HOUSTON CHAPTER

NARPM®

National Association of Residential Property Managers

BOARD MEETING

DATE: September 20, 2012

TIME 11:00 AM x / PM ____

LOCATION: Salt Grass Restaurant
1803 Shepherd Drive
Houston, TX 77007

TOTAL MINUTES: 32 min.

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

ADDITIONAL ATTENDEES:

JUDY PRICE

HOUSTON CHAPTER

BOARD MEETING

I. Meeting called to order;

1) At 11 : 00 A.M on Thursday , August the 20 , 2012 meeting was called to order by Kriscina Jordan .

2) **Reading of the Agenda** by Rob Ferrier . The adoption of the Agenda was moved and motion was carried by KrisCina Jordan . No Second is required.

3) **Reading of the Draft Minutes** by Tisha Matticks 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) Financial Status;

a) Eddie Mullins still trying to release funds from Pay Pal.
b) Eddie Mullins will make arrangements to retrieve org. bank debit card.
c) Questions if organization ever had a check book?
d) National Members check has been paid thru Houston, instead of Nat.'l.
e) Franchise Status; On line processing to be completed on line. Yearly~!
f) Jay Raman must be contacted to regarding Bank & Tax Forms.

2) Programs;

a) Suggestions of calling, inviting, etc. to help raise the Houston Chapter.
b) John Luna (Corinne's Husband) will assist to help contact affiliates.
c) Corinne Luna; Will check with Nat'l. if they have By Laws already in place.
d) Corinne Luna; Issued a copy of the Board Members responsibilities.
e) By Laws; Blank forms inserted by Tisha Matticks.
f)

3) Luncheons; (On going topics)

a) Sponsorship; Finding Vendors to participate in Luncheons.
b) Guest Speaker to be introduce.
c) How to attract more participants & attendees.
d) Signing in guest as they enter the meeting room.
e) Roster showing Members; Local & National & 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 contributed to open topics.
b) Eddie Mullins; Treasurer working on bank issues.
c) Tisha Matticks; Issue new Certificates to new members.
d) Minutes: Due to the time allowances, all minutes are posted in Dropbox.

e) Future Annoucement to discuss for upcomming meetings;

g) Corinne Luna; Trying to get all Board Members on board with Yahoo.

h) Yvette Colbert; Needs to be contacted to set the board members on Yahoo.
i)

5) Education;

a) Remind members to complete Code of Ethics Course by deadline.
b) Open for discussion for upcoming luncheons.
c) Luncheon; Board of panels to ask & answer questions. 09/20/12
d) Guest host; Mr. James to ask panel of 5 questions.
e)
f)
g)

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; National Members (Not joined local membership)
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 _____Rob Ferrier_____were open for discussion pertaining to Non-Profit Organization documents required for tax purposes.
Lost are not acceptable for non-profit organization.
b) Assumptions are for non-profit organization.
c) Verify if all Non-Profit Tax forms have been filed correctly.
d) Chapter Excellence-Points of 30 or more at the end of year.

Other;

a) Corrine Luna; Organizing the Board's Communication site.
b) Drop Box organization forms have been removed from site. By whom?
c) Board Members will all be notified and how to set up an account.
d) E-mails of all Board Members to be provided by KrisCina Jordan.
e) No more FREE Lunches for non license realtors.
f) Verified who is license. (Realtor, Agents &/or Property Managers)
g) Local Members; $30.00p/ year, due in Jan. Currently 55+/- members.
h) GALA-Open Topic
i) No luncheon for November, due to Nat'l. convention.
j) Tisha Matticks; Responsible for the attendance count and record.
k) Chicago May 16 & 17 is the regional and need volunteers.

Meeting Adjourned;

By __KriCina Jordan_____
Seconder by _Rob Ferrier_____
Motions carried at _11___: _32_____AM_x_/PM_____