

User: nkestner@comcast.net

2016 Chapter Compliance

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

Chapter: Nashville

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 Nashville Chapter BYLAWS 2016--FINAL.pdf

2. Fill in number of RVP calls the chapter's president or their representative participated in: 3

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. 2016 990-N TAX RETURN.pdf

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

5. List number of membership meetings: 8

Flier Upload NARPM Monthly Meeting Agenda--Jan. 2016.pdf

Flier Upload NARPM Monthly Meeting Agenda--FEB 2016.pdf

Flier Upload NARPM Monthly Meeting Agenda--MARCH 2016.pdf

Flier Upload NARPM Monthly Meeting Agenda--APRIL 2016.pdf

Flier Upload NARPM Monthly Meeting Agenda--JUNE 2016.pdf

Flier Upload NARPM Monthly Meeting Agenda--AUGUST 2016.pdf

Flier Upload NARPM Monthly Meeting Agenda--SEPT 2016.pdf

Flier Upload NARPM Monthly Meeting Agenda--November, 2015.pdf

Flier Upload

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Flier Upload

6. List number of board meetings: 11

Copy of Minutes January 2016 BOD Meeting Minutes.pdf

Copy of Minutes February 2016 BOD Meeting Minutes.pdf

Copy of Minutes March 2016 BOD Meeting Minutes.pdf

Copy of Minutes May 2016 BOD Meeting Minutes.pdf

Copy of Minutes JUNE 2016 BOD Meeting Minutes.pdf

Copy of Minutes july 2016 BOD Meeting Minutes.pdf

Copy of Minutes AUGUST 2016 BOD Meeting Minutes.pdf

Copy of Minutes SEPTEMBER 2016 BOD Meeting Minutes.pdf

Copy of Minutes OCTOBER 2016 BOD Meeting Minutes.pdf

Copy of Minutes NOVEMBER 2016 BOD Meeting Minutes.pdf

Copy of Minutes December 2016 BOD Meeting Minutes.pdf

Copy of Minutes

7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? \$75.00 per year

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? 10

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:	Nashville C040
Is this a New Chapter formed within the last 18 months?	No
Number of chapter members at time of Application (excluding affiliates):	39
Total Points from Application:	57

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:

59

Associate Members:	9
Support Staff Members:	0
Life Members:	0
Combined Total Number of Members:	68

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	QUESTION 1 - 2016 UPLOAD Membership per National's website.pdf
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Does the state in which the chapter is located have continuing education requirements for licensing?	Yes
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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:	1
Number of New Members added to Chapter:	2
New Member Growth:	1=3-9%
New Members Upload	2016 QUESTION 2 - NEW MEMBERS.pdf

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:	3
Membership Retention:	3
Membership Retention Upload	QUESTION 3 - 2016 MEMBERSHIP OVER 2015.pdf

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	QUESTION 4 2016 NASHVILLE VENDORS.pdf

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: 2

Number of Community Service
Projects Provided: 2

Evidence of Community Service
Upload June 2016.pdf

Evidence of Community Service
Upload AUGUST 2016.pdf

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 QUESTION 8 - Convention Registrations.pdf

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 QUESTION 9 - State Conference Attendees.pdf

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: LINK DOES NOT WORK

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: 2

Number of Chapter-Sponsored Educational Course(s): 2

Course Flyer Upload QUESTION 12 - NARPM NASHVILLE CALENDAR 2016.pdf

Course Flyer Upload email noting ce approval.pdf

Course Flyer Upload QUESTION 12 - NARPM NASHVILLE CALENDAR 2016.pdf

Course Flyer Upload email noting ce approval.pdf

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

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Chapter-Sponsored Educational
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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	NARPM Monthly Meeting Agenda--Jan. 2016.pdf
Copy of Meeting Agenda Upload	NARPM Monthly Meeting Agenda--FEB 2016.pdf
Copy of Meeting Agenda Upload	NARPM Monthly Meeting Agenda--MARCH 2016.pdf
Copy of Meeting Agenda Upload	NARPM Monthly Meeting Agenda--JUNE 2016.pdf
Copy of Meeting Agenda Upload	NARPM Monthly Meeting Agenda--AUGUST 2016.pdf
Copy of Meeting Agenda Upload	NARPM Monthly Meeting Agenda--SEPT 2016.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	QUESTION 16 - candidates.pdf

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:	5
Percentage of Members with RMP/ MPM Designations:	5=25-29%

Member List with RMP/ MPM
Designations Upload

QUESTION 18 - DESIGNATIONS.pdf

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

QUESTION 19 - CRMC DESIGNATIONS.pdf

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:

Percentage of Members holding
certifications as of December 31:

List of CSS, CMC, CRMB
Certified Members Upload

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:

Percentage of Candidates as of
December 31:

Members who are Candidates for
the CSS, CMC, CRMB Upload

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:

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:	10
Number of Newsletters:	10
Newsletter Upload	January 2016.pdf
Newsletter Upload	February 2016.pdf
Newsletter Upload	March 2016.pdf
Newsletter Upload	April 2016.pdf
Newsletter Upload	May 2016.pdf
Newsletter Upload	June 2016.pdf
Newsletter Upload	AUGUST 2016.pdf
Newsletter Upload	September 2016.pdf
Newsletter Upload	October 2016.pdf
Newsletter Upload	November 2016.pdf
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: UPLOADED DOC NOT PERTINENT

Number of Marketing Efforts:

Program Outreach Upload QUESTION 26 - GOVERNMENT AFFAIRS.pdf

Program Outreach Upload

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:

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: 2

Number of Efforts to Pass or Defeat a Legislative Issues: 2

Copy of Issue/ Other Documentation Upload QUESTION 26 - GOVERNMENT AFFAIRS.pdf

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:	1
Percentage of Members who Contribute at Least \$25 to the NARPM PAC	1=1-5%
List of Contributors Upload	PAC INFORMATION.pdf

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:	
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:	10
Percentage of Members Volunteering:	2=15-19%
List of Volunteers Upload	QUESTION 29 - local committees.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	QUESTION 30 - 2017 Chapter Leader Training Session.pdf

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?

Our Chapter strives to achieve a high standard of professionalism by not only reading the Standards of Practice each month, but also providing pertinent speakers at our meetings during the course of the year that bring us up to date on Fair Housing, our local and State laws, disparate impact, comfort and support animals, etc. Our Members are all very welcoming to our guest and encourage any question that will help make all of us better professionals

Total Points from Application:	57
Form Completed By:	Nina McIver
Chapter Title:	President Elect
Phone Number:	615-289-1340
E-mail Address:	nkestner@comcast.net

Bylaws of
The _____ Nashville _____ 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 Nashville 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 Middle TN 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 Tennessee.

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: Middle TN Area

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 E: 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__ (fill in number) 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.
 - l. 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.
- 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.

5. Past President

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

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 (120) 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 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

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 [45] 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 not 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 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 affect 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 [Tennessee] 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 [insert chapter name], all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

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: **NATIONAL ASSOC OF RESIDENTIAL
PROPERTY MANAGERS****1639 Medical Center Pkwy,****Murfreesboro, TN, US, 37129****D** Employee IdentificationNumber **90-0522527****E** Website:**F** Name of Principal Officer: **David Hoke****1639 Medical Center Pkwy,****Murfreesboro, TN, US, 37129**

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

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

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

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National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting Minutes for the Board of Directors of NARPM was held at Ellendale's Restaurant on January 12, 2016. Those present were Shelly Hopkins, Jim Hodge, Lee Blackburn, Ron Wills, David Hoke, Scott Abernathy, Andrea Merryman, Beverly Browning, Ed VanVorhees.

The meeting was called to order at 11:05 a.m.

MINUTES

December minutes were approved.

President Report

Lee Blackburn stated he will be attending the Leadership Training at the end of January. He has purchased his airline ticket and the Chapter will reimburse him for that expense.

By-Laws were discussed. Nina will email everyone a copy of the 2014 Chapter By-Laws to determine what sections need to be kept in the new by-laws. All Board members to review and discuss at February meeting.

VP Report

Shelley Hopkins: February meeting will be a round table discussion. Lee Blackburn will share notes of interest from his Leadership Training trip.

Past President Report

Ron Wills is standing in for Ethan Hodge: No report

Treasurer Report

David Hoke – reported we ended 2015 with a positive balance of \$7,166.77. YTD 2016 balance is \$8,816.17 not including checks that were received prior to today's meeting. Discussed paid and unpaid membership dues. Will send out reminder invoices, and bring several copies of invoices to the January Membership meeting to hand out and remind members who have not paid.

It was voted and approved that any pro-rated membership dues will be based on \$7.50 per month with a minimum fee of \$40 and a maximum of \$90.

Discussion ensued as to whether to increase lunch fees to \$30 based on the minimum/limited lunch menu available at Darfon's. Motion was made and passed. Ron Wills will inform the Membership at the January meeting of this decision which will be effective February 1, 2016. If the Chapter receives much push back on the increase, the subject will be addressed at that time.

Secretary Report

Nina McIver – Constant Contact has not been functioning properly as many people have not been receiving emails for invitations, etc. Nina called Constant Contact and found that when an email bounces back a set number of times, that email address is "suspended". Nina will send a

personal email to each member to obtain a list of those who have not been receiving Constant Contact emails and discuss that list with the software support department.

Per information Nina received from Darfon's, the cheapest meals they offer for lunch is \$20 rather than \$18 and that does not include tax and gratuity. Discussion ensued and it was decided that the increase in Chapter dues would cover the loss from the monthly lunches. Nina and Ron will look for documentation from the agreement that was made with Darfon's last year to see if it has changed.

Education Report

Scott Abernathy reported that Nashville will host an Ethics class on May 17th which will be held at EMTAR in Mt. Juliet from 8:00 – 12:00. Ron Wills verified with MTAR that the class room will be available on that date and the room fee is \$50. Scott does not know yet whether the class will be approved for TREC continuing education, but will keep us updated. Scott also suggested that the Chapter cover the \$45 cost for each "paid Chapter Member". Scott will check with NARPM to see if there is a grant available to cover the expense and report back at the February Board Meeting with a report on whether this will be cost effective for the Chapter.

Communication Report

Andrea Merryman - Nina McIver is working with Andrea on the transition for the Newsletter and any issues/help that Andrea needs.

Membership Report

Beverly Browning reported on the addition of a new prospective member (Stephen Mitchel) which has been added to the Constant Contact list. Board members were reminded to welcome all new members to the Chapter Luncheon each month, to not congregate at one table but to spread out, and to let each new member know we are all here to help.

Vendor Report

Roni Brooks was not present.

Charity Report

Ed Van Voorhees reported we will be collecting for the 1st quarter during the March Meeting.

Legislative Report

Jim Hodge reported the legislators go back into session this week and will be addressing several issues including low income housing and how it may effect property managers.

OLD BUSINESS

Dues Invoices was discussed with the Treasurer's report

NEW BUSINESS

Lee is preparing a "Milestones Calendar" for the year and will present the updated calendar next month.

Meeting adjourned at 12:30 p.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting Minutes for the Board of Directors of NARPM was held on February 9th, 2016 via email due to inclement weather. Those responding were Shelly Hopkins, Jim Hodge, Lee Blackburn, Ron Wills, David Hoke, Scott Abernathy, Andrea Merryman, Beverly Browning, Ed VanVorhees, Nina McIver.

The meeting was called to order at 10.59 a.m.

MINUTES

January minutes were emailed to all Board Members for approval.

President Report

Lee Blackburn emailed issues for the Board to discuss. Lee also stated, “Leadership training was informative and had value. As a chapter, we need to be very focused on creating (highlighting) tangible value to our membership, especially when it comes to justifying our local dues. I would like to discuss this at the next BOD mtg. and come up with an actual list of items that do so currently, and how we could improve.

VP Report

Shelly Hopkins requested suggestions for topics of discussion/speakers.

Past President Report

Ron Wills is standing in for Ethan Hodge: No report

Treasurer Report

David Hoke – submitted account reconciliation reports.

Secretary Report

Nina provided an update on the Constant Contact email addresses

Education Report

Discussion ensued as to whether to have the Chapter pay for the Ethics Class fees as a “member benefit”. No decision was made.

Communication Report

Andrea Merryman requested content information for the February newsletter.

Membership Report

Beverly Browning reported that has contacted someone that Scott met in his property management class.

Vendor Report

No report

Charity Report

No report

Legislative Report

No report.

OLD BUSINESS

None

NEW BUSINESS

Regarding Article IX, B. 2 and 4 : Discussion ensued and the following language was voted and agreed to: Paragraph 2: Non-payment of Dues: Failure to pay the annual chapter dues within **[45]** days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.

Paragraph 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 not** charge dues to National Affiliate members.

David Hoke stated we had some resistance to paying local dues for individual reps. of the same co. David suggested the dues cover up to 2-3 co. reps. Discussion ensued. Discussion ensued, Lee Blackburn made the motion/ Beverly and Ed seconded, all agreed to allow two people per vendor member at no additional charge. However, only one member will be noted in Constant Contact for emails/invitations, etc.

Nina, agrees to send out a schedule of monthly meetings to the membership, general interest, and vendors so they can plan accordingly for the rest of the year.

Meeting adjourned at 12:30 p.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting for the Board of Directors of NARPM was held on MARCH 8TH, 2016 at Ellendale's Restaurant. Those attending were Shelly Hopkins, Jim Hodge, Lee Blackburn, Ron Wills, Scott Abernathy, Andrea Merryman, Ed VanVorhees, Nina McIver.

The meeting was called to order at 11:05 a.m.

MINUTES

February minutes were approved.

President Report

No report.

VP Report

Shelly Hopkins will send Nina a list of all speakers for the year. Nina will add those to the calendar and email to all Chapter Members.

Past President Report

Ron Wills is standing in for Ethan Hodge: No report

Treasurer Report

David Hoke – submitted account reconciliation reports via email.

Secretary Report

David Hoke stated via email that Amy Delaney's dues had not yet been received. Nina will send her an email.

Education Report

Scott stated he is working on getting continuing education credit for the NARPM Ethics class, but is not sure at this point due to timing involved with TREC.

Communication Report

Andrea Merryman stated she would like to have a vendor spotlight for the newsletter. She will make an announcement at the Chapter meeting.

Membership Report

No report.

Vendor Report

No report

Charity Report

Ed stated he will not be at the March lunch meeting but that Chad Rowland will be collecting for the Rescue Charity.

Legislative Report

Jim reported that GNAR Realtor Day on the Hill was March 2nd and May 11-13 will be National's Day on the Hill. Bills coming before Metro Council are on "*inclusionary* work force housing" which we are trying to defeat.

OLD BUSINESS

None

NEW BUSINESS

None

Meeting adjourned at 12:30 p.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting for the Board of Directors of NARPM was held on MAY 10TH, 2016 at Ellendale's Restaurant. Those attending were Shelly Hopkins, David Hoke, Jim Hodge, Lee Blackburn, Ron Wills, Andrea Merryman, Ed VanVorhees, Nina McIver, Beverly Browning.

The meeting was called to order at 11:05 a.m.

MINUTES

Ed VanVorhees made a motion to accept March Minutes. Second was received and all approved.

President Report

No report.

VP Report

Shelley reported that she submitted Chapter of Excellence report to National.

Past President Report

Ron Wills is standing in for Ethan Hodge: No report

Treasurer Report

David Hoke – submitted account reconciliation reports. Reports were reviewed by all.

Secretary Report

No report

Education Report

Scott Abernathy was absent but sent an email stating he needed someone to entertain the Ethics Class instructor (Traci Lewis VanCamp) during her May 17th stay in Mt. Juliet. As the class ends at noon, Shelley Hopkins and David Hoke agreed to take her to lunch. Beverly Browning agreed to take her to dinner but is hoping someone will join her. Andrea will note in the Newsletter that the Chapter will pay for the first 5 members who volunteer to join Beverly.

Communication Report

Andrea Merryman stated she will soon be taking maternity leave. Nina McIver agreed to send out newsletters during that time – Andrea to provide Nina with pertinent dates. As our speaker for the June meeting will be Angelita Fisher (discrimination/fair housing) Andrea will note a reminder in the next newsletter as there will be many members who will not want to miss this meeting.

Membership Report

No report.

Vendor Report

Roni Brooks was absent but sent an email stating that Mark Brandt with Filter Easy is planning on becoming a vendor with NARPM and would like to sponsor the June meeting. Board will ask Roni to provide more details on how much Mr. Brandt was wanted to spend on the sponsorship. It was decided that any funds received will go towards the Christmas Party funds. As lunch sponsor, Mr. Brandt will be given extra time to talk about his company.

Charity Report

The Rescue Mission Charity event will be held in July this year. Ed will contact the Mission to determine their schedule and verify that July is acceptable.

Legislative Report

No Report

OLD BUSINESS

Taxes have been filed. Scott Abernathy reported he does not know how many will be attending the Ethics class, but that we did meet our quota.

NEW BUSINESS

1. Discussion of changing lunch meeting locations has been tabled until we find a suitable location that can provide good food at a better price than Darfon's.
2. New NARPM Nashville Chapter Website provided by NARPM National. After discussion, Ron Wills made a motion to send an email to all Chapter Members requesting volunteers to assist with the development and on-going up keep of the website. That person will be a part of the Communications Committee and may or may not attend the Board meetings. Subject person will also receive points towards any NARPM designation. Ed VanVorhees seconded the motion, all agreed. Andrea Merryman will post in the next newsletter.
3. Jim Hodge made the suggestion that we consider having a "Chapter Historian" that would be in charge of all Chapter documents. Currently the Secretary, President, and Treasurer all have binders of information.
4. Ron Wills offered to have the June Board meeting on his boat. All who wish to attend should be at the boat no later than 3:00. Dinner will be at the Cherokee Restaurant. All Board Members who wish to come may bring their spouse. All were in agreement.

Meeting adjourned at 12:00 p.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting for the Board of Directors of NARPM was held on MAY 10TH, 2016 at Ellendale's Restaurant. Those attending were Shelly Hopkins, David Hoke, Lee Blackburn, Ron Wills, Scott Abernathy.

The meeting was called to order at 3:00 p.m.

MINUTES

Ron Wills made a motion to accept May Minutes. Shelly Hopkins Second the motion and all approved.

President Report

No report.

VP Report

No report

Past President Report

Ron Wills is standing in for Ethan Hodge: Ron stated the process for nominating next year's Board members has begun.

Treasurer Report

David Hoke – submitted account reconciliation reports. Reports were reviewed by all. David reported a cash balance of \$10,193; received member retention bonus from national of \$540 (not include in cash balance).

Secretary Report

No report

Education Report

Scott Abernathy reported 16 people registered for the Ethics Class and 16 people attended the class and CE credits have posted to TREC.

Communication Report

Newsletter was sent out 6/15/2016.

Membership Report

Mentioned need to revisit mentor/new member program

Vendor Report

No report

Charity Report

June's meeting is our 2nd quarter Mission Collection meeting. July 25th will be our volunteer day at the Nashville Rescue Mission.

Legislative Report

Via email, Jim Hodge reported:

Metro Council

BL 2016-133 Affordable/Work Force Housing – Ad Hoc committee continues to hold meetings (mostly “hot air” with lots of talk but very little substance); biggest danger is council will try to “DO SOMETHING!” even though the facts will not support their actions.

RECOMMENDATION: watch & wait

<https://www.youtube.com/watch?v=-lxh1ZCJ70Q> is link to June 6 committee meeting (have a pillow handy as it can get boring quickly)

BL 2006-219 Down Zoning Affordable Housing Apartment Complex parcel on Murfreesboro Pike (Antioch) – Disapproved by Planning Commission but Karen Johnson and Fabien Bedne are both pushing hard using race card, concentration of poverty and that developer could have built somewhere else (He did not ask Councilwoman Johnson’s permission during 2 years he was putting package together). This reminds me of the Teen Challenge downzoning in Goodlettsville area a few years ago, which federal court ruled was illegal and cost Metro \$1.5 million. GNAR is opposed along with Apt Assoc.

RECOMMENDATION: Oppose; ask NARPM members to contact any council members they know to oppose this “taking of property rights without compensation.”

OLD BUSINESS

1. Roni had mentioned earlier that a new vendor, Mark Brandt, want to sponsor a luncheon. It was decided to limit his talk to 7 minutes unless we choose him to present the entire program as a lunch topic.
2. New NARPM Nashville Chapter Website provided by NARPM National. After discussion, Ron Wills made a motion to send an email to all Chapter Members requesting volunteers to assist with the development and on-going up keep of the website. That person will be a part of the Communications Committee and may or may not attend the Board meetings. Subject person will also receive points towards any NARPM designation. Ed VanVorhees seconded the motion, all agreed. Andrea Merryman will post in the next newsletter. **UPDATE: discussed further.**
3. Jim Hodge made the suggestion that we consider having a “Chapter Historian” that would be in charge of all Chapter documents. Currently the Secretary, President, and Treasurer all have binders of information.

Meeting adjourned at 3:30 p.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting for the Board of Directors of NARPM was held on JULY 12TH, 2016 at Ellendale's Restaurant. Those attending were: Lee Blackburn, Shelly Hopkins, Ron Wills, Ed VanVoorhees, Jim Hodge, Beverly Browning, David Hoke, Scott Abernathy, Nina McIver

The meeting was called to order at 11:09 a.m.

MINUTES

Ed VanVoorhees made a motion to accept June Minutes, Ron Wills seconded, all approved.

President Report

No report.

VP Report

Shelley Hopkins stated she will call Mark Brandt, a new vendor member, to schedule a month for him to speak to the Chapter.

Past President Report

Ron Wills is standing in for Ethan Hodge: Ron announced the proposed slate for the 2017 Board of Directors. President – Shelley Hopkins; President Elect – Nina McIver; Past President – Lee Blackburn; Secretary – Jon Selinger; Treasurer – David Hoke; Education – Alicia Brim; Membership – Beverly Browning; Vendor – Matt Leavell; Communications – Andrea Merryman; Charity – Ed VanVoorhees; Government Affairs – Jim Hodge

The proposed slate will be presented to the Chapter during the August Chapter Meeting for a vote. Installation will take place in Spetmber.

November 15th is the scheduled date for new President to attend "leadership training".

Ron Wills made a motion to accept the proposed slate of the 2017 Board Members, Beverly Browning 2nd, all approved.

Treasurer Report

David Hoke – submitted account reconciliation reports. Reports were reviewed by all. David reported a cash balance of \$10,184.

Secretary Report

Nina McIver reported she will get with Matt Leavell to discuss in more detail what needs to be done with new Chapter website.

Education Report

No report.

Communication Report

Nina will send out a newsletter for July.

Membership Report

No report

Vendor Report

No report

Charity Report

Nina agreed to send out an email to Chapter Members reminding everyone of our volunteer day at the Mission on July 25th 10:30 a.m. to 1:00 p.m.

Legislative Report

BL 2006-219 Down Zoning Affordable Housing Apartment Complex parcel on Murfreesboro Pike (Antioch) – Disapproved by Planning Commission but Karen Johnson and Fabien Bedne are both pushing hard using race card, concentration of poverty and that developer could have built somewhere else (He did not ask Councilwoman Johnson’s permission during 2 years he was putting package together). This reminds me of the Teen Challenge downzoning in Goodlettsville area a few years ago, which federal court ruled was illegal and cost Metro \$1.5 million. GNAR is opposed along with Apt Assoc.

RECOMMENDATION: Oppose; ask NARPM members to contact any council members they know to oppose this “taking of property rights without compensation.”

UPDATE: DEFERRED

OLD BUSINESS

1. Shelley will check with Mark Brandt to schedule a meeting for him. He is a new member that would like to sponsor one of our luncheons.
2. New NARPM Nashville Chapter Website provided by NARPM National. After discussion, Ron Wills made a motion to send an email to all Chapter Members requesting volunteers to assist with the development and on-going up keep of the website. That person will be a part of the Communications Committee and may or may not attend the Board meetings. Subject person will also receive points towards any NARPM designation. Ed VanVorhees seconded the motion, all agreed. Andrea Merryman will post in the next newsletter.
UPDATE: Matt Leavell volunteered for this position at the June meeting. Nina McIver will get with Matt to review what needs to be done.
3. Jim Hodge made the suggestion that we consider having a “Chapter Historian” that would be in charge of all Chapter documents. Currently the Secretary, President, and Treasurer all have binders of information.

NEW BUSINESS

1. Lee Blackburn mentioned NARPM National was encouraging each Chapter to develop a “Mentor” program. Beverly Browning stated she will check with our Regional VP to get more details.

2. Lee stated at the June meeting there was a discussion on possibly combining some of the Board Chair positions due to the size of our Chapter. A reduced Board might make it easier for the “nominations committee” to fill the positions. Discussion ensued but tabled for future discussion.

Meeting adjourned at 11:44 a.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting for the Board of Directors of NARPM was held on AUGUST 9TH, 2016 at Ellendale's Restaurant. Those attending were: Lee Blackburn, Shelly Hopkins, Ron Wills, David Hoke, Nina McIver, Scott Abernathy, Beverly Browning, Roni Brooks, Ed VanVoorhees, Jim Hodge

The meeting was called to order at 11:05 a.m.

MINUTES

Motion was made to accept the July Minutes, all approved.

President Report

Discussion ensued about how to announce Mark Brandt as a vendor who is sponsoring the luncheons. It was suggested that Lee announce to the Membership that any vendor can sponsor a lunch and Lee will explain to the Membership that the funds from the lunch sponsorship will be used to offset free lunches and other Chapter expenses.

VP Report

Shelley Hopkins stated Mark Brandt is set up and ready to be the speaker for the August Chapter meeting.

Past President Report

Ron Wills is standing in for Ethan Hodge: No Report.

Treasurer Report

David Hoke – submitted account reconciliation reports. Reports were reviewed by all.

Secretary Report

Nina McIver reported she has the Chapter minutes up to date and will correct the names of the current Board of Directors as noted on the Nashville Chapter website. She will also try to get with Matt Leavell to discuss in more detail what needs to be done with new Chapter website. Priority is Board Members and local Affiliate members.

Education Report

Scott reported that we received \$78.50 from National for the sponsorship of the Ethics Class. Scott also stated that TREC application for the Tenancy and Ethics Classes. Discussion ensued and it was voted to allow the application to lapse and we will apply again for any future classes.

Communication Report

Nina will send out a newsletter for August.

Membership Report

Beverly stated she had made a list of various property management companies that were advertising rental properties on MLS and will try to contact them to encourage them to join NARPM.

Vendor Report

No report

Charity Report

Ed reported Volunteer Day was a success and we had 12 volunteers. Ed may try to schedule “two” events each year with the next one being in the Spring.

Legislative Report

Jim report that Metro’s inclusionary housing bill will be limited to rental properties with 5 or more units in one building and will not involve single family housing.

OLD BUSINESS

2017 Board of Directors will be elected at the August meeting.

Volunteer day at the mission had 12 volunteers.

NEW BUSINESS

Installation of the 2017 Board of Directors will be during the September meeting.

Lee will contact Larry Bryant to see if he would be willing to report to the Chapter on anything of interest or excitement from the National Convention in Hawaii.

The September Meeting will feature Rob Hill as our speaker who will be speaking on legal topics in property management.

Meeting adjourned at 11:45 a.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting for the Board of Directors of NARPM was held on SEPTEMBER 13, 2016 at Ellendale's Restaurant. Those attending were: Lee Blackburn, Shelly Hopkins, David Hoke, Nina McIver, Beverly Browning, Roni Brooks, Ed VanVoorhees, Jim Hodge, Andrea Merryman

The meeting was called to order at 11:05 a.m.

MINUTES

Motion was made to accept the August Minutes, all approved.

President Report – No Report

VP Report

Rob Hill is set and ready to be the speaker for the September Chapter meeting. November's speaker will be Robert Rausch who will be speaking on self defense.

Past President Report

Ron Wills via Lee Blackburn requested approval for the chapter to participate in the National Charity raffle by giving away \$100 - \$150 from the Chapter at the National Convention. The gift is typically in the form of several bottles Jack Daniels as a representation from Tennessee. Discussion ensued and motion was made by Beverly Browning to make this an annual donation. David Hoke seconded, all approved. Via email vote, the Board agreed to make this an annual donation to both the National Convention and the Broker/Owner Convention.

Treasurer Report

David Hoke – submitted account reconciliation reports. Reports were reviewed by all. David noted the \$525 "PAC" check to NARPM was rejected as it was from "the Chapter" and not an individual. David agreed to write the check out of the account to himself and then send a personal check for \$525 to NARPM.

David will also provide information to the Board next month as to the previous years' budget for the Christmas Party.

Secretary Report – report covered under Old Business

Education Report - absent

Communication Report

Andrea Merryman is back from maternity leave and will start back on producing the newsletter.

Membership Report

No Report

Vendor Report

Roni Brooks stated she in contact with a couple of potential affiliates and will maintain contact with them.

Charity Report

September is Quarterly Collection whereby the Chapter will meet up to \$500 in donations. Andrea will be sure to mention this in the newsletter.

Legislative Report – Jim Hodge

STATE: Senate conducting summer study re Short Term Rentals (Airbnb, etc.) to explore possible state level regs (Metro Council has created such a mess that lots of complaints have reached state legislators; council currently has 6 more "fix" bills in the hopper).

METRO COUNCIL: Passed 2 bills on "affordable housing". One has 3 year trial program offering developer incentives; second bill requires developer penalties for only multi-family rental construction of 5+ units. Has been much ado about nothing, as only 100 units per year are expected to result (Realtors had enough impact to remove sales from bill.)

OLD BUSINESS

New Member Mentor Program – Lee provided the Board with a link National’s suggested Mentor Program. The document will be printed and posted in the 2016 Secretary Binder. For future reference, the link is http://www.narpm.org/docs/join/NewMember_MentorProgram.pdf Discussion ensued and it was agreed that should any new members request a mentor, Beverly Browning will appoint a Member to be that persons mentor.

Nashville NARPM Website - Nina McIver reported that Matt Leavell has entered the current Board of Directors information and all Affiliate information into the new Nashville NARPM website. It was re-iterated that Matt’s position as “website coordinator” is part of the Communication Chair position. Beginning January 1, the Communications Chair and Matt Leavell will maintain the local website contact information for Members and Affiliate Members.

Affiliate Members - Nina mentioned Marc Mason with National Tenant Network is reportedly a National Affiliate and has asked to be a “local” affiliate. Discussion ensued and Lee Blackburn will develop an “Affiliate Membership Request” form to be filled out by all new Affiliates. The form will then be routed to Board Members for entry into Constant Contact and the Nashville Website.

Installation of 2017 BOD - Nina McIver will send an email to the 2017 Board Members reminding them to attend the September Chapter Meeting to be installed. In Ron Wills’ absence Larry Bryant, as a past president, agreed to install the new Board.

NEW BUSINESS

Vendor Lunch Sponsorship – It was suggested that the Board consider an official position on Affiliates sponsoring Chapter Lunch Meetings. Discussion ensued as to the pros and cons as well as how much to charge and how much time to allow. National vendors pay National dues, but not local dues. Local vendors pay local Chapter dues. Should one be charged more than the

other. Should they be the “speaker” for the meeting, or just allowed an allotted amount of time. Discussion was tabled for future discussion.

Meeting adjourned at 11:45 a.m.

Via email vote on 9/13/2016, the Board agreed to donate \$500 to the National Convention Past President’s Charity Golf Tournament.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting for the Board of Directors of NARPM was held on OCTOBER 11, 2016 at Ellendale's Restaurant. Those attending were: Lee Blackburn, Shelly Hopkins, David Hoke, Nina McIver, Beverly Browning, Ed VanVoorhees, Jim Hodge, Ron Wills, Scott Abernathy

The meeting was called to order at 11:10 a.m.

MINUTES

Motion was made to accept the September Minutes, all approved.

President Report – Lee Blackburn

No Report

VP Report – Shelley Hopkins

No Report

Past President Report – Ron Wills

No Report

Treasurer Report – David Hoke

David Hoke – submitted account reconciliation reports. Last year the Christmas Party cost \$1,450.

Secretary Report – Nina McIver

The new “Affiliate Member” application form was sent to Marc Mason with NTN Tennessee and copied to Roni Brooks. Nina has not heard back from Marc and will check to make certain he got the form. FYI – on the way out the door, Nina made a reservation for 15 for next month at Ellendale's.

Education Report – Scott Abernathy

Scott reported that National sent a list of “designation” classes each Chapter can offer next year. There is no limit as to how many classes we can offer. Scott stated the list is on the NARPM website. Scott will get with Alicia Brim (2017 Education Chair) to discuss in more detail and come up with a suggestion for the Board.

Communication Report – Andrea Merryman

Absent – no report

Membership Report – Beverly Browning

No Report

Vendor Report – Roni Brooks

Absent – No Report

Charity Report – Ed VanVoorhees

Ed stated the Quarterly Collection was a success but he'd like to figure out a way to get more to contribute.

Legislative Report – Jim Hodge

Jim provided an update on continued affordable housing discussion.

OLD BUSINESS

Vendor Lunch Sponsors – Lee brought Scott and Ron up to date on the discussion from last month's Board Meeting. Those attending the Leadership Conference in November will talk to National Members and other Chapter Members to see how they handle vendor-sponsored luncheons/forms/fees, etc. and report back to the Board.

NEW BUSINESS

1. It was suggested that we consider having someone from the Nashville Rescue Mission come to a Chapter Meeting as a speaker in an effort to generate more donations.
2. The next Board meeting is scheduled for November 8th which is also election day. Discussion ensued as to whether or not the Board Meeting should be re-scheduled. It was decided to leave the Board Meeting as scheduled and not re-scheduled.
3. Nina McIver will make copies of the "Duties of Officers" and bring to the next meeting. Nina will also post those documents on a "Secretary Flash Drive" as a pdf for future reference.
4. Christmas Party – Tentative date is first week of December. Nina reported that Merchants charges a minimum \$2,000 plus tax and tip. Nina to verify that the minimum is regardless of 35 guests or 50 guests. Lee suggested the Chapter pay up to \$2,500. Motion was made, seconded, all approved. Final decisions will be via email for date and location.
5. 2017 Dues are to go out in November. Lee will send information to Nina McIver to send out via Constant Contact. David Hoke requested that the address for mailing the checks be changed to his address to avoid delay in trips to the P.O. Box – Lee will make that change on the information to be sent for the billing.

Meeting adjourned at 11:55 a.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting for the Board of Directors of NARPM was held on NOVEMBER 8, 2016 at Ellendale's Restaurant. Those attending were: Lee Blackburn, Shelly Hopkins, David Hoke, Nina McIver, Beverly Browning, Ed VanVoorhees, Ron Wills, Scott Abernathy, Jon Selinger, Matt Leavell, Alicia Brim

The meeting was called to order at 11:10 a.m.

MINUTES

Motion was made to accept the October Minutes, all approved.

President Report – Lee Blackburn

No Report

VP Report – Shelley Hopkins

Shelly confirmed that \$296.96 will be reimbursed to her as the 2017 President to attend Leadership Training. Shelly also noted that she had not been able to reach the speaker for the November meeting, so we may have a round table discussion.

Past President Report – Ron Wills

No Report

Treasurer Report – David Hoke

Account reconciliation reports were presented and reviewed. David noted he received a check from Clean As A Whistle, but did not have them on his list of Affiliates. Nina McIver stated she would check to see if they are noted in Constant Contact. **(Update, they are not listed in Constant Contact nor on our local website.)**

Secretary Report – Nina McIver

David Hoke provided Nina with a copy of the Affiliate Membership Application for Dan Watkins with All Four Season's Garage Doors. Nina will post the contact information in both Constant Contact and the local website. 2017 Dues Invoices were emailed out. However, because the NARPM website will not allow us to send emails to "Affiliates" at this point, Nina will send them individually.

Education Report – Scott Abernathy

Scott reported that National sent a list of "designation" classes each Chapter can offer next year. There is no limit as to how many classes we can offer. Scott stated the list is on the NARPM website. Scott will get with Alicia Brim (2017 Education Chair) to discuss in more detail and come up with a suggestion for the Board. **UPDATE: discussion ensued about suggested classes, location etc. Ron Wills checked with EMTAR regarding the availability of their class room. Beverly made a motion to host the Financial Cash Flow Analysis class May 17th at Eastern Middle Tennessee Association of Realtors in Mt. Juliet, Scott Seconded, motion carried. In lieu of the NARPM class, there will be no monthly Chapter Meeting.**

Communication Report – Andrea Merryman

No report

Membership Report – Beverly Browning

No Report

Vendor Report – Roni Brooks

Absent – No Report

Charity Report – Ed VanVoorhees

Ed stated the Quarterly Collection will be at the Christmas Party. Andrea will post that notice in November Newsletter. Ed will not be present at the Christmas Party due to expected surgery – Chad Rowland will take his place for the collection.

Legislative Report – Jim Hodge

Absent – No Report – Jim was working the voting stations.

OLD BUSINESS

1. From October: It was suggested that we consider having someone from the Nashville Rescue Mission come to a Chapter Meeting as a speaker in an effort to generate more donations.
2. Vendor Lunch Sponsors – Lee brought Scott and Ron up to date on the discussion from last month's Board Meeting. Those attending the Leadership Conference in November will talk to National Members and other Chapter Members to see how they handle vendor-sponsored luncheons/forms/fees, etc. and report back to the Board. **UPDATE: those attending Leadership Training will talk to folks from the Atlanta Chapter to requests copies of their process/discuss their process so that we don't have to re-invent the wheel. Scott reported that Atlanta has sponsors pay for everything.**

NEW BUSINESS

1. Christmas Party invitations will go out with a response deadline of November 22nd. Discussion ensued regarding charging for guests. Beverly made the motion to charge guests \$40, Jon seconded, motion carried. Invitations will be sent to paid Members, local Affiliates, and National local Affiliates. Guests will mail their checks to David's address. We have a limit of 50 – first 50 get in – late comers do not.
2. 2017 Dues are to go out in November. Lee will send information to Nina McIver to send out via Constant Contact. David Hoke requested that the address for mailing the checks be changed to his address to avoid delay in trips to the P.O. Box – Lee will make that change on the information to be sent for the billing. **UPDATE: it was decide that if a national vendor has a "local" franchise presence, they need to pay local dues. i.e. NTN Tennessee is a local franchise.**

Meeting adjourned at 12:15 p.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting Minutes for the Board of Directors of NARPM was held on December 7th, 2016 at Maggiano's. Those attending were Shelly Hopkins, Jim Hodge, Lee Blackburn, Ron Wills, Beverly Browning, Nina McIver, Matt Leavell, and Jon Selinger.

The meeting was called to order at 6:25 p.m.

President Report

Lee Blackburn had no report.

VP Report

Shelly Hopkins had no report.

Past President Report

Ron Wills had no report

Treasurer Report

David Hoke not in attendance.

Secretary Report

Nina McIver provided an update on the website-still not fixed

Education Report

Scott Abernathy not in attendance.

Communication Report

Andrea Merryman not in attendance.

Membership Report

Beverly Browning had no report.

Vendor Report

No report

Charity Report

Ed Van Voorhees not in attendance

Legislative Report

No report.

OLD BUSINESS

None

NEW BUSINESS

None

Meeting adjourned at 6:29 p.m.