

User: eliasc@eldams.com

2016 Chapter Compliance

All chapters are required to answer questions 1-10 BY THE LAST DAY OF February

Chapter: C002 Houston

1. Does your chapter have current bylaws on file with National? Yes

Reminder: Did you know that you need the approval of the national board to amend your bylaws? If you are unsure you can go to <http://www.narpm.org/members/documents-forms/chapter-documents/> and verify bylaws on file. If not on file, please upload bylaws below.

Bylaws Upload

2. Fill in number of RVP calls the chapter's president or their representative participated in: 4

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. 2015_ArchiveTaxReturn.pdf

4. Upload a copy of your current year budget: 2017 Budget.pdf

5. List number of membership meetings: 11

Flier Upload 160121 Member Meeting.pdf

Flier Upload 160218 Member Meeting.pdf

Flier Upload 160317 Member Meeting.pdf

Flier Upload 160421 Member Meeting.pdf

Flier Upload 160519 Member Meeting.pdf

Flier Upload 160616 Member Meeting.pdf

Flier Upload 160721 Member Meeting.pdf

Flier Upload 160818 Member Meeting.pdf

Flier Upload	160915 Member Meeting.pdf
Flier Upload	161103-Initial Form.pdf
Flier Upload	161215 Member Meeting Gala.pdf
Flier Upload	

6. List number of board meetings: 6

Copy of Minutes 2016 NARPM KICKOFF BOARD MEETING 12.11.15 agenda.docx

Copy of Minutes Board Meeting 2-11-16.pdf

Copy of Minutes Board Meeting 4-8-16.pdf

Copy of Minutes Board Meeting 7-20-16.pdf

Copy of Minutes NARPM Board Mtg Agenda 11.14.16.doc

Copy of Minutes

Copy of Minutes

Copy of Minutes

Copy of Minutes

Copy of Minutes

Copy of Minutes

Copy of Minutes

7. Does your chapter charge dues? No

8. If yes, how much are the dues?

9. If yes, are meals at meetings included? No

10. On a scale of 1-10, how well do you think your chapter is doing? 8

Do you want to apply for Chapter Excellence as well? Yes



National Association of Residential Property Managers

2016 Chapter Excellence Award Application

Covers 12 month period January 1 through December 31 of the award year

Chapter Number and Name:	C002 Houston
Is this a New Chapter formed within the last 18 months?	No
Number of chapter members at time of Application (excluding affiliates):	102
Total Points from Application:	31

Chapters must have 30 or more points to submit an application.

Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members.

The NARPM® **Chapter Excellence Award** is earned by the activities a chapter accomplishes. It is requested, but not required, that all chapters complete and submit this application annually and that the President-Elect do this.

To qualify the application MUST be received no later than the last day of February, following the award year, (no extensions will be granted). Chapter Excellence awards will be presented at the Annual Convention the following year of award period.

**E-mail questions to one of the volunteers: kdm@partnersmgmt.com
Or phone: 404-876-8700 (Eastern Time Zone)**

The following reports are to be used as back-up and attached to this application and are available from the National website, <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>.

New Member Recruiter list; list of CRMC® Candidate and CRMC® designees; PAC Contributors; Leadership Conference attendee list; Convention Attendee list

Notes to All Applicants:

1. All questions cover the period from January 1, through December 31, unless specified otherwise.
2. Back-up information/documentation should be underlined or highlighted appropriately, marked in upper corner with the corresponding question number, and included in numerical order. Zip files, or one PDF attachments can be used as uploads rather than individual documents.
3. *Be sure that highlights are clearly visible in scanned documents for upload. All information must be legible and any items that are not legible will be subtracted from the total points*
4. *The Chapters who apply and are qualified for the award with 30 or more points will be announced to all members in the second quarter after the award year. The Top Awards will presented at the Annual Convention. The Award for "Chapter of the Year" will be presented to two chapters, depending on size, with the highest point total after review. Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members. New Chapters are eligible to receive Chapter Excellence and the New Chapter of the Year Award.*
5. Provide accurate and specific back-up supported information. Points will be deducted for incorrect information/back-up/totals. For all answers, be prepared to explain back-up information.
6. Review of the application is usually done within 14 days of the deadline for Award. Sometimes the reviewer(s) of applications has questions or needs clarification about the back-up information, please be sure that the person who is knowledgeable about the application is readily available. In any event, if adjustments are needed, the reviewing person will make appropriate adjustments and these adjustments will be final.
7. Information relating to points on applications is confidential and is not available to people other than the Chapter Excellence volunteers, National staff, and a limited number of NARPM® leadership.
8. Whenever points are claimed, be sure that the back-up information shows clearly that the chapter is entitled to the points claimed.
9. All reviews, revisions, deductions, adjustments, interpretations and other determinations relating to this application are at the sole discretion of NARPM® and are not controvertible.
10. This application is for chapter related activities, not for the efforts of individual chapter members.
11. References to "*members*" in this application shall mean Professional, Associate, Support Staff, and Life members of individual chapters as listed in back-up information from question 1.
12. Submit backup documents for each question number as listed on the upload site. If a conflict between paper application and upload exists, follow upload instructions.
13. Broker/Owner Retreat is not counted in Chapter Excellence Awards as it is not open to all members.

Application Questions:

MEMBERSHIP: Fifty-Five (55) points available in this category.

1. Enter the number of the following types of members as of December 31st of the award year:

Professional Members:

48

Associate Members:	46
Support Staff Members:	6
Life Members:	2
Combined Total Number of Members:	102

Attach lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/member-roster/>.) Ensure that the lists contain type of membership for each member. Enter the number of affiliate member's as of December 31, of the award year. Attach a complete list. If the lists are not attached this application will be disqualified

Members List Upload Chapter Member List.xlsx

Does the state in which the chapter is located have continuing education requirements for licensing? No

2. Provide a list of all new members for your chapter as of December 31, of the award year. A list of new members can be obtained on the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-joined-since-yyyy-mm-dd/>). Chapter numbers can be found in column U. Earn points for the percentage of new members compared to existing (take number of new members and divide by prior year member numbers which will give you the percentage of growth).

Total Points:	4
Number of New Members added to Chapter:	24
New Member Growth:	4=20-24%
New Members Upload	Members Joined 2016.xlsx

3. **Three (3) points** for your chapter meeting 90% retention of membership after national dues billing (March 10). See spreadsheet and highlight your chapter name and goal that was met

Total Points:	
Membership Retention:	0
Membership Retention Upload	

4. **Five (5) point** if as of December 31, does your Chapter have an active affiliate program that encourages vendors to join chapter. If yes, please supply a list of local affiliates.

Total Points:	5
Affiliate Members:	5
Affiliate Members Upload	2016 chapter affiliates.xlsx

5. **Six (6) points** each for starting and mentoring a new chapter and three (3) points for mentoring a struggling chapter. Include letters from the leader(s) of the chapter(s) mentored detailing your efforts. Mentoring means substantial on-going effort that results in starting a chapter and/or helping a struggling chapter succeed. Twelve (12) points available.

Total Points:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Chapter Mentored Upload

Chapter Mentored Upload

6. **Two (2) points** per service for providing a community service project as a group effort. Provide a copy of evidence of the event and the service provided. This does not include just raising money for a donation, but rather a project that involved chapter members. Six (6) points available.

Total Points:

Number of Community Service
Projects Provided:

Evidence of Community Service
Upload

Evidence of Community Service
Upload

Evidence of Community Service
Upload

7. **One (1) point** for each member who participated in the New Member Recruitment program during the application year. Obtain list from the website and highlight their name(s)

(<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) Five (5) points available.

Total Points:

Number of Participating Members:

Participating Members Upload

8. **Up to ten (10) points.** Percentage of members who attended the NARPM Annual Convention during the award year. Obtain a copy of convention attendees from the website and highlight names of those in attendance (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>)

Total Points: 3

Percentage of Members in Attendance: 3=1-9%

Membership Attendance Chapter Member List - National Attendance.xlsx

Membership Attendance

9. **Up to ten (10) points** based on percentage of members who attended a NARPM State(s) Conference(s) during the award year. Submit a copy of conference attendees list and highlight the names of those in attendance. Name and date of conference must be on the attendee list.

Total Points: 3

Percentage of Members in Attendance: 3=1-9%

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

10. **Three (3) points** per grant a chapter applied for and used. Information on chapter grants can be obtained at (<http://www.narpm.org/members/tools/chapter-services/handbook/support-services/>). Provide evidence of use. Nine (9) points available.

Total Points:

Number of Grants Applied for and Used:

Evidence of Grant Upload

Evidence of Grant Upload

Evidence of Grant Upload

11. **Up to four (4) points** if your chapter has instituted the New Member Mentor program at the Chapter level. Upload copies of all completed checklist from mentor program in the upload slot(s) to show all new members in this program. (<http://www.narpm.org/join/membership-benefits/>).

Total Points:

Percentage of New Members

Mentored:

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

EDUCATION: Fifty (50) points available in this category.

12. **Two (2) points** for each chapter-sponsored NARPM 6/8 hour educational course. Provide a copy of course flyer. Not applicable if points are taken with other questions within the application. Twenty (20) points are available.

Total Points:

Number of Chapter-Sponsored
Educational Course(s):

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

13. **Two (2) points** for each chapter-sponsored educational course that is not a NARPM 6/8 hour educational course. **Award three (3) points** if the course is approved for required state continuing education (CE) hours for license renewal. **Award three (3) points** if state has no Continuing Education requirements and provide documentation from state licensing division that shows no CE or license is required. Provide a copy of course flyer and mark CE information. Not applicable for points if education is used with other questions within the application. Minimum course length - 1 hour. Twenty (20) points available.

Total Points:

Number of Chapter-Sponsored
Educational Course(s):

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

14. **Three (3) points** for each function arranged and performed with another chapter and/or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable flyer or other demonstrative information. Not applicable points if education is used with other questions within the application. Six (6) points available.

Total Points:

Number of Function(s) Arranged
and Performed with Another
Chapter and/or Real Estate
Related Association:

Applicable Flyer/ Other
Demonstrative Information Upload

Applicable Flyer/ Other
Demonstrative Information Upload

15. **One (1) point** for each regular membership meeting that discussed/ reviewed the NARPM Code of Ethics. A meeting must include speaker, panel, or round-table, be held for a special purpose or other educational/ business opportunity, and is not a "course" as referred to in questions #6, #7, or #9. **One (1)** point per meeting. Submit a copy of each meeting agenda showing ethics discussion item and meeting topic. Six (6) points available.

Total Points:

6

Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:	6
Copy of Meeting Agenda Upload	160121 Member Meeting.pdf
Copy of Meeting Agenda Upload	160218 Member Meeting.pdf
Copy of Meeting Agenda Upload	160317 Member Meeting.pdf
Copy of Meeting Agenda Upload	160421 Member Meeting.pdf
Copy of Meeting Agenda Upload	160519 Member Meeting.pdf
Copy of Meeting Agenda Upload	160616 Member Meeting.pdf

16. **Up to three (3) points** based on percentage of Members who are candidates for the RMP and/or MPM designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Chapters can only count a member once, regardless of the number of designation candidacies held. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidates have a C after designation and column U lists chapters where member belongs.

Total Points:	1
Percentage of Candidates as of December 31:	1=1-7%
RMP MPM Designations Upload	Chapter Member List - Candiates.xlsx

17. **Up to six (6) points** based on percentage of member companies who are candidates for the CRMC designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>).

Total Points:	
Percentage of Candidates as of December 31:	
CRMC Designations Upload	

18. **Up to six (6) points** based on percentage of members who hold the RMP and/or MPM designations as of December 31, of the award year. One (1) point per member, regardless the number of designations held. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website and mark names in column U where member belongs (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>).

Total Points:	2
Percentage of Members with RMP/ MPM Designations:	2=1-14%

Member List with RMP/ MPM Designations Upload Chapter Member List - Designation.xlsx

19. **Up to six (6) points** based on percentage of member companies who hold the CRMC designation as of December 30, of the award year. One (1) point per company. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and mark the names.

Total Points: 2

Percentage of CRMC Companies as of December 31: 2=1-14%

Member Companies who hold CRMC Designation Upload Chapter Member List - CRMC.xlsx

20. **Up to five (5) points** based on percentage of members who hold the CSS, CMC, and/or CRMB certification as of December 31, this year. One (1) point per member who hold certifications. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-members/members-with-designations/>) and mark names. Column U lists chapters where member belongs.

Total Points: 1

Percentage of Members holding certifications as of December 31: 1=1-14%

List of CSS, CMC, CRMB Certified Members Upload Chapter Member List - CSS Desig .xlsx

21. **Up to three (3) points** percentage of members who are candidates for the CSS, CMC, and/or CRMB certification as of December 31, of the award year. Applicants must have officially applied for the certification and paid the required fee. Chapters can only count a member once, regardless of the number of candidacies held (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidacies have a C after certification and Column U lists chapters where member belongs.

Total Points: 1

Percentage of Candidates as of December 31: 1=1-7%

Members who are Candidates for the CSS, CMC, CRMB Upload Chapter Member List - CSS Desig .xlsx

MARKETING: Twenty (20) points available in this category.

22. **Two (2) points** for each sponsoring and staffing a NARPM booth at a non-NARPM trade show. Provide copy of applicable flyer and/or other demonstrative information. Not applicable points if event is used with other questions within the application. Four (4) points available.

Total Points:	2
Number of Sponsoring/ Staffing a NARPM booth at a non-NARPM Trade Show:	4
Name of Event	TAR Galveston Conference
Date of Event	09/08/2016
Copy of Applicable Flyer/ Other Demonstrative Information	160908-TAR Galveston Schedule.pdf
Name of Event	
Date of Event	
Copy of Applicable Flyer/ Other Demonstrative Information	

23. **One (1) point** per newsletter (electronic or printed). Provide copies with dates printed on front page. Maximum twelve (12) points).

Total Points:

Number of Newsletters:

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

24. **Three (3) points** for each marketing effort the Chapter has made to promote membership in the Chapter. This program shall be an outreach promoting chapter growth. (Examples of programs can include emails, postcards, fliers, etc. that promote membership in the chapter). Provide copies of all marketing material and documents along with date of activity. Six (6) points available.

Total Points:	6
Number of Marketing Efforts:	6
Program Outreach Upload	Lunch Sponsor 1.pdf
Program Outreach Upload	Lunch Sponsor 2.pdf

25. Four (4) points for each Chapter Committee who has a Chair AND Vice Chair. Total of twenty (20) points and upload a copy of the committee agenda.

Total Points:	4
Membership Committee:	
Membership Committee Upload	
Education/Designation Committee:	
Education/Designation Committee Upload	
Legislative/Governmental Affairs Committee:	4
Legislative/Governmental Affairs Committee Upload	Chapter Member List - CRMC.xlsx
Meeting/Program Committee:	
Meeting/Program Committee Upload	
Community Service Committee:	
Community Service Committee Upload	

GOVERNMENTAL AFFAIRS/LEGISLATION: Fifteen (15) points are available per category.

26. **Two (2) points** per issue when members join together in an attempt to pass or defeat a legislative issue on a state, county, or city measure. Provide a copy of the issue and any related petitions and/or letters signed by chapter members or any other documentation substantiating this effort. Six (6) points available.

Total Points:	
Number of Efforts to Pass or Defeat a Legislative Issues:	
Copy of Issue/ Other Documentation Upload	
Copy of Issue/ Other Documentation Upload	
Copy of Issue/ Other	

Documentation Upload

27. **Five (5) points** based on percentage for members who contribute at least \$25 for the NARPM PAC. Obtain list of contributors at (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:

Percentage of Members who
Contribute at Least \$25 to the
NARPM PAC

List of Contributors Upload

28. **Two (2) points** per chapter hosting, or participating in, a NARPM State Day on the Hill. Submit flyer or information that exhibits promotion of event.

Total Points: 2

Hosted or Participated in NARPM
State Day on the Hill: 2

Flyer/ Information Promoting the
Event Upload Chapter Member List - CRMC.xlsx

LEADERSHIP: Ten (10) points are available per category.

29. **One (1) point** for each member who actively served on a State, or Local Chapter Committee and/or as a State or Local Chapter Officer or Director. Provide list of Volunteers. Chapters can count one point for each volunteer position held by a member. Submit list of volunteers and convert to percentage of membership.

Total Points: 3

Percentage of Members
Volunteering: 3=20-24%

List of Volunteers Upload 2016 leadership contact information.xlsx

30. **Up to five (5) points** based in percentage of members who attended this year's Leadership Training Class in November. Obtain a copy of attendee list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points: 1

Percentage of Members in
Attendance: 1=1-8%

Attendee List Upload Chapter Member List - Leadership Training.xlsx

31. Please answer the following question in 100 words or less to receive additional consideration, in case of a tie, for the "Chapter of the Year" and "New Chapter of the Year" award: (NOTE: Last year's Chapter of the Year recipient is NOT eligible this year)

What has the Chapter done during the award year that promotes the growth, ethics and professionalism of NARPM® within its membership?

Houston chapter promotes monthly member meetings where speakers are brought from variant areas of expertise in property management. Every meeting, we discuss ethics by reading a section of the ethics documentation. We promote vendors that can assist each of the management companies in their goals to have excellent service providers. We promote networking to allow any member to ask any other member questions about how to improve their business. We format our 3 hour luncheons as a mini convention to make sure everyone gets something out each meeting.

Total Points from Application:	46
Form Completed By:	Elias Camhi
Chapter Title:	Houston
Phone Number:	281-894-8659
E-mail Address:	narmphouston@gmail.com

e-Postcard Worksheet

Form **990-N**

2015

For calendar year 2015, or tax year beginning , and ending

Name

Employer Identification Number

HOUSTON AREA CHAPTER NATIONAL PROP

**** - *** 3742**

Note: Form 990-N can ONLY be filed electronically, and is filed in lieu of Forms 990 or 990-EZ, if eligibility is met.

The following items are required for a complete electronic submission:

- 1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN) **** - *** 3742**
- 2. Tax year **2015**
- 3. Legal name of organization **HOUSTON AREA CHAPTER NATIONAL PROP**
 - Mailing street address **P O BOX 7431**
 - Room or suite number
 - City or foreign province **HOUSTON**
 - State or foreign country code **TX**
 - Zip code **77248**
- 4. Any other names the organization uses (Doing Business As)
- 5. Principal officer name **NOLA LUSK**
 - Mailing street address **P O BOX 7431**
 - Street address line 2
 - City or foreign province **HOUSTON**
 - State or foreign country code **TX**
 - Zip code **77248**
- 6. Web site address if the organization has one
- 7. Organization's annual gross receipts are normally \$50,000 or less **X**
- 8. Organization is terminated or in the process of termination

CLIENT COPY

NARPM Houston Budget 2017

REVENUE

Monthly Luncheon	\$17,000.00
NARPM National	\$1,500.00
Gold Sponsors	\$7,000.00
Silver Sponsors	\$5,000.00

Total Revenue **\$30,500.00**

EXPENSES

Charitable Contributions	\$750.00
Legal and Professional	\$100.00
Meals & Entertainment	\$200.00
Monthly Meeting Expenses	\$28,000.00
Office Supplies and Expenses	\$200.00
Promotional Materials	\$1,100.00
PO Box Annual	\$70.00

Total Expenses **\$30,420.00**

Net Revenue **\$80.00**

NARPM Houston Board Meeting

February 11, 2016

Meeting Convened 11:35 A.M.

Prayer: Melisa Standly

Attendance Board of Directors:

Present: Randy Standly, Trish Ferrier, Nola Lusk, Elias Camhi

Absent: Pete Neubig

Committee Members:

Present: Lisa Porterfield, Carla Vincent, Carla Henry, Jason Waggoner, Kim Goldston, Fred Terlaak, Leslie Guevara, Rob Ferrier, Richard Talerico, Kathy Talerico,

Introduction of Board and Committee Members

Randy attended National meeting and training

National making changes on websites and will offer sub sites off National main site.

Need to poll members and insure we are delivering what they need, by using survey monkey. Stated we need to also offer CE sessions.

Fred discussed response form survey sent out previously had poor response. Trish suggested sending out survey after the 15th of each month and or after the monthly meeting.

Randy will distribute list of speakers for the year. We need to work on getting more qualified speakers. One recommendation was to seek Judges to speak about eviction process, we need to try and get at least 3 judges.

Speaker dates are available April thru November except Oct when there is no monthly meeting.

Randy passed out NarpM Job descriptions for each committee. Randy ask that we review job descriptions and send any changes to him to update.

Jason volunteered to be a mentor for the affiliates to insure they get the benefits of being an affiliate.

Membership: Randy stressed the importance of getting more members, and the need to provide a membership package with details of organization. Randy discussed getting past membership from Narpm database and invite them to rejoin. Fred suggested dialing for membership. Rob Ferrier suggested reaching out to past At Large Members, these are members with designations but not attached to any chapter. Jason recommended maybe twice a year reaching out for membership drive.

Melisa suggested make the meetings fun and memorable so people will enjoy coming. Jason suggested we continue with the 50-50 raffle and drawings. Randy suggested as Board members if we win raffle we will agree to give back. All Board members agreed.

For participation suggested having a drawing and a gift card be given. Rob suggested giving free lunch. Drawing will be held at the meeting. Elias suggested creating a list to track people that are attending the meeting or not attending.

Randy asked about allowing members to speak at the meetings and or have a roundtable discussion when there is no speaker at meetings

Texas style meeting 2016: Any place you do business must have IABS. Must be filled out and not a link. Consumer Protection must be on embedded website as well in at least 10 point font.

Jason spoke of members being active on social media, and it was decided that we would increase our presence on facebook, twitter and Instagram. Jason, Kim and Leslie.

Leslie suggested that as Board members we work on getting our designations. Carla will keep everyone accountable.

Randy stated we need to be leaders in the group

The new venue is Embassy Suites on Sage and Hidalgo starting with April Meeting. Room accommodates 100, affiliates will set up in the foyer leading to meeting room. There is also a Board room available for meetings at no additional charge.

Elias suggested we have someone designated to check the email account. Randy will send out a letter to members thru constant contact announcing new President.

Goals: Randy suggest we have at least four goals for the year.

Randy announced the next committee and Board Meeting March 11, 2016 at the Nest in Conroe

Committee Members met after meeting

Meeting adjourned 1:00 P.M.

Action Items:

1. Review Job descriptions and send feedback and or changes to President Standly.
2. Send out notices to current and past membership using constant contact.
3. Secure JP Judges for Meeting

Submitted By,

Nola J. Lusk
Board Secretary

April 8, 2016

NARPM Houston Chapter minutes - Conference Call
Meeting called to order by President Randy Standly at 1:00 PM

Review of minutes from February 11, 2016 meeting.

2016 Broker/Owner retreat was discussed and all Board members are attending the retreat this year in Las Vegas April 11-13th 2016.

Discussion on speakers for upcoming meetings:

Pete has meetings set-up for April-Teresa Edwards, May-Doug Winnine and June-Michael Pope. Fred working on a National speaker for the July meeting. Fred has reached out to current speakers requesting Bio's. August or September was decided the month we will have Judges and or Constables on the panel and Leslie will work on Judges and Randy and Elias will work on Constables. Discussed getting Steve Crossland for the September meeting.

Pete suggested a Vendor Trade show in the month of November. Allow vendors 10 to 15 minutes each the opportunity to educate the group. November was suggested due to difficulty in getting speakers during that time and also close to renewal time for memberships. If speakers are not confirmed by July 1 we need to find replacements. The roundtable discussion will be a backup if speakers do not show. No meeting in October and December.

By-Laws

By-laws were sent out to each Board member and a copy placed in drop box. It was stated the By-laws had not been sent back to National and Randy will check and see where to send. Discussion was had if By-Laws were amended do they need to be submitted to Secretary of State.

Chapter Excellence

It was stated that Pete has completed Chapter Excellence for the year 2015. Randy will be responsible for completing 2016 by March of 2017. Trish will be responsible for year 2017. It was stated we need to do a newsletter once a quarter to get Chapter points.

Randy will provide a list of all points available to obtain the chapter excellence such as meeting's agenda, By-laws, minutes etc.

Pete suggested NARPM partner with a non-profit for a day of volunteer work before the end of the year. Recommended October since we do not have a meeting and it is cooler time of year.

Membership:

Trish received the list from Tracy of all members that have not renewed their membership. It was about 8 people.

Venue

At Willie G's it was stated the vendors like the set-up in the front area but did not like having to move tables to the inside of the meeting room. Vendors felt we lost people at end of the meeting due to the disruption.

Embassy Suite

Randy asked again about moving meeting to 2911 Sage location. Trish recommended the Board do a site visit on April 28th. Randy will set up meeting for 11:00 AM. It was also stated that Embassy Suite has sufficient. Parking for our meetings.

New Business:

Elias will update Quick Books Online billing with new debit card information.

Randy asked since the debit card changes with each new signer can we get a credit card on the account. Pete stated no because someone would have to personally sign for the credit.

It was stated we need to get a new P.O Box and Elias has agreed to take care of.
Happy Hour event discussed and ask that the committee come up with suggestions

Meeting Adjourned 2:00 PM

Submitted By Secretary
Nola J Lusk

July 20, 2016

NARPM Houston Chapter minutes - Conference Call
Meeting called to order by President Randy Standly at 4:00 PM

Discussion on speakers for upcoming meetings:

August meeting Brad Larson, September meeting Judges and or Constables, October no meeting, November meeting Roundtables, at this meeting allow Gold Vendors to give a 5 minute presentation, December is the Gala.

Venue change to Embassy Suites, cost is \$27 per person for 2 meats, salad as opposed to current price of \$37.

Elias gave update on new post office box located at 6500 Demoss and Randy and Elias has keys.

Elias gave update on Bank Account Balance of \$17000.

Social was discussed and Patty sent in proposal for Top Golf for August 11, 5-8 PM at the I-10 location.

Chapter excellence discussed, all activities from Jan thru Dec will count. randy will get with Kim in his office to assist with the report.

Newsletter: It was stated we have access to a template used by Austin chapter, newsletter to be sent out once a quarter. We need to engage memberships to provide content for newsletters.

Vendors: Discussed having sign in table next to Vendors. Gold vendors will have a table setup. Need to encourage members to stay and visit with vendors.

Community Day: Pete will take the lead and get with Russell with Mr Rekey. Camp Hope selected.

TAR Conference: Schedules for Sept 7-10, Booth ordered from National and shipped to Trish office. Trish will send emails to the other Texas chapters for volunteers to assist Houston with manning the booth. Reminder there is a Property Manager Forum at conference on Thursday morning at 9:00.

Central Regional Call on June 28, Randy, Rob, and Trish participated on the call.

Meeting Adjourned 5:00 PM

Submitted By Secretary
Nola J Lusk

NARPM BOARD 2016

AGENDA

November 14, 2016

Old Business

MINUTES – Quick review from NOLA

New Business

Last meeting

Membership

Chapter Excellence

December Gala

Transition of new board

Camp Hope

CLOSING REMARKS

