

# HOUSTON CHAPTER



National Association of Residential Property Managers

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## BOARD MEETING

DATE: \_\_\_\_\_

TIME 1:00 AM\_\_ / PM X

LOCATION: Salt Grass Restaurant  
1803 Shepherd Drive  
Houston, TX 77007

TOTAL MINUTES: \_\_\_\_\_

### BOARD MEMBERS

**PRESIDENT:** \_\_\_\_\_  
**PAST PRESIDENT:** \_\_\_\_\_  
**PRESIDENT ELECT:** \_\_\_\_\_  
**SECRETARY:** \_\_\_\_\_  
**TREASURER:** \_\_\_\_\_  
**VP of PROGRAMS:** \_\_\_\_\_  
**VP of AFFILIATES:** \_\_\_\_\_  
**MEMBERSHIP CHAIR:** \_\_\_\_\_  
**COMMUNICATIONS CHAIR:** \_\_\_\_\_  
**GOVERNMENTAL CHAIR:** \_\_\_\_\_  
**ETHICS CHAIR:** \_\_\_\_\_  
**PROFESSIONAL DEVELOPMENT CHAIR:** \_\_\_\_\_  
**WEB MASTER CHAIR:** \_\_\_\_\_

### ATTENDEE:

Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

### ADDITIONAL ATTENDEES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## BOARD MEETING

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### ***I. Meeting called to order;***

- 1) At \_\_\_\_: \_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_ the \_\_\_\_\_, 20\_\_\_\_ meeting was called to order by \_\_\_\_\_.
- 2) **Reading of the Agenda** by \_\_\_\_\_. The adoption of the Agenda was moved and motion was carried by \_\_\_\_\_ . No Second is required.
- 3) **Reading of the Draft Minutes** by \_\_\_\_\_ from the previous meeting. The adoption of the Draft Minutes was moved and motion was carried by \_\_\_\_\_. No Second is required.
- 4) **Treasurer Reports** Read by \_\_\_\_\_ to share the current financial status of the Houston Chapter Organization. Motion of the Treasurer Reports was moved and motion was carried by \_\_\_\_\_.

### ***II. Old Business;***

### ***III. New Business Topics;***

- 1) **Vendors;**
- 2) **Speakers;**
- 3) **Luncheons;**
- 4) **Education;**

**Membership- National & Houston:**

**Legal;**

Legal Matters by \_\_\_\_\_, were open for discussion pertaining to Non-Profit Organization documents required for tax purposes.

**Financial;**

**Meeting Adjourned;**

By \_\_\_\_\_  
Seconder by \_\_\_\_\_  
Motions carried at \_\_\_\_\_: \_\_\_\_\_AM\_\_\_/PM\_\_\_\_\_