



## CHAPTER COMPLIANCE 2022 NOTES

### S007 WASHINGTON STATE

Awarded Chapter in Review/Conditional Compliance 2022 for the following reasons:

- Chapter has not filed a tax return for 2020 or 2021, pending 501(C)6 status paperwork (Still outstanding from 2020).
- Missing required Chapter Model Bylaws update from 2021.
- Missing name of New Member Mentor for 2022.

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### Levels of Chapter Recertification

#### **Full recertification**

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

#### **Chapter in Review (Amended 2022)**

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in condition compliance. The chapter must meet the chapter compliance deadline for the following year.

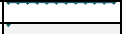
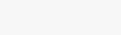
#### **De-certification**

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.

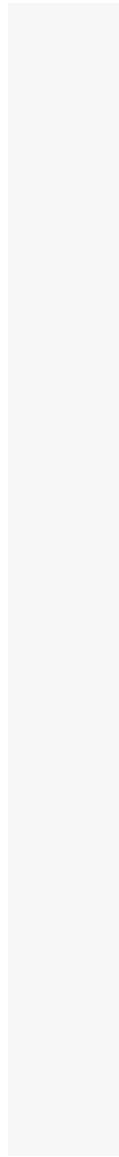
Washington State Chapter is in the process of obtaining our EIN/990-N number and until that is received from the IRS we are unable to file a tax return.

NARPM WA STATE BUDGET

2022

| REVENUE                               | JAN         | FEB      | MAR        | APR      | MAY      | JUN         | JUL         | AUG      | SEP      | OCT      | NOV        | DEC      | YEAR        |                                                                                     |
|---------------------------------------|-------------|----------|------------|----------|----------|-------------|-------------|----------|----------|----------|------------|----------|-------------|-------------------------------------------------------------------------------------|
| INCOME                                |             |          |            |          |          |             |             |          |          |          |            |          |             |                                                                                     |
| Annual WA State Member Dues           |             |          |            |          |          |             |             |          |          |          |            |          | \$0.00      |                                                                                     |
| Bank Interest                         |             |          |            |          |          |             |             |          |          |          |            |          | \$0.00      |                                                                                     |
| Chapter Grant Advertising             |             |          | \$500.00   |          |          |             |             |          |          |          |            |          | \$500.00    |                                                                                     |
| Chapter Grant Leadership              |             |          |            |          |          |             |             | \$500.00 |          |          |            |          | \$500.00    |                                                                                     |
| Chapter Grant Marketing               |             |          | \$500.00   |          |          |             |             |          |          |          |            |          | \$500.00    |                                                                                     |
| Conference                            |             |          |            |          |          |             | \$50,000.00 |          |          |          |            |          | \$50,000.00 |                                                                                     |
| Miscellaneous                         |             |          |            |          |          |             |             |          |          |          |            |          | \$0.00      |                                                                                     |
| Total                                 | \$0.00      | \$0.00   | \$1,000.00 | \$0.00   | \$0.00   | \$0.00      | \$50,000.00 | \$500.00 | \$0.00   | \$0.00   | \$0.00     | \$0.00   | \$51,500.00 |  |
| EXPENSES                              | JAN         | FEB      | MAR        | APR      | MAY      | JUN         | JUL         | AUG      | SEP      | OCT      | NOV        | DEC      | YEAR        |                                                                                     |
| NARPM WA STATE CHAPTER                |             |          |            |          |          |             |             |          |          |          |            |          |             |                                                                                     |
| Conference fees                       |             |          |            |          |          | \$30,000.00 |             |          |          |          |            |          |             |                                                                                     |
| Nat'l Conference Registration Ch Pres |             |          |            |          |          |             |             |          |          |          | \$495.00   |          |             |                                                                                     |
| Accounting fees/Quicken               | \$20.00     | \$20.00  | \$20.00    | \$20.00  | \$20.00  | \$20.00     | \$20.00     | \$20.00  | \$20.00  | \$20.00  | \$20.00    | \$20.00  | \$240.00    |  |
| Bank Fees                             | \$100.00    |          |            |          |          |             |             |          |          |          |            |          | \$100.00    |                                                                                     |
| Leadership Training                   |             |          |            |          |          |             |             |          |          |          | \$1,500.00 |          | \$1,500.00  |                                                                                     |
| Lobbist                               | \$10,000.00 |          |            |          |          |             |             |          |          |          |            |          | \$10,000.00 |                                                                                     |
| Miscellaneous                         | \$100.00    | \$100.00 | \$100.00   | \$100.00 | \$100.00 | \$100.00    | \$100.00    | \$100.00 | \$100.00 | \$100.00 | \$100.00   | \$100.00 | \$1,200.00  |  |
| PAC Contribution                      | \$5,000.00  |          |            |          |          |             |             |          |          |          |            |          | \$5,000.00  |                                                                                     |
| Sec of State License Fee              |             | \$10.00  |            |          |          |             |             |          |          |          |            |          | \$10.00     |                                                                                     |
| Total                                 | \$15,220.00 | \$130.00 | \$120.00   | \$120.00 | \$120.00 | \$30,120.00 | \$120.00    | \$120.00 | \$120.00 | \$120.00 | \$2,115.00 | \$120.00 | \$48,545.00 |  |
| TOTALS                                | JAN         | FEB      | MAR        | APR      | MAY      | JUN         | JUL         | AUG      | SEP      | OCT      | NOV        | DEC      | YEAR        |                                                                                     |
| Total expenses                        | # REF!      | # REF!   | # REF!     | # REF!   | # REF!   | # REF!      | # REF!      | # REF!   | # REF!   | # REF!   | # REF!     | # REF!   | # REF!      |  |
| Cash short/extra                      | # REF!      | # REF!   | # REF!     | # REF!   | # REF!   | # REF!      | # REF!      | # REF!   | # REF!   | # REF!   | # REF!     | # REF!   | # REF!      |  |

\*Chapter is sponsoring a 2022 regional conference. Date of conference is May 23-25. Financial numbers will not be able to be presented for approval by the board until after the event has incurred.



# Dec 2021 NARPM REC REPORT

NARPM WA ST Chapter  
3/22/2022

Page 1

## Reconciliation Summary

### BANK STATEMENT -- CLEARED TRANSACTIONS:

|                                   |   |       |           |
|-----------------------------------|---|-------|-----------|
| Previous Balance:                 |   |       | 13,614.22 |
| Checks and Payments               | 1 | Item  | -4,010.63 |
| Deposits and Other Credits        | 0 | Items | 0.00      |
| Service Charge                    | 0 | Items | 0.00      |
| Interest Earned                   | 0 | Items | 0.00      |
| Ending Balance of Bank Statement: |   |       | 9,603.59  |

### YOUR RECORDS -- UNCLEARED TRANSACTIONS:

|                                  |   |       |           |
|----------------------------------|---|-------|-----------|
| Cleared Balance:                 |   |       | 9,603.59  |
| Checks and Payments              | 0 | Items | 0.00      |
| Deposits and Other Credits       | 0 | Items | 0.00      |
| Register Balance as of 1/1/2022: |   |       | 9,603.59  |
| Checks and Payments              | 6 | Items | -2,719.00 |
| Deposits and Other Credits       | 2 | Items | 6,542.09  |
| Register Ending Balance:         |   |       | 13,426.68 |

Dec 2021 NARPM REC REPORT

NARPM WA ST Chapter  
3/22/2022

Uncleared Transaction Detail up to 1/1/2022

| Date                                       | Num | Payee | Memo | Category | Clr     | Amount |
|--------------------------------------------|-----|-------|------|----------|---------|--------|
| Uncleared Checks and Payments              |     |       |      |          |         |        |
| Total Uncleared Checks and Payments        |     |       |      |          | 0 Items | 0.00   |
| Uncleared Deposits and Other Credits       |     |       |      |          |         |        |
| Total Uncleared Deposits and Other Credits |     |       |      |          | 0 Items | 0.00   |
| Total Uncleared Transactions               |     |       |      |          | 0 Items | 0.00   |



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
April 2, 2021**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.  
Present: Jim Henderson-President and Lobbyist, plus 51 members

Jim Henderson gave updates on several bills. See PowerPoint presentation.

Governor extended eviction moratorium to 6/31/21.

**Capital Gains**

- Intended to capture shares of real estate-REIT's, or when an LLC member leaves the LLC.
- RHC offered 5 different languages to fix the problem.

**HB1777 Document Recording fees increase by \$100**

- LMF would receive 2%
- There is a hearing in Ways & Means on 4/5/21.
- Working on amendments to increase LMF to 4%. Probably settle at 3%.

**1236 Just Cause**

- Still in Rules
- Have amendments prepared to present.

**5160 Right to Counsel**

- In appropriations. Waiting to get scheduled to floor.

**Seattle**

- Passed Right to Counsel
- Issues- (1) Means test. (2) Right to Attorney
- Tenant only has to self-certify that they couldn't pay for attorney.

**Unincorporated King County**

- Met with Cole Wells and other members
- 4/26/21 Work group starting
- Jim will be sending out a survey mid-April.

No updates at the Fed level. CDC moratorium extended through June 2021.

**ANNOUNCEMENT!!!**

- Save the Date! 5/12/21-5/13/21
- WA State Legislative Conference

There will be a CTA on SB5160 next week if it goes to the floor.

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
May 14, 2021**

WA State NARPM General Membership Meeting called to order at 9:04am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus 65 members

See Slides

There is a small chance that the Governor will extend moratorium.

<https://fortress.wa.gov/atg/formhandler/ago/covid19evictioncomplaintform.aspx>

Changes to 10 day notices coming.

- First, second and third notices all the same.
- 4<sup>th</sup> notice will have new language and each notice must include each previous 10 day notice.
- Several 10 day notices can be served on the same day.

90 Day Notices

- Owner must DO something within 30 days of tenant vacating. Must live in property 60 of 90 days or list for sale.

Mo-to-Mo leases. You can raise rent with 60-day notice.

Recommended to remove automatic rollover in lease.

Lots of Q&A from membership.

Adjourned 10:50 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
June 11, 2021**

WA State NARPM General Membership Meeting called to order at 9:04am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus 45 members

Lots of Q&A from membership.

Went over Seattle, King Co, Kent, Kirkland ordinances.

Adjourned 10:06 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
August 20, 2021**

WA State NARPM General Membership Meeting called to order at 9:04am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- Two new state policies if you accept rental assistance
- Are you required to accept rental assistance?
- Fully operational counties
- Having your attorney at the DRC
- Q&A

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Oct 29, 2021**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- End of the Bridge Proclamation
- Dispute Resolution Center (DRC)
- Rental assistance pays up to 18 months
- Q&A

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Dec 17, 2021**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

- 5160 "Protections" expire December 31, 2021.

Reminders:

2022 Legislative session starts January 10, 2022.

NW Conference May 23-24

Adjourned 10:00 am.

Respectfully submitted,

Jeannette Gordon

Secretary

**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
January 29, 2021**

NARPM Executive Board Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson – President & Lobbyist, Jeannette Gordon – Secretary, James Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer, Jodi Williams-Pres-Elect

Guests:

Excused:

1. Treasurers Report:
2. No Meeting Minutes

3. President's Report-Jim will be attending each chapter's monthly meeting with a 3-5 minute legislative update. Each chapter will have a rep that will keep their chapter informed.

-the purpose of the state chapter was discussed. Main goals of state chapter:

- a. State Conference
- b. Legislation Updates
- c. Education. Work on getting clock hours approved. Perhaps the state chapter could become a school. Buy Roy's school? Eric Bessett may be a key contact.
- d. Fundraising for PAC
- e. Support for chapters

4. Vacant board positions-more people are needed on board. Vendor affiliate? Courtney? Also will send an email to chapter presidents to have a chapter liaison at each WA State Board meeting.

5. Do we need to have a state chapter meeting?

-We need to provide the chapter with calendars and provide to everyone in state to attend other chapter meetings.

-Attract members at large

-Monday mornings for 30min-1 hr legislative open Zoom meeting.

-State will have 4 yearly chapter meetings.

6. Chapter Website

-Should we be using it?

-Jeannette will review it.

-View Cal-NARPM website for ideas.

7. Legislative Updates

-Use Mooster

-Ask members for address so we can target a legislator for a specific district.

-Call to Action alerts

-We would like to get owners more involved. Get them more engaged so they will want to contribute.

8. Rental Housing Coalition

-Promote as a member benefit

9. Conferences

-May 12-13, 2021

-Jodi will reach out to Second Nature about virtually hosting it.

-Jeannette will send the info that Stacey Salyer has provided while she was chair of the committee.

-Suggested conferences: One in January as a Legislative kickoff. One in March-Women in Housing luncheon. One in May for board nominations. One in September as the annual business meeting, elections, financial reports.

10. Social Media-we are looking for a person to chair the committee.

11. Lobby Contract-Tabled until February 2021 meeting.

12. IRS-LicenseLogix-sent IRS notice to Gail for review and recommendations.

13. Next meeting

-Ideas for classes that speak to employees, vendors, business owners.

Adjourned .

Respectfully submitted,

Jeannette Gordon

Secretary

**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
February 26, 2021**

NARPM Executive Board Meeting called to order at 8:05am via Zoom.

Present: Jim Henderson- President & Lobbyist, Jodi Williams-Pres-Elect, Jeannette Gordon – Secretary, James Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer

Guests:

Excused:

Meeting Minutes from January 29, 2021 approved

Treasurers Report: January financials approved. Leeann will forward Treasurers reports to Jeannette to be attached each month with minutes from previous meeting.

**President's Report**

- Jim is attending each chapters meeting and giving a 3-5 minute update on 1-2 legislative bills.
- Jim will also be promoting state chapter events during these chapter meetings
- Snohomish chapter having open roundtables at their last two meetings.
- Jim will be attending quarterly RVP meetings.
- Jim will get his January RVP report into Melissa, RVP
- Jim will be hosting a weekly Zoom legislative update each Friday morning at 9am to our members.

**Website**

- Jim sent an email to each chapter president to get a schedule of their meetings to put on the website. He was having a bit of trouble getting the website to update in the way that he wants. Jim and Jeannette will confer on getting it to work properly.

**Rental Housing Coalition**

- WA State NARPM joined and sent links to members to join. Valuable tool for getting legislative info and Call to Actions out.

**Conferences**

- Jodi is working on it. It was decided to move the state conference to July instead of May to give more time to get details sorted out.
- Asking Second Nature to help host the Zooms for the state conferences.
- Instead we will have a legislative conference on May 12-13.
- For the state conference in July we will model it after the Texas Conference after comparing it with the CalNARPM conference website.
- How are we to give more value to our vendor sponsors? Smaller sponsorship price at May's legislative meeting and a higher price at July's conference. Jodi will discuss with Second Nature how many vendors are feasible to give value. Higher platinum sponsors would get a chance to speak between sessions.
- We need to identify an affiliate chair early to help work on conferences.
- May conference would focus on: How to testify, have attorneys and legislators as speakers.

**IRS**

- Forwarded letter to Gail at National to address. Jim will follow up with Gail.

**Lobby Contract**

- Tabled until next meeting

Next Meeting will focus on the Lobby Contract and Conferences.

Adjourned 8:57 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
March 26, 2021**

NARPM Executive Board Meeting called to order at 8:00am via Zoom.

Present: Jim Henderson- President & Lobbyist, Jodi Williams-Pres-Elect, Jeannette Gordon – Secretary, James Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer

Guests:

Excused:

Meeting Minutes from Feb 26, 2021 approved

Treasurers Report: February financials approved.

Legislative Conference May 12-13, 2021

- Wendi Freeman available on March 29 for Zoom
  - Review proposal from Wendi Freeman, Bright Events
  - List of questions regarding proposal?
  - Attendance goal 100 members
  - Ticket price (propose \$150)      \$125 Early Bird Price
  - Affiliate sponsorship goal 10
  - Sponsorship cost (propose \$500)
  - Invite nonmembers
  - Save the date
  - Conference agenda
    - Tyler
    - National president
    - Two-Three legislators
    - Fund raiser
    - Eric Steven
    - Review bills that passed – day 1
    - How to use the new legislation – day 2
- August conference would use same format and be discounted to \$4950.
  - Bills would be paid with proceeds from May conference and August's conference would be profit.
  - MMS to approve Bright Event proposal.

Lobby Contract

- Last year was \$7,000
- This year contract is \$8750.

Adjourned 8:58 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
April 30, 2021**

NARPM Executive Board Meeting called to order at 8:10am via Zoom.

Present: Jim Henderson- President & Lobbyist, Jodi Williams-Pres-Elect, Jeannette Gordon – Secretary, Sarah Laidler-Past President

Guests:

Excused: LeeAnn Ghiglione-Co-Treasurer

Absent: James Tungsvik-Co-Treasurer

Meeting Minutes from March, 2021 approved. MMSC

Treasurers Report: March financials approved. MMSC

**Presidents Report**

- SW Counties chapter is struggling. Discussed how to keep them involved and going. Chapter President is no longer with the same company, but is not a problem because NARPM membership stays with individual, not the company.

Friday Roundtables. No meeting today. It was discussed whether to continue after legislative session ends. It was decided to continue them for continuity, with topics and speakers changing with current need.

**Legislative Conference date changed to June 9-10, 2021**

- Jodi has been working hard with Second Nature and Wendi with Bright Events on timing of event sessions.
- We will offer two post conference meetings on June 18<sup>th</sup> and June 25<sup>th</sup> which for members can be added to conference registration for \$25.
- Jim will be meeting with Chapter Presidents today at 9am to discuss roll out of conference. It was recommended that at this meeting Jim introduce a monthly Presidents meeting to be held the last Thursday of each month, as support and a sounding board. Also in consideration is having a Presidents retreat in Oct or Nov of each year.

**Lobby Contract**

- Tabled

**IRS-LicenseLogix**

- Jeannette will see if she can file the FORM-990-EZ

**New Business**

- Jodi recommends that we encourage chapters to return to in-person meetings as soon as possible. Jeannette sees the need to meet in person, especially to get vendors back involved.
- Discussion was made around possibly having a golf tournament the day before our Fall Conference.
- Jeannette will look into getting grants for Conferences.

Adjourned 8:48 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary

Updated at 11:07am by Jeannette:

- I could not file IRS form. I got an error message "EIN was not found in our records. Please try a different EIN."
- I applied for the Trade Show Grant and the Chapter Membership Drive Application and emailed to national.
- I forwarded the Chapter Advertising grant application to Jim, James and LeeAnn because they require the President and Treasurer's signatures.



**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
May 28, 2021**

NARPM Executive Board Meeting called to order at 8:00am via Zoom.

Present: Jim Henderson- President & Lobbyist, Jodi Williams-Pres-Elect, Jeannette Gordon – Secretary, Leeann Ghiglione-Co-Treasurer, Sarah Laidler-Past President,

Guests:

Excused:

Absent: James Tungsvik-Co-Treasurer

Meeting Minutes tabled

Treasurers Report: April financials approved. MMSC

Legislative Conference June 9-10, 2021

- A little behind in vendor sponsorship. We have 4. Need 9 or 10. Recommended to reach out to ServPro. Currently have MOCO, Orca, Second Nature, Tacoma Housing Authority, Doug (?)
- Registration numbers at about 50.
- We will have at least one attorney speaking.
- We will have an ERP representative speaking.
- Five county coalition around housing.
- Forms

Lobby Contract

- Tabled

IRS-LicenseLogix

- No contact

For June's board meeting:

- Conference Recap
- Dues for Chapter
- National Updates
- Fall Conference
- Leadership retreat in the fall.

Adjourned 8:28 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
June 25, 2021**

NARPM Executive Board Meeting called to order at 8:33am via Zoom.

Present: Jim Henderson- President & Lobbyist, Jodi Williams-Pres-Elect, Jeannette Gordon – Secretary, Leeann Ghiglione-Co-Treasurer

Guests:

Excused:

Absent: James Tungsvik-Co-Treasurer

Meeting Minutes: Apr & May approved. MMSC

Treasurers Report: May financials approved. MMSC.

Bank Balance: \$23,275.93

Legislative Conference June 9-10, 2021

- Conference made about \$6,000+
- Forms

Rest of the year goals:

1. State Chapter Dues. Would include the conference and lobbyist every year. \$125/yr. Conference free for paid members. \$175 for non-members. Local chapters would stay more focused on local issues and networking.
2. Should we hire an attorney to create forms?
3. Should we start a real estate school for clock hours?
4. Zoom for owners?

Fall Retreat. In-person for current and incoming chapter boards.

- Grants available?
- Have asked Melissa for funding options.
- September possibility

Elections

Adjourned 8:59 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
July 30, 2021**

NARPM Executive Board Meeting called to order at 8:00am via Zoom.

Present: Jim Henderson- President & Lobbyist, Jodi Williams-Pres-Elect, Jeannette Gordon – Secretary, Leeann Ghiglione-Co-Treasurer, James Tungsvik-Co-Treasurer

Guests:

Excused:

Absent:

Meeting Minutes: Jun approved. MMSC

Treasurers Report: Jun financials approved. MMSC.

Bank Balance: \$23,275.93

Legislative Conference June 9-10, 2021

- Goal was to make enough to pay for lobbyist. After paying vendor we made about \$6,000.

Lobbyist Contract

- MMSC to pay lobbyist for 2021. \$8750.00.
- We will work on 2022 contract in November. Will be a short session.

Presidents Report

- Jim is still going to monthly chapter Zoom meetings. Most chapters will be going back to in-person meetings with Aug and Sep meetings.
- Presidents Lunch. Goal is to bring leaders together to learn from each other. Create a mentoring program.
- Past Presidents Club-looking to implement.
- Working on a welcome letter and a renewing member thank you letter.

Clock Hour Classes

- Looking to partner with Bryan Gwynn from the Inland NW Chapter because he already has a real estate school.

Board Retreat

- Sept or Oct. 1 day, 4-5 hours
- How to run a board
- Role as a board member, duties.
- Opportunity for state chapter to facilitate a yearly speaker calendar.
- Strat plans in place? Need updating? Are chapters following it?

Creating value in the State Chapter

- Education, legislation, supporting local chapters.
- Quarterly have a speaker "event". State chapter comes to a local chapter and brings a great speaker.

Forms

- Attorneys are expensive
- This may be a goal to aspire to in the future.
- Other associations already offering forms.

New Business

- Should we hire an admin assistant to help? Information gathering, graphics, education, advertising, social media?

Elections

- All board members willing to serve again.

IRS

- Jim will reach out to Sarah to find out the status.

Adjourned 8:56 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary

**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
October 1, 2021**

NARPM Executive Board Meeting called to order at 8:00am via Zoom.

Present: Jim Henderson- President & Lobbyist, Jodi Williams-Pres-Elect, Jeannette Gordon – Secretary, Leeann Ghiglione-Co-Treasurer

Guests:

Excused: James Tungsvik-Co-Treasurer

Absent:

Meeting Minutes:

Treasurers Report:

1. Jim is working on pricing of state chapter dues, to go along with the benefits of membership.
2. Speaker:
  - January 5<sup>th</sup> Legislative Kickoff for 2022
  - Have a western WA economist speak
  - Housing issues coming up, bills, elections
  - In-person at South Center Hotel
  - Sponsorship possibilities for the even with priority given to 2021 Leg Conf vendors first.
3. 2022 WA State Conference
  - Hard to plan for now because it is unknown if we will be able to do in-person or not.
  - If we do a “Zoom-type” conference then we have the knowledge to do it next year cheaper and faster than 2021.
  - Price of conference varies depending on whether member has paid chapter dues or not.
4. Fundraising for Candidates
  - Do we have the knowledge to run a PAC. Leeann says yes, until it gets big. We need to check with national for guidance.
  - Raise the paddle at January meeting.
  - Silent Auction
  - 50/50 gift card raffle.
5. Leadership Retreat
  - Possible to do in-person on west side of state.
  - Jim willing to travel to Spokane to do an in-person training there.
  - How do we re-energize chapters?
  - How to cultivate younger members
  - Vendors are losing interest because they don’t have the opportunity to network at in-person chapter meeting.
6. 2022 Legislation-Rent Control
  - Important to get vendors on board to fight with us.
  - Rent control=no money for repairs=less work/income for vendors.
7. Banking
  - Unknown \$87 deposit into checking account. Leeann will check with bank to see what it is.

Adjourned 8:51 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary



**Washington State Chapter  
National Association of Residential Property Managers  
Executive Board Meeting  
October 29, 2021**

NARPM Executive Board Meeting called to order at 8:05am via Zoom.

Present: Jim Henderson- President & Lobbyist, Jodi Williams-Pres-Elect, Jeannette Gordon – Secretary, Leeann Ghiglione and James Tungsvik-Co-Treasurers

Guests:

Excused:

Absent:

Meeting Minutes: Tabled

Treasurers Report: Tabled

1. Chapter Updates:

- Kitsap-already closed
- SW-likely closing
- Snohomish-Jim and Jodi brainstormed with chapter about how to stay open.
- Pierce Co:
  - Going to quarterly meetings and bigger and better!
  - Will have them in the mornings
  - Bigger speakers
  - Hoping these ideas will increase attendance
  - They have the budget to do this.
  - Leeann advised that they check their bylaws to make sure quarterly meetings are enough. Jodi checked their bylaws during this meeting and they would be fine. They need 4 each year.
  - Also will have monthly social networking get-togethers with vendors invited.

2. Jim is still planning to kickoff the legislative year in Jan with a big speaker.

3. RHA/RHC

- Will be having the Rental Housing Coalition again in 2022
- They would like to have 2 people from NARPM on the committee. Suggestions are Heidi, Ian, Vickie

4. Bryan Gwynn owns a real estate school. He is in the process of writing a new class to present to property managers. Bryan suggested that he could offer 1 clock hour credit for the Friday general membership meetings.

5. Chapter Compliance and Excellence-Jeannette will start reviewing needed info.

6. IRS-still in process. Could be 90-120 days before we hear back from them.

7. WA State chapter formed a Data Collection committee. They are working on objectives and data that they want to collect.

8. Fundraising 2022/Conference

- James mentioned that there was a lot of interest in having a region-wide conference.
- WA, OR, MT, ID all expressed an interest in hosting it.
- Preference of BOD is to have it in Boise.
- How many days should conference be? Suggested 1.5 days
- Rotate yearly to different states
- Need to pick a date in 2022. Normally held in April or May. Check national NARPM calendar to make sure there are no conflicts.

- Vendors in previous years have asked that the venue be close to airport because they bring a lot of things to set up.
- Conference committee with want to travel to the possible hotel ahead of time to make sure the space will work for us and the vendors.
- Need a theme
- How would profits be shared?

Adjourned 8:42 am.

Respectfully submitted,

Jeannette Gordon

WA State NARPM Secretary

**Executive Board elected by membership for 2022:**

President: Jim Henderson

VP: Jodi Williams

Co-Treasurers: James Tungsvik and Leeann Ghioglione

Secretary: Jeannette Gordon



**Washington State Chapter  
National Association of Residential Property Managers  
General Membership Meeting  
Weekly Friday Morning Legislative Update  
Nov 5, 2021**

WA State NARPM General Membership Meeting called to order at 9:00am via Zoom.

Present: Jim Henderson-President and Lobbyist, plus members

Join me and other members to discuss and answer your questions about:

- Election results
- End of the Bridge Proclamation
- Court standing order
- Q&A

Adjourned 10:00 am.  
Respectfully submitted,  
Jeannette Gordon  
Secretary