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# 2019 Annual Convention Call for Presentations

October 15-18, 2019

Proposed workshops/breakout sessions are now being considered for the 2019 NARPM® Annual Convention. The NARPM® Convention boasts an attendance of approximately 900 professionals and qualified residential property managers. The attendees include company owners, brokers, managers, executive officers, support staff, and suppliers – including those working with technology, web sites, personal assistants and others. Consider becoming a part of the rich NARPM® tradition of sharing professional and business knowledge by submitting a proposal to speak.

As you consider submitting a presentation proposal keep in mind that NARPM® Convention attendees want practical knowledge – give attendees ways to become more effective professionals, information that can be applied or tools that can be put to use, and job aids which are always popular. Theory is useful only when session participants are shown how to use it. Learning is not a passive activity. Give yourself a break–let others help do the talking. Attendees usually learn best when they are doing, not only when they are listening. Involve participants by asking questions, using exercises, and other activities.

All NARPM® members are invited to submit proposals for Convention Presentations using this form. **The professional submitting this proposal for the program is responsible for contacting all co-presenters and for all details including proposal submission, communication with co-presenters and presentation format.** The Association will provide a screen and projector and microphones for all sessions based on the specific session needs. **You must provide your own laptop** for any PowerPoint presentations. The Association will determine if and what type of microphones will be used in each session. Requests for additional audio/visual equipment will be considered on a case-by-case basis.

**Please note: NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event**.

**\* Proposals must be received by NARPM® no later than March 22, 2019.**

**\* Notification of acceptance will be made no later than April 19, 2019.**

* **If chosen, all PowerPoints MUST be submitted no later than 30 days prior to the event, otherwise you forfeit your presentation.**

Submission Guidelines and Information

Types of Breakout Sessions

**Workshop** A presentation in which a particular issue is explored in depth (can vary in length from 15 minutes to 1 hour depending on convention schedule)

**Panel Discussion** A 60 minute session (depending on convention schedule) in which a particular issue is explored by a panel with audience participation

**Note**: We reserve the right to change your presentation format and/or length, if necessary, in order to balance the convention program. If this becomes necessary we will contact you.

The Convention Program Sub-Committee will review all proposals. Proposals **must be typed**, with all information filled out completely. This form has data entry sections to complete the information. The submitter must sign all submissions [an electronic signature is acceptable]. Incorrect, hand written or incomplete submissions will be returned and not considered until properly submitted. NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.

Email your completed proposal to conventioninfo@narpm.org.

**Title of Presentation**: This title will be used in the Registration Brochure and On-site program. Limit the title to 150 characters, including spaces and punctuation. The title should be descriptive and eye-catching. PLEASE ENTER THE TITLE IN THE FORM FILL BELOW AND CHECK THE APPROPRIATE BOXES.

Procurement Optimization---Finding the Nickels and Dimes that Increase Your Community’s Bottom Line

**Format**: [ ] Workshop [x] Panel Discussion [ ] Ted Talk Style [ ] Other

**Category**: [x] Small Company [ ] Large Company [ ] Personal Development

(Check all [ ] Technology [ ] Office Procedures [ ] Legal

that apply) [ ] Tools and/or Forms [ ] Skills [x] Management

 [ ] Professional Advice [ ] Marketing

**Presenter(s) Information**

**Presenter Listing:** List submitter’s name first. For each presenter (maximum of 4), list name, **NARPM® membership status**, address, zip code, phone and fax numbers, and **email address**.

-Moderator – Dan Haefner (CEO of Buyers Access- Group Purchasing Organization)
-Panelist 1 – Jim Kjolhede (30+ year industry operator/consultant/expert)
-Panelist 2 – Jim Ledbetter (CEO of Drucker & Falk – 28,000 unit owner/manager)

Describe public speaking experience of all presenters and expertise with proposed topic:

**Dan Heafner:**

Dan is currently the President and CEO of Buyers Access, a leading provider of purchasing optimization solutions, serving more than 650,000 multifamily housing units Nationwide.

With 35+ years’ experience in property management, asset management, construction management and acquisitions and development, Dan has demonstrated success in leading financial and operational improvement, human capital/team development and technological enhancements within high value real estate services organizations.

Dan has been directly responsible for managing assets in excess of $3 billion, and numerous divisions within companies in the multifamily and single-family real estate industries.

Dan holds a BA in Business Management with Honors from St. Mary’s College in Moraga, California, and his specialties include being a previous Board member of the National Multi Housing Council, Atlanta Apartment Association, Georgia Apartment Association, Georgia Apartment Industry Educational Fund, Rent Bureau, and Community Life Concepts non-profit organization. Dan has also spoken at numerous conference and trade show throughout his

career.

**Jim Kjolhede:**

Jim Kjolhede formed Satteron Enterprises, LLC in 2005 in an effort to assist companies and individuals in the multifamily industry understand the business from a different perspective as well as to help them achieve their goals and aspirations. He has had many assignments with owners and vendor / service side alike. With more than 28 years of experience in multifamily management, coupled with his college basketball playing and coaching background, the industry experiences and contacts are many. He has worked with “Teams” and organizational structures his entire life and understands the drivers of peak performance, goal setting and attainment.

Jim has been a member of the NMHC Board of Directors as well as the Austin Apartment Association Board of Directors. He holds the certified property manager (CPM) designation from the Institute of Real Estate Management and certified apartment property supervisor (CAPS) designation from the National Apartment Association. He has spoken at many industry events including the National Apartment Association Annual Educational Conference, NMHC Annual Conference, Texas Apartment Association, M/PF Texas Market Conference, Multi-Housing World, Apartment Internet and Marketing Conference, RealPage User Conference as well as others.

Jim has a B.S. in business education and sports recreation management from Lake Superior State University. He graduated *magna cum laude* at Lake Superior State University. After coaching in New York, Jim earned an M.S. in business administration from Central Michigan University. In 1999, Jim was inducted into the Athletic Hall of Fame at Lake Superior State for his accomplishments as an athlete and student from 1973 to 1978. Additionally, in 2016 Jim was inducted into the Lake Superior State Hall of Fame with the entire 1975-76 basketball team which had a record of 27-4.

**Jim Ledbetter:**
A respected industry veteran, Jim joined Drucker + Falk in 2009 as the President, Chief Operating Officer, bringing with him 23 years of commercial real estate leadership experience. As a senior-level investment and asset management executive with some of the industry’s most prominent firms, Jim has extensive experience in commercial real estate acquisitions, dispositions, finance, development, brokerage, and property management.  He has been instrumental in the transformation of Drucker + Falk from a family business to now being among the Top 50 most prestigious property management firms in the country.

A graduate of Auburn University with a Bachelor of Science degree in Industrial Management, Jim obtained a Master of Business Administration with a concentration in finance from Georgia State University. He is a member of the National Multifamily Housing Council, National Apartment Association, Urban Land Institute, National Association of Industrial and Office Properties, the International Council of Shopping Centers, and the Institute of Real Estate Management. Not only has Jim been a part of all these organizations, but he has had the opportunity to speak throughout his career at many of the tradeshows and conference.

List of NARPM® board and committee positions held by each presenter to avoid schedule conflicts with meetings:

**N/A**

Session Description

**Description/Summary of session:** Limit to 250 words. Be as specific as possible about the learning that will take place at your presentation. This version will be edited and used in the Registration Brochure and On-site program to describe the session. Please include the primary learning objective for the session. A member of the program sub-committee will contact you to discuss the session in more depth if it is being considered.

**Session Description**
As many multifamily owners and operators know: Increasing rents can have a significant impact on overall profitability of an asset---but what about the nickels and dimes being overspent on expenses? How can establishing best practices around the way site teams purchase supplies and services reduce overall costs and improve resident satisfaction? Can reviewing a broader set of past purchasing data aid in establishing smarter future procurement?

**Learning Objectives:**

• Understand the significance of business metrics and data collection/analysis that help drive more margin and improve profitability
• Learn techniques that are being used to optimize existing business processes and to drive down costs• Explore what best practices can be used to increase performance and set business on the right path

• Learn how large Maintenance, Repair, and Operating (MRO) vendors are utilizing data to improve the purchasing experience

###### Presenter Contract

**On my (and my co-presenters) behalf, should this proposal be selected, I (we) agree that:**

1. Individual submitting this proposal and signing this form agrees to receive all convention correspondence and accepts responsibility for conveying convention-related information to co-presenters.
2. NARPM® reserves the right to videotape and/or audiotape this entire presentation (no partial taping) and distribute the tape for sale for educational purposes. By submitting this proposal to speak you are agreeing to be video/audio taped.
3. **There is no honorarium or reimbursement to workshop presenter(s**).
4. **Please note: NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event**.
5. Provide bios, and audio/visual requests using the instructions in the Speaker Guidelines (which will be sent if your proposal is selected.)
6. NARPM® **requires** that all handouts/presentations be provided electronically to staff by the deadline specified to be included on the Convention Micro-site so that they can be downloaded/printed by attendees prior to the convention.
7. **If you are attending any Convention sessions/events other than your own session, the presenter(s) is responsible for registering and paying Convention registration fees.**
8. Presenter must receive prior approval from NARPM® for any survey or data collection at the Annual Convention or for any advertising/promotion/marketing of any products or services.
9. **It is understood that “selling” a product or service from the stage is prohibited and will result in not being accepted to speak in the future.**
10. **Individuals submitting or included within this proposal have agreed to be present in San Diego, California during the core dates of the NARPM® Convention and conduct this proposed presentation according to the conditions listed above during the specific time slot assigned by the program sub-committee**.

Agreed: Megan Veringa

Date: 3/19/2019

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