



National Association of Residential Property Managers

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
Chapter Compliance and Monitoring
2013 Compliance/2014 Planning

FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM®. See instructions at end of form

Chapter Name:	Great Kansas City Chapter
Region (Select from drop down menu.):	South Central
Chapter Number (http://www.narpm.org/search/search-chapters.htm)	C061
Compliance Received: (to be completed by national)	
Has Chapter adopted new model bylaws	Yes
Incoming Officers: MUST BE NARPM MEMBERS and are for the following calendar year (2014)	
President	Caitlin Meehan
President-Elect	
Vice President	Kandy Meehan
Secretary	Jim Carlson
Treasurer	Lois Severson
Past President	Jenny Latta
Attach additional sheet if needed. Drop down Yes/No	
Incoming Committee Chairs (2014): ONLY LIST THOSE THAT ARE NATIONAL MEMBERS - No local affiliates and are for the coming year	
Education	Kandy Meehan
Membership	Jim Carlson
Legislative	Kandy Meehan
Communications	Jenny Latta
Web	Scott Abbey
Hospitality/Meetings	Caitlin Meehan
Affiliates	Leslie Feldkamp
Attach additional sheet if needed. Drop down Yes/No	
Corporation Status:	
Bylaws on file? Drop down Yes/No . <i>Did you know that you need the approval of the national board to amend your bylaws? If you amended your bylaws this year, and had National approve them, please submit an updated copy. National does not retain when approved by board.</i>	No
Approval of amendment needed? Submit to Executive Director@narpm.org	
State Corporate Registration Report filing. Drop down Yes/No <i>*Send NARPM® an up to date copy of state corporate annual registration report/renewal (Must be submitted to reach chapter compliance)</i>	Yes
Tax return filed? Drop down Yes/No <i>*Attach Copy or if not needed so note</i>	No
If not, why not	
NARPM Compliance Requirements:	

President attended leadership training at the Regional Event? Drop down Yes/No.	No
Vice President/President-Elect attended leadership training at Regional Event? Drop down Yes/No.	No
Number of RVP calls the chapter's president or their representative participated in: (Select from number drop down.) <i>Did you know your chapter president or their representative must attend three of these calls to reach chapter compliance?</i>	4
Submit Copy of following calendar year budget: Drop down Yes/No.	Yes
Did your chapter file the 99-N e-Postcard if not filing taxes. Drop down Yes/No and submit evidence of filing. <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 receiving notification to file this form the chapter may not be a 501 c-6. Check status with the IRS</i>	Yes
Chapter Operational Practices	
Frequency membership meetings. Select # from drop down menu.	Quarterly
Number of membership meetings: (Select # from drop down menu.) <i>Did you know there is a minimum requirement of 4 meeting to meet chapter compliance?</i>	4
Meeting Days	Thursday
Meeting Times	11:30
Number of board meetings: (Select # from drop down menu.) <i>Did you know there is a minimum requirement of 4 Board of Directors meetings to reach chapter compliance? *attach copies of minutes</i>	4
Board Meeting Days	Thursday
Board Meeting Times	10:30
Chapter Dues <i>Does your chapter charge dues to members?</i>	\$150.00
Meal included in dues? Drop down Yes/No.	Yes
Upcoming Year Chapter Plan:	
Don't forget to look at filing a chapter grant for membership drive event. Also can apply for discount on dues for membership drive event (may file one time a year) http://www.narpm.org/members/tools/chapter-services/handbook/support-services.htm (bottom of page)	
Please list meeting topics:	
January	Insurance
February	
March	Auditors from MREC
April	
May	Employees/ IC/ Hiring the right people
June	
July	Online Presence
August	
September	Embezzlement
October	
November	Ethics
December	
How many newsletters/broadcast emails does Chapter send? (Select # drop down menu) Maximum 12	8
Health of Chapter	

On a scale of 1-10, how well do you think your chapter is doing? (Select # from drop down menu.)	9
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Contract Information

Name of person completing this report:	Jenny Latta
Email address:	jenny@lattahomes.com
Date completed:	11/25/2013

FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM® to:

http://www.internetmemberservices.com/router.php?ASSN=NARP&NAME=DESIGNATIONS/MEMBER_CP

You may have to log into Internet Member Services and click link again to work

Congratulations on completing the chapter

