

**Agenda**  
**Denver NARPM Annual Planning Retreat**  
**January 19, 2012**

**SCHEDULE**

<b>7:30 am – 8:30 am</b>	<b>Breakfast provided</b>
<b>8:30 am – 11:30 am</b>	<b>Board Meeting</b>
<b>11:30 am – 12: 30 pm</b>	<b>Check out of rooms and Lunch</b>
<b>12:30 pm – 3:30 pm</b>	<b>Board Meeting</b>

**THANKS TO 2011 BOARD AND COMMITTEE MEMBERS**

**REVIEW OF BOARD MEETING OPERATION**

**A. OFFICER REPORTS**

1. Treasurer: Sylvia White
  - a. 2011 Budget Reflection
  - b. Surplus Review
  - c. 2012 Budget Initial Overview and Anticipated New Line Items
  - d. 2011 Tax Return
  
2. President: Lyle Haas
  - a. Overview of 2011
  - b. Presidential Plan
  - c. Succession Plan: Leadership Plan
  
3. Vice President: Bob Alldredge
  - a. Comments/Suggestions
  
4. Past President: Karen Hodges
  - a. Chapter Excellence Award
  - b. Certificate of Compliance
  - c. Suggestions
  
5. President-Elect: Anthony Irizarry
  - a. Plans for 2012
  
6. Secretary: Joan Maranville
  - a. Minutes
  - b. Hotel Contract Status
  - c. Suggestions

## **B. COMMITTEE REPORTS**

1. Education Chair: Susan Melton & Geff Kempzell
  1. Class Schedule for 2012
  2. Continuing Ed. Credit Classes
  3. 2012 Commission Update Class
  
2. Certification Chair: Darron Dowda
  1. Sponsorship Program Continuation
  2. Current RMPS, MPMs, CRMCs, and CSSs
  3. Current Designation Candidates
  4. Promotion of Designation
  
3. Membership: Paula Haas and Tony Cline
  1. Dues: 2012
  2. Retention Figures: Members, Vendors and Office Support
  3. Recruitment Plans
  4. Outlook - 2012
  
4. Luncheons Chair: Jessica Burrow
  1. New Location
  2. Menus and Prices
  3. Additional Changes
  4. Collection Issues for Lunches – how is this handled
  5. Lunch Reservations Email
  
5. Meeting Speakers Chair: Mark Cunningham
  1. Scheduled Speakers for 2012
  2. New Speaker Ideas
  3. Suggestions
  
6. Pacific Southwest Regional Conference: Tony Cline & Kathleen Worley
  1. Report
  
7. Special Events: Jessica Burrow
  1. Realtor Rally
  2. Social Events Overview 2011  
Rockies Game & Holiday Party
  3. Social Events 2012

8. Vendor Chair: Johanna Wells
  1. Luncheon Sponsorships
  2. Feedback from Vendors
  3. Round-Table for Vendors
  4. Suggestions
  
9. Political Liaison: Anthony Irizzary
  5. AAMD/JLAC
  6. Outlook for 2012
  
10. Website Chair: Johleen Belliston
  - a. 2012 Updates to websites
  - b. Member Usage and Promotion of websites
  - c. National and Denver sites: Links Maintenance
  
11. Marketing Chair: Kathryn MacGeraghty
  - a. 2012 Marketing Plan
  - b. Facebook
  - c. NARPM Chapter website
  - d. Rent Property.com
  - e. New Ideas?
  
12. Meeting Set-Up Chair: Ron Herd
  - a. Update
  - b. John Bagwill – extra help

## **B. OTHER BUSINESS**

- Property management by Non-licensees
- Board Member Job Descriptions and Responsibilities\*
- Chapter Bylaws: Any changes needed?
- Need for Volunteers to call Members/Affiliates that have not renewed 2012 dues
- Charity Contributions - the same?
- What's coming? - California Property Manager Withholding
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NARPM – DENVER

JANURAY 19<sup>TH</sup>, 2012 – ANNUAL MEETING

Attended: Ron Herdt, Marc Cunningham, Tony Cline, Darron Dowda, Paula Haas, Bob Alldredge, Geff Kempzell, Susan Melton, Johanna Wells, Kathy Worley, Sylvia White, Karen Hodges, Jessica Burrow, Joan Maranville, Johleen Belliston, Kathryn MacGeraghty, Anthony Irizzary, and presided over by President, Lyle Haas.

REPORTS:

President: Lyle Haas – New board members Kathy Worley and Tony Cline were introduced. Lyle proceeded to read an introduction speech. The attendees thanked Lyle for all his hard work and great leadership.

Treasurer: Sylvia White presented a projected budget for 2012, a copy of 2011's budget, and bank reconciliation. (attached) She discussed the account being moved to 1<sup>st</sup> Bank. We went over each line item for the 2012 budget. A suggestion was made that we have a booth at the CAR convention. A suggestion was made that our chapter should consider Skype or do a webinar for members that are not able to attend the luncheon. Lyle discussed a succession plan for board members.

Vice President: Bob Alldredge presented a handout that outlined his duties. A discussion was held about our contribution to JLAC, AAMD, and the housing survey. A motion was passed to increase our contribution to \$4000 specific to JLAC AND AAMD. A check will be presented to Nancy Burke when she attends our luncheon the next time.

Past President: Karen Hodges gave out new name tags. Karen did all the paper work that resulted in our Chapter excellence award. She also did the paper work for our certificate of compliance.

President Elect: Anthony Irizzary – Lyle asked Anthony to open a pay pal account for our chapter. Anthony is going to prepare a tutorial for us so we can learn how to use goggle docs. A committee was created for the purpose of pulling all the technology together that our chapter can benefit from. The committee members are Anthony, Tony, Johleen, Darron, and Kathryn.

Secretary: Joan Maranville offered to help with anything that is needed.

Education: Susan Melton & Geff Kempzell presented the class schedule for 2012. (attached.)

Certification: Darron Dowda announced that the scholarship program will continue. Darron talked about the benefits of being certified. Darron had suggestions that would encourage more members to work toward certifications.

Membership: Paula Haas reported that as of the end of 2011, we had 71 members, 25 support, and 67 vendors. A discussion was held about licensed support staff and if they needed to join National. We decided to make a decision at a later date and it will be based on National's requirements.

Luncheons: Jessica Burrow did an extensive search for a new meeting place. After her presentation of 3 good possibilities, 3 motions were passed. A motion was passed to change our meetings to Mile High Station. A motion was passed to increase the cost to attend the luncheon to \$25 when we move to the new place. A motion was passed to allow 2 affiliate members from one company to attend the luncheon after we move to the new venue. After the move, a non-member can attend for \$25 also. Johanna

wells proposed a way to raise money from the luncheon sponsors. She handed out a proposal to have gold, silver and bronze sponsors for each meeting.

Lunch speakers: Marc Cunningham updated us on the speakers for 2012. He is leaving some slots open.

Regional Conference: Kathy Worley and Tony Cline gave an update on what they are doing for the regional conference.

Special Events: Jessica Burrow reported that we are not going to have a booth at the Realtor Rally this year. She is working on another Rockies baseball game this year, and will also work on the Holiday party.

Vendors: Johanna Wells presented her idea of starting a new program to have a Denver Affiliate of the year. A packet was presented, including a way to keep track of points that determine the winner.

Political Liaison: Anthony Irizzary talked about AAMD and JLAC and what is coming up in 2012.

Website: Johleen Belliston led a discussion on how the website should work. She suggested that our individual websites should link to NARPM.ORG. She also said that National is requesting articles for the National website.

Marketing Chair: Kathryn MacGeraghty said she is going to implement the things we are working on. New ideas were discussed.

Meeting Set-Up : Ron Herdt gave an update on the vendor slides and the microphone. We are going to stop having each vendor introduce themselves .

Joan Maranville

Secretary

NARPM – DENVER  
FEBRUARY 28<sup>TH</sup>, 2012

The meeting was called to order at 9:30 A.M. and was held at Hotel VQ – 1975 Mile High Stadium Circle.  
The following persons attended:

Bob Alldredge, Joan Maranville, Paula Haas, Marc Cunningham, Sylvia White, Jessica Burrows, Susan Melton, Anthony Irizarry, Ron Herdt, Chris Eddy, Geff Kempzell, Darron Dowda, Kathryn MacGeraghty, Johleen Belliston, Tony Cline, Karen Hodges, and presided over by President, Lyle Haas.

The minutes for October 2011, The January retreat, and January 2012 minutes were Approved.

Lyle lead a discussion about the Southwest Conference that was held in Las Vegas.

Treasurer: Sylvia White reported that the bank account has been changed over to 1<sup>st</sup> Bank. She presented a copy of the bank statement. A \$10,000 CD will be opened at 1<sup>st</sup> Bank. A check for \$4000 will be presented to Nancy Burke (AAMD) today at the luncheon.

Vice President: Bob Alldredge said that Anthony Irizarry was very involved in fighting the most recent bill that was introduced at the State Legislature.

President Elect: Anthony Irizarry said that our application to Google as a “non-profit” was denied.

Education: Susan Melton & Geff Kempzell talked about the upcoming class in March by Propertyware.

Certification: Darron Dowda led a discussion about encouraging more members to get designations. A sub-committee was formed. Joan Maranville and Susan Melton volunteered to help.

Membership: Paula Haas reported that we have 50 members, 24 office support, and 38 vendors.

Luncheon: Jessica Burrows reported that 88 people have RSVP'D for today's luncheon. The suggested date for the Rockies baseball game is June 30<sup>th</sup>.

Meeting Speakers: marc Cunningham reported that speakers are lined up through June

Pacific SW Regional: Tony Cline reported on the conference.

Website: Johleen Belliston updated us on the website. She said that National is requesting articles.

Other Business: a discussion was held about our chapter bylaws. It was decided that the officers would meet in order to review the bylaws and decide if any changes need to be made.

The meeting was adjourned at 11:20 A.M.

Joan Maranville  
Secretary

## NARPM MINUTES

MARCH 27<sup>TH</sup>, 2012

The meeting was called to order at 10:05 A.M. The following persons attended: Joan Maranville, Susan Melton, Karen Hodges, Jessica Burrow, Johanna Wells, Marc Cunningham, Paula Haas, Tony Cline, Ron Herdt, Geff Kempzell, Anthony Irizarry, Bob Alldredge, Kathryn MacGeraghty, Johleen Becker, Chris Eddy, and presided over by President Lyle Haas.

A motion was passed to approve the February minutes.

Treasurer: Sylvia White did not attend and emailed the treasurers report A motion was passed to accept the treasurer's report.

President: Lyle Haas reported on the meeting that was held to review our bylaws. He asked that everyone submit their reports to him one week prior to the board meeting.

Vice President: Bob Alldredge deferred to Anthony Irizarry to give the legislative report. Anthony talked about the joint legislative action committee at the apartment assn. They are trying to raise \$150,000. Our NARPM chapter was the 2<sup>nd</sup> largest contributor with a \$4000 contribution. He said it was a very positive meeting. A suggestion was made that the information be put on our web site with a short blurb and a link to access additional information.

Past President: Karen Hodges is getting a bid for insurance for our chapter.

President Elect: Anthony Irizarry said he is working on google aps. Tony Cline volunteered to assist.

Education: Susan Melton reported that 20 people have signed up for today's class. Kathryn MacGeraghty suggested that everyone bring lap top computers to the next board meeting to learn how to link their web site to rentproperty.com

Membership: Paula Haas reported that we have 70 members, 24 office support, and 54 affiliates. 12 people did not renew their membership for 2012. 24 people are members of national but not our local chapter.

Meeting Speakers: Marc Cunningham reported that Marsha Waters from the Real Estate Commission will be our April luncheon speaker.

Luncheon Chair: Jessica Burrow reported that 83 people are signed up for today's luncheon. Jessica prepared a flyer to distribute about our new location starting in May. It is Mile High Station – 2027 W Colfax Ave. Jessica is organizing the baseball outing and will start promoting it in May.

Vendor Coordinator: Johanna Wells talked about the symposium that was held by the Colorado Springs chapter. It was suggested that we hold one in September and be called "Land lording & Management"

Website Chair: Johleen Belliston said that national is looking for articles.

We held a discussion about our domain and who actually owns it. We want to own our domain

The meeting was adjourned at 11:00

Joan Maranville

Secretary



## NARPM MINUTES

APRIL 24<sup>th</sup>, 2012

Attended: Joan Maranville, Geff Kempself, Sylvia white, Paula Haas, Bob Alldredge, Johleen Belliston, Jessica Burrow, marc Cunningham, Tony Cline, Karen Hodges, Anthony Irizarry, Kathy Worley, Ron Herdt, Darron Dowda, Johanna Wells, and presided over by President, Lyle Haas

A motion was passed to accept the March minutes.

Treasurer: A balance sheet, reconciliation summary, and reconciliation detail were presented

President: Anthony has finished preparing the draft for the updated bylaws and presented copies to everyone. Anthony also announced that due to circumstances, he would like to step down as President Elect at this time. He would like to remain on the board and be available to help in other areas. A motion was passed to appoint Darron Dowda to the position for the remainder of 2012 and Darron graciously accepted. Lyle announced that the symposium that had been discussed will be postponed until a later date. He asked Johanna Wells to form a committee.

Vice President: Bob Alldredge gave a legislative update. He talked about a meth remediation law and a renters rights ordinance that have been proposed. He said that the city of Westminister is revamping the home inspection ordinance and Federal Heights has proposed a license law.

Past President: Karen Hodges presented her findings for liability insurance for our chapter. A motion was passed to get a policy through United States Liability Co, through agent Rebecca Snitzer with Foundations Insurance. This will be a 3 year policy and will cost \$944 per year.

Education: Geff Kempself reported that the annual update will be held after the May Luncheon. A fair housing class is scheduled for September if we can get an instructor who can provide CE credit.

Membership: Paula Haas reported that we have 76 members, (7 of them new), office support is at 29, (a 20% increase), and 59 affiliates. A discussion was held about ways to recruit new members.

Luncheon: Jessica Burrow passed out flyers to remind everyone of our new location for May. She is going to pass out flyers for the Rockies game at the luncheon today.

Joan Maranville  
Secretary

Narpm Minutes  
May 22<sup>nd</sup>, 2012

Attended: Peter Meer, Karen Hodges, Joan Maranville, Paula Haas, Marc Cunningham, Tony Cline, Kathy Worley, Darron Dowda, Bob Alldredge, Geff Kempzell, Jessica Burrows, Sylvia White, Johanna Wells, Johleen Becker, Kathryn MacGeraghty, Susan Melton and presided over by President Lyle Haas.

After a correction to the April minutes stating that Anthony Irizarry will remain on the general board, the April minutes were approved.

Treasurer: Sylvia White said that we have \$24000 in the bank. Rockies tickets were paid for.

President: Lyle Haas spoke about our web site and asked for feedback. A discussion was held about the bylaws. Darron Dowda volunteered to put google docs on our web site. A motion was passed to kill the google app idea. A Motion was passed to cancel plans for the symposium.

Vice President: Bob Alldredge gave a legislative update.

Past President: Karen Hodges reported that we are waiting for insurance to be put in force. The application has been submitted.

Certification: Darron Dowda spoke about certification and on line classes.

Education: Geff Kempzell reported that Patrick Amburst will provide the class for fair housing in Sept.

Membership: Paula Haas reported that we have 80 affiliates, 30 office support, and 76 members.

The board decided that we should change the name for the board position from "lunch Lady" to Event coordinator.

Sylvia introduced an idea of having a half day meeting in addition to the January retreat.

The meeting adjourned at 11:10 A.M.

Joan Maranville  
Secretary

NARPM  
June 26, 2012

## Minutes

### Attendance:

Darron Dowda, Anthony Irizarry, Marc Cunningham, Kathy Worley, Karen Hodges, Tony Cline, Johleen Belliston, Sylvia White, Johanna Wells, Ron Herdt, Geff Kempself, Kathryn MacGeraghty.

President Elect- Darron Dowda  
Brings meeting to order

### A. Officer Reports

1. Treasurer- Sylvia White  
Supplied hand out to board. Discussed that there where several changes this year with the budget based on new location, committies and marketing, etc. With all the changes she will have a better idea at the retreat to prepare for next year.
2. President: Lyle Haas  
No Report, Excused from Meeting
3. Vice President: Bob Alldredge  
No Report, Excused from Meeting
4. Past President: Karen Hodges  
Reported she is still working on Chapter of Excellence and getting more points.
5. President Elect: Darron Dowda  
No Report
6. Secretary: Joan Maranville  
No Report, Excused from Meeting.  
Jessica is doing minutes for Joan this month.

### B. Committee Reports

1. Education Chair: Geff Kempself  
Geff announced that at this time NARPM is recognized as a professional organization. He reports finding a teacher (Peter Meer) for classes that has offered his services @ \$500.00. Geff suggests this is opportunity to increase revenue for our Chapter.

2. Membership: Tony Cline  
No Report

### Open Discussion

Suggestions on branding out name (NARPM) and getting more exposure. If we donate to the fire victims we can get our name exposed that way.

NARPM MINUTES  
August 28<sup>th</sup>, 2012

Attended: Karen Hodges, Marc Cunningham, Jessica Burrows, Anthony Irizarry, Kathleen Worley, Tony Cline, Kathryn MacGeraghty, Bob Alldredge, Joan Maranville, Paula Haas, Darron Dowda, Sylvia white, Geff Kempzell, Johanna Wells, and presided over by President Lyle Haas.

President: Lyle Haas said that Darron Dowda sent out the revised bylaws. A discussion was held regarding the volunteer positions for 2013. Joan Maranville announced that if we can find a volunteer to be our chapter secretary, she is planning to resign. Kathleen Worley said she would take the position. Sylvia White announced that she would like to resign as the treasurer and agreed to take over the certification chair. Marc will continue as the speaker chairman, Paula will continue as the Membership chair, Johanna will continue as the Vendor chair, and peter Meer volunteered to take over as judicial liaison.

Past President: Karen Hodges reported on the chapter excellence award. She shared what we have points for and the few areas for improvement. She also reported on our insurance and said we are now insured.

Education: Geff Kempzell reminded us that the fair housing class will be held after the luncheon in September and includes 4 hours of CE credit.

Speakers: Marc Cunningham led a discussion about whether it would be appropriate for him to be the speaker. After reviewing my notes, no conclusion was reached.

Treasurer: Sylvia White presented a copy of our bank statement, reconciliation, and the balance sheet.

The meeting adjourned at 11:10 A.M.

Joan Maranville  
Secretary

NARPM MINUTES  
SEPTEMBER 25<sup>TH</sup>, 2012

Attended: Sylvia White, Bob Alldredge, Joan Maranville, Marc Cunningham, Peter Meer, Karen Hodges, Paula Haas, Kathleen Worley, Johleen Belliston, Jessica Burrows, Geff Kempzell, Darron Dowda, Tony Cline, Johanna Wells, and presided over by President Lyle Haas

The August minutes were approved.

Treasurer: Sylvia White reported that we currently have \$27,000 in the bank. There are members that owe for lunches and or sponsorships. A discussion was held about how to collect but no firm plan was decided on.

President: Lyle Haas reported on the progress of the nominating committee. The committee nominated Tony Cline for President Elect. Lyle presented the 2013 list of board members and committee chairs from the nominating committee.

Vice President: Bob Alldredge requested a meeting of the persons that are on the bylaw review committee. He also said we need to make a decision about our participation at the Realtor Rally.

Past President: Karen Hodges reported that the insurance company that is writing our policy does not do background checks of the board members as previously thought.

Luncheon & Special Events: A discussion was held about our new venue. Although a few people have voiced complaints about the facility and/or the food, the general consensus is positive.

Retreat – Bob Alldredge is arranging the annual retreat at Highlands Haven. January 16-17 is the tentative date.

Meeting adjourned at 11:00 A.M.

Joan Maranville  
Secretary