



## Tampa Bay Chapter - Board of Directors Minutes

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.

January 18, 2018

Location: Bahama Breeze, Tampa

### Present: Conference Call February 12, 2018

Daniel Rothrock Penny Bradshaw

**Present February 2018:** Justin Dean Andrew Dougill Lori Hendrix Daniel Rothrock Penny Bradshaw

Paul Arrington, Bill Hague, Tim Snelgrove, Tom Gaspari, Kathy Gaspari Carl Stratton

**Roll Call:** Roll Call was given and a quorum was present at the meeting.

### Welcome and Call to Order

The Tampa Bay Chapter of NARPM called to order at 10:30am on February 15<sup>th</sup> 2018.

2018 Speakers Wish List:

Steve	Crossland
Robert	Locke
Mark	Kreditor
Steve	Schultz
Marc	Cunningham
John	Bradford
David	Holt
Andrew	Dougill
Melissa	Prandi
Jordan	Muela
Betsy	Morgan

Plus Judge Hitzeman, Mark Esparza, Round Table, Form Swap,

### **Proposed 2018 Lunch and Learn Education Schedule**

January – Technology Panel, Re Gift Social 25 <sup>th</sup> 4-6pm	July	
February – Betsy	August	Brian Birdy PLUS Harry Fest
March – Steve Crossland for March 22nd	September	Cancelled (State) – Social Instead
April – Andy Propts	October	
May - Paul Velenti      Joel Elliot visit	November	
June-	December	Holiday Party

### **Education Ideas: Business Development, RVP visit, Round Table, Expert Panel**

Chair Position	Chairperson	Co-Chair
Nominating Committee	Paul Arrington	
Finance Committee		
Professional Committee		
Gov't Affairs Committee		
Development Committee		
Legislative and PAC Associate	Carl Stratton	
Communication and Marketing	Bill Hague	
Affiliate Chair	Jessica	Lisa Jordan
Compliance		
Treasurer	Andrew Dougill	Penny Bradford
Education	Tom Gaspari	James Garcia
Event	NEED	Laura Zimmerman
Membership	Tim Snelgrove	
Mentorship		
Designation	Kathy Gaspari	
Recognitions		

#### **I. New Business:**

- a. Chapter Compliance is due by the end of February
- b. John Goodbrad to be scheduled

#### **II. Marketing**

- a. Events to Market at this time
  - i. First designation class of the year
  - ii. April 26<sup>th</sup> Office Operations Policy & Procedures
  - iii.

### **III. Open Positions: See Chart Above**

- a. EVENT CHAIR - important

### **IV. New Ideas**

- a. Using a Calendar of Events Flyer present at Monthly Meetings
  - i. 2018 to be posted on Website, Eblast, and Flyers
- b. Consent to Serve And Candidate Application to go out to each member
- c. New Member Form to be present at all meetings
- d. New Affiliate Form to be present at all meetings – Need Electronic Affiliate Application and connect with PayPal**
- e. Request Analytics from National (the host of our website)

### **V. Membership**

- a. 2 new members joined January
- b. February 15<sup>th</sup> – new member orientation was held after luncheon
  - i. Tim presented a new member to do document!
- c. New Member and new Affiliate Orientation to be held quarterly
  - i. Membership Chair to attend as well as President and P. President

### **VI. Affiliates**

- a. Unpaid Affiliates will be taken off list by February 15<sup>th</sup>.
- b. Dues \$250/yr.                      \$200 to host a luncheon                      \$35 lunch

### **VII. Budget**

- a. Holiday Party to be better budgeted
- b. Elite Venue – Laurie Lindsey
- c. Venue Costs (Bahama Breeze)
- d. President Training Trip (Board for 2018)
- e. Socials

### **VIII. Quarterly Socials**

- a. Theme Based: Day At The Races, Top Golf

### **IX. Harry Fest: When are we going to ask him?**

#### **X. Designation Classes:**

- a. April 26<sup>th</sup> Office Operations Policy & Procedures – Confirmed at Berkshire Office
- b. August 21 – Tenancy – Confirmed **Should be Cancelled**
- c. September 11<sup>th</sup> - Basics Of Property Management – Confirmed – at PRO
- d. 2018 (Need two Designation Classes but Harry counts as one?)**
  - i. Should we delete one?



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January 18, 2018

Location: Bahama Breeze, Tampa

### Present: Conference Call March 6, 2018

Daniel Rothrock Penny Bradshaw Justin Dean Andrew Dougill Paul Arrington Lori Hendrix

**Present March 22, 2018:** Justin Dean Andrew Dougill Lori Hendrix Daniel Rothrock Penny Bradshaw

Jessica, Bill Hague, Tim Snelgrove, Tom Gaspari, Kathy Gaspari Carl Stratton Jimmy Garcia

**Roll Call:** Roll Call was given and a quorum was present at the meeting.

### Welcome and Call to Order

The Tampa Bay Chapter of NARPM called to order at 10:30am on March 22nd 2018.

2018 Speakers Wish List:

Steve	Crossland
Robert	Locke
Mark	Kreditor
Steve	Schultz
Marc	Cunningham
John	Bradford
David	Holt
Andrew	Dougill
Melissa	Prandi
Jordan	Muela
Betsy	Morgan

Plus Judge Hitzeman, Mark Esparza, Round Table, Form Swap,

### Proposed 2018 Lunch and Learn Education Schedule

January – Technology Panel, Re Gift Social 25 <sup>th</sup> 4-6pm	July	
February – Betsy	August	Brian Birdy
March – Steve Crossland for March 22nd	September	Cancelled (State) – Social Instead
April – Andy Propts	October	Nationals
May - Paul Valenti      Joel Elliot visit	November	
June-	December	Holiday Party

### **Education Ideas: Business Development, RVP visit, Round Table, Expert Panel**

Chair Position	Chairperson	Co-Chair
Nominating Committee	Paul Arrington	
Finance Committee		
Professional Committee		
Gov't Affairs Committee		
Development Committee		
Legislative and PAC Associate	Carl Stratton	
Communication and Marketing	Bill Hague	
Affiliate Chair	Jessica	Lisa Jordan
Compliance		
Treasurer	Andrew Dougill	Penny Bradford
Education	Tom Gaspari	James Garcia
Event	NEED	Laura Zimmerman
Membership	Tim Snelgrove	
Mentorship		
Designation	Kathy Gaspari	
Recognitions		

#### **I. New Business:**

- a. Chapter Compliance is due by the end of March
- b. We need a charity! Any ideas for 2018?
- c. We would like to push more collaboration with Sarasota and Lakeland
- d. John Goodbrad to be scheduled
- e. Carl Stratton registered for Day on the Hill. May 14-15<sup>th</sup>.
- f. Registered Agent to be changed from Harry to the incoming Treasurer of 2019.
- g. Legal seminar in place of Harry proposed
- h. Top Golf is a go!
- i. Sponsor PRO and GTR
- j. Harry phone call by Andrew to occur in March

## **II. Marketing**

- a. Events to Market at this time
  - i. Venue Change to Top Golf beginning April 2018 with Andy Propst
  - ii. April 26<sup>th</sup> Office Operations Policy & Procedures

## **III. Open Positions: See Chart Above**

- a. EVENT CHAIR – important
- b. Co-Chair for Legislative

## **IV. New Ideas**

- a. Using a Calendar of Events Flyer present at Monthly Meetings
  - i. 2018 to be posted on Website, Eblast, and Flyers
- b. Consent to Serve And Candidate Application to go out to each member
- c. New Member Form to be present at all meetings
- d. New Affiliate Form to be present at all meetings – Need Electronic Affiliate Application and connect with PayPal**
- e. Request Analytics from National (the host of our website)

## **V. Membership**

- a. New Member Mentor Program to begin.
- b. 2 new members joined January
- c. February 15<sup>th</sup> – new member orientation was held after luncheon
  - i. Tim presented a new member to do document!
- d. New Member and new Affiliate Orientation to be held quarterly
  - i. Membership Chair to attend as well as President and P. President

## **VI. Affiliates**

- a. Unpaid Affiliates will be taken off list by February 15<sup>th</sup>.
- b. Dues \$250/yr.                      \$200 to host a luncheon                      \$35 lunch

## **VII. Budget**

- a. Holiday Party to be better budgeted
- b. Elite Venue – Laurie Lindsey
- c. Venue Costs (Bahama Breeze) vs. Top Golf
- d. President Training Trip (Board to attend for 2018)
- e. Socials

## **VIII. Quarterly Socials**

- a. Theme Based: Day At The Races, Top Golf

## **IX. Harry Fest: When are we going to ask him?**

## **X. Designation Classes:**

- a. April 26<sup>th</sup> Office Operations Policy & Procedures – Confirmed at Berkshire Office
- b. August 21 – Tenancy – Confirmed **Should be Cancelled**
- c. September 11<sup>th</sup> - Basics Of Property Management – Confirmed – at PRO
- d. 2018 (Need two Designation Classes but Harry counts as one?) Should we delete one?



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January 18, 2018

Location: Bahama Breeze, Tampa

### Present: Conference Call January 16, 2018

Justin Dean    Lori Hendrix    Daniel Rothrock    Penny Bradshaw    Andrew Dougill

**Present January 17, 2018:** Justin Dean    Andre Dougill    Lori Hendrix    Daniel Rothrock    Penny Bradshaw

Paul Arrington, Jessica, Bill Hague, Tim Snelgrove, Tom Gaspari, Kathy Gaspari

**Roll Call:** Roll Call was given and a quorum was present at the meeting.

### Welcome and Call to Order

The Tampa Bay Chapter of NARPM called to order at 1:00pm on November 28, 2017

2018 Speakers Wish List:

Steve	Crossland
Robert	Locke
Mark	Kreditor
Steve	Schultz
Marc	Cunningham
John	Bradford
David	Holt
Andrew	Dougill
Melissa	Prandi
Jordan	Muela
Betsy	Morgan

Plus Judge Hitzeman, Mark Esparza, Round Table, Form Swap,

**Proposed 2018 Lunch and Learn Education Schedule**

January – Technology Panel, Re Gift Social 25 <sup>th</sup> 4-6pm	July	
February – Betsy	August	Brian Birdy Harry Fest
March – Steve Crossland for March 22nd	September	Cancelled (State) – Social Instead
April – Andy Propts	October	
May - Joel Elliot	November	
June-	December	Holiday Party

**Education Ideas: Business Development, RVP visit, Round Table, Expert Panel**

Chair Position	Chairperson	Co-Chair
Nominating Committee	Paul Arrington	
Finance Committee		
Professional Committee		
Gov't Affairs Committee		
Development Committee		
Legislative and PAC Associate	Carl Stratton	
Communication and Marketing	Bill Hague	
Affiliate Chair	Jessica	Lisa Jordan
Compliance		
Treasurer	Andrew Dougill	Penny Bradford
Education	Tom Gaspari	James Garcia
Event		Laura Zimmerman
Membership	Tim Snelgrove	
Mentorship		
Designation	Kathy Gaspari	
Recognitions		

**I. New Business:**

**II. Marketing**

**a. Events to Market at this time**

- i.
- ii.
- iii.



**III. Open Positions: See Chart Above**

**IV. New Ideas**

- a. Using a Calendar of Events Flyer present at Monthly Meetings
  - i. 2018 to be posted on Website, Eblast, and Flyers
- b. Consent to Serve And Candidate Application to go out to each member
- c. New Member Form to be present at all meetings
- d. New Affiliate Form to be present at all meetings – Need Electronic Affiliate Application and connect with PayPal**
- e. Request Analytics from National (the host of our website)

**V. Membership**

- a. New Members added in December (Berkshire pushed)
- b. Clean up needed of Constant Contact
- c. New Member and new Affiliate Orientation to be held quarterly
  - i. Membership Chair to attend as well as President and P. President

**VI. Affiliates**

- a. Unpaid Affiliates will be taken off list by February 15<sup>th</sup>.
- b. Dues \$250/yr.                      \$200 to host a luncheon                      \$35 lunch

**VII. Budget**

- a. Holiday Party to be better budgeted
- b. Elite Venue – Laurie Lindsey
- c. Venue Costs (Bahama Breeze)
- d. President Training Trip (Board for 2018)
- e. Socials

**VIII. Quarterly Socials**

- a. January 25<sup>th</sup> 4-6pm will be first one.
- b. Ideas: Top Golf, Splitsville, Sketch and Sip, Sidesplitters

**IX. Harry Fest: When are we going to ask him?**

**X. Designation Classes:**

- a. April 26<sup>th</sup> Office Operations Policy & Procedures – Confirmed at Berkshire Office
- b. August 21 – Tenancy – Confirmed
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April 19, 2018

Location: Top Golf, Tampa

### Present: Conference Call March 6, 2018

Daniel Rothrock Penny Bradshaw Justin Dean Andrew Dougill Paul Arrington Lori Hendrix

**Present April 19, 2018:** Justin Dean Andrew Dougill Lori Hendrix Daniel Rothrock Penny Bradshaw

Jessica, Bill Hague, Tim Snelgrove, Tom Gaspari, Kathy Gaspari Carl Stratton Jimmy Garcia

**Roll Call:** Roll Call was given and a quorum was present at the meeting.

### Welcome and Call to Order

The Tampa Bay Chapter of NARPM called to order at 10:30am on April 19, 2018 at Top Golf Tampa.

2018 Speakers Wish List:

Steve	Crossland
Robert	Locke
Mark	Kreditor
Steve	Schultz
Marc	Cunningham
John	Bradford
David	Holt
Andrew	Dougill
Melissa	Prandi
Jordan	Muela
Betsy	Morgan

Plus Judge Hitzeman, Mark Esparza, Round Table, Form Swap,

### Proposed 2018 Lunch and Learn Education Schedule

January – Technology Panel, Re Gift Social 25 <sup>th</sup> 4-6pm	July	Corey Donahue 813-244-0206
February – Betsy	August	Brian Birdy, Harry 17 <sup>th</sup> , BB 16 <sup>th</sup> ?
March – Steve Crossland for March 22nd	September	Cancelled (State) – Social Instead
April – Andy Propst	October	Nationals
May - Paul Valenti      Joel Elliot visit	November	Brad Larsen?
June- Jason Medley, Mastermind, collective Genius	December	Holiday Party

### **Education Ideas: Business Development, RVP visit, Round Table, Expert Panel**

Chair Position	Chairperson	Co-Chair
Nominating Committee	Paul Arrington	
Finance Committee		
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Legislative and PAC Associate	Carl Stratton	
Communication and Marketing	Bill Hague	
Affiliate Chair	Jessica	Lisa Jordan
Compliance		
Treasurer	Andrew Dougill	Penny Bradford
Education	Tom Gaspari	James Garcia
Event	NEED	Laura Zimmerman
Membership	Tim Snelgrove	
Mentorship		
Designation	Kathy Gaspari	
Recognitions		

#### **I. New Business:**

- a. We need a charity! Any ideas for 2018?
- b. We would like to push more collaboration with Sarasota and Lakeland
- c. John Goodbrad to be scheduled
- d. Carl Stratton registered for Day on the Hill. May 14-15<sup>th</sup>.
- e. Registered Agent to be changed from Harry to the incoming Treasurer of 2019.
- f. Harry is booked for August 17<sup>th</sup> but we need a location
- g. Top Golf is a go!
- h. Sponsorship opportunities for PRO and GTR

## II. Marketing

- a. Events to Market at this time
  - i. Venue Change to Top Golf beginning April 2018 with Andy Propst
  - ii. April 26<sup>th</sup> Office Operations Policy & Procedures

## III. Open Positions: See Chart Above

- a. EVENT CHAIR – important
- b. Co-Chair for Legislative

## IV. New Ideas

- a. Using a Calendar of Events Flyer present at Monthly Meetings
  - i. 2018 to be posted on Website, Eblast, and Flyers
- b. Consent to Serve And Candidate Application to go out to each member
- c. New Member Form to be present at all meetings
- d. New Affiliate Form to be present at all meetings – **Need Electronic Affiliate Application and connect with PayPal**
- e. Request Analytics from National (the host of our website)

## V. Membership

- a. New Member Mentor Program to begin.
- b. 2 new members joined January
- c. February 15<sup>th</sup> – new member orientation was held after luncheon
  - i. Tim presented a new member to do document!
- d. New Member and new Affiliate Orientation to be held quarterly
  - i. Membership Chair to attend as well as President and P. President

## VI. Affiliates

- a. Unpaid Affiliates will be taken off list by February 15<sup>th</sup>.
- b. Dues \$250/yr.                      \$200 to host a luncheon                      \$35 lunch

## VII. Treasurer/Finance

- a. Still waiting on Steve Crossland to send us his travel expenses
- b. When we have Steve's expenses, March will have a net loss. This is expected as he is a national speaker with higher expenses.
- c. April will have a net loss too with Andy Propst, another national speaker. This is expected too.
- d. We planned to have net losses on four national speakers for 2018. This was included in our budget for 2018.

I have added a little more detail to the report this month to break out the numbers. Specifically they are broken out into 4 areas

- The P&L from Monthly Meetings shows we are running "Break Even" on the monthly meetings. We made money in January and February and lost money with national speakers in March and April. This is per our budget and was expected.
- The P&L from Chapter Operations shows the expenses of running the Chapter. These expenses are typically covered by the Annual Affiliate Dues. Last year we had more affiliates, so we should look to add a few more affiliates this year to cover our Operations costs.

- The P&L from Education Events shows that the sponsorship money covered our expenses on this event in April. We should also have a nice check coming from NARPM National eventually too.
- P&L from Social Events is to track things like Chapter Social Events, Holiday Party and entertaining speakers when they present at our meetings.

#### **VIII. Budget**

- Holiday Party to be budgeted
- Elite Venue – Laurie Lindsey
- Venue Costs (Bahama Breeze) vs. Top Golf
- President Training Trip (Board to attend for 2018)
- Socials

#### **IX. Quarterly Socials**

- Theme Based: Day At The Races, Top Golf

#### **X. Harry Fest:**

- August 17<sup>th</sup> but need location**

#### **XI. Designation Classes:**

- April 26<sup>th</sup> Office Operations Policy & Procedures – Confirmed at Berkshire Office
- August 21 – Tenancy – Confirmed **Should be Cancelled**
- September 11<sup>th</sup> - Basics Of Property Management – Confirmed – at PRO
- 2018 (Need two Designation Classes but Harry counts as one?) Should we delete one?

**Lori Hendrix, Chapter Secretary**

Hi All,

If we decide to stay at Top Golf the numbers appear to work even without a increase in door fees. See below:

### **April Meeting at Top Golf**

#### **Income**

Meeting Fees	\$ 1,608.00	
Meeting Sponsors	\$ 725.00	Based on 4 Sponsors

Golf Sponsors	\$ 150.00
	<hr/>
	\$ 2,483.00

#### Expenses

Event Costs - Top Golf	\$ 1,920.00
Bank Fees	\$ 20.00
	<hr/>
	\$ 1,940.00

This assumes:

We get 3 sponsors @ \$200 each (in addition to Harry) every month AND \$50 each table sponsors, if we include golf. We will be easily covering costs of the new location and have some money left over for speaker fees or expenses.

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June 17, 2018

Location: Bahama Breeze, Tampa

**Present June 17, 2018:** Justin Dean Andrew Dougill Lori Hendrix Daniel Rothrock Penny Bradshaw

Hommee Rep, Laura, Chelsea, Jessica, Tim Snelgrove,

**Roll Call:** Roll Call was given and a quorum was present at the meeting.

### Welcome and Call to Order

The Tampa Bay Chapter of NARPM called to order at 10:30am on June 17, 2018 at Bahama Breeze.

2018 Speakers Wish List:

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Robert	Locke
Mark	Kreditor
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Marc	Cunningham
John	Bradford
David	Holt
Andrew	Dougill
Melissa	Prandi
Jordan	Muela
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Plus Judge Hitzeman, Mark Esparza, Round Table, Form Swap, Jason Medley, Mastermind, collective Genius

### Proposed 2018 Lunch and Learn Education Schedule

January – Technology Panel, Re Gift Social 25<sup>th</sup> 4-6pm July

Peter Croizat – Cyber Security

February – Betsy	August	Brian Birdy, Harry 29th,
March – Steve Crossland for March 22nd	September	Cancelled (State) – Social Instead
April – Andy Propst	October	Nationals
May - Paul Velenti Joel Elliot visit	November	Brad Larsen?
June- <del>Round Table</del> Expert Panel	December	Holiday Party

**Education Ideas: Business Development, RVP visit, Round Table, Expert Panel**

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Event	NEED	Laura Zimmerman
Membership	Tim Snelgrove	
Mentorship		
Designation	Kathy Gaspari	
Recognitions		

**I. New Business:**

- a. Nomination process begins today through August and announcement to be held in October.
- b. Lavelier to be purchased, if Top Golf does not provide.
- c. Laptop to be purchased to be presented at Harry Fest
- d. Facebook Ad to promote events was brought up to encourage attendance.
- e. TBD – meeting of board to create a policy and procedure manual for each position
- f. We need a charity! Any ideas for 2018?
  - i. Harry – Laptop and/or bike helmet drives
  - ii. Metropolitan Ministries
  - iii. Backpack drive
- g. We would like to push more collaboration with Sarasota and Lakeland
- h. Offer free lunch to any new members to encourage them to come out.
- i. Registered Agent to be changed from Harry to the incoming Treasurer of 2019.
- j. Sponsorship opportunities for PRO and GTR



## **II. Marketing**

- a. Events to Market at this time
  - i. GTR – Cynthia DeLuca – NARPM to Sponsor

## **III. Open Positions: See Chart Above**

- a. EVENT CHAIR – important
- b. Co-Chair for Legislative

## **IV. New Ideas**

- a. Using a Calendar of Events Flyer present at Monthly Meetings
  - i. 2018 to be posted on Website, Eblast, and Flyers
- b. Consent to Serve And Candidate Application to go out to each member
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- e. Request Analytics from National (the host of our website)

## **V. Membership**

- a. New Member Mentor Program to begin.
- b. 2 new members joined January
- c. February 15<sup>th</sup> – new member orientation was held after luncheon
  - i. Tim presented a new member to do document!
- d. New Member and new Affiliate Orientation to be held quarterly
  - i. Membership Chair to attend as well as President and P. President

## **VI. Affiliates**

- a. New Affiliates need policies and procedures
- b. Most wanted/needed list is needed.
- c. Dues \$250/yr.                      \$200 to host a luncheon                      \$35 lunch

## **VII. Treasurer/Finance**

- The only think we could do better is new affiliates. I suggest is that we make a push to bring in a few more affiliates!
- There is more detail to the report for May to get a finer view of our income and expenses. Specifically they are broken out into 5 areas
- The P&L from Monthly Meetings shows we are doing well on the monthly meetings. We made money in January, February and May. We lost money with national speakers in March and April. This is per our budget and was expected.
- The P&L from Chapter Operations shows the expenses of running the Chapter. These expenses are typically covered by the Annual Affiliate Dues. Last year we had more affiliates, so we should look to add a few more affiliates this year to cover our Operations costs.
- The P&L from Education Events shows that the sponsorship money covered our expenses on this event in April. We should also have a nice check coming from NARPM National eventually too.
- P&L from Social Events is to track things like Chapter Social Events, Holiday Party and entertaining speakers when they present at our meetings.
- The P&L from Annual Legal Seminar is to track income and expenses from Harry Fest.

## **VIII. Budget**

- a. Holiday Party to be budgeted
- b. Elite Venue – Laurie Lindsey
- c. Venue Costs (Bahama Breeze) vs. Top Golf
- d. President Training Trip (Board to attend for 2018)
- e. Socials

## **IX. Quarterly Socials**

- a. Theme Based: Day At The Races, Top Golf

## **X. Harry Fest:**

- a. **August 29<sup>th</sup>**
- b. **To be held at PRO**
- c. **No Payment = Not Registered for event!**
- d. **4- Main Sponsor: \$250**
- e. **4 - Table Sponsor: \$150**
- f. Member Price: \$65 and Non-member \$75

- XI. · Daneil will be purchasing 8 cases of water for the event to reduce costs from the caterer
- XII. · We believe PRO said that the food will be inside the room and not in the Atrium; however, Bill will confirm
- XIII. · We need to create a PowerPoint with each of the sponsor's logos for marketing purposes at the event. This will be a loop that plays before the event starts and during any breaks.
- XIV. · Someone needs to pay of the Atrium space.
- XV. · Bill will contact PRO again and make sure we're not charged sales tax since we're a non-profit.
- XVI. · Someone needs to create RESERVED tags for the main sponsors – I'm assuming closest to the front of the room?
- XVII. · We need to get a layout of the room so someone can coordinate that information to Corporate Catering.
- XVIII. · Marketing of the event needs to clearly specify that the registration is incomplete without payment. Since we are capped at 160, this is a first-come, first-serve situation. We will most likely run into the situation where someone does NOT pay but wants to attend the session. If they do not pay and space runs out, then there's nothing we can do.
- XIX. · I'll request from Nationals to receive the \$50.00 discount for any annual members who want to sign-up at the event.
- XX. · Volunteers Needed:
- XXI. o 4 for registration
- XXII. o 2 for handing out the books and helping Harry unload
- XXIII. o 2 to push new members signing up
- XXIV. o 1 MC
- XXV. o 4 setup/helpers
- XXVI. o 1 to push 50/50

- XXVII. In other news, we're keeping the September's designation class for now. The location is at Justin's office until we max it out and need to move. The future space is to be determine if/when needed.
- XXVIII. I'm going to check with TopGolf to see if they have a lavalier mic; however, the chapter should buy one as we're always saying we need it.

**XXIX. Designation Classes:**

- a. April 26<sup>th</sup> Office Operations Policy & Procedures – Confirmed at Berkshire Office
- b. August 21 – Tenancy –
- c. September 11<sup>th</sup> - Basics Of Property Management – Need location
- d. 2018 (Need two Designation Classes but Harry counts as one?) Should we delete one?

**Lori Hendrix, Chapter Secretary**

**April Meeting at Top Golf**

**Income**

Meeting Fees	\$ 1,608.00	
Meeting Sponsors	\$ 725.00	Based on 4 Sponsors
Golf Sponsors	\$ 150.00	
	<hr/>	
	\$ 2,483.00	

**Expenses**

Event Costs - Top Golf	\$ 1,920.00
Bank Fees	\$ 20.00
	<hr/>
	\$ 1,940.00

This assumes:

We get 3 sponsors @ \$200 each (in addition to Harry) every month AND \$50 each table sponsors, if we include golf. We will be easily coving costs of the new location and have some money left over for speaker fees or expenses.





## Tampa Bay Chapter - Board of Directors Minutes

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.

May 17, 2018

Location: Top Golf, Tampa

**Present May 17, 2018:** Justin Dean Andrew Dougill Lori Hendrix Daniel Rothrock Penny Bradshaw

Hommee Rep, Monica Hulzig, Bill Hague, Tim Snelgrove, Tom Gaspari, Kathy Gaspari Jimmy Garcia Dave Sigler

**Roll Call:** Roll Call was given and a quorum was present at the meeting.

### Welcome and Call to Order

The Tampa Bay Chapter of NARPM called to order at 10:30am on May 17, 2018 at Top Golf Tampa.

2018 Speakers Wish List:

Steve	Crossland
Robert	Locke
Mark	Kreditor
Steve	Schultz
Marc	Cunningham
John	Bradford
David	Holt
Andrew	Dougill
Melissa	Prandi
Jordan	Muela
Betsy	Morgan

Plus Judge Hitzeman, Mark Esparza, Round Table, Form Swap, Jason Medley, Mastermind, collective Genius

### Proposed 2018 Lunch and Learn Education Schedule

January – Technology Panel, Re Gift Social 25 <sup>th</sup> 4-6pm	July	Corey Donahue 813-244-0206?
February – Betsy	August	Brian Birdy, Harry 17 <sup>th</sup> , BB 16 <sup>th</sup> ?
March – Steve Crossland for March 22nd	September	Cancelled (State) – Social Instead
April – Andy Propst	October	Nationals
May - Paul Valenti      Joel Elliot visit	November	Brad Larsen?
June- <del>Round Table</del> Expert Panel	December	Holiday Party

### **Education Ideas: Business Development, RVP visit, Round Table, Expert Panel**

Chair Position	Chairperson	Co-Chair
Nominating Committee	Paul Arrington	
Finance Committee		
Professional Committee		
Gov't Affairs Committee		
Development Committee		
Legislative and PAC Associate	Carl Stratton	
Communication and Marketing	Bill Hague	
Affiliate Chair	Jessica	Lisa Jordan
Compliance		
Treasurer	Andrew Dougill	Penny Bradford
Education	Tom Gaspari	James Garcia
Event	NEED	Laura Zimmerman
Membership	Tim Snelgrove	
Mentorship		
Designation	Kathy Gaspari	
Recognitions		

#### **I. New Business:**

- a. Nomination process begins today through August and announcement to be held in October.
- b. Constant contact database is at 1200 and less than 10% open the emails.
- c. Facebook Ad to promote events was brought up to encourage attendance.
- d. We need a charity! Any ideas for 2018?
  - i. Harry – Laptop and/or bike helmet drives
  - ii. Metropolitan Ministries
  - iii. Backpack drive
- e. We would like to push more collaboration with Sarasota and Lakeland
- f. Offer free lunch to any new members to encourage them to come out.
- g. Chapter Compliance and Chapter Excellence

- h. Registered Agent to be changed from Harry to the incoming Treasurer of 2019.
- i. Sponsorship opportunities for PRO and GTR

## II. Marketing

- a. Events to Market at this time
  - i. GTR – Cynthia DeLuca – NARPM to Sponsor

## III. Open Positions: See Chart Above

- a. EVENT CHAIR – important
- b. Co-Chair for Legislative

## IV. New Ideas

- a. Using a Calendar of Events Flyer present at Monthly Meetings
  - i. 2018 to be posted on Website, Eblast, and Flyers
- b. Consent to Serve And Candidate Application to go out to each member
- c. New Member Form to be present at all meetings
- d. New Affiliate Form to be present at all meetings – **Need Electronic Affiliate Application and connect with PayPal**
- e. Request Analytics from National (the host of our website)

## V. Membership

- a. New Member Mentor Program to begin.
- b. 2 new members joined January
- c. February 15<sup>th</sup> – new member orientation was held after luncheon
  - i. Tim presented a new member to do document!
- d. New Member and new Affiliate Orientation to be held quarterly
  - i. Membership Chair to attend as well as President and P. President

## VI. Affiliates

- a. New Affiliates need policies and procedures
- b. Most wanted/needed list is needed.
- c. Dues \$250/yr.                      \$200 to host a luncheon                      \$35 lunch

## VII. Treasurer/Finance

- a. Still waiting on Steve Crossland to send us his travel expenses
- b. When we have Steve's expenses, March will have a net loss. This is expected as he is a national speaker with higher expenses.
- c. April will have a net loss too with Andy Propst, another national speaker. This is expected too.
- d. We planned to have net losses on four national speakers for 2018. This was included in our budget for 2018.

I have added a little more detail to the report this month to break out the numbers. Specifically they are broken out into 4 areas

- The P&L from Monthly Meetings shows we are running "Break Even" on the monthly meetings. We made money in January and February and lost money with national speakers in March and April. This is per our budget and was expected.
- The P&L from Chapter Operations shows the expenses of running the Chapter. These expenses are typically covered by the Annual Affiliate Dues. Last year we had more affiliates, so we should look to add a few more affiliates this year to cover our Operations costs.
- The P&L from Education Events shows that the sponsorship money covered our expenses on this event in April. We should also have a nice check coming from NARPM National eventually too.
- P&L from Social Events is to track things like Chapter Social Events, Holiday Party and entertaining speakers when they present at our meetings.

#### **VIII. Budget**

- a. Holiday Party to be budgeted
- b. Elite Venue – Laurie Lindsey
- c. Venue Costs (Bahama Breeze) vs. Top Golf
- d. President Training Trip (Board to attend for 2018)
- e. Socials

#### **IX. Quarterly Socials**

- a. Theme Based: Day At The Races, Top Golf

#### **X. Harry Fest:**

- a. **August 29<sup>th</sup>**
- b. **To be held at PRO**
- c. **Main Sponsor: \$250**
- d. **Table Sponsor: \$150**
- e. Member Price: \$65 and Non-member \$75

#### **XI. Designation Classes:**

- a. April 26<sup>th</sup> Office Operations Policy & Procedures – Confirmed at Berkshire Office
- b. August 21 – Tenancy –
- c. September 11<sup>th</sup> - Basics Of Property Management – Need location
- d. 2018 (Need two Designation Classes but Harry counts as one?) Should we delete one?

**Lori Hendrix, Chapter Secretary**

Hi All,

If we decide to stay at Top Golf the numbers appear to work even without a increase in door fees. See below:



# April Meeting at Top Golf

## Income

Meeting Fees	\$ 1,608.00	
Meeting Sponsors	\$ 725.00	Based on 4 Sponsors
Golf Sponsors	\$ 150.00	
	<hr/>	
	\$ 2,483.00	

## Expenses

Event Costs - Top Golf	\$ 1,920.00
Bank Fees	\$ 20.00
	<hr/>
	\$ 1,940.00

This assumes:

We get 3 sponsors @ \$200 each (in addition to Harry) every month AND \$50 each table sponsors, if we include golf. We will be easily coving costs of the new location and have some money left over for speaker fees or expenses.

☐ CORRECTED (if checked)

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  <b>PayPal Inc.</b> <b>2211 North First Street</b> <b>San Jose, California 95131</b> <b>Ph No :877-569-1129</b>		FILER'S federal identification no. <b>770510487</b>		OMB No. 1545-2205  <b>2017</b>	
		PAYEE'S taxpayer identification no. <b>XXXXX5321</b>		Form 1099-K	
		1a Gross amount of payment card/third party network transactions <b>\$ 22,885.00</b>			
Check to indicate if FILER is a (an): Payment settlement entity (PSE) <input checked="" type="checkbox"/> Electronic Payment Facilitator (EPF)/Other third party <input type="checkbox"/>		Check to indicate transactions reported are: Payment card <input type="checkbox"/> Third party network <input checked="" type="checkbox"/>		2 Merchant category code	
PAYEE'S name  <b>National Association of Residential Prop</b>  Street address (including apt. no.)  <b>3900 W Dale Ave</b>  City or town, state or province, country, and ZIP or foreign postal code  <b>Tampa, FL 33609</b>		1b Card Not Present transactions <b>\$ 22,885.00</b>		4 Federal income tax withheld <b>\$</b>	
		3 Number of payment transactions <b>422</b>		This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if taxable income results from this transaction and the IRS determines that it has not been reported.	
		5a January <b>\$ 700.00</b>			
5c March <b>\$ 910.00</b>		5d April <b>\$ 1,440.00</b>			
PSE'S name and telephone number <b>PayPal Inc.</b> <b>Ph No :877-569-1129</b>		5e May <b>\$ 640.00</b>		5f June <b>\$ 3,495.00</b>	
		5g July <b>\$ 5,740.00</b>		5h August <b>\$ 5,900.00</b>	
Account number (see instructions) <b>1242154340550292003</b>		5i September <b>\$ 270.00</b>		5j October <b>\$ 120.00</b>	
		5k November <b>\$ 2,155.00</b>		5l December <b>\$ 425.00</b>	
		6 State <b>FL</b>		7 State identification no.	
				8 State income tax withheld <b>\$</b>	

Form **1099K**

(Keep for your records)

[www.irs.gov/form1099k](http://www.irs.gov/form1099k)

Department of the Treasury - Internal Revenue Service

# Instructions for Payee

You have received this form because you have either: (a) accepted payment cards for payments, or (b) received payments through a third party network that exceeded \$20,000 in gross total reportable transactions and the aggregate number of those transactions exceeded 200 for the calendar year. Merchant acquirers and third party settlement organizations, as payment settlement entities (PSE), must report the proceeds of payment card and third party network transactions made to you on Form 1099-K under Internal Revenue Code section 6050W. The PSE may have contracted with an electronic payment facilitator (EPF) or other third party payer to make payments to you.

If you have questions about the amounts reported on this form, contact the FILER whose information is shown in the upper left corner on the front of this form. If you do not recognize the FILER shown in the upper left corner of the form, contact the PSE whose name and phone number are shown in the lower left corner of the form above your account number.

See the separate instructions for your income tax return for using the information reported on this form.

**Payee's identification number.**For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). However, the issuer has reported your complete identification number to the IRS.

**Account number.**May show an account number or other unique number the PSE assigned to distinguish your account.

**Box 1a.** Shows the aggregate gross amount of payment card/third party network transactions made to you through the PSE during the calendar year.

**Box 1b.**May show the aggregate gross amount of all reportable payment transactions made to you through the PSE during the calendar year where the card was not present at the time of the transaction or the card number was keyed into the terminal. Typically, this relates to online sales, phone sales, or catalogue sales. If the box for third party network is checked, or if these are third party network transactions, card not present transactions will not be reported.

**Box 2.**Shows the merchant category code used for payment card/third party network transactions (if available) reported on this form.

**Box 3.**Shows the number of payment transactions (not including refund transactions) processed through the payment card/third party network.

**Box 4.**Shows backup withholding. Generally, a payer must backup withhold if you did not furnish your taxpayer identification number (TIN) or you did not furnish the correct TIN to the payer. See Form W-9, Request for Taxpayer Identification Number and Certification, and Publication 505, Tax Withholding and Estimated Tax, for information on backup withholding. Include this amount on your income tax return as tax withheld.

**Boxes 5a-5l.**Shows the gross amount of payment card/third party network transactions made to you for each month of the calendar year.

**Boxes 6-8.**Shows state and local income tax withheld from the payments.

**Future developments.** For the latest information about developments related to Form 1099-K and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/form1099k](http://www.irs.gov/form1099k).

# Tampa Bay Chapter of NARPM, Inc.

## 2018 Budget

	Jan - Dec 18	Comments
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Affiliate Membership Fees	\$ 7,000	Assumes the same number of Affiliates as 2017
Holiday Party Fee	\$ 2,000	
Meeting Fee	\$ 14,000	Assumes we have better speakers and higher turn-out
NARPM National Income	\$ 4,000	Assumes we obtain all the available NARPM grants
Sponsorship Fees	\$ 8,000	Assumes quality speakers and higher affiliate sponsorship fees for these events
Seminar Fees	\$ 12,000	Assumes Harry Fest has similar turn-out to 2017
Raffle Fees	\$ 700	We dropped the ball on this one this year, we need someone to do it
<b>Total Income</b>	<b>\$ 47,700</b>	
<b>Expense</b>		
Advertising and Promotion	\$ 3,500	
Affiliate Membership Fees Paid	\$ 600	PRO and GTR Affiliate memberships
Bank Service Charges	\$ 600	Square and PayPal costs
Charitable Contributions	\$ 1,000	Assumes we contribute to NARPM Past President's Charity
Event Fees	\$ 16,000	Increased \$5K in the event we have to find a larger facility to meet
Harry Fest Expenses	\$ 5,000	
Holiday Party Expenses	\$ 6,000	Same as 2016, not 2017
Insurance Expense	\$ 2,500	Assumes Harry Fest Event and O&D Policy
Legal and Professional Fees	\$ 60	
Meals and Entertainment	\$ 2,000	Assumes we entertain national speakers and 2 board functions
Meeting Expenses	\$ 500	Includes funds for give aways at Realtor events we sponsor
Office Supplies	\$ 150	
Other Expenses	\$ 250	
Printing and Reproduction	\$ 100	
Speaker Fees	\$ 5,000	Assumes increases for national speaker
Sponsorship Fees Paid	\$ 2,000	Assumes we sponsor 8 Realtor events
Travel Expense	\$ 2,000	Assumes we send 2 people to Leadership training
<b>Total Expense</b>	<b>\$ 47,260</b>	
<b>Net Ordinary Income</b>	<b>\$ 440</b>	
<b>Net Income</b>	<b>\$ 440</b>	

Order	Position	Name	Status	Voting Rights	Reports To	Company	Email	Number
1	President	Justin Dean	Executive	No	Executive Board	Dean & DeWitt Property Management	justin@deandewitt.com	727-488-3326
2	President Elect	Daniel Rothrock	Executive	Yes	Executive Board	Eaton Realty	daniel@eatonrealtyllc.com	(813) 672-8022 WORK, (813)944-7806 (CELL)
3	Co-Treasurer	Andrew Dougill	Executive	Yes	Executive Board	Hoffman Realty	Andrew@hoffmanrealty.com	(813)875-7474
3	Co-Treasurer	Penny Bradford	Executive	Yes	Executive Board	Arrico Realty & Property Management	Penny@arricorealty.com	813-493-4333
4	Secretary	Lori Hendrix	Executive	Yes	Executive Board	Dennis Realty Property Management	pmaccounts@dennisrealty.com	(813)362-5176
5	Past President	Paul Arrington	Executive	Yes	Executive Board	Arrico Realty & Property Management	Paul@arricorealty.com	813-300-4052
6	Affiliates Chair	Jessica Robinson	Standing	No	Treasurer	Eaton Realty	jrobinson@eatonrealty.com	813-672-8022
7	Designations Chair	Kathy Gaspari	Standing	No	President	Berkshire Hathaway	kgaspari@bhhsfloridaproperties.net	(727)642-3678
8	Education Co-Chair	Jimmy Garcia	Standing	No	President	Vintage Real Estate	JLGarciapm@gmail.com	(813)767-2235
9	Education Chair	Tom Gaspari	Standing	No	President	Berkshire Hathaway	tgaspari@bhhsflpg.com	(727)642-3678
10	Events Chair	Laura Penn	Standing	No	President	Arrico Realty & Property Management	Laura@arricorealty.com	813-662-9363 office 813-453-1275 cell
11	Legislative Chair	Carl Stratton	Standing	No	Secretary	Dennis Realty	carl@dennisrealty.com	813-310-7402
12	Marketing/Publications	Bill Hague	Standing	No	President Elect	Eaton Realty	bhague@eatonrealtyllc.com	(813)716-6572
13	Members at Large Chair	Monica Hulzing	Standing	No	President Elect	Legacy Properties, LLC	monica@lprentals.com	(727)916-0305
14	Membership Chair	Tim Snelgrove	Standing	No	President Elect	Checkerboard Realty Inc	<a href="mailto:Tim@CheckerboardRealty.com">Tim@CheckerboardRealty.com</a> or tsnelgrove@checkerboardrealty.com	727-244-7498
15	Recognitions Chair		Standing	No	Past President			
16	Nominations Chair		Standing	No	Past President			
17	Grants Chair		Standing	No	Treasurer			

# Committees

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# Committees

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Committees serve an important role in any successful chapter. Not only do they provide support to the board in accomplishing their goals and objectives, they provide volunteer opportunities for members who do not want the full commitment of being on the Board of Directors but still want to contribute. Committees are also a great way to groom future leaders of the chapter.

## Two types of committees:

- Standing committees are permanent committees and are established in the organization's bylaws. They relate to the ongoing governance of the organization.
- Sub Committees have a time limit and are created for a specific purpose. Subcommittees can be disbanded when they have accomplished their goals

## The Role of Committees

A committee's size, the skills and experience of its members, enable a committee to manage areas of importance with a greater detail than a full board. Committees can implement initiatives, make recommendations and resolve issues more efficiently and thoroughly, since small groups are often more efficient at problem-solving than large groups.

## Committee Size

When it comes to the size of a committee, there is no one size fits all. The most important factor to consider is having committed committee members and that it be a size that correlates to the duties assigned to it and how many people are needed to do its work.

## Committee Composition

Committees are most effective when its committee members have the right skill sets, knowledge and experience for the duties assigned to it; the members are committed and work well as a team. For this reason, committee appointments should be made with careful attention to the mix of skills, perspectives, and personalities of members as well as their availability. Paying attention to these details will keep a member from being overextended and biting off more than they can chew.

There are three roles in a committee, a Committee Chair, Committee Vice-Chair and a Committee member.

## Committee Chair role

- Serve as a liaison between the committee and the board of directors.
- Provide leadership to the committee setting the tone for the work of the committee.
- Delegates responsibilities to committee members, support its members in completing their work and ensures the work is completed on time
- Ensure meetings are planned effectively, sets meeting agendas, run meetings, and ensure distribution of minutes and reports to members.
- Involves all committee members in the decision making
- Reviews annually with its committee members, their accomplishments in relation to committee goals, and reflect on potential areas of improvement.
- Report to the full board on committee decisions, recommendations, and other committee business.
- Keeps a file of all the committee's work

**Committee Vice Chair Role**

- Assists the committee Chairperson in the management of the committee's work
- Serves as a replacement for the Chair, presiding over meetings when the Chair is unable to attend.

**Committee Member's Role**

- Are committed to the goal of the committee
- Participate actively in the committee's work, including attending meetings and being prepared
- Volunteer for and willingly accept assignments, completing them on time.
- Provide thoughtful input to committee discussion
- Build a working relationship with fellow committee members.
- Stay informed on association activities that affect or are affected by the committee's work
- Participate actively in the committee's annual evaluation.

**Appointment of Chairs**

The Chairpersons and Vice Chairpersons of all committees will be selected by the President, with consultation of the President-Elect and approved by the Board of Directors. Appointment of Vice Chairs shall be done after discussing candidates with that year's Chair. Chairs shall be chosen from within the existing committee or preferably from one of the vice chairs/sub-chairs.

Chairs will appoint the necessary subcommittees as needed to ensure the NARPM® action list is accomplished. NARPM® has a list of volunteers who have chosen to work on special assignments and the staff can supply that list to any chair upon request.



## Suggested Committee Chair Positions

<b>Chapter Education Chair</b>	<ul style="list-style-type: none"> <li>Plans educational calendar for the year</li> <li>Arranges speakers for meetings</li> <li>Coordinates the scheduling of National courses (if offered)</li> <li>Arranges for continuing education credit (if applicable)</li> </ul>
<b>Chapter Designations Chair</b>	<ul style="list-style-type: none"> <li>Recognizes chapter members' achievements (on a personal level)</li> <li>Sends cards on members' special occasions</li> <li>Welcomes new members</li> <li>Recognize past leaders</li> </ul>
<b>Chapter Marketing/ Publications Coordinator</b> <i>Sub: phone calls</i> <i>Chapt. Excellence Comm.</i> <i>" " Compliance Comm.</i>	<ul style="list-style-type: none"> <li>Prepares meeting notice</li> <li>Coordinates and publishes newsletter</li> <li>Updates web site</li> <li>Publishes NARPM® activities and accomplishments in state and local media (i.e., achievement of designations, editorial group advertising, etc.)</li> </ul>
<b>Membership Coordinator</b>	<ul style="list-style-type: none"> <li>Recruits new members by networking and distributing brochures and applications</li> <li>Contacts NARPM® National headquarters to have members application packets sent to prospective new members</li> <li>Follows up with guests to invite membership and participation</li> <li>Meets and greets members at meetings (This may also be handled by a "hospitality" chair)</li> </ul>
<b>Affiliate Program Coordinator</b>	<ul style="list-style-type: none"> <li>Solicits affiliate members</li> <li>Coordinates activities to involve and promote affiliates</li> <li>Coordinates affiliates trade shows</li> <li>Coordinates affiliate sponsorships</li> <li>Makes sure there is a table for affiliates to put marketing materials on.</li> <li>Outlines affiliate award program</li> </ul>
<b>Legislative Coordinator</b>	<ul style="list-style-type: none"> <li>Monitors legislative activities which effect the property management industry</li> <li>Reports on activities at member meetings</li> <li>Solicits member involvement to shape legislative decisions</li> </ul>
<b>Recognitions Chair</b>	<ul style="list-style-type: none"> <li>Recognizes chapter members achievements (on a personal level)</li> <li>Sends cards on members' special occasions</li> <li>Welcomes new members</li> <li>Recognize past leaders</li> </ul>

# Committee Chairs Roles and Responsibilities

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There are seven (7) Chair type positions currently. The number of chairs and their prospective job duties may vary from year to year as determined by the board. Chairs are members of the Executive Committee and with the exception of Affiliate members are entitled to vote.

## **Chapter Education Chair: The Chapter Education Chair shall:**

- 1. Plan educational calendar for the year
- 2. Determine educational wants and needs of members (i.e., verbal and written surveys)
- 3. Seek out and coordinate speakers and lecturers that are relevant to the residential industry, submit planned speakers to Executive Committee for approval.
- 4. Notify Communications Chair of speaker's biographies and topic description for promotional purposes.
- 5. Coordinate the scheduling of national courses (if offered)
- 6. Work with other chapters to provide combined educational events and state or regional conferences
- 7. Arranges for continuing education credit (if applicable)
- 8. Undertake responsibility for other such activities as deemed appropriate by the committee.
- 9. Serve a term of one year commencing with the beginning of the calendar year.

## **Chapter Designations Chair: The Chapter Designations Chair shall:**

- 1. Create opportunities for members to advance their career through industry designations and skill development
- 2. Promote NARPM® classes and designations to members
- 3. Provide information about potential NARPM® classes in the area
- 4. Convey information about the value and benefit of NARPM® classes
- 5. Convey information about the benefits of professional designations
- 6. Recognize at meetings those who received their certifications
- 7. Undertake responsibility for other such activities as deemed appropriate by the committee.
- 8. Serve a term of one year commencing with the beginning of the calendar year.

## **Chapter Marketing/Publications Coordinator: The Chapter Marketing/Publications Coordinator shall:**

- 1. Create and review content to be published in state and local media, giving most attention to accuracy, appropriateness, clarity, readability, and timeliness.
- 2. Coordinate and publish chapter newsletter
- 3. Send notices for upcoming meetings and events
- 4. Update chapter website
- 5. Publish NARPM® activities and accomplishments in state and local media (i.e., achievement of designations, editorials, group advertising, etc.)
- 6. Undertake responsibility for other such activities as deemed appropriate by the committee.
- 7. Serve a term of one year commencing with the beginning of the calendar year.

**Chapter Membership Coordinator: The Chapter Membership Coordinator shall:**

- ☐ Recruits new members by networking and distributing brochures and applications
- ☐ Contacts NARPM® national headquarters to have membership application packets sent to prospective new members
- ☐ Follows up with guests to invite membership and participation
- ☐ Meets and greets members at meetings
- ☐ Record prospective members in the online database
- ☐ Welcomes members as they enter the meetings
- ☐ Undertake responsibility for other such activities as deemed appropriate by the committee.
- ☐ Serve a term of one year commencing with the beginning of the calendar year.

**Chapter Affiliate Program Coordinator: The Chapter Affiliate Program Coordinator shall:**

- ☐ Responsible for the development and maintenance of Affiliate membership relationships.
- ☐ Coordinate special sponsorship packages for affiliates in conjunction with assigned NARPM® staff.
- ☐ Coordinates activities to involve and promote affiliates
- ☐ Solicit and welcome participation of affiliates in the chapter and ensuring that they have appropriate space to display their marketing materials
- ☐ Arrange for vendor spotlights at meetings and in the chapter newsletter
- ☐ Coordinates affiliates trade shows
- ☐ Outlines affiliate award program
- ☐ Selects the best quality vendors and leverages vendor benefits (i.e., vendor discounts, vendor preference to services to NARPM® members)
- ☐ Undertake responsibility for other such activities as deemed appropriate by the committee.
- ☐ Serve a term of one year commencing with the beginning of the calendar year.

**Chapter Legislative Coordinator: The Chapter Legislative Coordinator shall:**

- ☐ Is responsible for monitoring and collecting information about pending legislation and current laws impacting the property management industry.
- ☐ Develops relationships with the local apartment association
- ☐ Reports on activities at member meetings
- ☐ Solicits member involvement to shape legislative decisions
- ☐ Develop a local mailing tree to advise members of actions in local or state governing bodies which are open for public comments on topics related to property management
- ☐ Undertake responsibility for other such activities as deemed appropriate by the committee.
- ☐ Serve a term of one year commencing with the beginning of the calendar year.

**Chapter Recognitions Chair: The Chapter Recognitions Chair shall:**

- ☐ Recognizes chapter members achievements (on a personal level)
- ☐ Sends cards on members' special occasions
- ☐ Welcomes new members
- ☐ Recognize past leaders
- ☐ Undertake responsibility for other such activities as deemed appropriate by the committee.
- ☐ Serve a term of one year commencing with the beginning of the calendar year.

# Establishing Effective Committees

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## Committee Procedures

- All committee meeting handouts should include the mission statement, strategic goal objectives, action steps, and the committee budget.
- Chairs should keep the committee and subcommittee sections of the Policy and Procedures manual up-to-date. If a change is made, send a copy to the Executive Director so it can be distributed to the entire Board.
- Committee recommendations and goals should be written and passed to the next committee chair.
- Keep in mind that the membership list of NARPM® is for our own internal use exclusively. It is not to be made public without express permission from the Board.
- Notify the President at least 2 weeks in advance of how much time you will need on the agenda for Board meeting. Any action taken by the committee and motion passed need to be reported to the Board.
- A quorum must be present in order to pass motions

## Things to consider when establishing your committee:

- **Committee Responsibility**-What are the main responsibilities of the committee
- **Committee Deliverable**- What will be the end result, program or service that will be delivered by the committee
- **Committee Goal**-What are the measurable goals for the committee's work
- **Orientation** – Taking time to adequately orient members helps start the committee on the right track. Provide information and clearly define:
  - Committee purpose and expectations
  - Structure, reporting procedure, roles and responsibilities
  - Individual member's expectations.

## Signs of a Well-Functioning Committee

- Purpose of the committee is clear to all.
- Meetings are run effectively and efficiently-on time and on schedule
- Good communication and camaraderie amongst committee members.
- Good preparation on the part of the Chair and committee members.
- The committee members are committed
- Minutes are complete and concise.
- The work of the committee is being completed on time
- The work of the committee is accepted and makes a valuable contribution to the chapter.

# Running an Effective Committee Meeting

Having effective Committee meetings are necessary for productive decision making and implementing the goals and objectives of the Committee. The challenge is that running a purposeful and participative meeting can be difficult at times but it is imperative in order to avoid these common meeting killers:

- Wasting valuable meeting time
- Long discussions with no conclusion
- Low attendance
- Uneven participation-One person dominates the conversation
- Unwillingness to provide feedback

These issues can be easily addressed in a meeting if they are well planned with an agenda, have clear purpose, are effectively chaired and are focused on decision-making. By using simple steps your committee meetings will have active participants and amazing results. Please, never have a meeting for meeting sake. All meetings should serve a purpose with clear goals and objectives to be accomplished.

## **Committee Meeting Notice:**

Notify all Committee Members at least one week prior to the meeting.

## **Tips for effective meetings: (Chairperson)**

### *Before the Meeting*

- **PLAN THE AGENDA** - Include items brought to you by other members. (See page 46)
- Identify which agenda items are for information, discussion or a decision.
- Be well briefed about each item, and actions taken since the last meeting.
- Ensure all supporting documents (including the last meeting's minutes) are sent out with the agenda beforehand *no later than 3 days prior to the meeting*.
- Arrive in good time before the meeting is due to start.

### *During the Meeting*

- Start the meeting. Welcome any new members. Make any necessary introductions.
- Set the scene. State the purpose and overview with Vision and Mission of NARPM®
- Try to be brief when making a point.
- Maintain control of the meeting by sticking to the agenda and use time effectively
- Allow for flexibility and freedom of expression
- Ensure full participation by drawing out quieter members and discouraging those who are monopolizing the meeting
- Ensure everyone understands what is being discussed.
- Ensure that decisions are recorded, together with who is going to implement them.
- Remember that above all you are there to guide the meeting
- Steer members to work harmoniously and purposefully as a team
- Keep an eye on time.

## **When setting goals and priorities for tasks consider the following:**

- What additional information is needed?
- What will be the biggest challenges in achieving this goal or initiative?
- Has someone else or another organization had a similar experience?
- Is there a success story in another organization on a similar problem?
- Is a staff resource person needed to advise the committee?
- What experience will be necessary to solve the committee assignment?

# Sample Committee Meeting Agenda

Date:

1. Welcome Members and Guests
2. Purpose and Overview

## Mission

NARPM® provides resources for residential property management professionals, who desire to learn, grow and build relationships

## Vision

NARPM® will be the recognized leaders in residential property management industry.

3. Appoint a secretary to maintain records of the committee's actions or recommendations.
4. Review of Agenda Items-ask for any additions
5. Approval of previous meeting minutes
6. Review Budget
7. Review old business (Actions since last meeting)
8. Discuss New Business
9. Summarize decisions taken and action points to be followed up e.g. who's responsible, by when. Set report dates to report progress on each assignment.

Date added	ACTION ITEM	RESPONSIBLE	DUE DATE

10. Agree upon date and time of next meeting.
11. Agree what special items will be put on the agenda of the next meeting
12. Adjourn.
13. Ensure that the minutes are written up, checked by the Chair and sent out in good time.

# Sample Committee Report

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Committee Name:

Chair of Committee:

Committee Members in attendance:

Date of meeting:

Action Items In Progress/Pending:

Action Items Completed:

Budget Requirements:

Recommendations/motions:

Other Comments:

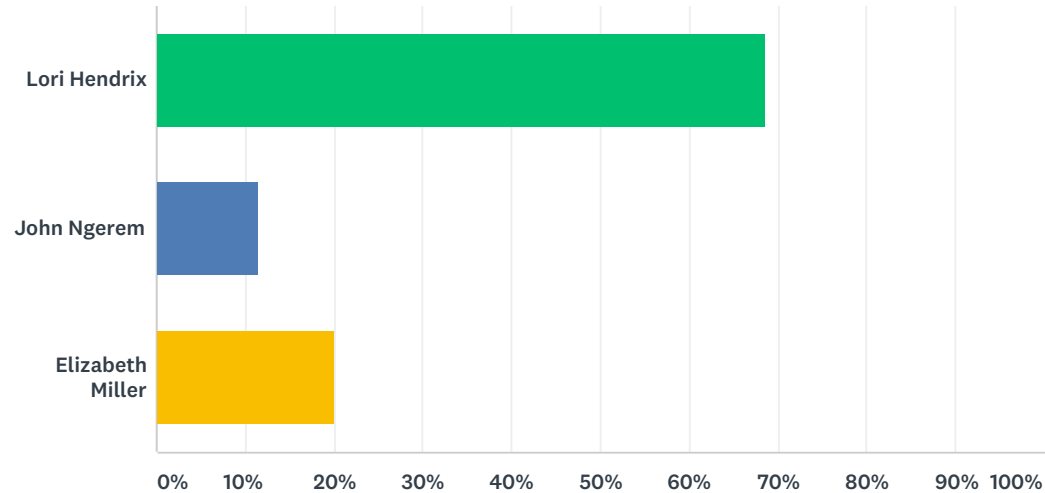
Submitted by:

Date:

Chair (signed): \_\_\_\_\_

## Q1 Presidents-Elect

Answered: 35 Skipped: 0



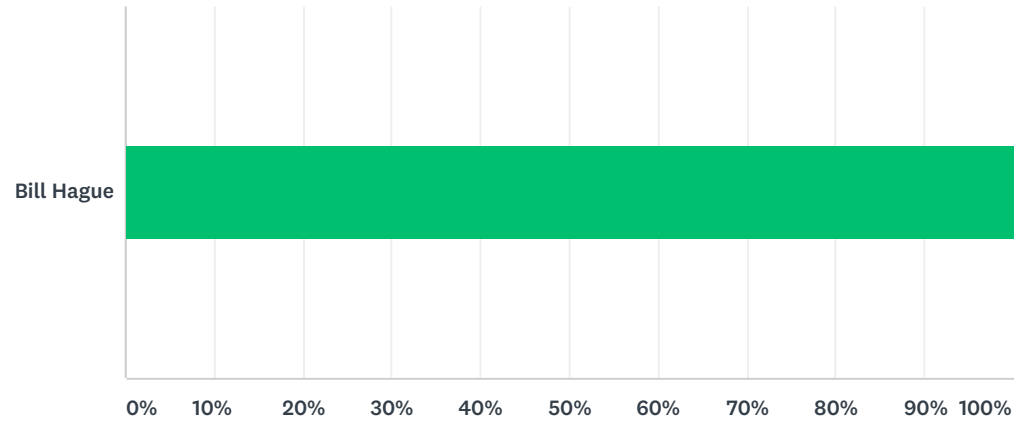
ANSWER CHOICES	RESPONSES	
Lori Hendrix	68.57%	24
John Ngerem	11.43%	4
Elizabeth Miller	20.00%	7
TOTAL		35

## Q2 Secretary

Answered: 35 Skipped: 0



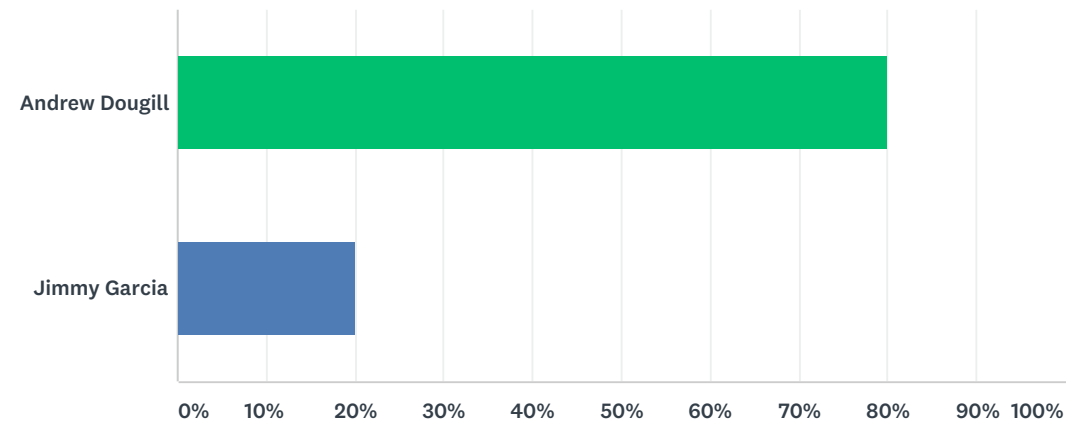
## NARPM: 2019-2020 Elections



ANSWER CHOICES		RESPONSES
Bill Hague		100.00%
TOTAL		35

## Q3 Treasurer

Answered: 35 Skipped: 0



ANSWER CHOICES		RESPONSES
Andrew Dougill		80.00%
		28

## NARPM: 2019-2020 Elections

Jimmy Garcia	20.00%	7
TOTAL		35



## Tampa Bay Chapter Meeting March 22, 2018

### 1. Code of Ethics:

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.

### 2. Thank You To Bahama Breeze!

### 3. Welcome Members And Guests

- a. Any New Members?
- b. Interested in Volunteering?
- c. If You Have An Idea Or Suggestion, We Want To Hear From You. [Info.NARPMTB@Gmail.Com](mailto:Info.NARPMTB@Gmail.Com).
- d. 50/50 – Tickets Of Opportunity; 5 Of \$5 Or 15 For \$10

### 4. Door Prizes/Tickets Of Opportunity

### 5. Next Meeting: April 19th At Top Golf in Tampa beginning at 11:30am

### Top Golf:

10690 Palm River Rd.

Tampa, FL 33619



## Tampa Bay Chapter Meeting March 22, 2018

### 1. Code of Ethics: **Article 12: RESPONSIBILITY TO NARPM® AND THE PROFESSION**

***The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.***

#### **STANDARDS OF PROFESSIONALISM**

- **12-1** The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others their lessons of experience for the benefit of all.
- **12-2** The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.
- **12-3** The Property Managers shall maintain their real estate license by meeting continuing education requirements as set out by the state in which they work.
- **12-4** NARPM® members shall abide by NARPM®'s bylaws and any other guidelines approved by the Board and shall do no harm to the organization.
- **12-5** NARPM® members shall ensure that all electronic communications and marketing they prepare are professional with respect given to the recipients.

### 2. Thank You To Top Golf!

### 3. Welcome Members And Guests

- a. Any New Members?
- b. Interested in Volunteering?
- c. If You Have An Idea Or Suggestion, We Want To Hear From You. [Info.NARPMTB@Gmail.Com](mailto:Info.NARPMTB@Gmail.Com).
- d. **Florida State Conference in Orlando September 20-21, 2018. Register today!**
  - i. <http://www.floridanarpmconference.com>
  - ii. Contact Lori Hendrix for help: 813-362-5176.
- e. 50/50 – Tickets Of Opportunity; 5 Of \$5 Or 15 For \$10

### 4. Key Note Speaker: Paul Valenti, Director of Pinellas County's Office of Human Rights

### 5. Sponsors: Accent America, Temperature Pros and Heist Weisse And Wolk

### 6. Door Prizes/Tickets Of Opportunity

### 7. Next Meeting: June 21<sup>st</sup> At Top Golf in Tampa beginning at 11:30am



## Tampa Bay Chapter Meeting August 16, 2018

### Code of Ethics:

#### *STANDARDS OF PROFESSIONALISM*

##### Article 2: DISCRIMINATION

*The Property Manager shall not discriminate in the rental, lease, or negotiation for real property based on Fair Housing Laws as disseminated by the U.S. Department of Housing and Urban Development 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.
- 1. Thank You To Bahama Breeze!
- 2. Welcome Members And Guests
  - a. Any New Members?
  - b. Interested in Volunteering?
  - c. If You Have An Idea Or Suggestion, We Want To Hear From You. [Info.NARPMTB@Gmail.Com](mailto:Info.NARPMTB@Gmail.Com).
  - d. **Florida State Conference in Orlando September 20-21, 2018. Register today!**
    - i. <http://www.floridanarpmconference.com>
      - 1. Contact Lori Hendrix for help: 813-362-5176.
  - e. 50/50 – Tickets Of Opportunity; 5 Of \$5 Or 15 For \$10
- 3. Key Note Speaker: **Brian Birdy**
- 4. **Sponsors: Heist Weisse And Wolk, DRIRITE, and Environmental Protective Solutions**
- 5. Door Prizes/Tickets Of Opportunity
- 6. **Next Meeting: September Meeting Cancelled due to State Conference – See you there!**



## Tampa Bay Chapter Meeting March 22, 2018

### Code of Ethics: Article 13: NARPM® Code of Ethics

***All Professional Members of NARPM® agree to participate in any Professional Standards investigation and/or hearing should a complaint be properly filed with the Association.***

#### STANDARDS OF PROFESSIONALISM

- **13-1** Members will take all necessary action to remain educated and knowledgeable of the NARPM® Code of Ethics.
  - **13-2** NARPM® members shall not interfere with any investigative action relating to a Professional Standards case by the Association.
  - **13-3** Members shall promptly supply any information requested by the Association during a Professional Standards investigation.
1. Thank You To Bahama Breeze!
  2. Welcome Members And Guests
    - a. Any New Members?
    - b. Interested in Volunteering?
    - c. If You Have An Idea Or Suggestion, We Want To Hear From You. [Info.NARPMTB@Gmail.Com](mailto:Info.NARPMTB@Gmail.Com).
    - d. **Florida State Conference in Orlando September 20-21, 2018. Register today!**
      - i. <http://www.floridanarpmconference.com>
      - ii. Contact Lori Hendrix for help: 813-362-5176.
    - e. 50/50 – Tickets Of Opportunity; 5 Of \$5 Or 15 For \$10
  3. Key Note Speaker: Paul Valenti, Director of Pinellas County's Office of Human Rights
  4. **Sponsors: Accent America, Temperature Pros and Heist Weisse And Wolk**
  5. Door Prizes/Tickets Of Opportunity
  6. **Next Meeting: June 21<sup>st</sup> At Top Golf in Tampa beginning at 11:30am**



## Tampa Bay Chapter Meeting February 15, 2018

### 1. Code of Ethics:

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.

### 2. Thank You To Bahama Breeze!

### 3. Welcome Members And Guests

- a. Any New Members?
- b. Interested in Volunteering?
- c. If You Have An Idea Or Suggestion, We Want To Hear From You. [Info.NARPMTB@Gmail.Com](mailto:Info.NARPMTB@Gmail.Com).
- d. 50/50 – Tickets Of Opportunity; 5 Of \$5 Or 15 For \$10

### 4. Sponsor Of The Month:

- a. Harry Heist (HWW)
- b. PetScreening.com
- c. Homee

### 5. Keynote Speaker:

- i. Betsy Morgan – Managing Pet Risk

### 6. Announcements:

### 7. Door Prizes/Tickets Of Opportunity

### 8. Next Meeting: March 22<sup>nd</sup> At Bahama Breeze 11:30am with Steve Crosland

**Tampa Bay Chapter of NARPM, Inc.**  
**Profit and Loss Budget 2019 c/w 2018 Actuals**  
**2019**

	<u>Jan - Dec 18</u>	<u>Jan - Dec 19</u>	
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Affiliate Membership Fees	5,500.00	16,500.00	
Holiday Party Fee	1,680.00	1,700.00	
Meeting Fee	10,587.19	10,500.00	Assumes 10 meetings
NARPM National Income	1,707.99	1,700.00	
Sponsorship Fees	7,950.00	1,600.00	Legal seminar
Seminar Fees	11,739.10	12,000.00	Legal seminar
Raffle Fees	460.00	450.00	
<b>Total Income</b>	<u>39,624.28</u>	<u>44,450.00</u>	
<b>Expense</b>			
Advertising and Promotion	3,295.01	4,000.00	
Affiliate Membership Fees Paid	560.00	600.00	
Bank Service Charges	406.38	500.00	
Charitable Contributions	855.96	1,000.00	
Equipment Rental	160.00	150.00	
Event Fees	13,611.88	14,000.00	Assumes 10 meetings
Harry Fest Expenses	3,130.62	3,200.00	
Holiday Party Expenses	5,080.00	5,000.00	
Insurance Expense	0.00	2,000.00	
Legal and Professional Fees	61.25	61.25	
Meals and Entertainment	1,096.24	2,000.00	
Meeting Expenses	457.93	500.00	
Office Supplies	86.40	200.00	
Other Expenses	0.00	1,500.00	IT Expense
Speaker Fees	2,575.84	5,000.00	
Sponsorship Fees Paid	775.00	800.00	
Travel Expense	3,500.00	4,000.00	
<b>Total Expense</b>	<u>35,652.51</u>	<u>44,511.25</u>	
<b>Net Ordinary Income</b>	<u>3,971.77</u>	<u>-61.25</u>	
<b>Net Income</b>	<u><u>3,971.77</u></u>	<u><u>-61.25</u></u>	



Department of the Treasury  
Internal Revenue Service

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

2017

Open to Public Inspection

**A** For the **2017** Calendar year, or tax year beginning **2017-12-01** and ending **2018-11-30****B** Check if available☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less**C** Name of Organization: **NATIONAL ASSOCIATION OF  
RESIDENTIAL PROPERTY MANAGERS TAMPA BAY CHAPT**  
**3900 W Dale Ave, Tampa, FL,**  
**US, 33609****D** Employee Identification  
Number **59-3415321****E** Website:**tampabay.narpm.org****F** Name of Principal Officer: **Andrew M Dougill**  
**3900 W Dale Ave, Tampa, FL,**  
**US, 33609**

**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.