HOUSTON CHAPTER

NARPM®

National Association of Residential Property Managers

BOARD MEETING

DATE: JULY 05, 2012

TIME 06:00 **AM** ☐ **/ PM** ☑

LOCATION: LUIGI'S RESTAURANT
12779 JONES ROAD
HOUSTON, TEXAS 77070

TOTAL MINUTES: 138

BOARD MEMBERS		ATTENDEE:	
PRESIDENT:	ROB FERRIER	Yes ☑	No ☐
PAST PRESIDENT:	JAY RAMAN	Yes ☑	No ☐
PRESIDENT ELECT:	CORINNE LUNA	Yes ☐	No ☑
SECRETARY:	L,Y."TISHA" MATTICKS	Yes ☑	No ☐
TREASURER:	EDDIE MULLINS	Yes ☑	No ☐
VP of PROGRAMS:	ROYCE PRICE	Yes ☑	No ☐
VP of AFFILIATES:	JOHN FERGUSON	Yes ☑	No ☐
MEMBERSHIP CHAIR:	KRISCINA JORDAN	Yes ☑	No ☐
COMMUNICATIONS CHAIR:	YVETTE COLBERT	Yes ☐	No ☑
GOVERNMENTAL CHAIR:	MIKE MENGDEN	Yes ☑	No ☐
ETHICS CHAIR:	JUDY WALKER	Yes ☑	No ☐
PROFESSIONAL DEVELOPMENT CHAIR:	JUDY WALKER	Yes ☑	No ☐
WEB MASTER CHAIR:		Yes ☐	No ☐

ADDITIONAL ATTENDEES:

CAROLYN MARSH
KEN JENNINGS
DINNO SALANG
JUDY PRICE

HOUSTON CHAPTER

BOARD MEETING

I. Meeting called to order;

1) At 06 : 00 PM on THURSDAY , JULY the 05 , 2012 meeting was called to order by ROB FERRIER.

2) **Reading of the Agenda** by KRISCINA JORDAN . The adoption of the Agenda was moved and motion was carried by ROB FERRIER. No Second is required.

3) **Reading of the Draft Minutes** by KRISCINA JORDAN from the previous meeting. The adoption of the Draft Minutes was moved and motion was carried by ROB FERRIER. No Second is required.

4) **Treasurer Reports** Read by EDDIE MULLINS to share the current financial status of the Houston Chapter Organization. Motion of the Treasurer Reports was moved and motion was carried by ROB FERRIER.

II. Old Business;

a) Other committee members engaged in the meeting with concerns of old business from previous meeting(s).

III. New Business Topics;

1) Vendors:

a) Vendor's Incentive; Advertisement of services and company.
b) Vendor Tables set up to advertise.
c) Vendor's to bring in a raffle gift.
d) Guest Speaker must use a productive way to exchange information to better assist our new members & prospect members.
e) Limit the amount of Vendors. Suggested two types of vendors.

2) Speakers;

a) Suggestions of what type of Speakers to invite. (Business, Legal, etc.)
b) A request made to bring in a Justice of the Peace before the end of the year. Mainly due to on-going changes with new rules and regulations.
c) Have members participate by sharing their thoughts of an interesting topic for a speaker.
d) Speakers are not to be charged if Educated Related.

3) Luncheons;

a) Sponsorship; Finding Vendors to participate in Luncheons.
b) Limit Luncheons to Prospect Members to only three visits.
c) How to attract more participants & attendees.
d) Signing in guest as they enter the meeting room.
e) Roster Showing Members; Local & National & Desk Guest.

f) Tickets, 50/50 Drawing
g) Lunch Raffle Ticket
h) How to set up Topic Table(s) for members to meet new faces.
i) How to get National Members to join the Houston Chapter.
j) What amount should be paid for lunches by NARPM Members
k) List-serve; how to draw in our local National Members to Join Houston Houston.
l) Suggested that Board Members sit separately to meet others.
m) Net Working at the meeting.
n) Arranged Round Table Topics.
o) Introduce first time visitors, if time allows.
p) Lunch Board Meetings; 11:00-11:30.
q) Round Tables for about 15 minutes 11:30-11:45.
r) Keep Open Relationships with visitors.
s) Suggested to use name tags and stickers matching the table.

4) Board Member Chairs;

a) Board Members Introduced and their position.
b) Board Member Chair; Professional Development; Requested by, KrisCina Jordan. Judy Walker from the Ethics Chair accepted the offer and moved and motion was carried by all board members.
c) Board Member Chair; Website Graphics. Suggestions of using on line templates, keeping current with Facebook & Twitter. One member agreed to assist during the summer months, along with Yvette Colbert. Ms. Colbert was not available for discussion. Motion moved, but not carried or failed.
d) Brief suggestion of creating a Board Member Chair; Marketing. Motion moved, but not carried or failed.

5) Education;

a) As a guest speaker: the Vender must participate in an Educational topic, not as a promotional representative to sell or push their product.
b) Open for suggestions from other members.
c) Suggested to have members go to conventions.
d) Ethics Course must be completed by each member.
e) NARPM Ethics-three hours (Available on line.)
f) MCE Credit-Currently writing a 30 hour class.
g) Instructors encourage to bring in more classes locally.
h) Market New Lease Classes.

Membership- National & Houston:

a) Discussion of old Members and Prospect Members List;
b) Approximately 300 E-vites sent out each month by KrisCina Jordan.
c) Emails Available-No Phone Numbers on hand.
d) Keeping an accurate list-serve of local membership.
e) At Large Member; National Member

f) Member recognized in Chapter once local member has been paid.
g) List-Serve should be on the National List-Serve.
h) List-Serve if you are an Owner-National List-Serve
h) National Fee $295.00 paid upfront; Prorated on second year.
i) Suggestion of using a Roster for Local & National Members.
j) Suggest to speak to other Chapter Board Members.
k) Meeting Format suggested to be more structured.
l) Board Meeting every third Thursday of every month.
m) Year End Gala-If funds allowed.
n) Long Term Chapter Goal-Chapter Excellence in 2014.
o) Short Term Chapter Goal-New Members, 50 in 2012 .

Legal;

a) Legal Matters by MICHAEL MENGDEN were open for discussion pertaining to Non-Profit Organization documents required for tax purposes.
b) Lost are not acceptable for non-profit organization.
c) Assumptions are for non-profit organization.
d) Profit, must be very limited for non-profit organization.
e) Chapter Excellence-Points of 30 or more at the end of year.

Financial;

a) How much money in the account; Member's response, No Money!
b) Every Meeting is a lost until more sponsors sign on.
c) Current funds or funded by certain members.
d) Last Year's profits per meal-$8.00 & Members $3.00.
e) Vendor's pay $150.00 per year for Houston Chapter.
f) Vendor's do not have to pay National Dues.
g) Vendor Sponsor's per luncheons-$500.00
h) No Profits on Members.
i) Break even on Non Members.
j) Raffles at $50.00 profit.
k) No profits made on new membership dues.
l) Local Member Dues are $30.00 per year.
m) Grants from National.

Meeting Adjourned;

By ROB FERRIER
Seconder by KRISSY JORDAN
Motions carried at 07 : 38 AM ☐ /PM ☑