HOUSTON CHAPTER

NARPM®

National Association of Residential Property Managers

BOARD MEETING

DATE: AUGUST 16, 2012

TIME 11:00 AM x / PM ____

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

TOTAL MINUTES: 43

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:	YVETTE COLBERT	Yes ✔	No ☐

ADDITIONAL ATTENDEES:

DINNO SALANG

JUDY PRICE

HOUSTON CHAPTER

BOARD MEETING

I. Meeting called to order;

1) At 11 : 00 A.M on Thursday , August the 16 , 20 12 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 or to be further discussed and 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) Jay Raman & Gail Phillips assisting on releasing funds from Pay Pal.
b) John Fergurson needs assistance to verify the Vendor's member status.
c) Dinno Salang to assist John Fergurson with the Vendor's.
d) Notify each member as a reminder that dues have not been paid.
e) Verify who is required or not required to pay National Dues.
f) Verify which Vendor has paid Chapter Dues & how much?

2) Programs;

a) Royce and Judy Price to assist with the monthly Programs.
b) No Program or Chapter Meeting for the month of October.
c) National Convention to be held in October.
d) Speakers must be schduled for future luncheons.
e) Ideas on how to get more participants to meetup at the Nat'l. Convention.
f) Suggestions of calling, inviting, etc. to help raise the Houston Chapter.

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) 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 or re-introduced.
b) Eddie Mullins is the Treasurer and should handle the credit card.
c) Judy Walker-Provide a member list.
d) Website Chair; Yvette Colbert volunteered.
Accepted the offer; moved and motion carried by board members.
e) Facebook; C. Williams volunteered and been keeping it with it.
Accepted the offer; moved and motion carried by board members.
g) Membership recongnition of membership; Certificate & / or letter.
Accepted the offer; moved and motion carried by board members.
h) Minutes: Due to the time allowances, all minutes are posted in Dropbox.
i) Future Annoucement to discuss for upcomming meetings;
Appointed to Tisha Matticks; moved, motion second by Rob Ferrier.

5) Education;

a) Guest speakers to bring in for our luncheons.
b) Open for discussion.
c) Remind members to complete Code of Ethics Course by deadline.
d) Continuing education thru intructors or speakers.
e) National Webinars available.
f) Designations
g) Luncheon's Speaker; Jim Wieberman (Rules & Changes)

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 volunteered to arranged the Dropbox files.
b) Yvette Colbert volunteered to set up a Yahoo Group.
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) Board Member E-vite will no longer be sent.
f) All future Board Meetings to be held at 11:00 am before luncheon.
g) Who's going to follow up with Attendees?
h) Ideas of Table Team Leader to follow up with invitees.
i) Contact invitees before the luncheon to confirm receipt of invite.
j) Tisha Matticks; Responsible for the attendance count and record.
k) Chicago May 16 & 17 is the regional and need volunteers.

Meeting Adjourned;

By __KrisCina Jordan_____
Seconder by _Rob Ferrier_____
Motions carried at _11___: _43_____AM_x_/PM_____