

# FWMC Chapter of NARPM Profit and Loss

January 1 - December 24, 2015

Approved Dec 15th, 2016

	2015	2016	2017
<b>Income</b>			
Discounts	-1,060.00		
<b>DUES</b>			
Affiliate Members	3,870.00	2930	3375
Professional Members	3,108.28	4000	5625
Support Staff Members	125.00		75
<b>Total DUES</b>	<b>\$ 7,103.28</b>		
<b>EVENT ADMISSIONS</b>			
Christmas Party	2,127.00		
General Meeting Non-Member, recurring/employee	155.00		
Education Classes (April / September with Dallas)			700
Social Events	270.00		
<b>Total EVENT ADMISSIONS</b>	<b>\$ 2,552.00</b>	3650 **with Chr	4000
<b>NARPM GRANTS</b>			
Regional Conf	1,737.84	655	500
<b>Total NARPM GRANTS</b>	<b>\$ 1,737.84</b>		
PayPal Income	1,534.28		0
Refunds-Allowances	750.00		
<b>SPONSORSHIPS</b>			
Christmas Party	60.00		
Global Sponsorship	1,275.00		
Pick 2 Sponsorship	1,650.00		
Social Events	150.00		
TX2 Booth	1,125.00		1000
<b>Total SPONSORSHIPS</b>	<b>\$ 4,260.00</b>	1700	3000
Uncategorized Income	978.49		
<b>Total Income</b>	<b>\$ 17,855.89</b>	12935 ** estimated	
<b>Gross Profit</b>	<b>\$ 17,855.89</b>		<b>18275</b>
<b>Expenses</b>			

<b>ADMINISTRATIVE</b>			
Awards/Plaques	612.91		600
Office/General Administrative Expenses	432.00	270	350
QuickBooks/Intuit	267.96	* estimate	300
<b>Total ADMINISTRATIVE</b>	<b>\$ 1,312.87</b>	1300	
Bad Debts	100.00	15	
Bank Charges	12.00		
PayPal Fees	179.22	177	180
<b>Total Bank Charges</b>	<b>\$ 191.22</b>		
Dues & Subscriptions		400	
Officer Conference (leadership)	395.00		750
<b>Total Dues &amp; Subscriptions</b>	<b>\$ 395.00</b>		
<b>GIFTS</b>		1000	
Charitable Contributions	1,626.00		
Regional Conference	100.00		
<b>Total GIFTS</b>	<b>\$ 1,726.00</b>		1000
Insurance	1,030.00	1050	1050
<b>MARKETING</b>		100	
GFWAR Affiliate Sponsorships	300.00		300
<b>Total MARKETING</b>	<b>\$ 300.00</b>		
<b>MEETINGS - Board</b>		115	
Food & Drink	518.04		300
<b>Total MEETINGS - Board</b>	<b>\$ 518.04</b>		
<b>MEETINGS - General</b>	4,393.34	2604	4500
Meetings - speaker fees		2300	2000
Other General and Admin Expenses	130.00		
<b>SPECIAL EVENTS</b>			
Christmas Party			
Entertainment	1,250.00		
Food & Drink	1.00		
Room Rental	1,300.00		
<b>Total Christmas Party</b>	<b>\$ 2,551.00</b>	3500 **estimate	3500
Conference/Convention			
TAR Convention	750.00		500

Total Conference/Convention	<u>\$</u>	<u>750.00</u>		
Educational				
2017 Classes				
Instructor Travel Expense		2.15		
Total Educational	<u>\$</u>	<u>2.15</u>		
Social				
Food & Drink		693.00		
Room Rental		3,600.00		
Total Social	<u>\$</u>	<u>4,293.00</u>		2000
LTC class			601	
TX2 Expense		1,081.19	2240.99	750
Total SPECIAL EVENTS	<u>\$</u>	<u>8,677.34</u>		
Travel		246.14		
Total Expenses	<u>\$</u>	<u>19,019.95</u>	15672.99	18080
Net Operating Income	<u>-\$</u>	<u>1,164.06</u>	-2737.99	195
Other Expenses				
Reconciliation Discrepancies		1,047.02		
Total Other Expenses	<u>\$</u>	<u>1,047.02</u>		
Net Other Income	<u>-\$</u>	<u>1,047.02</u>		
Net Income	<u>-\$</u>	<u>2,211.08</u>		
ENDING CASH IN BANK			8500	8000

Monday, Dec 05, 2016 09:31:30 AM GMT-8 - Cash Basis



National Association of Residential Property Managers

F O R T W O R T H / M I D - C I T I E S C H A P T E R

## **December 5<sup>th</sup>, 2017**

<b>Mingling and Networking and Band Set?</b>	<b>6:00 – 6:30</b>
<b>Recognition of Our Global Sponsor/Committee Chair Awards</b>	<b>6:30 – 6:45</b>
<b>Dinner is served</b>	<b>6:45- 7:45</b>
<b>During Dinner (All Seasons Donation to Education Designation Recipients)</b>	
<b>Band Set</b>	<b>7:45 – 8:15</b>
<b>Board of Directors Recognition</b>	<b>8:15- 8:30</b>
<b>“Passing the Baton”</b>	
<b>Band Set</b>	<b>8:30- 9:00</b>
<b>Dancing and Partying ; - )</b>	



## National Association of Residential Property Managers

### F O R T W O R T H / M I D - C I T I E S C H A P T E R

October 26th, 2017

**9:00 AM Welcome – to our October General Membership Meeting**

**Debrah Dyck**

**READ:**

**Mission of NARPM** is to provide resources for residential property management professionals who desire to learn, grow and build relationships.

**Vision is that NARPM** will be the recognized **leaders** in residential property management industry.

**Room Introductions**

**Debrah Dyck**

**Swearing in of 2018 Board of Directors**

**Tony Sims**

- President Elect – Crys Kelly
- Treasurer – Erin Landis
- Treasurer Elect – Robert Boot
- Secretary – Amy Brown
- President 2018 – Alan Ellis
- Immediate Past President – Debrah Dyck

We had 13 of our members in attendance at the National Conference last week (Sharing)

**Conference Attendees**

Quick Pitch

**Kim Miller**

**Introduce our Christmas Party and give details:**

**Sheryl Machen and Crys Kelly**

**Vendor Drawings/Giveaways**

**Kim Miller**

**Conclude Meeting**

**Debrah Dyck**



**National Association of Residential Property Managers**  
**F O R T W O R T H / M I D - C I T I E S C H A P T E R**

**9:00 AM Welcome – February 23<sup>rd</sup>, 2017**

**Invocation / Pledge of Allegiance**

**Buddy White**

**Camp Hope /PTSD Foundation Discussion**

**Alan Ellis / Brandon Myles**

**Begin Main Program**

**Debrah Dyck**

**Mission of NARPM** is to provide resources for residential property management professionals who desire to learn, grow and build relationships.

**Vision is that NARPM** will be the recognized **leaders** in residential property management industry.

NARPM® Antitrust Statement:

It is the policy of the NARPM® to comply fully with all antitrust laws. We must remember to not discuss rates, fees or costs. We don't talk about each other's businesses, we don't tell each other where we can or cannot manage property.

**Introduction of 2017 Committee Chairs**

**Debrah Dyck**

Committee Chairs – Kim Miller – Affiliate Chair Amy Brown – Recognitions Chair Crys Kelly – Marketing Chair and Tony Sims – Legislative Chair. I would like to mention that each of them need a bit of help so speak to any of them if you are interested in working on their committee.

**We are still looking for...Membership Chair /Education Chair / Designations Chair**

Our goals for 2017 directly tied to membership and designations so if you step up for those positions you will be able to help us formulate a plan to reach our goals.

**45 professional members/25 affiliate members**

**Currently we have \_\_\_\_ paid professional members and \_\_\_\_ paid affiliate members**

**8 Designation Candidates / 4 ACTUAL Designations awarded in Orlando!**

**Amy Brown**

Last meeting, we asked anyone that is interested in either becoming a candidate thought they could qualify in 2017 for a designation to come up and write their name on the boards.

Announce - Brandon Bradford, Amy Brown and Alan Ellis think they can get their designations this year.

Announce - Jon Westrom, Kelly Lawless, Robert Boot, Amy Brown, Cindy Morin, Stacy White and Sulthar Properties, LLC – CRMC all would like to sign up to become a designation candidate.

Ask if anyone has taken this leap just yet? Ask them to stand and be recognized. – Small gift from Amy

**Introduction of NEW Members**

**Amy Brown**

**Vendor Quick Pitch**

**Kim Miller**

**Read Code of Ethics and Standards of Professionalism**

**Brandon Bradford**

Article 1 - Responsibility to protect the public

Article 2 - Deals with our duties to not Discriminate

Article 3 – Deals with our responsibility to our clients

Article 4 – Is our responsibilities to the tenants.

Article 5 – The Care we must take of our managed properties

Article 6 – The care we must take with handling our client’s funds

**Room Introductions**

**Debrah Dyck**

**Introduction of Speaker**

**Alan Ellis**

Judge Casey – JP District 3 – Talking to us about the most common mistakes PM’s make in eviction court.

**Announcement of upcoming education classes /Meetings**

**Debrah Dyck**

- April 10<sup>th</sup> 9am – 4pm - Co-sponsored Education Class – Cash Flow Analysis by Mike Nelson – Designee reduction
- September 14<sup>th</sup> 8 am – 5 pm Managing Single Family Homes and Small Investments Brian Birdy is teaching this course.
- March 30<sup>th</sup> General Meeting – “March Mold Madness” two of our affiliates will be discussing your policies for handling tenant mold claims.
- April Social Event
- May 24<sup>th</sup> (this is a Wednesday) TX2 Vendor Luncheon and Power Speaker
- Danny Hardeman Promote the TAR Management Classes

**Drawings and Giveaways/ Conclude Meeting**

**Kim Miller**

Judge Casey says to one of Tony Sim’s Tenants: All your responses to the questions must be oral. Do you understand?

A: Tony’s tenant says yes

Judge: Why are you 4,000 behind on your rent?

The tenant says - Oral.



**National Association of Residential Property Managers**  
**F O R T W O R T H / M I D - C I T I E S C H A P T E R**

**9:00 AM Welcome – to our January General Membership Meeting where our theme is ALL THINGS NARPM!**

**Invocation / Pledge of Allegiance**

**Buddy White**

**DEBRAH OPENING:**

**The Subject of this meeting is ALL THINGS NARPM and we will be discussing the member benefits that you may or may not know about.**

**Mission of NARPM** is to provide resources for residential property management professionals who desire to learn, grow and build relationships.

**Vision is that NARPM** will be the recognized leaders in residential property management industry.

**With that being said...**

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.

**Introduction of 2017 Board and Committee Chairs**

**Debrah Dyck**

Thank you to all of your 2017 board members. They have each already put in no less than 7 to 10 hours in our Leadership planning session, 2 board organizing board meetings and preparations to get ready for an amazing 2017.

Brandon Bradford / Immediate Past President

Alan Ellis / 2018 President Elect

Sheryl Machen / Secretary

Erin Landis / Treasurer

Committee Chairs – Kim Miller – Affiliate Chair  
Amy Brown – Recognitions Chair

Tony Sims – Legislative Chair

**We are still looking for...Membership Chair / Marketing and Publications Chair / Education Chair / Designations Chair**

Our goals for 2017 directly tied to membership and designations so if you step up for those positions you will be able to help us formulate a plan to reach our goals.

**45 professional members/25 affiliate members**

**Currently we have 32 paid professional members and 12 paid affiliate members**

**8 Designation Candidates / 4 ACTUAL Designations awarded in Orlando!**

**Introduction of NEW Members**

**Amy Brown**

**Explanation of Vendor Program for 2017 and moderate the Vendor quick pitch**

**Kim Miller**

**Read Code of Ethics**

**Brandon Bradford**

***Article 8: COMMITMENT TO FIRM***

***The Property Manager shall act in the best interests of his or her property management Firm.***

**STANDARDS OF PROFESSIONALISM**

8-1 The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.

8-2 The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.

8-3 The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.

Debrah to intro new Room Introductions (Explain new format) Name, Company, Position, # of units that you directly manage, if you are a supervisor you can state your company total units)

\*we are doing this because we are here to support each other. Listen for those managers and companies that may be the size of your next growth goal. Maybe you want to ask them a few operation questions or pick their brain about something that can help you to be better.

**Introduction of Speaker**

**Alan Ellis**

INTRODUCING - Greg Doering RMP MPM is the Central Region Vice President for NARPM. He is the owner of GDAA Property Management a CRMC company located in Round Rock, TX. Prior to his real estate career Greg was a senior

Manager for FEDEX for 13 years. He has held a Texas real estate license for 20 years and has exclusively focused on the property management business for the past ten years. Greg and his wife of 38 years, have three grown daughters, two great son in laws and a new grandson born on the 4<sup>th</sup> of July.

**Announcement of upcoming education classes**

**Debrah Dyck**

April 10<sup>th</sup> 9am – 4pm - Co-sponsored Education Class – Cash Flow Analysis by Mike Nelson – Designee reduction

September 14<sup>th</sup> 8 am – 5 pm Managing Single Family Homes and Small Investments Brian Birdy is teaching this course.

Print code of Ethics – have on table

Print Requirements for ALL Designations

**Conclude the meeting**

**Debrah Dyck**



National Association of Residential Property Managers  
FORT WORTH/MID-CITIES CHAPTER

July 27<sup>th</sup>, 2017

9:00 AM Welcome – to our July General Membership Meeting

Debrah Dyck

Invocation and Remembrance

Angela Gonzalez

**Mission of NARPM** is to provide resources for residential property management professionals who desire to learn, grow and build relationships.

**Vision is that NARPM** will be the recognized **leaders** in residential property management industry.

Room Introductions

Debrah Dyck

**Announcement of upcoming education classes /Meetings**

- One more time want to thank everyone who contributed to our Center for Transforming lives Diaper and Donation Drive – we donated approximately 1700 diapers (a one week supply for the centers) and 400.00
- September 14<sup>th</sup> 8 am – 5 pm Managing Single Family Homes and Small Investments Mike Mumford is teaching this course. 8 Hour course – this is over half of your points needed for the education portion of your designation!
- September 15<sup>th</sup> electronic voting for our 2018 Board of directors. We still need you to step up. Secretary, Treasurer Elect Position (explain).
- October 18-20<sup>th</sup> National NARPM Convention in Sunny Orlando – Education portion is the 16<sup>th</sup> and 17<sup>th</sup> (how many already signed up?)

**2017 Committee Chairs Activity/Announcements**

Affiliate Chair	Alan in for Kim Miller	Thank our Global Sponsor and conduct quick pitch
Designations Chair	Rob Kazen or Debrah Dyck	<ul style="list-style-type: none"> <li>• Install Amy Brown as our newest RMP!!</li> </ul>
Legislative Chair / TAR Convention	Angela Gozales	Hot bills that are going to vote this session and other fun news.

**Introduction of Speaker**

Alan Ellis

Matthew Oliver

**Drawings and Giveaways/**

Crys Kelly

**Conclude Meeting**

Debrah Dyck

August – NO Meeting; September back at Woodhaven for our end of month meeting.



**National Association of Residential Property Managers**  
**F O R T W O R T H / M I D - C I T I E S C H A P T E R**

September 28<sup>th</sup>, 2017

**9:00 AM Welcome – to our July General Membership Meeting**

**Alan Ellis**

**READ:**

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**Vision is that NARPM** will be the recognized **leaders** in residential property management industry.

**Room Introductions**

**Alan Ellis**

**Announcement of upcoming education classes /Meetings**

- Results of our elections – announce all elected positions:
  - President Elect – Crys Kelly
  - Treasurer – Erin Landis
  - Treasurer Elect – Robert Boot
  - Secretary – Amy Brown
  - President 2018 – Alan Ellis
  
- October 18-20<sup>th</sup> National NARPM Convention in Sunny Orlando – Education portion is the 16<sup>th</sup> and 17<sup>th</sup> (how many already signed up?)

**2017 Committee Chairs Activity/Announcements**

Affiliate Chair	Kim Miller	Thank our Global Sponsor and conduct quick pitch
Recognitions	Amy Brown	Announce new members – any other recognitions?
Designations Chair	Rob Kazen	Rob, if you can talk about how many designations we have achieved this year and how many more we need to achieve our goals.
Legislative Chair / TAR Convention	Angela Gozales /Tony Simms?	Hot bills that are going to vote this session and other fun news.

**Introduction of Speaker  
practice)**

**Crys Kelly (for**

**Drawings and Giveaways/  
Conclude Meeting**

**Kim Miller  
Debrah Dyck**

Reminder - October 26<sup>th</sup> meeting - Pot Luck Luncheon and Convention Overview, meeting info to come.

**BIOGRAPHY - Kenneth Jennings is the CEO and owner of Mr. Rekey and Owner of Onsite Decal. Kenneth has started over 45 businesses in his career. Currently, most known for Mr Rekey the nation's largest residential locksmith company and Onsite Decal, the largest producer of emergency vehicle graphics In the USA.**

**He has been featured on CNN and on Fox money with Charles Paine. He has been included as an author in two best selling books, "climb" and "footsteps of the fearless". Please welcome Kenneth Jennings who will be talking to us about how to prepare for those devastating words: "I am leaving the company..."**



Debrah Dyck <debrah@rscproperty.com>

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**REGISTRATION ENABLED! Event Announcement: May Special Event Luncheon - TX2 Trade and Technology Expo, 24 May 2017**

2 messages

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**Fort Worth/Mid Cities Narpm** <FortWorthMidCitiesNarpm@wildapricot.org>  
Reply-To: Alan Ellis <alan@deguireproperties.com>  
To: Debrah Dyck <debrah@rscproperty.com>

Fri, Apr 28, 2017 at 12:00 PM

Debrah Dyck,

This is a great opportunity to show support for our Affiliate Members, have a great lunch, and listen to Donnie Boivin a motivational and inspiring speaker. Lots of time for Networking. REMEMBER: This is a WEDNESDAY!!!

May Special Event Luncheon - TX2 Trade and Technology Expo Woodhaven Country Club 913 Country Club Ln, Fort Worth, TX 76112  
Date: 24 May 2017 11:00 AM UTC-06:00



**VENDOR LUNCHEON**

**May 24th, 2017**                      **WEDNESDAY**  
**(Not Thursday)**

**11:00am - 1:30pm**  
**Woodhaven Country Club**

Our special vendor luncheon will feature networking opportunity  
with  
vendors that matter to property managers.  
Come meet new vendors and pick up information that will help your business.

**GUEST SPEAKER**



## Donnie Boivin Consultants

## Sandler Sales

Our guest speaker Donnie Boivin with Sales Mastery Consultants has spent years motivating and inspiring audiences to get out of their own way and succeed in sales and life. He will be sharing with us the secrets to ***“KEEPING our clients once we have them”***.

Networking from 11:00 to 11:30

## Vendor Giveaway's

Lunch and guest speaker Donnie Boivin with Sales Mastery Consultants  
11:30 to 12:15

Additional vendor networking and giveaways  
12:15 until 1:15

### ONLY 5 Vendor Tables remaining!

Affiliate Members \$100.00

Non-affiliate members \$175.00

Join FWMC Narpn as a new affiliate member and get your table & membership for \$250.00

email Debrah Dyck at [debrah@rscproperty.com](mailto:debrah@rscproperty.com) to reserve your table.

Join us at Woodhaven Country Club Wednesday May 24<sup>th</sup> at 11:00 am to 1:15

913 Country Club Ln, Fort Worth, TX 76112

Please register so we know how many to expect for Lunch.

**Don't forget to register:  
Click Below**



## More information and online registration: [May Special Event Luncheon - TX2 Trade and Technology Expo](#)

Best regards,  
Fort Worth/Mid Cities Narpm  
[Unsubscribe from event announcements](#)

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**Debrah Dyck** <[debrah@rscproperty.com](mailto:debrah@rscproperty.com)>  
To: Donnie Boivin <[donnio.boivin@sandler.com](mailto:donnio.boivin@sandler.com)>

Mon, May 1, 2017 at 4:55 PM

Donnie,

Our flyer is out -  
I will keep you posted as to the number of people. Looking forward to seeing you.

[Quoted text hidden]

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**Debrah Dyck**  
Broker/Sales & Leasing  
Property Manager  
817-330-4269 / C 817-919-5104  
[www.rscproperty.com](http://www.rscproperty.com)



National Association of Residential Property Managers  

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FORT WORTH / MID - CITIES CHAPTER

**Board Meeting February 15<sup>th</sup> 10:00 am**

3000 Spring Valley Dr, Bedford, TX 76021 Deguire Properties Office

Call Meeting to Order

Quorum present? Y/N – List names in attendance here:

Debrah Dyck – President

Designations – We had 8 people put their names down for signing up to become candidate and I know for a fact that some of them are working on that. We had 3 people and one company put down that they would receive a designation! This would be a huge accomplishment for our little chapter. I want to discuss how we can make this a BIG deal!

Discussion on how to recognize people who actually sign up for candidacy and people who get their designations?

RMP designation checklist tutorial and how-to.

Introducing Crys Kelly – She has volunteered to be our Marketing Chair for 2017

- Update on Education Classes both co-sponsored with Dallas – REMEMBER as an added bonus and because we committed to these classes at the Leadership session, we will receive (to split with Dallas) **50% of the NET profit for the events.**
  - Cash Flow Analysis April 10<sup>th</sup> from 9 am to 4 pm at Grapevine Metro-tex 1681 W. Northwest Hwy, Grapevine, TX  
Members on or before 30 days pricing is 195.00  
Non-members \$295.00  
RMP/MPM Designees - \$100.00 (this is a HUGE incentive for us to push for our membership to sign up for designations).
  - Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm – Also will be held at Grapevine Metro-tex location.

Erin Landis - Treasurer's Report – please email the following reports to all board members at least 48 hours before the meeting: Balance Sheet, P & L Year to date. (Share screen with Erin)

- Dues invoices
- Credit cards – when is meeting scheduled to get new ones for those who can now sign. Delete cards for Angela Gonzales.
- How many paid professional / affiliate members do we have so far? GOAL 45 professional members and 25 affiliates.
- **Presentation of Financials**<sub>[DD1]</sub>

Kim Miller - Affiliate Chair

- Update on our 2017 Vendor Sponsorship Offerings how many do we have?
- Amazing feedback on the vendor quick pitch, we just have to make sure that only those that are paid have the opportunity to pitch. You can ask Erin to check quickly prior to presenting the “line up”.

Brandon Bradford – Past President

- FW/MidCitiesnarpn.org website update – do we need to move this to someone else?
- Update on April event? Any info collected on Lonestar or Rangers?

Sheryl Machen

- Can you purchase plastic name badges and create name tags for all PAID members? We can make an announcement at every meeting to remind them to turn them back in and you can stand at the door and collect. Feel like this is the ONLY way that we will be able to track those that are not members.

Amy Brown

- Great job on recognizing new members! How many do we have to announce for this time? We have a few more that have joined, just waiting on payments.
- How can we recognize the members that stepped up and wrote their names down to become candidates and designations.

Overview of 2017 Planned Meetings

**NEXT UPCOMING MEETING: Here comes the Judge**

Discussion of what is needed for the meeting to be a HUGE success (group discussion of what you would like to see):

- We need to make sure that we share our goals for the year – 45 Professional Members And 25 affiliate members – 8 Designation Candidates and 4 Completed designations awarded in Florida.

- Alan to introduce the Judge Casey – Really focus on the top mistakes that PM's make in eviction court.
- Want to advertise opportunities to get points for designations. Attending meetings
- Have the designation criteria and checklists available at the meeting. – Sheryl?  
Can just print from national website?

#### 2017 Calendar

January 26th - All Things Narpm - Regular General Session

February 23rd – Judge Casey Precinct 3 Eviction Pitfalls (Get those deadbeats OUT NOW).

March 30th - March Mold Madness

April - Social event; either Rangers Game OR Lonestar Horse Races (TBD) with Dallas Chapter Invited as well.

May 25th - TX2 Vendor Luncheon (paid speaker TBD)

June - No General Meeting - NARPM Gives Back - TBD

July 27th - Panther Island Progress with Matt Aliver

August - No Meeting

September 28th - 7 Mistakes in Property Management - Chrysztyna Rowek AND  
General Elections for 2018

October 26th - Pot luck luncheon and National Convention overview

November - No Meeting

December 5th - Christmas Party

#### Alan Ellis – President Elect

- March Mold Madness Meeting – Who will the speakers be?
- April Social Event – need to line up what we are doing Soon.
- What will they do to us next? Legal Update – when will we do this meeting?
- 

Discussion – Other Open items?

Other Business?

Motion to adjourn meeting



National Association of Residential Property Managers  
 FORT WORTH / MID - CITIES CHAPTER

**Board Meeting March 2<sup>nd</sup> 10:00 am**

3000 Spring Valley Dr, Bedford, TX 76021 Deguire Properties Office

Call Meeting to Order

Executive Board:		
Debrah Dyck - President	Alan Ellis – President Elect	Brandon Bradford – Past Pres
Sheryl Machen - Secretary	Erin Landis - Treasurer	
Committee Chairs		
Amy Brown - Recognition	Kim Miller – Affiliates	Tony Sims - Legislative
Rob Kazen - Designations	Kate Team – Education	Crys Kelly - Marketing

Quorum present? Y/N –

Debrah Dyck – President

Introducing Rob Kazen – our new Designations Chair!!

Marketing Chair – Update on website research findings and congrats on first newsletter.  
 Discussion on ideas for future and next newsletters.

- Update on Education Classes both co-sponsored with Dallas – REMEMBER as an added bonus and because we committed to these classes at the Leadership session, we will receive (to split with Dallas) **50% of the NET profit for the events.**
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- Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm – Also will be held at Grapevine Metro-tex location. Change in teacher from Brian Birdy to Mike Mumford – new video released yesterday.

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Brandon Bradford – Past President

- Update on April event? Any info collected on Lonestar or Rangers?
- We have a new suggestion from Dallas – Debrah to pitch to the team and we need to make a decision.

Sheryl Machen

- Update on namebadges – scrap the idea?

Amy Brown

- Great job on recognizing new members! How many do we have to announce for this time? We have a few more that have joined, just waiting on payments.

Alan Ellis – President Elect

- March Mold Madness Meeting – Who will the speakers be?
- April Social Event – need to line up what we are doing Soon.
- What will they do to us next? Legal Update – when will we do this meeting?

Overview of 2017 Planned Meetings

**NEXT UPCOMING MEETING: March Mold Madness**

Discussion of what is needed for the meeting to be a HUGE success (group discussion of what you would like to see):

- We need to make sure that we share our goals for the year – 45 Professional Members And 25 affiliate members – 8 Designation Candidates and 4 Completed designations awarded in Florida.
- Alan to introduce the two speakers
- Want to advertise opportunities to get points for designations. Attending meetings
- Have the designation criteria and checklists available at the meeting. – Sheryl?  
Can just print from national website?

#### 2017 Calendar

**January 26th** - All Things Narpm - Regular General Session

**February 23rd** – Judge Casey Precinct 3 Eviction Pitfalls (Get those deadbeats OUT NOW).

**March 30th** - March Mold Madness

**April 27<sup>th</sup>** - Social event; either Rangers Game OR Lonestar Horse Races (TBD) with Dallas Chapter Invited as well.

**May 24th** - TX2 Vendor Luncheon (paid speaker TBD)

**June - No General Meeting** - NARPM Gives Back – TBD-CTL

**July 27th** - Panther Island Progress with Matt Aliver

**August - No Meeting**

September 14<sup>th</sup> - Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm Mike Mumford

September 28th - 7 Mistakes in Property Management - Chrysztyna Rowek AND General Elections for 2018

October 26th - Pot luck luncheon and National Convention overview

November - No Meeting

December 5th - Christmas Party

Discussion – Other Open items?

Other Business?

Motion to adjourn meeting



**National Association of Residential Property Managers**  
**F O R T W O R T H / M I D - C I T I E S C H A P T E R**

**Board Meeting May 4<sup>th</sup> 10:00 am**

**VIA CONFERENCE CALL: The number to call is:**

**1-712-432-0175 / 348690#**

Call Meeting to Order

Executive Board:		
Debrah Dyck - President	Alan Ellis – President Elect	Brandon Bradford – Past Pres
Sheryl Machen - Secretary	Erin Landis - Treasurer	
Committee Chairs		
Amy Brown - Recognition	Kim Miller – Affiliates	Tony Sims - Legislative
Rob Kazen - Designations	Kate Team – Education	Crys Kelly - Marketing

Quorum present? Y/N –

Debrah Dyck – President

- Update on April Cash Flow Class- Big success – 21 attendees!! We did pay for lunch so our “take” went down a bit this is still TBD. Should be no less than 400.00 (we got 50% of the 50%).
- NEXT CLASS – Need to start marketing - Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm – Also will be held at Grapevine Metro-tex location. Change in teacher from Brian Birdy to Mike Mumford – new video released yesterday.
- Elections in October – quick discussion of needed positions and let’s start talking this up.
- May TX2 Luncheon –

Update on Vendor Tables – How many sold – how many can we fit?

Erin – update on paid tables

Speaker has a copy of the flyer –

Program content proposed:

Networking from 11:00 to 11:30

Few general announcements 11:30 to 11:35

Speaker & Lunch Service 11:35 to 12:15 (ish)

More great networking and Giveaways 12:15 until 1:30 or when everyone leaves.

Need someone to be the “giveaway” coordinator. Debrah has emailed all vendors to make sure they bring giveaways and to really think about them.

- Do we want to try out Chef’s Point in Watauga for our meeting July 27th - Panther Island Progress with Matt Aliver – zero

Designations Chair – Rob Kazen – you know what we gotta do!!!

Marketing Chair – Crys Kelly - Discussion on where/how to promote May TX2 Vendor Luncheon

1. ARBOR WHO?
2. GFWAR WHO?
3. Email blast all inactive NARPM members?
4. Other ideas?

Is it too soon to start marketing our next education class?

Erin Landis - Treasurer’s Report – please email the following reports to all board members at least 48 hours before the meeting: Balance Sheet, P & L Year to date.

- Dues invoices
- Credit cards – when is meeting scheduled to get new ones for those who can now sign. Delete cards for Angela Gonzales.
- How many paid professional / affiliate members do we have so far? GOAL 45 professional members and 25 affiliates.
- Presentation of Financials<sub>[DD1]</sub>
- #Paid vendor tables
- Prepare check for speaker – please call him to see how he wants it to be made out
- Status of Tax Return submission

Kim Miller - Affiliate Chair

Brandon Bradford – Past President

- Great job on Lonestar event! How many did we have? Can you bring a list?  
Thank you!

Sheryl Machen

- Thanks for doing namebadges – let's keep them out for all meetings.

Amy Brown

- New members this month?

Alan Ellis RMP – President Elect

Congratulations!!

Overview of 2017 Planned Meetings

2017 Calendar

**January 26th** - All Things Narpm - Regular General Session

**February 23rd** – Judge Casey Precinct 3 Eviction Pitfalls (Get those deadbeats OUT NOW).

**March 30th** - March Mold Madness

**April - Social event** Lonestar Horse Races April 26<sup>th</sup> with Dallas Chapter Invited as well.

**May 13<sup>th</sup> social event** Golf Mixer with Dallas 2:30 to 8:00 pm

**May 24th** - TX2 Vendor Luncheon /Donnie Boivine from Sales Mastery Consultants

**June** - No General Meeting - NARPM Gives Back – TBD-Proposed invite to Center for Transforming Lives “private donation day”.

**July 27th** - Panther Island Progress with Matt Aliver

**August - No Meeting**

**September 14<sup>th</sup>** - Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm Mike Mumford

**September 28th** - 7 Mistakes in Property Management - Chrysztyna Rowek AND General Elections for 2018

**October 26th** - Pot luck luncheon and National Convention overview

**November - No Meeting**

**December 5th - Christmas Party**

Discussion – Other Open items?

Other Business?

Motion to adjourn meeting



**National Association of Residential Property Managers**  
**F O R T W O R T H / M I D - C I T I E S C H A P T E R**

**Board Meeting June 1<sup>st</sup> 10:00 am**

**VIA CONFERENCE CALL: The number to call is:**

**[1-712-432-0175](tel:1-712-432-0175) / 348690#**

Call Meeting to Order

Executive Board:		
Debrah Dyck - President	Alan Ellis – President Elect	Brandon Bradford – Past Pres
Sheryl Machen - Secretary	Erin Landis - Treasurer	
Committee Chairs		
Amy Brown - Recognition	Kim Miller – Affiliates	Tony Sims - Legislative
Rob Kazen - Designations	Kate Team – Education	Crys Kelly - Marketing

Quorum present? Y/N –

Debrah Dyck – President

- May meeting great success!! Thanks to all. Quick Financial overview. Discussion of Woodhaven “stepping up”...
- NEXT CLASS – Need to start marketing - Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm – Also will be held at Grapevine Metro-tex location. Change in teacher from Brian Birdy to Mike Mumford – new video released yesterday.
- Elections in October – Need to send out a call for Nomination Committee.
- June 29<sup>th</sup> – NARPM gives back – see flyer attached and it is ready and queued up for delivery this morning. You may have already gotten it...

- Chef's Point in Watauga is set up for our meeting July 27th - Panther Island Progress with Matt Aliver – will someone call to confirm and let him know the change in venue
- Cancellation of **September 28th** - 7 Mistakes in Property Management - Chrysztyna Rowek AND General Elections for 2018 – Need to start brainstorming now about a replacement.

Designations Chair – Rob Kazen – Any way we can get the progress of those that are pursuing their designations? We can get the list...you can promote the September class to the members.

Marketing Chair – Crys Kelly - Discussion on where/how to promote NARPM gives back and July Luncheon  
Next newsletter??

Erin Landis - Treasurer's Report – please email the following reports to all board members at least 48 hours before the meeting: Balance Sheet, P & L Year to date.

- Dues invoices
- Credit cards – when is meeting scheduled to get new ones for those who can now sign. Delete cards for Angela Gonzales.
- How many paid professional / affiliate members do we have so far? GOAL 45 professional members and 25 affiliates.
- **Presentation of Financials**[DD1]

Kim Miller - Affiliate Chair

Brandon Bradford – Past President

- Christmas party – preliminary discussion
- Insurance payment

Sheryl Machen

- Update name badges for July meeting.

Amy Brown

- New members this month?

Alan Ellis RMP – President Elect

## Overview of 2017 Planned Meetings

### 2017 Calendar

**January 26th** - All Things Narpm - Regular General Session

**February 23rd** – Judge Casey Precinct 3 Eviction Pitfalls (Get those deadbeats OUT NOW).

**March 30th** - March Mold Madness

**April - Social event** Lonestar Horse Races April 26<sup>th</sup> with Dallas Chapter Invited as well.

**May 13<sup>th</sup> social event** Golf Mixer with Dallas 2:30 to 8:00 pm

**May 24th** - TX2 Vendor Luncheon /Donnie Boivine from Sales Mastery Consultants

**June** - No General Meeting - NARPM Gives Back – TBD-Proposed invite to Center for Transforming Lives “private donation day”.

**July 27th** – Breakfast meeting at 9:00 am - Panther Island Progress with Matt Aliver – Chef Point Restaurant – North Richland Hills

**August - No Meeting**

**September 14<sup>th</sup> SPONSORED Education Class** - Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm Mike Mumford

**September 28th** – Breakfast Meeting 9:00 am - TBA – Woodhaven Country Club

**October 26th** - Pot luck luncheon and National Convention overview

**November - No Meeting**

**December 5th - Christmas Party (additional ticket price, charity event)**

Discussion – Other Open items?

Other Business?

Motion to adjourn meeting



**National Association of Residential Property Managers**  
**F O R T W O R T H / M I D - C I T I E S C H A P T E R**

**Board Meeting July 27<sup>th</sup> 8:00 am**

**Via Meeting at Chef Point prior to July General Meeting**

Call Meeting to Order

Executive Board:		
Debrah Dyck - President	Alan Ellis – President Elect	Brandon Bradford – Past Pres
Sheryl Machen - Secretary	Erin Landis - Treasurer	
Committee Chairs		
Amy Brown - Recognition	Kim Miller – Affiliates	Tony Sims - Legislative
Rob Kazen - Designations	Kate Team – Education	Crys Kelly - Marketing

Quorum present? Y/N –

Debrah Dyck – President

- June Charity event – thanks to all who supported, Crys and Erin for being there and Erin for bringing guests!!
- We officially have 5 registered for our class – would be nice to have a few more. Will announce at the meeting. We have it going out to both boards in their newsletters and National is doing a great job promoting to members as well. - Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm – Also will be held at Grapevine Metro-tex location. new video released yesterday.
- I will go to help set up but I am not taking the class. We have a volunteer for both breakfast and lunch donations.
- Brandon Bradford – Past President – If Brandon is not present, we need to talk about who will help out with planning as he has indicated that he will not be fulfilling his responsibilities through the end of the year. The by laws say that any vacated position

will then be filled by the president elect. I will now ask that Alan step up to fill the void of Brandon's position. I do not think that we need to re-fill this position at this time. Does anyone else have another comment or alternate idea?

- Christmas party – preliminary discussion – Alan, can you get with Brandon and see where he left off? It is coming to the point that we need to book a location.
- Elections in September to be announced in October and installed in December – Since the outgoing president is in charge of the nominating committee, I have sent out the original notice of request for nominees (so far no responses). Past president is supposed to be on the committee. And I am to appoint two more. Since Brandon has stepped down (or we think he has), we will need someone to co-chair the nominating committee. I would like to
- We need a speaker for September. Any ideas?

Erin Landis - Treasurer's Report – please email the following reports to all board members at least 48 hours before the meeting: Balance Sheet, P & L Year to date.

- Annual directors insurance is paid.
- Dues invoices
- Credit cards – when is meeting scheduled to get new ones for those who can now sign. Delete cards for Angela Gonzales.
- How many paid professional / affiliate members do we have so far? GOAL 45 professional members and 25 affiliates.
- Presentation of Financials<sup>[DD1]</sup>

Sheryl Machen

Amy Brown

- New members this month?

Alan Ellis RMP – President Elect

## Overview of 2017 Planned Meetings

### 2017 Calendar

**January 26th** - All Things Narpm - Regular General Session

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**March 30th** - March Mold Madness

**April - Social event** Lonestar Horse Races April 26<sup>th</sup> with Dallas Chapter Invited as well.

**May 13<sup>th</sup> social event** Golf Mixer with Dallas 2:30 to 8:00 pm

**May 24th** - TX2 Vendor Luncheon /Donnie Bovine from Sales Mastery Consultants

**June** - No General Meeting - NARPM Gives Back – TBD-Proposed invite to Center for Transforming Lives “private donation day”.

**July 27th** – Breakfast meeting at 9:00 am - Panther Island Progress with Matt Aliver – Chef Point Restaurant – North Richland Hills

**August - No Meeting**

**September 14<sup>th</sup> SPONSORED Education Class** - Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm Mike Mumford

**September 28th** – Breakfast Meeting 9:00 am - TBA – Woodhaven Country Club

**October 26th** - Pot luck luncheon and National Convention overview

**November - No Meeting**

**December 5th - Christmas Party (additional ticket price, charity event)**

### Discussion – Other Open items?

1. Leadership Training – We put in our budget to send both President Elect for 2018 and 2019 to the leadership training and it is coming up November 14<sup>th</sup>. Total cost will be two airfare which we will try to get these booked quickly and one night of hotel for Crys.
2. Other Business? Vote to add the following to our Bylaws. Treasurer elect is a new position.

### Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 5 officers as follows:

1. President: The president shall:
  - a. Be the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.

- c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
- d. Sign all legal documents.
- e. Undertake responsibility for such other activities as deemed appropriate by the committee.
- f. Shall ensure the completion of all documentation required by the National Association.
- g. Serve a term of one year commencing with the beginning of the new calendar year.
- h. Must be a Professional Member of the Chapter.
- i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.

2. President-Elect: The president-elect shall:

- a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
- b. Fulfill the responsibilities of the president during his/her absence.
- c. Replace the president at the end of the fiscal year.
- d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
- e. Undertake other activities as are deemed appropriate by the president.
- f. Serve a term of one year commencing with the beginning of the calendar year.
- g. Must be a Professional Member of the Chapter.

3. Secretary: The secretary shall:

- a. Maintain current chapter membership records to coincide with the national association's membership database.
- b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
- c. File all federal, state and local reports as needed.
- d. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - e. Serve a term of one year commencing with the beginning of the calendar year.

- f. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from chapter account(s).
- b. Distribute annual renewal notices for chapter dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the committee upon request.
- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter.

4. Treasurer Elect

- a. Shadow the Treasurer in all functions.
- b. Assist with all responsibilities to learn the annual procedures to be ready and able to take over in the next term.
- c. Serve a one-year elect position with the following year moving into the Treasurer position.
- d. Undertake responsibility for other such activities as deemed appropriate by the committee.
- e. Must be a Professional member of the chapter.
- f. Continue to enhance the operations manual for the treasurer position by taking copious notes and helping to write best practices systems for the chapter.

5. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing with the beginning of the calendar year.

Motion to adjourn meeting



**National Association of Residential Property Managers**  
**F O R T W O R T H / M I D - C I T I E S C H A P T E R**

**Board Meeting Sept. 15<sup>th</sup> 10:00 am**

**Amy Brown's office Helen Painter**

2242 Forest Park Blvd, Fort Worth, TX 76110

Call Meeting to Order

Executive Board:		
Debrah Dyck - President	Alan Ellis – President Elect	Brandon Bradford – Past Pres
Sheryl Machen - Secretary	Erin Landis - Treasurer	
Committee Chairs		
Amy Brown - Recognition	Kim Miller – Affiliates	Tony Sims - Legislative
Rob Kazen - Designations	Kate Team – Education	Crys Kelly - Marketing

Quorum present? Y/N –

Debrah Dyck – President

- Elections coming up – Debrah will get survey out today.  
President 2018 – Alan Ellis  
President Elect – Crys Kelly  
Secretary – Amy Brown  
Treasurer – Erin Landis  
Treasurer elect – Robert Boot  
Past President – Debrah Dyck

I got the treasurer elect approved via National.

- We had 11 people attend the class Managing Homes & Small Investments Sept 14, 2017 8 am to 5 pm – They were ALL from Dallas, so very glad that we co-oped with them. What do you think the reasons are that nobody from our group registered?
- Christmas party –Update? Are we booked?

- Leadership is booked and paid for. Both Alan and Crys are going! This is going to be great for our chapter.

Erin Landis - Treasurer's Report – please email the following reports to all board members at least 48 hours before the meeting: Balance Sheet, P & L Year to date.

- How many paid professional / affiliate members do we have so far? GOAL 45 professional members and 25 affiliates.
- **Presentation of Financials**[DD1]

Sheryl Machen

Amy Brown

- New members this month?

Alan Ellis RMP – President Elect

Upcoming Meeting – September 28<sup>th</sup> – Alan will be leading this meeting as I will be out of town sadly.

## **Preparing or these words, “I’m leaving the company.”**

if you have ever been blindsided by these words you need to come and hear how our guest speaker safeguards his companies and prepares for employee change and turnover.

Kenneth Jennings is the CEO and owner of Mr. Rekey and Owner of Onsite Decal. Kenneth has started over 45 businesses in his career. You don't want to miss his engaging insight into this hot topic.

On Thursday September 28<sup>th</sup>, 2017, we welcome Kenneth Jennings as our guest speaker.

Currently, most known for Mr Rekey the nation's largest residential locksmith company and Onsite Decal, the largest producer of emergency vehicle graphics In the USA.

He has been featured on CNN and on Fox money with Charles Paine. He has been included as an author in two best selling books, "climb" and "footsteps of the fearless".

He has also been a Narpm member for 15 years and is currently a member in some dozen chapters across the country.

Overview of 2017 Planned Meetings

2017 Calendar

**January 26th** - All Things Narpm - Regular General Session

**February 23rd** – Judge Casey Precinct 3 Eviction Pitfalls (Get those deadbeats OUT NOW).

**March 30th** - March Mold Madness

**April - Social event** Lonestar Horse Races April 26<sup>th</sup> with Dallas Chapter Invited as well.

**May 13<sup>th</sup> social event** Golf Mixer with Dallas 2:30 to 8:00 pm

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**June** - No General Meeting - NARPM Gives Back – TBD-Proposed invite to Center for Transforming Lives “private donation day”.

**July 27th** – Breakfast meeting at 9:00 am - Panther Island Progress with Matt Aliver – Chef Point Restaurant – North Richland Hills

**August - No Meeting**

**September 14<sup>th</sup> SPONSORED Education Class** - Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm Mike Mumford

**September 28th** – Breakfast Meeting 9:00 am - TBA – Woodhaven Country Club

**October 26th** - Pot luck luncheon and National Convention overview

**November - No Meeting**

**December 5th - Christmas Party (additional ticket price, charity event)**

Discussion – Other Open items?

1. Leadership Training – We put in our budget to send both President Elect for 2018 and 2019 to the leadership training and it is coming up November 14<sup>th</sup>. Total cost will be two airfare which we will try to get these booked quickly and one night of hotel for Crys.
2. Other Business? Vote to add the following to our Bylaws. Treasurer elect is a new position.

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  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.

- f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.
  - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. President-Elect: The president-elect shall:
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  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Replace the president at the end of the fiscal year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
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  - f. Serve a term of one year commencing with the beginning of the calendar year.
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  - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
  - c. File all federal, state and local reports as needed.
  - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
    - e. Serve a term of one year commencing with the beginning of the calendar year.
  - f. Must be a Professional Member of the Chapter.
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- a. Be a signatory for all funds withdrawn from chapter account(s).

- b. Distribute annual renewal notices for chapter dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the committee upon request.
- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter.

#### 4. Treasurer Elect

- a. Shadow the Treasurer in all functions.
- b. Assist with all responsibilities to learn the annual procedures to be ready and able to take over in the next term.
- c. Serve a one-year elect position with the following year moving into the Treasurer position.
- d. Undertake responsibility for other such activities as deemed appropriate by the committee.
- e. Must be a Professional member of the chapter.
- f. Continue to enhance the operations manual for the treasurer position by taking copious notes and helping to write best practices systems for the chapter.

#### 5. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing with the beginning of the calendar year.

Motion to adjourn meeting



**National Association of Residential Property Managers**  
**F O R T W O R T H / M I D - C I T I E S C H A P T E R**

**Board Meeting Monday October 16<sup>th</sup> 10:00 am**

**Via Conference Call**  
**605-468-8011 PIN: 348690#**

Call Meeting to Order

<b>Executive Board:</b>		
Debrah Dyck - President	Alan Ellis – President Elect	Brandon Bradford – Past Pres
Sheryl Machen - Secretary	Erin Landis - Treasurer	
<b>Committee Chairs</b>		
Amy Brown - Recognition	Kim Miller – Affiliates	Tony Sims - Legislative
Rob Kazen - Designations	Kate Team – Education	Crys Kelly - Marketing

Quorum present? Y/N –

Debrah Dyck – President

NARPM Pac donations – Omaha Steak Gift Certificate that we have left over from last year. \$100.00, and already purchased.

Sheryl Machen/ Crys Kelly - Christmas party –Update? Are we booked?

Leadership is booked and paid for. Both Alan and Crys are going! This is going to be great for our chapter.

Reminder about our 2018 Strategic Planning Session November 30<sup>th</sup> from 9:00 am to 3:00 pm at Alan Ellis' office: 3000 Spring Valley Dr, Bedford, TX 76021

Erin Landis - Treasurer's Report – please email the following reports to all board members at least 48 hours before the meeting: Balance Sheet, P & L Year to date.

- How many paid professional / affiliate members do we have so far? GOAL 45 professional members and 25 affiliates.
- **Presentation of Financials**<sub>[DD1]</sub>

Amy Brown

- New members this month?

Alan Ellis RMP – President Elect

Upcoming Meeting – October 26<sup>th</sup> – Overview of NARPM National Convention

Overview of 2017 Planned Meetings

**LAST Event for 2017:**

**December 5th - Christmas Party (additional ticket price, charity event)**



National Association of Residential Property Managers

FORT WORTH/MID CITIES CHAPTER

## Minutes for Strategic Planning Meeting for 2018

November 30, 2018

Rattikin Title, 4536 Hartwood Dr, Ft Worth 76109

Present:	Dustin Abbert	Robert Boot	Amy Brown (1/2 day)
	Debrah Dyck	Alan Ellis	Brian Johnson
	Rob Kazen	Crys Kelly	Erin Landis
	Brandon Myles	Tony Sims	Mary Katherine Spalding

Meeting called to order at 9:09 am.

Welcome from Alan Ellis. Crys and Alan went to the National Leader Training in St. Louis. NARPM National will now pay for 2 leaders per chapter to attend this training.

Introduction of attendees.

Alan invited all members to have frank discussions during board meetings and stressed the importance of being one voice as we leave the meeting.

Mission of NARPM provides resources for residential property management professionals who desire to learn, grow and build relationships.

Vision of NARPM will be the recognized leader in residential property management industry.

Chapter Focus: Get "InVolved".

We should make all new members feel welcome and visit with them at the meetings. Ask about them and find out how we can help them and ask them to get involved.

### **New Member Goals for 2018:**

- Professional: 75 (2016: 45 members, 2017: 58 members)
- Affiliate: 35 (2016: 18 members, 2017: 31 members)
- Support: 5

Company memberships, to mirror NARPM's new national policy, were discussed but no decision reached by the board at this meeting. For now we will continue with our current local policy and revisit as demand requires.

How do we achieve these goals?

- Provide quality reasons for people to join – education, relatable information, forums.
- Share why it is important to be a member of NARPM as a property manager
- Coordinate and become involved with GFWAR Property Management Committee
- Share with potential members about their access to networking resources and vendors
- Advertise that all NARPM courses will count as CE credits for TREC licensees.

How do we re-involve former members that have dropped out?

- Be consistent with meeting dates and times
- Survey members

**Designation Goals for 2018 and Education Awareness:**

- New Candidates: 15
- New Designations: 5
- Add opportunity for Designees to explain how their designation has helped them in their career
- Ethics class: March 28, 2018 9a-12p – Addison Conference Mark Kreditor

**Dues and Other Income for 2018:**

1. Professional member dues
2. Affiliate member dues
3. Support Staff member dues
4. Guest/non-member fees
5. Chapter Grants
6. Affiliate Fair – TX2 Outstanding in 2017
7. Sponsor a 6-hour education class – Chapter gets 25% of profits

**Budget:**

- Financials were emailed to Alan and Board
- Need to get mail key and credit cards from Brandon
- Fun-raising and Fundraising

**Proposed 2018 Meetings and Board Meetings:**

- January 5 – Board meeting 10am (conference call)
- January 25 – General meeting 9-10:30am
- February 6-7 – Education classes/February 8-9 Texas Style Conference – Austin Marriott South
- February 22 (?) – Board Meeting 10am – location TBD
- March 22 – General meeting 9-10:30am – Industry Technology
- April – Social Event
- April 27 (?) – Board Meeting 10am – location TBD

- May 24 – General Meeting 9-10:30am
- June 14(?) – Board Meeting to finalize TX2 – 10am (conference call)
- June 28 – TX2 Vendor Fair and luncheon
- July 26 – General Meeting 9-10:30am
- August 23 (?) – Board Meeting 10am Location TBD
- Sept 27 – General Meeting 9-10:30am
- October 17-20<sup>th</sup> – 30<sup>th</sup> Annual National Conference and Trade Show. Loews Coronado Bay Resort, San Diego, CA Education 16-17, meeting 18-20<sup>th</sup>
- Nov 29 – General Meeting 9-10:30am
- Dec 4 – Christmas Party

The board decided to keep our General Meetings at Woodhaven for 2018.

#### **Speaker ideas:**

- City rep
- County eviction judge
- Trinity River Vision
- CPA – saving money on taxes (try to schedule for Jan 25<sup>th</sup>)
- Industry technology – March meeting

#### **Chapter Webpage**

- The national webpage isn't kept updated – it is managed by National .org so any changes are sent to them and we wait for them to make the changes.
- Need to verify the national provided page can work with paypal

#### **Communications/Marketing**

- Remind people to keep Ethics training up to date

Respectfully submitted,  
 Amy Brown  
 NARPM/FWMC Secretary



National Association of Residential Property Managers  

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FORT WORTH / MID - CITIES CHAPTER

**Board Meeting January 5<sup>th</sup> 10:00 am – GOTOMEETING**

**\*\*attendees are welcome to come to Debrah's office at 3000 Race Street as well.**

Call Meeting to Order

Quorum present? Y/N – List names in attendance here:

Debrah Dyck – President

- Update on Education Classes both co-sponsored with Dallas – REMEMBER as an added bonus and because we committed to these classes at the Leadership session, we will receive (to split with Dallas) **50% of the NET profit for the events.**
  - Cash Flow Analysis April 10<sup>th</sup> from 9 am to 4 pm at Grapevine Metro-tex 1681 W. Northwest Hwy, Grapevine, TX  
Members on or before 30 days pricing is 195.00  
Non-members \$295.00  
RMP/MPM Designees - \$100.00 (this is a HUGE incentive for us to push for our membership to sign up for designations).
  - Managing Single Family Homes & Small Investments Sept 14, 2017 8 am to 5 pm – Also will be held at Grapevine Metro-tex location.

Erin Landis - Treasurer's Report – please email the following reports to all board members at least 48 hours before the meeting: Balance Sheet, P & L Year to date. (Share screen with Erin)

- Dues invoices
- Any update on Christmas Party?
- Credit cards – when is meeting scheduled to get new ones for those who can now sign. Delete cards for Angela Gonzales.
- How many paid professional / affiliate members do we have so far? **GOAL 45 professional members and 25 affiliates.**
- Presentation of Financials<sub>[DD1]</sub>

Kim Miller - Affiliate Chair

- Presentation of 2017 Vendor Sponsorship Offerings – need to get an approval so that we can send out to all Vendors.

Brandon Bradford – Past President

- FW/MidCitiesnarpm.org website update – just beginning. Getting membership and
- Update on April event? Any info collected on Lonestar or Rangers?
- Post office box back up and running? How can we keep this from happening every year?
- 

Sheryl Machen

- Can you purchase plastic name badges and create name tags for all PAID members? We can make an announcement at every meeting to remind them to turn them back in and you can stand at the door and collect. Feel like this is the ONLY way that we will be able to track those that are not members.

Overview of 2017 Planned Meetings

NEXT UPCOMING MEETING:

Discussion of what is going to happen:

Discussion of what is needed for the meeting to be a HUGE success (group discussion of what you would like to see):

- We need to make sure we overview a sneak peak of the year
- We need to make sure that we share our goals for the year – 45 Professional Members And 25 affiliate members – 8 Designation Candidates and 4 Completed designations awarded in Florida.
- We need to introduce NEW members – Amy Brown recognitions – what format? Do we ask them to write a small snippet of them and their business and have Amy read it?
- Name badges for those that have already paid, with their designations listed? We can ask them to turn them back in at the end of the meeting.
- Debrah to get with Greg Doerig and make sure he is prepared to talk about designations. Have him talk about the way that you submit your applications now. (Scheduled a call with him next week)
- Have the designation criteria and checklists available at the meeting. – Sheryl? Can just print from national website?

What other things should we stress for ALL THINGS NARPM?  
Get points for your butt in this chair. Were tracking you now!!!

## 2017 Calendar

January 26th - All Things Narpm - Regular General Session

February 23rd – Judge Casey Precinct 3 Eviction Pitfalls (Get those deadbeats OUT NOW).

March 30th - March Mold Madness

April - Social event; either Rangers Game OR Lonestar Horse Races (TBD) with Dallas Chapter Invited as well.

May 25th - TX2 Vendor Luncheon (paid speaker TBD)

June - No General Meeting - NARPM Gives Back - TBD

July 27th - Panther Island Progress with Matt Aliver

August - No Meeting

September 28th - 7 Mistakes in Property Management - Chrysztyna Rowek AND General Elections for 2018

October 26th - Pot luck luncheon and National Convention overview

November - No Meeting

December 5th - Christmas Party

What will they do to us next? Legal Update

Alan Ellis – President Elect

- Overview of what has been done regarding January Meeting – Greg Doerig is confirmed that he will be here to help present “All Things Narpm” focusing specifically on Designations.
- Announcement Out?
- February Meeting – Who will the speaker be? We discussed having a paid speaker?

Discussion – Other Open items?

Other Business?

Motion to adjourn meeting



## National Association of Residential Property Managers

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### F O R T W O R T H / M I D - C I T I E S C H A P T E R

#### **Board Meeting December 15<sup>th</sup> 10:00 am – GOTOMEETING**

Call Meeting to Order

Quorum present? Y/N

Erin Landis - Treasurer's Report – please email the following reports to all board members at least 48 hours before the meeting: Balance Sheet, P & L Year to date.

- Dues invoices
- Please be ready with a presentation of the Christmas party income and expenses. Talk about what worked, what didn't
- Discussion and approval of 2017 budget
- Credit cards – schedule a meeting to get new ones for those who can now sign. Delete cards for Angela Gonzales.

Kim Miller - Affiliate Chair

- Update on progress of 2017 Affiliate Membership and Sponsorship Packages – may not be completed.

Brandon Bradford – Past President

- FW/MidCitiesnarpm.org website update
- Next Year's Christmas Party – December 5<sup>th</sup> – Plan?

Overview of 2017 Planned Meetings

2017 Calendar

January 26th - All Things Narpm - Regular General Session

February 23rd - What will they do to us next? Legal Update

March 30th - March Mold Madness

April - Social event; either Rangers Game OR Lonestar Horse Races (TBD) with Dallas Chapter Invited as well.

May 25th - TX2 Vendor Luncheon (paid speaker TBD)

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July 27th - Panther Island Progress with Matt Aliver

August - No Meeting

September 28th - 7 Mistakes in Property Management - Chrysztyna Rowek AND  
General Elections for 2018  
October 26th - Pot luck luncheon and National Convention overview  
November - No Meeting  
December 5th - Christmas Party

Alan Ellis – President Elect

- Overview of what has been done regarding January Meeting – Greg Doerig is confirmed that he will be here to help present “All Things Narpm” focusing specifically on Designations.
- Announcement Out?
- February Meeting – Who will the speaker be? We discussed having a paid speaker?

Debrah Dyck – President

- Update on Education Class for April

Discussion – Other Open items?

Other Business?

Motion to adjourn meeting

## **March**

**Board Meeting Date** to prepare for March Meeting March 2<sup>nd</sup> at 10:00 am / Method: Face to face or call in to conference line at Alan Elis' office 3000 Spring Valley Dr, Bedford, TX 76021

### **March General Session Meeting Date – March 30th**

Session Time and Food? Breakfast

Session Meeting Topic: March Mold Madness – Mike Machen and one other representative from

Session Meeting Speaker: Mike Machen and one other representative from

## **April**

**Board Meeting Date – April 6<sup>th</sup> at 10:00 am**

### **April General Session Meeting Date – Social Event – Lonestar Park with Dallas Chapter**

Session Time and Food? TBD

Session Meeting Topic: FUN

Session Meeting Speaker: N/A

## **MAY**

**Board Meeting Date / Method: May 4<sup>th</sup> 10:00 am Location -**

### **May General Session Meeting Date – WEDNESDAY May 24<sup>th</sup> TX2 Vendor Luncheon and Power Speaker**

Session Time and Food?

Session Meeting Topic:

Session Meeting Speaker:

## **JUNE**

**Board Meeting Date / Method: June 1<sup>st</sup> FTF / GTM – Location -**

### **No Meeting - June General Session Meeting - Idea NARPM gives back?**

**Center for Transforming Lives tour? At CTL - 512 W 4th St, Fort Worth, TX 76102**

Session Time and Food? TBD

Session Meeting Topic: Members can familiarize themselves with the ways that CTL gives back to the community and a women's clothes drive? STILL WORKING on this.

Session Meeting Speaker: Speakers from CTL

## **JULY**

Board Meeting Date / Method: July 6<sup>th</sup> 10:00 am – Location -

**July General Session Meeting Date – 27<sup>th</sup> Panther Island Progress with Matt Aliver**

Session Time and Food?

Session Meeting Topic: Panther Island Progress

Session Meeting Speaker: Matt Aliver

## **August**

No Board Meeting Date / Method: August 3<sup>rd</sup> FTF / GTM – Location -

**NO Meeting - Get out slate of candidates for 2018 / Survey Monkey – Crys Kelly to help?**

Session Time and Food?

Session Meeting Topic:

Session Meeting Speaker:

## **September**

Board Meeting Date / Method: September 7<sup>th</sup> FTF / GTM – Location

**September General Session Meeting Date – 28<sup>th</sup> General Elections for 2018 and Chrystyna Rowek**

Session Time and Food?

Session Meeting Topic: 7 Mistakes in Property Management

Session Meeting Speaker: Chrystyna Rowek

## **October**

Board Meeting Date / Method: October 5<sup>th</sup> – FTF / GTM – Location

**October General Session Meeting Date – 26<sup>th</sup>**

Session Time and Food? - Pot luck luncheon and National Convention overview

Session Meeting Topic: Board Election results and – National Conference Overview

Session Meeting Speaker: General Members

## **November**

Board Meeting Date / Method: November 2<sup>nd</sup> – FTF / GTM – Location – discussion of Christmas party and ceremony to induct new leadership

### **November – No meeting**

Board Meeting Date / Method:

---

**December Christmas Party Date –December 5<sup>th</sup> – TBD**

### 2017 Calendar

January 26th - All Things Narpm - Regular General Session

February 23rd – Judge Casey Precinct 3 Eviction Pitfalls (Get those deadbeats OUT NOW).

March 30th - March Mold Madness

April - Social event; either Rangers Game OR Lonestar Horse Races (TBD) with Dallas Chapter Invited as well.

May 25th - TX2 Vendor Luncheon (paid speaker TBD)

June - No General Meeting - NARPM Gives Back - TBD

July 27th - Panther Island Progress with Matt Aliver

August - No Meeting

September 28th - 7 Mistakes in Property Management - Chryszyna Rowek AND General Elections for 2018

October 26th - Pot luck luncheon and National Convention overview

November - No Meeting

December 5th - Christmas Party



## National Association of Residential Property Managers

### F O R T W O R T H / M I D - C I T I E S C H A P T E R

October 26th, 2017

**9:00 AM Welcome – to our October General Membership Meeting**

**Debrah Dyck**

**READ:**

**Mission of NARPM** is to provide resources for residential property management professionals who desire to learn, grow and build relationships.

**Vision is that NARPM** will be the recognized **leaders** in residential property management industry.

**Room Introductions**

**Debrah Dyck**

**Swearing in of 2018 Board of Directors**

**Tony Sims**

- President Elect – Crys Kelly
- Treasurer – Erin Landis
- Treasurer Elect – Robert Boot
- Secretary – Amy Brown
- President 2018 – Alan Ellis
- Immediate Past President – Debrah Dyck

We had 13 of our members in attendance at the National Conference last week (Sharing)

**Conference Attendees**

Quick Pitch

**Kim Miller**

**Introduce our Christmas Party and give details:**

**Sheryl Machen and Crys Kelly**

**Vendor Drawings/Giveaways**

**Kim Miller**

**Conclude Meeting**

**Debrah Dyck**

Create better surveys faster. Upgrade to add users and get team collaboration tools. [View pricing »](#)

# Fort Worth/Mid Cities NARPM 2018 Election Ballot



SUMMARY → DESIGN SURVEY → COLLECT RESPONSES → **ANALYZE RESULTS**

**CURRENT VIEW** ? ^

+ FILTER + COMPARE + SHOW

**No rules applied** ?

Rules allow you to **FILTER**, **COMPARE** and **SHOW** results to see trends and patterns.

[Learn more »](#)

**SAVED VIEWS (1)** ? ^

**Original View** (No rules applied) ...

+ Save As

**EXPORTS** ? v

**SHARED DATA** ? ^

**No shared data**

Sharing allows you to share your survey results with others. You can share all data, a saved view, or a single question summary.

[Learn more »](#)

+ Share All

RESPONDENTS: 13 of 13

Export All v

**QUESTION SUMMARIES** DATA TRENDS INDIVIDUAL RESPONSES

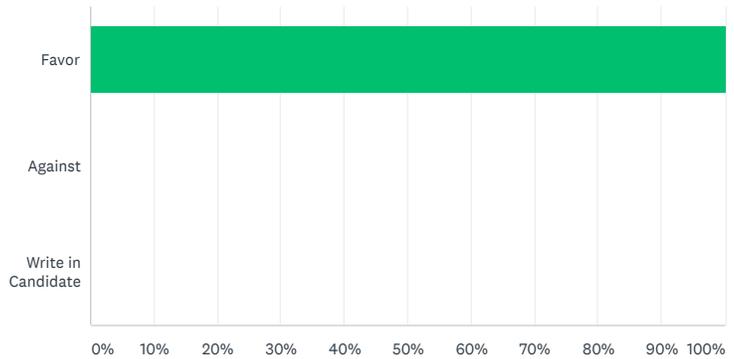
Page 1: Please choose from the following candidates to serve on the Fort Worth/Mid Cities NarpM Chapter 2018

Q1

Customiz

President Elect - Crys Kelly (Keller Williams Dow Property Management) - Choose one

Answered: 13 Skipped: 0



ANSWER CHOICES

RESPONSES

Favor	100.00%
Against	0.00%
Write in Candidate	Responses 0.00%

TOTAL

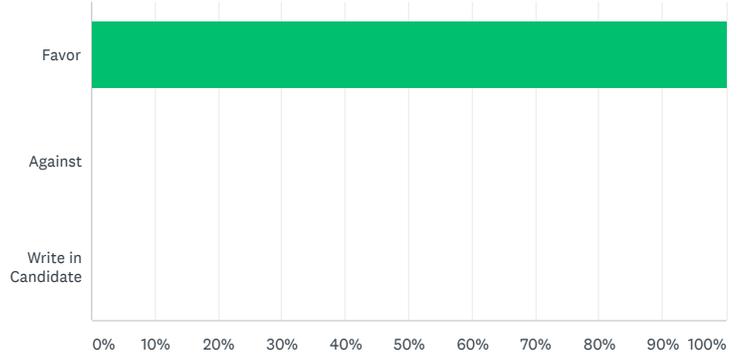
Q2

Customiz

Treasurer - Erin Landis (Moxie Property Management) - Choose one

Answered: 13 Skipped: 0





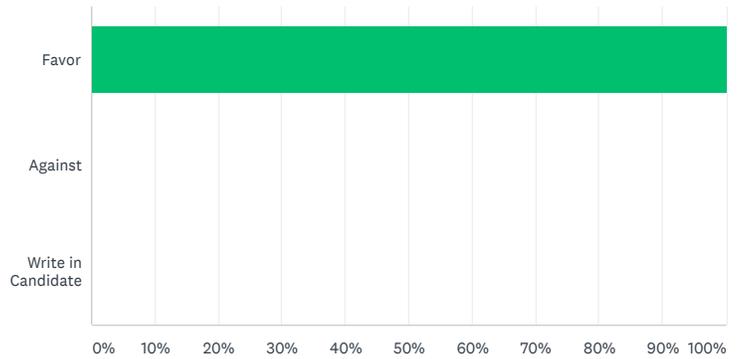
ANSWER CHOICES	RESPONSES
▼ Favor	100.00%
▼ Against	0.00%
▼ Write in Candidate	Responses 0.00%
TOTAL	

Q3

Customiz

Treasurer Elect - Robert Boot (Century 21 Property Management) - (one

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Favor	100.00%
▼ Against	0.00%
▼ Write in Candidate	Responses 0.00%
TOTAL	

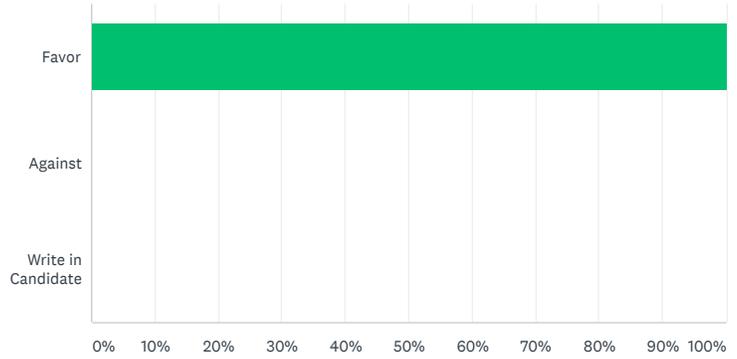
Q4

Customiz

Secretary - Amy Brown (Helen Painter) - Choose one

Answered: 13 Skipped: 0





ANSWER CHOICES	RESPONSES
▼ Favor	100.00%
▼ Against	0.00%
▼ Write in Candidate	<a href="#">Responses</a> 0.00%
TOTAL	

ENGLISH

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Copyright © 1999-2017 SurveyMonkey



	<b>Budget</b>	<b>Actual</b>
<b>Income</b>		
Discounts	0.00	
<b>DUES</b>		
Affiliate Members	7,875.00	
Professional Members	5,625.00	
Support Staff Members	225.00	
<b>Total DUES</b>	<b>\$ 13,725.00</b>	
<b>EVENT ADMISSIONS</b>		
Christmas Party	2,500.00	
General Meeting Non-Member, recurring/employee	50.00	
Education Classes (April / September with Dallas)	250.00	
Social Events	2,000.00	
<b>Total EVENT ADMISSIONS</b>	<b>\$ 4,800.00</b>	
<b>NARPM GRANTS</b>		
Regional Conf		
Attendance at Chapter Leadership	500.00	
Membership Grant	500.00	
Retention Bonus	750.00	
<b>Total NARPM GRANTS</b>	<b>\$ 1,750.00</b>	
Refunds-Allowances	0.00	
<b>SPONSORSHIPS</b>		
Educational Events	500.00	
Christmas Party		
Global Sponsorship	1,250.00	
Pick 2 Sponsorship		
Social Events		
TX2 Booth	1,300.00	
<b>Total SPONSORSHIPS</b>	<b>\$ 3,050.00</b>	
Uncategorized Income	0.00	
<b>Total Income</b>	<b>\$ 23,325.00</b>	
<b>Gross Profit</b>	<b>\$ 23,325.00</b>	
<b>Expenses</b>		
<b>ADMINISTRATIVE</b>		
Awards/Plaques	600.00	
Office/General Administrative Expenses	350.00	
QuickBooks/Intuit	300.00	
<b>Total ADMINISTRATIVE</b>	<b>\$ 1,250.00</b>	
Bad Debts	0.00	
Bank Charges	12.00	
PayPal Fees	450.00	
<b>Total Bank Charges</b>	<b>\$ 462.00</b>	
<b>Dues &amp; Subscriptions</b>		
Officer Conference (Leadership & National) Airfare	1,800.00	
<b>Total Dues &amp; Conference Expense for Officer</b>	<b>\$ 1,800.00</b>	

<b>GIFTS</b>		
Charitable Contributions	500.00	
Regional Conference		
<b>Total GIFTS</b>	<b>\$ 500.00</b>	
<b>Marketing</b>		
Insurance	1,050.00	
GFWAR Affiliate Sponsorships	300.00	
<b>Total MARKETING</b>	<b>\$ 1,350.00</b>	
<b>MEETINGS - Board</b>		
Food & Drink	300.00	
<b>Total MEETINGS - Board</b>	<b>\$ 300.00</b>	
<b>MEETINGS - General</b>	7,000.00	
Meetings - speaker fees	2,000.00	
<b>Total General MEETINGS</b>	<b>9,000.00</b>	
Other General and Admin Expenses		
<b>SPECIAL EVENTS</b>		
Christmas Party		
Entertainment	1,500.00	
Food & Drink	1,750.00	
Room Rental	500.00	
Decor, etc		
<b>Total Christmas Party</b>	<b>\$ 3,750.00</b>	
Conference/Convention	500.00	
TAR Convention		
<b>Total Conference/Convention</b>	<b>\$ 500.00</b>	
Educational		
2017 Classes		
Instructor Travel Expense		
<b>Total Educational</b>	<b>\$ 0.00</b>	
Social	2,000.00	
Food & Drink		
Room Rental		
<b>Total Social</b>	<b>\$ 2,000.00</b>	
LTC class		
TX2 Expense	2,000.00	
<b>Total SPECIAL EVENTS</b>	<b>\$ 8,250.00</b>	
Travel		
<b>Total Expenses</b>	<b>\$ 22,912.00</b>	
<b>Net Operating Income</b>	<b>\$ 413.00</b>	
<b>Other Expenses</b>		
Reconciliation Discrepancies		
<b>Total Other Expenses</b>		
<b>Net Other Income</b>	<b>\$ 0.00</b>	
<b>Net Income</b>	<b>\$ 413.00</b>	

# FWMC Chapter of NARPM

## PROFIT AND LOSS

January - December 2017

	TOTAL
Income	
Christmas Donations from Members	430.00
DUES	
Affiliate Members	3,556.25
Professional Members	1,887.50
Support Staff Members	112.50
<b>Total DUES</b>	<b>5,556.25</b>
EVENT ADMISSIONS	
Christmas Party	3,295.00
General Meeting Non-Member, recurring/employee	50.00
Social Events	1,800.00
<b>Total EVENT ADMISSIONS</b>	<b>5,145.00</b>
NARPM GRANTS & INCENTIVES	
Attendance at Chapter Leadership	500.00
Membership Grant	500.00
Retention Bonus	530.00
<b>Total NARPM GRANTS &amp; INCENTIVES</b>	<b>1,530.00</b>
SPONSORSHIPS	
Educational Events	250.00
Global Sponsorship	990.00
TX2 Booth	900.00
TX2 Booth & Membership	850.00
<b>Total SPONSORSHIPS</b>	<b>2,990.00</b>
<b>Total Income</b>	<b>\$15,651.25</b>
<b>GROSS PROFIT</b>	<b>\$15,651.25</b>
Expenses	
ADMINISTRATIVE	
Awards/Plaques	226.69
Office/General Administrative Expenses	677.00
Postage/Shipping	3.00
QuickBooks/Intuit	267.96
<b>Total ADMINISTRATIVE</b>	<b>1,174.65</b>
Bank Charges	
PayPal Fees	448.62
<b>Total Bank Charges</b>	<b>448.62</b>
Designation Scholarship	250.00
GIFTS	
Charitable Contributions	1,500.00
<b>Total GIFTS</b>	<b>1,500.00</b>
Insurance	1,030.00
Meals and Entertainment	116.15

	TOTAL
MEETINGS - General	
Food & Drink	6,261.71
Speaker Fee	500.00
<b>Total MEETINGS - General</b>	<b>6,761.71</b>
National Conference, Chapter President	670.00
SPECIAL EVENTS	
Christmas Party	106.88
Entertainment	550.00
Food & Drink	1,306.52
Room Rental	350.00
<b>Total Christmas Party</b>	<b>2,313.40</b>
Educational	-281.07
Social	155.36
Food & Drink	1,900.05
<b>Total Social</b>	<b>2,055.41</b>
<b>Total SPECIAL EVENTS</b>	<b>4,087.74</b>
Travel	516.82
<b>Total Expenses</b>	<b>\$16,555.69</b>
NET OPERATING INCOME	<b>\$ -904.44</b>
NET INCOME	<b>\$ -904.44</b>

# Franchise Tax

## 2017 Annual No Tax Due Report

Confirmation

You Have Filed Successfully

Please do NOT send a paper form

[Print this page for your records](#)

**Submission ID: 36474955**

**Date and Time of Filing:** 05/03/2017 10:04:45 PM

**Taxpayer ID:** 17526574128

**Taxpayer Name:** FT. WORTH/MID CITIES CHAPTER OF THE NATIONAL ASSOC

**Taxpayer Address:** 4101 W GREEN OAKS BLVD STE 305 C/O STE 8208-121 ARLINGTON, TX 76016 - 6800

**Entered By:** Erin Landis

**Email Address:** rtpm2012@gmail.com

**Telephone Number:** (817) 637-2327

**IP Address:** 99.182.27.59

### Additional Reports

Is this the reporting entity of a combined group?	No
Do any of the entities in the combined group have a temporary business loss preserved?	No
Will your total revenue be adjusted for the Tiered Partnership Election?	No

### No Tax Due Report

SIC Code:	NAICS Code:
Accounting Year Begin Date: 01/01/2016	Accounting Year End Date: 12/31/2016
Is this a passive entity as defined in Chapter 171 of the Texas Tax Code?	No
Is this entity's annualized total revenue below the no tax due threshold?	Yes
Does the entity have zero Texas Gross Receipts?	No
Is this entity a Real Estate Investment Trust (REIT) that meets the qualifications specified in section 171.0002(c)(4)?	No
Is this entity a New Veteran-Owned Business as defined in Texas Tax Code Sec. 171.0005?	No
Total Revenue:	\$18,151

Mailing Address changed. A request to modify the mailing address on record will be submitted.

### Mailing Address

Street Address: 4101 W GREEN OAKS BLVD STE 305  
 City: ARLINGTON  
 State: TX  
 Zip Code: 76016 - 6800  
 Country: USA

### Public Information Report

#### Taxpayer

Taxpayer Name: FT. WORTH/MID CITIES CHAPTER OF THE NATIONAL ASSOC  
 Taxpayer Number: 17526574128  
 SOS File Number or Comptroller File Number: 0135154801  
 Mailing Address: 4101 W GREEN OAKS BLVD STE 305  
 ARLINGTON, TX 76016-6800  
 Principal Office: 4101 W GREEN OAKS BLVD STE 305 ARLINGTON, TX 76016  
 Principal Place Of Business: 4101 W GREEN OAKS BLVD STE 305 ARLINGTON, TX 76016  
 Changes from previous year?: Yes

#### Officers, Directors, Managers, Member or General Partner

Name: Alan Ellis

Title: President Elect	Director? Yes	Term Expiration Date: 12/31/2017	
Mailing Address: 3000 Spring Valley Dr. Bedford, TX 76021			
Name: SHERY I MACHEN			
Title: Secretary	Director? Yes	Term Expiration Date: 12/31/2017	
Mailing Address: 2415 AVENUE J, STE 100 ARLINGTON, TX 76006			
Name: DEBRAH DYCK			
Title: President	Director? Yes	Term Expiration Date: 12/31/2017	
Mailing Address: 5601 BRIDGE ST, STE 504 FORT WORTH, TX 76112			
Name: Erin Landis			
Title: Treasurer	Director? Yes	Term Expiration Date: 12/31/2017	
Mailing Address: 2131 North Collins St, Ste 433-330 Arlington, TX 76011			
<b>Owned Entity(s)</b>			
<b>Owned Entity(s)</b>	<b>State of Formation</b>	<b>TX SOS File #</b>	<b>Percentage of Ownership</b>
None entered.			
<b>Owners</b>			
<b>Owned Entity(s)</b>	<b>State of Formation</b>	<b>TX SOS File #</b>	<b>Percentage of Ownership</b>
None entered.			
<b>Registered Agent and Office</b>			
Agent: Erin Landis Office: 4101 W GREEN OAKS BLVD STE 305 Arlington, TX 76016-6800			
<b>Declaration Statement</b>			
I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief, as of the submission date, and that a copy of this information has been mailed to each person named in this section who is an officer, director or manager and who is not currently employed by this, or a related, corporation or limited liability company.			

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 [File for Another Taxpayer](#)

Form **990-N****Electronic Notice (e-Postcard)**

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service**for Tax-Exempt Organization not Required to File Form 990 or 990-EZ****2016**

Open to Public Inspection

**A** For the **2016** Calendar year, or tax year beginning **2016-01-01** and ending **2016-12-31****B** Check if available **Terminated for Business** **Gross receipts are normally \$50,000 or less****C** Name of Organization: **FT WORTHMID CITIES CHAPTER OF  
THE NATIONAL ASSOCIATION OF****4101 W Green Oaks 305121,****Arlington, TX, US, 76016****D** Employee Identification  
Number **75-2657412****E** Website:**F** Name of Principal Officer: **Debrah Dyck****4101 W Green Oaks 305121,****Arlington, TX, US, 76016**

**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.

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