conference call

Thoughts on becoming President-Elect

Geff Kempself, Treasurer

Cancel Red Gate Accounting mid- November effective 12.31.17

Move Bookkeeping to Megan Wertz (Ben's bookkeeper) effective 01.01.18

-working on invoicing for 2018 dues

-started the transition from Red Gate to Megan

How can we do better?

-hope to find ways to simplify the position

-Geff moves the financials are approved

Bill 2^{nds}

Vote: all voting members approve

Bill Martin, President

Recommendation that Bob Alldredge negotiate a reduced rate with Highland Haven Inn and the Black Hat for the Retreat.

Consider a Log In ID for membership identifying category of membership

-not possible with our current software. We could look at association software for that, but that would be an added cost.

How can I do better?

-good job at the inspirational part of it and being a good cheerleader for the organization

-we always had the tools for the meetings in time and it was very organized

Ben Parham, President-Elect

Contract for Bookkeeping services Megan Wertz to be signed

-contract is just about done. Was going to start with the Red Gate one but it was very corporate, writing it from scratch

Set up Post Office box close to PPA

-closest ones to PPA are in Downtown, so next closest is near Sloans Lake. Geff and Ben will go there to get things set up.

Thoughts on being President

Main Goal: work on membership. We have roughly 90 professional members, but we have 100's of Property Managers in the area that don't even know we are around. Tony Cline has accepted the Membership Chair position. We need everyone as a group to work on our vision of increasing the membership. How is each Chairperson going to help us get new members.

The most under utilized position across the country is the Past President. They are the best ambassador to the chapter. Use the position to help new members feel welcomed at each meeting.

Any suggestions about building membership are appreciated.

-Company membership concept, that could help companies save money and could be an easier sell. Looking at the support staff part of that. What dues do support staff have to pay? National and Chapter can be expensive.

-We should see what other chapters are charging for dues, years ago when Mike looked at it we were one of the most expensive chapters. Yes, we do the free update, maybe we throw in another class? Their perceived value isn't what we really offer.

-Introductory offer?

-Ethics course, Ethics standards- attracting new members needs to be coupled with the Ethical behaviors we support.

-Some chapters don't charge for property managers, they get their revenue from the affiliates.

How can we do better?

Susan Melton, Past- President

Thoughts and comments as Past-President

How can we do better?

Absent

Bob Alldredge, Vice President

Report on Highland Haven and Black Hat prices

-good with Black Hat special menu. Highland Haven has been giving a discount. Another option is there is a suite/bedroom off the meeting room that can be used and it is substantially less than and room. We will look at this option.

-Food Bank of the Rockies Video / Ben coordinating?

-Ben emailed them and has not received a response back. November may be too close. Would first quarter 2018 be better? The online sign up is driven more towards the individual. Is there a better way for a group to sign up? They have a lot of YouTube videos that we can send out to the membership or even have playing at the Holiday Party.

Evaluate who attends the retreat / need exact numbers of those attending

-will finalize at the November meeting

How can we do better?

-Attending the AAMD legislative meetings, need a better way to pass the info along to the chapter. Very important information and we need to get the info to the chapter.

Peter Meer, Vice President

Commitment from Marcia Waters to be key note speaker at 2018 Colorado Property Management Conference.

-Conference report:

-Frustrated about the Associate Membership

Peter moves: the online lunch reservation system should show a price of \$30 for the associate member as well as the following sentence:

"If you have not taken the NARPM ethics course within the last 4 years, you are an associate member"

Ben 2nd

Discussion: a large number of members have not taken the Ethics course. National has about 40% of the Membership is an associate member. The associate members pay more, they cannot receive their designations, they cannot be chapter leadership. We should start enforcing it with the Denver Chapter. We suspect most of them do not know what an associate member even means. Right now we are on an honor system and they are probably showing that they are Professional Members. Sondra has planned an Ethics class for the Conference in March. If we could generate some interest we could offer the class at a better time of year. Then we could track it better and make a push for the membership to go.

How do we track Ethics? Most people don't know when they have to take it. National may not be a big help with that.

Use the meetings to push the Ethics class.

Tracking should fall on Membership Chair, or Education Chair?

If we do a better job on keeping our website current and bring attention to it each meeting that will help. And if you aren't sure check the website and sign up.

Do we want to ask Marc to go back and start the ethics push at meetings.

In addition to the free update maybe we offer Ethics every other year.

The ethics class is available online

- The key is tracking, we as the leadership need to track

- A cycle of important classes every 4 years is a good plan.

- Why not just make the online class free at the National Level, Peter will present to the professional development committee.

- According to National we have 120 members, of those 23 are associate members, 19%

- Amended motion:

The online lunch reservation system should show a price of \$30 for the associate member as well as the following sentence:

"Associate Members have not completed NARPM's 3-hour Ethics course. If you have not taken the NARPM ethics course within the last 4 years, you are an associate member."

Bill 2nds the amended motion.

Vote: all voting members approve.

How can we do better?

New Business

Adjourn

Committee Chair Meeting

Attendance:

Bill Martin, President
Kate Roth, Secretary
Bob Alldredge, VP 1
Peter Meer, VP 2
Geff Kempself Treasurer
Ben Parham, President Elect
Brenda Stifel, Affiliate Chair
Devin Bewley, Hospitality Chair
Lyle Haas, Membership Chair
Rocky Germano, Legislative Chair

Brandon Scholten, 2018 Web and Communications Chair

Absent

Sondra Welsh, Education Chair
Jim Lagan, Designations Chair
Marc Cunningham, Speakers Chair
Susan Melton, Past President
Brad Coen, 2018 Conference Chair
Michelle Irons, Chapter of Excellence Chair
Tony Cline, Conference Advisor

Lyle Haas, Membership

Update on membership

- total of 153 members not counting members at large. Members at large could add about 30 if we could get them to join the chapter.
- in January focus on who has paid dues. Dues paid members to Denver we are down about 17% How can we do better?
- surveys... did not instigate a survey this year. Should be asking why they are not renewing, or why they do continue to renew. Could be significant in keeping us in the loop
- Feedback would be great to have
- Support staff members may not be coming because they don't feel it pertains to them
- We have been consistently #7 or 8 and we have dropped, how does this happen. Have the other chapters been doing membership drives? National is not aware of anything
- Do we do anything to recruit members? Historically we have not. There have been talks of a drip campaign or marketing through the website. We have lists of at large members and Realtors in the industry. Only an idea at this time
- Word of mouth is going to be the best way to grow the membership.
- Do we think pushing the company membership may help the membership grow? Should we look at a company membership at the Chapter level? Yes, something to look at.
- IREM? Supposedly have a good chapter here, we should reach out to them and introduce them to NARPM
- 2 classes per year just about covers your dues

Michelle Irons, Chapter of Excellence

Absent

Ben Parham, Web and Communications

2018 Colorado Property Management Conference marketing on website

- Ben met with Brad for pricing structure.
- Brenda is meeting about the affiliates to start the marketing there
- need be sure we advertise the correct benefits for affiliates
- How can we do better?

Brenda Stifel, Affiliates

Chairperson for 2018 Colorado Property Management Conference?

2018 Colorado Property Management Conference marketing to vendors

- put a tickler out a week or so ago to get affiliates the date, they seem eager
- How can we do better?

Sondra Welsh, Education

Waiting on approval of Classes for Colorado Property Management Conference March 14-15, 2018
-touching base with Scott about what Colorado Springs will be doing class wise in February
How can we do better?

Jim Lagan, Designations

Absent

Devin Bewley, Hospitality Meetings

Progress on Holiday Party Chair and committee

-Proposed menu is on the table, more of a traditional classic holiday meal. Slightly more expensive than the past but very seasonal.

-Will be requesting a bump in the budget to pull off the menu. (currently \$4500)

-Devin moves to increase the Holiday Party budget by \$500.

Bill 2nd

Discussion:

Do we have \$500 that could be reallocated. We can afford it should we wish to spend it in that manner

Vote: all voting members approve

-Putting together gift baskets for a silent auction

How can we do better?

Brad Coen, Colorado Property Management Chair

Absent

Rocky Germano, Legislative

Update

-Buzz in Orlando the top issue seems to be the tax reform and how it will affect 1031's and deductions.

-Local level: things going on just no current update

Marc Cunningham, Speaker Chair

Absent

New Business

Bill: Thank you all for everything over the last year. I have enjoyed doing this. Thank you for the support, input and integrity .

Adjourn

Dated: October 27, 2017

Secretary

Signature

Kate Roth

Printed Name

Directors:

Signature

Bill Martin

President - Printed Name

Signature

Susan Melton

Past President - Printed Name



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

BOARD MEETING

Wednesday, November 8, 2017

PPA Event Center, 2105 Decatur St, Denver, CO 80211

9:00 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Kate Roth, President-Elect
Mike Giallanza, Secretary
Geff Kempself, Treasurer
Bob Alldredge, Vice President
Peter Meer, Vice President

Absent:

All present

Ben calls for quorum, asks for a motion to approve last month's minutes. Geff seconds the motion. All approve.

1) **New Business Requests** – none brought up

2) **Kate Roth (Mike Giallanza; Incoming), Secretary**

- a) Approval of minutes from last meeting – Minutes have been approved
 - i) Motion carries, Approve - All
- b) 2017 minutes uploaded to drive – Kate is in the process of uploading
- c) Digital recorder – Kate has provided Mike the recorder
- d) Leadership Training – Kate is heading to the training

3) **Geff Kempself, Treasurer**

- a) Treasurer's Report – abbreviated report as bookkeeper hasn't given Geff the numbers yet. No email response from bookkeeper per Geff. Geff's a grandad, for the 6th time!
- b) Dues Billing – Megan has already sent out the dues via email



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

c) Transition of bookkeeper – transition has already begun, starting with the dues. Bob mentioned the national NARPM dues reflects the “company” billing option. Our website isn’t tied into the national NARPM database for members

d) Invoicing – 9 affiliates, 2 support staff, 15 members

e) Bank signature cards – Geff and Ben will need to head to the bank to establish new bank cards

4) **Ben Parham (Kate Roth; Incoming), President-Elect**

a) PO Box – Geff and Ben have squared away the new PO Box

b) Secretary of State Periodic Report – has been filed

c) Four & Half – has been confirmed

d) New bookkeeper contract – created, just needs to be executed

e) PPA Reservations for 2018 – Ben has created a schedule of dates

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a) Final thoughts – Bill has been thrilled with the interaction and honesty of the group, and he’s proud of where our chapter heading, and is thankful for his time to be of service.

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a) Final thoughts – Susan is proud of the leadership group, and the Denver chapter.

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National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

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** Instructors typically pay \$125 per hour **

b) Broker Owner – Pete brought up the \$790 price point, 600 attendance limit.

9:47 AM – Adjourn



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

COMMITTEE CHAIR MEETING

10:00 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Kate Roth, President-Elect
Mike Giallanza, Secretary
Geff Kempself, Treasurer
Bob Alldredge, Vice President
Peter Meer, Vice President
Brad Coen, PM Conference Chair
Brandon Scholten, 2018 Web and Communications Chair
Jim Lagan, Designations Chair
Sondra Welsh, Education Chair
Brenda Stifel, Affiliate Chair
Devin Bewley, Hospitality Chair
Rocky Germano, Legislative Chair
Tony Cline, Membership

Absent:

Marc Cunningham, Speakers Chair
Michele Irons, Chapter of Excellence Chair

Ben Parham - wants chair members to begin thinking about their vision for the next year, and what they want to accomplish for their position.

1) **Devin Bewley** – holiday party is coming along very well. 4 silent auction baskets. AM radio station will provide an hour of on air time as an auction item. Big push for next year is documentation registration. Working on a Google Doc to accomplish this. CO Gutter Company and Dave Estes is helping Devin with the event.

2) **Tony Cline** – one big goal is to be consistent for what's expected from the membership chair year in and year out: new members, member retention. Tony doesn't feel it's up to the membership chair to grow the membership count. Tony wants the board to define all of this for the membership chair, and then Tony wants to implement. Tony asked if any goals were put in place last year, and if the goals were reached.

**** Before the retreat, Tony wants: current membership list, past members that didn't renew. ****



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Jim Lagan brought up that the Denver Chapter needs to find a way to get members. Mike brought up the Ambassador program.

Ben wants new members to feel welcome from the first minute they walk into their first meeting. Devin brought up at lunch we need to have new members sitting with particular people, to welcome them to the chapter.

- 3) **Brandon Scholten** – giving thought to a drip campaign or some special email to the new members.
- 4) **Rocky Germano** – Rocky's goal is to provide legislative updates to the chapter. Hopefully through the website, in addition to his occasional remarks at the luncheons.
- 5) **Sondra Welsh** – goal is to make our chapter to “go to” destination for education. Corky Eby will be returning for the annual update; PM conference classes – in house maintenance, ethics, marketing; doesn't want a class in April. Mike inquired about a class in May. Ben wants to plan on May 22nd. Mike inquired about making the new class a NARPM designation class. May will be a regular CE class; September will be a NARPM designation class. Tony would like to also bring back the “vendor fair” event in April, after the meeting. This would create a follow up opportunity after the March PM conference. This will be an event for the vendors, with a panel of PMs designed to answer any and all vendor questions. Rocky recommended inviting our current vendors to this event, who aren't NARPM affiliates.
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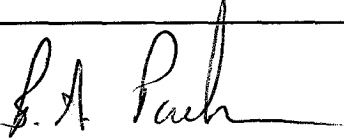
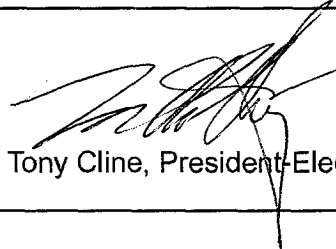

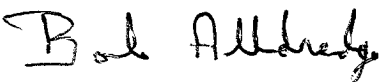




National Association of Residential Property Managers

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Ben would like us to work on finding other members who may be a good fit for a leadership and/or board position. Devin mentioned if we notify PPA in advance, we can have the room for the whole day. Bob needs to coordinate on room assignments for the January retreat.

11:10 AM – Adjourn

SIGNATURES

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 Bob Alldredge, Vice President	 Peter Meer, Vice President	 Geff Kempself, Treasurer
 Mike Giallanza, Secretary		



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

BOARD MEETING

December, 2017

**-- No regularly scheduled meeting --
ITEMS ADDRESSED VIA EMAIL**

12/20/17:

President Ben Parham has updated the board that the PPA Event Center will not be able to host our monthly events on Tuesdays every month.

Here is the new meeting schedule for 2018 and Ben is prepared to sign the contract unless anyone has any concerns that need to be taken into account:

1/25 - Thursday (Normal Tuesday wasn't available)
2/28 - Wednesday (Normal Tuesday wasn't available)
4/26 - Thursday (Normal Tuesday wasn't available)
5/24 - Thursday (Normal Tuesday wasn't available)
6/26 - Tuesday (Original planned date was available)
8/28 - Tuesday (Original planned date was available)
9/25 - Tuesday (Original planned date was available)
10/25 - Thursday (Normal Tuesday wasn't available)
11/13 - Tuesday (Planning meeting/CE Course)
12/4 - Tuesday (Christmas Party)

Ben's motion: Approve the new 2018 meeting schedule.

Motion approved: by Geff, Mike

Approved: Geff, Mike, Bill, Bob

12/27/17:

President-Elect Kate Roth has informed President Ben Parham that she has a position with a property management company in Arizona. As a result, she regrettably is resigning her position as 2018 President Elect.

Chapter bylaws state that, in the event of an officer vacancy and the next scheduled election is more than 3 months away, that the Executive Board has the power to fill the vacancy. In that event, the individual who fills the vacancy has to be placed on the election ballot at the next scheduled election (which is in January) to be voted on by the membership.



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Denver Chapter of NARPM | Minutes of the Board Meeting

Ben has reached out to multiple people to gauge their interest in filling this position. Due to the President Elect position being a 3 year commitment (President Elect, President and Past President), it requires the individual filling it to be in the right place professionally and personally to afford them the ability to take it on. This makes it challenging to find the right person.

Tony Cline reached out to Ben on his own accord after he caught wind of the vacancy and said that he would be very interested in serving as PE/P/PP again. He said that he's excited about the direction the Chapter is currently going and would love to carry that momentum into his year as president in 2019. He has recent chapter leadership experience and has continued to be involved since leaving the board. I believe he is the best fit to fill the vacancy and will be a great addition to the board.


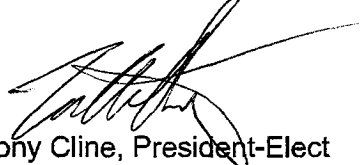

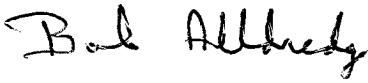



Ben's motion: "I move that the board approve Tony Cline to fill the vacancy of 2018 President Elect and, per the Bylaws, serve as 2019 President and 2020 Past President."

Please reply all with your yay/nay/abstain vote:

Motion approved: Bill, Pete

Approved: All

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Denver Chapter of NARPM | Minutes of the Board Meeting

BOARD MEETING

Wednesday, November 8, 2017

PPA Event Center, 2105 Decatur St, Denver, CO 80211

9:00 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Kate Roth, President-Elect
Mike Giallanza, Secretary
Geff Kempself, Treasurer
Bob Alldredge, Vice President
Peter Meer, Vice President

Absent:

All present

Ben calls for quorum, asks for a motion to approve last month's minutes. Geff seconds the motion. All approve.

1) **New Business Requests** – none brought up

2) **Kate Roth (Mike Giallanza; Incoming), Secretary**

- a) Approval of minutes from last meeting – Minutes have been approved
 - i) Motion carries, Approve - All
- b) 2017 minutes uploaded to drive – Kate is in the process of uploading
- c) Digital recorder – Kate has provided Mike the recorder
- d) Leadership Training – Kate is heading to the training

3) **Geff Kempself, Treasurer**

- a) Treasurer's Report – abbreviated report as bookkeeper hasn't given Geff the numbers yet. No email response from bookkeeper per Geff. Geff's a grandad, for the 6th time!
- b) Dues Billing – Megan has already sent out the dues via email



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c) Transition of bookkeeper – transition has already begun, starting with the dues. Bob mentioned the national NARPM dues reflects the “company” billing option. Our website isn’t tied into the national NARPM database for members

d) Invoicing – 9 affiliates, 2 support staff, 15 members

e) Bank signature cards – Geff and Ben will need to head to the bank to establish new bank cards

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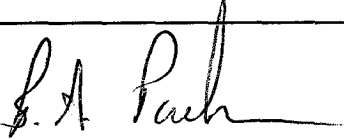
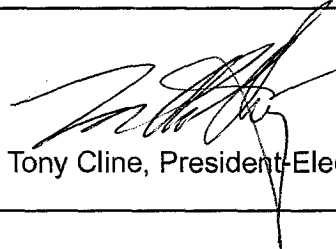

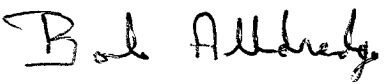



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