

Department of the Treasury  
Internal Revenue Service

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

2020

Open to Public Inspection

**A** For the 2020 Calendar year, or tax year beginning 2020-01-01 and ending 2020-12-31**B** Check if available

- ☐ Terminated for Business  
☒ Gross receipts are normally \$50,000 or less

**C** Name of Organization: NORTHERN COLORADO CHAPTER  
OF THE NATIONAL ASSOC OF RESIDENTIAL521 N Taft Hill Road, Fort  
Collins, CO, US, 80521**D** Employee Identification  
Number 84-1553194**E** Website:**F** Name of Principal Officer: Barbara Lin Hamby Foster521 N Taft Hill Road, Fort  
Collins, CO, US, 80521

**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.

# NARPM

**Type: All transactions · Status: All statuses · Delivery method: Any · Date: 01/01/2020 - 12/31/2020**

Date	Type	No.	Payee	Category	Memo	Total
12/14/2020	Expense		Zoom	Office Expenses		\$15.54
11/30/2020	Expense	1037	Erica Giesenhagen	Office Expenses		\$150.00
11/19/2020	Expense	1036	CLLC	Legal & Professional Fees	Contribution to Lobbyist for 2020.	\$4,500.00
11/13/2020	Expense		Zoom	Office Expenses		\$15.54
11/10/2020	Expense	1035	state farm	Insurance	Effective December 5, 2020, Expires December 5, 2021	\$475.00
10/26/2020	Expense	1034	Erica Giesenhagen	-Split-		\$300.00
10/14/2020	Expense		Zoom	Office Expenses		\$15.54
09/13/2020	Expense		Zoom	Office Expenses		\$15.54
09/04/2020	Expense		Mariposa	Meals and Entertainment		\$165.85
08/24/2020	Expense	1033	Erica Giesenhagen	-Split-		\$300.00
08/14/2020	Expense		Zoom	Office Expenses		\$15.54
07/15/2020	Expense		Zoom	Office Expenses		\$15.54
07/07/2020	Expense		Colorado Secretary of State	Taxes & Licenses		\$10.00
06/23/2020	Expense	1032	Erica Giesenhagen	Office Expenses		\$150.00
06/13/2020	Expense	INV25636506	Zoom	Office Expenses		\$15.54
05/27/2020	Expense	1031	Erica Giesenhagen	Office Expenses		\$150.00
05/13/2020	Expense		Zoom	Office Expenses		\$15.54
04/13/2020	Expense		Zoom	Office Expenses		\$15.54
03/10/2020	Expense		Quickbooks	Dues & Subscriptions		\$215.00
03/02/2020	Check		Deb Wall	Speaker	Check #1020. Starbucks gift cards.	\$60.00
02/19/2020	Expense		CB and Potts	Meals and Entertainment		\$205.45

Office Expenses - 1189.86

Legal + Professional - 4500.- (cuc)

Insurance - \$475.-

meals & Entertainment - 629.77

Taxes + Licenses - \$10.-

Dues + Subscription - \$215.-

Speaker - \$60.-

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\$7079.63

2020 Expenses

V. Budget – \$16868.06 minus \$4500 to CO coalition

Actual  
2020

Budget  
2021

Expenses:			
Meeting Expenses (room, food, etc.)	\$300.00 x 2	500.00	1200.00
Marketing Expenses (newsletter, etc.)	\$150 x 12	1200.00	1800.00
Education Expenses (speaker, equipment, and gifts, etc.)		199.86	1400.00
Legal & Accounting Expenses (tax return, corporation fees)		10.00	10.00
Officer Travel to national event(s)	☹	0.00	1500.00
Quick Books		150.00	150.00
Colorado Lobbyist			4500.00
Social Event -December			100.00
Banking		50.00	50.00
Insurance		475.00	500.00
Planning meeting		0.00	250.00
Total Expenses			11460.00
Income:			
Professional Membership Fees	32 x \$150	4800.00	5700.00
Support Staff Membership Fees	5 x 95.00	475.00	760.00
Affiliate Membership & Sponsorship Fees	20 x \$200.00	4000.00	3500.00
National Class			300.00
Chapter Grant			500.00
Ads In newsletter			
Total Income			11060.00
Deficit			400.00

2021 Budget

# The Monthly Newsletter

**January 2020**

**Next Meeting: January 15, 2020 3 p.m.**  
CB & Potts (Banquet Room) 1441 E Horsetooth Road

## HAPPY NEW YEAR NARPM!!

### Hello NARPM Members!

I hope everyone had a wonderful holiday season and the new year is going very well. I am looking forward to a fantastic 2020. We have several new board members and several repeat members. I am looking forward to working with all of you. This should be a great year for us, we have wonderful speakers and we should be scheduling some classes that could involve CE credits so keep your eyes open for those too! This Wednesday we will welcome David May with the Chamber of Commerce. I hope to see you all there!

## Meeting Schedule

2:45-3:00 Registration  
3:00-3:05 Welcome  
3:05-3:15 Board Installation  
3:15-3:30 Affiliate Speaker  
3:30-4:00 Hot Topics/  
Network  
4:00-5:00 Keynote Speaker

## January Events:

January NARPM Meeting  
(Jan. 15, 3 p.m.)  
Look for an email with  
Upcoming Annual Commission  
Update classes and CE classes in  
February or March!



## Code of Ethics and Standards of Professionalism for NARPM

- 1-1 The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- 1-2 The Property Manager shall cooperate with the governmental agency charged with regulating the practices of Property Managers.
- 1-3 The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.
- 1-4 The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARPM Antitrust Policy and any related procedures.
- 1-5 The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.
- 1-6 The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then Property Manager shall promptly take corrective action.
- 1-7 Websites of the Property Manager shall not contain any deceptive metatags or other devices/methods to direct, drive, or divert Internet traffic in a deceptive manner or to otherwise mislead users. The websites shall also not manipulate listing content in any deceptive or misleading way.
- 1-8 The Property Manager shall disclose all details on the availability of rental properties to prospective parties on a regular and timely Basis.
- 1-9 The Property Manager shall not exaggerate, misrepresent, misinform, or conceal facts in the advertising, leasing and management of Property.
- 1-10 The Property Manager shall make reasonable attempts to remove from the Internet listings for rentals that are no longer available.



# Member List

## BOARD OF DIRECTORS

President: Babs Foster  
President Elect: Kelly Hixon  
Secretary: Diane Quigley  
Treasurer: Kristie Stanley

## COMMITTEE MEMBERS

Education Coordinators:  
Deb Wall & Brianna Lasher  
Membership Coordinators:  
Kristen Deakin, Debbie Jackson, David  
McCarty  
Affiliate Coordinators:  
Harry Peer & Carla McCubbins  
Legislative Coordinator:  
Bryan Potter  
Social Media, Web Site, Newsletter:  
Still looking.....

## AFFILIATE MEMBERS

[Account Brokers, Inc.](#)  
[Beavers Home Improvements](#)  
[Carla's Sunshine Flooring](#)  
[Dig Deep Cleaning Services, LLC](#)  
[Independent Plumbing Solutions](#)  
[Koala T Carpet Cleaning Services](#)  
[Prolectric, Inc.](#)  
[ServiceMaster Restore](#)  
[Smart Carpet Care](#)  
[Springman, Braden, Wilson & Pontius](#)  
[Sprague Roofing](#)  
[Fresh Coat Painters](#)  
[Weed Man Lawn Care](#)  
[Airwaves LLC](#)  
[Sherwin Williams](#)  
[The Mark Electric Co](#)  
[Spring Back Colorado](#)  
[Endeavor Exteriors](#)  
[Paul Davis Restoration](#)  
[Garett's Chimney Clean](#)  
[Scott's Roofing](#)

## PROFESSIONAL MEMBERS

Erin Griffin <a href="#">Advantage Property Management</a>	Teresa Jennison <a href="#">Picket Fence Properties</a>
Bryan Potter <a href="#">Alert Realty</a>	Jana Pickett <a href="#">Plains Property Management</a>
Cheryl Davis <a href="#">All Properties, LLC</a>	Bruce Huggins <a href="#">PMI Longmont</a>
Simon Heart <a href="#">All County PM Boulder/Fort Collins</a>	John Bickerton <a href="#">Poudre Property Services</a>
Babs Foster <a href="#">Armadillo Property Management</a>	Josh Stone <a href="#">Premier Property and Asset Management</a>
Beverly Perina <a href="#">Armadillo Property Management</a>	Kristie Stanley <a href="#">Rentals 4 NoCo</a>
Kelly Hixon <a href="#">Armadillo Property Management</a>	Briana Lasher <a href="#">The Source Property Management</a>
Paul Charles <a href="#">Armadillo Property Management</a>	Cesilie Kettle <a href="#">The Source Property Management</a>
Lyndsy Doyle <a href="#">Avenue West</a>	James Stegner <a href="#">Stegner Property Management</a>
Connie Salazar <a href="#">The Cottage Realty</a>	Michelle Miller <a href="#">TBC Property Management</a>
Christine Hadd <a href="#">Dunn Real Estate</a>	Andy Martinez <a href="#">TRI Property Management</a>
Don Dunn <a href="#">Dunn Real Estate</a>	Kristen Deakin <a href="#">Trilogy Property Management, LLC</a>
Nicole Hansen <a href="#">Kevco Investments &amp; Property Management</a>	Lisa Hudson <a href="#">Real Property Management</a>
Lacey Fleming <a href="#">Mountain-N-Plains</a>	Sam Case <a href="#">Real Property Management</a>
Laurie Ham <a href="#">My House Inc.</a>	Diane Quigley <a href="#">True Abundance Property Management</a>
Patrick Soukup <a href="#">Old Town Square Properties</a>	Demi Smith <a href="#">Wright Real Estate, LLC</a>
Debbie Jackson <a href="#">Peak Property Management</a>	Ty Youle <a href="#">Youle Realty</a>

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February 2020

Next Meeting: February 19, 2020 3 p.m.  
CB & Potts (Banquet Room) 1441 E Horsetooth Road

## Member Spotlight

### Teresa Jennison

Suite Magnolia Real Estate

**Years of experience:** 26 years Licensed Real Estate Broker, 22 years as a Managing Broker, past 11 years in Property Management and owning investment properties.

**How did you get started?** Initially as a coordinator for a Real Estate School in MN, started with investment properties in 2009.

**Biggest Mistake:** Not focusing on and following my passion helping other invest in income properties sooner than I did.

**Why should a LL use you?** Here are a few reasons: My knowledge of and experience with Landlord/Tenant Law, my experience with owning, buying & selling income properties and different 1031 exchanges. Competitive listing fees and referral fees like no other industry.

**Favorite book/movie/music?** Too many to list, here are a few: Books: The Book Thief, Gentleman in Moscow, All the Light You Cannot See, Edge of Eternity trilogy. Movies: As Good As It Gets, Goodwill Hunting, Green Card, Shawshank Redemption. Music: Old, new, pretty much any Genre

**Hobbies:** Re-purposing and painting furniture, cooking, entertaining, design and staging.

## Meeting Schedule

2:45-3:00 Registration  
3:00-3:05 Welcome  
3:05-3:15 Legislation  
3:15-3:30 Affiliate Speaker  
3:30-5:00 Suicide Alliance

## February Events:

February NARPM Meeting  
(Feb. 19, 3 p.m.)

Upcoming Annual Commission  
Update classes and CE classes in  
March!

## Code of Ethics and Standards of Professionalism for NARPM

### Article 11: RESPONSIBILITY TO NARPM® AND THE PROFESSION

The Property Manager shall comply with all policies and pronouncements of NARPM® and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.

### STANDARDS OF PROFESSIONALISM

11-1 The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.

11-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

11-3 The Property Manager shall maintain his or her real estate license, as required by the jurisdiction in which he or she works.

11-4 The Property Manager shall abide by NARPM®'s bylaws and other policies and procedures of NARPM®, and shall seek to avoid doing harm to the organization.

11-5 The Property Manager shall ensure that all electronic communication and marketing he or she prepares is professional with respect given to the recipients.

11-6 The Property Manager shall act with integrity, good faith, and professionalism in connection with all NARPM® and NARPM® Chapter activities.

*This Wednesday we will have a representative from the Suicide Alliance speaking with us. We look forward to their presentation.*

**QPR** (Question, Persuade, Refer) which is a nationally recognized gatekeeper suicide prevention training that I would be more than happy to provide you with. Both of these programs are free 60-90 minute presentations with two facilitators/presenters and aimed to equip audience members with information on the scale of the issue, warning signs/risk factors, local crisis/noncrisis resource information, and crisis evaluation.

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# The Monthly Newsletter

**March 2020**

**Next Meeting: April 15, 2020 3 p.m.**  
CB & Potts (Banquet Room) 1441 E Horsetooth Road

## Member Spotlight

### Heidi McBroome - All About Insurance

Started in insurance in 2009. Opened my own agency in June 2015.

I got started in insurance because I watched 4 families lose their dream homes due to a medical illness and the insurance didn't protect their lifestyle. It evolved into a passion to educate on protection.

I have a background in new home construction and was a customer service rep in the field delivering homes with the construction team. I know how the homes are built, what it takes to maintain them. I work hard to educate clients and partners on how to insure them to the best value and protection levels. Liability is our number one priority to protect and I like to make sure that all of my clients have the best possible coverage to prevent them from a huge loss or lawsuit.

**Hardest part of the job:** Losing clients on price because we value the relationship and not all coverage is made equal.

**Biggest Mistake:** Not getting competent staff sooner.

**Biggest Achievement:** Getting the inaugural year BBB Spark Entrepreneur of the year award in 2018. This was given to businesses that contribute to their communities and are under 3 years in business and under \$1 million in sales.

**Why use me?** I have multiple connection points, work longer hours and give out my cell phone so that realtors, clients, property managers can contact me.

**Favorite book(s):** Rekentkess Tim Grover, Sell or Be Sold Grant Cardone, Compound Effect Darren Hardy

**Hobbies:** Bixing and Karaoke. Have 3 girls and a husband that builds high performance hot rods. We like to drag race

## Meeting Schedule

2:45-3:00 Registration

3:00-3:05 Welcome

3:05-3:15 Legislation

3:15-3:30 Affiliate Speaker

3:30-5:00 City of FC -  
Radon Issues

## March Events:

March NARPM Meeting  
(Cancelled)

Annual Commission Update  
Class (3/24 8-12pm) and Fair  
Housing Class (3/18 9-12pm)

## Code of Ethics and Standards of Professionalism for NARPM

### Article 10: TRUTH IN ADVERTISING

The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.

### STANDARDS OF PROFESSIONALISM

10-1 Regardless of the type of media used, advertising content shall be truthful and honest at all times

10-2 No property shall be offered as "For Rent" without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.

10-3 Disclosure must be made to all parties if information gathered through electronic advertising media may be sold to an outside party.

10-4 All marketing materials, whether printed or electronic, shall comply with the state laws.

*After long consideration and asking around we have decided to cancel the March NARPM Meeting. Due to the ongoing information coming out about COVID-19 we feel it is best to keep everyone safe from harms way.*

*We will resume our meeting in April, our speaker we had for March has been rescheduled. We will have Tony Fourcroy with the City of Fort Collins to speak about Radon updates and Issues. We have already scheduled our May speaker as well, we are going to have someone from DORA speak to us about 3 Way Reconciliation.*

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## **COVID-19 Announcement**

Dear Northern Colorado NARPM Members and Affiliates,

These past few weeks have been a difficult time for everyone, but especially for the people in this community. We have been putting others before ourselves during a stressful and emotional season. This is an act of public service that has not gone unnoticed by our tenants and clients.

It is in times like this when it is important to come together, and our community has done exactly that. This type of situation is unprecedented. But even in uncertain times and when we are faced with unique situations, we have come together sharing resources, processes, and technologies. This allows us to creatively solve situations we've been faced with.

Thank you for being a great community and resource throughout this entire situation. By helping each other, we are helping ourselves.

Stay strong, and continue to support others in this community.

*-Babs Foster  
President Northern  
Colorado Chapter*

### **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 not comply with habitability requirements.

### **Member Spotlight: Jeremiah Provo | Blue Frog Roofing**

- 1. How long has Blue Frog Roofing been serving Northern Colorado?** "We have been in business for nearly 2 years now. We opened our doors in July of 2018."
- 2. What sets Blue Frog Roofing apart from other companies?** "What sets us apart from other roofing companies is the premium roofs that we install and the many roof systems that we are capable of installing. These include specialty roof systems such as concrete & clay tile, wood shake, stone coated steel, single ply membrane, commercial and residential steel panel and roof coatings. *We do not cut corners on our roofs.* We always double rows of ice & water shield on our shingle roofs, even when code does not require it. We use large profile drip edge. On our tile roofs, we install tile seal underlayment to the entire roof; we do not use felt paper or ice & water shield which is not rated to be installed under tile. There are many other details to our roofs that put us ahead of our competitors, as well."
- 3. How much experience do you have in the industry?** "I have worked professionally in the roofing industry for 9 years now and before that (when I was in high school) I would help my father, who owns a roofing company, during the summer months. During my 9 years in the industry, I have worked in sales, production, and operations, with the majority of my time being in the production field. At the previous company that I worked for in Indiana and Florida, I promoted up to the Chief Operating Officer position after 3 years, where I was in charge of all operations at our 4 locations."
- 4. What is your favorite part about your job?** "My favorite part about my job is that there is never any boring days and there is always more to learn about new roofing techniques and products."
- 5. How have you been passing your free time in quarantine?** "I haven't had much free time during quarantine, however, any additional free time that I have, I generally spend reading in order to better myself and the company."

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Bryan Potter  
Social Media, Website, Newsletter:  
Erica Giesenhausen

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Bryan Potter <a href="#">Alert Realty</a>	Jana Pickett <a href="#">Plains Property Management</a>
Cheryl Davis <a href="#">All Properties, LLC</a>	Bruce Huggins <a href="#">PMI Longmont</a>
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Laurie Ham <a href="#">My House Inc.</a>	Diane Quigley <a href="#">True Abundance Property Management</a>
Patrick Soukup <a href="#">Old Town Square Properties</a>	Demi Smith <a href="#">Wright Real Estate, LLC</a>
Debbie Jackson <a href="#">Peak Property Management</a>	Ty Youle <a href="#">Youle Realty</a>

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**Next Meeting: Wednesday, June 17th 2020, 3:00 PM**

## **June Events:**

Virtual Class June 25th at 10:00 AM- *Hoarding: The Hidden Disorder*

One-hour class given by Hank Schilling from ServiceMaster. Join the class via ZOOM.

*Sign up form is attached at the bottom of this newsletter.*

## **Meeting Schedule:**

**3:00-3:15** Steve Knudsen  
co-owner of *ServiceMaster*

**3:15-3:30** Heidi McBroome  
*All About Insurance*

**3:30-3:45** Paul Farrer  
*Springman, Braden, Wilson & Pontius P.C.*

## **Member Spotlight: Sam Case| Real Property Management**

### **1. How long have you been in the property management industry? What is your role at Real Property Management?**

"The office of Real Property Management was started in 2012. After building my families rental portfolio and at times self managing our personal portfolio, my wife suggested I get a job, so I bought Real Property Management in April of 2018. I've been leading the company for two years."

**2. What is your favorite part about your job?** "Our employees create a great culture of being of service to our owners and tenants. I would say the watching our employees grow in their careers along with them going above and beyond for our owners and tenants each day gives me great satisfaction."

**3. How is Real Property Management unique from other property management companies?** "Northern Colorado has a great group of owners and employees that run their property management companies well. Our office looks at our tenants and owners as partners. It takes a true partnership to manage a portfolio of properties."

**4. What's one thing you have learned in the last month?** "The one thing the office has discovered in the past two months is the value of having videos of all of our properties. It has helped lease properties without having to do an in person showing."

**5. What are you most looking forward to this summer?** "I miss the connection with the other management companies, they are such a nice group of peers. So getting together face to face is something I am looking forward to again. Outside of work, our family likes to travel and looking forward to the water and sand again between my toes."

## **Article 6: HANDLING OF FUNDS**

The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not commingle the funds with personal or other business funds or use the funds for other than their intended purposes.

## **STANDARDS OF PROFESSIONALISM**

6-1 The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.



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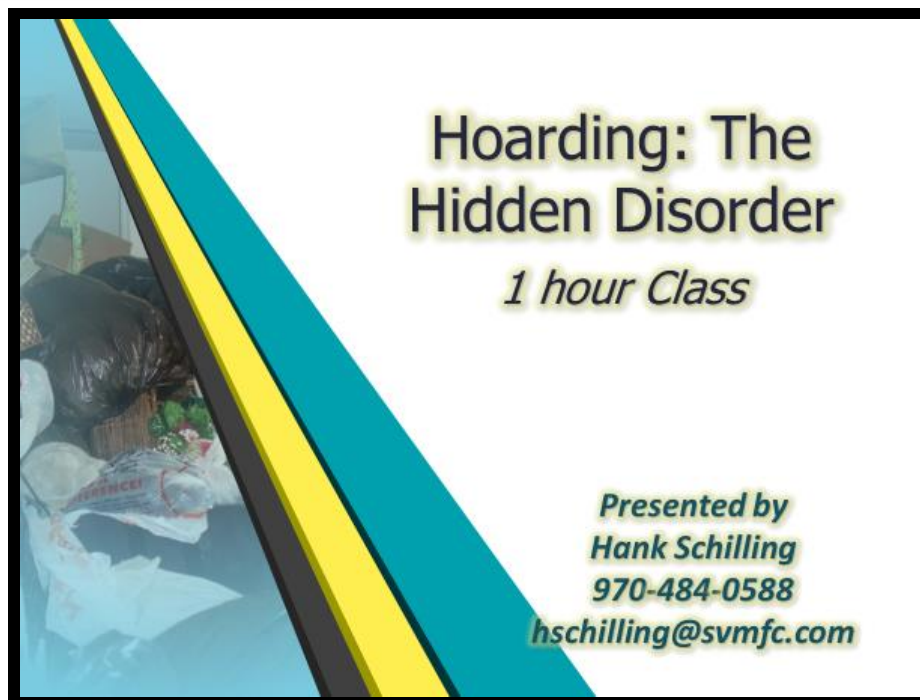
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**Join us for a  
ZOOM CE class  
Thurs., June 25  
10:00-11:00AM**

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Join us for a virtual CE class via ZOOM

**A ZOOM invite/link will be sent to you after registering**

Name: \_\_\_\_\_

Company/Address: \_\_\_\_\_

License #: \_\_\_\_\_ (check one below)

Insurance \_\_\_\_\_ #54363      Real Estate \_\_\_\_\_ #10253

Email: \_\_\_\_\_ (certificates will be emailed to you)

**RSVP/ASAP by sending this back (space is limited)**

**To register or if you have questions Email me: [dwall@svmfc.com](mailto:dwall@svmfc.com)**

**Next Meeting: September 16th at 3:00 p.m. via Zoom**  
**(Link to follow)**

Dear NARPM Members and Affiliates,

Fall is in the air! I hope that all of you are doing well. Our meeting will be conducted through Zoom again this month. Please tune in to hear from a couple of guest speakers joining us. Paul Ferrer (Springman, Braden, Wilson & Pontius P.C.) will be discussing the latest information regarding evictions. Heidi McBroome (All About Insurance) will be speaking as well. I am looking forward to seeing all of you!

-Babs Foster  
President

Northern Colorado Chapter

**Amended Article 9 and Standards of Professionalism:  
Article 9: RELATIONS WITH OTHER PROPERTY  
MANAGERS**

The Property Manager shall not knowingly or recklessly make false or misleading statements about other property managers or their business practices, or otherwise attempt to take business from other property managers by deceptive means.

**STANDARDS OF PROFESSIONALISM**

9-1 The Property Manager shall conduct dealings with other property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.

9-2 The Property Manager shall not knowingly interfere with other property managers' contract rights, including by taking actions inconsistent with exclusive agreements that other property managers have with their clients. This does not preclude the Property Manager from otherwise soliciting potential Clients or making general announcements about his or her own services. For purposes of this Code, a general announcement may be defined as a general telephone canvass or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This Code does not restrict fair and reasonable competition among property managers.

9-3 In the event of a controversy or dispute with a property manager at a different Firm, the Property Manager shall use best efforts to resolve the dispute prior to litigation.

9-4 The Property Manager shall not obtain or use the proprietary materials or work of a competing management Firm without the express written permission of that Firm.

9-5 The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.

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## **Next Meeting: October 21st at 3:00 p.m. Hybrid Delivery\***

**\*15 people allowed to come to the meeting in-person at ServiceMaster please email Deb Wall ([dwall@svmfc.com](mailto:dwall@svmfc.com)) to sign up. All other members can join synchronously via Zoom (link to follow)**

### **This Month's Meeting:**

Vendor Presentation with Joel White  
(Co-Owner of Glass Doctor)

1 CE Class: "Understanding Smoking Mitigation" with Hank Schilling  
(Owner of ServiceMaster)

### **Looking Ahead:**

- Next month, Marcia Waters will be speaking with our chapter. Please email questions to Babs ([babs@rentfortcollins.com](mailto:babs@rentfortcollins.com))
- Brian Birdy will be instructing the online class, "Profitability and Client Relations" (A.K.A. Mastering Owner Client Relations) December 7th and 8th. Keep an eye out for the sign-up in coming weeks.

### **Member Spotlight:**

**Lexi Walker | Peak Property Management**

**How long have you been with Peak Property Management?**

**What is your job there?**

*"I've been the Office Manager at Peak for over two years now. I will celebrate three years with the company in May."*

**What is your favorite part about your work?**

*"My favorite part of the job is facilitating a new beginning for people. Whether that be an owner with their first rental property or a tenant looking for their new home, I find being a part of the 'next chapter' incredibly exciting and rewarding."*

**Describe the company dynamic of Peak Property Management in three words.**

*"Reliable. Welcoming. Authentic."*

**How has Peak Property Management been adapting the past few months?**

*"We've really had to work hard to have more of an online presence. We are so used to our paper applications and scheduling in person lease signings that transitioning to digital apps and e-leasing has been a huge adjustment in our office."*

**Do you have a favorite quote or mantra you live by?**

*"I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you.. we are in charge of our attitudes"*

### **Article 10: TRUTH IN ADVERTISING**

The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.

#### **STANDARDS OF PROFESSIONALISM**

10-1 Regardless of the type of media used, advertising content shall be truthful and honest at all times.

10-2 No property shall be offered as "For Rent" without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.

10-3 Disclosure must be made to all parties if information gathered through electronic advertising media may be sold to an outside party.

10-4 All marketing materials, whether printed or electronic, shall comply with applicable laws and licensing requirements.



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Ted Gusick <a href="#">Adaptive Environmental Consulting Group</a>	Brittany Housley <a href="#">Endeavor Exteriors</a>	Terry Knock <a href="#">Koala T Carpet Cleaning Services</a>	Paul Farrer <a href="#">Springman, Braden, Wilson &amp; Pontius</a>
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**Next Meeting: Wednesday, November 18th at 3:30 p.m.**

**Meeting hosted via Zoom only this month. [Link to Follow.](#)**

## **This Month's Meeting:**

Marcia Waters speaking to our chapter 4:00 p.m. - 5:00 p.m. Please email questions to [babs@rentfortcollins.com](mailto:babs@rentfortcollins.com)

## **Looking Ahead:**

Brian Birdy will be instructing the CE credit class, "Profitability and Client Relations" (A.K.A. Mastering Owner Client Relations) December 7th and 8th. Sign up on the [NARPM National Portal](#)

## **Member Spotlight:**

Trischa Filipic | Picket Fence Properties

### **What lead to your interest in property management?**

*"I was a real estate agent and wanted to do something more concrete and was introduced to the old owner of Picket Fence and fell in love with managing."*

### **What is something that you have learned being the owner of a business?**

*"I have learned that you must think on your feet and come up with solutions outside of the box that will still protect everyone involved."*

### **What makes Picket Fence Properties unique?**

*"I like to think Picket Fence is unique due to making sure that owners and tenants understand we are here. Owners are comfortable knowing we are protecting their investments."*

### **What was the biggest challenge Picket Fence Properties faced this year? How did you overcome it?**

*"COVID. Overcoming this was a struggle. When everything hit, I had to revamp everything and come up with creative ideas on how to keep rent coming in and running smoothly."*

### **Thanksgiving is coming up later this month! What is your favorite Thanksgiving tradition?**

*"Favorite Thanksgiving tradition: Opening my home to everyone. We spend holidays with all of us! Ex-husband, new girlfriend, new husband, kids, relatives, etc. Family is family no matter how it looks."*

## **Article 11: RESPONSIBILITY TO NARPM AND THE PROFESSION**

The Property Manager shall comply with all policies and pronouncements of NARPM® and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.

### **STANDARDS OF PROFESSIONALISM**

11-1 The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.

11-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

11-3 The Property Manager shall maintain his or her real estate license, as required by the jurisdiction in which he or she works.

11-4 The Property Manager shall abide by NARPM®'s bylaws and other policies and procedures of NARPM®, and shall seek to avoid doing harm to the organization.

11-5 The Property Manager shall ensure that all electronic communication and marketing he or she prepares is professional with respect given to the recipients.

11-6 The Property Manager shall act with integrity, good faith, and professionalism in connection with all NARPM® and NARPM® Chapter activities.

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Erica Giesenhausen

## PROFESSIONAL MEMBERS

Erin Griffin <a href="#">Advantage Property Mgmt.</a>	Don Dunn <a href="#">Dunn Real Estate</a>	Jana Pickett <a href="#">Plains Property Mgmt.</a>	Michelle Miller <a href="#">TBC Property Mgmt.</a>
Bryan Potter <a href="#">Alert Realty</a>	Trischa Filipic <a href="#">Picket Fence Properties</a>	Bruce Huggins <a href="#">PMI Longmont</a>	Andy Martinez <a href="#">TRI Property Mgmt.</a>
Cheryl Davis <a href="#">All About Properties</a>	Nicole Hansen <a href="#">Kevco Investments &amp; Property Mgmt</a>	John Bickerton <a href="#">Poudre Property Services</a>	Kristen Deakin <a href="#">Trilogy Property Mgmt.</a>
Simon Heart <a href="#">All County Property Mgmt.</a>	Lacey Fleming <a href="#">Mountain-N-Plains</a>	Josh Stone <a href="#">Rent Pro Property Mgmt.</a>	Lisa Hudson <a href="#">Real Property Mgmt.</a>
Babs Foster <a href="#">Armadillo Property Mgmt.</a>	Lexi Lowrance <a href="#">Mountain-N-Plains</a>	Kristie Stanley <a href="#">Rentals 4 NoCo</a>	Sam Case <a href="#">Real Property Mgmt.</a>
Beverly Perina <a href="#">Armadillo Property Mgmt.</a>	Kristy Kissinger <a href="#">Mountain-N-Plains</a>	Briana Sullivan <a href="#">The Source Property Mgmt.</a>	Diane Quigley <a href="#">True Abundance Property Mgmt.</a>
Kelly Hixon <a href="#">Armadillo Property Mgmt.</a>	Laurie Ham <a href="#">My House Inc.</a>	Cesilie Kettle <a href="#">The Source Property Mgmt.</a>	Demi Smith <a href="#">Wright Real Estate</a>
Paul Charles <a href="#">Armadillo Property Mgmt.</a>	Patrick Soukup <a href="#">Old Town Square Properties</a>	James Stegner <a href="#">Stegner Property Mgmt.</a>	Ty Youle <a href="#">Youle Realty</a>
Connie Salazar <a href="#">The Cottage Realty</a>	Debbie Jackson <a href="#">Peak Property Mgmt.</a>		
Christine Hadd <a href="#">Dunn Real Estate</a>			

## AFFILIATE MEMBERS

Kelli Bruenger <a href="#">Account Brokers</a>	Kayla Schroeder <a href="#">Dig Deep Cleaning Services</a>	Jeremy Knock <a href="#">Koala T Carpet Cleaning Services</a>	Robert Valdez <a href="#">Springback</a>
Ted Gusick <a href="#">Adaptive Environmental Consulting Group</a>	Brittany Housley <a href="#">Endeavor Exteriors</a>	Terry Knock <a href="#">Koala T Carpet Cleaning Services</a>	Paul Farrer <a href="#">Springman, Braden, Wilson &amp; Pontius</a>
Heidi McBroome <a href="#">All About Insurance</a>	Adam Green <a href="#">Fresh Coat Painters</a>	David McCarty <a href="#">Paul Davis Restoration</a>	Aaron Raben <a href="#">Sprague Roofing</a>
John Tryon <a href="#">Airwaves</a>	Garret Kofahl Garett's Chimney Clean	Barry Kadlub <a href="#">Prolectric Electrical Services</a>	Jordan Harless <a href="#">Sherwin Williams</a>
Harry Peer Beavers Home Improvements	Joel White <a href="#">Glass Doctor</a>	Lou Mercurio <a href="#">Prolectric Electrical Services</a>	Teresa Jennison <a href="#">Suite Magnolia Real Estate</a>
Jeremiah Provo <a href="#">Blue Frog Roofing</a>	Dan Ormesher <a href="#">Independent Plumbing Solutions</a>	Deb Wall <a href="#">ServiceMaster</a>	Mark Dzubay The Mark Electric Co
Carla McCubbins <a href="#">Carla's Sunshine Flooring</a>	Joe Deming <a href="#">iPoint Networking-Web</a>	Robert Valois <a href="#">Smart Carpet Care</a>	Mike Schulz <a href="#">Weed Man Lawn Care</a>

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### **Northern Colorado Chapter**

Date: January 15, 2020

Location: CB & Potts Horsetooth

Fort Collins, Co. 80525

### **Board Meeting Minutes**

Board members present: Babs Foster, Kelly Hixon, Diane Quigley, Kristie Stanley, Deb Wall, Brianna Sullivan, Kristen Deakin, Harry Peer, Carla McCubbins & Bryan Potter

1. Meeting called to order: 2:03
2. Secretary Report: No report
3. Treasurer Report: \$8,761.61
4. Professional Membership Chair Report 32
  - A. Simon Heart with All County PM for February Newsletter
  - B. Featured for Newsletter: Josh Stone- Rent Pro for April
5. Affiliate Program Chair Reports 22
  - A. Heidi Broom with All about Insurance in March.
  - B.
6. Legislative/Hot Topic for Next Meeting (current issues and events)  
Hot Topic: The State legislature are at it again. HB20-1141- Fees Charged to Tenants by Landlord, HB20-1009 Suppressing Court Records of Eviction Proceedings, HB20-1134 Interlocutory Appeals in Forcible Entry and Detainer, SB20-108 Landlord Prohibitions Tenant Citizenship Status,
7. Newsletter/Marketing/Website: Still looking at who can do our Newsletter and our Website. We realize we will have to pay someone to do it.  
We should put in the Newsletter that we now have a State Chapter.  
Whoever does our Newsletter has to be a member of National.
8. Education Report: We discussed how much are we willing to spend for speakers. No decision.  
We are looking to have a Fair Housing class in February and the Mandatory RE Update.

9. Election Activities: With January meeting we will have the New Board Installation.

10. Other Reports: Compliance is coming up which Bryan will do for us. Thank you, Bryan.

11. Old Business: Getting a gift for Bev.

12. New Business: None

Adjournment: 2:54





### **Northern Colorado Chapter**

Date: May 27, 2020

Location: CB & Potts Horsetooth  
Fort Collins, Co. 80525

### **Board Meeting Minutes**

Board members present: Babs Foster, Kelly Hixon, Bryan Potter, Kristie Stanley, Deb Wall, Kristen Deakin and Harry Peer, -Bev Perina and Briana Lasher

1. Meeting called to order: 3:04 PM
2. Secretary Report: none- no meetings in April and March
3. Treasurer Report: Kristie will send out
4. Professional Membership Chair Report
  - A. 36 professional members
  - B. Featured for Newsletter: April/May Heidi was featured, June: Sam Case w/ Real Property, July: Joel w/ Glass Doctor, August: Laurie w/ My House, September: Ted w/ Adaptive Environment Consulting, October: Lacey w/ Mountain & Plains
5. Affiliate Program Chair Reports
  - A. 22 professional members
  - B. Joel with Glass doctor trying to join, to be featured in July newsletter if he joins
6. Legislative/Hot Topic for Next Meeting (current issues and events)

Hot Topic: Zoom meetings, COVID rules, and legislature trying to pass income, immigration and eviction moratoriums. Email in testimony on Legislative as it is released. Let's keep the Zoom meetings under 60 minutes and maintain education so we have people participate and provide quality information.
7. Marketing/Newsletter/Website: Erica back in town to do newsletter for May/June/July -maybe Aug. Website: Babs to ask I Point to speak to national NARPM for permission/membership to work on our local chapter website.
8. Education Report: Service Master trying to do online classes, maybe 30 talk at June meeting- if SM can't: legal talk on rule changes, if Paul/Deb can't: vendors each get spot lights (Koala T, Service Master, Glass Doctor and others)
9. Election Activities: Dianne has resigned- Kelly to fill in as interim Secretary, Aug-nominate, Sept-vote, October-swear in winners

10. Other Reports: CB Potts may be selling- Chapter to meet at Service Master until we have new meeting spot
11. Old Business: no old business
12. New Business: CO Springs symposium moved to Sept 21-22, Denver Convention moved to Sept 23, no news on national convention in Florida moving at this time (maybe we should rent a big bus and camp on the beach)

Adjournment: 3:52 PM



### **Northern Colorado Chapter**

Date: October 7, 2020

Location: Zoom meeting (online)

### **Board Meeting Minutes**

Board members present: Babs Foster, Kelly Hixon, Bryan Potter, Kristie Stanley, Deb Wall, Kristen Deakin, Harry Peer, and Brianna Sullivan/Lasher

1. Meeting called to order: 4:06 PM
2. Secretary Report: August report Kristen made motion to accept, Kristie said she had not received. Board requested notes be sent out again.
  - A. No board meeting in September
  - B. We need new secretary. Options put forward: Kristin with Dunn Realty, Lacey or Lexi with Mountain & Plains, Jordan (vendor)- Babs to reach out to Jordan with offer
3. Treasurer Report: Balance \$16428.60
4. Professional Membership Chair Report
  - A. 37 professional members
  - B. Featured for Newsletter: Planned people have not responded so Lexi or Lacey with Mountain and Plains or Joel with Glass Doctor
  - C. Kristin will reach out to larger PM groups in area about joining or donating
5. Affiliate Program Chair Reports
  - A. 26 affiliate/vendor members
  - B. New affiliates possibly Serv Pro and Blue Sky (Lauren left company)
6. Legislative/Hot Topic for Next Meeting (current issues and events)
  - A. Legislative: The State Chapter cannot raise money for lobbyist for 2 more years. State chapter members are trying to form another group/entity that can collect the money and hire lobbyist. Lobbyist has been chosen and will work on a month to month contract for \$5000/month. Bryan to review emails and gather more information to put together a "call to action" for the chapters October 21<sup>st</sup> meeting. Deb put out NoCO chapter offering \$1000/month for the first 3 months- no one seconded. Kristen asked if they interview several lobbyists before choosing- the state chapter received proposals from several groups and selected this person because they were local and would not need to charge a travel expense and would work with group while they organized. Kristen offer fundraising idea that we include not in our dues package requesting donation to go directly to this group hiring lobbyist.
  - B. Hot Topic: Kristen was able to get eviction ruling for tenant who hasn't tried to pay rent for 4 months and didn't come to court. Bryan said the City of Longmont is considering a

moratorium on late fees. Babs said they have neighbor asking for payment for Apple tree that was cut down by an unknown party.

7. Marketing/Newsletter/Website: Erica on Newsletter none of our featured people have returned her contacts.
8. Education Report: No plan for October. Deb to see if Hank will do smoke/fire class. Babs to ask Bev to contact Marcia Waters about speaking to our group
9. Election Activities: All board staying except Dianne/secretary. We are still looking for someone willing to volunteer.
10. Other Reports:
  - a. CB Potts is open under new ownership.
  - b. National NARPM conference online: Babs and Kelly to attend
  - c. Group wants to have hybrid in person and online meeting
11. Old Business: NARPM fall class didn't get any response from August email and meeting
12. New Business: NARPM board still wants class to be scheduled in December. Kelly to arrange.

Adjournment: 5:00 PM



**2020 Northern Colorado Chapter Planning Meeting  
November 19, 2020, 9:06am- 11:32am**

Attending meeting: Babs, Bev, Kelly, Kristie, Kristen, Brianna, Deb, Bryan, Harry

Chapter Leadership

1.	President:	Babs Foster	970-567-1026
2.	President Elect	Kelly Hixon	970-689-2099
3.	Secretary:	????	
4.	Treasurer:	Kristie Stanley	970-652-1021
5.	Educational Coordinator:	Deb Wall	970-690-7630
	Briana Sullivan AKA:	Brianna Lasher	970-980-9631
6.	Membership Coordinator:	Debbie Jackson	970-402-9660
		Kristen Deakin	970-690-7166
7.	Legislative Coordinator:	Bryan Potter	720-936-1712
8.	Affiliate Program Coord.:	Harry Peer	970-481-3094
		Carla McCubbins	970-776-0445
9.	Marketing/Publications:	Erica Geisenhagen	970-372-7069

II. Meeting Outline

1.	Meeting Day/Time	3 <sup>rd</sup> Wednesday of the month, 3:00 p.m.
2.	Meeting Location:	Zoom to start, April we will have hybrid at Service Master and move back to CB Potts eventually
3.	Board Meeting Day/Time:	3 <sup>rd</sup> Tuesday of the month, 11 am-noon
4.	Board Meeting Location:	Zoom

III. Meeting Structure

2:45-3:00	Registration
3:00-3:10	Welcome, introductions, (Code of Ethics and Anti Trust-written statement only during zoom meets)- look into break outs for smaller group introduction and affiliate spot light. Deb and Babs to research zoom ability or we reach out to Second Nature to host meeting and handle break outs
3:10-3:25	Affiliate spot light -may happen in break out session
3:25-3:50	Hot topic: current event, legislative, ed. May happen in break out
3:50-4:00	Break Network not for zoom meeting/ update on lobbyist instead
4:00-5:00	Educational Presentation
5:00-5:15	Wrap up.



#### IV. Topics/Speakers/education

##### Meeting Topic

January	Install New Board Members Ceremony, Source of Income Brandon Ceglian PC, Celian Law, Littleton CO
February	Fair Housing with Deb (?) at Sprigman Braden...law firm
March	Section 8/Affordable Housing Panel “how does it work? What do landlords need to do/provide”
April	“Forecast” with Eric Thompson w/ Windamere
May	“The Generational Code” with Summer Shaffer w/CSU
June	Code Enforcement panel with City of FC, City of Love, City of Greeley, Larimer County, Weld County
July	— Social
August	“Security Deposit Disputes” Kellie Tollifson w/ T-Square Properties
September	Annual Maintenance Panel with Affiliate Vendors (gutter, HVAC, plumber, electrician, snow removal, yard care, sprinklers, etc.)
October	“3 Way Reconciliation” with DORA speaker
November	Marcia Waters DORA update
December	— Social

##### Back up:

1. Evictions: moratorium or no what is happening with evictions?- find a lawyer or have a panel
2. Lobbyist update from the capital (state or national)
3. Technology with Patrick or one of the national speakers
4. Marketing in the digital age with Patrick or one of the national speakers
5. Marc Cunningham (organization, policy and procedures, growing a business, time management etc.)
6. Emergency Plans for tenants and property management during evacuations (the Red Cross or other speaker)
7. Tips on Running a small Business (check leadership for recommended speaker)

V.	Budget –	\$16868.06	minus \$4500 to CO coalition	Actual 2020	Budget 2021	
Expenses:						
Meeting Expenses (room, food, etc.)                      \$300.00 x 2				500.00	1200.00	
Marketing Expenses (newsletter, etc.)                      \$150 x 12				1200.00	1800.00	
Education Expenses (speaker, equipment, and gifts, etc.)				199.86	1400.00	
Legal & Accounting Expenses (tax return, corporation fees)				10.00	10.00	
Officer Travel to national event(s)                      😞				0.00	1500.00	
Quick Books				150.00	150.00	
Colorado Lobbyist					4500.00	
Social Event -December					100.00	
Banking				50.00	50.00	
Insurance				475.00	500.00	
Planning meeting				0.00	250.00	
Total Expenses					11460.00	
Income:						
Professional Membership Fees                      32 x \$150				4800.00	5700.00	
Support Staff Membership Fees                      5 x 95.00				475.00	760.00	
Affiliate Membership & Sponsorship Fees                      20 x \$200.00				4000.00	3500.00	
National Class					300.00	
Chapter Grant					500.00	
Ads In newsletter						
Total Income					11060.00	
Deficit					400.00	

## VI. Membership Growth Strategies

- ask people to be guests
- send out education outline/speaker line up for 2021
- highlight lobbyist and way to impact property management legislation
- Deb and Kristen to gather contact list of non-members (and past members) to email education and legislation invitation

### Affiliate Program Strategies:

- Kelly to make and send survey monkey out to vendors: why did you join? Why did you leave? What did you like? What didn't you like? What information were you hoping for?
- Harry or Kristie to create/provide list of past vendors for survey

## VII. Marketing Strategies

- Reach out to all PM firms and self-managing groups with education and legislative opportunities.

December 2020 offer donation to food bank instead of Christmas party

- Erica to create newsletter or flyer with link to food bank donation website

Class feed-back (why is sign up low?):

- Have class earlier in the year
- Send invitation to non-members
- Deb to help spruce up marketing email and flyer to distribute
- Vendors to pass on flyer/email to other PM's or owners

Meeting Adjourned at 11:32 AM



### **Northern Colorado Chapter**

Date: February 19, 2020

Location: CB & Potts Horsetooth, Fort Collins, Co. 80525

### **Board Meeting Minutes**

Board members present: Babs Foster, Kelly Hixon, Kristie Stanley, Deb Wall, Brianna Sullivan, Kristen Deakin, Debbie Jackson, David McCarty, Harry Peer, Carla McCubbins, Bryan Potter

1. Meeting called to order: 2:04 PM
2. Secretary Report: Heidi's last name corrected in updated report. Debbie Jackson motion to approve, Kristie seconds, all members voted to approve
3. Treasurer Report: \$13643.14 (balance in account)
4. Professional Membership Chair Report
  - A. 36 Professional Members. Kristie S. to email member list to the board
  - B. Featured for Newsletter: Josh Stone featured in March, Heidi for April
5. Affiliate Program Chair Reports
  - A. 23 Affiliates
  - B. Heidi vendor spotlight in April 2020
6. Legislative/Hot Topic for Next Meeting (current issues and events)  
Hot Topic:
  1. 10/30/2020 BP letter sent to legislature about SB-20-108
  2. Letter to be sent by BP on HB-20-1141
  3. Field trip to speak about bills next Wednesday 2/26/20
7. Marketing/Newsletter/Website: Debbie Jackson to email Babs possible contact to take over newsletter and website
8. Education Report: Issues confirming speakers, education wants options for additional speakers.
9. Election Activities: none
10. Other Reports: Bryan completing Chapter of Excellence due in March
11. Old Business: None
12. New Business: Teresa to do vendor spotlight in March, Deb looking for Sect. 8 speaker

Adjournment: 2:43 PM



**2020 Northern Colorado Chapter Planning Meeting  
November 19, 2020, 9:00am- 12:00pm**

**Chapter Leadership**

1.	President:	Babs Foster	970-567-1026
2.	President Elect	Kelly Hixon	970-689-2099
3.	Secretary:	????	
4.	Treasurer:	Kristie Stanley	970-652-1021
5.	Educational Coordinator:	Deb Wall	970-690-7630
		Brianna Lasher	970-980-9631
6.	Membership Coordinator:	Debbie Jackson	970-402-9660
		Kristen Deakin	970-690-7166
7.	Legislative Coordinator:	Bryan Potter	720-936-1712
8.	Affiliate Program Coord.:	Harry Peer	970-481-3094
		Carla McCubbins	970-776-0445
9.	Marketing/Publications:	Erica Geisenhagen	970-372-7069

**II. Meeting Outline**

1.	Meeting Day/Time	3 <sup>rd</sup> Wednesday of the month, 3:00 p.m.
2.	Meeting Location:	Unknown - Zoom
3.	Board Meeting Day/Time:	Let's discuss
4.	Board Meeting Location:	Zoom

**III. Meeting Structure**

2:45-3:00	Registration
3:00-3:10	Welcome, introductions, Code of Ethics, go over Anti Trust
3:10-3:25	Affiliate spot light
3:25-3:50	Hot topic: current event, legislative, ed.
3:50-4:00	Break Network
4:00-5:00	Educational Presentation
5:00-5:15	Wrap up.



#### IV. Topics/Speakers/education

Meeting Topic		
January	___	Install New Board Members Ceremony
February	—	
March	—	
April	—	
May	—	
June	—	
July	—	Social
August	—	
September	—	
October	—	
November	—	
December	—	Social

Back up:

V. Budget –		Actual 2020	Budget 2021	
Expenses:				
Meeting Expenses (room, food, etc.)	\$300.00 x 2	500.00		
Marketing Expenses (newsletter, etc.)	\$150 x 12	1200.00		
Education Expenses (speaker, equipment, and gifts, etc.)		199.86		
Legal & Accounting Expenses (tax return, corporation fees)		10.00		
Officer Travel to national event(s)	☹	0.00		
Quick Books		150.00		
Social Event -December				
Banking		50.00		
Insurance		475.00		
Planning meeting		0.00		
Income:				
Professional Membership Fees	32 x \$150	4800.00		
Support Staff Membership Fees	5 x 95.00	475.00		
Affiliate Membership & Sponsorship Fees	20 x \$200.00	4000.00		
National Class				
Chapter Grant				
Ads In newsletter				

## VI. Membership Growth Strategies

Affiliate Program Strategies:

## VII. Marketing Strategies



**Northern Colorado Chapter**

Date: November 18<sup>th</sup>, 2020

Location: eMeeting

Fort Collins, CO 80525

**Special Minutes for Session of Elections at General Membership Meeting**

Called to order 3:05p

Babs Foster officiating

It was noted that board members volunteered their nominations at the October 18<sup>th</sup> planning session to holdover their positions held in 2020.

It was noted that further nominations for the 2021 Northern Colorado Chapter Leadership positions for the Board, Directors and Chairs were requested at the October 21<sup>st</sup> general chapter eMeeting.

Call for nominations from the “floor” was again requested (at this meeting) and none offered or volunteered.

Without any contested seats, the following ballot was elected by simple acclamation:

1. President: Babs Foster
2. President Elect Kelly Hixon
3. Secretary: Diane Quigley
4. Treasurer: Kristie Stanley
5. Educational Coordinator: Deb Wall and Briana Sullivan
6. Membership Coordinator: Debbie Jackson and Kristen Deakin
7. Legislative Coordinator: Bryan Potter
8. Affiliate Program Coord.: Harry Peer and Carla McCubbins and David McCarty
9. Marketing/Publications: Erica Geisenhagen

Oaths for the slate are expected January 2021.

Adjournment: 3:20

Humble submitted,  
Bryan Potter