



Look at putting forms and more information onto the website or links to National NARPM for appropriate stuff. Or even downloadable where we can. How do we handle the national application as well as the local application was discussed.

### **Membership Report**

*Hartley-J*

Total current membership is: Professional Members = 57 (36 Paid)  
Support Staff Members = 0  
Affiliate Members = 43 (13 Paid)

Attendance at Feb 2014 general membership meeting:  
New professional members:  
New affiliate members:  
Guests: 10

*Mayes-M*

**John needs to communicate those that were National but not local. Will email to the board. Need to try and breakdown the count by group (Pro/SS/Aff).**

### **Old Business**

- Report on April Event

*Gonzales-A*

*Marcy Rogos event is not going to happen. Looking at Dallas/Mid-Cities that we can get the count for an event. Dave Christensen is committed to making it happen. Would an early bird special help with reservations and get a count? Angela will be emailing updates on status. Looking at Arlington area to accommodate for Tarrant/Dallas. Would like to have designation or MCE.*

- Survey Monkey for NARPM educational course offering

*Bradford-B*

*Brandon will reissue the Survey Monkey for only top 3. Look at vote from those three.*

*Look at confirmation on what restrictions we would have for the CHL course.*

*Possibly a "Gunman in the Workplace" event that Angela attended at TAR could be help. Liability issues could come into play on CHL class.*

- NARPM educational course for June

*Hashem-J*

***Bryan Birdy or Betty Fletcher. Woodhaven would be in place of us having a meeting.***

***Bart in September to push for Nationals to hold event in October.***

***Laurie Tinsley – Speaking in April, HOA related stuff.***

- D&O Insurance

*Hashem-J*

John covered the types of protections in place. Looking at creating the standard coverage that we need. Will not cover one director suing another. Disclosed that person helping obtain this policy is a good friend of Michael Mayes and that he is the spouse of someone running for political office. Looking at different options and the deductibles.

- Progress on set up of chart of accounts of Quickbooks Online  
*See Above*

*Hartley-J*

- Progress on general meeting programs Bradford-B
- 20<sup>th</sup> Anniversary Party Committee Hashem-E

Tracye Gorman is not going to be able to chair the Party committee. Erika is heading this up now. Michael Mayes and Donna Housden will be helping. Erika not sure about clarification of what she can do from Budget/Executive Order. Motion for Erika on to be able to commit the organization to resources needed within the amount specified for the party in the 2014 budget was approved.

- Christmas Party Committee Hashem-J

*John talked with committee chair Melissa about Christmas party. Has some information. Will send the information. Woodhaven has penciled us in. Looking at possible sponsorships for increasing the entertainment. John will contact her early next week. Looking at Brandon to fill in if we do not have commitment from Melissa.*

### New Business

- Prorate of Membership Dues Hashem-J

*Believe that it is quarterly. How to stagger the payment to determine what to charge. Look at issue of PRO member paying nationals and then having to pay local chapter. Need to avoid giving dollars away based on costs of the chapter. Look at charging 5 Qtrs if they join in the 4<sup>th</sup> qtr. Need to do a better job of planning for sponsorships.*

- Procedure for Handling New Member Information Hashem-J

***Need a way to process these. They are being put into google docs by Jay. Need to maintain the list by Treasurer and Secretary.***

### Review Action List

Mayes-M

Up to date and complete.

Note September 5<sup>th</sup>-8<sup>th</sup> in San Antonio for TAR.

11:30 am

### Meeting Adjourned

Hashem-J

Minutes taken by: *Michael Mayes, Secretary*

**Fort Worth/ Mid-Cities Chapter of NARPM  
Action List**

<b>Date Added</b>	<b>Description</b>	<b>Assigned To</b>	<b>Date to Report (R) Complete By (C)</b>	<b>Date Action Completed</b>
12/05/13	After QuickBooks account is established, set-up chart of accounts (using budget as model), members (as "Customers"), etc.	Hartley (Hashem, E can assist if needed)	C - 02/28/14	02/27/14
12/05/13	Continue pursuing GFWAR's Leasing/ Management Forum and Marcie Roggow to host an MCE class on April 24, 2014 at GFWAR	Hashem, E & Hashem, J. to copy Gonzales & Bradford	C - 01/14/13 – still trying to determine if enough interest	02/10/14- No venue available, will hold GM
12/05/13	Make appointment for 01/09/14 (timed after board meeting) at Chase bank for account changes - remove Sulthar & White (cancel debit cards); add Gonzales (order debit card) - notify all board members of the appointment place/ time so they can attend (Is someone being removed from account required to be there? I.e. Sulthar & White)	Hartley or Hashem	C - 01/30/14 (time frame moved due to schedule)	1/30/14
12/05/13	Make Chase bank account changes (Note: the only 3 persons with signatory rights and debit cards should be President, President-Elect and Treasurer)	Hartley, Hashem, J, Gonzales, Mayes, as Secretary verification is required (maybe Sulthar and White if required)	C - 01/30/14 (time frame moved due to schedule)	1/30/14
12/05/13	Create annual action calendar (deadline requirements such as NARPM national deadlines, tax and reporting deadlines, etc.)	Hashem, J and Hashem, E	C - 03/30/14	
12/10/13	Re-establish written P 'n P - start process to then be maintained by chapter secretary	Hashem, E	C - 05/16/14	
01/09/14	Look for potential instructors for concealed handgun license class.	Bradford, B	R – 02/27/14	
01/09/14	Send out pictures to members who had picture taken with Santa	Hashem, J	C-01/15/14	02/26/14
01/09/14	Look for another CPA interested in providing	Fithian, S	R- 01/30/14	

	services to the Chapter in exchange for free affiliate membership (Board will consider paying for services if required).			
01/09/14	Send out Survey Monkey to see what NARPM classes members would be interested in attending.	Brandon, B	C- 01/28/14	1/28/14
1/09/14	Find out about D&O insurance for Chapter	Mayes, M Hashem, J	R- 03/31/14	