

## **WESTERN MONTANA CHAPTER NARPM BOARD MEETING MINUTES**

### **January 10, 2014**

Meeting called to order 11:30am by Amelia Lyon of Highland Property Management.

Attendees included Lisa Gohrick of Garden City Property Management, Sherri Featherly of Missoula Property Management, Paul Heihn of Northwest Collectors, Dan Williams of Grizzly Property Management, Mary Hurd of Rent Smart Missoula, Colin Woodrow of Missoula Housing Authority and Heather Schwenk of Missoula Property Management.

There is a quorum present.

#### **OLD BUSINESS:**

Introductions and overview of positions:

Colin Woodrow of Missoula Housing Authority is current Membership Chair.

Heather Schwenk of Missoula Property Management is current Vice President.

Mary Hurd of Rent Smart Missoula is current Website Chair.

Sherri Featherly of Missoula Property Management is current Legislative Chair.

Dan Williams of Grizzly Property Management is current Treasurer.

Lisa Gohrick of Garden City Property Management is current Education Chair.

Amelia Lyon of Highland Property Management is current President.

Paul Heihn of Northwest Collectors is current Affiliate Board Member.

Dyanna Finnegan of Professional Property Management is current Past President.

Jennifer Whipple of Collection Bureau Services is current Secretary.

The board discussed the regional conference and Lyons has prepared a contract for board members to review. The contract and budget will be emailed and a vote will be held through email.

Gohrick advised speaker Karen McNenney will be going in front of the board in Helena to become a registered speaker for credits and asked if Featherly could attend as Legislative Chair to offer that McNenney is of value. Featherly will check schedule but may not be available, Featherly expressed when available willing to attend.

Board discussed our communications and documents and how they are kept. Board agreed to set up Gmail accounts and Hurd will do that by the next board meeting.

A tutorial on the Gmail will be held at the next board meeting.

Board discussed low number of affiliates and will reinstate affiliate fair and set a date for affiliate fair to be held in September. Board will also work to make sure affiliate spotlight is held each month during meetings.

#### **NEW BUSINESS:**

Featherly asked for ideas on topics for the regional meeting classes. Please send her any you have.

Woodrow discussed ideas on how to sign up new members and will look on website of national members for local affiliation.

Lyon discussed ideas for the January NARPM meeting and round table discussions.

Meeting was adjourned.

Respectfully submitted,

Jennifer Whipple  
Collection Bureau Services, Inc.  
Secretary for Western Montana Chapter NARPM

# **WESTERN MONTANA CHAPTER NARPM BOARD MEETING MINUTES**

## **March 19, 2014**

Meeting called to order 11:30am by Amelia Lyon of Highland Property Management.  
Attendees included Lisa Gohrick of Garden City Property Management, Sherrie Featherly of Missoula Property Management, Dan Williams of Grizzly Property Management, Mary Hurd of Rent Smart Missoula, Colin Woodrow of Missoula Housing Authority, Dyana Finnegan of Professional Property Management and Heather Schwenk of Missoula Property Management.

There is a quorum present.

### **OLD BUSINESS:**

The board discussed the regional conference and reviewed the contract. Whipple will review old minutes to find out what the reimbursement is for NARPM members and board members wishing to attend. Whipple will forward information to Lyon.

Hurd set up all Gmail accounts and sent everyone username and passwords.

Affiliate fair discussion put on hold until next board meeting.

### **NEW BUSINESS:**

Gohrick requested approval for expenses for Leeann Ghiglione to come teach continuing education class next year. Approved.

Board discussed advertising in Independent and different ideas on how/what to advertise. Williams will email budget to Lyon. Lyon will email out advertising options and a vote will be held via email.

Hurd requested a small budget for Facebook boosts to get NARPM name out and recognized. Board approved \$25 budget.

Board agrees to host a table at ASUM 2014 Housing Fair to promote NARPM. Board wants to work on establishing a good relationship with ASUM and invite them to meet.

Gohrick has four hours of continuing education time in the fall that needs to fill. If members have ideas please let her know.

Meeting was adjourned.

Respectfully submitted,

Jennifer Whipple  
Collection Bureau Services, Inc.  
Secretary for Western Montana Chapter NARPM

June 25, 2014

#### NARPM Board Meeting

In attendance: Amelia Lyon, Colin Woodrow, Sherrie Featherly, Paul Heihn, Lisa Gohrick, Dan Williams, Dyana Finnegan, Heather Schwenk, & Mary Hurd.

Allie from Cherry Creek Radio gave a presentation about the possibilities of using radio to build greater name recognition for NARPM. She gave an informational packet detailing the advantages of radio advertising. She addressed the idea of NARPM qualifying for a non-profit discount in which there is a matching program in place between the non-profit and Cherry Creek Radio.

Amelia Lyon mentioned the possibility of asking Cherry Creek to become a NARPM affiliate which would seem beneficial to both parties.

Heather & Colin gave brief presentations regarding what they felt was most helpful from the recent NARPM conference.

There was a discussion about the possibility of the 2015 NARPM Regional Conference being held in Missoula and some of the provisions that will be necessary if that does happen. Sherrie Featherly will keep the Board updated about whether the conference will or won't be held here.

Lisa Gohrick plans to ask LeeAnn Giglione to teach our upcoming Ethics class.

Sherrie Featherly discussed the benefits of a multi-track system at regional conferences.

Paul Heihn discussed the Vendor Fair that's scheduled for September 18, 2014. He distributed a flyer for the upcoming event and mentioned that he'll try to recruit vendors to donate prizes to be given away during the course of the event.

# **WESTERN MONTANA CHAPTER NARPM BOARD MEETING MINUTES**

## **October 10, 2014**

Meeting called to order 11:50am by Amelia Lyon of Highland Property Management.  
Attendees included Sherrie Featherly of Missoula Property Management, Dan Williams of Grizzly Property Management, Mary Hurd of Rent Smart Missoula, Colin Woodrow of Missoula Housing Authority, Dyana Finnegan of Zapple Property Management and Heather Schwenk of Missoula Property Management.

There is a quorum present.

### **OLD BUSINESS:**

2015 Regional conference will be held in Missoula at the Holiday Inn Parkside. Anyone interested in helping with meals, education/workshops or entertainment should contact Sherrie Featherly.  
Whipple will look up committee stipend.

### **NEW BUSINESS:**

Vendor Fair- There was a discussion on the vendor fair and whether or not to do away with it and perhaps expand on the affiliate spotlight during the meetings.

It was agreed to do an affiliate survey and get affiliate input and go from there.

The board discussed our chapter and its future. It was agreed to look at three objectives for The Western Montana Chapter of NARPM going forward and in the next few months do strategic planning for January 1<sup>st</sup>.

Elections are coming up and will be announced at the general NARPM meeting next week. Nomination forms will be available next week for vote at the November meeting.

The board would like the new members to be present at the December board meeting.

Heather Schwenk will be working on NARPM compliance packet. Deadline is December 1<sup>st</sup>. She will be contacting board members for assistance as needed.

Meeting was adjourned.

Respectfully submitted,

Jennifer Whipple  
Collection Bureau Services, Inc.  
Secretary for Western Montana Chapter NARPM