

NARPM JACKSONVILLE

BOARD MINUTES

January 10, 2013

Call to Order: President Mike Collins called the meeting to order at 9:17 am

Present: Shelley Alterman, Mike Collins, Shelby Heinemann, Greg Kinser, Angie McKee, Ed Mercel, Cindy Morgan, Wayne Terry, Tia Vincent, Tripp Williams

Mike Collins welcomed the board and asked for a few words from those to tell how they got into the property management business.

Minutes of Previous Month: There were no minutes from December to approve.

By-Laws: Tripp will send out the latest by-laws to the board for approval.

Treasurer's Report: Tripp provided copy of the Treasurer's Report as of January 10, 2013. Tia moved to accept; Mike seconded; board voted unanimously to accept.

Affiliates:

Greg presented five affiliate applications for discussion and acceptance by the board:

1. Cole Roofing – Accepted
2. Janice Rannow of RentQuickJax.com – missing documents; board does not understand how her business will benefit members of NEFARPM. Greg will invite her to do a 5 minute presentation to the board to enlighten us.
3. Royal Pest Services – Accepted
4. Arlington Wrecker Service - Accepted
5. Pinch-A-Penny – Accepted

A brief discussion about affiliate introductions at luncheons and how some affiliates might be uncomfortable speaking in front of the group and thus not making the most of their time. Angie suggested a "script" which was well met by the board. She will come up with a questionnaire for affiliate use.

Membership: Name tags need to be printed the evening before the general meeting plus bring some blanks and a Sharpie for day-of sign-ups. This helps to know who has a paid reservation.

Education: Speakers are being lined up for the year. Some speakers have asked for an agenda, Tia will write up the "typical" day for the speakers to use.

February topic: Speaker Arthur Kowitz; topic: Organization: Meeting Your Goals
March: Forms Exchange (Round Robin)
April: Harry Heist
May: Speaker Cynthia DeLuca; topic: Marketing Your PM Business

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Jacksonville, Florida

MINUTES of INTERIM MEETING FOR TRADE SHOW PLANNING

August 22, 2013

Call to Order: President Mike Collins called the meeting to order at 9:25 am

Present: Mike Collins, Greg Kinser, Angie McKee, Ed Mercel, Cindy Morgan, and Tiea Vincent.

Trade Show: Angie presented an agenda for the Trade Show:

8 to 8:30	Registration
8:30 to 9:30	Jeff Stonebridge with Brightway Insurance
9:30 to 9:45	Tradeshow
9:45 to 10:45	Harry Heist, Attorney
10:45 to 11:00	Tradeshow
11:00 to 12:00	Todd Brenn, videographer
11:00 to 12:00	Property Manager Panel for Vendor Questions (Eric Boyd, Tiea, Angele & Ed on panel)
12:00 to 1:15	Lunch & Tradeshow
1:15 to 2:15	Robert Locke, collections
2:15 to 2:30	Tradeshow
2:30 to 3:30	Todd Brenn, marketing
3:30 to 3:45	Tradeshow
3:45 to 4:45	Panel Q&A: Tiea, Wanda, Mike Hodges, Mike Collins
4:45 to 5:30	Tradeshow & Prizes
5:30 to 7:00	Dinner / Dinner Show

We are charging \$45 to members; \$60 to non-members; \$10 for dinner/entertainment only.

Only licensed agents/brokers will be allowed to play the games and win the prizes.

Lunch will be cold sandwiches provided by Hotel. Dinner will be upgraded. Entertainment is comedienne Gwen Templeton.

Affiliates must provide a tangible gift of \$25 – not a service or item connected with their business.

Registration volunteers: Ed, Cindy, Angie Mc, and Shelby; Tripp will handle pay on-site; Angele will be a floater.

Everything appears to be planned.

Adjournment: Meeting adjourned at 10:36 am

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BOARD MINUTES

September 5, 2013

Call to Order: President Mike Collins called the meeting to order at 9:15 am

Present: Shelley Alterman, Stacy Bell, Mike Collins, Greg Kinser, Angie McKee, Ed Mercel, Cindy Morgan, Wayne Terry, Tia Vincent, and Tripp Williams.

Approval of Minutes for August 2013: First by Mike; seconded by Ed unanimously carried.

Treasurer's Report: Very successful Heist Seminar brought in over \$5,000. Reserves are over \$10,000.00. Trade show expenses will be covered. Approval: first by Ed; seconded by Cindy; carried unanimously.

Affiliate Chair Report: All affiliates will be at the trade show. Greg will remind them that they need to stay for the duration.

Membership: Use same sign-in crew as for Harry Heist event. Create a large banner for membership drive. Many new members who signed up at Heist event didn't select a local chapter and designated "at-large". Shelley will contact them and get them to change affiliations.

Trade Show: The speakers are all set; everyone in place. There is an event at the Ramada the night before so cannot set up then. Affiliates should plan to arrive early to set up. Board members will arrive at 7:30 am. One more email blast regarding registration to be sent my Laurie. Cindy will create and print agenda. Affiliate of the year will be presented.

NEFAR Training: The NEFAR Property Mgmt training class presented by Gail Moncla and sponsored by our chapter was attended by approx 25 students, of which only 6 or 8 indicated interested in joining our chapter.

Chapter Excellence: Chapter Excellence has been completed and submitted to National.

Future General Meetings: October is Jeff Wilkinson regarding foreclosure information. John Bradford will be here in November for the swearing-in of officers and there will be a professional panel. No meeting in December but Yes to a party!

Nominating Committee: Angele is heading up the nominating committee. If you know of anyone who would be a good committee and/or board member, let her know.

Adjournment: Meeting adjourned at 10:41 am

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BOARD MINUTES

November 14, 2013

Call to Order: President Mike Collins called the meeting to order at 9:10 am

Present: Shelley Alterman, Patti Butler, Mike Collins, Mario Gonzalez, Shelby Heinemann, Greg Kinser, Angie McKee, Ed Mercel, Cindy Morgan, Angele O'Reilly, Wayne Terry, Tia Vincent, and Tripp Williams.

Approval of Minutes for October 2013: First by Ed; seconded by Angele, unanimously carried.

Treasurer's Report: The Treasurer presented the report. We are ending the year with around \$27,000 in the bank. Good work.

Scholarship: Since we have an abundance of cash, Angele suggested that we pay for an additional member to attend Regional and National; someone who is committed to the organization. Ed, Angele, Tia and Shelley will form a committee to come up with a plan.

Affiliate Chair Report: Ratio of Affiliates to members is Two to One.

Membership: 77 members as of October 9, 2013. Shelley is putting together a plan for a give-away for a prize – iPad maybe? -- for re-joining; must be present to win.

Education: Push for more CE and designation classes. There will be an Ethics class in 2014.

Trade Show: Discussed combining the Harry Heist event with the Trade Show for maximum participation. Angele will check with Harry to see if he can stretch his day to allow for longer breaks and to see if he has availability in August.

December Board Get-together: Straw poll says yes to December get together. Tia has graciously offered her home. Date: Friday December 13, 6 to 9 pm.

2014 Board & Committee Slate:

President: Tia Vincent	Affiliate Co-chairs: Greg Kinser & Angie McKee
Vice President: Ed Mercel	Education: Angie McKee & Mario Gonzalez
Treasurer: Tripp Williams	Membership: Shelley Alterman & Shelby Heinemann
Secretary: Cindy Morgan	Trade Show: Angele O'Reilly and Ed Mercel
Past President: Mike Collins	Hospitality: Patti Butler
	Communications: Mario Gonzalez

Motion accept slate as proposed: Tia first moved; Ed seconded; unanimous vote.