



January 17, 2012

10:30am - 1:00pm

**AUSTIN NARPM® Bd AND MEETING
AGENDA**

Balcones Country Club

Meeting to be called by: Gary Knippa

Type of meeting: Monthly board and Chapter Meeting

Facilitator: Gary Knippa

Secretary: Laura Chandler

Attendees: Gary Knippa, Leola Lamb, Greg Doering, Tawny North, Ashley Martin, Richard Elias, Laura Chandler, Marc Witmer,

REPORTS

- Secretary (Laura Chandler)... Minutes of Previous (November) Meeting
- Treasurer (Leola Lamb)... Financial reports disclosed and discussed
- VP Programs (Ashley Martin)... Scheduled future speakers

SCHEDULED AGENDA ITEMS

- Code of Ethics reading: 1-1 and 1-4 re: Property Manager
- Chapter Excellence Designation: Overview
- EOYear Christmas Party venue. Reserve early.
- Monthly Speakers: Generic or specific to Property Management? PropMgmt Themes? Panels?
- Today's Speakers: Pam Drawbaugh from Austin MLS, Thomas Panagrotou, CPA
- Service Project: Same Habitat for Humanity?
- Marketing: (Rich Elias, chair) New members? Invigorating non-active members? Brochure?
- Good to Excellent: Meetings, Programs, etc.
- Social Activities: Fun Stuff/ Mixers. Hockey? Baseball?
- Website Status:
- Discuss & brainstorm on hosting a NARPM® Education class here in Austin
- Designations promotion: including CSS for support staff. RMP® & MPM®
- Management Ideas/Tips shared at Board Meetings?

UNSCHEDULED AGENDA ITEMS

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DATES TO REMEMBER

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- February __ NARPM Texas Style... Austin, TX
 - February __, 2011... TAR Mid-Winter Conference Property Management Forum... Austin, TX Hyatt Regency... 8am - 9am
 - October ____, 2012 Annual NARPM® Convention where?
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NARPM – Austin Chapter
MINUTES
2/21/2012

Meeting was called to order by Gary Knippa, President. Others in attendance were Marc Wittmore, Tawny Worth, Leola Lamb, & Rich Elias

- Initial topic of discussion was 2/21s Panel Discussion. Gary encouraged Board to ask questions to foster dialogue amongst chapter.
- Rich Elias read minutes of January 2012 Board Meeting. Motion to Approve was made, Second(ed), and passed unanimously
- Leola went over Financials stating extra cash on hand was from Property Management Texas Style (funds held in behalf of San Antonio chapter). Motion to Approve was made, Second(ed), and passed unanimously.
- Agenda items:
 - o Financial Goals of the Chapter,
 - o Members at LV, NV Retreat,
 - o monthly speakers,
 - o Service Project {to consider Habitat for Humanity, Sertoma, Red Cross},
 - o Marketing & new members,
 - o possible Social Events – decided that AHL Hockey event for 3/29/12 was a go
 - o NARPM Education class – decided no at this point in time,
 - o consider Designation(s) promotion
 - o 50:50 Raffle for Property Management Texas Style
 - o Chapter Excellence status – deferred until June 30, 2012

Motion to Adjourn, Second(ed), and passed unanimously

Post adjournment: mentioned Washington D.C., National Convention to be held 10/17/12



March 20, 2012

10:30am - 11:20am

**AUSTIN NARPM® BOARD OF DIRECTORS
MEETING AGENDA**

Balcones Country Club

Meeting to be called by: Gary Knippa

Type of meeting: Monthly NARPM Chapter: Board meeting

Secretary: Laura Chandler

Attendees: Gary Knippa, Leola Lamb, Greg Doering, Tawny North, Ashley Martin, Richard Elias, Laura Chandler, Marc Witmer,

REPORTS

- Secretary (Laura Chandler)... Minutes of Previous Meeting (get from Rich)
- Treasurer (Leola Lamb)... Financial reports disclosed and discussed. Clarification.

SCHEDULED AGENDA ITEMS

- Monthly Speakers: Bart Sturzl 3/20, Chris Warren 4/17. Ideas for May speaker and beyond? (G.Knippa)
- Service Project: Habitat for Humanity. May 19th. Evite email blast by Tawny
- Preliminary Fundraiser?: Bowl-a-Thon again? (Marc Witmer)..
- Geisler at Balc CC: Membership incentive for agents. cgeisler @balcones.com
- Marketing: New members? Invigorating/Calling non-active members? Brochure? (Rich Elias)
- Last month's Round Table: Highlights/Notes to send to membership? (Rich Elias)
- Social Activities: Upcoming Hockey Event (Rich) this coming Thursday pm. Evite blast again by Tawny.
- GAK will ask membership during meeting (good idea by Tawny): What social events are of interest?
- Designations Report: Educate Board on the Designations (Greg Doering).
- How to track points for Applicants? In-House Chapter Mentoring Program, in addition to National?
- Christmas Party: Venue? Reservation sooner than later. Arranged by _____
- Chapter Excellence Status: Review of Requirements/Points. Gear-up for Greg's term. (G.Knippa)

UNSCHEDULED AGENDA ITEMS

DATES TO REMEMBER

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- March 22nd: Chapter Hockey Event
 - May 19th: Chapter Habitat for Humanities: May 19th
 - May 24-25: South Central Regional Leadership Training, w/Designation Classes. San Antonio (Thursday-Friday).
 - October 17-20: 2012 NARPM® Convention. Arlington, VA (outside Washington DC)
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April 17,2012

10:30am - 11:20am

**AUSTIN NARPM® BOARD OF DIRECTORS
MEETING AGENDA**

Balcones Country Club

Meeting to be called by: Gary Knippa

Type of meeting: Monthly NARPM Chapter: Board meeting

Secretary: Laura Chandler

Attendees: Gary Knippa, Leola Lamb, Greg Doering, Tawny North, Ashley Martin, Richard Elias, Laura Chandler, Marc Witmer

REPORTS

- Secretary (Laura Chandler)... Minutes of Previous Meeting
- Treasurer (Leola Lamb)... Financial reports disclosed and discussed. Clarification.

SCHEDULED AGENDA ITEMS

- Website: 1) Meetings/Events/Calendar, 2) Joining with Ease (Rich Elias)
- Service Project: Habitat for Humanity w/Bowl-A-Thon (Marc Witmer)
- Board of Director Goal-Setting Training (Greg Doering)
- Monthly Speakers: Chris Warren 4/17,
- Marketing: (Rich Elias, chair)
- Christmas Party Update:
- TREPAC Donation: Suggest \$1,000
- Convention Scholarships: clarity
- Social Activities: Baseball at Dell Diamond?
- Discuss & brainstorm on hosting a NARPM® Education class here in Austin
- Designations promotion: including CSS for support staff. RMP® & MPM® . Greg Doering
- Chapter Excellence Status report: (G.Knippa)
- Gary K away May 13-30th. Greg run May 15th meeting
- Speaker for May 15th meeting: Kevin Knight from San Antonio: Pay \$200 honorarium for his time/travel?
- Need Speaker for June 19th meeting

UNSCHEDULED AGENDA ITEMS

DATES TO REMEMBER

-
- May 9th: Bowl-A-Thon Fundraiser Event
 - May 19th: Habitat for Humanities
 - May 24-25th: South Central Regional Leadership Training w/Designation Classes. San Antonio (Thur-Friday).
 - October 17-20, 2012 Annual NARPM® Convention. Arlington, VA (outside Washington DC)
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August 21, 2012

10:30am - 1:00pm

**AUSTIN NARPM® BOARD OF DIRECTORS
AND CHAPTER MEETING AGENDA**

Balcones Country Club

Meeting to be called by: Gary Knippa

Type of meeting: Monthly Board, followed by Chapter Meeting

Attendees: Marc Witmer, Gary Knippa, Leola Lamb, Rich Elias, Greg Doering, Tawny Worth, Laura Chandler

BOARD MEETING

- Secretary, Laura Chandler... Minutes of Previous Meeting
- Treasurer, Leola Lamb... Financial reports
- Marketing/Membership Update, Rich Elias
- Realty Round-Up: Leader?
- Newsletter: Writer?
- Chapter Excellence for next year
- 50-50 Raffle. To what cause?
- Cher leaving National after years of service. Send flowers? Bill Evans
- Need Writers for Residential Resource.
- Promotion of Affiliates/Vendors. Tenure? New membership?
- Promotion of Chapter attendance at National NARPM in October
- ID of new officer candidate for next year Chapter NARPM
- Items per Greg Doering's June memo

CHAPTER MEETING

- 50-50 Raffle Promotion
- Ethics Reading: Article 8: Commitment to Firm: Stds of Prof 8-1, 8-2, 8-3
- Realty Round-Up promotion
- Speaker: Rick Ebert
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UNSCHEDULED AGENDA ITEMS

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DATES TO REMEMBER

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- Realty Round-Up: October 9, 2012
 - National Convention in Washington D.C., October 17th—19th, 2012
 - Chapter Christmas Party and Feast: Steiner Ranch, December 15th, 2012
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September 18, 2012

10:30am - 1:00pm

**AUSTIN NARPM® BOARD OF DIRECTORS
AND CHAPTER MEETING AGENDA**

Balcones Country Club

Meeting to be called by: Gary Knippa

Type of meeting: Monthly Board, followed by Chapter Meeting

Attendees: Marc Witmer, Gary Knippa, Leola Lamb, Rich Elias, Greg Doering, Tawny Worth, Laura Chandler

BOARD MEETING

- Secretary, Laura Chandler... Minutes of Previous Meeting
- Treasurer, Leola Lamb... Financial reports
- Marketing/Membership Update, Rich Elias
- Realty Round-Up: Leader?
- Chapter Excellence for next year
- Need Writers for Residential Resource.
- Chapter Newsletter writers
- Membership Campaign: Organized calling of PMs from list.
- Promotion of Chapter attendance at National NARPM in October
- ID of new officer candidate for next year Chapter NARPM
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CHAPTER MEETING

- 50-50 Raffle Promotion
- Ethics Reading: Social Media Policy – Review the opening comments of "Addendum 8"
- Realty Round-Up promotion
- Speaker: Adriana Cantu of Austin Chamber of Commerce
- Promote National Convention

UNSCHEDULED AGENDA ITEMS

DATES TO REMEMBER

-
- Realty Round-Up: October 9, 2012
 - National Convention in Washington D.C., October 17th—19th, 2012
 - Chapter Christmas Party and Feast: Steiner Ranch, December 15th, 2012
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Austin NARPM Meeting of the Board of Directors October 16, 2012

Meeting called to order at 10:30 AM

Board Members Present: Marc Witmer, Leola Lamb,
Laura Chandler, Tawny North and Richard Elias

Christmas Party – get with Karl Jennings to finalize menu, send email with upcoming date to make everyone aware of party date, send an evite for the party in November. The date is set for Dec 15th at 7:30 at Steiner Ranch.

Upcoming meetings:

November speaker – perhaps pick 3 affiliates to speak

January – roundtable

February – will need to move meeting to Jan 12th or cancel – Texas Style is Jan 8th and broker retreat is Jan 19th

Terry Godbold attending board meeting, reported on the new Property Management Committee at ABOR.

Terry would like to report at monthly NARPM meetings what issues the Committee is working on and would like to be able to report back to the Committee what issues NARPM is currently working on.

Minutes from September meeting read and approved.
Financials read and approved.

Meeting adjourned at 11:30am