

WESTERN MONTANA CHAPTER NARPM BOARD MEETING MINUTES

February 16, 2012

Meeting called to order 9:45am by Tom Chapman of Professional Property Management.

Attendees included Chira Gingerelli-Hegg of Summit Property Management, Karli Friia of Real Estate Management Group, Dyana Finnegan of Professional Property Management, Lisa Gohrick of Garden City Property Management, Sherrie Featherly & Lantha Reinhart of Missoula Property Management and Paul Hein of Northwest Collectors .

There is a quorum present.

1. Chapter Budget
Lisa Gohrick will send reimbursement request to NARPM for one of the education classes. NARPM will reimburse up to \$500.00.
2. Sending 2013 President Elect to Boise, ID for Northwest Regional Conference
Board agreed will pay expenses for President Elect to attend. Will also pay \$200 toward expenses for a board member and ½ registration or \$75.00 for a NARPM member.
3. Table sponsor for regional conference
Board decided will sponsor a table for regional conference. Montana chocolate bard and gift cards were discussed as are small enough to bring to Boise.
4. Topics from 1/18/12 NW Regional Conference Call
 - o Dyana brought idea of retreat meeting for board members. Board discussed an overnight trip or dinner one evening. Board members are to email a suggestion for retreat to the board.
 - o Board discussed the door prize and agreed is important to spotlight our Affiliates. Each month an Affiliate will donate a door prize and they will have a few minutes to present their business during the general meeting. If the property management companies also wish to bring door prizes we will have two door prizes that month.
 - o Board discussed a welcoming committee for new NARPM membership and Affiliate members. The committee will include Lantha Reinhart, Paul Heihn and Sherrie Featherly.
5. Regional Conference Call Requirement
Tom and Dyana announced four regional conference calls are required throughout the year. Calls are held 3rd Wednesday of each month if other board members would like to be on the call.
6. Website Development
Sherrie advised the website committee has a meeting scheduled later in the day. The website is ready however the emails need to be loaded into the new website.
7. Advertising in Homesteader
Tami Johnson with Missoula Independent presented pricing for 2012 advertisement in Homesteader. Paul Heihn and Jennifer Standish will prepare an article on credit. Board also discussed other forms of advertising and possibly paring down the advertisement in Homesteader next year.

Meeting was adjourned.

Respectfully submitted,

Jennifer Standish
Collection Bureau Services, Inc.
Secretary for Western Montana Chapter NARPM

WESTERN MONTANA CHAPTER NARPM BOARD MEETING MINUTES

May 17, 2012

Meeting called to order 12:33pm by Tom Chapman of Professional Property Management.

Attendees included Chira Gingerelli-Hegg of Summit Property Management, Karli Friia of Real Estate Management Group, Dyana Finnegan of Professional Property Management, Lisa Gohrick of Garden City Property Management, Sherrie Featherly of Missoula Property Management, Jennifer Plum of Plum Property Management and Paul Hein of Northwest Collectors .

There is a quorum present.

The following items are added to the agenda:

1. Review of February 16, 2012 Minutes
2. Report on April 12, 2012 conference call

OLD BUSINESS:

Review of the February 16, 2012 board meeting minutes was done.

- The \$500 reimbursement from NARPM National will be returned as the class was well attended and made money.
We may ask for the \$500 reimbursement at another time.
- 2013 President Elect went to Boise for Northwest Regional Conference. An update will be made another time.
- We did sponsor a table at the Northwest Regional Conference.
- Regional Conference call required call of April 12th will be discussed.
- New website is up and running. Old website has been disabled.
- Advertising in Homesteader is done and Homesteader magazine is available.

NEW BUSINESS:

1. Chapter Budget

Treasurer's report was handed out.

Gingerelli-Hegg will be invoicing affiliates this month via email. A hard copy will be mailed to any of the affiliates that do not pay from the email.

Discussion was done on increasing money.

- Friia suggested a renter fair where property managers pay to have a table/booth and income will go to Western MT NARPM.
- Affiliates generate a good portion of funds each year through annual dues and lunch. Importance of keeping current affiliates was discussed.

2. Chapter Excellence

Board agrees to fill out the necessary paperwork and try to get all the documentation needed to qualify for the chapter excellence.

3. Chapter Compliance

For chapter compliance will need

- Updated Bylaws
- Corporate Annual Registration Report/Renewal with State.
- Tax return filed or 99-N e-postcard
- Meetings information

- Month by month list of topics for 2013 meetings information.

4. Bylaws

Friia will email a copy of the current bylaws to the board members. Each board member will responsible to go through their section and update or change duties as necessary. Anything updated or changed should be sent to all board members.

Finnegan advised with new compliance need to have a legislative person on the board. Finnegan will get the information and contact Bruno Friia to see if he will still cover this role.

Chapman proposes to add Past President as advisory role into the bylaws.

Regional Conference Call Requirement

Tom and Dyana announced four regional conference calls are required throughout the year. Calls are held 3rd Wednesday of each month if other board members would like to be on the call.

5. Website Development

New website is live and old website has been disabled.

Vacancy reporting and whether to sell vacancy reporting data or not was discussed.

6. Google Docs

Chapman would like to move all board documents to Google Docs so everything is in one place. Each board member would have administrative access.

Affiliate List

Member List

Dues owed/paid

Email lists

Meeting was adjourned.

Respectfully submitted,

Jennifer Standish

Collection Bureau Services, Inc.

Secretary for Western Montana Chapter NARPM

WESTERN MONTANA CHAPTER NARPM BOARD MEETING MINUTES

September 20, 2012

Meeting called to order 9:50am by Tom Chapman of Professional Property Management.
Attendees included Karli Friia of Real Estate Management Group, Dyana Finnegan of Professional Property Management, Lisa Gohrick of Garden City Property Management, Sherrie Featherly of Missoula Property Management and Jennifer Plum of Plum Property Management.

There is a quorum present.

OLD BUSINESS:

Chapter Excellence was not completed due to insufficient documentation.

Chapter Compliance still has the following needed by December 1:

- Updated Bylaws
- Corporate Annual Registration Report/Renewal with State (treasurer)
- Tax return filed or 99 N e-postcard (treasurer)
- Meetings Information (President)
- Month by Month list of topics for 2012 (Vice President)

All conference calls are met to date.

LORC Committee- Dyana Finnegan will contact Bruno Friia to see if he is interested in LORC Committee and if can also serve as Government Affairs Chapter Representative for National NARPM's requirement.

Chapmen suggest having someone attend board of realty regulations meeting in Helena to represent NARPM and our interest.

Website Development- Sherrie Featherly will be doing demonstration for vacancy reporting at general meeting today.

Chapman suggests everyone refer to www.westernmontana.narpm.org when unable to meet the needs of the client or tenant.

Featherly will set up vacancy meeting to setup an advertisement to run on Wed/Sun for a month to find out who is interested in paying for vacancy reporting.

NEW BUSINESS:

1. Facebook- Mary Hurd wants to be the facebook board member. The board discussed and agreement was made that the social media chair will be an added duty to the chapter membership coordinator chair.
2. Elections- There was a discussion about elections and it was agreed anyone may be elected to board positions and no term limit would be made to bylaws. Other than Vice President, the terms will remain one year.
3. Affiliate spotlight- Finnegan will work with Paul Heihn to find out which affiliates, and how many are interested in an affiliate spotlight rather than affiliate fair, and if affiliates thought the affiliate fair was worth while.
4. Google Docs- Featherly has google email account set up. westernmontananarpm@gmail.com password will be given out to all board members. Board may set up their documents there to save.

5. Bylaws-Board went through Article IV section B and made changes to bylaws:
 - a. Article II Distinguished members
 - b. Secion E Board Members
 - c. Article III Section A and B
 - d. Article IV Section B The Board of Directors

The review of the bylaws and updates will be completed at the next board meeting.

Meeting was adjourned.

Respectfully submitted,

Jennifer Standish
Collection Bureau Services, Inc.
Secretary for Western Montana Chapter NARPM

Western Montana Chapter NARPM Board Meeting
October 18th 2012 at 1:15 – 2:45 p.m.
DoubleTree Hotel, 100 Madison Street
University of Montana Room

Meeting Minutes

Quorum (X) Yes () No

Members Present: Tom Chapman, Sherrie Featherly, Chira Gingerelli-Hegg,
Dyana Finnegan, Karli Friia, & Paul Hein

Old Business:

1. Chira updated the board on the Affiliate invoices.
Paul Hein offered to do collections on past due invoices. The board requested the Affiliate billing go out no later than December 15th of each year and due no later than the last day of March.

3. Chapter Compliance:
 - Updated Bylaws *The board reviewed the changes to the Bylaws and recommends not to include description of each chair person. The board voted to approve the updated Chapter Bylaws as changed.*
 - Corporate Annual Registration Report/Renewal with State – *Karli will review and give to Tom.*
 - Tax return filed or 99-N e-postcard - *Chira will verify if completed.*

4. Bylaws. *The board reviewed the extensive revision of the updated Bylaws the board recommends not including description of each chair person in the Bylaws. The board voted to approve the updated Chapter Bylaws revisions.*

6. Website Development & Vacancy Survey: *The board disagreed to giving the Montana Organization of Realtors (MOR) and The University of Montana the vacancy reporting data.*

Sherrie Featherly presented the committee recommendations to market the Affiliate program to Realtors, Associations, Buildings, Bankers and Appraiser. The committee recommends Affiliates shall have access to the reporting information as an additional benefit of joining.

Sherrie Featherly presented advertising ideas to market to the Affiliates. The board felt that this type of advertising is not effective and the best way to market the Affiliate program is to join trade associations such as MOR and MBIA.

The board also defined how members and affiliates can use the vacancy reporting information. The information is free to use for clients but prohibited from publishing the information or given to other Associations.

It was recommended the website chairperson and at least one other board person has administrative access to the website. The board recommends combining the Facebook committee with the website development and vacancy survey chair.

7. Gmail for mass emailing - Gmail is to be used by Chapter Officers for all correspondence so that we have records of previous years.

Sherrie reported the Gmail account is set up and ready to be administered it was recommended the website chairperson update and administer the Gmail.

The following Affiliate and Member list needs to be inputted into contacts by groups so that we can email each group separately.

All meeting and any other announcements shall be made out of the Gmail account for record keeping purposes

8. Google Docs

Its was recommended all documents be saved in the Google document section of Gmail and each board member would have administrative access.

Google docs should be meeting minutes, financial reports, dues owed/paid reports, education reports, and legislative reports.

To save documents in Google docs, you can log into the Gmail account, go to Google docs and upload documents. The website chairperson is recommended to administer goggle docs.

9. LORC Committee & Government Affairs Chapter Rep - Bruno Friid is no longer able to do stay in the LORC committee position. Sherrie Featherly has volunteered for the LORC committee position and to act as the Government Affairs Chapter Representative to work on pursuing legislation.

10. Affiliate spot light and Fair for 2013. The committee discussed several option in regards to Affiliates.

It was suggested we increase meeting time to start at 11:30 for networking. Tom pointed out that the meeting announcement did have the new time. The board recommended we make an announcement and request all members to arrive at this time so that we can network.

Dyana Finnegan and Paul Hein will form a committee to expand on the affiliate fair idea and report back to the board.

Meeting Adjourned