HOUSTON CHAPTER

NARPM®

National Association of Residential Property Managers

BOARD MEETING

DATE: October 11, 2012

TIME 11:00 **AM** ☑ **/ PM** ☐

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

TOTAL MINUTES: 121

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:	JUDY WALKER	Yes ☐	No ☑
GOVERNMENTAL CHAIR:	MIKE MENGDEN	Yes ☐	No ☑
ETHICS CHAIR:	JUDY WALKER	Yes ☐	No ☑
PROFESSIONAL DEVELOPMENT CHAIR:	JUDY WALKER	Yes ☐	No ☑
WEB MASTER CHAIR:	YVETTE COLBERT	Yes ☐	No ☑

ADDITIONAL ATTENDEES:

TRISH FERRIER

HOUSTON CHAPTER

BOARD MEETING

I. Meeting called to order;

1) At 11 : 00 PM on THURSDAY , October the 11 , 2012 meeting was called to order by ROB FERRIER .

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

3) **Reading of the Draft Minutes** by TISHA MATTICKS/DropBox 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) Discussion to ask Vendors to participate in donating door prizes, money, etc. to the GALA.

2) Speakers;

a) No Speaker scheduled for the month of October. No Luncheon is scheduled, since several members will be attending the National Convention in Virginia.

3) Luncheons; NO CHANGES

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) Roaster 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; Yvette Colbert resigned her seat.
c) Web Master Chair; Corinne Lune accepted the position at this time with the assistance of other Board Members. Motion was carried and second.
d) Board Member Chairs; Communications, Ethics & Development was discussed to remove, rename or reassign these Chairs. (Ethics & Development??)
e) Governmental Chair; Discussion of this Chair being removed, renamed or reassigned.
f) Discussion of Communications & Marketing to combine as one Board Chair.
g) Corinne Luna volunteered her husband, John Luna, an Affiliate Member-Houston Chapter.
h) Marketing Chair; John Luna voted in as Board Member of Marketing Chair, carried & second.
i) Discussion of Board Members messing too many Board Meetings and unable to uphold their duties as a Board Member; Perhaps the position may be overwhelming at this time.

5) Education;

a) A reminder that Code of Ethics has a deadline. or questionable if NARPM-National has
b) Questionable if NARPM-National has extended the deadline to complete the course.
c) No Education Course / Speaker has been scheduled for October. Nat'l. Convention.

6) Other;

a) Discussion of XMAS GALA: Not to spend too much money and still having a monthly luncheon. It was decided to combine both the Luncheon & GALA. November 15th was the date set Corinne Luna had listed. (Must still be confirmed with Salt Grass)

Membership- National & Houston:

a) National Convention; All next week in Crystal City, Arlington, Virginia. (Oct. 15-19,2012)
b) Concerns of Local Members, including Board Members not listed on the National Membership Roster. Corinne Luna has agreed to research this issue.
c) Unknown at this time; who is current with there local dues.
d) John Furguson suggested to issue cards to new local membership cards. This will allow

the check host at the Luncheons to know who is a member or not and how much to collect at the door from each guest.

e) To keep up with the local membership, discussion of contacting local members is in place.
f) Discussion of getting outside help for Social Media to add to local Website.
g) Discussion of getting marketing our organization on a ZERO BUDGET. If possible.
h) Discussion of getting other input from other members and focus on getting new members.
i) Attendance; is important for members and especially for Board Members.
j) Agenda will be posted by Tisha Matticks in Drop Box one week before Board Meeting.
k) Cards to be presented at the door at each Luncheon.
l) Credit Card Acceptance at the front door of each Luncheon.
m) Credit Card Acceptance for Annual Dues to Houston Chapter.
n) Drop Box Administrator-Jay; Suggestion to open new communication group chat box. Ability to apply for membership application thru Google Doc's. (Convert Yahoo to Google)

Legal;

a) Legal Matters by ROB FERRIER were open for discussion pertaining to Non-Profit Organization documents required for tax purposes.
b) By Laws are located on in the Drop Box from National.
c) Job descriptions are detailed.
d) Name (Metropolitan) needs to be changed to Houston By Laws. But not anytime soon. But work on it gradually.

Financial;

a) Eddie Mullins; Provided a statement of the bank balance. Currently $5,105.59
b) Discussion of releasing funds from the existing On Line Payments & Tweaking. Approximately $1500 +/- is in holding.
c) Discussion of acquiring a Organization Check Book was voted NO, carried & moved.
d) Discussion of who should have access to the pass word of the bank account. It was suggested that both; the President & Treasurer should be the only parties with access.
e) An additional amount of $200 +/- & $50 +/- is due to pay out this month.
f) A payment from the Local Chapter is due to National for Mr. Michael Overby's Nat.l paid & collected by Houston Chapter by mistake.
g) A payment is due to First Class Realty for reimburse of September's Luncheon.
h) A payment is due to back to; Rob Ferrier & John Furgurson for paying an additional $75.00 each to Salt Grass Restaurant. (Overpayment)
i) January will help set standards for members that have paid. (Dues are prorated.)

Meeting Adjourned;

By ROB FERRIER
Seconder by Eddie Mullins
Motions carried at 1 : 00 AM ☐ /PM ☑