

NARPM Atlanta Chapter
Board Meeting Minutes – 2014

Atlanta NARPM Board meeting – February 20, 2014

Members Present:

Richard Burton	Tonya O'Dell
Robert Gilstrap	Kristy Vallee
Bryan Jenkins	Dan Wilhelm
Vera Kiser	Megan Zellers
Sally Knight	Trent Ratliff
DD Lee	Angelia Lauster
Tina Smith	

Members Absent: Charlene Minor, Rachel Runion, Doug Maschoff, David Barton, Joel Elliot, Earlene Gardner, Marcia Clemendor, Kristy Vallee

Meeting called to order @ 10:10 am

December 2013 meeting minutes were reviewed via email prior to meeting and accepted by consent

1. President's report – Robert Gilstrap

- 1) The old NARPM Atlanta website (atlanta.narpm.org) is now being directed to the new website: <http://www.propertymanagementatlantaga.org/>. Robert reported that since the change the website had lost an important feature of listing the membership roster. The membership roster was published from the old NARPM site and should be able to be linked to the new site when selection the Members menu option.
- 2) It was suggested that a person should be identified as having website ownership for changes & modifications.
- 3) The budget had been submitted to National
- 4) Contact list has been emailed to all board members

2. Program and Events –Megan Zellers

- 1) No longer using The Ravina for meetings
- 2) Upcoming meeting dates are:
 - i. March – Doubletree (Roswell)
 - ii. May & July Hilton, Bobby Brown Blvd
 - iii. September & November, Doubletree (Roswell)
- 3) National designate classes are given during July & September meetings
- 4) Looking for vendors to participate in July & September meetings

3. Membership – DD Lee

- 1) Membership will be following up with all meeting guests and maintain a record of all guests in Constant Contact
- 2) Suggestion was made to track guests at social events. DD will send Trent Ratliff all guest names to be updated in Constant Contact

- 3) Not currently following up with affiliates, will work with Tonya O'Dell & Tina Smith to initiate affiliate follow up
4. **Finance – Sally Knight**
 - 1) Financials were reviewed. The Profit & Loss statement through February 18, 2014 showed a Net Income of -\$856.38
 - 2) The 2014 budget used 2013 budget numbers
 - 3) The 2014 budget has been submitted to National
 - 4) Thus far we are on track with meeting our 2014 budget
5. **Nominating – Dan Wilhelm**
 - 1) It is a bit early to think about nominating for specific positions for 2015
 - 2) Start thinking about the positions you or others within the organization would be interested in for 2015
 - 3) The Treasurer position will be available in 2015 as Sally can only serve two consecutive years.
6. **Publications – Trent Ratliff**
 - 1) Trent stressed that he is not the website guru. He will be meeting with others shortly to designate a website go to person.
 - 2) The newsletter has been achieving a 25% view ratio from Constant Contact
 - 3) The March newsletter will be going out the beginning of next week
 - 4) Going forward the NARPM logo on the newsletter MUST NOT tilt as that is not a standardized logo.
 - 5) Angelia suggest all CE credit classes should be identified as such in the newsletter
7. **Scholarship – Vera Kiser**
 - 1) Two scholarships were given in January and two more scheduled for in March
8. **Education – Charlene Minor**
 - 1) Not in attendance
9. **Affiliate – Tonya O'Dell & Tina Smith**
 - 1) Suggested adding an affiliate section to the website
 - 2) Ensure meeting sponsors are promoted in the newsletters
 - 3) Lunch sponsors identified for July & September meetings
10. **Legislative – Bryan Jenkins**
 - 1) Will be meeting with the NARPM National legislative representative while at the Owner Broker retreat
 - 2) Suggested communicating important legislative information to the members via newsletter and emails
 - 3) Dan Wilhelm spoke about the new proposed amendments to license law 4340. This pertains to advertising and what constitutes advertising and

publishing our company information on such advertising. Because much of the law was written prior to the advent of social media on the internet it has become outdated. Proposed changes include company information on all social media postings including tweets and identifying link backs. These changes are still out for opinions and feedback prior to any implementation.

11. Chapter Excellence – Angelia Lauster

- 1) There are two components to the Chapter Excellence
 - i. Meet the criteria
 - ii. Chapter of the Year
- 2) Angelia reviewed many of the ways that our chapter gets points. Most of the board had no idea.
- 3) Robert suggested that Angelia speak for a minutes at the beginning of the March meeting
- 4) Some of the many ways that our chapter can get points
 - i. Mentoring a new chapter – 6 points
 - ii. Mentoring a struggling chapter – 3 points
 - iii. Community Service – 2 points
 - iv. Work on legislative issues – 2 points
 - v. Each member who has reached Ambassador status – 1 point
 - vi. Article written in Residential Resource – 2 points
- 5) Points are also given for members who volunteer on national committees. Two board members, Megan Zellers & Richard Burton are working with National on the Eastern Regional and were identified to Angelia for points toward the Chapter Excellence award.

12. Director's input – Robert Gilstrap

- 1) Suggested we follow up on Chapter Excellence points as it appears we are leaving a lot of points on the table
- 2) Megan suggested identifying Chapter Excellence points during a round table session at our monthly meetings

13. Motions

- 1) Megan Zellers made a motion to spend \$100 converting our chapter logo to an eps format to be used in printing and internet publishing. Motion was seconded by Sally Knight and passed by the board.

Meeting adjourned at 12:15PM

Atlanta NARPM Board meeting – April 17, 2014

Members Present:

Richard Burton	Joel Elliot
Robert Gilstrap	Doug Maschoff
Bryan Jenkins	Dan Wilhelm
Vera Kiser	Charlene Minor
Sally Knight	Trent Ratliff
Rachel Runion	

Members Absent: Tonya O'Dell, Tina Smith, Angelia Lauster

Meeting called to order @ 10:10 am

February 2014 meeting minutes were reviewed via email prior to meeting and accepted by consent

1. Program and Events –Megan Zellers & Doug Maschoff

- 1) Megan not in attendance
- 2) Reviewed social meetings and dates:
 - i. April 17 – Jeckyll Brewing - Alpharetta
 - ii. June – Braves game against the Phillies
- 3) It was suggested that some members of the board attend the evening social in Alpharetta. Richard Burton & Robert Gilstrap stated they would be attending.

2. Membership – DD Lee & Rachel Runion

- 1) DD not in attendance
- 1) Robert Gilstrap inquired as to any follow up with non-renewing members. Rachel had stated that she thought DD was doing the follow up and will contact DD to get the specifics.
- 2) Board discussion on why we thought so many members are not renewing their memberships. Sally Knight-a number of her agents who came from Sales went back into the Sales area now that the sales market has picked up. Dan Wilhelm – talked about the different personalities with Sales vs Property Management. Joel Elliot – suggested a \$10 incentive from National for members to renew

3. Finance – Sally Knight

- 1) Sally stated that there was more money deposited from last month's luncheon than were registered on the website. Trent & Doug will speak to the web developer along with Robert about ongoing website issues.
- 2) Sally discussed the use of Debit cards. She was getting a number of debit card charges on the bank statement without a corresponding receipt from members. Sally will follow up with items that were duplicated from the bank

statement. One may have come from the Holiday Inn for the September conference.

- 3) Affiliate membership renewal is dramatically behind last year's renewal with only \$1000 in renewals. Follow up with Tonya on affiliate renewals

4. Nominating – Dan Wilhelm

- 1) Nothing to report

5. Publications – Trent Ratliff

- 1) It was suggested to put the Board meeting dates on the website.
- 2) Discussion of the Braves game social event and add to the newsletter
- 3) Start promoting the State event in the newsletter with a "Hold that Date" mention in the next newsletter.
- 4) Discussed how to add affiliates roster to the website.

6. Scholarship – Vera Kiser

- 1) No scholarships have been claimed this year.

7. Education – Charlene Minor

- 1) Charlene asked the board about the designation classes that they would be interested in at the State conference. Richard Burton stated any except for Office Operations and Marketing

8. Affiliate – Tonya O'Dell & Tina Smith

- 1) Not in attendance

9. Legislative – Bryan Jenkins

- 1) Nothing to report

10. Chapter Excellence – Angelia Lauster

- 1) Not in attendance.

11. Director's input – Robert Gilstrap

- 1) Follow up on signing up non-renewing members. Rachel will follow up with DD

12. Motions

- 1) Richard Burton made a motion to donate two \$50 gift cards to the NARPM Eastern Regional Conference. Motion was seconded by Sally Knight and passed by the board.

Meeting adjourned at 12:05PM

Atlanta NARPM Board Meeting – June 17, 2014

Members Present:

Richard Burton	Joel Elliot
Robert Gilstrap	Dan Wilhelm
Vera Kiser	Charlene Minor
Sally Knight	Trent Ratliff
Rachel Runion	Megan Zellers

Members Absent: Tonya O'Dell, Tina Smith, Bryan Jenkins

Meeting called to order @ 10:05 am

April 2014 meeting minutes were reviewed via email prior to meeting and accepted by consent

1. Program and Events –Megan Zellers

- 1) Fulton County paperwork distributed to board for September raffle
- 2) Criminal, Conviction & applicant affidavit forms were distributed
- 3) Looking for ideas for NARPM speaker for conference
- 4) Discussed July meeting, have a Q & A panel. Initial panel members to be considered are Joel, Rachel & Chris

2. Membership – Rachel Runion

- 1) New member registrations were flats
- 2) Discussed the Galleria Realtor conference in August. Suggested bring flyers for the State Conference to hand out at the show

3. Finance – Sally Knight

- 1) Reviewed the financial reports with the board
- 2) CPA to prepare tax returns
- 3) Sally was concerned with who is receiving the bank statements
- 4) Discussed fees charged by Sterling are excessive compare to PayLease fees

4. Nominating – Dan Wilhelm

- 1) Addressed the board about officer nominations for next year

5. Publications – Trent Ratliff

- 1) Promote Kit Garren's designation class during July meeting
- 2) Promote early bird registration of July 31 for the state conference
- 3) Topics for Newsletter
- 4) Ongoing website issues
- 5) Trent will clean old events from site

6. Scholarship – Vera Kiser

- 1) Not in attendance

7. Education – Charlene Minor

- 1) Reviewed education events at the state conference

8. Affiliate – Tonya O’Dell & Tina Smith

- 1) Not in attendance

9. Legislative – Bryan Jenkins

- 1) Not in attendance

10. Chapter Excellence – Angelia Lauster

- 1) Reviewed points for chapter of the year, ending June 30. Must be submitted to National by July 28, 2014

11. Director’s input – Robert Gilstrap

- 1) Follow up on signing up non-renewing members. Rachel will follow up with DD

12. Appointments

- 1) Rachel Runion was appointed to be the new affiliate chair.
- 2) Richard Burton was appointed to be the vendor chair for the state conference

Meeting adjourned at 12:00PM

Atlanta NARPM Board Meeting – August 21, 2014

Members Present:

Richard Burton	Joel Elliot
Robert Gilstrap	Dan Wilhelm
Sally Knight	Trent Ratliff
Rachel Runion	Megan Zellers
Tina Smith	Bryan Jenkins
Tonya O'Dell	Doug Maschoff
Charlene Minor	

Members Absent: Vera Kiser, Marcia Clemendor

Meeting called to order @ 10:04 am

June 2014 meeting minutes were reviewed via email prior to meeting and accepted by consent

1. Program and Events –Megan Zellers

- 1) Reviewed State conference – five signed up for Class
- 2) Conference will have a carnival theme
- 3) Vendors for conference – 28 confirmed with 4 backup

2. Membership – Rachel Runion

- 1) Added 9 new affiliates and added to website

3. Finance – Sally Knight

- 1) Reviewed 2013 return
- 2) Did not have access to bank statements for money market account, who does?
- 3) Discuss issues with credit card purchases, can't enter credit cards manually.
- 4) Lost money on last month's luncheons, paid for 25 that were no-shows

4. Nominating – Dan Wilhelm

- 1) Discuss new 2015 slate of officers & vote on slate
- 2) Discuss attendance for board members, try to attend meetings
- 3) Described the duties of Treasurer followed by discussion
- 4) Motion to approve Bryan Jenkins as Treasurer and Edna Blount as Director
- 5) Motion to approve 2015 slate as follows:
 - i. President – Joel Elliot
 - ii. President-Elect – Charlene Minor
 - iii. Vice President – Rachel Runion
 - iv. Treasurer – Bryan Jenkins
 - v. Secretary – Richard Burton

5. Publications – Trent Ratliff

- 1) Review September newsletter, will send out on September 2
- 2) Promote class for CE in upcoming newsletter

6. Scholarship – Vera Kiser

- 1) Not in attendance
- 2) Scholarship winners were David Lightfritz & Terry Clair

7. Education – Charlene Minor

- 1) Reviewed education events at the state conference

8. Legislative – Bryan Jenkins

- 1) Nothing to report

9. Chapter Excellence – Angelia Lauster

- 1) 125 chapter points, will not know winning chapter until October
- 2) Told the board that writing articles are worth 25 points

10. President Elect – Joel Elliot

- 1) Review events for upcoming year

General Discussion

Dan discussed membership meetings and how we can improve turnout.

Angelia suggested we assign a mentor for new members and Rachel suggested following with luncheon guests.

Meeting adjourned at 12:00PM

Atlanta NARPM Board Meeting – October 16, 2014

Members Present:

Richard Burton	Joel Elliot
Robert Gilstrap	Dan Wilhelm
Vera Kiser	Sabrina Lowery
Sally Knight	Trent Ratliff
Rachel Runion	Megan Zellers
Jen Tolley	Tina Smith
Bryan Jenkins	Terry Clair

Members Absent: Charlene Minor, Angelia Lauster

Meeting called to order @ 10:10 am

General Discussion

Joel- Discussed new member onboarding and reminder about the email from National about paying our dues. We get points for retaining new members. Discussion was then centered on making the meetings more interesting to the members. Give the members a reason to come to the meetings. **Joel** went on to describe how when he first joined how invigorated he was when he got back to the office & could not wait to try out new ideas that he learned at the meeting. **Dan** stated that the focus of the meeting should be the meeting itself and not the peripheral events ie. The education classes before & after the meeting. It was suggested that the lunch meeting be extended an additional 30 minutes to 1:30.

An issue was brought up that all members sit with folks that they already know. Our goal is to ensure that members meet new people. Vera suggested structured seating arrangements. It was further discussed by the Board to add random number seatings to spread members around. Also to identify new members present and make sure that Board members introduce themselves to any new members

1. Program and Events –Megan Zellers

- 1) Next meeting will be at the Double tree Hotel in Roswell. Education events – Sabrina Lowery & Charlene Minor will be presenting in the morning and afternoon session.
- 2) Speaker conference fees were brought up by Sally, Megan stated that the speakers comped their fees.

2. Membership – Rachel Runion

- 1) New member registrations were flat
- 2) Signed up over twenty new affiliates
- 3) Looking for a sponsor for the November meeting. Sponsor fee is \$300.
- 4) Megan suggested contacting Dan with All Seasons Garage Doors

3. Finance – Sally Knight

- 1) Reviewed the financial reports with the board. Special events brought in \$41,000 income with offsetting expenses to date of about \$29,000
- 2) Budget for 2015 has to be prepared and sent to National by December 1,

2014

- 3) Sally had concerns with website & collecting payments. Bryan will coordinate working with Free Rental Sites to correct issues
- 4) Sally cannot gain access to bank statements at Sun Trust. Rachel will speak to the bank to straighten out the statements issue.

4. Nominating – Dan Wilhelm

- 1) Nothing to Report

5. Publications – Trent Ratliff

- 1) Needed November sponsor for meeting, Megan suggested speaking with All Seasons Garage Door. Richard suggested speaking with Alpha Evictions
- 2) Will send updates on November classes and the food can drive
- 3) Trent asked for a specific agenda for the November meeting. In addition to Andy Probst speaking it was agreed to use a “can of crazy “ format and Megan was going to see if the meeting could be extended an additional 30 minutes. It was suggested that Robert update the group on the incident with placing a new tenant into a home that he is no longer managing during the can of crazy segment

6. Scholarship – Vera Kiser

- 1) Sally stated according to finance records five scholarships have been presented

7. Education – Charlene Minor

- 1) Not Present

8. Legislative – Bryan Jenkins

- 1) Reviewed new legislature in Alabama. One of the new laws was extending the time to give back a security deposit from 30 to 60 days

9. Chapter Excellence – Angelia Lauster

- 1) Not Present

10. Director’s input – Robert Gilstrap

- 1) Our 2015 President will be speaking at our November meeting to discuss next year’s National Conference in Atlanta. Andy’s attendance goal for the conference is 1,000 attendees.
- 2) Robert inquired about the use of Grant money. It was suggested that Richard look through past minutes to find mention of grant money

11. Appointments

- 1) Sabrina Lowery added to events committee.

Meeting adjourned at 12:15PM