

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

January 9, 2014

Call to Order: President Tiea Vincent called the meeting to order at 9:06 am

Present: Shelley Alterman, Patti Butler, Mike Collins, Mario Gonzalez, Shelby Heinemann, Greg Kinser, Ed Mercei, Cindy Morgan, Angele O'Reilly, Tiea Vincent, and Tripp Williams.

Approval of Minutes for November 2013: First by Tripp; seconded by Mike, unanimously carried.

Treasurer's Report: The Treasurer presented the report. We are beginning the year with around \$36,000 in the bank. Tripp will check to see if there are any tax changes or liabilities from having so much money on hand.

There was a discussion about the amount the out-going president has to spend on gifts for board members and others who serve. The consensus was that the gifts are a good thing and that it should be left to the discretion of the president elect.

This topic led to a further discussion about budgeting in general and Tripp was asked to come up with a 2014 budget based on spending in 2013. Tripp said he would create a budget and bring to the February meeting.

Membership: Shelly said that there were 80 members as of January 7, 2014.

Affiliates: Greg shared that 17 of the 28 affiliates have paid their dues for 2014. Affiliates not renewing are CoreLogic, Roland Reasch Plumbing and Royal Pest Control.

Hospitality: Patti will liaise with Greg on the number of tables needed for platinum members at the luncheon meetings.

Education: Mario has scheduled the following lunch speakers: January (Jack McSwain); February (Betsy Morgan); March (Ethics CE with Gail Moncla); April (Craig Grant – Power Hour instructor); and has ideas for the rest of the year.

Scholarship Committee: Proposed a scholarship of \$200 for up to four (4) applicants to use for any NARPM designation class or convention. Applications are due by March 31. If more than 4 applications are received, then the Scholarship Committee will choose. The funds must be used by December 31, 2014. Motion to approve by Ed, seconded by Mike; carried unanimously.

Trade Show: Date is August 22, 2014. Motorcycle theme – Born to be Wild. Motion to approve by Mike; seconded by Tiea; approved.

New Affiliates: The applications of the following vendors for affiliate status was discussed and approved:

Extreme Cleaning Solutions
ASAP Towing & Storage

Other vendors used by board members and discussed: Robert Gunn Insurance; Campbell Plumbing; Duo Business.

Adjournment: Move to adjourn: First by Ed; seconded by Cindy. Meeting adjourned at 10:30 am.

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

February 13, 2014

Call to Order: President Tiea Vincent called the meeting to order at 9:06 am

Present: Shelley Alterman, Patti Butler, Mike Collins, Mario Gonzalez, Shelby Heinemann, Greg Kinser, Ed Mercel, Cindy Morgan, Tiea Vincent, and Tripp Williams.

Approval of Minutes for January 2014: First by Tripp; seconded by Ed, unanimously carried.

Treasurer's Report: Tripp checked with the accountant and due to our bank balance (\$36K) we will need to do a longer form of tax return (required if over \$25K). But we are in good shape money-wise so should be able to do some things this year.

Membership: Shelly said that there were 82 members as of February 12, 2014.

Affiliates: Greg shared that 26 affiliates have renewed for 2014. We have received two new applications: SARMA who does background checking (approved by vote) and a second Puro-Clean (owned by Elco Corp). There was discussion about whether it was right to have a second franchise affiliate. Tiea had discussed with Wayne Terry who has taken the high road and said it was okay with him as long as the membership knew that they were two separate entities but a straw vote of the board voted against approval. Tiea is going to check with National and the motion was tabled until March.

Hospitality: The dinner with Betsy Darling Morgan will be Wednesday, February 19th at BJ's Restaurant located at 4907 Gate Parkway in Town Center. Meet for cocktails at 6:30 pm, seated for dinner at 7:00 pm.

For the general luncheon on Thursday, there are 73 registered so far; 62 members and 11 guests. (Four of the board members have yet to register!)

Education: Craig Grant cannot make it in April so a Disaster Preparedness program with PuroClean and MasterCraft has been proposed. Harry Heist is confirmed for June 11.

Scholarship Committee: One scholarship application has been received.

Trade Show: Angie McKee will start to attend the planning meetings since she will be arranging the classes and/or seminars.

New Business: Angie has suggested an end-of-year gathering for the membership at which the Affiliate of the Year award will be given along with some additional awards. There will be further discussion at a later date.

Adjournment: Move to adjourn: First by Ed; seconded by Tiea. Meeting adjourned at 9:55 am.

NARPM of NE Florida
Jacksonville, Florida
Board Minutes
March 13, 2014

Call to Order: President Tia Vincent called to order at 9:15 am

Present: Shelley Alterman, Patti Butler, Mike Collins, Mario Gonzalez, Shelby Heinemann, Greg Kinser, Ed Merce, Tia Vincent and Tripp Williams.

Approval of Minutes for February 2014: First by Tripp; seconded by Ed, unanimously carried.

Treasurer's Report: The balance in the bank is \$38,256.73. We have hired an accountant to file our taxes. Our income is good and money in the bank is higher than it has ever been; so, we should have no problems paying for speakers and the trade show.

Affiliates: We now have 30 affiliates. We approved and voted on two new affiliates. Crockett Law and Lindsey Pest Services. Mike recommended the law practice and Ed recommended the pest control company. We voted 3 to 1 to not approve an additional Puro-Clean franchise since we already had one. We made a note to change the application to prevent this from happening again. Membership: Shelley says there are 84 members as of today. There is a new member mentor package online at NARPM.org. Also, NARPM is offering a \$10 per retained member incentive.

Hospitality: We are having dinner with Gail Moncla next Wednesday night at Maggianos Town Center at 7pm. There are 33 registered for Gail Moncla as of today.

Education: Mario reports Gail Moncla coming next week and Puroclean and Master Craft next month. May is open, June is Heist, July is open and August is Trade Show. He also mentioned DBPR is in Jacksonville doing inspections. Ideas for speakers were tossed around and Mario will follow up on those. We agreed to meet next week at 7 am for Gail Moncla's class.

Trade Show: The theme is "Biker". Angele is heading this up and plans to really advertise the event at Harry's class. We will wear biker theme clothes at Harry's class along with maybe motorcycle to be brought in by Wayne. A couple of speakers were mentioned as possibilities for the trade show by Mario and they were discussed. Glen Boyles was discussed along with Melissa Prandi.

Tia wants to have 2 classes at once. We may get quotes from other hotels. Also, we decided not to have a party afterwards but maybe a Gala in December instead.

Adjournment: Move to adjourn: First by Tia, seconded by Ed. Meeting adjourned at 10:15.

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

April 10, 2014

Call to Order: President Tiea Vincent called the meeting to order at 9:30 am

Present: Shelby Heinemann, Angie McKee, Ed Mercel, Cindy Morgan, Tiea Vincent, and Tripp Williams.

Treasurer's Report: Accountant is filing the tax return on behalf of the chapter. We are in good shape money-wise so should be able to do some things this year.

Scholarship Committee: Ed shared that several scholarship requests have been received and he and Angie will have the finalized list by next week.

Affiliates: The Affiliate Directory is ready to print.

Trade Show: Based on the information gathered by Mario about space at UNF, a motion was put forward that the trade show will be held at UNF; that 4 sections at \$400 each to accommodate two classrooms and the tradeshow floor space will be reserved. First by Tripp, second by Tiea, all Ayes.

Education: The speaker for May might be someone from DBPR regarding compliance – Mario is waiting for confirmation. The board discussed having Harry Heist at UNF; Tiea will be looking into the space.

Approval of Minutes for March 2014: First by Ed; seconded by Tiea, unanimously carried.

Membership: A check of National's site confirmed that we have 76 members as of today.

Adjournment: Move to adjourn: First by Ed; seconded by Tiea. Meeting adjourned at 10:15 am.

Respectfully submitted,
Cynthia Morgan, Secretary

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

May 8, 2014

Call to Order: President Tiea Vincent called the meeting to order at 9:08 am

Present: Shelley Alterman, Mike Collins, Mario Gonzalez, Greg Kinzer, Angie McKee, Ed Mercel, Cindy Morgan, Tiea Vincent, and Tripp Williams.

Treasurer's Report: The accountant informed Tripp that the threshold for filing a long form tax return is \$50,000 and, therefore, we can use the postcard for filing our taxes for 2013.

All affiliates have paid their dues and there is a balance of \$37,962.75 in the chapter's bank account.

Scholarship Committee: The recipients have been picked and Ed will create a special certificate to be presented at the next general meeting.

Hospitality: Patricia has resigned as Chairperson of Hospitality due to family reasons. The board appreciates her service to the chapter and wishes her the best. Cindy will perform the duties of the Hospitality Chairperson until a replacement has been found.

Affiliates: The Affiliate Directory has been printed and it looks great. There are open slots for lunch sponsors in the fall. Greg will approach the Gold members and inquire if they have an interest in jumping to Platinum. If that doesn't work out, then a Gold can pay \$200 for the opportunity to sponsor a lunch.

Education: The board decided to move the Harry Heist event to the Marriott since they are able to accommodate a larger group. Shelley Alterman will contact national about the materials for the membership drive to be held at the Heist event. The Heist event is confirmed to be on June 11. REMINDER: Please dress in the Trade Show Theme "Get Your Motor Running" motorcycle gear for Harry's event.

The team is working on speakers for July, September, October & November.

Membership: National's site confirmed that we have 79 members as of today. Shelley has been contacting those former members who did not renew to determine if there was something we could do to get them back into the chapter.

Approval of Minutes for April 2014: First by Ed; second by Mike, unanimously carried.

Trade Show: Angele must resign her position on the board due to personal reasons. The board appreciates her long service to the chapter and wishes her the best. Ed Mercel will take over as Trade Show Chairperson and Angie McKee will act as co-chair.

Brian Birdy will be one of the speakers at the trade show. Mr. Birdy is not asking for a speaker fee; just that we covering his travel expenses. Mr. Birdy has a list of topics he can cover so the committee will choose the topics of interest and the board will give the final approval. Other speakers that will be approached include Craig Grant and Todd Breen.

The trade show break-out topics should be split between something of interest to owner/broker members and property manager members who work for a broker. The plan is for two classes to be running simultaneously – four in the morning and four in the afternoon – topic repeats are acceptable.

For the “thank you for attending” prizes from the affiliates to the attendees, the method will be via “Poker Run” cards handed out by the affiliates (as opposed to stamps). Each affiliate will receive a playing card (Ace of Spades, Queen of Hearts, or Two of Diamonds) in an amount enough to give to each participant. Participants will collect these cards as they stroll through the trade show floor.

Greg Kinzer is going to provide a special door prize-- probably an iPad Mini.

June Board Meeting: The board meeting for June will be on the **FIRST** Thursday of June -- June 5 -- to prepare for the Heist event the following week. Be sure to mark your calendars!

Adjournment: Move to adjourn: First by Ed; seconded by Mario. Meeting adjourned at 10:20 am.

Respectfully submitted,
Cynthia Morgan, Secretary
May 9, 2014

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

June 5, 2014

Call to Order: President Tia Vincent called the meeting to order at 9:07 am

Present: Shelley Alterman, Mike Collins, Mario Gonzalez, Shelby Heinemann, Greg Kinzer, Angie McKee, Ed Mercel, Cindy Morgan, Tia Vincent, and Tripp Williams.

Approval of Minutes for May 2014: First by Tia; second by Tripp, unanimously carried.

Treasurer's Report: There is \$38,110.41 in the bank. The 2013 taxes have been filed.

Hospitality: Tia will check with Harry Heist if he needs a room or is available for dinner. The chapter will give a gift of a laptop to Harry for his service to our group to be presented at the conclusion of the class next week.

Each board member will fill a backpack with school supplies and give to Harry.

Affiliates: No changes but two new applications were approved unanimously:

Nancy Maggiore – Rent Plus Recovery Solutions of Florida, LLC

Joyce Conway -- ShayCore Enterprises under the General Contractor category.

Greg suggested removing the "Property Repair" category and create two more-focused categories: Make Ready Services and General Contracting (requiring a GC license). After proper motions, the board votes YES to the change.

Education: July's general luncheon will feature Roland Mastandrea who will speak to the group about the technicalities of insurance. August is the Trade Show. September – Tyler Walton with Legal Shield. October is scheduled with DBPR with a backup just in case they cannot make it. November – Tracy Luis VanCamp, our Regional Vice President, will preside over the swearing-in of the 2015 Board.

Brian Birdy is available the day before the Trade Show to present a designation class on Office Operations, the cost of which will be \$180. The board voted unanimously to organize this class. To make it easy for the attendees, a box lunch will be served. Greg is looking into a vendor sponsor for lunch. There will be a mixer after at Dave & Busters.

Harry Heist – Landlord Tenant Law Seminar is next Wednesday June 11 at the Marriott. Everything is in place. National has confirmed a \$195 special price for the membership drive.

The board is asked to show up by 7:30 am and to wear motorcycle-theme attire to promote the trade show.

Angie McKee will speak with Marriott about the final touches.

Trade Show: The trade show planning is firming up. The schedule will allow for a 5th class at 2:30 that will be something of interest to both Brokers and Agents.

Adjournment: Move to adjourn: First by Ed; seconded by Mario. Meeting adjourned at 10:30 am.

Respectfully submitted,
Cynthia Morgan, Secretary
June 7, 2014

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

July 10, 2014

Call to Order: President Tia Vincent called the meeting to order at 9:04 am

Present: Shelley Alterman, Mike Collins, Mario Gonzalez, Greg Kinzer, Angie McKee, Ed Mercel, Cindy Morgan, Tia Vincent, and Tripp Williams.

Approval of Minutes for June 2014: First by Tia; second by Tripp, unanimously carried.

Treasurer's Report: There is \$37,000 and change in the bank.

Education: The designation class is a go! Brian Birdy will present a designation class on Office Operations, the cost of which will be \$180. Mario is working with NEFAR to get alignment.

Hospitality: Working on a mixer at Dave & Busters after the designation class on 8/21/2014. Greg will get an affiliate to sponsor. It will be open to all Realtors, not just NARPM of NE Florida members.

Affiliates: Greg and Angie are working to get the affiliates shaped up for the trade show -- no toilet seats or coupons for a roofer service.

The board voted to accept the application of Jesse Dent with Reflections – a window cleaning and pressure washing outfit.

Trade Show: The trade show planning is kicking up. The board voted to bring on Greg Romeo as a motivational speaker for the opening and closing of the trade show.

Adjournment: Move to adjourn: First by Ed; seconded by Mario. Meeting adjourned at 10:20 am.

Respectfully submitted,
Cynthia Morgan, Secretary
July 10, 2014

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

August 14, 2014

Call to Order: President Tia Vincent called the meeting to order at 9:05 am

Present: Shelley Alterman, Greg Kinzer, Angie McKee, Ed Mercel, Cindy Morgan, Tia Vincent, and Tripp Williams.

Approval of Minutes for July 2014: First by Ed; second by Tripp, unanimously carried.

Treasurer's Report: There is \$39,781 and change in the bank. All affiliates are paid up plus we have received some grants and splits of profit from National.

Education: For September, Tyler Wyler to present on ID theft. Working on October. November will be the swearing in – Tracey Lewis is not available in November so Angie is still looking for someone to swear in the officer. December – maybe a party.

Nominations and Committee Chairs: All the board seats are filled but we are still looking for a co-chair for education to back up Mario and a co-membership chair.

Membership: Current membership is 96 – working toward 100 and hope to hit it with trade show applications.

Affiliates: New prospect: Rytech, Inc., disaster recovery company, approved on condition they get a current NARPM member to sponsor and pays the dues – both by Friday.

Designation Class: Nine have registered but will have more additions. Tia said to order lunch for 15. Greg Kinzer will sponsor the lunch at \$300. He will give us a chat right before lunch.

The mixer at Dave & Busters is set – board members will try to get the word out to Realtors.

Trade Show: Trade show committee met and most questions have been answered. All travel arrangements are made, as is lodging reservations. So far there are 53 registrants, most of whom are property managers. Cindy will check registration on Monday then add 20.

Board members are requested to arrive at 7:00 am to help set up breakfast and see to last minute details.

Puroclean will provide name tags and lanyards and will set them up with names (need to provide the attendee list on Tuesday 8/19). A/C Systems is providing the bags. Tia has prepared the "poker run" cards; Greg is working on the booth assignments.

There will be a prize for the best affiliate booth decoration and the best dressed.

In addition to the gift cards, Greg will give away an iPad Mini and the Board will give away a one year membership.

Everything appears to be ready!

Adjournment: Move to adjourn: First by Ed; seconded by Cindy. Meeting adjourned at 10:30 am.

Respectfully submitted,
Cynthia Morgan, Secretary
August 14, 2014

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

September 9, 2014

Call to Order: President Tiew Vincent called the meeting to order at 9:09 am

Present: Shelley Alterman, Mario Gonzalez, Greg Kinzer, Cindy Morgan, Tiew Vincent, and Tripp Williams. Wil Cruz attended as a guest of Greg Kinzer.

Approval of Minutes for August 2014: First by Tripp; second by Tiew, unanimously carried.

Treasurer's Report: There is \$31,743 and change in the bank.

Education: For September, Tyler Wildman to present on ID theft. Working on October will be either DBPR or a discussion of Portfolio vs. Departmental methods of managing rental offices. November is open.

December will be an affiliate appreciation luncheon with a festive note – plus a Tracy will be available to swear in the officers for 2015. Tiew asked Cindy if she would oversee the planning with the help of Angie. The theme will be "Ice and Snow".

Membership: Current membership is 99 – almost to the 100 goal!

Affiliates: New prospect: St. John's Insurance proffered its application and check for the balance of 2014 and all of 2015. The board approved the application. Serve Pro has again approached Greg about becoming an affiliate but wants to attend a luncheon again. They have attended several luncheons and the general feeling of the board is that they either apply or not apply.

December Luncheon: Same place; same time; same charge to members and non-members. The board will provide a festive atmosphere and gifts for members and affiliates. Also some champagne. Tiew is looking into some entertainment.

Adjournment: Move to adjourn: First by Tripp; seconded by Cindy. Meeting adjourned at 10:04 am.

Respectfully submitted,
Cynthia Morgan, Secretary
September 9, 2014

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

October 9, 2014

Call to Order: President Tia Vincent called the meeting to order at 9:08 am

Present: Shelley Alterman, Mike Collins, Mario Gonzalez, Shelby Heinemann, Greg Kinzer, Angie McKee, Ed Mercel, Cindy Morgan, Tia Vincent, and Tripp Williams.

Approval of Minutes for September 2014: First by Tripp; second by Tia, unanimously carried.

Treasurer's Report: There is \$34,000 and change in the bank.

Education: DBPR will be here for the October session. Attendance should be good for that one. November will feature a debate on management style: Departmental vs. Portfolio. Angie will line up participants and Ed will be the moderator. Cindy will be the timekeeper.

December will be the swearing in the officers for 2015. Angie will approach Andy Props, next year's President, to do the honors. Tia would like a different venue to make the event a bit more special since it will be our first December general gathering.

Membership: Current membership as of October 8, 2014 100 -- goal!

Affiliates: New prospect voted in on a Platinum level for 2015: On-Site Pros, Mario's new business. We look forward to learning more about his new venture.

Legislative: Mike Collins gave the board an update on the 475 Subcommittee council doings. The issue getting the most discussion is whether property managers should be required to be licensed real estate agents. Apparently, there is no Florida law that specifically states that one must be licensed by FREC to manage properties. Stay Tuned!

Scholarship Funds: Ed moved and Mario seconded that Tia receive \$395 for the NARPM National meeting in Minnesota. All were in favor.

Adjournment: Move to adjourn: First by Ed; seconded by Shelley. Meeting adjourned at 10:27 am.

Respectfully submitted,
Cynthia Morgan, Secretary
October 9, 2014

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

November 13, 2014

Call to Order: President Tiea Vincent called the meeting to order at 9:10 am

Present: Shelley Alterman, Mike Collins, Mario Gonzalez, Greg Kinzer, Angie McKee, Ed Mercel, Cindy Morgan, Tiea Vincent, and Tripp Williams.

Approval of Minutes for October 2014: First by Ed; second by Mario, unanimously carried.

Treasurer's Report: There is \$33,315 and change in the bank.

Education: All set for November – Tripp & Mike are the speakers and Ed is the moderator..

December will be the swearing in the officers for 2015 and John Bradford will be doing the honors. The Ice & Snow Gala has been firmed up for December 11. The mugs are ordered and will arrive on or about December 2nd; they'll be stuffed with goodies. The charity for this year will be the Children's Home Society who provides services for foster and adoptive kids and families.

Mario presented an overview of the 2015 season:

- There will be no general luncheon meeting in April in order to get more folks to the Regional meeting to be in Jacksonville Beach.
- Harry Heist in June or May.
- Trade show in August but a week earlier.
- The Nationals are in October in Atlanta and the idea of a bus was floated and roundly applauded.

Membership: NARPM give a grant for every member who renews once the renewal has hit 85%.

Affiliates: New Affiliates – RyTech was voted in.

Composition of Board: Mike Collins will get with Ed Mercel to discuss.

Special Thanks: A special THANK YOU to our wonderful president Tiea for thinking of the board while at Nationals and bringing home some goodies from the show plus a great Minnesota mug that will hold plenty of warming fluid.

Adjournment: First by Ed, Mike seconded, the board adjourned at 10:14 am.

Respectfully submitted,
Cynthia Morgan, Secretary
November 13, 2014