

Bylaws of
The Greater Richmond Chapter of
The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Greater Richmond Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the Greater Richmond, Tri-Cities and Central Virginia area.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the [insert geographic area, such as city, state, or regional area]

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Virginia.

1. The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be: Greater Richmond, Tri-Cities and Central Virginia

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, and Honorary Members

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory

licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section C: Support Staff

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter [choose one] shall/shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section I: Application by Professional, Associate, or Support Staff,-Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible-to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the [name of chapter] and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
 - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.

3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

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.
 - h. Notify all chapter members of upcoming meetings

 - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - k. Oversee the submission of Chapter reports including Chapter Excellence submission
 - l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.]
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.
6. 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.

ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the calendar year. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted **no later than the September** chapter meeting, or electronically **no later than the month of September**, if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the [Chapter Name] Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify **to the membership** those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
5. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
6. The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same.

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved.

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee **to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.**

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, **which must be no fewer than four (4) meetings annually.**

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

Section C: Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

Section A: Acknowledgment

A Chapter Charter is granted **by the National Association of Residential Property Managers, Inc.**, only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for

any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

ARTICLE IX: Financial Considerations

Section A: Calendar Year

The chapter's financial year shall be a calendar year.

Section B: Chapter Dues

A The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 30 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the [chapter name] Executive Committee or Board of Directors.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the ~~national association~~ **National Association of Residential Property Managers, Inc.**, for any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the **National Association of Residential Property Managers, Inc.**, at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the **National Association of Residential Property Managers, Inc.**, prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or effect of the remainder of these bylaws.

Section B: Waiver

No provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

Section C: Hold Harmless and Indemnify

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have

jurisdiction. Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

Section E: Dissolution

Should the membership vote by majority to dissolve the operations of the Greater Richmond Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.



Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** GREATER RICHMOND NARPM CHAPTER
- **EIN:** 383895280
- **Tax Year:** 2016
- **Tax Year Start Date:** 01-01-2016
- **Tax Year End Date:** 12-31-2016
- **Submission ID:** 10065520170590872635
- **Filing Status Date:** 02-28-2017
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

2017 Budget

The Greater Richmond NARPM® Chapter

Projected Income

Amount

• Affiliate Sponsor	\$375.00	5 sponsors
• Affiliate Member dues	\$2625.00	15 members at \$175.00
• Proceeds Edu Classes	\$750.00	
• 50/50 proceeds	\$300.00	
• Grants From National	\$500.00	
Total Projected Income	\$4550.00	

Projected Expenses

• Holiday social event	\$700.00	
• Board Regional Conference Scholarships	\$300.00	
• Chapter Regional conference scholarships	\$200.00	
• Board National conference scholarships	\$400.00	
• Chapter National conference scholarships	\$200.00	
• Board Broker Owner scholarships	\$300.00	
• Chapter broker Owner scholarships	\$100.00	
• Donation to charity	\$150.00	
• Marketing	\$200.00	
• Gift cards lunch for speakers	\$125.00	
• Miscellaneous/other	\$500.00	
• Software	\$120.00	
• Officer Travel	\$150.00	

Total Projected expenses

\$ 3445.00

Projected gain or loss

\$ 1105 gain

**Greater Richmond NARPM Chapter
Board of Directors Meeting, January 13, 2016**

BOD present: Tim Wehner -President, Lisa Williamson - Vice-President, Duke Dodson – past President, Katy Richards – Affiliate Chair, Joe Inge – Treasurer, Dianne Stanley, Elizabeth Cane and Windi Perrow

Call to 11:55 a.m.

- Approval of December 2015 BOD minutes.
- VA State NARPM Conference in VA Beach, 1/21-22.
- No January Chapter meeting due to Conference. Meeting rescheduled to 2/24.
- Dianne S. to contact Amy @ Hard Shell to change reservations.
- Elizabeth secured Mally Mason with Fair Housing as February Chapter Speaker.
- Need to line up speakers for 2016.
- Special BOD scheduled for 11:30 a.m. on 2/3, at Gather, 409 E. Main Street. Meeting is to assign BOD members new duties/positions for 2016. This meeting is MANDATORY. Lunch provided by Tim.
- Going forward, Secretary to send BOD meeting minutes to all BOD members the Friday following the meeting. This way, it gives BOD's a few weeks to accomplish assigned tasks agreed upon in the BOD meeting.
- Current Chapter By-Laws indicate BOD members cannot miss more than 2 BOD and/or Chapter meetings annually. By-Laws are being modified to allow BOD members to miss no more than 3 meetings annually, before risking removal from BOD.
- Joe to secure \$500.00 NARPM grant money for 2016 RAR Sponsorship.
- Katy to procure a box of NARPM brochures/applications to stock card rack at RAR monthly.

Meeting Adjourned 12:45

Greater Richmond NARPM Chapter

March 9, 2016

Rancho T Restaurant

BOD present: Lisa Williamson–Vice-President, Joe Inge-Treasurer, Danielle Kenny–Membership Chair, Diane Harring-Secretary, Windi Perrow– , Elizabeth Cane–Education Chair, Katy Richards-Affiliate Chair

Welcome and Call to Order

Vice-President Lisa Williamson called the meeting of the board of directors of The Greater Richmond Chapter of the National Association of Residential Property Managers to order at 11:39 am on 3/9/2016

Roll Call

Roll Call was given and a quorum was present at the meeting

Strategic/Industry Discussion

Treasurer's Report

- \$1850 balance in account

Committee Reports

- Education – Ethics class on schedule for May 25th 1-4 directly following chapter meeting
- Membership – Danielle will need help with membership committee over next year. Lisa Williamson will step in and help
- Affiliates – Katy distributed current list of affiliates and contact info
-

Consent Agenda

- None

Unfinished Business

- **Finalizing 2016 Calendar –**
 - Possible speakers – Gary Duda (Katy will check with), Richmond Apartment Owners Association (Lisa will check with), Chris Barret (Elizabeth will check with), Christina Martin with DPOR (Diane will check with), Fire Marshall (Lisa will check with)
 - Possible CE class in November taught by Mali
- 501(c) – Joe will check with National on how to do and will complete what is needed
- Chapter Excellence – Dianne Stanley is completing and will have done on time

New Business

- RAR Sponsorship – Katy will contact
 - Sponsor an upcoming property management class or broker class
- Membership Guests/Affiliate Guests –
 - 1 free visit, then they have to pay
 - Winnie (relayed by Elizabeth) will greet at table, hand out name tags, and collect \$10 guest fee
 - Everyone reach out to their vendors and invite to meeting
 - \$50 discount for first 5 property managers to join
 - Elizabeth will have Duke/Tim check with Tracy about Mr. Re-Key joining our chapter

- Motion was made and seconded to all of the above new business items. Motion carried

Discussion Items

None

Meeting Adjourned 12:24

Greater Richmond NARPM Chapter

April 13, 2016

Rancho T Restaurant

BOD present: Tim Wehner – President, Lisa Williamson–Vice-President, Danielle Kenny–Membership Chair, Diane Harring-Secretary, Elizabeth Cane–Education Chair, Katy Richards-Affiliate Chair

Guests present – Chet Fisher, Rick Nichols, Crystal Padgett

Welcome and Call to Order

President Tim Wehner called the meeting of the board of directors of The Greater Richmond Chapter of the National Association of Residential Property Managers to order at 11:45 am on 4/13/2016

Roll Call

Roll Call was given and a quorum was present at the meeting

Approval of Minutes from March 2016 Meeting

- Diane motioned, Danielle 2nd, all approved

President's Report

- Introduction of guests in attendance. They volunteered to come today in hopes to get new people on the board

Vice-President's Report

- Chapter meeting efficiency - Name tags, collect money at door. Chet and Diane will help Joe with selling raffle tickets and collecting business cards

Treasurer's Report

- By Tim – Waiting to see if grant from NARPM has come in and a few new affiliate deposits

Committee Reports

- Education – Gary Duda is on schedule for our May chapter meeting, Ethics class on schedule for May 25th 1-4 directly following chapter meeting. Windi will market (the NARPM website link is incorrect – will ask them to fix), Looking into fire department representatives (1 from each jurisdiction) to speak at a chapter meeting
- Membership –
- Affiliates – Katy emailed updated list yesterday. We have 12 paid affiliates. We need a plumber and a locksmith
-

Chapter Excellence

- It is complete and we are in compliance. We should achieve Chapter Excellence. Danielle will send out shared Dropbox folder so we can upload needed documents as we go through the year

Unfinished Business

- May 25th Meeting is all set and we have a sponsor. Everyone please send their information for the meeting ahead of time
- Finalizing 2016 Calendar
- Sponsorship at RAR – Katy and Danielle still working on. Trying to get into the rotation if materials on display, but hard because not much room

New Business

Discussion Items

None

Meeting Adjourned 12:40

Greater Richmond NARPM Chapter

May 11, 2016

Rancho T Restaurant

BOD present: Tim Wehner – President, Duke Dodson - Past President, Lisa Williamson–Vice-President, Diane Harrington–Secretary, Elizabeth Cane–Education Chair, Katy Richards–Affiliate Chair, Windi Perrow – Public Relations

Welcome and Call to Order

President Tim Wehner called the meeting of the board of directors of The Greater Richmond Chapter of the National Association of Residential Property Managers to order at 11:50 am on 5/11/2016

Roll Call

Roll Call was given and a quorum was present at the meeting

Approval of Minutes from March 2016 Meeting

- Katy motioned, Lisa 2nd, all approved

President's Report

Vice-President's Report

Treasurer's Report

- By Tim – \$2,000 balance in account. No outstanding checks. Have not heard if we received grant from NARPM, so we will assume we did not get it.

Committee Reports

- **Education**
 - Gary Duda is on schedule for our May 25th chapter meeting, Ethics class on schedule for May 25th 1-4 directly following chapter meeting. Dianne S has confirmed location is booked. Elizabeth will send another blast about the Ethics class.
 - Representatives from the different jurisdictions (Richmond, Henrico, and Chesterfield) are on schedule for July 27th chapter meeting.
 - Consider a possible Energy Conservation speaker for an upcoming chapter meeting.
 - It was recommended that we select our speakers/education in a format that will benefit our different groups and types of people (business owners, etc.)
- **Membership** –By Tim – No new updates. Dropbox account was set up by Danielle and has been shared. Please upload documents you are responsible for throughout the year.
- **Affiliates** –We have a few new possibilities who are considering joining
- **Public Relations** – Website is updates. Will share website link on Facebook. It is our turn on the RAR slide and Windi created a slide to display

Unfinished Business

- Guest at our April BOD meeting have indicated that they would like to get more involved in our chapter and would consider holding a board position

New Business

- State Conference 2017. Being held in Northern Virginia. Volunteers are needed. Please consider helping out

Discussion Items

None

Meeting Adjourned 12:31

Date: 6/8/16

Location: Rancho T's

Present: Danielle, Windi, Elizabeth, Dianne S, Katy, Joe, Tim, Duke, Lisa

Start time: 11:42am

End time: 1:00pm

- May board meeting minutes were approved, no objections
- Everyone hates the new menu at Rancho T's
- Christy, the new affiliate in the banking industry would like to help with education
- We decided against using electronic payment for chapter meetings due to complexity
- The Ethics class was a big hit, and the instructor was amazing, despite what that crazy old Ed Maynes cat had to say.
- The July 27th meeting is good to go. The 3 Fire Chiefs will be our speakers and Mr Rekey will be our Sponsor.
- Duke gave a fantastic 2017 board update and Tim complimented him in front of everyone.
- For the June 22 happy hour, we will have a food budget of \$200 and a booze budget of \$150. Lisa is very concerned about Duke drinking three drinks before everyone else gets their first.
- Tim asked everyone to get one person to help them with their committee
- We voted yes on name tags and Tim wept. Danielle will bring them with 2 sharpies.
- Lisa suggested that we alter the intro's at the beginning of chapter meetings to: recognize board, visitors and new members and then let vendors say something about themselves.
- We will explore other meeting venues. Dianne will inquire with Hard Shell about opening doors to increase the size of the room. Lisa will call the Westwood Club.
- For the next board meeting, we will go to Fat Dragon. If we like it, we'll stay there. Otherwise, we'll explore Melito's and others. Dianne S will call Fat Dragon.

Greater Richmond NARPM Chapter

July 13, 2016

Fat Dragon Restaurant

BOD present: Tim Wehner – President, Duke Dodson - Past President, Lisa Williamson–Vice-President, Joe Inge – Treasurer, Danielle Kenny – Membership, Diane Haring-Secretary, Elizabeth Cane–Education Chair, Katy Richards-Affiliate Chair, Windi Perrow – Public Relations

Welcome and Call to Order

President Tim Wehner called the meeting of the board of directors of The Greater Richmond Chapter of the National Association of Residential Property Managers to order at 11:49 am on 7/13/2016

Roll Call

Roll Call was given and a quorum was present at the meeting

Approval of Minutes from March 2016 Meeting

- Katy motioned, Lisa 2nd, all approved

President's Report

Vice-President's Report

Treasurer's Report

Committee Reports

- **Education**
 - July 27th chapter meeting is all set. Representatives from the different jurisdictions (Richmond, Henrico, and Chesterfield) are on schedule and Mr. Re-Key will be the sponsor. He is also joining as an affiliate. Joe will bring a camera to video tape and Danielle will be bringing nametags.
 - Future speakers and chapter meeting details are in the works.
- **Membership**
- **Affiliates**
- **Public Relations**

Unfinished Business

- New Board for 2017. Danielle Kenny has agreed to be put on ballot for president. Yay!

New Business

- Upcoming education event at RAR. Danielle sent out in an email a couple of weeks ago. Might be informative for those who want to attend.

Discussion Items

None

Meeting Adjourned 12:13

Greater Richmond NARPM Chapter

August 17, 2016

Pearl Raw Bar

BOD present: Tim Wehner – President, Duke Dodson - Past President, Lisa Williamson–Vice-President, Joe Inge – Treasurer, Danielle Kenny – Membership, Diane Haring-Secretary, Elizabeth Cane–Education Chair, Dianne Stanley –

Welcome and Call to Order

President Tim Wehner called the meeting of the board of directors of The Greater Richmond Chapter of the National Association of Residential Property Managers to order at 12:13 am on 8/17/2016

Roll Call

Roll Call was given and a quorum was present at the meeting

Approval of Minutes from March 2016 Meeting

- Elizabeth motioned, Lisa 2nd, all approved

President's Report

Vice-President's Report

Great July Chapter meeting. We had at least 45 attendees. Hardshell Restaurant called. They would like to streamline the process and have a better idea of number attending. Dianne Stanley will call to see how they want to handle in the future. Possibly have people pay as they come in the door. Good content brought out good attendance. Need better speakers - possibly Marty Wegbreit for November

Treasurer's Report

Committee Reports

- **Education**
 - Future speakers and chapter meeting details are in the works.
 - September Chapter meeting is Affiliate day.
- **Membership**
 - Lisa is going to send out a thank you letter with a membership application attached to people who attended our July Chapter meeting.
- **Affiliates**
- **Public Relations**

Unfinished Business

- New Board for 2017. We have someone for all positions. Danielle Kenny for President. Rick Nichols for President in training. Ballot will be prepared and elections will be held later in the year for new board

New Business

- Danielle has been approached by RAR and they would like a list of NARPM member. Everyone is okay with her providing that to RAR.
- NARPM Convention in Hawaii. Pay \$250 for each board member who attends. \$100 for each general member who attends (cap at 5 general members). Lisa Williamson made the motion, Duke seconded. All approved. Windi will send out a reminder regarding this with the next Chapter meeting notice.

Discussion Items

- Christmas party. Will do at Water Coastal Kitchen (or whatever it is now called) again

Meeting Adjourned 1:05

Minutes for Richmond NARPM Board Meeting

Sept 14, 2016

- Call to order – 12:09pm at Pearl
- Present – Lisa, Joe, Danielle, Liz, Tim, Windi, Duke and Katy
- Approved conference payments to active board members, downgraded non-active board members to regular member status
- Windi sending out election ballots to chapter this week
- Windi reaching out to Dave Ott to determine if he still wants to be on the Finance Committee
- Agreed to donate gifts from Christmas Party to Hampton Road Christmas Store
- Ed Maynes is a slightly crooked yet delightful old man
- Lisa said that Marty is in to speak at November Meeting
- Everyone is lined up for Sept Vendor Meeting
- Agreed to pay Danielle's costs for travel to NARPM leadership event

Greater Richmond NARPM Chapter

October 12, 2016

Pearl Raw Bar

BOD present: Tim Wehner – President, Duke Dodson - Past President, Lisa Williamson–Vice-President, Danielle Kenny – Membership, Diane Haring-Secretary, Elizabeth Cane–Education Chair, Windi Perrow-Public Relations

Welcome and Call to Order

President Tim Wehner called the meeting of the board of directors of The Greater Richmond Chapter of the National Association of Residential Property Managers to order at 12:18 am on 10/12/2016

Roll Call

Roll Call was given and a quorum was present at the meeting

Approval of Minutes from March 2016 Meeting

- Elizabeth motioned, Diane 2nd, all approved

President's Report

Vice-President's Report

Treasurer's Report

Committee Reports

- **Education**
 - Future speakers and chapter meeting details are in the works.
- **Membership**
 - Lisa is going to reach out to whoever was at the last meeting that is not already a member
- **Affiliates**
 - Katie thought last chapter meeting which was the affiliate event went well. Affiliates need to understand next time that they need to bring educational content.
- **Public Relations**
 - New board will be updated on website

Unfinished Business

- November meeting is all set – Marty Wegbreit will speak on how the elections will affect our industry, mold, etc. Sponsor is Chris Barrett with Capital City Heating and Air
- New Board for 2017. Duke did a great job with the elections
- Christmas party update – Budget \$600, proposed menu sounded good, no tickets – just get drinks of beer and wine only, spouses can come (but not advertise this), Bring a toy and it goes to the Hampton Christmas Store.
-

New Business

- Danielle will be attending the leadership training in November
- November board meeting will be a transition meeting with both current board members and the new board members. Board members need to get with their replacement to give instructions for the position.

Discussion Items

- None

Meeting Adjourned 12:57