



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### **Chapter Meeting – January 16<sup>th</sup>, 2018**

Cost is \$30.00 for the meeting with lunch included for members.

Visitor's second meeting will cost \$50.00. Membership is required after second visit.

***Call to order – Please turn off Cell Phones***

#### **Welcome Members and Guests**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

#### ***Strategic Business:***

February 22, 2018 – Advanced Risk Management Class

Credit Card Payments will be accepted

Broker/Owner Convention – April 9<sup>th</sup> – 11th

**Introduction of Program Speaker:** Jonathan Faught – 1031 Exchange

**50/50 Drawing:**

***Please use our valued Vendors!!!!***

***Thank you to Filter Easy for sponsoring our Meeting today!***

## **Article 8: COMMITMENT TO FIRM**

**The Property Manager shall act in the best interests of his or her property management Firm.**

### **STANDARDS OF PROFESSIONALISM**

- \* **8-1** The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.
- \* **8-2** The property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.
- \* **8-3** The property Manager shall not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.

### **REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

### **NARPM Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

### **NARPM Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

### **NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### **Chapter Meeting – February 20th, 2018**

Cost is \$30.00 for the meeting with lunch included for members.

Visitor's second meeting will cost \$50.00. Membership is required after second visit.

***Call to order – Please turn off Cell Phones***

#### **Welcome Members and Guests**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

#### ***Strategic Business:***

February 22, 2018 – Advanced Risk Management Class

Credit Card Payments will be accepted

Broker/Owner Convention – April 9<sup>th</sup> – 11<sup>th</sup>

**Introduction of Program Speaker:** Cheryl Noe is Senior Director of Development at the Nashville Rescue Mission

**50/50 Drawing:**

***Please use our valued Vendors!!!!***

***Thank you to All Four Season Garage Doors for sponsoring our Meeting today!***

## **Article 8: COMMITMENT TO FIRM**

**The Property Manager shall act in the best interests of his or her property management Firm.**

### **STANDARDS OF PROFESSIONALISM**

- \* **8-1** The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.
- \* **8-2** The property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.
- \* **8-3** The property Manager shall not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.

### **REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

### **NARPM Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

### **NARPM Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

### **NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – March 20th, 2018

Cost is \$30.00 for the meeting with lunch included for members.

Visitor's second meeting will cost \$50.00. Membership is required after second visit.

*Call to order – Please turn off Cell Phones*

#### Welcome Members and Guests

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

#### **Strategic Business:**

Broker/Owner Convention – SOLD OUT Aril 9<sup>th</sup> – 11th

**Introduction of Program Speaker:** Angelita Fisher – Fair Housing Attorney

#### **50/50 Drawing:**

***Please use our valued Vendors!!!!***

***Thank you to RTM Roofing for sponsoring our Meeting today!***

#### **REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

#### **NARPM Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

#### **NARPM Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

## **CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM**

### **Article 8: RELATIONS WITH OTHER PROPERTY MANAGERS**

The Property Manager shall not knowingly or recklessly make false or misleading statements about the competence or professionalism of other property managers or about their business practices, or otherwise attempt to take business from other property managers by deceptive means.

### **STANDARDS OF PROFESSIONALISM**

- \* **9-1** The Property Manager shall conduct business dealings with other property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.
  
- \* **9-2** The Property Manager shall not knowingly interfere with other property managers' contract rights, including by taking actions inconsistent with exclusive agreements that other property managers have with their clients. This does not preclude the Property Manager from otherwise soliciting potential Clients or making general announcements about his or her own services. For purposes of this Code, a general announcement may be defined as a general telephone canvass or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This Code does not restrict fair and reasonable competition among property managers.
  
- \* **9-3** In the event of a controversy between Property Managers with different Firms, the Property Manager of the Firm shall use best efforts to resolve the dispute prior to litigation.
  
- \* **9-4** The Property Manager shall not obtain or use the proprietary materials or work of a competing management Firm without the express written permission of that Firm.
  
- \* **9-5** The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.

### **NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – May 15th, 2018

Cost is \$30.00 for the meeting with lunch included for members.

Visitor's second meeting will cost \$50.00. Membership is required after second visit.

***Call to order – Please turn off Cell Phones***

#### **Welcome Members and Guests**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

#### ***Strategic Business:***

**Nominations for 2019 Board of Directors is open to the floor.**

Annual Convention October 17<sup>th</sup> -19 in San Diego

#### **Reading of Code of Ethics and Anti-Trust Statement**

#### **50/50 Drawing**

**Introduction of Program Speaker:** Wes Hall, Attorney

***Please use our valued Vendors!!!!***

***Thank you to Reliable Roofing for sponsoring our Meeting today!***

#### **REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

#### **NARPM Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

**NARPM Business owners/leaders discussion group visit:**

<https://groups.google.com/forum#!forum/narpm-business-leaders>

## **CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM**

### **Article 10: TRUTH IN ADVERTISING**

**The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.**

### **STANDARDS OF PROFESSIONALISM**

- \* **10-1** Regardless of the type of media used, advertising content shall be truthful and honest at all times.
  
- \* **10-2** No property shall be offered as “For Rent” without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.
  
- \* **10-3** Disclosure must be made to all parties if information gathered through electronic advertising media may be sold to an outside party.
  
- \* **10-4** All marketing materials, whether printed or electronic, shall comply with state laws.

### **NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM’s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members’ ability to solicit competitors’ clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.





## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – June , 2018

Cost is \$30.00 for the meeting with lunch included for members.

Visitor's second meeting will cost \$50.00. Membership is required after second visit.

#### *Call to order – Please turn off Cell Phones*

#### Welcome Members and Guests

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

#### **Strategic Business:**

**Nominations for 2019 Board of Directors is open to the floor.**

Annual Convention October 17<sup>th</sup> - 19 in San Diego

Overflow Hotels: Hotel Del Coronado or Glorietta Bay Inn

GNR – short term rental update class was filmed.

July Speaker: Jonathan Vaught – 1031 Exchanges

#### Reading of Code of Ethics and Anti-Trust Statement

#### 50/50 Drawing

**Introduction of Program Speaker:** Angela Shields – TN Association of Realtors

***Please use our valued Vendors!!!!***

***Thank you to FILTER EASY for sponsoring our Meeting today!***

#### REMINDERS:

Please remember to invite interested vendors and other property managers to a meeting.

**NARPM® Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

**NARPM® Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

## **CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM**

### **Article 11: Responsibility to NARPM® and the Profession**

**The Property Manager shall comply with all policies and pronouncements of NARPM® and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.**

### **STANDARDS OF PROFESSIONALISM**

- \* **11-1** The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.
- \* **11-2** The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.
- \* **11-3** The Property Manager shall maintain his or her real estate license, if a license is required in their state.
- \* **11-4** The Property Manager shall abide by NARPM® bylaws and other policies and procedures of NARPM®, and shall seek to avoid doing harm to the organization.
- \* **11-5** The Property Manager shall ensure that all electronic communications and marketing he or she prepares is professional with respect given to the recipients.
- \* **11-6** The Property Manager shall act with integrity, good faith, and professionalism in connection with all NARPM\* and NARPM\* Chapter activities

### **NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – July , 2018

Cost is \$30.00 for the meeting with lunch included for members.

Visitor's second meeting will cost \$50.00. Membership is required after second visit.

#### *Call to order – Please turn off Cell Phones*

#### **Welcome Members and Guests**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

#### **Strategic Business:**

Annual Convention October 17<sup>th</sup> - 19 in San Diego

Overflow Hotels: Hotel Del Coronado or Glorietta Bay Inn

#### **Reading of Code of Ethics and Anti-Trust Statement**

#### **50/50 Drawing**

**Introduction of Program Speaker:** Jonathan Vaught, CPA

***Please use our valued Vendors!!!!***

***Thank you to CITRUS SOLUTIONS for sponsoring our Meeting today!***

#### **REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

**NARPM® Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

**NARPM® Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

**CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM**

**Article 11: COMPLIANCE AND ENFORCEMENT**

**The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.**

**STANDARDS OF PROFESSIONALISM**

- \* **12-1** The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.
- \* **12-2** The Property Manager shall not interfere with any NARPM® action to investigate a violation of or to enforce this Code.
- \* **12-3** The Property Manager shall promptly supply any information requested by NARPM® during any investigation or enforcement action pursuant to this Code.
- \* **12-4** The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.

**NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – August , 2018

Cost is \$30.00 for the meeting with lunch included for members.

Visitor's second meeting will cost \$50.00. Membership is required after second visit.

***Call to order – Please turn off Cell Phones***

#### **Welcome Members and Guests**

#### **Reading of Code of Ethics and Anti-Trust Statement**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

#### ***Strategic Business:***

August 22, Rescue Mission Volunteer Day

September 18<sup>th</sup> – 2019 Board Sworn In

Annual Convention October 17<sup>th</sup> - 19 in San Diego

Overflow Hotels: Hotel Del Coronado or Glorietta Bay Inn

October 25<sup>th</sup> – Middle TN Realtor Convention – Music City Center 1:00 – 4:30

#### **50/50 Drawing**

**Introduction of Program Speaker:** Rob Hill, Attorney

***Please use our valued Vendors!!!!***

***Thank you to RELIABLE ROOFING for sponsoring our Meeting today!***

#### **REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

**NARPM® Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

**NARPM® Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

**CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM**

**Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC**

**The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.**

**STANDARDS OF PROFESSIONALISM**

- \* **1-1** The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- \* **1-2** The Property Manager shall cooperate with the governmental agency charges with regulating the practices of Property Managers.
- \* **1-3** The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.
- \* **1-4** The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARPM® Antitrust Policy and any related procedures.
- \* **1-5** The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.
- \* **1-6** The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then the Property Manager shall promptly take corrective action.
- \* **1-7** Websites of the Property Manager shall not contain any deceptive metatags or other devices/methods to direct, drive, or divert Internet traffic in a deceptive manner or to otherwise mislead users. The websites shall also not manipulate listing content in any deceptive or misleading way.
- \* **1-8** The Property Manager shall disclose all details on the availability of rental properties to prospective parties on a regular and timely basis.
- \* **1-9** The Property Manager shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertising, leasing, and management of property.
- \* **1-10** The Property Manager shall make reasonable attempts to remove from the Internet listings for rentals that are no longer available.

**NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – November 20<sup>th</sup>, 2018

Cost is \$30.00 for the meeting with lunch included for members. \$35 if paying by Credit Card at the door. Visitor's second meeting will cost \$50.00. Membership is required after second visit.

*Call to order – Please turn off Cell Phones*

**Welcome Members and Guests**

**Recognize Lunch Sponsor – Wes Hall & Associates**

**Recognize Vendors**

**Reading of Code of Ethics and Anti-Trust Statement**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

***Strategic Business:***

Annual Convention October 17<sup>th</sup> - 19 in San Diego

October 25<sup>th</sup> – Middle TN Realtor Convention – Music City Center 1:00 – 4:30

December 4<sup>th</sup> – Christmas Dinner – Natchez Country Club 6:00

**50/50 Drawing**

**Introduction of Program Speaker:** BOBBY JO NUGENT - MLS

***Please use our valued Vendors!!!!***

***Thank you to FILTER EASY for sponsoring our Meeting today!***

**REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

**NARPM® Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

**NARPM® Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

**CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM****Article 3: RESPONSIBILITY TO CLIENT**

**When working in a disclosed relationship with a client, the Property Manager shall protect the client's best interest at all times.**

**STANDARDS OF PROFESSIONALISM**

- \* **3-1** The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.
- \* **3-2** The Property Manager shall communicate regularly with the Client, either orally or in writing. The Property Manager shall provide the Client with written reports as needed, on a regular basis and as agreed between all parties in writing. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.
- \* **3-3** Should the Property Manager have a disclosed relationship with a property owner, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.
- \* **3-4** The Property Manager shall accept no commissions, rebates, profits, discounts, or any other benefit which has not been fully disclosed to and approved by the Client.
- \* **3-5** The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.
- \* **3-6** The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.

**NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.





## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – September 18th, 2018

Cost is \$30.00 for the meeting with lunch included for members. \$35 if paying by Credit Card at the door. Visitor's second meeting will cost \$50.00. Membership is required after second visit.

*Call to order – Please turn off Cell Phones*

**Welcome Members and Guests**

**Recognize Lunch Sponsor – FILTER EASY**

**Recognize Vendors**

**Reading of Code of Ethics and Anti-Trust Statement**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

**Strategic Business:**

**Swear In 2019 Board Members**

Annual Convention October 17<sup>th</sup> - 19 in San Diego

Overflow Hotels: Hotel Del Coronado or Glorietta Bay Inn

October 25<sup>th</sup> – Middle TN Realtor Convention – Music City Center 1:00 – 4:30

December 4<sup>th</sup> – Christmas Dinner – Natchez Country Club

**50/50 Drawing**

**Introduction of Program Speaker:** ROUND TABLE DISCUSSION

***Please use our valued Vendors!!!***

***Thank you to FILTER EASY for sponsoring our Meeting today!***

**REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

**NARPM® Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

**NARPM® Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

**CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM****Article 2: DISCRIMINATION**

**The Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.**

**STANDARDS OF PROFESSIONALISM**

- \* **2-1** It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.
- \* **2-2** The Property Manager not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.

**NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – July , 2018

Cost is \$30.00 for the meeting with lunch included for members.

Visitor's second meeting will cost \$50.00. Membership is required after second visit.

***Call to order – Please turn off Cell Phones***

#### **Welcome Members and Guests**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

#### ***Strategic Business:***

Annual Convention October 17<sup>th</sup> - 19 in San Diego

Overflow Hotels: Hotel Del Coronado or Glorietta Bay Inn

#### **Reading of Code of Ethics and Anti-Trust Statement**

#### **50/50 Drawing**

**Introduction of Program Speaker:** Jonathan Vaught, CPA

***Please use our valued Vendors!!!!***

***Thank you to CITRUS SOLUTIONS for sponsoring our Meeting today!***

#### **REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

**NARPM® Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

**NARPM® Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

**CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM**

**Article 11: COMPLIANCE AND ENFORCEMENT**

**The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.**

**STANDARDS OF PROFESSIONALISM**

- \* **12-1** The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.
- \* **12-2** The Property Manager shall not interfere with any NARPM® action to investigate a violation of or to enforce this Code.
- \* **12-3** The Property Manager shall promptly supply any information requested by NARPM® during any investigation or enforcement action pursuant to this Code.
- \* **12-4** The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.

**NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – July , 2018

Cost is \$30.00 for the meeting with lunch included for members.

Visitor's second meeting will cost \$50.00. Membership is required after second visit.

***Call to order – Please turn off Cell Phones***

#### **Welcome Members and Guests**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

#### ***Strategic Business:***

Annual Convention October 17<sup>th</sup> - 19 in San Diego

Overflow Hotels: Hotel Del Coronado or Glorietta Bay Inn

#### **Reading of Code of Ethics and Anti-Trust Statement**

#### **50/50 Drawing**

**Introduction of Program Speaker:** Jonathan Vaught, CPA

***Please use our valued Vendors!!!!***

***Thank you to CITRUS SOLUTIONS for sponsoring our Meeting today!***

#### **REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

**NARPM® Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

**NARPM® Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

**CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM**

**Article 11: COMPLIANCE AND ENFORCEMENT**

**The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.**

**STANDARDS OF PROFESSIONALISM**

- \* **12-1** The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.
- \* **12-2** The Property Manager shall not interfere with any NARPM® action to investigate a violation of or to enforce this Code.
- \* **12-3** The Property Manager shall promptly supply any information requested by NARPM® during any investigation or enforcement action pursuant to this Code.
- \* **12-4** The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.

**NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

Meeting Minutes of the Board of Directors of NARPM was held on August 14, 2018, at Carrabba's. There was a quorum present. Those attending were Shelly Hopkins, Jim Hodge, Beverly Browning, Ray Wallace, Christopher Jennings, Nina McIver and Lanier Brandau Day. Ed Van Voorhees, David Hoke, Alicia Brim, and Larry Bryant were absent. Scott Abernathy and Ron Wills attended as a guest.

#### **The meeting was called to order at 11:06 a.m.**

A motion was made to approve the minutes from July 10, 2018, by Beverly and seconded by Shelly. The motion was passed 6-0

#### **President Report: Nina McIver**

A motion was made by Jim to approve the slate of 2019 Board Officers and seconded by Ray. The motion was passed 6-0

Chris made a motion and seconded by Jim to approve donating \$300.00 to the Political Action Committee and \$500.00 to Casting for Recovery at Annual Convention. The Motion was passed 6-0.

Nina mentioned event at Rescue Mission and said Ed would be sending out information soon.

Jim made a motion and seconded by Beverly to stay with Constant Contact and charge \$35.00 at the door for paying with credit card and \$30.00 to RSVP online.

Nina asked Ray to create an At-Large Category in Constant Contact.

A discussion ensued about our chapter sponsoring Southern States Conference in Nashville.

A motion was made by Chris for our Chapter to host the Southern States Conference and seconded by Lanier. The motion was approved 6-0

Next Board Meeting will be September 11, 2018, at Ron Wills Boat at the Cherokee Boat Dock in Lebanon, TN at 3:00 PM.

#### **VP Report: David Hoke:**

David was absent.

### **Past President Report: Shelly Hopkins**

Shelly discussed the slate of new board members for 2019.

### **Treasurer Report: Lanier Brandau Day**

**Lanier reported the following:**

- We had 27 Members and 2 Guest at the July meeting
- Currently, have 49 Members and 15 Affiliate members
- C&C Maintenance is our newest Affiliate member
- We had 2 expenses totaling \$897.01 and 3 deposits totaling \$915.00
- The issue with the miscellaneous cost was resolved

### **Secretary Report: Ray Wallace**

Ray had nothing to report.

### **Education Report: Alicia Brim**

Alicia was absent.

### **Communication Report: Chris Jennings**

Chris had nothing to report.

### **Membership Report: Beverly Browning**

Beverly contacted the 4 new chapter members in Kentucky, but they did not call her back.

### **Vendor Report: Larry Bryant**

Larry was absent.

### **Charity Report: Ed Van Voorhees**

Ed was absent.

### **Legislative Report: Jim Hodge**

Jim mentioned that Vice Mayor Election for Davidson County would be September 6, 2018, and early voting starts August 17, 2018. Jim also said people could register to vote on GOVOTETN.COM for November Election.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

Meeting adjourned at 12:30 p.m.



Department of the Treasury  
Internal Revenue Service

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

2018

Open to Public Inspection

**A** For the 2018 Calendar year, or tax year beginning 2018-01-01 and ending 2018-12-31**B** Check if available

- 
- Terminated for Business
- 
- 
- Gross receipts are normally \$50,000 or less

**C** Name of Organization: NATIONAL ASSOC OF RESIDENTIAL  
PROPERTY MANAGERS4117 Hillsboro Pike Ste 103-  
214, Nashville, TN, US, 37215**D** Employee Identification  
Number 90-0522527**E** Website:**F** Name of Principal Officer: National Association of  
Residential Property Managers4117 Hillsboro Pike Ste 103-  
214, Nashville, TN, US, 37215

**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.

INCOME							
	Professional Dues	\$3,000				42 members x \$75	
	Vendor Dues	\$2,550				17 vendors x \$150	
	Education	\$500				Reimbursement from National	
	Fifty/Fifty	\$500					
	Lunch	\$6,720				8 meetings x \$30 x 25 avg attendees	
	Lunch Sponsors	\$2,000				8 meetings x \$250	
	Christmas Party	\$200				5 guests x \$40	
	NARPPM Reimbursement	\$1,000				Leadership Conference refund	
	Christmas Party Sponsor	\$500				2 sponsors x \$250	
		\$16,970					
EXPENSE							
	Awards	\$400					
	Charity	\$2,000					
	Christmas Party	\$2,500					
	Education	\$600					
	Lunch	\$8,500				8 meetings x \$30 x 28 avg attendees	
	Name Tags	\$200					
	PO Box	\$288					
	Constant Contact	\$300					
	Taxes	\$50					
	Quicken Software	\$110					
	NARPPM Convention President's Charity Donation	\$500					
	NARPPM Convention PAC Donation	\$315					
	Leadership Training VP	\$500					
	National Convention Travel- Pres						

	National Convention Travel-VP								
	National Convention Registration- Pres								
	National Convention Registration-VP								
	Convention Expenses Pres			\$500					
	Convention Expenses VP			\$500					
	Marketing/Flyers			\$1,203					
	NARPM Leadership Training			\$700					
				<b>\$19,166</b>					



## 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 March 13, 2018, at Carrabba's. There was a quorum present. Those attending were Ed Van Voorhees, Jim Hodge, Alicia Brim, Beverly Browning, Lanier Brandau Day, Christopher Jennings, Larry Bryant, and David Hoke. Nina McIver, Shelly Hopkins, and Ray Wallace were absent.

**The meeting was called to order at 11:09a.m. by VP David Hoke since Nina McIver was absent. A motion was made to approve the minutes by Ed and seconded by Christopher. Meeting minutes were approved 7-0.**

#### **President Report: Nina McIver**

Since Nina McIver was absent, there was no report.

#### **VP Report: David Hoke**

David reported that we have achieved Chapter Compliance. He is now finishing up Chapter of Excellence which is due by the end of March.

#### **Past President Report: Shelley Hopkins**

Shelly was absent.

#### **Treasurer Report: Lanier Brandau Day**

Lanier reported the following:

47 members (42 in February), 14 Affiliate Members (11 in February), 4 Lunch sponsorship paid-including February and March

Two Deposits:

1) 2/22/18 1938 total (\$1000 lunch payments, \$63 50/50 contributions, \$75 membership, \$650 vendor lunch sponsorship, \$150- Affiliate membership)

2) 3/12/18 \$895 Total (\$345 memberships, \$300 Affiliate memberships, \$250 vendor lunch sponsorship)

Three Expenses:

1) \$1098.63- February Lunch bill -Darfon's (34 total people, 32 members, 2 speakers)

2) 181.36- New NARPM Name Tags

3) \$20.47- Jon Selinger Refund for Annual TN Filing for NARPM

Also, as per request, everyone received a copy of the bank statement.

#### **Secretary Report: Ray Wallace**

Ray was absent.

### **Education Report: Alicia Brim**

Alicia reported that the class went well. There were approximately 15 that attended. And TREC did approve the class for 6 hours CE

### **Communication Report: Chris Jennings**

Chris asked that you send any information you have for the newsletter to him.

### **Membership Report: Beverly Browning**

Beverly reported that she had called members that had not renewed. The following said they were sending checks... Melanie Butler, Meghan Johnson, John Hensley, Neal Clayton, Gina Harvey, Travis Swanson, Cheryle Strong, Joan Elderidge, Thomas Williams, and Chris Harwell.

Two indicated they were not renewing. 1) Hugh Jones, as he had not utilized the services. 2) Marvin Neely, as he had wanted to be more involved but felt like people didn't want him to be there. Beverly encouraged Board Members to reach out to Marvin and ask him to come back.

### **Vendor Report: Larry Bryant**

Larry Bryant was welcomed as the new vendor chair. He had no report, but would be contacting the vendors who have not renewed their membership for this year.

### **Charity Report: Ed Van Voorhees**

Ed reported that the 1<sup>st</sup> Quarter collection for the Nashville Rescue Mission will be next week at our Chapter Meeting.

### **Legislative Report: Jim Hodge**

Jim reported there was a state bill (SB 1744/HB 1593) proposed in regard to Excise Tax which would lessen the burden on small businesses.

### **OLD BUSINESS**

Status of Credit Card Payments – Ray Wallace was to be looking into this, but he was absent.

Status of Angelita Fischer review of Animal/Therapy Addendum – Hopefully this will be answered at the Chapter Meeting next week since she is our speaker.

Providing Guest Speaker with room and travel pay was tabled to next meeting.

Each Chairperson creating a Policy Procedure Page was tabled to next meeting. However, it was suggested that each chairperson just update what is presently in place.

Storage of Old BOD minutes was discussed. It seemed to be the consensus that these were going to be stored in the cloud. Nina McIver may have more information on this for the next meeting.

### **NEW BUSINESS**

None

**Meeting adjourned at 11:50 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 of the Board of Directors of NARPM was held on July 10, 2018, at Carrabba's. There was a quorum present. Those attending were, Ed Van Voorhees, Shelly Hopkins, Jim Hodge, Alicia Brim, Beverly Browning, Ray Wallace, Larry Bryant, Christopher Jennings, David Hoke and Nina McIver. Lanier Brandau Day was absent.

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

A motion was made to approve the minutes from June 12, 2018, by Beverly and seconded by David. The motion was passed 9-0

#### **President Report: Nina McIver**

Nina read the Antitrust Statement to the board.

A motion was made by Alicia to proceed with a booth at the local Board of Realtors Convention whether we receive a grant or not. Shelly seconded it. The motion was approved 9-0

Discussed Regional VP calls and that they are pushing chapter growth.

Nina discussed ideas on how to grow chapter.

The following ideas were suggested:

- Call members who have not attended Chapter Meetings in awhile
- Advertise upcoming speakers in Chapter Meeting Invitation and Newsletter
- Mention next month's Speaker at the end of every Chapter Meeting
- Have a Round Table Discussion at a Chapter Meeting to discuss topics like Gangs, Conflict Resolution and Red Flags
- Have one Board Member speak during the meeting about why they joined the board and the benefits
- Incentivize members to be on Chapter Board by conducting a quarterly drawing for a gift card to be used towards Education Classes, Broker Owner or National Convention
- Have a local Mini Convention for the Nashville area

A discussion ensued about having a booth at GNAR Convention.

A discussion ensued about the NARPM National Convention.

#### **VP Report: David Hoke**

David asked again about \$2,500 under miscellaneous. Lanier responded in an email that she did not know what the amount is.

David said Jonathan Faught would be the speaker in July Chapter Meeting and Rob Hill in August.

### **Past President Report: Shelly Hopkins**

Shelly discussed open board positions. She also mentioned that she formed the nominating committee that consisted of her, as well as Jon Selinger and Amy Newell.

### **Treasurer Report: Lanier Brandau Day**

#### **Lanier reported the following:**

There were 28 attendees for the June member meeting, including one guest and one speaker.

There were two deposits on 6/19- \$890 comprised of \$250 for lunch sponsorship and \$640 for NARPM Member Retention.

There were two expenses: \$67 to courier the lunch and banking materials for the June meeting, and \$904.75 for the June member lunch expense- David put the luncheon on his card, and so we cut a check to reimburse him for the expense.

The May and June banking statements are attached, along with the June and July monthly comparison and Year to Date report through July 9th.

Regarding the reconciliation reports for May and June- the paper statements from the bank match the online Quicken ledger but the actual reconciliation reports on Quicken are showing the incorrect starting balance- I'll be working with Quicken Support to make the corrections to the reports.

### **Secretary Report: Ray Wallace**

Ray discussed sending out Chapter Meeting notice later that day.

### **Education Report: Alicia Brim**

Alicia asked about ideas on continuing education classes.

### **Communication Report: Chris Jennings**

Chris discussed sending out Newsletter this week.

### **Membership Report: Beverly Browning**

Beverly had nothing to report.

### **Vendor Report: Larry Bryant**

Larry had one membership inquiry and reached out to that person.

### **Charity Report: Ed Van Voorhees**

Ed said Second Quarter collection would be taken at the chapter meeting and everyone needs to register for Mission workday. Mission work day is scheduled for August 27th 10:30 AM to 1 PM.

Ed will send Hotlink to Chris to put in Newsletter and Ray to send out an email regarding the event.

### **Legislative Report: Jim Hodge**

Jim said early voting will start next week.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

**Meeting adjourned at 12:44 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 of the Board of Directors of NARPM Nashville Chapter was held on October 9, 2018, at Carrabba's. There was a quorum present. Those attending were Shelly Hopkins, Jim Hodge, Beverly Browning, Ray Wallace, Christopher Jennings, Nina McIver, Lanier Brandau Day, Ed Van Voorhees, David Hoke, Alicia Brim, and Larry Bryant.

**The meeting was called to order at 11:18 a.m.**

#### **President Report: Nina McIver**

She has no news on Southern States Conference.

Made contribution to Political Action Committee and President Charity

Beverly made a motion to reimbursement up to \$500.00 (no alcohol) for leadership training for President and Vice President. Alicia Seconded and motion passed 10-0.

Larry made a motion to pay for Registration Fee for Vice President and President-Elect to attend National Convention. It was seconded by Beverly, and it passed 10-0.

Nina reiterated that the 2019 Board of Directors were voted on at the September 2018 Chapter meeting

Nina stated that she still needs to complete the Policy and Procedure Manual and needs each board member to write down duties.

A discussed ensued about Christmas party.

Larry made a motion to give the sponsors of the Christmas Party a Plaque of Recognition. It was seconded by Shelly and motioned passed 10-0.

#### **VP Report: David Hoke:**

David had no report

#### **Past President Report: Shelly Hopkins**

Shelly had no report



**Treasurer Report: Lanier Brandau Day**

- We 45 people at September Chapter Meeting which included 7 guests
- Currently we 50 Members and 18 Affiliate Members
- \$357.09 was paid through PayPal for September Chapter Meeting

**Secretary Report: Ray Wallace**

Ray had no report

**Education Report: Alicia Brim**

Alicia had a question about needing to give HQ a class to get preference for receiving extra points or profit sharing.

Alicia gave an update on GNAR Tradeshow booth.

A motion was made by Alicia to Give away free chapter membership to anyone who joins at the GNAR Convention. Chris seconded, and the motion was passed 10-0

**Communication Report: Chris Jennings**

Chris had nothing to report.

**Membership Report: Beverly Browning**

Beverly had nothing to report.

**Vendor Report: Larry Bryant**

Larry sent out packages to few potential new members but hasn't heard back from them yet.

**Charity Report: Ed Van Voorhees**

Ed will send a report to Chris Jennings regarding Recuse Mission to put in Newsletter.

**Legislative Report: Jim Hodge**

Jim mentioned that today was that last day to register to vote in Davidson County.

OLD BUSINESS

None

NEW BUSINESS

None

Meeting adjourned at 12:25 p.m.



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – September 18th, 2018

Cost is \$30.00 for the meeting with lunch included for members. \$35 if paying by Credit Card at the door. Visitor's second meeting will cost \$50.00. Membership is required after second visit.

*Call to order – Please turn off Cell Phones*

**Welcome Members and Guests**

**Recognize Lunch Sponsor – FILTER EASY**

**Recognize Vendors**

**Reading of Code of Ethics and Anti-Trust Statement**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

**Strategic Business:**

**Swear In 2019 Board Members**

Annual Convention October 17<sup>th</sup> - 19 in San Diego

Overflow Hotels: Hotel Del Coronado or Glorietta Bay Inn

October 25<sup>th</sup> – Middle TN Realtor Convention – Music City Center 1:00 – 4:30

December 4<sup>th</sup> – Christmas Dinner – Natchez Country Club

**50/50 Drawing**

**Introduction of Program Speaker:** ROUND TABLE DISCUSSION

***Please use our valued Vendors!!!***

***Thank you to FILTER EASY for sponsoring our Meeting today!***

**REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

**NARPM® Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

**NARPM® Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

**CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM****Article 2: DISCRIMINATION**

**The Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.**

**STANDARDS OF PROFESSIONALISM**

- \* **2-1** It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.
- \* **2-2** The Property Manager not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.

**NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



**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 5, 2017 at Old Natchez Country Club. Those attending were Ed Van Voorhees, Andrea Merryman, Matt Leavell, Shelly Hopkins, Jim Hodge, Alicia Brim, Andrea Merryman, Jon Selinger, Christopher Jennings, Ray Wallace and David Hoke. Excused were Lee Blackburn, Lanier Brandau and Beverly Browning.

**The meeting was called to order at 6:48 p.m.**

November meeting minutes were approved

**President Report**

Shelly Hopkins had no report.

**VP Report**

Nina McGiver had no report.

**Past President Report**

Lee Blackburn was not present.

**Treasurer Report**

David Hoke reported we have speakers lined up through June with the exception of February.

**Secretary Report**

Jon Selinger had no report.

**Education Report**

Alicia Brim-class is scheduled for February of 2018. Both breakfast and lunch sponsorships have been filled.

**Communication Report**

Andrea Merryman had no report.

**Membership Report**

Beverly Browning was not present.

**Vendor Report**

Matt Leavell reported the calendar has been uploaded to the website.

**Charity Report**

Ed Van Voorhees had no report.

**Legislative Report**

Jim Hodge suggested we have Rob Hill speak to the Chapter regarding most recent changes to the landlord tenant act regarding domestic violence.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**Meeting adjourned at 6:51 p.m.**

## Jon Selinger

---

**From:** Shelly Hopkins  
**Sent:** Tuesday, July 10, 2018 2:40 PM  
**To:** Jon Selinger; Amy Stone, RMPR  
**Subject:** 2019 Nashville NARPM Board Nominating Committee

Below is the potential slate of officers for 2019. Do you both agree to the list below? If so, I will inform Nina.

President- David Hoke

President Elect – Jon Selinger

Past President- Nina McIver

Treasurer- Lanier Brandau Day

Secretary- Ray Wallace

Education Chair- Alicia Brim

Communications Chair- Teresa Cole

Membership Chair- Beverly Browning

Vendor Chair- Jeff Ley

Charity Chair- Ed VanVoorhees

Government Affairs Chair- Jim Hodge

Shelly Hopkins, RMP®  
Vice President  
Sr. Property Manager,  
Browning-Gordon & Co., Inc. CRMC®  
(615) 383-3999 Ext. 310  
(615) 383-2168 fax  
[shopkins@browning-gordon.com](mailto:shopkins@browning-gordon.com)  
[www.browning-gordon.com](http://www.browning-gordon.com)



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

#### Chapter Meeting – November 20<sup>th</sup>, 2018

Cost is \$30.00 for the meeting with lunch included for members. \$35 if paying by Credit Card at the door. Visitor's second meeting will cost \$50.00. Membership is required after second visit.

*Call to order – Please turn off Cell Phones*

**Welcome Members and Guests**

**Recognize Lunch Sponsor – Wes Hall & Associates**

**Recognize Vendors**

**Reading of Code of Ethics and Anti-Trust Statement**

<b>Reports:</b>	President	Nina McIver, RMP®
	President Elect	David Hoke, RMP®
	Past President	Shelly Hopkins, RMP®
	Treasurer	Lanier Brandau
	Secretary	Ray Wallace
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Christopher Jennings
	Membership Chair	Beverly Browning, MPM® RMP®
	Vendor Chair	Larry Bryant, MPM® RMP®
	Charity Chair	Ed VanVoorhees
	Government Affairs Chair	Jim Hodge

***Strategic Business:***

Annual Convention October 17<sup>th</sup> - 19 in San Diego

October 25<sup>th</sup> – Middle TN Realtor Convention – Music City Center 1:00 – 4:30

December 4<sup>th</sup> – Christmas Dinner – Natchez Country Club 6:00

**50/50 Drawing**

**Introduction of Program Speaker:** BOBBY JO NUGENT - MLS

***Please use our valued Vendors!!!!***

***Thank you to FILTER EASY for sponsoring our Meeting today!***

**REMINDERS:**

Please remember to invite interested vendors and other property managers to a meeting.

**NARPM® Members discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-members-discussion-group>

**NARPM® Business owners/leaders discussion group visit:**

<https://groups.google.com/forum/#!forum/narpm-business-leaders>

**CODE OF ETHICS AND STANDARDS OF PROFESSIONALISM****Article 3: RESPONSIBILITY TO CLIENT**

**When working in a disclosed relationship with a client, the Property Manager shall protect the client's best interest at all times.**

**STANDARDS OF PROFESSIONALISM**

- \* **3-1** The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.
- \* **3-2** The Property Manager shall communicate regularly with the Client, either orally or in writing. The Property Manager shall provide the Client with written reports as needed, on a regular basis and as agreed between all parties in writing. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.
- \* **3-3** Should the Property Manager have a disclosed relationship with a property owner, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.
- \* **3-4** The Property Manager shall accept no commissions, rebates, profits, discounts, or any other benefit which has not been fully disclosed to and approved by the Client.
- \* **3-5** The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.
- \* **3-6** The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.

**NARPM ANTITRUST STATEMENT:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.





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 January 9, 2018 at Carrabba's. There was a quorum present. Those attending were Nina McIver, Ed Van Voorhees, Shelly Hopkins, Jim Hodge, Alicia Brim, Beverly Browning, Ray Wallace, Christopher Jennings, Lanier Brandau, and David Hoke.

**The meeting was called to order at 11:06 a.m.**

A motion was made to approve the minutes by Ed and seconded by Jim. Meeting minutes were approved 9-0.

**President Report**

Nina said at Leadership Training, NARPM wanted to state that a quorum was present in the minutes and note which members were not in attendance. Minutes will also be posted on the national NARPM website.

Nina mentioned that we get points if we use the grants that are offered by National. We also receive points for members attending the Annual Convention and email blast to Real Estate Community. ~~We had enough points last year to be categorized as a~~ We are now in the Medium Size Chapter category and the winning Chapter last year had over 80 points.

She suggested that we work on a policy and procedures manual to put rules that have been voted on.

**Email discussions after Board Meeting re: Time Frame to Keep Minutes and Storage of Minutes.**

Gail Philips at National stated we have to keep our Board Minutes and all other documents forever as they are corporate history. **Therefore, via email discussion Ray Wallace made a motion, Alicia Brim seconded, motion carried to set up Google Cloud storage with our NARPMNashville username and NARPMRules password.** Once set up, we can create folders (e.g., BOD Minutes and subfolders for each year, Newsletters and subfolders for each year, Treasurer Reports and subfolders for each year, BOD Agenda, and Chapter **Meeting** Agenda). Each month the President, Secretary, Communications Chair, and Treasurer each uploads their documents to this account. When it comes time to prepare the Chapter Compliance/Excellence report, everything will be on the Cloud account to pull from. After the account is set up, the next step will be scanning documents.

**VP Report**

David reported that we need to work on the Chapter of Excellence Report. He thought it was the responsibility of the Past President to do so.

**David asked if it was okay for all speakers to limit their presentations to 20 minutes.**

**Past President Report**

Shelly Hopkins had nothing to report

**Treasurer Report**

Lanier stated we have 36 paid members and 9 paid vendors. She wants to send out and reminders to individuals who have not paid. Currently, we have one deposit of \$1,675.00 since our last meeting. We are up on dues as compared to 2017. She paid \$68.00 for new Quicken Software to handle the bookkeeping. Lanier is looking at options for paying with Credit Card at the door for meetings. Also, need to see if we can pay through Constant Contact. Ray will check on this.

### Secretary Report

Ray Wallace had no report.

### Education Report

Alicia announced that NARPM is offering an Advance Risk Management Class of February 22, 2018, from 9:00 a.m. to 4:00 p.m. at the Pinnacle Bank Learning center at 128 Franklin Road in Brentwood. The Instructor ~~Speaker~~ will be Bart Sturzl. She can not advertise it as CEU approved until she hears back from TREC.

### Communication Report

Chris will announce the upcoming speaker in the newsletter and ask members to have their questions prepared.

### Membership Report

Beverly reported that we have one new Member, Jeff Lay of Jeff Ley Real Estate.

### Vendor Report

Matt Leavell resigned as Vendor Chair. Discussion insued as to process. By-Laws state the Executive Committee to choose a new Chair. ~~Nominating Committee has to vote on a new chair. The Past President will pick Committee.~~ Shelly Hopkins will approach various Membeers. Nina recommended Larry Bryant to be the Chair of the committee. It was also suggested that we announce it at the next meeting and ask for a volunteer. Chris Jennings said he would put it in the Newsletter. Beverly Mentioned that Members working on designations would receive points for volunteering to be the new chair.

A motion was made by Dave that Speakers and One Guest do not have to pay for dinners at meetings. It was Seconded by Beverly and motion carried 9-0

A motioned was made by Chris that Sponsors should pay \$250 30days in advance. It was seconded by Ed and motioned carried 9-0.

### Charity Report

Hopes to have a second work day scheduled as soon as possible.

### Legislative Report

Jim doesn't know of any pending legislation at the state level.

He reported on the Nashville Metro Government side that they are still struggling with what to do with Short-Term Rentals.

### OLD BUSINESS

None

### NEW BUSINESS

None

President asked a for a motion to adjourn 12:14 p.m. It was made by Beverly and Seconded by Alicia and motion carried 9-0



## 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 13, 2018, at Carrabba's. There was a quorum present. Those attending were Nina McIver, Ed Van Voorhees, Shelly Hopkins, Jim Hodge, Alicia Brim, Beverly Browning, Ray Wallace, Lanier Brandau Day, and David Hoke. Christopher Jennings was absent. Ed Van Voorhees left early.

#### **The meeting was called to order at 11:08 a.m.**

A motion was made to approve the minutes by Jim and seconded by Beverly. Meeting minutes were approved 7-0.

#### **President Report: Nina McIver**

Nina mentioned that she sent out an email for Vendor Chair Volunteer, but got no response. A discussion ensued about Larry Bryant taking the position. Nina is working on getting documents organized for the new Vendor Chair. Nina mentioned that by-laws state National Vendor Affiliates do not pay local dues. A revised Vendor Application was presented. A motion was made by Beverly that the revised Vendor Application be approved. It was Seconded by Ed and motion carried 8-0.

#### **VP Report: David Hoke**

David gave us an update on the Chapter of Excellence Report. He will gather data from board members like who attended the National Convention, Member Retention Program, number of community service projects, Designation Candidates, Members of National Committee, etc.

A motion was made by David and seconded by Beverly via email to make two corrections in the October 2017 BOD minutes:

- Motion was made to accept the September minutes, all approved. (Corrects "October")
- Under Old Business state that "All nominees for the 2018 Chapter officers were presented to the membership and voted on at the September 19 Chapter Meeting. All nominees were unopposed and unanimously elected to serve in 2018."

Motion carried 9-0.

#### **Past President Report: Shelley Hopkins**

Shelley approached Angelita Fischer about Standard Service Animal Addendum. Angelita was concerned about it violating fair housing laws. She will focus on this policy when she speaks to the membership at March meeting. Nina asked National if Angelita could be a speaker at the NARPM National Conference.

#### **Treasurer Report: Lanier Brandau Day**

We had two deposits. One for \$620 that included \$390 for professional membership, including a late fee, a \$150 late fee for Affiliate/Vendor Membership, \$50 for the Christmas Party and \$30 for guest lunch fee from November. The second deposit was for \$137.50 for Affiliate/Vendor membership. It was prorated

4117 Hillsboro Pike, Ste 103-214, Nashville, TN 37215

for February-December for new member Allegiance Pressure Washing. A discussion ensued about prorating membership for Allegiance pressure washing.

No January lunch income or expense as the meeting was canceled due to snow.

We had one expense for \$118.12. It was a reimbursement check to Alicia for the education flyer she had made for the education class.

We have 42 professional members (18 less than last year), and 11 Vendors/Affiliate members (8 less than last year).

Discussion ensued about members losing membership if they did not pay within 45 days after first of the year. A letter will be sent out to all members who have not paid dues.

We discussed who sends out invoices. They normally are sent out through Constant Contact. Communication Chair sends it out through Nashville Website and attaches to Newsletter.

Discussion ensued about unauthorized use of NARPM logo.

Lanier Brandau Day submitted 990-N annual tax form. Jon Selinger is working on the annual tax form for the State of Tennessee.

It was discussed that the Treasurer position change from 1-year to a 2-year term.

A motion was made by Beverly that the treasurer include a bank statement with the Treasurer Report. It was seconded by David and motion carried 8-0.

Voted on reimbursing President up to \$1,200 for going to National Convention. A motion was made by Beverly. It was Seconded by Lanier and motion carried 7-0.

Lanier discussed 2017 budget and proposed changes for 2018 budget. A motion was made via email by Beverly for approval of Revised 2018 Budget. It was seconded by Ray and motion carried 9-0.

**Secretary Report: Ray Wallace**

Ray had no report.

**Education Report: Alicia Brim**

Alicia is still waiting to hear about CE approval from TREC regarding February 22<sup>nd</sup> class. She is starting NARPM Nashville Facebook Page.

**Communication Report: Chris Jennings**

Chris was absent.

**Membership Report: Beverly Browning**

Beverly had no report

**Vendor Report:**

A motion was made by Shelly via email to nominate Larry Bryant the new Vendor Chair. It was seconded by Ray and motion carried 9-0.

**Charity Report: Ed Van Voorhees**

Ed had no Report.

**Legislative Report: Jim Hodge**

Jim had no report.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**Meeting adjourned at 12:31 p.m.**

4117 Hillsboro Pike, Ste 103-214, Nashville, TN 37215



## National Association of Residential Property Managers

### N A S H V I L L E C H A P T E R

Meeting Minutes of the Board of Directors of NARPM was held on May 8, 2018, at Carrabba's. There was a quorum present. Those attending were, Ed Van Voorhees, Shelly Hopkins, Jim Hodge, Alicia Brim, Beverly Browning, Ray Wallace, Lanier Brandau Day, Larry Bryant and David Hoke. Christopher Jennings and Nina McIver were absent.

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

**Minutes from the previous meeting were not approved.**

#### **President Report: Nina McIver**

Nina was absent.

#### **VP Report: David Hoke**

David indicated that the Chapter Compliance Report is pending approval.

#### **Past President Report: Shelly Hopkins**

Shelly read the NARPM Antitrust Statement.

Shelly asked Lanier member dues, and she indicated that all dues are current.

Shelly mentioned that Angelita Fischer said that it would not be a good idea to have a blanket addendum and asked members to call her if they have questions.

Shelly said Nina requested that each member create a policy and procedure page. She also said Nina is working on storage of old minutes and will update us at the next meeting.

A discussion ensued about the approval of new board members. Shelly informed us that in August we need to approve new board members and we'll make an announcement at next meeting and put in the newsletter.

#### **Treasurer Report: Lanier Brandau Day**

At our March Lunch Member Meeting, we had- 50 attendees- 1 speaker, 4 guests, 45 members.

We currently have 14 Affiliate Members and 49 Professional Members.

We had the following two Deposits:

3/26/18- \$1750 comprised of \$1350 for lunch payments, \$150 professional dues, \$150 Affiliate Vendor dues, \$100 Lunch Sponsorship

5/8/18- \$392.50 comprised of 1 prorated professional membership \$67.50, \$75 one full professional membership, and \$250 Lunch Sponsorship

Expenses include: March Lunch Meeting \$1551.00, Ordering of Check Deposit Books- \$58.72, Returning of the duplicate membership fee for Roni Brooks- \$75, Returning of the duplicate membership fee for Jeff Ley-\$75, and \$500 matching contribution to Nashville Rescue Mission.

Tina with Reliable Roofing also paid her membership twice, so we applied her \$150 to the upcoming lunch sponsorship, so she still owes \$100 towards the sponsorship.

Not sure where we are on credit card payments.

**Secretary Report: Ray Wallace**

Ray discussed the new format of meeting announcement on Constant Contact.

**Education Report: Alicia Brim**

Alicia informed us that we received two Expense Reimbursement Checks for \$101.43 and \$502.14.

**Communication Report: Chris Jennings**

Chris was absent.

**Membership Report: Beverly Browning**

Beverly said we have one new member, Kevin Gaines.

**Vendor Report: Larry Bryant**

Larry said that Tina from Reliable Roofing about literature and wanted to know how many members would be attending the Chapter Meeting.

**Charity Report: Ed Van Voorhees**

Ed indicated that we had a successful first quarter. We collected \$500.00 from meetings and received another \$500.00 in the form of a check. We received a total first quarter gift including match, of \$1500.00.

**Legislative Report: Jim Hodge**

Jim discussed the following three legislative items:

**SB1086/HB1020:** The Short -Term Rental Act restricts the ability of local governments to regulate short-term rentals.

**HB1143:** Clarifies inclusionary zoning language prohibiting local governments from below-market rental pricing.

**SB1655/HB1667:** Governor signed a bill that allows service of summons upon a contractually named party to help landlord gain repossession of their property in real estate disputes.

Top news from Metro Council is a proposal to ban the use of plastic grocery bags.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**Meeting adjourned at 11:25 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 of the Board of Directors of NARPM was held on August 14, 2018, at Carrabba's. There was a quorum present. Those attending were Shelly Hopkins, Jim Hodge, Beverly Browning, Ray Wallace, Christopher Jennings, Nina McIver and Lanier Brandau Day. Ed Van Voorhees, David Hoke, Alicia Brim, and Larry Bryant were absent. Scott Abernathy and Ron Wills attended as a guest.

#### **The meeting was called to order at 11:06 a.m.**

A motion was made to approve the minutes from July 10, 2018, by Beverly and seconded by Shelly. The motion was passed 6-0

#### **President Report: Nina McIver**

A motion was made by Jim to approve the slate of 2019 Board Officers and seconded by Ray. The motion was passed 6-0

Chris made a motion and seconded by Jim to approve donating \$300.00 to the Political Action Committee and \$500.00 to Casting for Recovery at Annual Convention. The Motion was passed 6-0.

Nina mentioned event at Rescue Mission and said Ed would be sending out information soon.

Jim made a motion and seconded by Beverly to stay with Constant Contact and charge \$35.00 at the door for paying with credit card and \$30.00 to RSVP online.

Nina asked Ray to create an At-Large Category in Constant Contact.

A discussion ensued about our chapter sponsoring Southern States Conference in Nashville.

A motion was made by Chris for our Chapter to host the Southern States Conference and seconded by Lanier. The motion was approved 6-0

Next Board Meeting will be September 11, 2018, at Ron Wills Boat at the Cherokee Boat Dock in Lebanon, TN at 3:00 PM.

#### **VP Report: David Hoke:**

David was absent.

### **Past President Report: Shelly Hopkins**

Shelly discussed the slate of new board members for 2019.

### **Treasurer Report: Lanier Brandau Day**

**Lanier reported the following:**

- We had 27 Members and 2 Guest at the July meeting
- Currently, have 49 Members and 15 Affiliate members
- C&C Maintenance is our newest Affiliate member
- We had 2 expenses totaling \$897.01 and 3 deposits totaling \$915.00
- The issue with the miscellaneous cost was resolved

### **Secretary Report: Ray Wallace**

Ray had nothing to report.

### **Education Report: Alicia Brim**

Alicia was absent.

### **Communication Report: Chris Jennings**

Chris had nothing to report.

### **Membership Report: Beverly Browning**

Beverly contacted the 4 new chapter members in Kentucky, but they did not call her back.

### **Vendor Report: Larry Bryant**

Larry was absent.

### **Charity Report: Ed Van Voorhees**

Ed was absent.

### **Legislative Report: Jim Hodge**

Jim mentioned that Vice Mayor Election for Davidson County would be September 6, 2018, and early voting starts August 17, 2018. Jim also said people could register to vote on GOVOTETN.COM for November Election.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

Meeting adjourned at 12:30 p.m.