

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

Chapter Compliance and Monitoring

2013 Compliance / 2014 Planning

FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM

Chapter Name:	Big Island (west) Chapter
Region:	Pacific
Compliance Received: (to be completed by national)	
Incoming Officers: MUST BE NARPM MEMBERS and are for the following year	
President	Krista Gonsales
President-Elect	TBD
Vice President	Tracy Leverone
Secretary	Sharon Madsen
Treasurer	Melva Albone
Past President	Sharon Madsen
Incoming Committee Chairs: ONLY LIST THOSE THAT ARE NATIONAL MEMBERS - No local affiliates and are for the coming year	
Education	TBD
Membership	TBD
Legislative	TBD
Communications	TBD
Web	TBD
Hospitality/Meetings	TBD
Affiliates	TBD
Corporation Status:	
Bylaws on file? <i>Did you know that you need the approval of the national board to amend your bylaws? If you amended your bylaws this year, please submit an updated copy. National does not retain when approved by board</i>	Yes
Approval of amendment needed?	No
Corporate Annual Registration Report/Renewal for state Chapter is registered. <i>*Send NARPM® an up to date copy of corporate annual registration report/renewal for your state (Must be submitted to reach chapter compliance)</i>	Yes
If not, why not	n/a
NARPM Compliance Requirements:	
President attended leadership training	Yes
Vice President/President-Elect attended leadership training	No
Number of RVP calls the chapter's president or their representative participated in: <i>Did you know your chapter president or their representative must attend three of these calls to reach chapter compliance?</i>	3
Copy of budget submitted:	Yes

Did chapter sponsor/participate in promoting educational programs for NARPM® members affiliated with the chapter during certification year? <i>This can be designation classes or local classes that have special speakers. For state/regional chapters, education can be part of their state/regional convention. Make sure to send a sample flier</i>	No
Did the chapter file the 99-N e-Postcard? <i>Small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). If you are not filing this form the chapter is not a 501 c-6. Check status with the IRS</i>	PENDING
Chapter Operational Practices	
Frequency of membership meetings	Every Other Month
Number of membership meetings: <i>Did you know there is a minimum requirement of 4 meeting to meet chapter compliance?</i>	6
Meeting Days	3rd Tuesday of the Month
Meeting Times	11:45
Board of Directors meetings to reach chapter compliance? <i>*attach copies of minutes</i>	6
Board Meeting Days	3rd Tuesday of the Month
Board Meeting Times	10:30
Chapter Dues <i>Does your chapter charge dues to members?</i>	Yes
Meal included in dues?	Yes
Does chapter have a web site?	Yes
Upcoming Year Chapter Plan:	
Please list meeting topics:	
January	Linda Swanson - West Hawaii Assc of Realtors
February	N/A
March	Happy Inspector
April	N/A
May	TBD
June	N/A
July	TBD
August	N/A
September	TBD
October	N/A
November	TBD
December	N/A
How many newsletters or broadcast emails does Chapter send? (max 12)	11
On a scale of 1-10, how well do you think your chapter is doing?	6
Name of person completing this report:	Krista Gonsales
Date completed:	2/4/2014

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