

No Dec meeting  
for the holidays

NARPM-JACKSONVILLE BOARD MINUTES  
NOVEMBER 10, 2011

PRESENT: Wilson Boozer, Mo Hotchkiss, Angele O'Reilly, Tripp Williams , Debbie Boozer, Michael Collins, Shelley Alterman, Tia Vincent, Leigh Gardner, Ed Mercel

Call to Order: The meeting was called to order by Pres. Mo Hotchkiss at 9:10

Certification of Quorum: Wilson certified Quorum was present

Membership Report: Debbie indicated 59 members

Treasurer's Report: See attached Approved

Affiliate Report: 7 applications have been presented.

Keith Maintenance not joining

Charles Wood –Lawyer category wants to join.

Leigh made an appeal for an active co-chair.

Wilson suggested that we need an additional PR person and Angele has someone in her office that might be interested.

Education: Shelley Alterman was introduced as the Education Co-chair.

Education is booked until May as follows:

Jan 19 – Gail Monica

Feb 16 – Forms + Panel

March 15 – Coastal Reconstruction

April 12 – Harry Heist

May 17 – John Bradford “Secrets of PM Success”

Shelley is sending out a questionnaire regarding meeting subjects.

Open discussion regarding Trust Class on Jan 19.

It was suggested that the class would be \$60

Tia suggested that if you pay by Jan 1 it is \$60 and after that \$75

Motion by Mo 2<sup>nd</sup> by Mike that the class should be 9am to 12pm Passed

Wilson suggested that we cap the affiliates at 30 and that left 9 open. We should concentrate on Platinum

New Business: It was suggested that we either pay \$650 for the Coastal meeting or give a \$650 discount on the Platinum membership.

Adjourn: The Board Meeting was adjourned at 10:55

Ed Mercel

2012 Secretary

NARPM JACKSONVILLE  
BOARD MINUTES  
October 11, 2012

Call to order- 9:15 AM-Angele

Aug. Minutes acceptance - Moved Mo, 2<sup>nd</sup> Tripp- Passed

Attending: Angele ,Mike, Tripp, Jack , Shelly ,Ed, Mo ,Wayne, Tia  
September minutes moved by Mike, 2<sup>nd</sup> Tripp - passed

Treasurer's Report: Tripp – 2011 comparison

Treasurers report - moved Ed, 2<sup>nd</sup> Tia passed

No December meeting

Mike moved committee set up for Xmas, Tia 2<sup>nd</sup> passed

Committee to meet in 2 weeks

November meeting – Panel (Jack to supply list)

-Food drive in November- suggested

50/50 Draw ½ to winner ½ to charity- suggested

Discussion of Trade show, consensus that it was a LONG day.

Suggestion that we start at noon or 1pm

Trade show in 2013 one week before Florida State

Legislation report – NO

Education – NO

Discussion about website, Tripp to investigate WEEBLY to work on a chapter website that is current and accurate.

Mo moved to adjourn, Mike 2<sup>nd</sup> – Passed 10:26 AM

NARPM JACKSONVILLE  
BOARD MINUTES  
September 6, 2012

Call to order- 9:12 AM-Angele

Aug. Minutes acceptance - Moved Mo, 2<sup>nd</sup> Tripp- Passed

Attending: Angele ,Mike, Tripp, Jack, Leigh,, Shelly ,Ed, Mo, Greg, Wayne, Ttea,

Treasurer's Report: Tripp, (I apologize to one and all, I thought I had the report but I can't find it) Tripp could you please supply a report from the last meeting. Thanks in advance  
Treasurers report - moved Ed, 2<sup>nd</sup> Ttea passed

Stan Gelman in a comma, Angele will find out more about his condition

General discussion regarding the Trade Show

Pre registration not good

We are sending mass emails to promote the event

We should arrive at 7:30am

We will be closing online registration Thursday evening at 7pm.

Adjournment: Moved by Angele Seconded by Mike ...Passed 10:35

NARPM JACKSONVILLE  
BOARD MINUTES  
August 9, 2012

Call to order- 9:10 AM- Angele  
July Minutes acceptance - Moved Ed, 2<sup>nd</sup> Tripp- Passed

Attending: Angele, Mike, Tripp, Jack, Leigh, Shelly, Ed, Mo, Greg, Wayne, Tiea, Cindy

Treasurer's Report: Tripp, Attached  
We are purchasing projector for affiliate logos moved by Angele, 2<sup>nd</sup> Tiea – Passed  
Treasurers report - moved Ed, 2<sup>nd</sup> Tiea passed

Communications: Suzanne resigning, Shelley's sister Zelda stepping in to take Suzanne's place

Affiliates: Leigh, Wayne, Greg  
Tax guy approved, waiting on 4 new members are signed up.  
7 applications for the Trade show- Wayne will follow up

2013 Board:

Mike – President, Tiea- President elect, Ed- Vice President, Secretary Cindy, Treasurer/Legislature- Tripp  
Affiliates – Wayne/Greg, Hospitality/Event planning- Tiea, Education/Membership- Shelley  
Move by Angele, 2<sup>nd</sup> Tripp – Passed

Jack to pick panel for November meeting

Trade Show:

8:45 Welcome- affiliates introduce themselves  
Passport/Map – name at the bottom for drawing  
Coffee 7-9  
Registration – Tripp, Tiea, Ed  
Name Tags- Lanyards – Guests – Green, Non-members Red, Affiliates and members Black  
4:30-5:30 Prizes and speakers gifts  
Gifts for speakers – Nancy \$50 per basket  
Affiliate of the year  
Announce board for 2013  
Dinner at 6:00 DJ, Cash Bar, Molo BB-Que

Move to adjourn- Tripp Mike 2<sup>nd</sup> – Passed 10:47

Education

8/9/2012

SP05 14

August: Fair Housing For the PM

Sept: Conference & Trade Show:

\$40 members \$60 non-members \$15 Guest Dinner

8 Registration Opens

9-10 - "Avoiding Litigation " Robert Locke

10:30-11:30 "Leveraging Technology to Increase Profitability" Glenn Dorsey

LUNCH BREAK AND TRADE SHOW

1-2:15 "10 Biggest Mistakes PM's Make In the First 5 Years" Robert Locke

2:30-3:45 " A Simple Plan to Sign Up 100 New Landlords" Glenn Dorsey

4:30-5:30 Prizes

6 Dinner

Oct- Safety for the PM- Andrews Wooten

Nov- Jack McSwain Panel Discussion

Dec- Holiday Party

JAN- Marketing your Business (not properties) CE credit Gail Moncia

FEB- Cynthia DeLuca (topic to be announced)

MAR-

APRIL- Harry Heist ?

NEFARPM BOARD  
Treasurer's Report  
As of August 9, 2012

A. Checking Account:

1. Cash in Bank \$15,569.96  
2. Profit and Loss  
Total Income \$22,028.38  
Total Expenses \$14213.44  
Net income \$ 7814.94

B. Balance Sheet

1. Paid Affiliate Dues for 2012 \$15,450  
2. Total Liabilities and equity \$15,569.46

Treasurer's report submitted for approval August 9, 2012  
By Tripp Williams- Treasurer

No July Board

meeting



NARPM JACKSONVILLE  
BOARD MINUTES  
June 14, 2012

Call to order - 9:15 AM- Angele

Attending: Angele, Mike, Tripp, Jack, Leigh,, Shelly, Ed, Mo, Greg, Wayne  
May minutes question of budget for speakers for the Trade Show, Amend-\$3000 discussed not passed  
Amended Minutes from May accepted.

Treasurer's Report: Tripp, Attached  
Email needs to be sent out re: meeting

General Membership; Mike  
Email to membership for Luncheon  
Angele to come up with affiliate participation at each table  
69 Members to date  
Mike will talk to NARPM again regarding website  
We will have the banner for the next meeting.

Legislative: Jack – NEFAR will hold meet the candidates meetings – more to come

Affiliates: Leigh,wayne,Greg  
Due date should be December instead of January  
Affiliates packages for 2013 attached  
Logo slide presentation for Platinum Affiliates  
Move by Angele to accept changes  
Second – Jack Passed

Board to dress up in Western Gear for July Meeting

Education: Shelly- attached  
Tradeshow, -Panel for questions  
- Affiliates Panel

Suggestions: 3 classes in the morning for choice and variety  
-Trying for 30 minute breaks between classes  
-Use hightops to keep traffic moving  
-Bar-B-Cue at night  
\_ Lunch buffet

August meeting suggested Cynthia Deluca  
Many good speakers are not available  
Next meeting discuss revising charge for trade show now that we have Lunch and Dinner

Adjournment moved by Angele and Seconded by Tripp  
Meeting adjourned 10:39 AM

Adjournment: Moved by Mike Seconded by Jack ... Passed 10:57

NARPM JACKSONVILLE  
BOARD MINUTES  
May 10, 2012

Call to order- 9:10 AM- Angele

Attending: Angele, Mike, Tripp, Jack, Tia, Leigh,, Shelly, Ed  
Minutes from April accepted.

Treasurer's Report: Tripp, Attached  
Email needs to be sent out re: meeting

General Membership: Mike- Notes attached  
Jax in top 10 Nationally

Education: Shelly- attached  
Budget for speakers for the trade show \$3000 moved by Angele and seconded by Mike passed

Affiliates: Leigh  
30 Done

There is a waiting list for membership for affiliates  
Signs will be put at tables for affiliates  
Jack suggested using a screen with logos for the affiliates.  
Angele feels that Leigh needs to find a replacement for next year

Adjournment: Moved by Mike Seconded by Jack ...Passed 10:57

## Membership Committee 5/10/12

1. Outstanding Attendance at Harry Heist Session, along with assistance of Board Members, resulted in 14 applications.
2. Membership Table Setup worked well. We had ample supplies, brochures, signage. Special thanks to Teia, Ed, and Tiffany Greaves from CPM.
3. Current Membership is 68.
4. Turned over the banner and stand to Tripp Williams. Tripp will now take charge of banner, and setup at meetings.
5. Plan to continue with the separate table setup for Membership Committee recruitment efforts at monthly meetings.
6. Board Members now properly listed on official NARPPM Roster. (Handout as of 5/10/12)

NEFARPM BOARD  
Treasurer's Report  
As of May 10, 2012

A. Checking Account:

1. Cash in Bank \$17,726.59  
2. Profit and Loss  
Total Income \$21,436.72  
Total Expenses \$10,564.65

Net income \$ 10,872.07

B. Balance Sheet

1. Paid Affiliate Dues for 2012 \$ 14,750  
2. Total Liabilities and equity \$17,726.59

Heist Income equaled \$5,235  
Heist Expenses equaled \$3,745  
For a profit of \$1,490

Treasurer's report submitted for approval May 10, 2012  
By Tripp Williams- Treasurer

Shelley Alterman

Tradeshaw and Conference

Sept 14

Recommendation:

Have 3-4 speakers each speaking on 2 topics.

Offer 1-2 classes for CE credit

1. Glen Dorsey-travel expenses \$500 for the day. 1.5 hr session

A) How to get business- A simple plan for signing up 100 new landlords

B) More Efficiency -Less People - leveraging technology- Interactive workshop

2. Gail Monica

A)CE credit course

B) CE credit course

3. Deb Newell- Chairman Gov't Affairs Committee.

A) Managing Foreclosures

B)

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Robert Locke-

A)Avoiding Litigation

B)

Fair Housing- Wesley Aleshire

NARPM JACKSONVILLE  
BOARD MINUTES  
APRIL 12, 2012

Call to order- 9:07 AM- Angele

Attending: Angele, Mike, Tripp, Jack, Tiaa, Wayne, Mo, Shelly, Ed  
Minutes from March accepted.

Treasurer's Report: Tripp, Harry registration so far 126  
Last yr. \$38 per person \$4700 cost

Treasures report moved by Angele and seconded by Tiaa- accepted

General Membership; Mike

Current membership roster 57

We need to contact non-members in an email blast  
It was suggested that we have a membership table at Harry.

Legislative – Jack

NEFAR – says support amendment 4

Website: Floridat taxpayersfirst.org

Candidate reviews for support.

Jack reports that Mortgage companies are getting into the Property Management business.

Education: Shelly

John Bradford speaker May 17<sup>th</sup>

Tiaa suggested Robert Locke – avoiding litigation

There will be a number of short classes at the trade show and possible affiliate education also.

Tiaa has plans for the Trade show at the Holiday Inn

Theme – Country / Western

Slogan???

Affiliates: Wayne

ASAP towing Wayne is a big supporter about their service.

We need to redo the Banner, possibly go with a new one.

Policy for affiliates – 3 Affiliates in each category

When they perform multiple functions they must pick one.

There was a question of United Restoration application.

There should be a meeting of affiliates to review

We need to have criteria for affiliate acceptance

Mike/Angele/Shelley committee to review categories

Angele moved to accept Locksmith Mo seconded, passed

Trade Show cost \$45 for nonmembers, \$30 for members

Adjournment: Moved by Mike Seconded by Angele ...Passed 11:02

Motion to adjourn

Moved by MO

Seconded by Ed

Passed- Meeting adjourned at 10:33

NEFARPM BOARD  
Treasurer's Report  
As of April 12, 2012

A. Checking Account:

1. Cash in Bank \$16,426.67
  2. Profit and Loss
- Total Income \$14,915.77  
Total Expenses \$6,493.12

Net income \$ 8,422.65

B. Balance Sheet

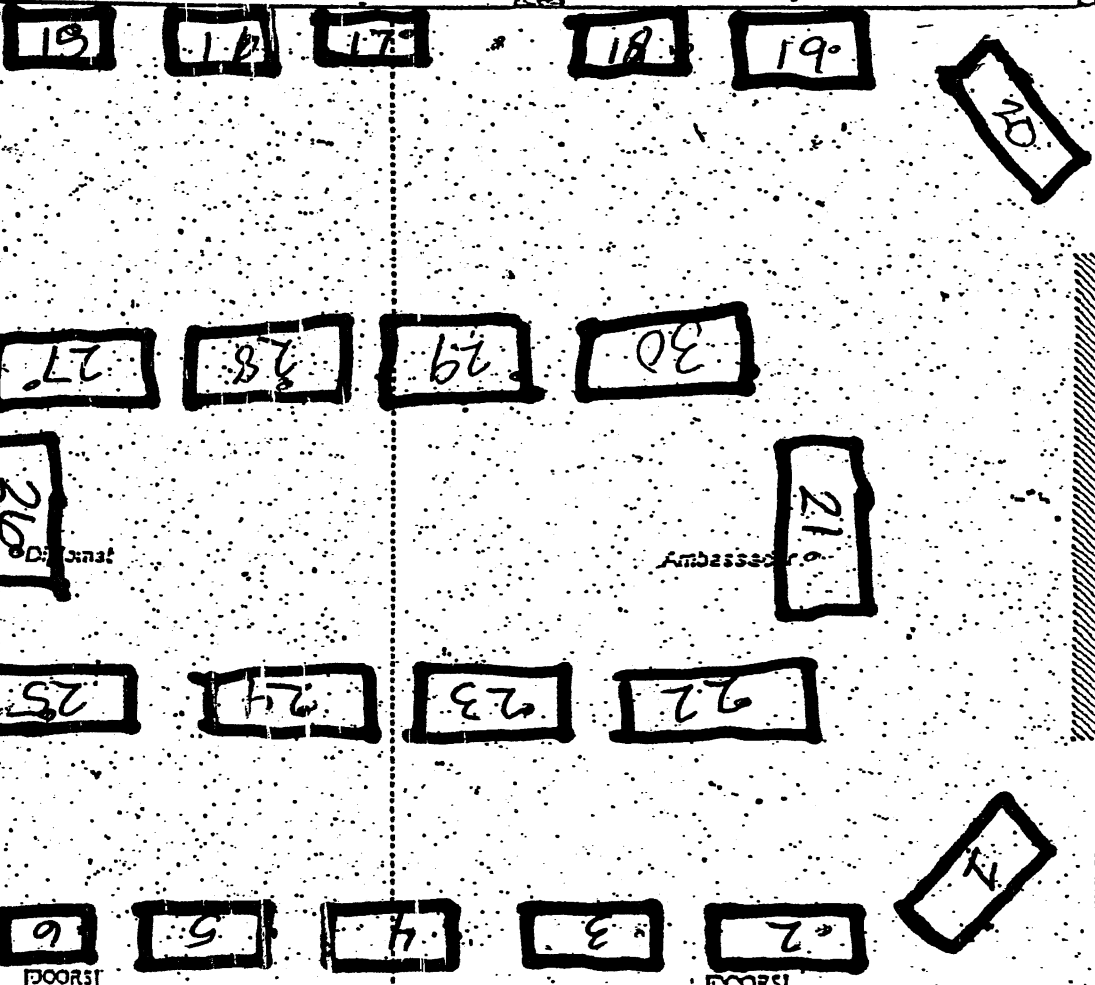
1. Paid Affiliate Dues for 2012 \$ 14,750
2. Total Liabilities and equity \$16,426.67

Treasurer's report submitted for approval April 12, 2012  
By Tripp Williams- Treasurer

Embassy Ballroom

CLASS A  
Lobby

Governor



Pre-Function Area

Trade Show

52

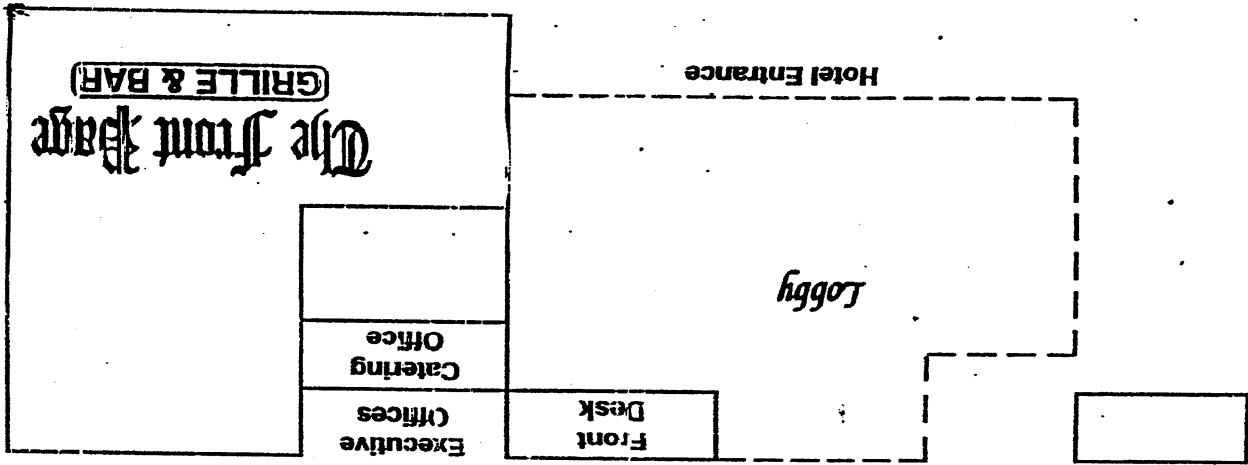
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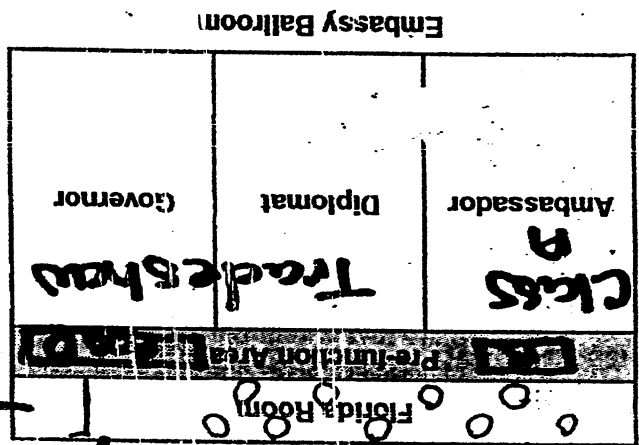
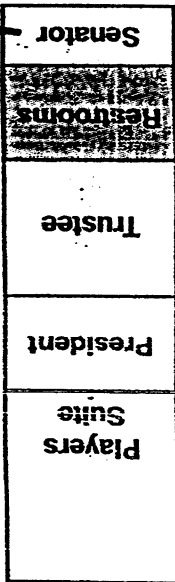
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CLASS  
B  
- Statesman

Stage



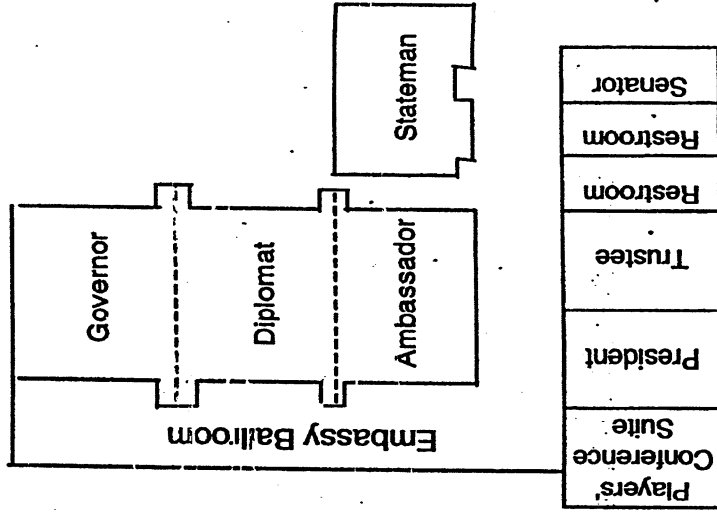
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## Meeting Room Capacities

Banquet	Long	Rounds	Classroom	Theatre	U-Shape	Reception	Ceiling Height	Dimensions	Square Footage
Embassy Ballroom	450	320	300	500	N/A	600	10'	48x81	3,888
2 Sections of the Ballroom	250	192	125	250	150 inside/out	300	10'	48x52	2,496
1 Section of the Ballroom	135	96	60	125	75 inside/out 50 outside	100	10'	48x26	1,248
Stateman	90	64	50	100	60 inside/out 35 outside	100	12'	33x25	891
Trustee & President	50	40	25	40	40 inside/out 25 outside	70	8'	24x26	624
Senator	15	16	12	25	15	25	8'	24x10	240
Suite	N/A	N/A	N/A	N/A	13	20	8'	24x18	432





NARPM JACKSONVILLE  
BOARD MINUTES  
March 8, 2012

Call to order- 9:16 AM- Angele

Attending: Angele, Mike, Tripp, Jack, Tiea, Leigh, Mo, Shelly, Ed  
Minutes from February accepted.

Treasurer's Report: Tripp Good income addition from the 10\$ door charge.

Coastal registration -40

MayPro – Cleaning application given in.

Treasures report moved by Mike and seconded by Mo- accepted

General Membership; Mike

Website still incorrect

Current membership roster 58

We need to contact non-members

It was suggested that we have a membership table at Harry and we have different color name tags for Members, Affiliates, Guests.

We should use door greeters at functions

Education: Shelly

We have received good feedback from the forms.

Leigh suggested that we have an affiliate spot at each table

Sept meeting date needs to be confirmed 21<sup>st</sup>?

Affiliates: Leigh

Directory is done

We have 9 platinum affiliates

\$14,300 paid in so far.

ASP Towing needs lunch sponsorship, none is available

Palm Air Odor elimination asked about membership

Suggestion for the trade show theme – Country Western

Suggestion at the trade show we have a new class every 45 minutes

Motion to adjourn

Moved by MO

Seconded by Ed

Passed- Meeting adjourned at 10:33

NARPPM JACKSONVILLE  
BOARD MINUTES  
February 9, 2012

Call to order- Angele

Attending: Angele, Mike, Tripp, Jack, Tiera, Leigh, Mo, Shelly, Ed  
Minutes from January accepted.

Treasurer's Report: Tripp 13K in bank, Paypal income good.

Very little comment on the \$10 member lunch charge.

Lunch costs us \$10.50 per person and so we spend more than we take in.

Treasurer report moved by Angele and seconded by Mike- accepted

General Membership: Mike

Pre registration for Gail was 41 and we have 64 members according to NARPPM

Mike suggested putting Gainesville on the email list.

Mo suggested setting up a membership table at Harry.

Education: Shelly

Fair Housing with Wesley Aleshire- We will apply for a \$500 grant and the cost is \$800 plus travel from Atlanta

We have a number of courses from NARPPM and the costs are on the website

Affiliates: Leigh

We have 26 affiliates and 25 have paid

David Bradshaw – Flooring has applied

Board Mtg is March 8<sup>th</sup>

Luncheon meeting is March 14<sup>th</sup> at Coastal

Leigh is printing the NARPPM NE Florida Directory

Leigh will introduce the affiliates next week.

Motion to adjourn

Moved by MO

Seconded by Angele

Passed- Meeting adjourned at 11:27

NARPPM JACKSONVILLE  
BOARD MINUTES  
JANUARY 12, 2012

Call to order - Angele 9:07

Attending: Tripp, Shelly, Mo, Liz, Steve, Leigh, Tiera, Angele, Mike, Ed

Treasurer's Report: Tripp – 8K in bank plus \$350 and \$2900 to deposit  
Grants available for Education and Advertising (NEFAR) Realtor/Builder and Women's Council Trade Show

General Membership; Next Mtg 41 paid

Mike going to call managing Brokers that do PM to Join  
Emails to Brokers for next meeting and a goal of 15 new members is on the table.

Harry Mtg: Ed moved the cost should go from \$25 –to - \$50 Sponsorship same as last year. Mo second-  
Passed

February lunch, the cost for members \$10 and non members \$25.

Mike move that new applicants get a free lunch (who said there was no free lunch)

Angele second – Passed

Affiliate Chair to be split between Leigh and Wayne.

We presently have 26 affiliates- 19 applications and 4 slots open

Angele will be sending a schedule for next week.

March the East Region NARPPM will be in Tampa the 15<sup>th</sup> and 16<sup>th</sup>  
Board meeting will be the 8<sup>th</sup> and general meeting will be the 14<sup>th</sup> or 22<sup>nd</sup> .

Education:

April 18<sup>th</sup> for Harry

Communications: Angele is going to meet with Suzanne. NARPPM has websites for local chapters to use.

Hospitality: thank you from the Mandarin Food Bank, Ramp it UP great success.

Misc: Event suggestions for charity:

Bring school supplies to Harry Meeting

Karaoke evening

Motion to Adjourn – Mike

Second – Angele

Passed

All read the minutes of the November Meeting and they passed all that read them.