



CHAPTER COMPLIANCE 2023

C040 NASHVILLE CHAPTER

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

Chapter in Review (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2023
ATTENDANCE REQUIREMENTS MET in 2022**

C040 NASHVILLE CHAPTER

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 3, 2022 Attendee(s): Kyle Lehning

June 1, 2022 Attendee(s): Kyle Lehning

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): Samantha Hibbard

November 16, 2022 Attendee(s): Samantha Hibbard

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2022

Open to Public Inspection

A For the **2022** Calendar year, or tax year beginning **2022-01-01** and ending **2022-12-31****B** Check if available☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less**C** Name of Organization: **NATIONAL ASSOC OF RESIDENTIAL
PROPERTY MANAGERS****4117 Hillsboro Pike 103-204,
Nashville, TN, US, 37215****D** Employee IdentificationNumber **90-0522527****E** Website:**F** Name of Principal Officer: **NARPM Nashville Chapter****4117 Hillsboro Pike 103-214,
Nashville, TN, US, 37215**

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

2023 NARPM Nashville Budget

Income

Description	Budget
Professional Dues	\$ 3,750.00
Affiliate Dues	\$ 1,500.00
Education	\$ 500.00
Fifty Fifty Drawing	\$ 500.00
Lunch Income	\$ 3,600.00
Lunch Sponsors	\$ 1,000.00
Christmas Party	\$ -
Christmas Pary Sponsor	\$ 500.00
NARPM Reimbursement/Grants	\$ 900.00

Total - \$12,250.00

Breakdown/2022 Actual

Projected 50 members x \$75 (33 members paid in 2022)
Projected 10 members x \$150 (9 members paid in 2022)
NARPM Grant/Reimbursement for class
\$263 donated in 2022
\$4001 income in 2022
\$400 sponsorship in 2022
No charge for 2022 Christmas Party for income
No Sponsor 2022 Christmas Party
Grants from National for Speakers.

Expenses

Awards	\$ 300.00
Charity	\$ 2,000.00
Christmas Party	\$ 2,500.00
Education	\$ 500.00
Lunch	\$ 4,500.00
Name Tags	\$ 100.00
PO Box	\$ 560.00
Taxes	\$ 50.00
Quicken Software	\$ 100.00
NARPM Convention President's Charity Donation	\$ 500.00
NARPM Convention PAC Donation	\$ 500.00
Leadership Training Vice President	\$ 500.00
Leadership Training President	\$ 500.00
National Convention Registration/Flight - President	\$ 1,500.00
National Convention Registration/Flight - Vice President	\$ 1,500.00
Marketing & Flyers	\$ 100.00
Speaker Expense	\$ 900.00

Total \$16,610.00

\$324 was spent in 2022
50/50 match or donation match
2022 - \$2347
2022 - \$4391
2022 - \$576
\$100 per year
2022 - \$872

Cash Flow Comparison - 2022

1/1/2021 through 12/31/2022 (Cash Basis)

Category	1/1/2021- 12/31/2021	1/1/2022- 12/31/2022	Amount Difference
INFLOWS			
2020 Professional Dues	225.00	0.00	-225.00
2021 Affiliate Dues	600.00	0.00	-600.00
2021 Professional Dues	3,433.62	0.00	-3,433.62
2022 Affiliate Vendor Dues	596.89	675.00	78.11
2022 Professional Dues	1,118.78	1,492.51	373.73
2023 Affiliate Dues	0.00	291.02	291.02
2023 Professional Dues	0.00	950.32	950.32
Chapter Incentive from National	880.00	990.00	110.00
class sponsorship	0.00	325.00	325.00
Fifty Fifty Income	144.30	263.66	119.36
Lunch Income	1,038.17	4,001.82	2,963.65
Lunch Sponsorhip	0.00	400.00	400.00
TOTAL INFLOWS	8,036.76	9,389.33	1,352.57
OUTFLOWS			
Awards	0.00	259.90	-259.90
Bank Charge	134.34	10.00	124.34
Chapter Meeting Speaker Expense	500.00	872.68	-372.68
Charity	500.00	0.00	500.00
Charity Quarterly Match	0.00	295.00	-295.00
Christmas Party	2,470.36	2,347.68	122.68
Class Expenses	320.00	855.39	-535.39
Conference Reimbursement	0.00	2,610.84	-2,610.84
Course Approval Costs	111.75	0.00	111.75
Education	50.00	0.00	50.00
Education Expenses	145.00	0.00	145.00
Fifty Fifty Expense	95.00	145.00	-50.00
Lunch Expense	906.03	4,391.06	-3,485.03
Meeting Expenses	163.76	0.00	163.76
Plaques	358.64	65.17	293.47
PO Box	0.00	576.00	-576.00
Quicken Software	114.13	114.13	0.00
Reimbursements	1,933.92	0.00	1,933.92
Subscriptions			
Constant Contact	294.84	295.06	-0.22

3/7/2023

Cash Flow Comparison - 2022
1/1/2021 through 12/31/2022 (Cash Basis)

Page 2

Category	1/1/2021- 12/31/2021	1/1/2022- 12/31/2022	Amount Difference
TOTAL Subscriptions	294.84	295.06	-0.22
TN Annual Report	20.46	40.92	-20.46
TOTAL OUTFLOWS	8,118.23	12,878.83	-4,760.60
OVERALL TOTAL	-81.47	-3,489.50	-3,408.03



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Nashville Chapter of NARPM® Chapter Meeting Agenda for February 15, 2022

Call to Order

Reports:	President	Kyle Lehning
	President Elect	Samantha Hibbard
	Past President	Amy Stone, RMP®
	Treasurer	Teresa Cole
	Secretary	Eric Jones
	Education Chair	Alicia Brim, MPM®, RMP®
	Communications Chair	Samantha Hibbard
	Membership Chair	Angela Root
	Vendor Chair	Marc DeFeo
	Charity Chair	Robert Pick
	Government Affairs Chair	Trevor Garrett, RMP®

Old Business:

- Pay your dues for 2022
- Membership Drive

New Business:

- Charity/ Volunteer Opportunities
- Working on Chapter Compliance
- Facebook Page and NARPM National Community

2022 Dates of Interest

March 28-30, 2022 | NARPM Broker/Owner Conference and Expo – San Antonio, TX

April 19, 2022 | Chapter Meeting – Angelita Fisher

May 17, 2022 | Chapter Meeting -

June 13-15, 2022 | NARPM Legislative & Educational Conference – Washington, D.C.

June 22-24, 2022 in Southern States Conference – Greenville, SC

**August 2, 2022 – Education Class – Marketing For Residential Property Management –
Location TBD**

NARPM ANTITRUST STATEMENT

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

Code of Ethics and Standards of Professionalism for the National Association of Residential Property Managers

Article 2: DISCRIMINATION

Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.

STANDARDS OF PROFESSIONALISM

- **2-1** It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.
- **2-2** The Property Manager shall not deny service to any person due to sex, race, religion, color, national origin, handicap, family status, or sexual orientation or identity.

Article 3: RESPONSIBILITY TO CLIENT

The Property Manager shall serve the Client and act in the best interests of the Client

STANDARDS OF PROFESSIONALISM

- **3-1** The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.
- **3-2** The Property Manager shall communicate regularly with the Client, either orally or in writing and shall provide the Client with written reports as needed and as agreed between all parties. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.
- **3-3** On behalf of the Client, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.
- **3-4** The Property Manager shall accept no commissions, rebates, profits, discounts, or any other benefit which has not been fully disclosed to and approved by the Client.
- **3-5** The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.
- **3-6** The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Nashville Chapter of NARPM® Chapter Meeting Agenda for April 19, 2022

WELCOME ANGELITA FISHER!

Call to Order

Reports:	President	Kyle Lehning
	President Elect	Samantha Hibbard
	Past President	Amy Stone, RMP®
	Treasurer	Teresa Cole
	Secretary	Eric Jones
	Education Chair	Alicia Brim, MPM®, RMP®
	Membership Chair	Angela Root
	Vendor Chair	Michael Carter
	Charity Chair	Robert Pick
	Government Affairs Chair	Trevor Garrett, MPM®, RMP®

Old Business:

- Pay your dues for 2022
- Membership Drive

New Business:

- Congratulations to Trevor Garret - MPM®
- NARPM PAC announcement

2022 Dates of Interest

May 17, 2022 | Chapter Meeting - Wes Hall and Associates - Dalt's American Grill
June 13-15, 2022 | NARPM Legislative & Educational Conference – Washington, D.C.
June 22-24, 2022 in Southern States Conference – Greenville, SC
August 2, 2022 – Education Class – Marketing For Residential Property Management

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Code of Ethics and Standards of Professionalism for the National Association of Residential Property Managers

Article 4: OBLIGATION TO TENANTS

The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.

STANDARDS OF PROFESSIONALISM

- **4-1** The Property Manager shall offer all prospective Tenants a written application.
- **4-2** The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.
- **4-3** The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.
- **4-4** The Property Manager shall respond promptly to requests for repairs.
- **4-5** The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.

Article 5: CARE OF MANAGED PROPERTIES

The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.

STANDARDS OF PROFESSIONALISM

- **5-1** The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.
- **5-2** The Property Manager shall terminate management of a property if the Client does



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

CHAPTER MONTHLY MEETING

MATTHEW TRINGALI

Entrepreneurial Operating System (EOS), Systems,
Processes and Key Performance Index numbers (KPIs)

Matthew Tringali is the CEO & Co-founder of BetterWho, a former EOS implementer, the creator of the Build SMART System, and developed the first direct-hire RTM business for the property management industry while coining the term "Remote Team Member". He is a sought-after speaker and consultant in the property management industry; where he brings together his love of failure, success, and teaching to ensure he is delivering meaningful value to his audience and clients. His areas of focus include systems, processes, profitability, and labor efficiency. Most importantly, he is a husband and a father of five who loves visiting National Parks with his family.



- Chief Strategy Officer at Home Vault Property Management
- Chief Executive Officer & Co-Founder at Better Who Management

YOU ARE INVITED!!

NARPM NASHVILLE CHAPTER MEETING

Matthew Tringali, "EOS,
Systems, Processes and KPIs"

JULY 19, 2022
11:00AM - 12:30PM

WHERE?

Dalt's American Grill

38 WHITE BRIDGE RD. NASHVILLE, TN 37205

\$25.00 PREREGISTER
\$30.00 DOOR



Second Nature sponsors
a peak into how you can
put processes in place
while preparing for
change.



Register Today!



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R



NARPM ROUND TABLE

The NARPM Nashville Chapter will feature a Round Table Discussion for the September Meeting. The idea is to get out of the comfort zone and to network.

Too often we stick with what is familiar, what has always been done and it may cause us to miss on opportunities to rethink how we can be better property managers.

Bring your knowledge and an open mind as we will discuss some great topics suggested by you, NARPM Nashville Chapter members.

Be prepared to network and we may all learn something new. Samantha Hibbard (samantha@topflightpr.com) will moderate, so please let her know of any last minute ideas or topics.

**STAY TUNED!!!
WE WILL BE ANNOUNCING
THE 2023 BOARD.**

YOU ARE INVITED!!

**NARPM NASHVILLE
CHAPTER MEETING**

NARPM ROUND TABLE

SEPTEMBER 20, 2022

11:00AM - 12:30PM

WHERE?

Dalt's American Grill

38 WHITE BRIDGE RD, NASHVILLE, TN 37205

\$25.00 PREREGISTER

\$30.00 DOOR

SPONSORSHIP OPPORTUNITY!



AVAILABLE

- First 5 minutes of the Meeting will be yours to introduce yourself and your company.

- You'll be listed in our Monthly Newsletter with Link to your website.

- \$200.00 EA -

Register Today!



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

SAVE THE DATE

CHRISTMAS PARTY

TUESDAY
STARTING AT 6 PM

06

DECEMBER
2022

Old Natchez Country Club
115 Gardengate
Dr. Franklin, TN 37069

*Everyone can bring one person
Cash bar*



RSVP Here by November 26

NARPM Nashville – Board Meeting Minutes

Location: Dalt's Restaurant

Date: January 11, 2022

Meeting start time: 11:09

In Attendance:

Alicia Brim (AB), Teresa Cole (TC), Trevor Garrett (TG), Samantha Hibbard (SH), Eric Jones (EJ), Kyle Lehning (KL), Robert Pick (RP), Angela Root (AR), Amy Stone (AS)

SH: In working with the email marketing platform Constant Contact (CC), numerous difficulties in getting out both the January newsletter and invitation were encountered including login, ability to access payment options and two factor ID for CC. She asked whether it would be okay to look for another email marketing solution for the chapter.

AS: The new CC contract had already been renewed, so not feasible to change at present. Encouraged all to work to streamline new Board officers to have access. Work towards this immediately.

Reports were asked for by KL.

- SH (President Elect)
 - Asked if she could have access to a Vendor List for the chapter. She had a potential new vendor come to her office. SH asked specifically for a list of vendors who paid that were local.
 - Asked specifically about having the NARPM Nashville FB posting strategy. Plan of action needed and also requested help from membership for splitting up duties. KL suggested having a call for volunteers to form a Facebook Committee in NARPM Nashville membership.
 - Asked about possibility of changing up the meeting agenda
- In order to provide more networking opportunities, have time to bring discussion topics to individual tables based on property management ideas and assign people tables to break up cliques.
 - AS: Perhaps announce or have an update on Chapter of Excellence Points.
 - Asked about Facebook and potential to have a rotating focus on schedule to include:
 - Vendor spotlight
 - Charity spotlight
 - Membership emphasis
 - Continuing Education Classes
- AS (Past President) – Nothing to report
- TC (Treasurer)
 - Reported that Pinnacle Bank account was nearly ready. Awaiting checks.
 - Reported on the 2022 Budget (appendix A).
 - Current budget expenses are higher than income (\$16,365 vs. \$12,950)
 - Dues are slow to come in.
 - KL suggested for the Board to look at FY22 and to have a discussion later in the meeting.
- EJ (Secretary)

- Acknowledged that the issues with Constant Contact were needing to be remedied and reported that he needed training to get the newsletter and communication out in a professional and timely manner.
- AB (Education Chair)
 - Reported that the Chapter was not reimbursed for November Abernathy-hosted c.e. (in-person) as the class was poorly attended.
 - Suggested it may be due to poor timing. (i.e. would July or August be a better time for in-person?).
 - TG commented that days of in-person may be numbered since the pandemic gave rise to virtual.
 - AB said there was value to the in-person classes still.
 - KL asked if the Education Chair position could focus on promoting all classes, not just in-person.
 - RP suggested that the emphasis should be on recruiting new members to the Chapter.
 - AS suggested that we consider writing up Mtg Headlines in bullet form to act as a sort of executive summary.
 - SH suggested that there be a focus on education and to get your NARPM designation as educational focus.
- AR (Membership Chair)
 - Reported that there was a potential new member named Michael Carter referred from AB.
 - AS commented that new members were getting forwarded to the President, but it is slow.
- RP (Charity)
 - Asked the Board what had been done in the past? He is eager to get a feel for his new position and does not want to make mistakes that could be avoided.
 - KL said to push the 50/50 fundraiser at meetings and emphasize the charity aspect (has been Habitat for Humanity as the charity for a little while).
 - RP asked whether a new charity could be benefited?
 - TC added that NARPM will match up to \$500 per quarter in Nashville.
 - AS offered Community Foundation as a potential charity to partner with NARPM.
 - EJ offered Nashville Conflict Resolution Center as a potential new charity to partner with NARPM.
- TG (Government Affairs)
 - Legislation to have a specific amount of parking spaces per rental unit has been downed in the legislature, but may come back in a modified bill.
 - Nashville will be split into three jurisdictions by elected officials when it has always been one.
 - Announced a National Day in Washington for NARPM June 19-20.

- Greater Nashville Realtors has it's Day on the Hill in Nashville on Thursday, February 10. TG encouraged everyone to sign up and participate as it was a source of news and shows NARPM's serious level of interest.
- NARPM Pact is there for property managers to donate to the congressmen and congresswomen who help in the property management realm. TG reported that Nashville is one of the top areas for number of donors, number of donations of \$1000+ and in total donations.
- AS asked if Tyler (lobbyist) could provide an update on Day on the Hill to the Chapter?
- Old Business
 - KL acknowledged that he would be looking at having specific job descriptions of Board positions.
 - KL agrees that a goal needs to be getting more Chapter members in the community.
 - A discussion of whether to make all meeting virtual vs. in-person. The debate was raised as to whether to give all access vs. limited access in order to encourage them to join the Chapter and pay dues.
 - Acknowledged that a priority list for the Chapter Board needs to be to get an update from KL out and to include financial information. Determined to use Constant Contact as email marketing solution.
 - Make it a priority to push technology to drive engagement (i.e. applications, Constant Contact, Facebook Live).
 - Budget Discussion:
 - KL suggested that the lunch expense line be increased.
 - There was discussion about lunch location and how Dalt's was a breakeven cost.
 - AS clarified that the line item for awards covered two years.
 - Budget was approved by the Board 7-0.
- Adjournment

NARPM Nashville – Board Meeting Minutes

Location: Dalt's Restaurant

Date: February 8, 2022

Meeting start time: 11:06

In Attendance:

Alicia Brim (AB), Teresa Cole (TC), Trevor Garrett (TG), Samantha Hibbard (SH), Eric Jones (EJ), Kyle Lehning (KL), Amy Stone (AS)

Individual Officer Reports

President (KL) – Reported that he was writing the Nashville Chapter spotlight for NARPM National. His plan was to update membership of what Nashville's Chapter had been doing and plans moving forward in 2022.

President Elect (SH) – Reported she had logged into the Chapter of Excellence portal to see what needs to be done to move Nashville NARPM towards completion.

Past President (AS) – Nothing to report.

Treasurer (TC) – Reported that all old banking business has been closed out. Pinnacle is current and she has had some initial issues with logging into Quicken.

Education Chair (AB) – Nothing to report.

Secretary (EJ) – Nothing to report

Technology Chair (TG) – Nothing to report.

Old Business

- Update on the Continued Search for Nashville NARPM Notes
 - SH reported she had not had success finding notes to use as a reference for Chapter history of charity activity.
 - SH decided to create binders for all officers and chairpersons in an effort to serve as a reference for scope and duties of each person. She handed them out to each person present.
- Transition of Banking
 - TC reported that Pinnacle has been onboarded. She already made a deposit at the 100 Oaks branch.
- Approval of Minutes from the January NARPM Nashville Board Meeting
 - KL made a motion to approve. AB seconded the motion. Unanimously approved.
- NARPM Website Update
 - AS reported that progress is being made in updating the site and continues on.

New Business

- Payment links for PayPal and Venmo are active.
 - TC reports that she is trying to transfer access to a new email in order to have better access to both payment options. There have been some issues.
 - TG suggested creating a new email address in Gmail to add access. Perhaps Nashville.@gmail.com
 - TC will try to add a new email.
 - AB - Currently the PayPal account is confusing because it lists @ChapterDues when paying for the luncheon.
- Monthly Chapter Meetings.
 - KL asked “Are we missing out on attracting more members by not offering virtual options?”
 - SH suggested there maybe be a concern that those online would miss out on networking?
 - SH suggested if after the monthly meeting if content could be posted online – possibly pay-per-view?
 - KL suggested that perhaps the meetings should be recorded.
 - TG suggested that as the Board is a volunteer entity it may be difficult to maintain recorded material and posting. It could be very time consuming.
 - KL decided to table a decision to record meetings and discuss again at a later meeting.
- Next Education Opportunity
 - AB explained that there needs to be a CE class in August 2022 and it needs to be promoted.
 - AB suggested scheduling it for August 9 if a speaker schedule worked to teach the class.
 - SH asked what is needed for a sponsor?
 - AB said that the sponsor needs to be local as the last sponsor did not come through and was hard to deal with as they were out of state.
 - KL referred to poll that suggested a topic of Marketing for Residential Property Management.
 - Board agreed on Aug. 9 as the date and Marketing for Residential Property Management.
- NARPM Online Community
 - KL encouraged everyone to use the national NARPM website regularly. The online community boards were helpful with topics discussed that had extremely useful information for use in Nashville.
- Facebook Page for NARPM Nashville
 - SH asked for each Board member to consider her two ideas for posts.
 - EJ suggested asking for ideas from sponsor vendors who could be featured as educational.
 - AS suggested having a featured sponsor spotlight as a possible option.
- Charities
 - KL we need to focus on charity, but a decision would have to be pushed to a later date.
 - KL indicated that Habitat for Humanity would likely be rotating off as the Chapter charity.

- AS suggested that a replacement should be in place by the end of March.
- Vendor Chairperson
 - AS – Marc DeFeo sent her an email that said he had some personal issues that were not going to permit him to serve as the vendor chair on February 7.
 - AS said she thought vendor chair could be combined with the membership chair or filled.
 - AB suggested a NARPM member looking for designation. Perhaps Michael Carter who she will reach out to and gauge interest. Reporting back to AS.
 - AS will report back with solution.
- Adjournment

NARPM Nashville – Board Meeting Minutes

Location: Dalt's Restaurant

Date: March 8, 2022

Meeting start time: 11:07

In Attendance:

Alicia Brim (AB), Teresa Cole (TC), Samantha Hibbard (SH), Eric Jones (EJ), Kyle Lehning (KL), Robert Pick (RP), Angela Root (AR)

Individual Officer Reports

President (KL) – Reported that he was writing the Nashville Chapter spotlight for NARPM National. His plan was to update membership of what Nashville's Chapter had been doing and plans moving forward in 2022.

President Elect (SH) – Reported that NARPM Chapter Compliance has been uploaded. July speaker has been confirmed as Matthew Trengali (she needs to submit flight information and cost for submission to National NARPM). TC volunteered to help if anything is needed for July.

- Vendor Membership Dues – Are they updated? Only 5 vendors have paid for 2022. Asked AR to update and potentially call 2021 sponsors. AB volunteered to help to remind by phone calls.

President (KL) – Nothing to report.

Past President (AS) – Nothing to report except giving birth. (Clapping all around)

Secretary (EJ) – Nothing to report

Treasurer (TC) – Nothing to report

Education Chair (AB) – Nothing to report.

Charity Chair (RP) – Reported heavy feedback for Habitat to remain as charity of the Chapter. KL asked that further discussion be tabled due to ongoing discussions.

Technology Chair (TG) – Sent an email to KL and others on Board. Report has several bills in play that could effect Property Management. More later.

Old Business

- KL – Pinnacle seems to be linked to Chapter account. The PayPal Account still includes "Membership dues" in the title, but it should be fine. PayPal and credit cards work online.
- KL – Asked for approval of February minutes (Approved 7-0). To be done by email in the future from KL.

New Business

- KL - Approval of Mike Carter to be Vendor Chair. Approved 8-0, with AS approving via email before the meeting.
- KL Reports that Chapter Compliance – all but finished.
- SH Reports that Chapter of Excellence criteria is in progress with target completion by June 2022.
- Discussion on filling the agenda for remaining chapter meetings
 - SH suggested having a breakout-style discussion for the Sept. Meeting.
 - RP emphasized that to cater to vendors there should be networking time.
 - SH on the breakout-style suggested having some pre-written questions. Topics TBD.
 - SH suggested having a self-defense specialist for the November opening.
- Adjournment

NARPM Nashville – Board Meeting Minutes

Location: Dalt's Restaurant

Date: April 12, 2022

Meeting start time: 11:04

In Attendance:

Alicia Brim (AB), Michael Carter (MC), Teresa Cole (TC), Trevor Garrett (TG), Samantha Hibbard (SH), Eric Jones (EJ), Kyle Lehning (KL), Robert Pick (RP),

Individual Officer Reports

President (KL) – Nothing to Report.

President Elect (SH) – Asked AB which vendors have paid for 2022. AB asked for a list of vendors and was to check. RP volunteered to fill in as a sponsor for a meeting TBD as there are still open spaces for future meetings.

Secretary (EJ) – Nothing to report

Treasurer (TC) – Nothing to report

Sponsorship Chair (MC) – KL welcomed MC and gave a brief overview of the position. MC asked for an update and Officers suggested action. EJ suggested for MC to introduce himself to all existing vendors. Re-target and indicate to all former that they are invited back to in-person meetings. TC encouraged to start by reaching out to current vendor list.

Education Chair (AB) – Nothing to report.

Vendor Chair (RP) – Reported heavy feedback for Habitat to remain as charity of the Chapter. KL asked that further discussion be tabled due to ongoing discussions.

Governmental Relations Chair (TG) – Distributed PAC Donation Support for individual NARPM Nashville members. Let everyone know that there are two components: Fair Share = \$25 and up/participant and Major Contributor = \$1,000 or more as an organization. Encouraged all to consider a participant support level.

Old Business

- TG reported that his position was incorrectly noted in the minutes as Technology Chair. EJ apologized profusely, rolled his eyes and made a note to change in all future notes.
- KL laughed and reminded TG that he did not respond in time allotted to changing notes when asked.
- Minutes from March were officially approved by all.

- General discussion regarding open Speaker slots for future meetings. SH suggested reaching out to an accountant who could talk about tax implications of rental property and sheltering. Maybe solicit as a sponsor for the Chapter.
- TG suggested Herring Technology to discuss safety and security in property management. EJ to send SH Herring Technology contact phone number.

New Business

- KL – Informed the Board of NARPM’s offer to furnish the Nashville Chapter with some marketing help through a virtual assistant. KL and EJ to meet with the assigned Virtual Assistant on Tuesday, April 26.
- KL – Related to having the Virtual Assistant would be a migration from Constant Contact to MailChimp. Timeline hopefully for June 1. It would include monthly newsletter, meeting reminders and integration of PayPal.

Adjournment: 11:39 am

NARPM Nashville – Board Meeting Minutes

Location: Dalt's Restaurant

Date: May 10, 2022

Meeting start time: 11:08

In Attendance:

Alicia Brim (AB), Michael Carter (MC), Trevor Garrett (TG), Samantha Hibbard (SH), Eric Jones (EJ), Kyle Lehning (KL), Alicia Root (AR) and Alicia Stone (AS)

Old Business

KL – Asked if there were any changes to the minutes.

AB – Reported that the minutes reflected her (AB) when it should have been Teresa Cole (TC) on financials.

KL – Will make the change in the minutes.

TG – Motion to approve with changes and approval was 8-0.

Individual Officer Reports and New Business (Montage)

KL – Announced we will be formally moving to MailChimp from Constant Contact beginning in June.

KL – Links to EventBrite for the invitation to the meeting

KL – Reported on behalf of TC that NARPM National is providing a financial VA for 3 Hr. per month.

SH – Asked whether the Nashville NARPM Gmail had been straightened out? KL checking.

SH – Reported that for audit of Chapter of Excellence: TG, EJ and KL were not shown as having participated in the NARPM Convention in Kansas City.

SH – Reported that our roster has Nashville Chapter with 99 members, which she thinks is wrong and is checking.

SH – Also pointed out that 3 remaining meeting need sponsors (June, September and November)

AS – Suggested that the Vendor Chair and Membership Chair be combined on the Nashville NARPM Board. Discussion, but no resolution.

EJ – No Report.

AB – August Education location needs to be locked down. Is it back at the Hampton Inn in Green Hills? She is going to check. It also needs a sponsor.

AR – Needs to access member list to get a feel for who is current and who is not up to date on dues.

MC – Asked for a list to compare the vendor list to those that are current. He has reached out to a few and will look to try to get a vendor to sponsor the August education.

- TG asked if sponsors could be guaranteed 5 minutes to introduce their product or service vs. the 15 minutes outlined in the sponsor sale sheet. (Discussion, but no consensus).

TG – No Report

KL – Announced that he had received a check for Nashville NARPM for a little more than \$900. But was not sure what it was for and was surrendering it to TC.

Adjournment: 11:44 am

NARPM Nashville – Board Meeting Minutes

Location: Virtual via Zoom

Date: July 12, 2022

Meeting start time: 11:06 am

In Attendance:

Alicia Brim (AB), Teresa Cole (TC), Samantha Hibbard (SH), Eric Jones (EJ), Kyle Lehning (KL), Robert Pick, Angela Root (AR) and Amy Stone (AS). Guest was Karla Zamora – Marketing and Digital VA, NARPM

Individual Officer Reports

KL – Announced that NARPM RVP would be attending the July 19 meeting. Asked if the RVP received reimbursement from Nashville NARPM. Discussed. Likely not to be reimbursed, instead reimbursed by NARPM National, not our chapter.

KL – Also said he would be inviting RVP and Matthew Tringali (speaker) to dinner on July 18 and would invite the Board to also attend.

SH – NTR

AS – NTR

TC – Banking has been reconciled. Asked Karla Zamora if she could send TC the CSV file from the luncheon. TC also asked if the NARPM Match to Habitat could be promoted for a better gift for Habitat. RP said he would push it at the meeting.

EJ – Thanked Karla for the change over from Constant Contact to MailChimp. The Newsletter and Invites are up and functioning.

AB – Reminds the Board that breakfast and lunch need to be nailed down in New Business for August.

AR – Says that there are delinquent dues for numerous individuals and said to remove old names for a current list. TC asked for the list minus delinquent names to have a definitive one.

Old Business

KL – Asked to have the minutes corrected to reflect Angela Root and Amy Stone. EJ incorrectly had both first names as Alicia. Motion by AB, Passed unanimously with corrections.

New Business

KL – Gave AB the floor to discuss August Education. AB reported that 8 total would be signed up for class after KL signed up. It was decided to have breakfast be paid for at the Hampton Inn Green Hills and have lunch delivered by Panera Bread.

KL – Reminded Board to continue to go after delinquencies at the door of the luncheon.

KL – Formally introduced Karla Zamora and asked the Board to give Karla areas where she could help the Nashville Chapter. Membership Lead controls were discussed.

SH – Suggested Karla could take over Facebook and Karla agreed.

Karla – Asked for a Tax ID Number and was given access.

Karla – Asked for materials and anything needed to promote the August education sponsors be sent to her. Sponsors were OnSite Pros and Mr. Re-Key.

Adjournment: 11:38 am

NARPM Nashville – Board Meeting Minutes

Location: Dalt's restaurant

Date: September 13, 2022

Meeting start time: 11:13 am

In Attendance:

Alicia Brim (AB), Teresa Cole (TC), Eric Jones (EJ), Kyle Lehning (KL), Robert Pick (RP), Angela Root (AR) and Michael Carter (MC)

Individual Officer Reports

None to be presented.

Old Business

None to be presented.

New Business

New Board Nominations Announced:

- President Samantha Hibbard
- President Elect & Program Coordinator Nicki Clark
- Past President Kyle Lehning, RMP®
- Treasurer Teresa Cole
- Secretary Eric Jones
- Education Chair Alicia Brim, MPM®, RMP®
- Membership Chair Angela Root
- Affiliate Chair Ernest Johnson
- Charity Chair Robert Pick
- Government Affairs Chair Gina Miller, RMP®

KL – Presented list of candidates for NARPM Nashville Board 2023.

AB – Wanted to make sure that all Board nominees were in good standing having paid their dues.

KL – Acknowledged that the Board should vote pending all in good standing.

Motion (EJ) – Voted to approve Board: 6-0.

Reimbursement of Expenses for NARPM Related travel.

KL – Presented the request to have NARPM Nashville Board consider reimbursing expenses for things National does not reimburse. This was presented by KL on behalf of Amy Stone's request.

AB – Inquired where the request for Nashville Chapter to reimburse was coming from as it had always been on the volunteer individual. Asked a question whether the chapter had funding for it.-

General Discussion by Board members. A specific question about Nashville NARPM members go to Day on the Hill and get reimbursement. Does it really benefit Nashville NARPM?

KL – Made a motion to table further discussion to ask Amy Stone what specifically she was asking Nashville NARPM to cover.

Filing of Taxes for Chapter, Clarifying Chair Duties, Christmas Party Update, Communications Update

KL – Will talk with Jon Selinger to make sure filing of taxes is complete.

KL – Looking to work with Samantha Hibbard to have clear duties conveyed to all incoming chairpersons.

KL – Also checking with Jon Selinger to get Old Natchez Country Club for Christmas Party.

KL – Is meeting with Karla from NARPM to overhaul the monthly timeline and duties for Karla as a remote assistant.

Adjournment at 11:57 am. Motion made by KL and seconded by several Board members.

Adjournment: 11:38 am

NARPM Nashville – Board Meeting Minutes

Location: Dalt's restaurant

Date: October 11, 2022

Meeting start time: 11:08 am

In Attendance:

Alicia Brim (AB), Teresa Cole (TC), Samantha Hibbard (SH), Eric Jones (EJ), Kyle Lehning (KL), and Angela Root (AR)

Individual Officer Reports

KL – Submitted the final Nashville Chapter Board to NARPM National and also announced that he is working with Karla (VA) to standardize the Nashville Chapter Google Drive.

KL – Based on feedback from Nashville Board, asked for monthly chapter meeting invite towards the top of the newsletter for easier access.

No Other Officer Reported points

Old Business

None to be presented.

New Business

2023 Education Class for Nashville Chapter

AB – Presented potential 2023 education class offered by Nashville Chapter – Financial Cashflow Analysis course. Asked for Board feedback on the topic and feasibility.

KL – Endorsed the course material as worth it for day-to-day applicability.

AB – Noted we would need to hire/bring in an instructor. Scott Abernathy is not an option.

KL – Suggested a PMC ally in CPA Craig Ballentine to act as speaker.

SH – Suggested a March date (March 21) for the offered class. Asked about feasibility of hosting it virtually to generate revenue from other candidates seeking to get course credit.

AB – Agreed to secure Hampton Inn and Suites in Green Hills.

SH – Wondered if the \$200 fee for the class was too expensive and counterproductive.

AB – Pointed out that participation has been too low for the last two classes, but pointed out that is you are getting your designation, the fee would only be \$100 for the class.

AB – The class needs promotion to get more to know it is offered. Newsletter and an individual flyer were suggested.

Board agreed without quorum to Financial Cashflow Analysis Class for 2023. Try for March 21 at the Hampton Inn and Suites.

2022 Christmas Party

KL – Last year's Christmas Party at Old Natchez Country Club was a good plan, why not copy it?

KL – Will get with Jon Sellinger to go over access person, cost, and dates will be considered for 20-30 people.

SH – Suggested considering awards – Vendor Affiliate of the Year, Most 50-50 Wins, Best Attendance, Most Guests Brought, and Anyone with Perfect Attendance.

AB – Said to promote the 2023 Class in March.

KL – With no quorum, he will email vote to approve Old Natchez Country Club for 2022 Christmas Party.

Adjournment: KL made the motion and EJ seconded. Unanimous: 5-0

Adjournment: 11:43 am

NARPM Nashville – Board Meeting Minutes

Location: Dalt's restaurant

Date: November 11, 2022

Meeting start time: 11:21 am

In Attendance:

Alicia Brim (AB), Michael Carter (MC), Teresa Cole (TC), Samantha Hibbard (SH), Ernest Johnson (EKJ), Eric Jones (EJ), Kyle Lehning (KL), Gina Miller (GM), Robert Pick (RP), Angela Root (AR), Amy Stone(AS)

Individual Officer Reports

SH – Needs a check for Agape Tactical for day of the event as payment. TC acknowledges.

SH – Asked whether anyone had an issue with meeting once per quarter in person/virtual for the rest of the months in the quarter.

General discussion by the Board – All in favor of quarterly in person and the rest virtual.

SH – Asked whether there was any reason not to move forward with having both a CE class and a monthly meeting in March 2023.

SH – Asked if Karla could promote with an extra email that if members renewed Chapter dues in November, they are entered into a drawing for a free lunch.

SH – Volunteered to have anyone who wants direction on new board roles to reach out to her.

AB – Is concerned by possible lack of class attendance, but not opposed to having both.

SH – Reminded everyone that NARPM National is pushing designations.

AS – Asked if we could look into as a Board having the CE be virtual.

General discussion by Board – All were in favor of moving forward with CE and meeting in March 2023.

AR – Music City Roofing is a confirmed new vendor. Membership Drive Update is coming soon.

Old Business

2022 Christmas Party

AS – Details set. Old Natchez Country Club. 6pm start on December 6. Cash bar and it is a plus one event.

KL – Set for 25-35 people

SH – Reminder to invite current vendors.

Adjournment: KL made the motion. All in agreement.

Adjournment: 11:39 am

2023 NARPM NASHVILLE CHAPTER NEW BOARD, CONGRATULATIONS!

- **President.** Samantha Hibbard
- **President Elect & Program Coordinator.** Nicki Clark
- **Past President.**
Kyle Lehning, RMP®
- **Treasurer.** Teresa Cole
- **Secretary.** Eric Jones
- **Education Chair.**
Alicia Brim, MPM® RMP®
- **Membership Chair.**
Angela Root
- **Affiliate Chair.**
Ernest Johnson
- **Charity Chair.** Robert Pick
- **Government Affairs Chair.**
Gina Miller, RMP®

#24

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, September 29, 2022 2:58:43 PM
Last Modified: Thursday, September 29, 2022 3:05:54 PM
Time Spent: 00:07:10
IP Address: 96.85.150.157

Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

Nashville

Q2

Chapter President*

Samantha Hibbard

Q3

President Elect*

Nicki Clark

Q4

Past President*

Kyle Lehning

Q5

Respondent skipped this question

Vice President (if applicable)

Q6

Treasurer*

Teresa Cole

Q7

Secretary*

Eric Jones

Q8

New Member Mentor* In June 2020, NARPM National adopted the motion that all chapters are required to identify a New Member Mentor for their chapter each year. It is not an elected position, but is a duty that a volunteer member or board member should be completing. The program is in the Chapter Success Guide, starting on page 148.

Angela Root

Q9

Education Chair

Alicia Brim

Q10

Membership Chair

Angela Root

Q11

Legislative Chair

Gina Miller

Q12

Other position(s) not listed

Affiliate - Ernest Johnson

Charity - Robert Pick

NARPM Nashville – Board Meeting Minutes

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