



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist
Due December 1, 2009

PURPOSE: NARPM® must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

The undersigned officers of the NARPM® S.W. Idaho Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance)
2.	Have chapter bylaws changed this year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance) Jan, Feb, March, April, May, June, Sept, Oct.
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: Mountain West Bank
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Patrick Chapman, President

CHAPTER FINANCIAL REPORTING	
11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)
12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance)
13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input checked="" type="checkbox"/> Other reason Non- Profit, not required to.
14.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did the chapter file notice? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state why not:
17.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org(http://www.narpm.org/chapter-services/) : Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Contact persons name and number:
22.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Check here if you would like more information on grants: <input checked="" type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest) 8

a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)


c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about?

Our Chapter participates and plans a lot of outside events, such as, rafting trips, after hour's discussion forums, community activities like rake up Boise and Paint the town. Certain members have wing nights and BBQs and invite all active members from the chapter which creates a strong bond and friendship among those who participate.


We also have a board retreats and this is our second year where all board and committee members go to McCall for a night and plan out the years attack and get to know one another. We have started sending our e-vites for our chapter meeting and created prizes and gift registrations for those who participate in our vacancy survey and monthly food drive.

Our focus this year is to continue to bring quality speakers, which has proven to increase membership activity and new membership registration.

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

 11/16/09

Current Certification Year President/Date

 11/16/09

Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.



Southwest Idaho
Chapter of NARPM

The National Association of Residential Property Managers

2010 Speaker Schedule

January 7th	Rob Massey/Rentals	On-line Advertising/TBD
February 11th	Gary Neal, Neal and Uhl	Landlord Tenant law/Evictions in Idaho
March 11th	Amy Wilcox, Title One	Foreclosures in Idaho
April 8th	Bobbie Olson	Fair Housing Month: HOT TOPICS
May 13th		
June 10th	Vicky Gaskell, NARPM National President	TBD
July 17th, Saturday workshop	Mike Mumford	Accounting Practices and Procedures
August 12th		
September 19th		
October 7th	No Speaker	Round Table Discussion
November 11th	No Speaker	Vendor Fair
December 10th	No Speaker	Christmas Party



**National Association of Residential Property Managers
Committee Recommendation/Motion Form
Motion # Chapter 2 082009**

Recommendation(s)/Motion(s):

All recommendations/motions must support the NARPM Strategic Plan and Action Steps.

The SW Idaho Chapter of NARPM® requests approval of the following bylaws amendments:

**Bylaws
of
The Southwest Idaho Chapter
of
The National Association of Residential Property Managers**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be The Southwest Idaho Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as a chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the property management industry in the Southwest Idaho geographical area.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the nonprofit corporation laws of the State of Idaho.

1. The chapter shall be subject to all rules, regulations, ethics, standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be:

West of the Utah border, East of the Oregon border, North of the Nevada border, and

South of Lewiston, Idaho.

ARTICLE II: Membership

Section A: Professional Member

1. A Professional Member shall be an individual who is employed as a property manager or is actively seeking such employment. For the purposes of this section, a property manager is defined as an individual who is actively engaged in the management of residential properties as an agent for others. The individual must follow the state's regulatory licensing law regarding licensure in performing the duties of a property manager.
2. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership.
3. Vote: A member shall be eligible to vote at the annual meeting of the chapter in which officers are elected. The vote shall be done in person or electronically. A member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

Section B: Support Staff

1. A Support Staff Member shall be an individual who is employed in the office of a Professional Member
2. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. Additionally, at least one Professional Member within the same company must exist in order to allow subsequent company members to be eligible for a Support Staff Membership.
3. Vote: A Support Staff Member may hold a position as a chairperson. A Support Staff Member does not vote or hold an Officer position on the Board of Directors.

Section C: Affiliate Member

An affiliate member shall be a business entity that provides products or services to the residential property manager. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for Professional Members, except that affiliate members are not eligible to vote; However, affiliate members can serve in advisory positions to the Chapter's Executive Committee. An affiliate member can hold the position of a chairperson of a committee.

The Chapter shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section D: Honorary Membership

Honorary membership shall be bestowed upon individuals who, in the opinion of the Chapter's Executive Committee, have rendered or continue to render distinguished service to the association or the profession of property management. Honorary members shall pay no local dues or other assessments, and shall be eligible to participate in the usual activities of the association, except they shall be ineligible to vote, hold office or serve as a member of the Chapter's Executive Committee unless they are current

members in good standing in the chapter and national association.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where the national association, for any one of the following reasons, authorizes such discretion:

1. Suspension of membership: Suspension of membership for reasons stated in Article III of the bylaws of the national association.
2. Delinquency in payments: Any member failing to pay sums due to the Chapter within 30 calendar days of an invoice due date, shall be considered delinquent and can be suspended. Delinquency status shall remain in effect until payment of obligations is made in full, or membership is terminated.
3. By recommendation of the Chapter's Executive Committee, and approved by the board of directors of the national association, as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and national association.

1. Resignation: A member may resign at any time by forwarding a letter stating such intent to the president or secretary. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay obligations: membership shall terminate automatically when a member fails to pay annual dues within sixty (60) days of due date, or fails to pay any other obligation within sixty (60) days of invoice presentation. Mitigating circumstances can extend the sixty (60) day period, but only if the member notifies any member of the Chapter's Executive Committee of such circumstances before the sixty (60) day period has expired.
3. By recommendation of the president to the Chapter's Executive Committee, a sustaining vote by the Chapter's Executive Committee and approval by the board of directors of the national association as a result of a violation(s) of the Code of Ethics and Standards of Professionalism.

Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee

Section A: Responsibilities

The executive committee, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Recommendations of all changes to the bylaws must be submitted to chapter members. Upon the approval of a majority of chapter members, the changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

Section B: The Executive Committee

All executive committee members should faithfully attend all executive committee meetings, the executive committee, hereinafter known as the committee, shall composed of Five (5) officers as follows:

1. The president shall:
 - a. Be the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Facilitate Chapter Certification.
 - f. Undertake responsibility for such activities as deemed appropriate by the committee.
 - g. Appoint a chapter member to notify all chapter members of upcoming meetings including but not limited to:
 - i. The time, date and location of said meeting.
 - ii. Chapter business to be conducted.
 - iii. Guest lecturers who will be speaking.
 - h. Serve a term of one year commencing with the beginning of the new calendar year.
2. President-Elect: The president-elect shall:
 - a. Act as an alternate signatory for funds to be withdrawn from the chapter accounts(s).
 - b. Fulfill the responsibilities of the president during his/her absence.
 - c. Replace the president at the end of the fiscal year.
 - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing with the beginning of the calendar year.

4. **Secretary:** The secretary shall:
 - a. Maintain a current chapter membership directory.
 - c. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Serve a term of one year commencing with the beginning of the calendar year.

5. **Treasurer:** The treasurer shall:
 - a. Be a signatory for all funds withdrawn from chapter account(s).
 - b. Distribute annual renewal notices for chapter dues and special assessments.
 - c. Deposit all funds into a federally insured financial institution.
 - d. Prepare a financial report for the committee upon request.
 - e. Prepare an end-of-fiscal year report for the treasurer of the national association.
 - f. File tax and other financial reports with the appropriate government agencies.
 - g. File all federal, state and local reports as needed.
 - h. Undertake responsibility for other such activities as deemed appropriate by the committee.
 - i. Serve a term of one year commencing with the beginning of the calendar year.

ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

Section B: Notification of Members

Chapter members shall be notified of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the last regularly scheduled chapter meeting before the end of the calendar year.

Nominations shall be done in two ways:

1. **Write-in:** Nominations may be submitted by written, facsimile or electronic transmission. Any member who nominates someone else shall provide a written, facsimile or electronic document from the individual so nominated indicating the said individual's willingness to serve if elected.
2. **In Person:** Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted prior to end of the calendar year.

1. **Presiding Authority:** The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.

2. Quorum: If due notice was given to all chapter members, a quorum need not be present to make the proceedings official.
3. Uncontested Offices: the presiding authority shall identify those Offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot. The nominee receiving a simple majority shall be elected to the position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the new calendar year and concluded at the end of the same.

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved.

Section F: Filling A Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other offices, vacated office shall be filled.

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee.

ARTICLE VI: Meetings, Locations, and Majority Rules

Section A: The executive Committee shall meet with the same frequency as the chapter meetings.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee, or electronically, if approved by Committee members.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.

Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee.

Section C: Quorum

A Majority of the executive committee officers in attendance shall constitute a quorum.

Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee or by written, facsimile or electronic transmission.

ARTICLE VII: Sub-Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

Section B: Responsibilities

Sub-committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advise and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

Section C:

The president with the advice and consent of the executive committee shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

ARTICLE VIII: Code of Ethics & Standards of Professionalism Acknowledgment and Enforcement

Section A: Acknowledgment

A Chapter Charter is granted only upon the acknowledgment that the chapter members shall:

1. **Be familiar with Code:** Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. **Be Unopposed to Application:** By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these by laws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the president of the chapter to report all violations of the national association's Code of Ethics and Standards of Professionalism to the national Association's grievance committee.

ARTICLE IX: Financial Considerations

Section A: Calendar Year

The chapter's calendar year shall be the same as the national association's calendar year.

Section B: Dues

A chapter has the authorization to charge annual and pro-rated dues subject to approval by the national association.

1. Payable: Dues are payable on an annual basis as determined by the Executive Committee
2. Late Dues. Dues will be deemed late if after 30 days past the due date, they are still unpaid.
3. Non-payment of Dues: Failure to pay the annual dues within sixty (60) days after the first day of the year shall result in automatic termination of membership unless there are extenuating circumstances.
4. Professional, Support Staff, and Affiliate Dues: The amount of local chapter dues for Professional, Support Staff, and Affiliate Members shall be established annually by the Board of Directors during the budgeting process.
5. Late Fees: Payments of any dues or special assessments must be made within 30 days of the invoice due date. Any payment received after that time will be considered late and a late fee as determined by the Chapter's Board of Directors will be assessed.

Section C: Special Assessments

Special Assessments may be established by the Executive Committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the national association of any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the national association at any time through a letter addressed to the executive committee and presented or mailed to the secretary. The entire executive committee shall study any such proposal or an officer of the executive committee or by a sub-committee created and/or assigned for the purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the executive committee is necessary in order to amend these bylaws.

All amendments shall be subject to approval by the board of directors of the national association prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI:

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or effect of the remainder of these bylaws.

Section B: Waiver

No provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or reaches that may have occurred.

Section C: Hold Harmless and Indemnify

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction.

CERTIFICATION: We, the undersigned, do hereby certify:

That I am the duly elected President of the Southwest Idaho Chapter of the National Association of Residential Property managers and that the foregoing Bylaws constitute the Bylaws of the said chapter.

IN WITNESS WHEREOF, I have scribed my name this _____ day of _____, 2009.

P. J. Chapman, President

That I am the duly elected Secretary of the Southwest Idaho Chapter of the National Association of Residential Property managers and that the foregoing Bylaws constitute the Bylaws of the said chapter.

IN WITNESS WHEREOF, I have scribed my name this _____ day of _____, 2009.

Mary A Hazen, Secretary

The recommendation may have financial impact on NARPM Yes No
If yes, please attach an explanation.

Is a NARPM Bylaws amendment needed with this recommendation Yes No

Has this Motion been reviewed by other committees? If so please list the committee:

Board of Directors Action:

Approve as presented

Defeat

Refer to _____ for further study

Approve with the following amendment:



National Association of Residential Property Managers

MINUTES

Meeting of the Board of Directors Southwest Idaho Chapter of NARPM Tuesday- Dec 9, 2008

IN ATTENDANCE

Lizz Loop, President
Marilyn Grimsley, Treasurer
PJ Chapman, Vice President
Mandy Hazen, Secretary
PJ Chapman Vice President
Jim Reimer, Legislative Chair

ABSENT

JJ Winters, Survey Chair
Dorothy Hardee, Past Pres.
Ben Davis, Affiliate Chair
Tami Shaul, Membership Chair

President, Lizz Loop called the meeting to order at 6:00 P.M. The meeting was held at the Office of 1st Rate Property Management.

Treasurer's Report

Marilyn Grimsley, Treasurer Reported that the bank balance was \$7898.40 and the C-D balance was \$23638.12

Secretary's Report

November minutes where emailed. The minutes where accepted, by consent agenda.

Membership Chair Report

A membership chair was absent. No new members where added.

Affiliate Members Chair Report

Affiliate application was received from Diane Sutton of Show & Tell. The application was discussed. PJ made a motion that the application be accepted. Jim Reimer seconded the motion. The motion was voted and approved.

Affiliate application was received from Blair Dance of Rent Master US. The application was discussed by the board. PJ Chapman made the motion to approve the application; it was seconded by Lizz Loop. The board voted and approved the application.

Affiliate application was received from Sandra Taylor of Sandra Taylor, Insurance Agency. Lizz Loop made motion to accept the application. The motion was seconded by Marilyn Grimsley. The motion was voted and approved

Education Chair Report

No Report this month.

Survey Chair Report

No Report this month.

Old Business:

Mark Kreditor's visit in February 2009 for the general meeting has been confirmed. The general meeting will need to start early in order to have enough time for Mark's presentation.

Lizz Loop will need a volunteer to help pick up casino table from storage and help set up at The Powerhouse event center. PJ will help load items from storage and Jim and Lizz will help set up at the event center. Dinner is to be served around 6:30. Announcements and awards will be done 7:15 to 7:30. Gambling will begin and 7:30. The auction will follow between 9:00 to 9:30.

A vote for the Affiliate of the Year Award was taken. Ben Davis of Express Plumbing will be given the award during the after dinner announcements.

Lizz Loop will announce the Board for 2009

- Patrick Chapman – President
- Mike Rampelberg – Vice President
- Marilyn Grimsley – Treasure
- Mandy Hazen – Secretary
- Tami Shaul – Membership Chair
- Krista Craig – Affiliate Chair
- Leland Banner – Education Chair
- Mark Barnard – Survey Chair
- Jim Reimer – Legislative Chair
- Lizz Loop – Past President

New Business:

Jim Reimer opened up for discussion the possibility of a discount on the dues for members.

The discount would be \$21.00 off the normal dues, making SW NARPM dues just \$99.00. The discount will only be given for dues paid between the Christmas Party and the first general meeting on January 8, 2009. Jim made the motion to offer the discount and Marilyn Grimsley seconded the motion. The motion carried.

Discussion took place regarding the need for a credit/debit card machine. Lizz Loop will talk with Beth Gaertner of Mountain West Bank to see if the chapter might get one for free or at discount.

Jim Reimer raised for discussion the idea of waiving membership dues or possible bill dues on a quarterly basis. No motion was made.

The Meeting was Adjourned.



National Association of Residential Property Managers

MINUTES

**Meeting of the Board of Directors
Southwest Idaho Chapter of NARPM
Thursday, January 8, 2008**

IN ATTENDANCE

PJ Chapman, President
Lizz Loop, Past President
Marilyn Grimsley, Treasurer
Mandy Hazen, Secretary
Mike Rampelberg, Vice President
Krista Craig Allcott, Affiliate Chair
Mark Barnard, Survey Chair
Jim Reimer, Legislative Chair
Leland Banner, Education Chair
Tami Shaul Membership Chair
Tony Drost, Region 4 V.P. Guest

ABSENT

President, Lizz Loop called the meeting to order at 7:41 A.M. The meeting was held at the Power House Events Center prior to the monthly NARPM breakfast meeting.

New Business

Tony Drost is finalizing plans for the leadership retreat for Jan 24th 2009 in McCall Idaho. Tony will confirm rooms. Saturday's meeting is set to run from 12:00 PM to 5:00 PM. With possibility of the board meeting again on Sunday if extra time is needed.

Treasurer's Report

Marilyn Grimsley, Treasurer, reported that the SW NARPM balances as of December 31, 2008 are \$3022.58 in the checking account and \$2638.58 in the C-D. The report was accepted by consent agenda.

Secretary's Report

December minutes were emailed prior to the meeting. The minutes were accepted, by consent agenda.

Membership Chair Report

Membership Chair Tami Shaul presented an application for Support Specialist Kelli Roger of Austin Property Management. Discussion took place regarding the application. A motion was made by Marilyn Grimsley to accept the application. The motion was seconded by Lizz Loop. The application was voted an approved.

Discussion took place regarding not letting members and affiliate members transfer their membership to others. New member and affiliates member must purchase their own membership.

New members, who were approved in meeting December, will be announced at this month's general meeting.

Affiliate Members Chair Report

Krista Allcott presented the affiliate application for Kevin M. Pawson of K M Electric. Discussion took place regarding the application. Works Comp., Liability Insurance and Contractors License have been confirmed. Krista made motion to accept the application. The motion carried and was approved.

Marilyn Grimsley will verify that the SW NARPM's website has been updated removing the affiliates and members who have not paid dues for 2009 by Feb 12, 2009.

Education Chair Report

Education Chair Leland Banner will be looking into who will need class for MPM and RMP designations. MPM classes are two days in length. RPM are eight hours classes. Fred Thompson this years National NARPM President will be coming to Idaho in June. Lizz Loop will email Fred to inquire as to whether he would be willing to teach a RPM class while in Idaho.

Northwest Regional will be held in Portland Oregon on May 16th 2009. Leadership training class will held the 15th. There will also be RPM and MPM Classes.

Survey Chair Report

New Survey Chair Mike has spoke with JJ Winter regarding his new position. He stated that she has been very helpful and that he was impressed with the work she has done on the survey. Fourth Quarter results from the survey taken in December will be out later this week. It was mentioned that the policy regarding sharing the information from this survey needed to be clarified. JJ Winter has always provided this information to the Statesmen paper. Do we want this information readily available to those who request it. It was decided that this discussion should be moved to the leadership retreat in McCall.

New Business:

PJ Chapman mentioned that it is time to get the Paint the Town application filled out for 2009. Job descriptions were sent out to the new board members. All new members had received the email.

During the general meeting it will be announced that members may update their information.

Old Business:

Flyer for the February 12th 2009 meeting will be mass emailed to members. There will be a reminder that the meetings are now on Thursdays and for this meeting the breakfast start time will be pushed forward to provide the Speaker enough time for his presentation.

Meeting Adjourned at 8:40 A.M.



Feb
Minutes

National Association of Residential Property Managers

MINUTES

**Meeting of the Board of Directors
Southwest Idaho Chapter of NARPM
Sunday, January 25, 2009**

IN ATTENDANCE

PJ Chapman, President
Lizz Loop, Past President
Marilyn Grimsley, Treasurer
Mandy Hazen, Secretary
Mike Rampelberg, Vice President
Krista Craig Allcott, Affiliate Chair
Mark Barnard, Survey Chair
Jim Reimer, Legislative Chair
Leland Banner, Education Chair
Tami Shaul Membership Chair
Tony Drost, Guest
James Tungsvik Northwest Regional V-P Guest

ABSENT

President, PJ Chapman, called the meeting to order at 10:55 A.M. The meeting was held at the McCall Hunt Lodge after the Leadership training retreat.

Treasurer's Report

Marilyn Grimsley, Treasurer, reported that the SW NARPM checking \$10,153.20 balance. The increase in the checking account was from member dues, affiliate dues, and proceeds from monthly raffle. Thirty professional members have paid and twenty six of the affiliate members have paid dues at this time. Marilyn Grimsley has also received \$500.00 in sponsorship from Rentalshomesplus. Marilyn will reissue bills to those members who have not paid at this time. The motion was made to accept the treasures report. Seconded, voted and approved.

Secretary's Report

January minutes were approved by consent agenda with (name change) amendments.

Membership Chair Report

Tami Shaul membership chair announced the additional members of SW Idaho NARPM

- Andrew Propst of Park Place Property Management
- Joshua S. Mitchell of Realty Management Associates, Inc
- Whitney Perry of Realty Management Associates, Inc
- Justin Cavdaza, pending confirmation that he has joined national

Affiliate Members Chair Report

Affiliate Member Chair Krista Allcott had no new affiliates for the board to consider. She asked that the board to go over cost of membership dues. A new national membership is \$245. This is with a \$50.00 discount for being new member. National support staff is \$100.00. Local affiliates are not required to join as national affiliates. Local dues support staff and professional membership dues are \$120.00. Local affiliates dues \$160.00

Education Chair Report

Education Chair Leland Banner is working on setting up RMP Class for June 11 2009. Fred Thompson, National president will be the instructor.

Survey Chair Report

New Survey Chair, Mark Barnard, has spoken with JJ Winter regarding his new position. He stated that she has been very helpful and that he was impressed with the work she has done on the survey. Fourth Quarter results from the survey taken in December will be out later this week. It was mentioned that the policy regarding sharing the information from this survey needed to be clarified. JJ Winter has always provided this information to the Statesmen paper. Do we want this information readily available to those who request it? It was decided that this discussion should be moved to the leadership retreat in McCall.

New Business:

PJ Chapman mentioned that it is time to get the Paint the Town application filled out for 2009. Job descriptions were sent out to the new board. All new members had received the email. During the general meeting it will be announced that members may update their information.

Old Business:

Flyer for the February 12th 2009 meeting will be mass emailed to members. There will be a reminder that the meetings are now on Thursdays and for this meeting the breakfast start time will be pushed forward to provide the Speaker enough time for his presentation.

Meeting Adjourned at 11:55 A.M.



National Association of Residential Property Managers

MINUTES

**Meeting of the Board of Directors
Southwest Idaho Chapter of NARPM
Thursday, March 12, 2009**

IN ATTENDANCE

PJ Chapman, President
Lizz Loop, Past President
Marilyn Grimsley, Treasurer
Mandy Hazen, Secretary
Mike Rampelberg, Vice President
Krista Craig, Affiliate Chair
Mark Barnard, Survey Chair
Jim Reimer, Legislative Chair
Leland Banner, Education Chair
Tami Shaul Membership Chair

ABSENT

President, PJ Chapman, called the meeting to order at 7:35 A.M. The meeting was held at the Power House Event Center prior to the monthly NARPM breakfast meeting.

Secretary's Report

February's minutes were emailed prior to the meeting. Minutes approved by consent agenda.

Membership Chair Report

Tami Shaul Member Chair reported that we have a new professional member.

- Krista Claffey of Paramount Property Mgmt. Report was accepted by consent agenda.

Affiliate Members Chair Report

Affiliate Member Chair Krista Craig reported that we have eight new affiliate vendors' applications.

- Josh Ashley of Ashley Heating and Air
- Heidi Hiatt of Action Windows
- John Hensley of Workhorse Plumbing
- Jeff Peterson of Butte Fence
- Jim Plucinski or Alma of Horizon Carpet
- Diane Sutton of Show & Tell
- Sandra Taylor of Sandra Taylor Insurance
- Scott or BJ Legacy Carpet Cleaning

Application of the vendor was accepted by consent agenda.

Treasurer's Report

Marilyn Grimsley emailed the Treasurer's report prior to the monthly board meeting. The balance of the SW NARPM's C-D is \$2638.12. The balance of SW NARPM's Checking account is \$11174.43. Total assets for the chapter are \$13812.55. Total income for February for the chapter was \$4877.61. Expense for the month of February was \$1378.45. Expenses for February included a \$500.00 deposit for the SW NARPM Christmas Party. This expense was included in the regular Powerhouse Event Center monthly rent total. Marilyn will make the Christmas expenditures a separate line item.

Education Chair Report

Education Chair Leland Banner has been working on setting up RMP and MPM Classes for June. Fred Thompson will be teaching a one day RPM Tenancy class. The class will held on June 11, 2009. Vicky Gaskill will be teaching MPM Risk Management class which is a two day class held June 25 or 26 2009.

Leland will work with the Idaho Real Estate Board to provide the attendees with CE credit.

Survey Chair Report

Survey Chair Mark Barnard reported that he has the 1st quarter survey ready to email later today. He has been working with Mike Nelson of Rentalhomepros to make the survey will be seamless. They are trying to add features such as, days on the market to the survey report that Rentalhomepros will produce. The added feature will cost Rentalhomepros in the neighborhood of \$3000.00 extra, but will have added value to the exiting survey. Rentalhomepros is still trying to work out how to pass this cost on.

Legislative Chair Report

Legislative Chair Jim Reimer reported the he has been closely watching the foreclosure situation. He recently attend a lecture where the guest speaker stated that the local economy has been hurt by multiple company layoffs in the area and that the vacancy rates will most like remain close to 10% over the next year and into 2010.

New Business:

President PJ Chapman expressed concern that the participation in the chapter 50/50 raffle is down. He would like to have someone in charge of the raffle that will aggressively sell tickets. Mike Rampelberg said that he would try to sell ticket but that he was not very aggressive. Leland Banner suggested that Mark Banner may be talked into also selling tickets prior to the meetings.

PJ asked that Mike Rampelberg take over filling out paperwork for the National Grant (\$500.) the local chapter is eligible for.

Krista Craig is filling out the application for Paint the Town. She questioned whether PJ wanted to be the team leader for the paperwork. PJ asked that she be team leader. She will also add Prestige Painting on as co-captain.

President PJ Chapman expressed concern regarding the cost of the board dinner. He asked for input regarding possibly limiting the price per attendee or restricting where the board holds the dinners to help keep the cost down. Jim Reimer suggested that the board handle dinners in the same manner that National would. Each person would pay individually for dinner and later submit a receipt to be reimbursed by the local board.

President PJ opened up for discussion the idea of sending E-vites out for the local general membership meeting. He mentioned that one California chapter does this and had good results. It enables the local chapter to have an idea of how many will be attending the meetings. After discussion President Chapman decided that for the April meeting, he would try sending the notices for the local general meeting by E-vite.

Past President Liz Loop has been working on setting-up a newsletter for the local chapter. Ideas Liz has for the newsletter include; lists of new professional members and affiliates, calendar of events, education opportunities, presidents notes, and legislative updates.

Old Business:

National President Fred Thompson will stay with Tony Drost when he comes in June.

SW NARPM will offer incentives for professional members who take the RMP and MPM Classes that will be offered in June. Reimbursement for the RMP classes will be \$50.00 back from local chapter. Reimbursement for MPM Classes will be \$100.00. These reimbursements would be offered to first time attends of each class.

By Laws- Tony Drost has submitted by-law changes to National. They have reviewed changes and SW NARPM now needs to review suggestions from National. PJ Chapman and Mark Rambleberg will get together to make final version.

Meeting Adjourned at 08:45 A.M

PJ Chapman

From: Rent to you [rent2u@qmtrust.com]
Sent: Friday, May 01, 2009 2:43 PM
To: Tony Drost; Tami Shaul; PJ Chapman; Marilyn Grimsley; Lizz Loop; Jim Reimer; Krista Allcott; Leland Banner; Mark Barnard; Mike Rampelberg
Subject: April 9, 2009 Minutes.docm
Attachments: header.htm



National Association of Residential Property Managers

MINUTES

Meeting of the Board of Directors Southwest Idaho Chapter of NARPM Thursday, April 9, 2009

IN ATTENDANCE

PJ Chapman, President
Lizz Loop, Past President
Marilyn Grimsley, Treasurer
Mandy Hazen, Secretary
Mike Rampelberg, Vice President
Krista Craig, Affiliate Chair
Mark Barnard, Survey Chair
Jim Reimer, Legislative Chair
Leland Banner, Education Chair

ABSENT

Tami Shaul, Membership Chair

President, PJ Chapman, called the meeting to order at 7:40 A.M. The meeting was held at the Power House Event Center prior to the monthly NARPM breakfast meeting.

Secretary's Report

March minutes were emailed prior to the meeting. Minutes approved by consent agenda.

Membership Chair Report

Tami Shaul Member Chair was absent. New Professional Members were as follows:

- Amanda Muniz of Residential Property Management

- Eugene Weinstine of Law Property Management
New members where accepted by consent agenda.

Affiliate Members Chair Report

Affiliate Membership Chair Krista Craig reported she has received two new affiliate member applications this month. She is also working with another possible affiliate member. This months applications where as follows;

- Calamity Cleanup and Restoration for Brad Rosanbalm (emergency water/flood extraction)
- The Property Solutions Co for Sam Gardner services include (handyman, lawn care, remodels)

New affiliates members where accepted by consent agenda.

Treasurer's Report

Marilyn Grimsley emailed the Treasurer's report prior to the monthly board meeting. The checking account balance for the end of March was \$11071.19. With a C-D balance remaining at \$2638.12. Marilyn also printed a check and deposit detail reports showing the new membership dues and reimbursements received along with checks that where written for donations to the American Cancer Society in the name of Fred Thompson, donations to IRES for mid morning break during the classes taught by Tony Drost and March breakfast meeting expenses. T-C sign and Post incorrectly paid only \$120.00 for affiliate dues. Marilyn will be sending them an invoice for the remaining \$40.00. The Treasurer Report was accepted as presented.

Education Chair Report

Education Chair Leland Banner has submitted the RMP and MPM Classes being held in June for CE credits with Idaho Real Estate Board. At the time he was told that it could take up two months before he will have a reply to his request. In order to hold the classes, we must a have at least 8 people signed up per course. President PJ Chapman will make an announcement regarding the class during the general meeting.

Survey Chair Report

Survey Chair Mark Barnard reported that he has learned how much behind the seen work there is to compiling the survey. Much of the information that is gathered from the survey must be re-enter by hand. He will be looking at ways to make the information easier to input. This quarter the survey had 24 respondents. Much higher than the 2008 4th quarter survey. Jim Remier suggested that the local chapter give an incentive for members to respond to the survey. The idea was discussed and will be taken up at a later date. PJ asked those with idea's regarding an incentive please email them to Mark Barnard.

Legislative Chair Report

Legislative Chair Jim Reimer has been discussing D & O insurance for the SW Idaho Board with Sandra Taylor of Taylor insurance. He will have information at a later date.

New Business:

The board has been asked to help promote the NW Regional conference in Portland. PJ will announce the Regional Conference at the general session. Lizz Loop will also add the information regarding the Regional Conference to the Newsletter.

The SW Idaho asked to donate to 50/50 Raffle for the NW Regional conference. This was voted and approved for the donation of a \$50.00 gift card. The board has also been asked to sponsor tables at the conference. The board voted not to sponsor a table, but to donation two additional \$50.00 gift cards for a total of three.

Jim Reimer suggested that the board consider asking affiliate members to sponsor the fifty raffle. The vendor would be charged \$25.00 they then would sell tickets for the local monthly 50/50 raffle, if the vendor sold a set number of tickets (\$200.) the initial amount \$25.00 would be returned to the affiliate.

Old Business:

PJ asked if everyone had a chance to review By Laws. Mandy Hazen reported that she had not completely reviewed the changes. PJ asked that those individuals who are required to vote to review the by law changes by the Thursday of the following week. The vote will take place after that time.

PJ would like to get the mentorship program started. He asked if one of the members would meet with the new members today if they are attendance.

Meeting Adjourned at 08:47 A.M.

PJ Chapman

From: Rent to you [rent2u@qmtrust.com]
Sent: Wednesday, June 10, 2009 10:57 AM
To: Tony Drost; Tami Shaul; PJ Chapman; Marilyn Grimsley; Lizz Loop; Jim Reimer; Krista Allcott; Leland Banner; Mark Barnard; Mike Rampelberg
Subject: May 14, 2009 Minutes.docm
Attachments: image001.jpg; header.htm



National Association of Residential Property Managers

MINUTES

**Meeting of the Board of Directors
Southwest Idaho Chapter of NARPM
Thursday May 14, 2009**

IN ATTENDANCE

PJ Chapman, President
Lizz Loop, Past President
Marilyn Grimsley, Treasurer
Mandy Hazen, Secretary
Krista Craig, Affiliate Chair
Mark Barnard, Survey Chair
Jim Reimer, Legislative Chair
Leland Banner, Education Chair

ABSENT

Mike Rampleberg, Vice President
Krista Craig, Affiliate Chair

President, PJ Chapman, called the meeting to order at 7:38 A.M. The meeting was held at the Power House Event Center prior to the monthly NARPM breakfast meeting.

Secretary's Report

April minutes were emailed prior to the meeting. Minutes approved by consent agenda.

Membership Chair Report

Tami Shaul, Member Chair- New Professional Members were as follows:

- John Davidson of Arrowrock Property Management (name change to take place soon)

New members were accepted by consent agenda. However PJ Chapman will not announce the newest members until John Davidson has confirmed the name he will be using for his new company.

Affiliate Members Chair Report

No new affiliates were added in May, however an application was received from Ian Wasserman of James Hardie, a manufacturer of siding.

Treasurer's Report

Treasurer Marilyn Grimsley emailed the treasurer's report prior to the meeting. The balance as of April 30, 2009 in the checking account was \$10870.66. The balance of the C/D was \$2625.80 with the addition of the interest in the amount of \$21.68. It was noted by Jim Reimer that the charge from the Powerhouse Event Center has increased in the last few months. Marilyn explained that the increase in the cost of breakfast was because of the high level of attendance of the meetings and that she has been collecting the breakfast fee from those attendees that are not local members. This should cover most of the increase in costs. PJ asked that the Treasurer's report be accepted as presented. Voted and approved.

Education Chair Report

Leland Banner, Education Chair, mentioned that the Real Estate Board will meet soon and we would soon have answers regarding whether the MPM and RMP courses would be approved for CE credits.

Survey Chair Report

Mark Barnard, survey chair, mentioned that he felt it would be a good idea to ask the members of IROMA to participate in the quarterly survey. This would possibly increase the number of housing units in the survey by 1000 to 1500. Next survey will be June 21, 2009 and June 30, 2009

Legislative Chair Report

Jim Reimer spoke regarding new legislation that will soon be out regarding foreclosures and how banks must handle the tenants that reside in the property. More information should be out soon on the national level.

New Business

Krista Craig was absent so PJ will follow up with her regarding Paint the Town and whether any of the affiliates had volunteered to help.

Leland Banner has the rooms reserved for MPM and RMP classes for June. PJ asked that he reserve one hotel room for Vicky. Fred Thompson will be staying with Tony Drost.

Tami Shaul will put together a small informal get together for Mike Mumford when he gets into town.

Old Business:

Mike Rampleberg is getting the by-law changes finalized so that they can be sent off next month.

Jim Reimer has been talking with Sandra Taylor regarding D and O Insurance. The informal quotes were between \$700.00 and \$1000.00 per year. He would like a little more time to get more information.

Meeting Adjourned at 08:25 A.M.

PJ Chapman

From: Rent to you [rent2u@qmtrust.com]
Sent: Monday, June 29, 2009 9:42 AM
To: Tony Drost; Tami Shaul; PJ Chapman; Marilyn Grimsley; Lizz Loop; Jim Reimer; Krista Allcott; Leland Banner; Mark Barnard; Mike Rampelberg
Subject: June 11, 2009 Minutes.doc
Attachments: image001.jpg; header.htm



National Association of Residential Property Managers

MINUTES

Meeting of the Board of Directors Southwest Idaho Chapter of NARPM Thursday June 11, 2009

IN ATTENDANCE

PJ Chapman, President
Lizz Loop, Past President
Mike Rampelberg, Vice President
Mandy Hazen, Secretary
Krista Craig, Affiliate Chair
Mark Barnard, Survey Chair
Jim Reimer, Legislative Chair
Leland Banner, Education Chair

ABSENT

Jim Reimer, Legislative Chair
Marilyn Grimsely, Treasurer

President, PJ Chapman, called the meeting to order at 7:35 A.M. The meeting was held at the Power House Event Center prior to the monthly NARPM breakfast meeting.

Secretary's Report

The May minutes were emailed prior to the meeting. The minutes were accepted by consent agenda, with the change of the following sentence. The next survey will be June 22, 2009 thru June 30, 2009.

Membership Chair Report

Tami Shaul, Membership chair reported new members

- Tiffany Clemons of Law Property Management

Affiliate Members Chair Report

Krista Craig, Affiliate Chair reported new affiliate members

- Ian Wasserman of James Hardie
- Dan Secord of First American Home Warranty
- Kevin Minton of Sparkle Plenty, Inc

Treasurer's Report

Treasurer Marilyn Grimsley emailed the treasures report prior to the meeting. PJ reviewed the Treasures Report with the board as Marilyn was absent. As of May 30,2009 the balance of the checking account was \$10206.89 and the C-D balance was \$2659.80, for a total of \$12,866.69. Upon review of the reports, it appears that SW NARPM's budget is in better shape than expected.

Education Chair Report

Leland Banner, Education Chair, reported that the RMP class being taught by NARPM National President Fred Thompson will be held following today's general session meeting. The Real Estate Commission finally approved giving CE credits for the RMP class. The MPM class that was to be taught by Vicky Gaskill was canceled due to lack of participation. We only had four people sign up for the class. It was the instructor's view point that with only a class of four people, there would not be enough class participation. A larger class adds interest and promotes learning. Lizz Loop suggested that in order to make it easier to get classes approved for CE credits, we may want to get an outline of each class, then submit the class for pre-approval by the Real Estate Commission.

Survey Chair Report

Mark Barnard, survey chair has presented idea's to increase participation in the local vacancies. After discussion regarding different incentives, PJ Chapman made a motion that each company which returns the quarter survey be eligible to win a \$50.00 gift certificate towards a NARPM held local education course or local membership. Each company that participates in all four surveys will be eligible for a \$120.00 certificate towards local education course or local membership. Mike seconded the motion. Motion was voted and approved. Mark Banner mentioned he uses the survey monkey program because it is free. He has to re-enter the information in order to complete survey process. If we would upgrade the survey, the information would be complied without the process of re-entering the information for each individual company. The cost on a quarterly basis would be \$59.85 or paid yearly it would be \$200.00 a year. After a discussion by the board, Mark made a motion that we pay \$59.85 per quarter to upgrade survey monkey. The motion was seconded by PJ Chapman. The board voted and approved the motion.

Legislative Chair Report

Jim Reimer was absent.

New Business

Tony Drost has forwarded an email to the board regarding the loan that SW Idaho NARPM gave the Portland chapter. He questioned where SW Idaho would like the loan returned since the Portland chapter had made money holding the NW Regional Conference. Tony asked we discuss the issue and

make a decision. The board held discussions regarding the loan. A motion was made that the loan be returned to the local chapter. The motion was seconded. The board voted and approved motion to ask that the money be returned.

PJ Chapman asked that Leland Banner reserve a class room for the class that Mike Mumford will teach on **July 18, 2009**.

Old Business:

Tami Shaul will be holding a "wing night" at her home for Mike Mumford. Each person attending is asked bring their own special sauce recipe and a side dish.

The change of the bylaws has been completed by Mike. Motion was made to accept the changes second and approved.

Meeting Adjourned at 08:27 A.M.

PJ Chapman

From: Rent to you [rent2u@qmtrust.com]
Sent: Wednesday, October 07, 2009 2:25 PM
To: Tony Drost; Tami Shaul; PJ Chapman; Marilyn Grimsley; Lizz Loop; Jim Reimer; Krista Allcott; Leland Banner; Mark Barnard; Mike Rampelberg
Subject: June 11, 2009 Minutes.doc
Attachments: image001.jpg; header.htm



National Association of Residential Property Managers

MINUTES

Meeting of the Board of Directors Southwest Idaho Chapter of NARPM Thursday September 10, 2009

IN ATTENDANCE

Marilyn Grimsley, Treasure
Lizz Loop, Past President
Mike Rampleberg, Vice President
Mandy Hazen, Secretary
Tami Shaul Membership Chair
Krista Craig, Affiliate Chair
Mark Barnard, Survey Chair
Jim Reimer, Legislative Chair

ABSENT

PJ Chapman, President
Leland Banner, Education Chair

Vice President Mike Rampleberg, called the meeting to order at 7:41 A.M. The meeting was held at the Power House Event Center prior to the monthly NARPM breakfast meeting.

Secretary's Report

The August minutes were emailed prior to the meeting. The minutes were accepted by consent agenda.

Membership Chair Report

Tami Shaul, Membership Chair: There were no new members to report this month.

Affiliate Members Chair Report

Krista Craig, Affiliate Chair reported new affiliate members as follows:

- Jeff Benenmen of Roto Rooter

Treasurer's Report

Treasurer, Marilyn Grimsley, reported that the SW NARPM bank account was \$8179.42. C-D balance was \$2681.18. Total of both accounts \$10860.60. Mike Rampleberg made a motion to accept the report as presented. Seconded by Lizz Loop. Voted and approved.

Education Chair Report

Leland Banner, Education Chair, was absent

Survey Chair Report

Mark Barnand reported that he has had contact with both the Idaho Business Review and the Idaho Statemen in regards to the survey. Mark has sent the survey early this quarter in hopes that more people will participate. A Question have been brought up regarding whether the survey average rent price should be based from both occupied and vacant units or whether a more pertinent information would be what the current vacant unit were being priced at. Jim Reimer suggests the survey style be changed to drop down version. Discussions were tabled regarding the unit pricing versus vacant until next month.

Legislative Chair Report

Jim Reimer reported that the Idaho State Legislator is looking into new laws which would enable current tenants of the mobile home park right to purchase the park when they are brought to the market for sale.

New Business

Krista will be starting preparation for this year vendor fair. She will email all vendors regarding the vendor fair. Possible advertising strategy for the vendor fair would be a Flyer explaining "Why you should Come." Vendor fair will be Nov 12, 2009

SW NARPM annual Round Table discussion is set for Oct meeting. Please bring a procedure or a document to share.

Marilyn will talk with the Powerhouse regarding the Christmas Party Casino Night set for Dec 17,2009

SW NARPM has been asked to donate to the National Convention. They are asking for only 1 50/50 gift. Suggested amounts of \$100.00. Mike Rampleberg made the motion to purchase a \$100.00 gift card. It was seconded by Mark Bardard. Voted and approved by the board.

Old Business:

Discussion took place regarding membership discounts. Marilyn mention that the price of the membership dues were in part based on the fact that cost of breakfast per attendee is \$12.00 totaling \$120.00 for the year. The board discussed whether the discount would help increase membership. The board's questioned the following items

- The need to cover the cost of breakfast.
- The possibility of removing dues altogether and charging each person for breakfast.
- Would the local board accept a similar membership discount as National.

Discussion was tabled for a later time.

Mike Rampleberg has been working on a list for OMG's assistant

- Updates would be mailed to the assistant from each committee chair.
- The assistant would be responsible to keep an updated list for the member and vendor
- The assistant would compile information for the Chapter of Excellent report.
- They would update the local chapter's calendar.
- Attend local board meetings
- Email flyers and reminders

This would be some of the duties that the local board would like. More items may be added.

Meeting Adjourned at 08:35 A.M.



National Association of Residential Property Managers

MINUTES

**Meeting of the Board of Directors
Southwest Idaho Chapter of NARPM
Thursday October 8, 2009**

IN ATTENDANCE

PJ Chapman, President
Marilyn Grimsley, Treasure
Lizz Loop, Past President
Mike Rampleberg, Vice President
Mandy Hazen, Secretary
Tami Shaul Membership Chair
Krista Craig, Affiliate Chair
Mark Barnard, Survey Chair
Leland Banner, Education Chair
Rod Shaul, Guest

ABSENT

Jim Reimer, Legislative Chair

President PJ Chapman, called the meeting to order at 7:37 A.M. The meeting was held at the Power House Event Center prior to the monthly NARPM breakfast meeting.

Secretary's Report

The September minutes were emailed prior to the meeting. The minutes were accepted by consent agenda.

Membership Chair Report

Tami Shaul, Membership Chair reported: There were no new members to report this month. PJ Chapman mentioned that John Calvert had joined NARPM National but not the local yet.

Affiliate Members Chair Report

Krista Craig, Affiliate Chair reported new affiliate members as follows:

- Jeff Benenmen of Roto Rooter
- Todd Grande of Sterling Savings Bank

Application for Mr Appliance was just received from Danny Smith of Mr Appliance who will be added next month. As he was a not available for today's meeting.

Treasurer's Report

Treasurer, Marilyn Grimsley, reported that the SW NARPM bank account was \$8932.82 C-D balance was \$2681.18. Total of both accounts \$11614.00. Marilyn mentioned that she would like to change way she charge due to new members. In the past when a person has joined SW NARPM she has charge a full years dues and charged prorated portion in January. The discussion took place regarding membership dues. The board concluded that members joining in the last quarter would be charge prorated dues and next years dues.

Education Chair Report

Leland Banner, Education Chair, Nothing to report on Education.

Survey Chair Report

Mark Barnard reported that the 3rd quarter survey was emailed to all participants. Mark would like to see more local participation on Rental Homes Pros, as the information survey from Rental Homes Pros would be accurate and could be broken down by (sq foot age, zip code, ect.) The board discussed how to get more local members to use Rental Homes Pros. Mark will put together an article for the SW NARPM website the positive aspects of using Rental Homes Pros.

Legislative Chair Report

Jim Reimer was absent.

New Business

No new business was discussed

Old Business:

Krista has sent out a flyer to the Affiliate members looking for affiliates who would like to participate in next months "Vendor Fair" She let the vendors who need power know to bring their power cords.

Christmas Party

- Marilyn will let George of the Power House know that we would like the same menu as last year and get a cost.
- Rod Shaul will confirm with the Optimists Club the availability of the casino tables.
- It was mentioned that it might be a good idea to have less expensive prizes, but more prizes
- Tami Shaul mentioned that we may to have do a raffle.
- Another possible idea was to have an MC
- Possible game mentioned was a scavenger hunt for prizes (first person to bring bobbi pin)

Next month the board will finalize gifts and prizes

Mike Rampelberg will be putting together a ballot for next year's board. Mike sent out an email for all members and all RPM candidates. Mike will get a ballot ready for next month's vendor fair.

PJ Chapman will begin compiling a list of speakers for next year's meetings.

- Gary Neil of Neil and Uhl PLC
- Possible accountant for January meeting
- Bobbi Olson for April Fair Housing
- Next National President
- Ray Scarbosi
- Steve Urie
- Possible Expert Panel with a Realtor, Title Company, Bank acquisition person.

Meeting Adjourned at 08:32 A.M.