

**User:** leahbenson@33rdcompany.com

## 2016 Chapter Compliance

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

Chapter: MN

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: 6

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

4. Upload a copy of your current year budget: MN NARPM CH Budget - Sheet1.pdf.pdf

5. List number of membership meetings: 5

Flier Upload Educational Fair Housing Workshop 2-11-16.pdf

Flier Upload Educational Inspection Panel 3-10-16.pdf

Flier Upload Educational Pm Must Have Class 5-19-16.pdf

Flier Upload Educational Survey Class 9-8-16.pdf

Flier Upload Educational Legislative Update 11-10-16.pdf

Flier Upload

Flier Upload

Flier Upload

Flier Upload

Flier Upload

Flier Upload

Flier Upload

6. List number of board meetings: 5

Copy of Minutes MN Chapter BOD Minutes 2-11-16.pdf

Copy of Minutes MN Chapter BOD Minutes 3-10-16.pdf

Copy of Minutes MN Chapter BOD Minutes 5-19-16.pdf

Copy of Minutes MN Chapter BOD Minutes 9-8-16.pdf

Copy of Minutes MN Chapter BOD Minutes 11-10-16.pdf

Copy of Minutes

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Copy of Minutes

Copy of Minutes

7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? 100.00

9. If yes, are meals at meetings included? Yes

10. On a scale of 1-10, how well do you think your chapter is doing? 5

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:	C085
Is this a New Chapter formed within the last 18 months?	No
Number of chapter members at time of Application (excluding affiliates):	36
Total Points from Application:	45

**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](mailto: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:

14

Associate Members:	16
Support Staff Members:	5
Life Members:	1
Combined Total Number of Members:	36

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 1. Membership type.xlsx

Does the state in which the chapter is located have continuing education requirements for licensing? Yes

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/>). Chaper numbers can be found in column U. Earn points for the percentage of new members compated to existing (take number of new members and divide by prior year member numbers which will give you the perscentage of growth).

Total Points:	4
Number of New Members added to Chapter:	7
New Member Growth:	4=20-24%
New Members Upload	2. New Members.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: N/A

Membership Retention:

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: N/A

Affiliate Members:

Affiliate Members Upload

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: N/A

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: N/A

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: N/A

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: 6

Percentage of Members in Attendance: 6=25-30%

Membership Attendance National Convention Registrations.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: N/A

Percentage of Members in Attendance:

Member Attendance Upload

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: N/A

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: N/A

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: N/A

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: 10

Number of Chapter-Sponsored Educational Course(s): 10



Chapter-Sponsored Educational Course Upload	Educational Fair Housing Workshop 2-11-16.pdf
Chapter-Sponsored Educational Course Upload	Educational Inspection Panel 3-10-16.pdf
Chapter-Sponsored Educational Course Upload	Educational Legislative Update 11-10-16.pdf
Chapter-Sponsored Educational Course Upload	Educational Pm Must Have Class 5-19-16.pdf
Chapter-Sponsored Educational Course Upload	Educational Survey Class 9-8-16.pdf
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: N/A

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: 5

Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:	5
Copy of Meeting Agenda Upload	MN Chapter BOD Minutes 2-11-16.pdf
Copy of Meeting Agenda Upload	MN Chapter BOD Minutes 3-10-16.pdf
Copy of Meeting Agenda Upload	MN Chapter BOD Minutes 5-19-16.pdf
Copy of Meeting Agenda Upload	MN Chapter BOD Minutes 9-8-16.pdf
Copy of Meeting Agenda Upload	MN Chapter BOD Minutes 11-10-16.pdf
Copy of Meeting Agenda Upload	

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:	3
Percentage of Candidates as of December 31:	3=15%+
RMP MPM Designations Upload	15. MPM and RPM designation candidate.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:	2
Percentage of Candidates as of December 31:	2=1-14%
CRMC Designations Upload	CRMC and CRMC Candidates.xlsx

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:	3
Percentage of Members with RMP/ MPM Designations:	3=15-19%

Member List with RMP/ MPM Designations Upload      18. MPM and RMP 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      CRMC and CRMC Candidates.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      20. CMC certification.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      21. CMC certification candidate.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: N/A

Number of Sponsoring/ Staffing a NARPM booth at a non-NARPM Trade Show:

Name of Event

Date of Event

Copy of Applicable Flyer/ Other Demonstrative Information

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: N/A

Number of Newsletters:

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

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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	Educational Inspection Panel 3-10-16.pdf
Program Outreach Upload	Educational Legislative Update 11-10-16.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: N/A

Membership Committee:

Membership Committee Upload

Education/Designation  
Committee:

Education/Designation Committee  
Upload

Legislative/Governmental Affairs  
Committee:

Legislative/Governmental Affairs  
Committee Upload

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: N/A

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: N/A

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: N/A

Hosted or Participated in NARPM  
State Day on the Hill:

Flyer/ Information Promoting the  
Event Upload

**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: 1

Percentage of Members  
Volunteering: 1=1-14%

List of Volunteers Upload BOD confirmation.pdf

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 2017 Chapter Leader Training Session.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?

Total Points from Application:	45
Form Completed By:	Kati Stewart
Chapter Title:	President Elect
Phone Number:	651-777-5500 ext. 114
E-mail Address:	katistewart@33rdcompany.com

Department of the Treasury  
Internal Revenue Service

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

2016

Open to Public Inspection

**A** For the **2016** Calendar year, or tax year beginning **2016-01-01** and ending **2016-12-31****B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: **MINNESOTA CHAPTER OF THE NATL**  
**ASSN OF RESIDENTIAL PROPERTY MANAGERS**1951 Woodlane Dr.  
Woodbury, MN, US, 55125**D** Employee IdentificationNumber **80-0675169****E** Website:**F** Name of Principal Officer: **Kati Stewart**1951 Woodlane Dr.  
Woodbury, MN, US, 55125

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.**



<b>Revenue</b>		<b>2016</b>	<b>2017</b>
	Beginning Bank Balance	\$8,235.75	\$6,800.72
	Membership Dues	\$1,550.00	\$1,875.00
	Sponsored Classes		
	Other - Grants-membership growth	\$0.00	\$500.00
<b>Total Revenue</b>		\$9,785.75	\$9,175.72
<b>Expenses</b>			
	Operational		
	Chapter Meetings/Meals	\$2,058.75	\$1,800.00
	Instructors/Speakers	\$1,403.66	\$2,500.00
	Leadership Training/Travel	\$994.60	\$1,000.00
	Social Event/ Saints Game	\$1,054.90	\$750.00
	Other- CC - processing fee		\$40.84
<b>Total Expenses</b>		\$5,511.91	\$6,090.84

## **MN Chapter Board of Directors Meeting**

**2/11/16      8:30am to 9:30am      Lexington Park, Roseville**

### **Members in Attendance –**

Jennifer Spadine – President	Kati VanHale – Treasurer
Christine Minor – President Elect	Leah Benson – Secretary
Dave Holt – Former President	Lynn Sedlack – Education Chair
Al Spadine – Member	

- Read Article 11 – Truth in Advertising, Standards of Professionalism

### **Chapter Leadership Training –**

- Jennifer attended the leadership training in St. Louis.
- NARPM provided a handbook with information on chapter growth.
- While we struggle to build membership, we do have a very strong board.
- Membership drive ideas suggested at the event include having a great venue, providing food, and creating a personal connection with potential members.

### **Membership Growth –**

- Jennifer and Christine will work on a script we can use when reaching out to members at large and/or potential members.
- Leah will pull list of members at large and assign each board member 2 people to call.
- Our 2016 Chapter goals include having 8 new members and a 95% retention rate.

### **Chapter of Excellence –**

- We have all the points we need and Leah will upload documents by end of February.

### **Committee Reports –**

#### **Legislative –**

- North Oaks and Savage are implementing rental registration programs.
- Carver is implementing a rental license program.

#### **Education –**

- Lynn is working on coordinating an education class with a NARPM approved instructor.

#### **Membership –**

- Dave is working with vendors who have agreed to sponsor meetings.
- Vendors don't need to be NARPM members to sponsor an event.

### **Next Meeting –**

- March 10<sup>th</sup> – BOD Meeting 8:30 to 9:15, Chapter Meeting and Rental License Inspector Panel 9:30 to 11am at SPARR.
- Leah will update mailing list and craft draft of email for BOD approval.

## **MN Chapter Board of Directors Meeting**

**3/10/16      8:30am to 9:30am      SPAAR Office, St. Paul**

### **Members in Attendance –**

Jennifer Spadine – President	Kati VanHale – Treasurer
Christine Minor – President Elect	Leah Benson – Secretary
Dave Holt – Former President	Lynn Sedlack – Education Chair
Steve Holt – Membership Chair	Al Spadine – Member
Tom Sedlack – Website Chair	

### **Code of Ethics –**

- Read Article 2: Discrimination

### **Membership Growth –**

- Christine found a site that can provide breakfast and various sized rooms depending on our needs. There is some limited availability and she is going to look into date and pricing options.
- We unanimously agreed offering breakfast would be money well spent to increase membership.
- Tom will update the chapter website.

### **Bylaws Changes –**

- We unanimously agreed to extend the service terms of Secretary and Treasurer to 2 years.

### **Chapter of Excellence –**

- This has been completed and submitted.

### **Committee Reports –**

#### **Education –**

- Lynn is working on coordinating an education class with a NARPM approved instructor.

#### **Membership –**

- Dave is working with vendors who have agreed to sponsor meetings.
- Vendors don't need to be NARPM members to sponsor an event.

### **Next Meeting –**

- May - TBD

## **MN Chapter Board of Directors Meeting**

**5/19/16**

**11am to 11:45am**

**Midland Hills Country Club**

### **Members in Attendance –**

Jennifer Spadine – President

Kati VanHale – Treasurer

Christine Minor – President Elect

Leah Benson – Secretary

Dave Holt – Former President

Lynn Sedlack – Education Chair

Steve Holt – Membership Chair

Brian Birdy – Guest

Tom Sedlack – Website Chair

Miles Smith/Mr. Rekey – Guest

Curt Trikin – Legislative Chair

### **Educational Class –**

Brian Birdy taught the Must Have for Property Managers in 2016. Included several items all property managers must embrace to grow there company:

- Property Management Software – research types and train all staff.
- Electronic Contracts – they are efficient and can't be edited.
- Website – should be responsive, fast, SEO, and informative.
- Embrace Technology – easy payments and self-showings cut down on labor hours.
- Policy and Procedures Manual – should be updated regularly to be most effective.
- 10 year, lithium, tamper proof smoke detectors – may become mandatory for all rentals.

### **Code of Ethics –**

- Read Article 2: Discrimination

### **Chapter Goals –**

- Jennifer and Steve are going to discuss a plan to place personal calls to some members at large to encourage them to join the local chapter.
- Leah made a motion to have meeting at Midland Hills which include breakfast free to chapter members and \$10 to non-members, the motion was second by Curt and all were in favor.
- Christine will partner with Terri Johnson from 33<sup>rd</sup> Company to develop a chapter Facebook page. Terri will receive elective credits towards her designation for her time towards this project.

### **Treasury Chair Report–**

- The MN NARPM Chapter has \$9472.25.
- Kati has continued to follow up with chapter members to ensure all dues are paid and keep our chapter list updated.

### **Website Chair Report –**

- Tom has our website up and running.
- New “preview” site is: <http://new.minnesota.narpm.org>  
CMS site is: <http://new.newchapters.narpm.org/minnesota/wp-login.php>  
CMS username: tomsedlack  
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### **Education Chair Report –**

Lynn is coordinating with our RVP, Tracey, to be the speaker at our September meeting. She is also coordinating to have the James Alderson be the sponsor and speak on the topic of inspections.

### **Legislative Chair Report –**

- Minneapolis will likely require owners to participate in Section-8 housing.
- West St. Paul is implementing block density requirements.
- Brooklyn Center is implementing block density requirements.
- North Oaks may be implementing a rental registration/licensing program.

### **Membership Chair Report –**

- Steve will reach out to Filter Easy on sponsoring a meeting

### **New Business Report –**

- Leah will try to schedule the Saints game on the 14<sup>th</sup> or the 27<sup>th</sup>, depending on availability. She will circle back with former secretary Kathy Boyes on the details of last year’s event.
- Christine reserved Midland Hills for our September 8<sup>th</sup> meeting.
- We’ll hold elections in September and will need to get ballots out before then.

**MN Chapter Board of Directors Meeting**  
**9/8/16 11am to 11:45am Midland Hills Country Club**

**In Attendance –**

Jennifer Spadine – President	Kati Stewart – Treasurer
Leah Benson – Secretary	Jim Zauner
Dave Holt – Former President	Lynn Sedlack – Education Chair
Steve Holt – Membership Chair	Katie Ann Sopp
Miles Smith/Mr. Rekey – Guest	Mike Vollmers
Curt Trikin – Legislative Chair	Becky Werner
Terri Johnson	Marie Plourde
Andrea Oien	Tracey Norris – RVP
James Alderson	

**Educational Class –**

James Alderson presented his Property “Inspections” Course.

**Code of Ethics –**

- Read Article 5, 5-1: Care of Managed Properties

**Treasury Chair Report–**

- The MN NARPM Chapter has \$8524.58
- Kati has continued to follow up with chapter members to ensure all dues are paid and keep our chapter list updated.

**Education Chair Report –**

Lynn has coordinated November education on legislation and put together an outline for 2017 education for the next educational chair.

**Legislative Chair Report –**

- Minneapolis is going to vote on requiring Section 8.
- North Oaks has implemented a rental license requirement.
- Inver Grove Heights is making changes to their rental license requirements.

**Chapter of Excellence –**

- Submit documentation to Leah

**Elections –**

- Jennifer read the role descriptions for each role.
- Dave motioned to combine secretary and treasurer, Kati second the motion and all approved. Dave discussed that this would be of benefit due to the small size of our chapter.
- The following nominations were made for the ballot
  - Kati Stewart nominated for President Elect
  - Leah Benson nominated for Secretary/Treasurer

- Terri Johnson nominated for Education Chair
- Katie Ann Sopp nominated for IT Chair
- Jennifer Spadine nominated for Membership Chair

## **MN Chapter Board of Directors Meeting**

**11/10/16**

**11am to 11:45am**

**Midland Hills Country Club**

### **In Attendance –**

Jennifer Spadine – President

Leah Benson – Secretary

Dave Holt – Former President

Mike Vollmers

Tyler Bystedt

Scott Abernathy

Nick Hubers

Kati Stewart – Treasurer

Al Spadine

Lynn Sedlack – Education Chair

Terri Johnson

Mark Brandt/Filter Easy

Christine Minor – President Elec

### **Educational Class –**

- Educational Speakers – Legislative Update

### **Code of Ethics –**

- Read Article 9 Relations with Other Property Managers

### **Minutes –**

- Jen made a motion to approve the September 8<sup>th</sup> meeting minutes, Kati second the motion and all were in favor.

### **Treasury Chair Report–**

- The MN NARPM Chapter has \$6778.90

### **Education Chair Report –**

- Lynn and Terri have put together a tentative 2017 schedule and Christine is with them to ensure we have the appropriate rooms booked.

### **Legislative Chair Report –**

- Speakers discussed several national and local issues in Property Management including the recent elections and how they affect us, Section 8 in Minneapolis, and Just Cause Evictions.

### **Chapter of Excellence –**

- Documentation will need to be completed by the end of the year.

### **Leadership Training in St. Louis –**

- Kati and Christine will be in St. Louis to attend the leadership training on the 15<sup>th</sup>.



## **MN Chapter Board of Directors Meeting**

**2/11/16      8:30am to 9:30am      Lexington Park, Roseville**

### **Members in Attendance –**

Jennifer Spadine – President	Kati VanHale – Treasurer
Christine Minor – President Elect	Leah Benson – Secretary
Dave Holt – Former President	Lynn Sedlack – Education Chair
Al Spadine – Member	

- Read Article 11 – Truth in Advertising, Standards of Professionalism

### **Chapter Leadership Training –**

- Jennifer attended the leadership training in St. Louis.
- NARPM provided a handbook with information on chapter growth.
- While we struggle to build membership, we do have a very strong board.
- Membership drive ideas suggested at the event include having a great venue, providing food, and creating a personal connection with potential members.

### **Membership Growth –**

- Jennifer and Christine will work on a script we can use when reaching out to members at large and/or potential members.
- Leah will pull list of members at large and assign each board member 2 people to call.
- Our 2016 Chapter goals include having 8 new members and a 95% retention rate.

### **Chapter of Excellence –**

- We have all the points we need and Leah will upload documents by end of February.

### **Committee Reports –**

#### **Legislative –**

- North Oaks and Savage are implementing rental registration programs.
- Carver is implementing a rental license program.

#### **Education –**

- Lynn is working on coordinating an education class with a NARPM approved instructor.

#### **Membership –**

- Dave is working with vendors who have agreed to sponsor meetings.
- Vendors don't need to be NARPM members to sponsor an event.

### **Next Meeting –**

- March 10<sup>th</sup> – BOD Meeting 8:30 to 9:15, Chapter Meeting and Rental License Inspector Panel 9:30 to 11am at SPARR.
- Leah will update mailing list and craft draft of email for BOD approval.

## **MN Chapter Board of Directors Meeting**

**3/10/16      8:30am to 9:30am      SPAAR Office, St. Paul**

### **Members in Attendance –**

Jennifer Spadine – President	Kati VanHale – Treasurer
Christine Minor – President Elect	Leah Benson – Secretary
Dave Holt – Former President	Lynn Sedlack – Education Chair
Steve Holt – Membership Chair	Al Spadine – Member
Tom Sedlack – Website Chair	

### **Code of Ethics –**

- Read Article 2: Discrimination

### **Membership Growth –**

- Christine found a site that can provide breakfast and various sized rooms depending on our needs. There is some limited availability and she is going to look into date and pricing options.
- We unanimously agreed offering breakfast would be money well spent to increase membership.
- Tom will update the chapter website.

### **Bylaws Changes –**

- We unanimously agreed to extend the service terms of Secretary and Treasurer to 2 years.

### **Chapter of Excellence –**

- This has been completed and submitted.

### **Committee Reports –**

#### **Education –**

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#### **Membership –**

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### **Next Meeting –**

- May - TBD

## **MN Chapter Board of Directors Meeting**

**5/19/16**

**11am to 11:45am**

**Midland Hills Country Club**

### **Members in Attendance –**

Jennifer Spadine – President

Kati VanHale – Treasurer

Christine Minor – President Elect

Leah Benson – Secretary

Dave Holt – Former President

Lynn Sedlack – Education Chair

Steve Holt – Membership Chair

Brian Birdy – Guest

Tom Sedlack – Website Chair

Miles Smith/Mr. Rekey – Guest

Curt Trikin – Legislative Chair

### **Educational Class –**

Brian Birdy taught the Must Have for Property Managers in 2016. Included several items all property managers must embrace to grow there company:

- Property Management Software – research types and train all staff.
- Electronic Contracts – they are efficient and can't be edited.
- Website – should be responsive, fast, SEO, and informative.
- Embrace Technology – easy payments and self-showings cut down on labor hours.
- Policy and Procedures Manual – should be updated regularly to be most effective.
- 10 year, lithium, tamper proof smoke detectors – may become mandatory for all rentals.

### **Code of Ethics –**

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