

**National Association of Residential Property Managers**  
**SW Idaho Chapter**  
Board of Directors  
January 9<sup>th</sup> 2014  
Board Meeting

**MINUTES**

Meeting was called to order at 7:55AM by President Daniel Riley

**Board and Committee Members Present:** Danny Harlow, Brandon Morgan, Lizz Loop, Marie Swanson, Kelli Rogers, Cory Tanner, and Anne Williams

Absent: Angela Post, James Holtzclaw, and Matt Herrett

A quorum was certified by Secretary Marie Swanson

The Mission Statement and Vision Statement were read.

**DISCUSSION AGENDA**

**Presidents Report: Daniel Riley**

- Confirm new Education Chair

**Financial/Treasures Report: Lizz Loop**

- Financial report was provided to all members

**Committee Reports**

**President Elect: Brandon Morgan**

- No report

**Past President: Danny Harlow**

- No report

**Membership: Cory Tanner**

- No report

**Education: Open**

- Motion (see below)

**Affiliate: Matt Herrett**

- No report - Absent

**Marketing/Special Events/Communications: Anne Williams**

- No report

**Chapter Excellence: Kelli Austin**

- No report

**Survey and Website: Angela Post**

- No Report - Absent

**Legislative: James Holsclaw**

- No report - absent

**MOTION MADE, SECONDED AND PASSED** John Davidson (Aloha Properties) for Education Chair

**MOTION MADE, DISCUSSION – TABLED** Reward one point for each five categories for reward program (Discussion: Raffle? What points get you what? Who is keeping track?)

**MOTION MADE, SECONDED AND AMENDED** Rewards Reimburse application fee for approved designation or received designation (Amend: Create a policy for reimbursement for receiving designation...this would be ongoing)

**Old Business:**

Rake up Boise/Toys for Tots/Can food drive - Community Events for 2014-2015

**MEETING WAS ADJOURNED AT 8:19AM.**

**National Association of Residential Property Managers  
SW Idaho Chapter  
Board of Directors  
February 13<sup>th</sup> 2014  
Board Meeting**

**MINUTES**

Meeting was called to order at 7:17AM by President Daniel Riley

**Board and Committee Members Present:** Danny Harlow, Lizz Loop, Marie Swanson, John Davidson, Cory Tanner, Anne Williams, Angela Post, and Matt Herett

Absent: Brandon Morgan, Kelli Rogers and James Holtzclaw

Minutes and Financial report - approved

A quorum was certified by Secretary Marie Swanson

**DISCUSSION AGENDA**

**Presidents Report: Daniel Riley**

- Licensing effort by Real Estate Commission and Dept of Finance – No property management licenses bill introduced in this year's session, tabled until next year's session.
- Rewards program – Tabled as of 2/13/2014
- Charities – 50/50 Chapter proceeds will benefit the Treasure Valley Down Syndrome Association (March), Dress for Success (May), Burn Out Fund (December)
- Provide list of speakers for upcoming meetings

**Financial/Treasures Report: Lizz Loop**

- Two unpaid invoices for a hotel room and Christmas Party – Lizz will pay as of 2/13/14
- Send a list/report of who has paid to Cory

**Committee Reports**

**President Elect: Brandon Morgan**

- No report – absent

**Past President: Danny Harlow**

- Idaho Property Professionals 8/26/2014 Trade Show (Planning committee: Angela, Anne, Lizz, and Marie to help where needed)
- Send email for next planning meeting

**Membership: Cory Tanner**

- Tracking attendance, guest list, new members, etc.

**Education: John Davidson**

- Sending survey - Biggest civil problems, top five gripes (the grey area), possible speaker for November

**Affiliate: Matt Herett**

- Breakfast sponsorship booked thru May 2014 – Matt to send list to Anne

**Marketing/Special Events/Communications: Anne Williams**

- IREM Golf tournament, June 12<sup>th</sup> 2014 at Ridgecrest in Nampa

**Chapter Excellence: Kelli Austin**

- No report - absent

**Survey and Website: Angela Post**

- Updating SW Chapt Idaho website with current and upcoming events

**Legislative: James Holsclaw**

- No report - absent

**MEETING WAS ADJOURNED AT 8:13AM.**

**National Association of Residential Property Managers**  
**SW Idaho Chapter**  
Board of Directors  
March 13<sup>th</sup> 2014  
Board Meeting

**MINUTES**

Meeting was called to order at 7:23AM by President Daniel Riley

**Board and Committee Members Present:** Danny Harlow, Lizz Loop, Marie Swanson, John Davidson, Kelli Rogers, Anne Williams, Angela Post, and Matt Herett

Absent: Cory Tanner

Guest: PJ Chapman

Financial report and minutes - approved

A quorum was certified by Secretary Marie Swanson

**DISCUSSION AGENDA**

**Presidents Report: Daniel Riley**

- James Holtzclaw is out as Legislative Chair
- June BBQ – Saturday, June 14<sup>th</sup> 2014 at Municipal Park: 1p-4p
- BOD Meeting prior to the BBQ – Suggestions at FRPM office on 6/12/2014 at 4pm
- BOD Meeting prior to Trade Show – Suggestions at FRPM office on 8/22/14 at 4pm
- Notify hotel that we do not need a meeting room June, July, or August
- Out of town speakers – Plan ahead, have a driver ready to accommodate, dinner planned, any other possible excursions
- Dinner – Spouses and NARPM members pay for themselves (Follow National standards)
- \$66 rebate to Chapter for reimbursement – Online course/class taken
- Trade Show – Topics needed for breakout sessions

### **Financial/Treasures Report: Lizz Loop**

- Online version of QB has changed (Harmony version)
- Nothing was done with CD – Will do once a third party is able to review

### **Committee Reports**

#### **President Elect: Brandon Morgan**

- Grants – Look to getting boosts/expanding membership (\$500.00 grant)
- Google account established with emails and current list of phone numbers

#### **Past President: Danny Harlow**

- No report

#### **Membership: Cory Tanner**

- No report - Absent

#### **Education: John Davidson**

- Classes for Trade Show

#### **Affiliate: Matt Herett**

- Sponsorship for BBQ – Banner and advertisement

#### **Marketing/Special Events/Communications: Anne Williams**

- No report

#### **Chapter Excellence: Kelli Austin**

- New member mentor program (Points for Chapt. Of Excellence)

#### **Survey and Website: Angela Post**

- Added affiliates to website, (mostly sponsors) and removed people who are no longer members

#### **Legislative: Open**

- James Holtzclaw is out

**MOTION MADE, SECONDED AND PASSED** Kent Barr (For Rent by Kent) for Legislative Chair

**MOTION MADE, SECONDED AND PASSED** Third party to look at books and work through with Treasurer

**MEETING WAS ADJOURNED AT 8:21AM.**

**National Association of Residential Property Managers**  
**SW Idaho Chapter**  
Board of Directors  
April 10<sup>th</sup> 2014  
Board Meeting

**MINUTES**

Meeting was called to order at 7:13AM by President Daniel Riley

**Board and Committee Members Present:** Danny Harlow, Lizz Loop, Marie Swanson, John Davidson, Cory Tanner, Anne Williams, Angela Post, Matt Herett, and Kent

Absent: Kelli Rogers

Minutes - approved

A quorum was certified by Secretary Marie Swanson

**DISCUSSION AGENDA**

**Presidents Report: Daniel Riley**

- June BBQ – Saturday, June 14<sup>th</sup> 2014 at Municipal Park: 1p-4p, space has been reserved
- June BBQ – need sponsors for food, jump house, etc.
- BOD Meeting prior to the BBQ – FRPM office on 6/12/2014 at 4pm
- Rafting Trip – Saturday, July 12<sup>th</sup> 2014 meet at Cougar Mountain Lodge
- Rafting Trip – NARPM member plus one, any additional people \$25.00 per person (Limit 4 people)
- Rafting Trip – need a national sponsor, possibilities: ACRAnet and Night Tenders
- Trade Show – Topics needed for breakout sessions (Specifically 2 hour classes in AM promoting NARPM, possible speakers: Marc Banner and Tony Drost)
- BOD Meeting prior to Trade Show – FRPM office on 8/22/14 at 4pm

**Financial/Treasures Report: Lizz Loop**

- Issues with QB online
- Nothing was done with CD – Will do once a third party is able to review

## **Committee Reports**

### **President Elect: Brandon Morgan**

- Retention Bonus – Retain 80% (or 85%) from last year National to pay \$10.00 per member
- Grants – Possible chapter grants: Idaho Realtor Convention in Coeur d’Alene (Oct. 2014) or Idaho Housing Dev. (May 2015)

### **Past President: Danny Harlow**

- No report

### **Membership: Cory Tanner**

- Updated attendance roster

### **Education: John Davidson**

- Contacting Marc Banner and Tony Drost for speaking at Trade Show

### **Affiliate: Matt Herett**

- Sponsorship for BBQ
- Sponsorship for raft trip

### **Marketing/Special Events/Communications: Anne Williams**

- Sending Evite – BBQ and Raft Trip

### **Chapter Excellence: Kelli Rogers**

- No report - Absent

### **Survey and Website: Angela Post**

- Add BBQ info and Raft Trip info to website

### **Legislative: Kent Barr**

- No report

**MOTION MADE, SECONDED AND PASSED** Sponsor \$150.00 for NW Regional

**MOTION MADE, SECONDED AND PASSED** Pay for help with online QB

**MEETING WAS ADJOURNED AT 8:16AM.**

**National Association of Residential Property Managers**  
**SW Idaho Chapter**  
Board of Directors  
May 8<sup>th</sup> 2014  
Board Meeting

**MINUTES**

Meeting was called to order at 7:13AM by President Daniel Riley

**Board and Committee Members Present:** Danny Harlow, Lizz Loop, Marie Swanson, John Davidson, Cory Tanner, Ron Jacques Angela Post, Kelli Rogers, and Kent

Absent: Matt Herett

Minutes - approved

A quorum was certified by Secretary Marie Swanson

**DISCUSSION AGENDA**

**Presidents Report: Daniel Riley**

- BOD Meeting prior to the BBQ – FRPM office on 6/12/2014 at 4pm
- Rafting Trip – Saturday, July 12<sup>th</sup> 2014 meet at Cougar Mountain Lodge
- Rafting Trip – NARPM member plus one, any additional people \$25.00 per person (Limit 4 people)
- Trade Show – Topics needed for breakout sessions (Specifically 2 hour classes in AM promoting NARPM, possible speakers: Marc Banner and Tony Drost)
- Trade Show – Need vendors to sign up
- Trade Show – Booth, Daniel to contact Mindy
- BOD Meeting prior to Trade Show – FRPM office on 8/22/14 at 4pm

**Financial/Treasures Report: Lizz Loop**

- Financial reports – Accepted

**Committee Reports**

**President Elect: Brandon Morgan**

- Mentor program? Cory to write details

**Past President: Danny Harlow**

- No report

**Membership: Cory Tanner**

- No report

**Education: John Davidson**

- Rcv'd. email from Tiffany on bringing classes to Idaho

**Affiliate: Matt Herett**

- Sponsorship for BBQ
- Sponsorship for raft trip

**Marketing/Special Events/Communications: Ron Jacques**

- Sending Evite – Raft Trip & Trade Show
- Email blasts for upcoming meetings

**Chapter Excellence: Kelli Rogers**

- Table sponsor for NW Regional (1 table piece, plus 8 pieces)
- Newsletter

**Survey and Website: Angela Post**

- Add Raft Trip and Trade Show info to website

**Legislative: Kent Barr**

- Writing language for licensing for property management
- Foreclosure protection from 2009 ending this year, looking to bring it back
- Idaho Legislative, new HOA rules

**MEETING WAS ADJOURNED AT 8:13AM.**

**National Association of Residential Property Managers**  
**SW Idaho Chapter**  
Board of Directors  
Sept. 11<sup>th</sup> 2014  
Board Meeting

**MINUTES**

Meeting was called to order at 7:25AM by President Daniel Riley

**Board and Committee Members Present:** Danny Harlow, Lizz Loop, Marie Swanson, John Davidson, Cory Tanner, Ron Jacques, and Angela Post

Absent: Matt Herett, Kelli Rogers, and Kent Barr

Minutes - approved

A quorum was certified by Secretary Marie Swanson

**DISCUSSION AGENDA**

**Presidents Report: Daniel Riley**

- Vendor Fair 2015 – NARPM to do our own vendor fair (Ron to draft a Newsletter to vendors)
- November Open – Panel discussion, forms, business practices?
- Christmas Party – Thursday December 11<sup>th</sup>, Minute to Win it (details and game setup to be discussed in October)

**Financial/Treasures Report: Lizz Loop**

- Financial reports – Accepted as is

**Committee Reports**

**President Elect: Brandon Morgan**

- Re-Organization of Board (Handouts went out last meeting)
- Discuss board retreat in October – Goal is to have board retreat in November
- Goal is to start nominations at the end of September, vote in October and announce new members of board in November (Nominations to go out via survey)

**Past President: Danny Harlow**

- Call former CPA as a possible speaker in November

**Membership: Cory Tanner**

- Report back on attendance for picnic and rafting trip

**Education: John Davidson**

- Thursday or Friday class is preferred (Dinner for speaker on Friday)
- NARPM meeting then speaker the next day, or possibly NARPM meeting and class in the same day
- HR class is highly recommended

**Affiliate: Matt Herett**

- Absent – no report

**Marketing/Special Events/Communications: Ron Jacques**

- Info on website for Bio's (Contact Daniel Riley)

**Chapter Excellence: Kelli Rogers**

- Absent – no report

**Survey and Website: Angela Post**

- Member site is back up
- Changes made to National Website

**Legislative: Kent Barr**

- Absent – no report

**MEETING WAS ADJOURNED AT 8:20AM.**

**National Association of Residential Property Managers**  
**SW Idaho Chapter**  
Board of Directors  
Oct. 9<sup>th</sup> 2014  
Board Meeting

**MINUTES**

Meeting was called to order at 7:00 AM by President Daniel Riley

**Board and Committee Members Present:** Danny Harlow, Lizz Loop, John Davidson, Ron Jacques, Kent Barr and Angela Post

Absent: Matt Herett, Kelli Rogers, Cory Tanner, and Marie Swanson

Minutes – Approved for September

A quorum was certified by President Daniel Riley

**DISCUSSION AGENDA**

**Presidents Report: Daniel Riley**

- No combined trade show with IREM next year. We will have to pay 1/3 of the losses
- Brandon to head up the Christmas Party

**Financial/Treasures Report: Lizz Loop**

- Financial reports – Accepted as is

**Committee Reports**

**President Elect: Brandon Morgan**

- No report

**Past President: Danny Harlow**

- No report

**Membership: Cory Tanner**

- Absent – no report

**Education: John Davidson**

- No report

**Affiliate: Matt Herett**

- Absent – no report

**Marketing/Special Events/Communications: Ron Jacques**

- No report

**Chapter Excellence: Kelli Rogers**

- Absent – no report

**Survey and Website: Angela Post**

- No report

**Legislative: Kent Barr**

- No report

**MOTION MADE, SECONDED AND PASSED** to cash out CD.

**MOTION MADE, SECONDED AND PASSED** to sell survey results to City of Boise for \$500.00.

**MEETING WAS ADJOURNED AT 8:15AM.**

**National Association of Residential Property Managers**  
**SW Idaho Chapter**  
Board of Directors  
Nov. 13<sup>th</sup> 2014  
Board Meeting

**MINUTES**

Meeting was called to order at 7:45 AM by President Daniel Riley

**Board and Committee Members Present:** Danny Harlow, Brandon Morgan, Lizz Loop, Marie Swanson, Ron Jacques, Kent Barr, Corey Tanner and Angela Post

Absent: Matt Herett, Kelli Rogers, Danny Harlow and John Davidson

Minutes – Approved for October

A quorum was certified by Secretary Marie Swanson

**DISCUSSION AGENDA**

**Presidents Report: Daniel Riley**

- December 11<sup>th</sup> 2014 NARPM Christmas Party
- Details of Christmas party menu to be sent out week of November 17th 2014 (\$20.00 per plate, etc.)
- Themed Christmas Party – Ugly sweater contest

**Financial/Treasures Report: Lizz Loop**

- Financial reports – Accepted as is

**Committee Reports**

**President Elect: Brandon Morgan**

- Heading up Christmas Party games
- Drinks/Networking start at 6pm, Dinner at 7pm, Games at 8pm followed by prizes and Raffle
- 50/50 raffle – (NARPM's share to go to Burn Out Fund)
- Board retreat for 2015 board – Tentative in early December to be in McCall

**Past President: Danny Harlow**

- Absent – no report

**Membership: Cory Tanner**

- Finalize attendance and send out spreadsheet to Brandon

**Education: John Davidson**

- No report

**Affiliate: Matt Herett**

- Absent – no report

**Marketing/Special Events/Communications: Ron Jacques**

- Evite to be sent out week of Nov. 24<sup>th</sup> 2014 for NARPM Christmas Party

**Chapter Excellence: Kelli Rogers**

- Absent – no report

**Survey and Website: Angela Post**

- \$500.00 check received for survey results from City of Boise

**Legislative: Kent Barr**

- CO task force/Co detectors (Tenant responsible for maintaining detectors)
- No word on licensing

**MOTION MADE, SECONDED AND PASSED** for \$1000.00 budget on Christmas gifts.

**MEETING WAS ADJOURNED AT 8:19AM.**