

Greater Kansas City Chapter of NARPM | MINUTES

Meeting date | time 11/9/17 | 3:00-4:00 | Meeting location *Phone conference*

Meeting called by	Jim Carlson	Jim Carlson
Type of meeting	Board Meeting	Scott Abbey
Facilitator	Jim Carlson	Kelley Catterson
Note taker	Caitlin Meehan	Kandy Meehan
Timekeeper	Jim Carlson	Caitlin Meehan

AGENDA TOPICS

Agenda topic *How did the last meeting go?*

Lots of people actually signed up with the vendor.
Lots of new faces, lots of new vendors.
Expecting more people for this month.

Action items	Person responsible	Deadline
Book the next event	Caitlin	11/10
Talk to vendors about handouts or prizes or something	Jim	Date time

Agenda topic *CPA working on the Tax items*

IRS site is down and the CPA is on hold.

Action items	Person responsible	Deadline
Reach out and get an update from the CPA	Scott	11/16

Agenda topic *New Members*

New members from Manhattan, and AUI are planning to join. They have not joined national as of the time of this meeting.

New member Heather Fox attended national convention!

Action items	Person responsible	Deadline
Ask National how we hear about new members	Jim	11/30
Topic 2	Presenter Name	Date time

Agenda topic *New Vendors*

New vendors: Morgan Miller, Summit Media Solutions, and Filter Easy.

Action items	Person responsible	Deadline
Keep inviting new companies!	All	none

Agenda topic *Designations*

Jim encourages everyone to apply for their RPM designation.

Agenda topic *Chapter Paperwork*

Jim and Kelley are checking into what paperwork we need to submit by the end of the year.

Agenda topic *Hosting an Education Class*

Risk management, maintenance company classes, owner relationships, marketing.

Overall the board is most interested in the classes not related to maintenance. Risk management is our favorite. April is not a good month because of Broker/Owner. Early May would be the best.

Action items	Person responsible	Deadline
Reach out to national to book the class	Jim	12/31/17

Agenda topic *Upcoming Meetings:*

November 16th

- Topic - Round Table recap of convention -
- FilterEasy will be presenting
- Speaker - Ask all attendees to pick one or more idea/topic to discuss for 5 min?

December - December 14

- Topic - Legal Issue Round Up - recently passed, up and coming
- Speaker - Bob Wise

January ideas: collection ideas, security deposit- Maybe Robert Locke? (Sp?)

February: Lever1 maybe talk on HR management or other helpful HR topics

March: Maintenance company topics Homee or maybe a panel of people

Action items	Person responsible	Deadline
Reach out to Robert about speaking	Jim	12/31/17

Action items	Person responsible	Deadline
Reach out to Lever 1 about speaking	Caitlin/Kandy	12/31/17
Think about who we could invite for March	All	12/31/17

-Close of meeting-

Greater Kansas City Chapter of NARPM | MINUTES

Meeting date | time 10/6/17 | 10:30 | Meeting location HRS Office

Meeting called by	Jim Carlson	Jim Carlson
Type of meeting	Board Meeting	Scott Abbey
Facilitator	Jim Carlson	Patrick Manza
Note taker	Caitlin Meehan	Caitlin Meehan
Timekeeper	None	Kandy Meehan
		Carrie Meehan

AGENDA TOPICS

Agenda topic *Last month's meeting-how did it go?*

- Most people have paid, many of the attendees were guests who were not charged.
- Reminder that annual dues are \$175 and lunches are \$35 each.
- 4 more vendors are coming to the next meeting.

Improvements:

- We should add name tags in different colors so that we know who is a vendor/member/guest and what their name is.
- We will try to set up a table at the front to collect payments and give out name tags.
- We will introduce our vendors (give them a chance to speak based on their affiliate level), and new attendees.

Action items	Person responsible	Deadline
Get name tags in different colors	Kandy	Oct 12 th
Set up table for check in at lunch	Membership/Pres	Oct 12 th
Introduce visitors/vendors	Jim	Oct 12 th

Agenda topic *Treasury report/discussion*

Jim will get necessary paperwork to Scott. Scott will deliver paperwork to the CPA. CPA will sort out what is needed for filing our postcard for past years and catch us up.

Action items	Person responsible	Deadline
Deliver paperwork as needed	Jim to Scott	Oct 31 st
Deliver paperwork to CPA	Scott	Oct 31 st

Agenda topic *Future Meetings*

October meeting next week on Social media.

November meeting-round table about convention topics.

December meeting- Board voted to move to the 14th to avoid the holiday. Meeting topic will be changes to laws and regulations of the year recap from Bob Wise.

Ideas for the future:

- Filter Easy wants to sponsor the November or other meeting. Jim is getting more details.
- Sponsor a meeting for another group like MAREI or landlords Inc to get the NARPM name out.
- 2 big events, whole or half day classes. National Speaker-Ask Greg for help.
- Out of Area member package. Video the meetings and offer them a discounted membership to view the meetings online after. Also ask them for help on committees and things once involved. Maybe try Facebook live?

Action items	Person responsible	Deadline
Set up Bob Wise as the speaker for December	Kelley	Nov 15 th
Mention the Dec date change to Members at meetings	Jim	Oct/Nov Meetings

Agenda topic NARPM PAC Gift for Silent Auction

Caitlin sent out ideas for gifts to take. The board approved Caitlin to select, purchase and deliver the gift to convention. Gift ideas were: external hard drive, Go Pro, wireless charging pad, Kindle, drone, noise canceling headphones, Amazon Alexa/Echo, Ring doorbell or smart lock.

Action items	Person responsible	Deadline
Purchase gift and take to convention	Caitlin	Oct 17 th

Agenda topic NARPM board meetings

The board decided to have meetings monthly. On the Even months we will meet in person at the HRS office. On odd months Scott will set up a phone conference. We will meet the 2nd Thursday of each month at 3pm.

Action items	Person responsible	Deadline
Board members attend meetings	All	none

Close of meeting. 11:30am

7 1/2 EAST WALL
P.O. BOX 469

DIEHL, BANWART, BOLTON, CPA'S, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
FORT SCOTT, KANSAS 66701

Telephone
620-223-4300

DATE 01/14/18

INVOICE: 129314

GREATER KC CHAPTER OF NARPM
1954 NW SOUTH OUTER ROAD
BLUE SPRINGS MO 64015

Please include your
account # 00KAN445 10
on your remittance.

FILING 990N FOR 12/31/16 AND 12/31/17

\$ 80.00

JAN 22 2018

NARPM

Table 1

Heart of America Chapter of NARPM					
Chapter Budget - 2018					
Income:					
Membership Dues	\$2,075				
Vendor Dues	\$1,400				
Lunch revenues	\$6,300				
Education Class	TBD				
Chapter Grant	TBD				
Other/Misc	TBD				
Total	\$9,775				
Expenses:					
Chapter lunch expenses	\$8,400				
Promotional Giveaways	\$2,200				
Banking expenses	\$400				
Tax/Finance expenses	\$150				
Flyers	\$250				
Misc	TBD				
Total	\$11,400				
Net Income/Loss	-\$1,625				
Carryover balance from previous year	\$7,312				
Projected EOY cash balance	\$5,687				



Jim Carlson <jmc293@gmail.com>

December NARPM Chapter Lunch

1 message

Jim Carlson <jim@onestoppm.com>
To: Jim@onestoppm.com

Mon, Dec 4, 2017 at 4:06 PM

SAVE THE DATE

Join us for our upcoming NARPM chapter lunch meeting on Thursday, December 14th at 11:30am at the Fogo de Chao restaurant on the Country Club Plaza. Our speaker will be Bob Wise, one of the most well-versed attorneys on landlord-tenant law in Missouri. Bob has contributed to our NARPM group in the past and he has been a terrific speaker and a wonderful asset to all who have attended. Bob will be sharing with us new and upcoming legislation pertaining to our industry. This is one of our best-attended events each year, don't miss it!

In addition to hearing Bob's comments, come learn from and discuss with our fellow NARPM members and supporting vendor affiliates - and be sure to invite other property managers or vendors who might benefit from the discussion and enjoy networking with our group.

For questions or to RSVP please email Jim@OneStopPM.com

Thank you!

Jim Carlson
Broker
One Stop Property Management, LLC
2018 President
Heart of America Chapter of NARPM
Email: Jim@OneStopPM.com
Office: [816-545-9008](tel:816-545-9008)
Fax: [866-817-4207](tel:866-817-4207)
Website: www.OneStopPM.com



Jim Carlson <jmc293@gmail.com>

October Chapter Lunch Meeting

1 message

Jim Carlson - NARPM <jim@onestoppm.com>
To: jmc293@gmail.com

Wed, Oct 4, 2017 at 1:40 PM

SAVE THE DATE

Join us for our upcoming NARPM chapter lunch meeting on Thursday, October 12th at 11:30am at the Fogo de Chao restaurant on the Country Club Plaza. Our guest speaker this month will be Sean Allison, from Summit Media Solutions to share with us information on how to market our businesses and manage our online reputations.

Whether we are actively growing our businesses, replacing business lost to attrition or simply trying to manage positive relationships with our owners and tenants, our online interaction with our clients is probably more important than we think. I recently had a conversation with a friend of mine who is a senior vice president for NTT Data Services (formerly Dell Services), and he shared with me that in the IT industry they are finding that companies have to completely re-tool every 18 months in order to stay relevant in the marketplace. While our businesses may not technically be in the IT industry, every business relies heavily on technology and our client base is using technology more and more to make decisions and form opinions about the companies they do business with. If we do not have a system in place to stay current in the online arena, our businesses will struggle.

Come learn and discuss with fellow NARPM members about this very important aspect of all our businesses - and be sure to invite other property managers or vendors who might benefit from the discussion and enjoy networking with our group.

For questions or to RSVP please email Jim@OneStopPM.com

Thank you!

Jim Carlson
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Website: www.OneStopPM.com



Jim Carlson <jmc293@gmail.com>

LOCAL KC NARPM CHAPTER PANEL DISCUSSION INVITATION

1 message

Scott Abbey <sabbey52@acuityholdings.com>

Wed, Feb 8, 2017 at 10:22 PM

Reply-To: sabbey52@acuityholdings.com

To: Jim@onestopppm.com



National Association of Residential Property Managers

GREATER KANSAS CITY NARPM CHAPTER INVITES YOU TO ATTEND

Hello Jim,

We have a great new year planned for our members. We are pursuing new formats, venues and greater value in the time you commit to attending.

Our upcoming panel discussion **February 16th at 4pm - 6pm** will cover topics that impact all property managers. Food will served with refreshments.

Nearly all property managers have faced situations where we have to manage a major event at a property that requires extraordinary response efforts.

Our panel speakers are experts in their respective field:

Mark Pearcy of American Family Insurance has been an agent for 21 years. He has lived in the Northland for 15 years, is married and the father of twin 16 year old daughters. Mark is known as a "hands-on" agent, helping his clients through every step of a claim no matter what the nature. Once a claim is submitted with the claims department, Mark is notified and he then contacts the customer to help guide them through every step. Mark will guide us through the process of submitting a claim for a disaster, managing the owner's portion of the insurance claim as well as the tenants. He will also help property managers understand their role when disaster strikes at a property they manage.

Brain Dillon of Dog Gone Mold and his canine helpers provide mold inspection and mitigation services. Mason and Mason Junior are beagles whose noses do the detective work for Dillon's company, which specializes in the detection and treatment of mold in residences around the metropolitan area. Dillon, a Shawnee resident, started his company four years ago after spending as many years in the industry working for another firm. Dog Gone Mold has six employees including two inspectors and crews who come in to get rid of the mold — mitigation work, in the industry's terms.

Brandon Smith, of Repairs Unlimited, Inc, of Merriam Kansas provides fire and water restoration services. Since 1985, Repairs Unlimited have been a leader in restoring homes and businesses quickly and professionally. Repairs Unlimited's staff of experts is trained to quickly identify and stabilize the serious damage that goes beyond drywall, carpet and paint.

These three panelists can provide information about solving major events affecting a property that could save you and your client money and help mitigate risk.

Join us **February 16th at 4pm - 6pm** at the RE/MAX Regional Training Facility located at **2860 Kendallwood Parkway, Kansas City MO 64119**.

Food and beverages will be available. Event Cost \$10 per person collected at the event.

Please reply letting us know you are going to attend. Please indicate the number of people that will be in attendance.

We look forward to seeing you for this valuable discussion.

Thank you,

Scott Abbey
VP Greater KC NARPM Chapter



Oz
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Building Wealth Through Real Estate
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SCOTT ABBEY
BROKER/PRESIDENT

CELL: 913.638.5690
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sabbey52@aplacelikehome.com
www.aplacelikehome.com





Jim Carlson <jmc293@gmail.com>

NARPM - November Chapter Meeting - Save the Date

1 message

Jim Carlson <jim@onestoppm.com>

Thu, Nov 2, 2017 at 12:44 PM

To: Ryan Parks <ryan@emeraldpropertymanagement.com>, Missy Greene <missy@reecenichols.com>, info@ai4homes.com, Andrew Felker <AFelker@chinnery.com>, Sean Allison <sean@summitmediasolutions.com>, Brother Bob Miskimmins <bobmisk@floydrbrownpcpa.com>, "Percy, Mark A" <MPEARCY@amfam.com>, Sara McFarland <sara@homeondemand.com>, "E. Michelle Garcia" <michelle.garcia@kw.com>, L Donald Huelson <dhuelson@huelsonlawfirm.com>, James Carollo AandB <james@aandbk.com>, Nickdickerson <nickdickerson5101@yahoo.com>

SAVE THE DATE

Join us for our upcoming NARPM chapter lunch meeting on Thursday, November 16th at 11:30am at the Fogo de Chao restaurant on the Country Club Plaza. We will be sharing ideas from last month's NARPM National Convention and Tradeshow in Orlando. Not everyone can attend every event every year, so we like to bring ideas back to our local chapter and share. Please bring one or more ideas you learned at the convention last month, or bring an idea from a previous convention or national event you've attended, or if you've never attended a NARPM national event, come join in the discussion and get excited to go next year!

Continuing education, best practices, industry trends, market forecasts, new revenue streams, how to grow your business, employee nurturing, team building, navigating our current legal landscape, reducing liability, reducing costs, business continuity planning, marketing ideas, technology/resources for our industry, and more. These are just some of the topics discussed at national events and why we keep coming back.

Come learn from and discuss with our fellow NARPM members and supporting vendor affiliates - and be sure to invite other property managers or vendors who might benefit from the discussion and enjoy networking with our group.

For questions or to RSVP please email Jim@OneStopPM.com

Thank you!

Jim Carlson
Broker
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Website: www.OneStopPM.com

Chapter Board Meeting Agenda

September 13th - 3:00pm - 4:30pm
Kandy/Caitlin's office

Special Guest: Greg Doering, RVP

- Welcome
- **Reports**
 - Review of assignments from past meeting
 - Treasurer's Report - major income/expenses, dues collection, budget issues, etc . .
 - Membership Committee Report - new members (PM & Affiliate). Update on incentives, programs. Need approval for bronze/silver/gold levels
 - Does anyone know the brokers at CJ or Voepel personally and would be willing to invite them to our chapter meeting?
- **Chapter Business**
 - Finalize Board of Directors - define job descriptions, leadership training, set up elections
 - Gift for PAC silent auction
 - Out of area chapter members - how to serve them
 - Set recurring date for future BOD meetings - in person? on phone?
- **Upcoming Chapter Meetings**
 - September 21st
 - Topic - Rental licensing statutes
 - Speaker - Michelle Winberry
 - We need to put together a bio?
 - Notes -
 - we will have 3 vendor affiliates in attendance who perform rental inspections for city of Independence and participated in the design process of that statute
 - October - date?? change to 10/12 because of Annual Convention?
 - Topic - Marketing your business and managing your online reputation
 - Speaker -
 - Shawn from Summit Marketing has offered - other suggestions for speakers or vendor affiliates?
 - Notes -
 - November 16th
 - Topic - Round Table recap of convention? Or something else?
 - Speaker - TBD
 - Notes
 - December - date?? change to 12/14?
 - Topic
 - Speaker
 - Notes
 - Future date when Greg Doering can come speak to a chapter meeting?

Closing

Chapter Board Meeting Agenda

Thursday, Dec. 7th, 2017
In-Person Meeting

- Welcome
- **Reports**
 - Review of last lunch meeting - thoughts? How can we improve?
 - Treasurer's Report - major income/expenses, dues collection, budget issues, etc . .
 - Tax filing - Scott
 - Membership Committee Report - new members (PM & Affiliate). Update on incentives, programs.
 - Regina and Ryan from Emerald PM in Manhattan said they were joining
 - Rene & group from AUI said they were joining
 - Vendor Affiliates Report - New vendor members
 - Morgan Miller Plumbing
 - Summit Media Solutions
 - FilterEasy
 - Homee
 - Blue Rain Roofing
 - Above & Beyond Contracting
- **Chapter Business**
 - Chapter paperwork due in February
 - We need to select another education class to host
 - File for a chapter grant
 - We need printed programs for lunch meetings with vendor logos on back
- **Upcoming Chapter Meetings**
 - December - December 14 - Fogo reserved?
 - Topic - Legal Issue Round Up - recently passed, up and coming
 - Speaker - Bob Wise
 - Notes
 - January 18th
 - Topic -
 - Speaker -
 - Notes -
 - February 15th
 - Topic -
 - Speaker -
 - Notes -
 -

Closing



Jim Carlson <jmc293@gmail.com>

RE: NARPM Chapter Lunch - September 21 at Fogo de Chao

1 message

Chris Lengquist <chris@adastrarealty.com>
To: jim@onestoppm.com, AdAstraRealty@yahoo.com

Thu, Sep 7, 2017 at 9:11 AM

Jim,

I will be there and I believe a new member in our office, Heather Fox, will be there. I cannot remember, are we "actual" members of the local chapter? I don't think I've ever fully understood the additional info from the national chapter. Let me know by email or phone. We haven't spoken in a while so a conversation might be fun, anyway.

Thanks!

Real Estate Sales, Investments & Management
I'm here to help
@KCInvestments on twitter

Chris Lengquist

Ad Astra Realty, Inc

2011 E Crossroads Ln #305, Olathe, KS 66062

O 913-815-3473 M 913-568-1579

chris@adastrarealty.comwww.AdAstraRealty.comwww.kcpropertymanager.comwww.bbqcapital.com

-----Original Message-----

Date: 2017-09-05 10:47:05**From:** jim@onestoppm.com**To:** chris@adastrarealty.com**Subject:** NARPM Chapter Lunch - September 21 at Fogo de Chao**Save the Date!****Thursday, September 21, 2017****11:30am**

Join us for our upcoming NARPMA chapter lunch meeting on September 21st at the Fogo de Chao

restaurant on the Country Club Plaza. A We will be holding elections for the 2018 chapter board positions as well as discussing the rental licensing programs recently implemented, expanded and/or proposed by the city of Independence, Kansas City, MO and other communities in the metro. A A

For those not yet familiar with this issue, many cities in the area have, or will soon, put into placeA city licensing programs for landlords and investors, requiring registration of the rental property, additional fees and fines, as well as inspection requirements. A The city of Independence recently expanded their program to include inspections and additional fees and Kansas City, MO is pushingA for a ballot measure on a similar program. A There are a lot of questions and concerns about these programs, their impact on investor activity in our market, and the logistics of helping our clients remain in compliance. A There is [a great opinion article on the subject from our friends over at MAREI](#), that I would invite you to read. A

If rental licensing and city-required inspections of rental property hasn't hit your coverage areaA yet, it probably will soon. A Come learn and discuss with fellow NARPM members about this program and ways each of us can participate in the legislative process and manage our businesses through the changing legal landscape. A

For questions or to RSVP please email Jim@OneStopPM.comA

A



NARPM Chapter Email

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UPGRADE

CREATE SURVEY

jim@onestoppm.com

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NARPM Chapter Elections



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

SAVE AS ▼

CURRENT VIEW ⓘ ^

+ FILTER + COMPARE + SHOW

Filter or segment your data. ⓘ

- Filter by Question and Answer >
- Filter by Collector >
- Filter by Completeness >
- Filter by Time Period >
- Filter by Respondent Metadata >
- Filter by A/B Test >

CANCEL

SAVED VIEWS (1) ⓘ ▼

EXPORTS ⓘ ▼

SHARED DATA ⓘ ▼

RESPONDENTS: 5 of 5

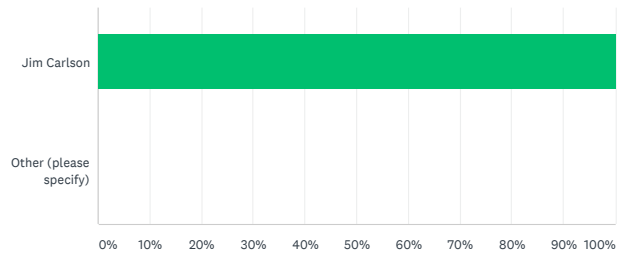
QUESTION SUMMARIES DATA TRENDS INDIVIDUAL RESPONSES

Page 1: 2018 Chapter Board of Directors Election

Q1 For President

Customize Export ▼

Answered: 5 Skipped: 0

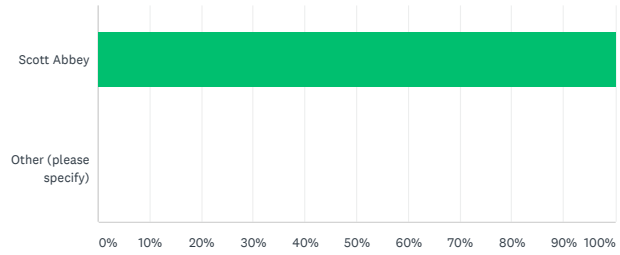


ANSWER CHOICES	RESPONSES	
Jim Carlson	100.00%	5
Other (please specify)	Responses 0.00%	0
TOTAL		5

Q2 Vice President

Customize Export ▼

Answered: 5 Skipped: 0



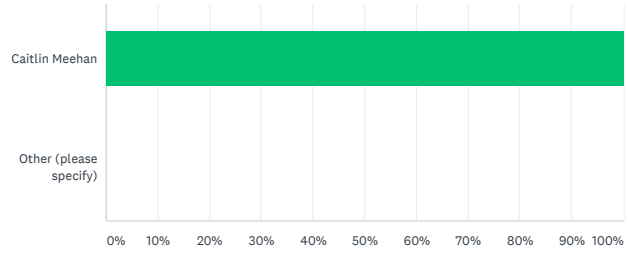
ANSWER CHOICES	RESPONSES	
Scott Abbey	100.00%	5
Other (please specify)	Responses 0.00%	0
TOTAL		5

Q3

Customize Export ▼

Secretary

Answered: 5 Skipped: 0



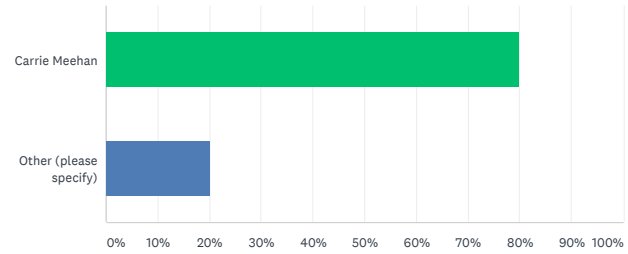
ANSWER CHOICES	RESPONSES	
▼ Caitlin Meehan	100.00%	5
▼ Other (please specify)	Responses 0.00%	0
TOTAL		5

Q4

Customize Export

Treasurer

Answered: 5 Skipped: 0



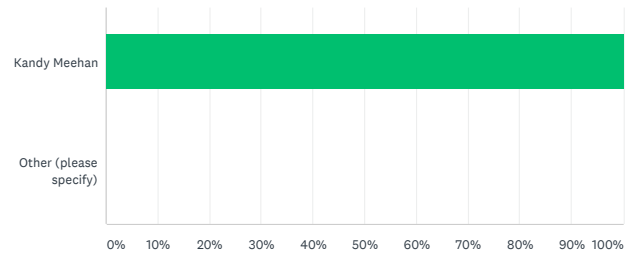
ANSWER CHOICES	RESPONSES	
▼ Carrie Meehan	80.00%	4
▼ Other (please specify)	Responses 20.00%	1
TOTAL		5

Q5

Customize Export

Membership Committee Chair

Answered: 5 Skipped: 0



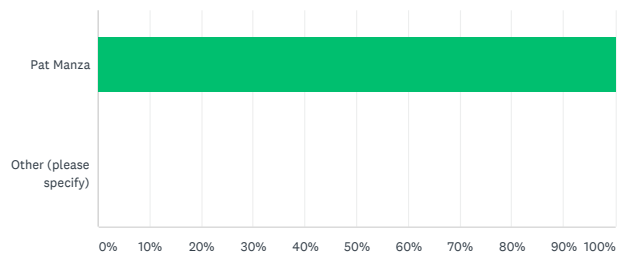
ANSWER CHOICES	RESPONSES	
TOTAL		5

ANSWER CHOICES	RESPONSES	
▼ Kandy Meehan	100.00%	5
▼ Other (please specify)	Responses 0.00%	0
TOTAL		5

Q6
Affiliate Committee Chair

[Customize](#) [Export](#)

Answered: 5 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Pat Manza	100.00%	5
▼ Other (please specify)	Responses 0.00%	0
TOTAL		5

ENGLISH

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Table 1

Heart of America Chapter of NARPM				
2018 Chapter Officers and Committee Chairs				
President	Jim Carlson			
Vice President	Scott Abbey			
Secretary	Caitlin Meehan			
Treasurer	Carrie Meehand			
Membership Committee Chair	Kandy Meehan			
Vendor Relations Committee Chair	Pat Manza			
Past President	Kelley Catterson			

NARPM - Board meeting
1/18/17

1. NARPM sent us a check for \$300+ for renewing our members
2. February 16th meeting - speakers all set. Need bios
 1. HyVee catering - something simple. Kelly arranging
 2. \$25? fee for this activity
3. Panel discussion forum. Scenarios for each member to talk about. We need to have a spiel for guests and new members.
4. \$175 per member for annual chapter dues. Late after 2/28 for this year. Late fee?
5. Jim to get the credit card swipe tool
6. Drawings at this meeting - free lunch on current meeting if they bring a guest. Coupon
7. Collect business cards at meeting as attendance
8. Annual reward for the member who brings in the most new members.
9. NARPM willing to design thank you cards for us
10. Charity participation - tag along with national this year and do a local one down the road.
11. Committees: Membership, Programming, Vendors
12. Jim - pitch NARPM at the February meeting. Broker/Owner/National?
13. Conference call before Feb meeting. Th Feb 9th, 10am.
14. April 27th lunch meeting: small business development topic. Bob the attorney as speaker.
Location? -
15. June 15th is education date. Chapter lunch day before or after.