

**National Association of Residential Property Managers  
SW Idaho Chapter  
Board of Directors  
December 20, 2012  
Special Board Meeting**

**MINUTES**

Meeting was called to order at 3:01pm by President Banner.

**Board Members Present:** Marc Banner, Brian Shaffer, Trina Luther, Marie Swanson, and Danny Harlow.

**Guests:** N/A

A quorum was certified by Secretary: Marie L. Swanson.

**DISCUSSION AGENDA:**

**Transfer Banking Authority:**

**MOTION MADE, SECONDED AND PASSED** to transition banking authority to the 2012 Board of Directors, see attached Motion.

**Approve Board Retreat Hotel Contract:**

**MOTION MADE, SECONDED AND PASSED** to approve the attached Hotel Contract.

**MEETING WAS ADJOURNED AT 3:10PM.**

Approved by:

DocuSigned by:  
*Marc Banner*

00F43B81A4E04D8...  
Marc Banner, MPM®, 2012 President

DocuSigned by:

*Brian Shaffer*

E119EA01AA76415...  
Brian Shaffer, 2011 President

DocuSigned by:

*Trina Luther*

0B3A53684BFB4C2...  
Trina Luther, 2012 Treasurer

DocuSigned by:

*Marie Swanson*

B8C5A4DBEA9B41D...  
Marie Swanson, 2012 Secretary



National Association of Residential Property Managers

SW Idaho Chapter  
Motion Form

Chair/Officer: Trina Luther, Treasurer  
Committee:

Vice Chair

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Recommendation(s)/Motion:

That banking authority transfer to 2012 Leadership effective January 1, 2012. That current signers on the bank account be removed, those individuals are Lizz Loop, RMP, Christina Shaffer.

Brian Shaffer, as Past President, shall remain as a signer on the bank account and the following individuals be added to the signature authority: Marc Banner, MPM, Danny Harlow, RMP and Trina Luther.

Further, that the bank and SW Idaho Chapter require two signers on all checks; Trina Luther as Treasurer is required and any one of the others noted above will be required.

Rationale:

This house keeping to transition to new leadership team.

The recommendation may have financial impact on NARPM  Yes  No  
If yes, please attach an explanation.

Is a NARPM Bylaws amendment needed with this recommendation  Yes  No

Board of Directors Action:

Approve as presented  Refer to \_\_\_\_\_ for further study  
 Defeat  Approve with the following amendment:

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This form is to be returned to appropriate committee once Board has taken action.  
Signify date sent to committee chair \_\_\_\_\_.

P.O. Box 508  
 Jackpot, Nevada 89825  
 800-821-1103 For room reservations  
 800-801-8258 Sales Department  
 775-755-2740 Sales fax



# Hotel Rooming Contract

all times are M.S.T.

Company/Organization: NARPM - SW Idaho Chapter National Association of Residential Property Managers	Contract #: NARPM12	Contact: Debbie Carpenter dcarpenter@mountainwestbank.com
Address: 1539 E Iron Eagle Dr Eagle, ID 83616	Phone: 208.884.5857 Fax:	ETA: <input checked="" type="checkbox"/> Auto <input type="checkbox"/> Bus <input type="checkbox"/> Plane

Month /Year: Jan 2012	Location: Tower	# of nights: 1-2	Room Reservations due: 12.26.11
Tower			
Date	1.6.12	1.7.12...	Date
Day	Fri	Sat	Day
Total rooms	10	10	Total rooms

Number	Singles: varied	Doubles: varied	Suites:
Room Rate	\$89.00	\$89.00	
Billing Procedures	Direct Bill <input type="checkbox"/> CL # Credit card <input checked="" type="checkbox"/> Company check <input type="checkbox"/>	Rooms & Tax Individ. <input checked="" type="checkbox"/> Master <input checked="" type="checkbox"/>	Incidental Charges Individ. <input checked="" type="checkbox"/> Master <input type="checkbox"/>
Reservations to be made by: Individual <input type="checkbox"/> Card <input type="checkbox"/> Rooming List <input checked="" type="checkbox"/>	Credit Card: Exp Date:	Check-In-Time After 5:00 PM	Check-Out-Time By 11:00 AM
Remarks: Rooms are \$89.00 per room, per day, plus 8% hotel tax.		Luggage Handling: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no In \$1.50 Out \$1.50 (bag total \$3.00)	
Group will pay for one night room and tax for each guest. Additional nights will be paid for by individual guests.			
Room list due 12.26.11. Individual room cancellations must be made 72 hours prior to arrival.			
Signed contract due 12.12.11. Ten day minimum cancellation notice required to cancel entire booking.			
Credit card for billing due with contract.			
All balances due at checkout without prior direct billing approval.			

**ROOM TAX:** All room and suite rates subject to prevailing state and local occupancy taxes. (8%)

**CANCELLATION POLICY:** Failure to arrive on the specified date, and/or failure to cancel the reservations by 72 hour cancellation policy, will result in no-show rooms being charged to client.

**DAMAGES:** The client is responsible for any and all costs associated with physical damage, repair or additional cleaning required due to the actions of the client, the guests of the client or anyone designated by and acting on behalf of the client.

**DIRECT BILLING REQUEST:** Direct billing will be authorized pending approval from our accounting office. Direct bill balances are due 30 days upon receipt.

**CREDIT CARD PAYMENTS:** By providing a credit card number and signing of this contract you are authorizing Cactus Petes Resort Casino to bill credit card for balance due upon bill closing.

**ENFORCEMENT OF THIS AGREEMENT:** This Agreement shall become effective between your Organization and Cactus Petes Resort Casino when signed by each party. This agreement shall be construed under the law of the State of Nevada and in the event litigation is required due to any dispute between the parties, the parties agree that all litigation shall be commenced and maintained in the Circuit Court in Elko County, Nevada. In the event of litigation, whether under this Agreement or for the collection of any sums due arising out of your Organization's use of Cactus Petes facilities under this Agreement, whether for rooms, meal services or meeting facilities, the prevailing party in such litigation shall be entitled to recover attorney's fees and court costs, including appeal.

The performance of this agreement by either party is subject to acts of God, war, government regulations, disaster, strikes, civil disorder, and curtailment of transportation facilities or other emergency, making it inadvisable, illegal or impossible to provide the hotel or to hold the meeting. Cancellation under other conditions may result in charges being levied against the group.

Toni Lampo 12.7.11  
 Toni Lampo Sales Manager Date

Mark 15 Dec 2011  
 (Customer Signature) Date

toni.lampo@ameristar.com



SW Idaho Chapter NARPM  
Mark BAWN, President  
 Print Name & Company

**National Association of Residential Property Managers**  
**SW Idaho Chapter**  
Board of Directors  
January 12, 2012  
Board Meeting

**MINUTES**

Meeting was called to order at 7:32AM by President Banner.

**Board and Committee Members Present:** Marc Banner, Brian Shaffer, Marie Swanson, Trina Luther, Kelly Rogers, Debbie Carpenter, Andrea Mayer, Sheila Thomason, Andrew Propst, Owen Jones, Brian Ziesloft, Jim Reimer, and Daniel Riley.

**Absent:** Danny Harlow

**Guests:** Lizz Loop and PJ Chapman

A quorum was certified by Secretary Marie Swanson.

The Mission Statement was read.

President's Report by Marc Banner.

The 2012 Goals/ Strategic Plan presented by President Marc Banner.

**DISCUSSION AGENDA:**

**Financial/Treasures Report:**

**Committee Reports:**

**Membership:** Kelly Rogers

**Education:** Daniel Riley

**Affiliate:** Debbie Carpenter

**Communications/Marketing:** Andrea Mayer

**Chapter Excellence:** Sheila Thomason

**Survey:** Andrew Propst

**Website:** Owen Jones

**Special Events:** Brian Ziesloft

Discuss Member networking events

Rafting Trip update

**Legislative:** Jim Reimer

**MOTION MADE, SECONDED AND PASSED** to approve 14 Leadership Training Registration for the NW Regional Conference to be used by the current Board of Directors and Committee Chairs, or Nominees.

**MOTION MADE, SECONDED AND PASSED** to approve the purchase of an Intuit QuickBooks License for QuickBooks Pro 2012. This is a three year license with a cost of \$217.90 including taxes.

**MOTION MADE, SECONDED AND PASSED** to approve the 2012 Budget Projections, see attached.

**Old Business:** Recommendation to purchase a book, training program, or training on pivot tables for the Survey.

**MOTION:** To approve (2) 2012 National Convention Registrations, (2) National Education Class Tuitions as drawing door prizes during monthly chapter meetings, and an additional (50) \$50.00 registration NW Regional Conference. Membership Chair shall determine the order of drawing.

**DISCUSSION:** Change date/time of monthly board meeting.

**DISCUSSION:** Change Calendar year to Fiscal year 7/1 through 6/30

**New Business:**

**MEETING WAS ADJOURNED AT 8:46AM.**

**National Association of Residential Property Managers  
SW Idaho Chapter  
Board of Directors  
March 8, 2012  
Board Meeting**

**MINUTES**

Meeting was called to order at 7:20am by President Banner.

**Board and Committee Members Present:**

**Guests:** N/A

A quorum was certified by: \_\_\_\_\_.

The Mission Statement and Vision Statement were read.

President's Report: N/A

**DISCUSSION AGENDA:**

**Financial/Treasures Report:**

**Committee Reports:**

**Membership: (Kelli Rogers)**

**Education: (Daniel Riley)**

Marketing Class/Open Office Class (Summer)

**Affiliate: (Debbie Carpenter)**

**Communications/Marketing: (Andrea Mayer)**

**Chapter Excellence: (Sheila Thomason)**

(#) Members are off

Work on Designations – Spreadsheet of items/points needed (Sheila)

Need to do another Community Event

Attendee List (Marc to give to Sheila)

Reach out to Idaho Falls (Marc)

**Survey: (Andrew Propst)**  
Software program passed  
Multi-Family Report (Andy)  
**Website: (Owen Jones)**

**Special Events: (Brian Ziesloft)**  
After Hours Event at FRPM  
**Legislative: (Jim Riemer)**  
Intermountain Fair Housing

**MOTION:** Reg. Vendor Fee, \$75.00

**Old Business/Discussion:** NW Regional (Brian) Key Note Speaker/class: Beverly Kavendale. Fair Housing Sessions (Two), sponsorships, week eleven of twenty six – need three or four new ones. Concerns: table sponsorship is low, and brochure not out yet.

**Old Business/Discussion:** National Convention Registration, no Special Restrictions. Speaker Schedule: Two more spots available.

**Old Business/Discussion:** Change Chapter Fiscal Year

**New Business:** Mike Rampleburg needs a refund for last year

**New Business:** IREM/NARPM Event, Float Trip, etc.

**New Business:** Discuss Vendor Fair

**New Business:** New Treasurer, Cathy Hazlett

***Mission:*** *To provide our members with the tools to become authorities in residential property management through leadership development, networking and education.*

***Vision:*** *Recognize as Idaho's premier organization of residential property management professionals.*

**MEETING WAS ADJOURNED AT 8:30AM.**

**National Association of Residential Property Managers  
SW Idaho Chapter  
Board of Directors  
April 12, 2012  
Board Meeting**

**MINUTES**

Meeting was called to order at 7:18am by Danny Harlow (Marc Banner absent).

A quorum was certified by Secretary Marie Swanson.

The Mission Statement was read.

President's Report: Danny Harlow (Marc Banner absent).

**DISCUSSION AGENDA**

**Financial/Treasures Report:**

**Cathy Hazlett**

**Cathy Hazlett was sworn in as Treasurer**

**Approved – Reimburse Mike Rampelberg, \$276.85 for 2011 Paint the Town**

**Approved – Reimburse Realty Management Associates, \$211.95 for  
Quickbook license**

**Committee Reports:**

**Membership: Kelli Rogers**

**Kelli created a spreadsheet of members, (National and local) ones that  
still need to take the Ethics class and ones that have not paid.**

**Education: Daniel Riley**

**Joined National Committee**

**Affiliate: Debbie Carpenter**

**November Vendor Fair, Need dates for Hotel (Will promote more  
after NW Regional)**

**Chapter Meetings – National Sponsors (Brian, Debbie, and Andy  
currently working on)**

**Signature Cards to be switched over**



**Communications/Marketing: Andrea Mayer**

**Ken (IFS) is interested in hosting an offsite event. He would need to sponsor/or host his own as an Affiliate.**

**Chapter Excellence: Sheila Thomason**

**Review Application and discuss approach to goal-**

**Accounted for 60 points as of now**

**Andy to write an Educational Article**

**NW Regional (Pts. for attendance)**

**Affiliates to write articles**

**Members need to apply/sign up for designations**

**Need Newsletters/articles for NARPM Magazine**

**Survey: Andy Propst**

**6, 000 units surveyed**

**Pivot tables set up, has report and needs approval from board**

**Website: Owen Jones**

**PJ's information is now off of website**

**Posting Mission and Vision to website**

**Convert to NARPM hosted site (status?)**

**Special Events: Brian Ziesloft**

**After hours event, Park Place Property Management (May 2012)**

**Rafting trip update**

**Register for Paint the Town**

**Legislative: Jim reamer**

**Research on Liability for after hours events**

**Next year, license for Property Managers?**

**MOTION MADE, SECONDED AND PASSED Gift for 50/50 & table sponsorship (NW Regional).**

**MOTION MADE, SECONDED AND PASSED Chapter PO Box (Marie)**

**Old Business:**

**Speaker Schedule**

**Joint Event with IREM, BOMA, CCIM**

**Wellness partnership – Anytime Fitness**

**MEETING WAS ADJOURNED AT 8:30AM.**

**National Association of Residential Property Managers  
SW Idaho Chapter  
Board of Directors  
May 10, 2012  
Board Meeting**

**MINUTES**

Meeting was called to order at 7:18am by Marc Banner

A quorum was certified by Secretary Marie Swanson

President's Report: Marc Banner

Absent: Kelli Rogers, Andrew Propst, Owen Jones, and Brian Ziesloft

Guests: PJ Chapman

**DISCUSSION AGENDA**

Financial/Treasures Report:

Cathy Hazlett

**Approved – Reimburse Mike Rampelberg, \$276.85 for 2011 Paint the Town**

**Approved – Reimburse Realty Management Associates, \$211.95 Quickbook license**

**Approved – Reimburse \$50.00 for proof of payment of NW Regional Conf. to SW Idaho NARPM Board members**

Committee Reports:

**Membership: Kelli Rogers**

**Members at large**

**Member Ethics requirements; need to contact and encourage enrollment**

**Membership retention/attrition.**

**Education: Daniel Riley**

**Following up with National Chair for status on application**

**Affiliate: Debbie Carpenter**

**November Vendor Fair, Need dates for Hotel (Will promote more after Raft Trip)**

**Communications/Marketing: Andrea Mayer**

Email Offsite/After Hours Event on May 24<sup>th</sup> 2012, at Park Place  
Prop. Mgmt., Mtn. West Bank sponsoring  
Email Can Food Drive – June Breakfast Meeting (Vendor to sponsor)  
Email Evite – Rafting Trip, Release form attached/or sent separately

**Chapter Excellence: Sheila Thomason**

Review Application and discuss approach to goal-  
Accounted for 60 points as of now  
NW Regional (Pts. for attendance)  
Email Gail for website update, evaluate points and report back

**Survey: Andy Propst**

Forward Survey results to those who did not receive (Danny  
took notes in Andy's absence.)

**Website: Owen Jones**

Posting Mission and Vision to website  
Convert to NARPM hosted site (status?)  
Update website with PO Box Address

**Special Events: Brian Ziesloft**

Rafting trip update  
Register for Paint the Town (status?)

**Legislative: Jim Riemer**

Follow up on Liability, Motion to be ready for June Meeting

**MOTION MADE, SECONDED AND PASSED** NARPM member plus one for Rafting  
Trip, any extras will be \$10.00 per person (To be sent out on Evite)

**MOTION MADE, SECONDED AND PASSED** SW Idaho NARPM Board to file  
complaint against the NARPM Member in violation of the Code of Ethics, paying fee of  
\$100

New Business:

Reimburse Realty Mgmt. & Assoc., for Free Designation Class, \$250.00  
Reimburse Marc Banner for rafts/lifejackets reserved for Raft Trip, \$238.50  
Reimburse Marie Swanson for PO Box, \$58.00

Old Business:

**Change Chapter Fiscal Year**

**Speaker Schedule**

**Joint Event with IREM, BOMA, CCIM**

**Wellness Partnership – Anytime Fitness**

**MEETING WAS ADJOURNED AT 8:32AM.**

**National Association of Residential Property Managers  
SW Idaho Chapter  
Board of Directors  
June 14, 2012  
Board Meeting**

**MINUTES**

Meeting was called to order at 7:15am by Marc Banner

A quorum was certified by Secretary Marie Swanson

President's Report: Marc Banner

Absent: Andrew Propst

Excused: Jim Riemer

**DISCUSSION AGENDA**

Financial/Treasures Report:

**Cathy Hazlett**

**Undeposited funds of \$120.00, Cathy investigating**

Committee Reports:

**Membership: Kelli Rogers  
65 Professional Members**

**Education: Daniel Riley  
Following up with National Chair for status on application  
Mike Mumford and Vickie Mefden, July 13<sup>th</sup> (Library – Pioneer Title  
was unavailable)**

**Affiliate: Debbie Carpenter  
November Vendor Fair, Need dates for Hotel (Will promote more  
after Raft Trip)  
Sponsorship filled thru the end of the year  
Focus on Affiliate as an Affiliate Chair**

**Communications/Marketing: Andrea Mayer**

**Rafting Trip, 1 Free Guest, Guest #2 \$10.00 Charge (June 30<sup>th</sup>)**

**Chapter Excellence: Sheila Thomason**

**Review application and submit after 6/30/12**

**Goal not met...?**

**Survey: Andy Propst**

**Absent**

**Website: Owen Jones**

**Current vendor application on website**

**PO Box has been added to website**

**Affiliates up to date & accurate**

**Convert to NARPM hosted site (status?)**

**Special Events: Brian Ziesloft**

**Paint the Town – 15 people attended, (combined w/another group)**

**Rafting Trip update (29 as of June 14<sup>th</sup>, 2012 plus 3 RHPlus, Mike**

**Mumford, Vickie Mefden, and Jaycie Granda, inviting Leanne)**

**Networking Event for July, who is hosting? Date/Time TBA**

**Legislative: Jim Riemer**

**Excused for June 14<sup>th</sup> 2012 Meeting**

**Follow up on Liability, Motion to be ready for July Meeting**

**MOTION MADE, SECONDED AND PASSED NARPM to donate portion of 50/50 raffle to Walkin Warrior Foundation**

**MOTION MADE, SECONDED AND PASSED Deposit \$1000.00 with stipulation of vendor booth for IREM/BOMA Trade Show**

New Business:

**Danny to ask for National booth set up, IREM/BOMA/CCIM “Grow Your Business” Trade Show next year**

Old Business:

**Next Year’s Meeting Schedule/Hotel Contract**

**Change Chapter Fiscal Year**

**Speaker Schedule**

**Joint Event with IREM, BOMA, CCIM**

**Wellness Partnership – Anytime Fitness**

**MEETING WAS ADJOURNED AT 8:30AM.**