

Board of Directors Minutes February 16, 2012

Members present

- |                      |                       |
|----------------------|-----------------------|
| Cindy Rampley        | Lynda Farren          |
| Dan Wilhelm          | Robert Gilstrap       |
| Rachell Smith Runion | Stephanie Christensen |
| Earlene Gardner      | Kristy Vallee         |
| Charlene Minor       |                       |

Members Absent

- Theresa Mull
- Joel Elliott

Meeting called to order at 10:26 a.m.

December minutes were emailed to all members, with no changes or corrections. Minutes were approved as is.

Discussion about attendance of January meeting: 40 members, 25 non-members and 15 guests. Cindy suggested that the March meeting should be a push for membership. (March Membership) Need to get a list of who has paid membership for 2012 from Nationals and which Affiliates have pd.

Financial report was handed out by Earlene. Items of discussion:

1. Earlene will ask Sally to inquire about a debit card for Atlanta NARPM (a chapter credit card for expenses instead of individuals using personal cards)
2. Quick Books bill needs to be taken out of Rachell's name
3. Affiliate checks have been turned in by John, without names. Need to check who has paid in order to have an accurate list of affiliates for web page.

Rachell volunteered to work with John on invoicing affiliates

Motion by Lynda that affiliates are required to pay \$150 dues by April 15, 2012 and that 2013 payment will be due January 2, 2013. 1st time affiliates that join after July 1st will be \$75.00 for remainder of year. 2nd by Rachell. Approved

Motion by Dan that 2013 affiliate dues will be \$175 if paid after January 2, 2013. Early payments will be \$150. 2nd by Rachell. Approved

Motion by Kristy to charge non members \$10 additional for lunch. 2nd by Lynda. Approved

Motion by Dan that member lunches be discounted for future meetings by cost avergering current lunch. Discussed but not 2nd or approved.

Robert showed how Squareup.com allows credit card payments on site. Discussed that this will help with same day payments at door. Robert will check into getting Email address that can be used to link to bank account. (Go Daddy account set up by Andy?)

Membership report - need to have Robet Locke follow up with his 15 guests from January meeting

Management Company Task Force Report - Rachell handed out packet sent by PSA. 14 page report outling that we can't afford their services at this time. Showed us how much we're worth, though!

Website report - need to add address of hotel for March 29th meeting.

Newsletter - Table topics for March meeting will be client appreciation. Need January scholarship winner names to publish (Cindy will provide)

March meeting will feature John Bradford RVP from NARPM, speaking about the many benefits of membership. Rachell will conduct the roundtable discussion topic "How do you show appreciation to your owners and tenants?" the CE class following lunch will be on Fair housing.

Grants - Robert G. had outline from Nationals on how to apply for 3 different grants.

Motion by Earlene that our chapter apply for all 3. 2nd by Rachell. Approved

1. Motion by Earlene to apply for grant for a trade show in Atlanta. 2nd by Rachell. Approved

2. Motion by Earlene to apply for grant for a Face Book Fan pg. 2nd by Lynda. Approved

3. Cindy will research Georgia Realtor magazine for cost of ad for 3rd grant.

In order to receive the Grant money, the action item needs to be completed and paid for, then apply for reimbursement.

Education - Kristy recommended that the Board should approve teachers and classes.

Motion by Kristy to add line to Instructor Guidelines to include:

#6. Instructors must have NARPM Atlanta Board approval to teach on behalf of the organization, with past experience in the subject matter and instructing previous classes.

2nd by Rachell. Approved.

Kristy and Dan are working on workshop topic ideas.

March meeting will be on Fair Housing

Rent Bits has offered to sponsor the May meeting and provide a class on social media. (3 hr CE credit)

Motion by Earlene to have Rent Bits sponsor meeting. 2nd by Rachell. Approved

Motion by Kristy to charge additional \$10 for classes to non-members. 2nd by Charlene. Approved

Dan will get date and price for Atlanta Board of Realtors Showcase Booth. Discussed we should do booth again this year.

Dan proposed a committee to discuss foreclosure procedures and how it effects property management. Lynda and Robert G. volunteered.

Motion by Lynda to adjourn meeting. 2nd by Rachell. Approved and adjourned at 12:20 p.m.

BOARD OF DIRECTORS MEETING APRIL 20, 2012

Members Present

Cindy Rampley	Stephanie Christensen
Dan Wilhelm	Robert Gilstrap
Charlene Minor	John Haas
Earlene Gardner	Theresa Mull
Kristy Vallee	Joel Elliott
Sally Knight	Krystal Perkins

Members Absent

Rachel Smith Runion  
Lynda Farren

Meeting called to order at 10:00 a.m.

February minutes were E-mailed to all members. Correction of instructors needing approval from NARPM Atlanta Board made (not NARPM National). Minutes approved.

Financial report - all members received a copy of Jan 1- April 18, 2012 Balance Sheet, P & L and Budget. Although new signature cards have been signed, they need to be given to the original banker that set up the account, therefore, Earlene is still unable to sign checks. Last membership luncheon had 49 members and 16 non-members.

Affiliate Report - John Haas will be invoicing past affiliates that have not paid yet. Sally has paid affiliates set up in Quick Books, so billing in the future will be automatic. Working on getting complete list from John to put into system. Stephanie will update the web site to include where to mail checks for new affiliate memberships. Also working on ability for affiliates to pay on line.

May meeting - will check with affiliate sponsor to see if they'd like to have round table discussions before lunch (possibly starting at 10:00)

New Committees - Dan Wilhelm presented Legislative Committee Operating Concept paper, NARPM Atlanta Chapter Official Position Paper and Renting Houses to Illegal Immigrants paper. Motion by Kristie to approve Chapter Official Position paper to present to Chapter for approval. 2nd by Erlene. Approved by Board.

Stephanie Christensen presented paper on Next Generation Professionals  
Motion by Charlene Minor to add a NGP committee to the Atlanta Chapter. 2nd by Stephanie Christenson. Approved by Board

Newsletter - report presented by Stephanie Christensen. Will have ready by May 1st.

Education - Kristy Vallee gave report and hand out from survey about class interest. Owner/Client Essentials and Owner/Client Advanced had the highest interest. She will check with Nationals for history of July enrollment of classes. November will have a training symposium. There was a discussion about a vendor showcase.

Atlanta Board of Realtors showcase Booth volunteers - sign up sheet passed around - several signed up to help man the booth. Discussion about Chapter flyers to hand out (wrong web address)

September 20th conference - Rachell Runion absent - tabled til later.

Next Board meeting - June 21, 2012 at Georgia Association of Realtors Office

Meeting adjourned at 12:00

Board of Directors Minutes August 16, 2012

Members present

Cindy Rampley	Joel Elliottt
Dan Wilhelm	Robert Gilstrap
Rachell Smith Runion	John Haas
Earlene Gardner	Kristy Vallee
Charlene Minor	Angelia Lauster

Members Absent

Theresa Mull  
Lynda Farren  
Stephanie Christensen  
Meeting called to order at 10:10 a.m.

1. June minutes were emailed to all members, with no changes or corrections. Minutes were approved as is.
2. Financial report was handed out by Earlene. No objections or corrections to report. There were 5 free lunches for the July membership meeting
3. Membership - 204 current members and 35 affiliates
4. Education - Kristy presented Nov class budgets and instructors and will give info to Stephanie for the website
5. Newsletter - Stephanie absent
6. Realtors Showcase Booth - Robert will contact volunteers to give time slots for manning the booth. Motion by Robert for Chapter to spend \$200 for a 1 time set up fee for a Facebook Fan page for atlanta.NARPM. Members will be able to post their listings for free. 2nd by Earlene and approved. We need 25 Likes in order to get custom name for page.
7. Vendor Showcase - Rachell had budget proposal, contract from hotel and description of the event. It was decided that it will be a showcase rather than an appreciation event, therefore, vendors will be charged \$150 per table to participate. Lunch for all attendees will be \$35 ea. Committee will meet to work out details.
8. Nominating Committee - Dan read list of nominees.
9. Legislative Committee - Dan handed out results of survey from July membership meeting. Robert volunteered to take over the committee next year.
10. Sponsorship Chair - discussed the need to centralize affiliate participation and sponsorship for various meetings, classes, etc. John will coordinate.
11. BOD Insurance - Cindy is looking into rates and coverage  
Meeting adjourned at 11:50

Board of Directors Minutes October 11, 2012 (2013 BOD planning mtg)

Members present

Cindy Rampley	Joel Elliottt
Dan Wilhelm	Robert Gilstrap
Earlene Gardner	Kristy Vallee
Charlene Minor	John Haas
Sally Knight	Gary Lee
Ramon Gonzales	Doug Maschoff
Megan Zellers	Marcia Clemendon
Lynda Farren	Stephanie Christensen

Members Absent

Theresa Mull  
Rachell Runion  
Angelia Lauster

2013 planning meeting began at 10:05 by Dan Wilhelm

Roll call sheet was passed around, which will clarify who has voting rights, as well as who is present as committee chairs and guests. Megan Zellers was voted back on BOD, and Cindy Rampley will attend meetings as past president.

1. Dan handed out a sample of the Membership Meeting Agenda for 2013. There was a discussion about table talks and "share my scars" discussions in lieu of guest speakers for meetings
2. Dan handed out 2013 meeting dates, for both BOD and Chapter meetings. all BOD mtgs will be at the GAR office.
3. Financial report - Sally will create a budget for next year based on this year's expenses. Chairpersons will give Sally their budgets (Education, Scholarship, etc).
4. Education - Kristy presented Nov class budgets and instructors. Everything is looking good.
5. Program and Event - Joel will work with Kristy on Training Day (November 15th) nothing else to report at this time
6. Newsletter - Stephanie handed job to Gary Lee, as she's moving to Utah.
7. Affiliates - John discussed how we need to drive business to the affiliates for them to see value in membership.
8. Scholarship - Rachell was not present
9. Legislative - Robert Gilstrap - nothing new to report. Charlene thanked Ramon for support in attending meeting with City of Atlanta engineer for Turner Field area flooding.
10. Membership - Marcia Clemendor - nothing to report
11. Chapter of Excellence - Angelia Lauster was absent
12. Nominating - Cindy Ramply - nothing to report

Break for lunch before regular BOD meeting.

Board of Directors Minutes October 11, 2012

Members present

Cindy Rampley	Joel Elliott
Dan Wilhelm	Robert Gilstrap
Earlene Gardner	Kristy Vallee
Charlene Minor	John Haas
Sally Knight	Gary Lee
Ramon Gonzales	Doug Maschoff
Megan Zellers	Marcia Clemendon
Lynda Farren	Stephanie Christensen

Members Absent

Theresa Mull  
Rachell Runion  
Angelia Lauster

Meeting started after lunch.

1. August minutes were read to members by Charlene Minor . Minutes were approved as is.
2. Financial report was handed out by Sally. No objections or corrections to report. Sally reported that several scholarship winners have submitted payment for the National convention, therefore a large amount of cash will be disbursed by November. Also she requested that all winners from 2011 should be paid out by December, 2012, and that the certificates should have an expiration date of 1 year from winning.
3. Membership - 212 current members and 41 affiliates. Several members have been taken off the National roster for not completeing the Ethics class. John reported that we lost 11 affiliates, but added 14 new members.
4. Education - Kristy presented Nov class budgets and instructors. Everything is looking good.
5. Newsletter - Stephanie handed job to Gary Lee, as she's moving to Utah.
6. Vendor Appreciation Showcase - The vendor showcase made \$600 and the feedback was that the affiliates liked the smaller venue and had more time to talk to members one on one. Everyone enjoyed the buffet and liked it better than being served the sit down lunch.
7. BOD Insurance - still getting quotes

Meeting adjourned at 2:00 pm

NARPM Board of Directors Minutes December 7, 2012

Members present

Dan Wilhelm

Cindy Rampley

Robert Gilstrap

Earlene Gardner

Charlene Minor

Sally Knight

Ramon Gonzales

Megan Zellers

Joel Elliott

Angelia Lauster

Kristy Vallee

Gary Lee

Doug Maschoff

Marcia Clemendon

Members Absent

Rachell Runion

John Haas

Meeting called to order at 10:06

1. President's report: Dan

Requested that any items for agenda or discussion be sent to him via e-mail prior to Board meetings, so proper procedures can be met and everyone can be prepared for meeting. Homestretch Charity was discussed and decided that previously collected cash and checks be sent to Homestretch immediately. (\$900)

2. Finance - Sally

2013 budget worksheet report was handed out. Decided that budget needed to be tabled until after reports of committees to get better idea of funds needed for next year. Budget is currently reflecting past year activities.

3. Education - Kristie

Handed out the 2013 plan from committee (Megan and Joel), with January meeting and education confirmed (am class will be dealing with HOA's by Michael McCreary, lunch speaker will be Michael McCreary about designations, and pm class by Robert Locke - series 1)

Joel will present the Fast Track Designation Program. There will be a need for marketing materials to promote Fast Track.

Discussed that our website makes it difficult to register for events and classes

Meghan has started looking for locations for the State Conference. Sent back to committee until cost of food is determined. Will present options to Board via e-mail.

Kristie wants to model our Conference after Florida's - cut down on # of meals provided.

Kristie confirmed that credits for classes will be completed by next week

4. Programs and Events - Joel

At this time, the events are combined with Education - nothing separate now.

5. Publications - Gary

Tues, Dec 11th is deadline for newsletter info to be submitted. He will start promoting the Fast Track Designation Program right away. Ramon volunteered to help with this committee

6. Affiliate - John (not present - sent email with info)

2013 projected revenues - Jan and Feb - \$2,400; June and July - \$1,300 - total \$5,400  
this does not include luncheon sponsorship, trade show or education sponsorships

7. Scholarship - Rachell (not present) - Sally said she still needs list of winners. Cindy will email it to her.

8. Legislative - Robert

GAR's Inagural meeting will be in Atlanta Jan 29th.

Cindy brought Realtor magazine to show the 1/2 pg ad of NARPM (no charge)

9. Membership - Marcia

Marcia will be at registration table at luncheons to sign up volunteers for committees. Each committee chair will give her a write up of descriptions, duties and needs for volunteers.

Cindy brought name tags that she ordered, which included Chapter of the Year. Motion by Charlene to reimburse Cindy the \$40, 2nd by Sally and approved.

Discussion that once member has designation, they should be given a hard name tag.

Sub committee for Designations will be handled by membership. Need for mentoring committee or group discussed. Possible Past Presidents group to help with mentoring.

10. Chapter of Excellence - Angelia

Luke Kauffman will be retiring this year (after 15 years of keeping track of Chapter)

Motion by Kristie to make Luke a life time member, which will enable him to attend chapter luncheons free - with a \$500 per year cap. 2nd by Angelia. Approved

Luke will be training Angelia.

11. Nominating committee - Cindy

Nothing to report at this time

12. Director's input

Free lunch for 1st time attendees will continue. Cards for guest registration were given to Marcia

Meeting adjourned @ 12:13 pm