

**Bylaws of  
The Southwest Idaho Chapter of  
The National Association of Residential Property Managers  
Updated August 30, 2021**

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 the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the Adams, Valley, Lemhi, Washington, Payette, Gem, Boise, Custer, Butte, Canyon, Ada, Elmore, Camas, Blaine, Owyhee, Gooding, Lincoln, Jerome, Minidoka, Twin Falls and Cassia.
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.
5. To educate and promote legislative initiative in the Adams, Valley, Lemhi, Washington, Payette, Gem, Boise, Custer, Butte, Canyon, Ada, Elmore, Camas, Blaine, Owyhee, Gooding, Lincoln, Jerome, Minidoka, Twin Falls and Cassia

Section C: Powers

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

1. The chapter shall be subject to all rules, regulations, ethics, and 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: Adams, Valley, Lemhi, Washington, Payette, Gem, Boise, Custer, Butte, Canyon, Ada, Elmore, Camas, Blaine, Owyhee, Gooding, Lincoln, Jerome, Minidoka, Twin Falls and Cassia

ARTICLE II:      Membership

Professional, Associate, Support Staff, Affiliate Member, Junior, Student, Academic, and Honorary Members.

Section A:      Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section B:      Associate Member – grandfathered January 1,2021

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, any certification or hold elective office. An Associate Member may also be an employee of a company, or employee of a property owner. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section C:      Support Staff

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

Section D:      Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

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

Section E:       Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter, and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F:       Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association
- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

Section G:       Company Membership

Company membership is not offer by Chapter

Section H:       Application by Professional, Associate, Support Staff Members, Junior, Student, or Academic Members

1. 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. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

## 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 such discretion is authorized by the national association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors 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 the national association.

1. Resignation:
  - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Southwest Idaho Chapter and the National Association, if applicable. 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.
  - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. 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 Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for nonpayment of national annual dues.

### 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 an 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/Board of Directors

##### Section A: Responsibilities

The chapter executive committee/board of directors, 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 be 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. 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 chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of (5) officers as follows:

1. President: The president shall:
  - a. Serve as 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. Undertake responsibility for such other activities as deemed appropriate by the committee.
- f. Shall ensure the completion of all documentation required by the National Association.
- g. Serve a term of one year commencing with the beginning of the new calendar year.
- h. Must be a Professional Member of the Chapter.
- i. Must attend RVP call or appoint someone in place.
- j. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.

2. President-Elect: The president-elect shall:

- a. Act as an alternate signatory for funds to be withdrawn from the chapter account(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 responsibility for such other activities as are deemed appropriate by the president.
- f. Serve a term of one year commencing with the beginning of the calendar year.
- g. Must be a Professional Member of the Chapter.
- h. Notify all chapter members of upcoming meetings - Communications chair.
- i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
- j. Undertake responsibility for such other activities as deemed appropriate by the committee.
- k. Oversee the submission of Chapter reports including Chapter Excellence submission
- l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.

3. Secretary: The secretary shall:

- a. Maintain current chapter membership records to coincide with the national association's membership database.
- b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
- c. File all federal, state and local reports as needed.
- d. Undertake responsibility for such other activities as deemed appropriate by the committee.
- e. Serve a term of one year commencing with the beginning of the calendar year.
- f. Must be a Professional Member of the Chapter.

4. 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 national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter

5. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Must be a Professional Member of the Chapter.

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 in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the calendar year. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the 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. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Southwest Idaho Chapter Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership 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 presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
5. The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same, unless stated otherwise in these bylaws.

Section E: Vacancy

An officer 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 officers, a 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 to fill the remaining year of the term. At the next election, the remainder of the term for office must be filled through the nominations process.

#### ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

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 emailed to each member of the committee.
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.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

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. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

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, unless otherwise precluded by law.

## ARTICLE VII: 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

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice 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: Creation and Dissolution

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

The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors

As a condition of membership all Professional Members of NARPM must complete Code of Ethics training. Each Professional Member of the association is required to complete a NARPM approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM. The association shall design a new course of instruction each four-year period to meet the requirements of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will; result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken a new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

### Section A: Acknowledgment:

Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

Section B. Enforcement:

The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; the Board will make a determination on the charges and take appropriate action.

Section C: Chapter Charter

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, 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), director(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 bylaws 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 to 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 financial year shall be a calendar year.

Section B: Chapter Dues

The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 75 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.

3. Pro-rated dues will begin July 1st for new members at the rate of 50% of annual dues. This pro-rated amount will remain in effect thru the end of the year or at the boards discretion.
4. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
5. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.
6. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

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 and shall be approved by the Southwest Idaho Chapter Executive Committee or Board of Directors.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the National Association of Residential Property Managers, Inc., for 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 of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that 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.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., 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: Miscellaneous

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or affect 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 breaches which 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, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

The National Association of Residential Property Managers™ (NARPM) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace and at our events/meetings will be tolerated.

NARPM is committed to enforcing its policy at all levels within the Association. Any officer, director, volunteer, member, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or dismissal from the association.

Reporting Without Fear of Retaliation: No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded. No Association officer, director, volunteer, or member is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.

Section E:       Dissolution

Should the membership vote by majority to dissolve the operations of the South West Idaho Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

Department of the Treasury  
Internal Revenue Service

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

2021

Open to Public Inspection

A For the 2021 Calendar year, or tax year beginning 2021-01-01 and ending 2021-12-31

B Check if available

 Terminated for Business Gross receipts are normally \$50,000 or lessC Name of Organization: SOUTHWEST IDAHO CHAPTER OF  
THE NTL ASSN OF RESIDENTIAL PRPTY MGRPO Box 191208, Boise, ID,  
US, 83719

D Employee Identification

Number 82-0527639

E Website:

<https://swidaho.narpm.org/>F Name of Principal Officer: Cassandra SwansonPO Box 191208, Boise, ID,  
US, 83719

**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.

# Southwest Idaho Chapter of NARPM

## Profit and Loss Comparison

December 2021

	TOTAL	
	DEC 2021	JAN - DEC 2021 (YTD)
<b>Income</b>		
Annual Membership Dues		
Affiliate Dues		
Affiliate Membership - Additional Employee	500.00	1,000.00
Affiliate Membership - First Employee	19,500.00	37,750.00
<b>Total Affiliate Dues</b>	<b>20,000.00</b>	<b>38,750.00</b>
PM Membership Dues		
Membership - Additional Employee	4,550.00	9,350.00
Membership - First Employee	7,875.00	14,875.00
<b>Total PM Membership Dues</b>	<b>12,425.00</b>	<b>24,225.00</b>
<b>Total Annual Membership Dues</b>	<b>32,425.00</b>	<b>62,975.00</b>
Breakfast Sponsorships		
In Person Breakfast Sponsorship		1,700.00
Virtual Breakfast Sponsor		400.00
<b>Total Breakfast Sponsorships</b>		<b>2,100.00</b>
Christmas Dinner	60.00	870.00
Guest Breakfast		60.00
Member Retention		1,065.75
Vendor Fair		150.00
Non-Member Booth		1,750.00
Vendor Fair - Platinum Booth		700.00
<b>Total Vendor Fair</b>		<b>2,600.00</b>
<b>Total Income</b>	<b>\$32,485.00</b>	<b>\$69,670.75</b>
<b>GROSS PROFIT</b>	<b>\$32,485.00</b>	<b>\$69,670.75</b>
<b>Expenses</b>		
Community Relation Events		537.10
Galaxy Event Center	-66.45	-66.45
Audio/Visual Expenses		1,049.93
Breakfast		3,802.70
Breakfast Fees		1,649.00
Breakfast Tax		387.29
Gratuity		1,392.46
Holiday Party (dessert, dinner, coffee)		2,409.35
<b>Total Galaxy Event Center</b>	<b>-66.45</b>	<b>10,624.28</b>
Holiday Party Expenses	909.55	1,945.83
Office Expenses		
Bank Charges		29.00
Postal Box		54.05



# Southwest Idaho Chapter of NARPM

## Profit and Loss Comparison

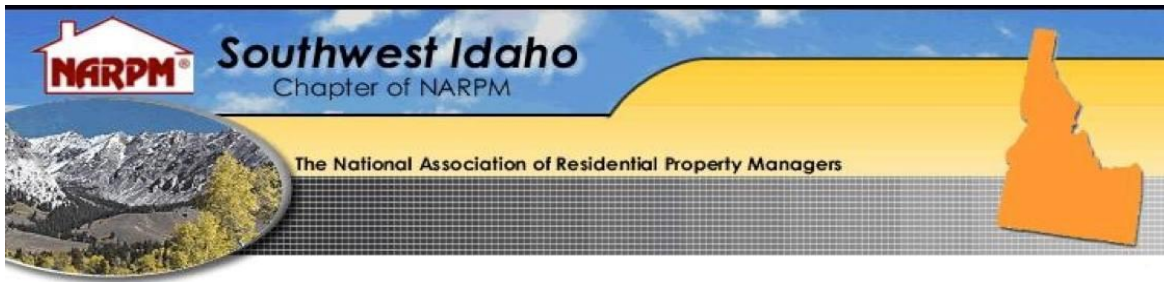
December 2021

	TOTAL	
	DEC 2021	JAN - DEC 2021 (YTD)
Survey Monkey		300.00
<b>Total Office Expenses</b>		<b>383.05</b>
Promotional		470.13
Speakers		
Meals and Entertainment		1,579.13
Speaker Fees		1,600.00
Travel	250.00	250.00
<b>Total Speakers</b>	<b>250.00</b>	<b>3,429.13</b>
Strategic Planning		2,815.92
Taxes & Licenses		30.00
Technology and Software	149.90	224.85
Quick Books		430.00
QuickBooks Payments Fees	53.50	82.15
<b>Total Technology and Software</b>	<b>203.40</b>	<b>737.00</b>
Vendor Fair Expense		3,453.55
Webmaster Chair		
Software and Subscriptions	189.01	189.01
<b>Total Webmaster Chair</b>	<b>189.01</b>	<b>189.01</b>
<b>Total Expenses</b>	<b>\$1,485.51</b>	<b>\$24,615.00</b>
NET OPERATING INCOME	<b>\$30,999.49</b>	<b>\$45,055.75</b>
NET INCOME	<b>\$30,999.49</b>	<b>\$45,055.75</b>

# SW Idaho NARPM BUDGET

		Current Budget	Current Year Actuals	Previous Budget	Previous Year Actuals
Revenue					
		2022	2022	N/A	N/A
Affiliate Dues					
	Affiliate Membership	\$20,000.00			
	Additional Employee Membership	\$500.00			
PM Membership Dues					
	PM Membership	\$7,200.00			
	Additional Employee Membership	\$4,500.00			
Sponsorships					
	In Person Breakfast Sponsorships	\$3,200.00			
	Guest Breakfast	\$420.00			
	Member Retention	\$1,100.00			
Vendor Fair					
	Non-Member Booths	\$2,500.00			
	Platinum Booth	\$1,000.00			
<b>Total Revenue</b>		<b>\$40,420.00</b>			

Expenses					
	Community Relations	\$4,000.00			
	Education	\$4,000.00			
	Webmasters	\$2,000.00			
	Ratting Trip	\$1,000.00			
	Vendor Fair	\$3,500.00			
	Breakfast Meetings	\$10,000.00			
	Christmas Raffel	\$750.00			
	Technology and Software	\$450.00			
	Office Supplies	\$100.00			
	Legislative	\$1,000.00			
	Meals and Entertainment	\$1,500.00			
	Strategic Planning	\$2,500.00			
Total Expenses		\$30,800.00	\$0.00	\$0.00	\$0.00
Total Revenue		\$40,420.00	\$0.00	\$0.00	\$0.00
Total Expenses		\$30,800.00	\$0.00	\$0.00	\$0.00
Annual Net Profit		\$9,620.00	\$0.00	\$0.00	\$0.00

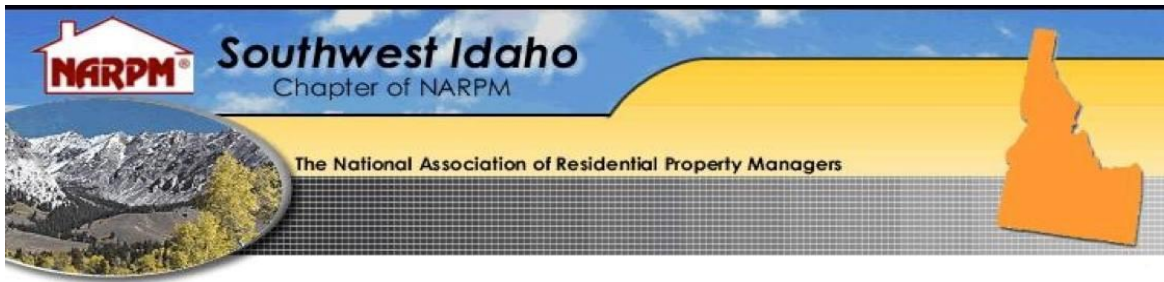


January 14, 2021

**Mission:** *To provide our members with the tools to become authorities in residential property management through leadership development, networking and education.*

**Vision:** *Recognized as Idaho's premier organization of residential property management professionals*

1. Welcome to Zoom, next month we hope to meet in person
2. Welcome (General info, announcements & updates)
  - a. [Welcome guests and new members](#)
  - b. [Next meeting Feb 11th, 2021 \(maybe able to get up to 80 people\)](#)
3. Reading of Mission & Vision – [Melissa](#)
4. Reading of Code of Ethics – [Andrea](#)
  - 1-9 The Property Manager shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertising, leasing, and management of property.
5. Breakfast Sponsors – [Zoom](#)
6. Featured Speakers – [Shaun Bonnie](#)
7. Closing
  - a. Reminder of Advanced Personnel Procedures class February 17th & 18<sup>th</sup> from 10AM – 1PM **Need at least 5 people or it will be cancelled!!!**
  - b. Next month Feb 11<sup>th</sup> [Rachel Dykstra and Dominic Lovotti - CPA](#)

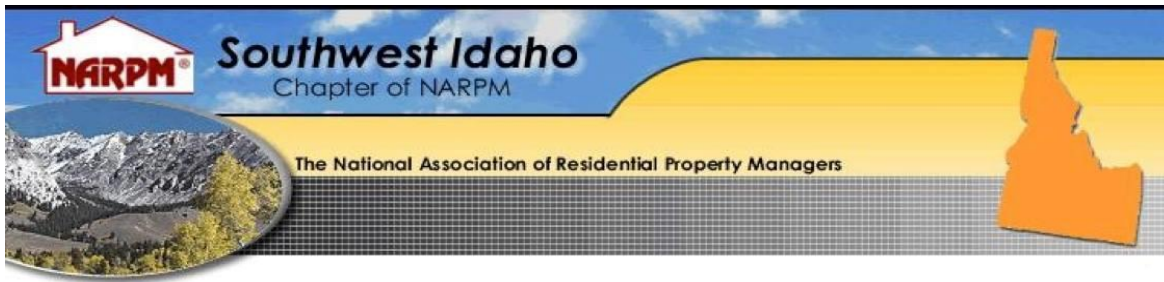


February 11, 2021

**Mission:** *To provide our members with the tools to become authorities in residential property management through leadership development, networking and education.*

**Vision:** *Recognized as Idaho's premier organization of residential property management professionals*

1. Social Distancing Reminder & How to exit the parking lot
2. Welcome (General info, announcements & updates)
  - a. [Welcome guests and new members](#)
  - b. [Next meeting March 11th, 2021 \(maybe able to get up to 80 people\)](#)
3. Reading of Mission & Vision – [Jim](#)
4. Reading of Code of Ethics – [Courtney](#)  
[Article 5: CARE OF MANAGED PROPERTIES](#)  
[The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.](#)
5. Breakfast Sponsors – [Great Floors, Super Shine Carpet Cleaning](#)
6. In Case You Didn't Know with Andrea Mayer – [Road Warrior and Eye Spy](#)
7. Featured Speakers – [Rachel Dykstra and Dominic Lovotti](#)
8. Closing
  - a. Reminder of Advanced Personnel Procedures class February 17th & 18<sup>th</sup> from 10AM – 1PM **Need at least 5 people or it will be cancelled!!!**
  - b. Next month March 11<sup>th</sup> - Ed Fritz with Boise PD - speaking on rental scams and crime & crime prevention in multi-unit housing

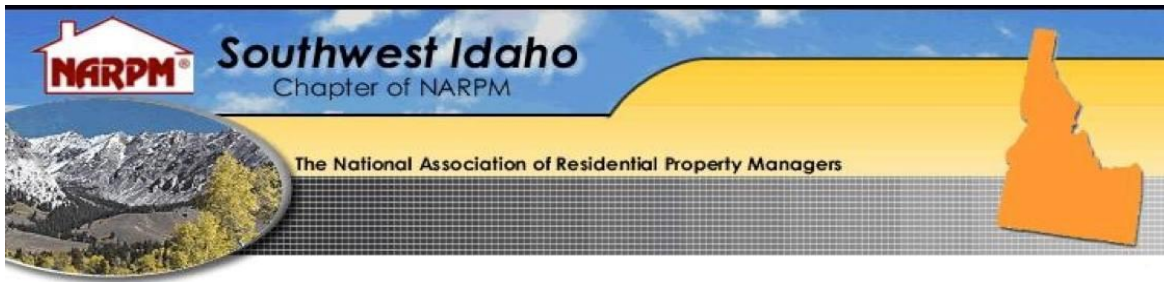


March 11, 2021

**Mission:** *To provide our members with the tools to become authorities in residential property management through leadership development, networking and education.*

**Vision:** *Recognized as Idaho's premier organization of residential property management professionals*

1. Social Distancing Reminder & How to exit the parking lot
2. Welcome (General info, announcements & updates)
  - a. Welcome guests and new members
  - b. Next meeting April 8th, 2021 (submitted request for 80 people)
3. Reading of Mission & Vision – Jim
4. Reading of Code of Ethics – Andrea  
Article 7: Areas of Expertise  
The Property Manager must provide competent service within his or her area of expertise, and refrain from the unauthorized practice of any other profession for which he or she is not licensed or qualified.
5. Breakfast Sponsors – Second Nature and Resto Clean
6. Melissa with NARPM National Update
7. In Case You Didn't Know with Courtney Wolfe – Fire Extinguisher Requirements
8. Featured Speakers – Crime Prevention Supervisor Ed Fritz with the Boise Police Department
9. Closing
  - a. Reminder of Mark Cunningham is our speaker next month on April 8<sup>th</sup> – Speaking on the Owner/Client Lifecycle – don't just take anyone
  - b. Ridge to River Volunteer Event - Clean up the Boise trails

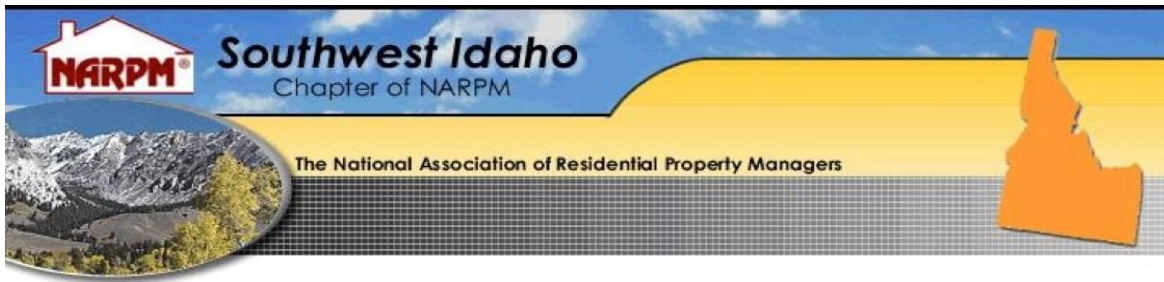


April 8th, 2021

**Mission:** *To provide our members with the tools to become authorities in residential property management through leadership development, networking and education.*

**Vision:** *Recognized as Idaho's premier organization of residential property management professionals*

1. Welcome (General info, announcements & updates)
  - a. Welcome guests and new members
  - b. Next meeting is the Vendor Fair on May 13<sup>th</sup> at Kleiner Park 1-3PM is fair 3-5 is happy hour
2. Reading of Mission & Vision – Jim
3. Reading of Code of Ethics – Andrea  
Article 5: RESPONSIBILITY TO CLIENT  
The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing
4. Breakfast Sponsors – Bio-One and Great Floors
5. In Case You Didn't Know – Appliance dates: you may consider tracking these and if they are old, just replace versus potentially wasting money repairing.
6. Melissa with NARPM National Update
7. Featured Speaker – Marc Cunningham – owner of Grace Property Management in Denver
8. Closing
  - a. Next month May 13<sup>th</sup> – Vendor Fair at Kleiner Park 1-3PM is fair 3-5 is happy hour
    - Vendors should start setting up at noon
  - b. Paint the town – Saturday June 12<sup>th</sup>



September 9th, 2021

**Mission:** *To provide our members with the tools to become authorities in residential property management through leadership development, networking and education.*

**Vision:** *Recognized as Idaho's premier organization of residential property management professionals*

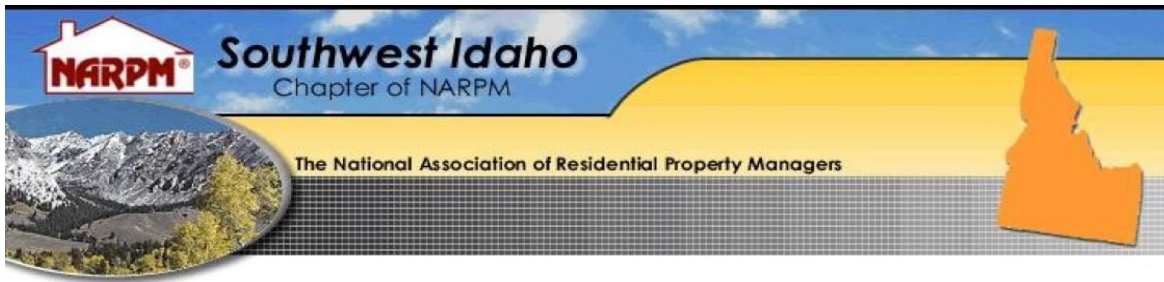
1. Welcome (General info, announcements & updates)
  - a. [Welcome guests and new members](#)
2. Reading of Mission & Vision – [Jim](#)
3. Reading of Code of Ethics – [Andrea](#)

**Article 11: RESPONSIBILITY TO NARPM® AND THE PROFESSION**

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

4. Breakfast Sponsors – [1800 Water Damage and Great Floors](#)
5. In Case You Didn't Know – Retaliatory Conduct Idaho Code 55-2015.
6. Melissa with NARPM National Update
7. Featured Speaker – [Lynae Gliege – Farm Bureau Insurance](#)
8. Closing
  - a. Next month October 14<sup>th</sup> – TED talks 5-ish minute presentations on relevant topics
  - b. Holiday Party December 9<sup>th</sup> 5:00PM – 10:00PM





October 14th, 2021

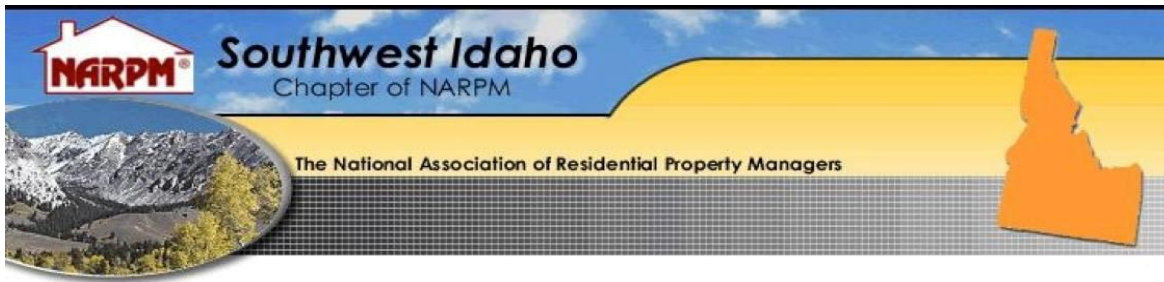
**Mission:** *To provide our members with the tools to become authorities in residential property management through leadership development, networking and education.*

**Vision:** *Recognized as Idaho's premier organization of residential property management professionals*

1. Welcome (General info, announcements & updates)
  - a. [Welcome guests and new members](#)
2. Reading of Mission & Vision – [Jim](#)
3. Reading of Code of Ethics – [Andrea](#)

#### *STANDARDS OF PROFESSIONALISM*

- **11-5** The Property Manager shall ensure that all electronic communication and marketing he or she prepares is professional with respect given to the recipients.
4. Breakfast Sponsors – [Pestcom & Supershine](#)
  5. In Case You Didn't Know – [Matt Johnson IFHC's reasonable accommodation](#)
  6. Melissa with NARPM National Update
  7. Featured Speaker(s) – [TED Talk Speakers](#)
    - [Jim Sharone: Reno = Rents](#)
    - [Cassi Swanson: Pro-Forma](#)
    - [Spencer Henderson: Successful Vendor Partnerships](#)
    - [Justin w/ Pestcom: Resident Benefits Package](#)
  8. Closing
    - a. Next meeting is 11/11/2021 and our Featured speaker will be talking about Culture/Connections/Relationships
    - b. Holiday Party December 9<sup>th</sup> 5:00PM – 10:00PM
    - c. Bring Pet Food Donations to get more entries into the prize drawings



November 11th, 2021

**Mission:** *To provide our members with the tools to become authorities in residential property management through leadership development, networking and education.*

**Vision:** *Recognized as Idaho's premier organization of residential property management professionals*

1. Welcome (General info, announcements & updates)
  - a. [Welcome guests and new members](#)
2. Reading of Mission & Vision – [Jim](#)
3. Reading of Code of Ethics – [Andrea](#)

#### *STANDARDS OF PROFESSIONALISM*

- **9-1** The Property Manager shall conduct dealings with other property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.
4. Breakfast Sponsors – Great Floors and Quality Heating
  5. Melissa with NARPM National Update
  6. Chapter Award Presentation - Melissa
  7. Featured Speaker(s) – [Nancy Buffington](#)
  8. Closing
    - a. Next meeting is 12/9/2021 Holiday Party December 9<sup>th</sup> 5:00PM – 10:00PM
      - Bring Pet Food Donations to get more entries into the prize drawings
    - b. Virtual Class on 12/15/2021 on Marketing

**National Association of Residential Property Managers  
SW Idaho Chapter**

Board of Directors Meeting

Date: Wednesday, Jan 13<sup>th</sup>, 9:30a.m.

Location: ZOOM (virtual)



**DISCUSSION/AGENDA**

**President: Jim Sharone**

- Lots to report

**Past President: Andrea Mayer**

- Nothing to report

**Secretary: Heather Eshelby-Goade**

- Motion to approve informal Dec 30th meeting minutes
- Update to job duties- what to include for communications

**Financial/Treasurer's Report: Carly Florez**

- Financial Reports
- Discuss online payment using QB for membership

**Committee Reports**

**President Elect: Courtney Wolfe**

- Nothing to report

**Membership: Katie Barker & Spencer Henderson**

- Nothing to report

**Education: Hana Goodrich**

- Need to know what Carly needs from Education position
- Marc Cunningham details, updates to scheduling and payments

**Affiliate: Michelle Davelaar & Ashley Van Cleave**

- Review of breakfast sponsorship and vendor fair

**Legislative: Brandon Morgan**

- Nothing to report

**Community Service Chair: Alyssa Goade-Munch**

- Nothing to report

**Communications Chair: TBD/Heather's doubling down**

- Update to position

**Webmaster: Cassandra Swanson**

- Nothing to report

# National Association of Residential Property Managers SW Idaho Chapter

## Board of Directors Meeting

Date: Thursday, Feb 11<sup>th</sup>, 7:30a.m.

Location: hybrid, Galaxy event center and ZOOM

Called to order 7:41am



## DISCUSSION/AGENDA

### President: Jim Sharone

- Nothing to report

### Past President: Andrea Mayer

- Nothing to report

### Secretary and Communications chair: Heather Eshelby-Goade

- Motion to approve informal January meeting minutes- Andrea motioned, second by Brandon, carried.
- Jesse Tree's director, Ali Rabe has moved into a role in the State Senate. She has reached out to Cassi and Heather as property managers, as well as to IAA, for input on 2 bills. Details to share. Bills have been emailed to us to see the review and the changes, but at this point it seems almost like a non-issue this year- the original language has been stripped down considerably. General consensus is that a neutral language, industry driven state bill would be a nice step and potentially discourage cities to try their individual fee restrictions and ordinances.
- Side note- give me at least 1 business day turnaround to get out communications such as blasts, blurbs, whatever it may be. Also, exact wording and graphics are required of the message sender. I'll do my best to cover everyone's interest as soon as possible, but have limited time in my day.

### Financial/Treasurer's Report: Carly Florez

- Financial Reports shared Andrea motions to approve the financials and Cassi seconded the motion- carried.
- PM and Vendor applications- how to make them more streamlined, as they are still set to be emailed to Lydia Let's get a uniform place to send apps, instead of changing them yearly from a committee member to a new person. Creating a new gmail account that never changes, much like the current sw narpm marketing account. Cassi will send Carly the editable form for tweaking.

### Committee Reports

#### President Elect: Courtney Wolfe

- Nothing to report Swag discussion- get her sizes and colors for shirts, need lead time for volunteer opportunities, she's happy to handle.

#### Membership: Katie Barker & Spencer Henderson

- Nothing to report Actually, indeed there's stuff to share! Spreadsheet to report- teaching and tracking progression for new members, Goal being giving consistent and trackable support to membership. Working to clean things up and get things digital- still a work in progress! Cassi will send link to google drive so it can be in a central location.

#### Education: Hana Goodrich

- update on who has signed up for the class, and maybe one last push for sign ups before the 17th. Need confirmation on actual numbers- being told two different things (?) Email blast went out nationally as well as SW narpm email.
- Any last minute suggestions for Rachel. Jim asked for tax tips, legal suggestions for minimizing tax burden.

#### Affiliate: Michelle Davelaar & Ashley Van Cleave

- Update on vendor fair Jim- current concern is that we've booked two places. Currently not capped outside, but still capped inside. Not sure how that would look, but we may have a financial obligation to pay Galaxy regardless.

Courtney- isn't the Galaxy giving some sort of grace? Everyone needs to pivot, including them. Ashley- conversations in December never indicated that outside venue was a plan B, but rather THE only plan for a guarantee for vendors? Heather- the word on Kliener got out in January newsletter, and was blasted again in Feb to vendors, and we already have sponsors in place. This wouldn't be a pivot, this would be a flip-flop and appear disorganized. Concern about professional appeal and vendors bailing. Michelle- we have rain contingency plan in place already- that was thought through and solved long ago. Andrea- asked the Galaxy, and it was shared that we could be released from financial obligation regardless of COVID, numbers, etc. We in fact do not have a financial obligation to the Galaxy, so that's a non-issue. Running out of time- discussion tabled, Jim will send recap and we will need to vote via email instead.

#### **Legislative: Brandon Morgan**

- [As written above, updates on Senator Rabe's bills and a third being read in committee today.](#) Brandon reports he's got a relationship with the lobbyist the IAA hired, so there's already rapport. The "word on the street" or vibe is that we won't see legislation snuck in or passed without obvious industry support. Heather- this was Rabe's view as well, which is why she was seeking us out. Cassi- she's been very open and easy to work with, which is refreshing.

#### **Community Service Chair: Alyssa Goade-Munch**

- [Quarter 1 service project in the works, asking for lots of photos to post on social.](#) Limited photos due to COVID, but will be shared on Facebook and newsletter recap of event.
- [Quarter 2 service project in planning phase- Clean Up the Trails- aiming to get the mayor out for a photo opp.](#) We'll get an invite and hone in better communications for this one, given that we have much more lead time to put things together than we did with Q1.
- [NEED SHIRTS sooner than later- who creates a budget line for this?](#) Courtney is on it- just get her info on quantities, sizes, colors and it'll get done!
- [Quarter 3- Is there board support for Paint the Town/interest? Cost to enroll a team-](#) Support given, will reach out to apply and get a spot. Financials to be discussed later- no vote yet but the board felt this was a good highly visible service event to stick with.

#### **Webmaster: Cassandra Swanson**

- [Proposed budget for position shared](#) Only discussion- why gifts cards if hybrid, don't want to promote in person instead of zoom? Same vein- we can't discourage anyone if the in-person cap is met, we want to encourage participation in general and the more the better. So, that line item for gift cards may be a non-issue. Motion by Heather to approve budget as is, Michelle second. Carried.

Motion adjourned at 8:25am

# National Association of Residential Property Managers SW Idaho Chapter

## Board of Directors Meeting

Date: Thursday, March 11<sup>th</sup>, 7:30a.m.

Location: hybrid, Galaxy event center and ZOOM



## DISCUSSION/AGENDA

Meeting called to order at 7:38am

### President: Jim Sharone

- Nothing specifically, but just wanted to mention a little pep talk. Things seem to be normalizing a bit, and with that, keep your momentum going. Keep working at your volunteer tasks, keep doing your part, and we'll all be successful.

### Past President: Andrea Mayer

- Nothing to report

### Secretary and Communications chair: Heather Eshelby-Goade

- Cassi Motion to approve Feb meeting minutes, Andrea seconds, carried.
- Nothing further to report.

### Financial/Treasurer's Report: Carly Florez

- Financial Reports shared including previous statements, motion to approve by Heather, Ashley seconded, carried.
- Resounding THANK YOU for cleaning up the previous statements and kudos to you, Carly!

## Committee Reports

### President Elect: Courtney Wolfe

- Just an FYI, no need to discuss- shirts ordered for volunteer events.
- Also, submitted chapter compliance, and chapter excellence items being collected.
- Volunteered to double check lists/audit email lists for current membership across all platforms. They appear to still have folks missing, old folks on there, etc.

### Membership: Katie Barker & Spencer Henderson

- Documents for new members being dropped into membership folder- work in progress to review

### Education: Hana Goodrich

- Jim will jump in to report- Marc Cunningham will be here next month April 8th, wants a weekly blast in addition to newsletter mention for this seminar. Since he's an out of town, do we want to attempt to do a dinner meeting/entertainment? YES. Wednesday night dinner, April 7th for board members. Jim will send an invite email to remind board members- location TBD.
- Had to cancel the class due to low enrollment, even with national mentions. Will share link in newsletter regarding educational opportunities just to remind.

### Affiliate: Michelle Davelaar & Ashley Van Cleave

- Update on vendor fair- 38 booths set up now. Half of booths booked, and near last year's numbers already. Sign ups are going well. Taco truck secured, tables chairs booked, Parilla booked for beer/wine. Call to action- PMs, who do you know that wants to be a new vendor (non-members specifically targeted)?

**Legislative: Brandon Morgan**

- General share outs about other items, such as property tax relief for certain people based on how to tax new construction- many subdivision plans are on hold until we know the fate of this.

**Community Service Chair: Alyssa Goade-Munch**

- Q2 event- Ridge to Rivers- 1 team of 10 allowed by the organization, possibility for 2 groups but it's a staffing thing for the group. Date shared- May 1st at 9am-1pm. Bring gloves, closed toe shoes, water, wear long pants instead of shorts, prepare to hike. Masks required. Projects we may work on- spring tread damage, drainage maintenance, fencing and restoration and/or small tread improvement project. Manual labor!!
- Q3- Paint the Town, deadline for sign up is May 1st and enrollment is under way. Date is public on June 12th. Need to approve funds (\$100 to sign up, possibly double that in case of more supplies needed, and would it be possible to get pizza or snacks?) to be reimbursed for their fees for supplies. Motion to approve \$300 Ashley, Cassi seconded- carried. Estimate smaller team so we can get reasonably sized project, but we'll push for tons of volunteers!!!
- Both events will be blasted individually in a weekly blast as needed.

**Webmaster: Cassandra Swanson**

- Cassi would like to use some of the already approved funds for a Facebook ad for vendor fair.
- Touch base with Carly regarding POBox updated on website, if needed.

motioned by Andrea to adjourn, Meeting adjourned at 8:20

# National Association of Residential Property Managers SW Idaho Chapter

## Board of Directors Meeting

Date: Thursday, April 8<sup>th</sup>, 7:30a.m.

Location: hybrid, Galaxy event center and ZOOM



## DISCUSSION/AGENDA

Meeting called to order at 7:37am

### President: Jim Sharone

- Discussion on membership drive- do we do June? August? Patio or rooftop options, for COVID safe. Will communicate via email. Hana leading the charge here as she helped the last successful drive. Shooting for a mid week day/evening, fun gathering.
- November panel discussion- "Ted Talk" concept- floating the idea (and seems to have taken traction) that we should change format. Thinking 5 "experts" to provide 5-10 minute talks. Everyone agrees- let's proceed.
  1. Action item: Cast a net out to folks that you could nominate, and have Hana help screen them and their content. Aim to fill spots- with value add/on-trend topics by May, touch base no later than Sept to revisit.
  2. Heather will write a Blast, send to chapter regarding nominations for speakers, basics on screening and send for approval to Hana.

### Past President: Andrea Mayer

- Nothing to report- although would like to note that she's throwing her hat into any position or committee that needs a helping hand. Andrea's available for you!
- Board for next year- usually by June, we've got the positions slated roughly for the following year.
  1. In newsletter, include a blurb on board participation. Call to action and see if there are interested members to hop on.

### Secretary and Communications chair: Heather Eshelby-Goade

- Motion to approve March meeting minutes- Brandon, second Cassi- carried.
- Putting on radar- we will need to revisit the "at large" members, virtual options going forward, hybrid model etc.
  1. Do we send 2 evites for at large members, just an additional email with the link? Do we decide after summer and reconvene Sept?
  2. Tentative plan to meet in August- action item for Jim.
- Review Chapter compliance and excellence- is there an easy way to collect items throughout the year? Should we firm up our process for these, or are we doing ok?
  1. Compliance is just a bare minimum- to keep our chapter.
  2. Excellence is "optional"- changes every year, it is measuring how good we are. This is also how we can qualify to get grants, funding from national.
  3. Currently no common area to put these docs, items needed.

### Financial/Treasurer's Report: Carly Florez

- Financial Reports shared, motion to approve by seconded, carried.

### Committee Reports

#### President Elect: Courtney Wolfe

- nothing to report

#### Membership: Katie Barker & Spencer Henderson

- nothing to report



**Education: Hana Goodrich**

- nothing to report

**Affiliate: Michelle Davelaar & Ashley Van Cleave**

- All logistics are good and set- vendors are a bit light but Cassi has some ideas on how to fill (9 spots left). Need help setting up and tearing down, roughly 1pm for set up.
  1. Michelle is asking for 1 more big push to solicit folks! Action item- send an email/

**Legislative: Brandon Morgan**

- Session update- property tax bill defeated. Rabe's bill to disclose fees in lease terms also was defeated.
- National Legislative Conference May 17-18 (Virtual only, free to register for members)

**Community Service Chair: Alyssa Goade-Munch**

- Q2 event- Ridge to Rivers- 1 team of 10 allowed May 1st- we need a headcount from board before casting it out, since spaces are so limited. Trail maintenance, hiking and rebuilding, tools provided.
  1. Alyssa is not able to be there in person. Needs to find a person to spearhead the day just to communicate with the coordinator.
  2. Firm up RSVPs now within the board and see if we need to extend. Alyssa will email board to follow up.
- Q3- Paint the Town, we're registered! Just kidding, no we're not. Still working out some kinks! Sending to Jim to assist.
  1. Will need to blast and evite this event. Big push and repeated pushes.

**Webmaster: Cassandra Swanson**

- nothing to report

Andrea motioned by to adjourn, Meeting adjourned at 8:26

# National Association of Residential Property Managers SW Idaho Chapter

## Board of Directors Meeting

Date: Thursday, Sept 9<sup>th</sup>, 7:30a.m.

Location: Galaxy event center



## DISCUSSION/AGENDA

Call to order at 7:41am

### President: Jim Sharone

- review what we have left coming up for the year and make proper plans to execute!
- What's the budget for Dec party basket and who will volunteer for purchase? Alyssa volunteered to do the shopping. Andrea- if remembering correctly, usually it was \$500 total for 2, \$250 baskets. Should we do more, should we make smaller baskets? Miscellaneous discussion and swag?
- \$750 total budget, 2x \$250 gift baskets (Alyssa will assemble), and 10x \$25 gift cards for table prize (Amazon). Swag from NARPM (Cassi will explore this) as hand out gifts too.
- Trivia options- Hana looking for solutions to this!

### Past President: Andrea Mayer

- Nothing to report

### Secretary and Communications chair: Heather Eshelby-Goade

- Motion to approve last meeting minutes/from April- Cassi motioned, Hana second, carried.
- Need help with communications tasks for the duration of Sept. Who wants to volunteer to write and send the Sept newsletter, and who will monitor the email account/send out any other communications needed? Courtney will help!

### Financial/Treasurer's Report: Carly Florez

- Financial Reports shared, need approval vote- Jim motions, Andrea second, carried
- Discuss outstanding receivables- she's made calls, she's emailed twice per month. Do we drop them at this point if invoices aren't paid?

### Committee Reports

#### President Elect: Courtney Wolfe/ now Cassi as interim-

- Courtney taking over webmaster for duration of the year and will help transition new member. Cassi is acting as pres elect for duration of year.

#### Membership: Katie Barker & Spencer Henderson

- Spencer has been doing welcome letters
- Membership drive (yeah/nay/virtual)? What is the best move for these times? We've not had a membership drive for 2+ years. Do we personally reach out to PMs that aren't members and we have a social? Hana- Doing a "drive" means gathering. Cassi- what a membership promo video/facebook campaign. Hana- what about the board only gathering and sending emails/personally reaching out to PMs we know and inviting them? Cassi- real estate connections? Jim- send swag to promote? Hana will work on fine tuning this idea, stay tuned for more info.

#### Education: Hana Goodrich

- Speakers for the rest of the year-

November is covered, but October isn't dialed in yet and this is the focus! We're still going for TED talks- Jim will do "Reno Equals Rent." Cassi- "Pro-Forma." Topic suggestion- Successful Partnership with Invoices (Spencer volunteered to present and/or find someone.) Resident Benefits Package to grow your business (Hana will reach out to Landon for feedback and if he's interested in sharing it).

#### Affiliate: Michelle Davelaar & Ashley Van Cleave

- Feedback recap from Vendor Fair: Consensus, outside and May.
- May vs March – thoughts about being the last month before Summer instead of March. Jim- March is more ideal for timing for PMs bc it gives us time to switch gears before busy season, Hana/Andrea/Alyssa all said outside and May was great. It feels more like a "kick off" than March where momentum may get lost.
- Outdoors vs Indoors – The board's take on different venues this time. Taco truck, beer garden? What more feedback was needed than that? It was rad outside. Only concern- could we pivot bc of weather if not as great as this year?
- Ashley- The only negative feedback I received was lack of PM's that attended. Although this seems to be a consistent struggle, any feedback to help would be greatly appreciated. Don't think it was unique, but thought was even to couple membership drive into the vendor fair to really incentivize and entice new folks?

**Legislative: Brandon Morgan**

- not in attendance

**Community Service Chair: Alyssa Goade-Munch**

- Supply/Food Drive for a charity- humane society? LOVE IT- presuming we have Dec party (currently scheduled on the 9th from 5-10pm, crossing fingers). Will plan on this!

**Webmaster: Cassandra Swanson**

- see comments above

Meeting adjourned at 8:27am.

**National Association of Residential Property Managers  
SW Idaho Chapter**

Board of Directors Meeting

Date: Thursday, Oct 14th, 7:30a.m.

Location: Galaxy event center



**DISCUSSION/AGENDA**

Call to order at 7:39 am

In attendance: Jim Sharone, Hana Goodrich, Andrea Mayer, Cassandra Swanson, Michelle Davelaar  
Spencer Henderson, Alyssa Goade Munch

**President: Jim Sharone**

- review what we have left coming up for the year end hand off plan for the new board. Also talk about the Affiliate of the year.
- Hana to reach to future board members to make sure they connect on position change.

**Past President: Andrea Mayer**

- Nothing to report

**Secretary and Communications chair: Heather Eshelby-Goade**

- Motion to approve last meeting minutes/from Sept
- Cassi made a motion to approve the minutes, all approved

**Financial/Treasurer's Report: Carly Florez**

- Financial Reports shared, need approval vote-
- Cassi made a motion to approve the minutes, all approved

**Committee Reports**

**President Elect: Cassi as interim-**

- Cassi will reach out to Brandon, to verify he wants next years board position as Legislative Chair.
- Spencer has volunteered to step in as legislative chair if needed

**Membership: Katie Barker & Spencer Henderson**

- Discussed purchasing and picking up name tags
- If Spencer shifts positions, Andrea Mayer volunteered to step in as membership chair

**Education: Hana Goodrich**

- My item is the Christmas Party- Trivia company has been secured and paid
- Jim to reach out to Cyndi at Wahooz about alcohol
- Michelle will then reach out to vendors for two bar sponsors, amount tbd
- Bar sponsors are ok to bring swag, banners, etc

**Affiliate: Michelle Davelaar & Ashley Van Cleave**

- Breakfast sponsor review - communication needs to be improved
- Ashley Van Cleave working on breakfast sponsors for next year

**Legislative: Brandon Morgan**

- Not present

**Community Service Chair: Alyssa Goade-Munch**

- Humane Society pet food and supply drive
- The more you donate, the more tickets given for prizes
- Jim to check on tickets
- Alyssa s/w Lauren McLean about meeting us at the Trail Clean Up next spring - date needs to be secured prior to January 2022

**Webmaster: Cassandra Swanson**

- Jim stated the application link on the website is broken, "page not found". Cassi to look into it.

Meeting adjourned at 8:20 am.

**National Association of Residential Property Managers  
SW Idaho Chapter**

Board of Directors Meeting

Date: Thursday, Nov 11th, 7:30a.m.

Location: Galaxy event center



**DISCUSSION/AGENDA**

Call to order at 7:38am

In attendance: Spencer Hana Andrea Jim Carly Cassi Michelle Heather Brandon Alyssa

Items for the good of the order/general brainstorm, not sure exactly who this falls under-

- heavily blasting the membership about next month's virtual class that we are hosting (scheduled sends, handled!)
- getting the holiday party Evites out so catering numbers can get in. (see below)
- does anyone need help with anything party-related? (discussed below and side convos)
- connecting outgoing board members with incoming board members to get up to speed on their position (This was an action item in the notes for Hana last meeting- update/help needed?)

**President: Jim Sharone**

- Want to dial in the Holiday Party.
- 10 days in advance for attendance, **need the evite now-**
  1. Details- Members are free, but +1s are \$30/plate.
  2. Dec 9th, 5pm-10pm.
  3. Trivia at dinner with a table prize for winners
  4. hosted bar (name the two sponsors)
  5. Bring items for Humane Society- the more you bring the more tickets you get for a grand prize basket
  6. Swear in new board and thanks for previous board

**Past President: Andrea Mayer**

- I'd like to talk about dates for a membership drive in 2022 for my upcoming membership position next year. (Tabled for now)
- Sounds as though everyone is connected already except for intro for Communications yet (Geisla/Heather)

**Secretary and Communications chair: Heather Eshelby-Goode**

- Motion to approve last meeting minutes/from Oct- Cassi motioned, Carly second, carried.

**Financial/Treasurer's Report: Carly Florez**

- Financial Reports shared, need approval vote- Andrea motioned, Cassi second, carried.
- **Confirming 2022 dues so I can get the invoicing out on December 1<sup>st</sup>**
  1. Suggested, \$500 Affiliates, \$250 for second member under company. \$200 for PMs and \$150 each additional member under company.
- Brandon- Motion to raise charges to \$225 for PMs, \$175 for second member under company. Cassi second, carried.
  1. Jim- Do we want to consider a discount on dues for Board members- used to do that? Discussion about whether we should do 50% discount and add a stipulation on attendance? If we're looking at 7 meetings. (Long discussion on requiring in-person attending vs not showing.) Andrea- bring thoughts to me, as this topic should be tabled for now.

2. (Brandon) Does meeting attendance REALLY matter as much as doing your job in a subcommittee outside of the meetings? Shouldn't you be conducting the majority of your work outside of the board? Inefficient otherwise? (Michelle) Board meetings should not be reviewing previous action items, could we develop another step perhaps briefing us on previous work that has been done prior to board meeting? (Heather) We can add a step to agenda requests, "update us on your previous action items." Easy enough- maybe it'll make an impact in efficiency, let's try!
- Should we be sending a script that outlined some of the upcoming events for the new year and what the members/affiliate members get for their membership. Is this still something that we would send out with the dues?

#### **Committee Reports**

**President Elect: Cassi as interim-**

**Membership: Katie Barker & Spencer Henderson**

**Education: Hana Goodrich**

**Affiliate: Michelle Davelaar & Ashley Van Cleave**

**Legislative: Brandon Morgan**

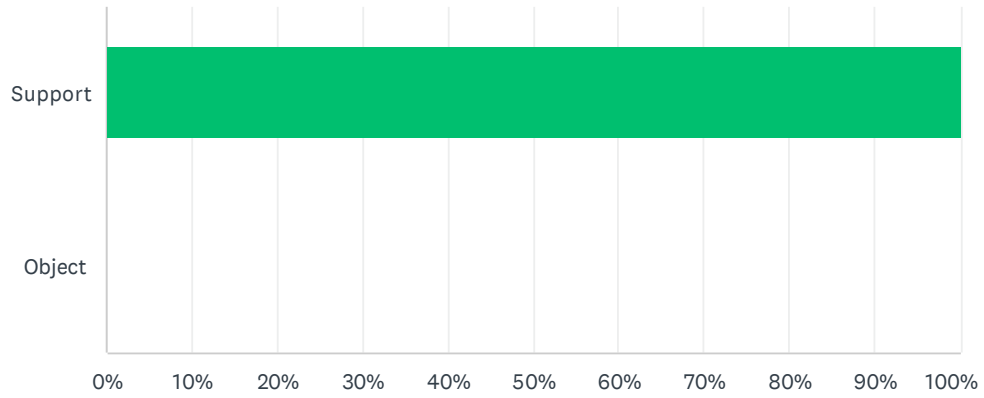
**Community Service Chair: Alyssa Goade-Munch**

**Webmaster: Cassandra Swanson**

Meeting adjourned at 8:31 am

# Q1 President: Cassandra Swanson

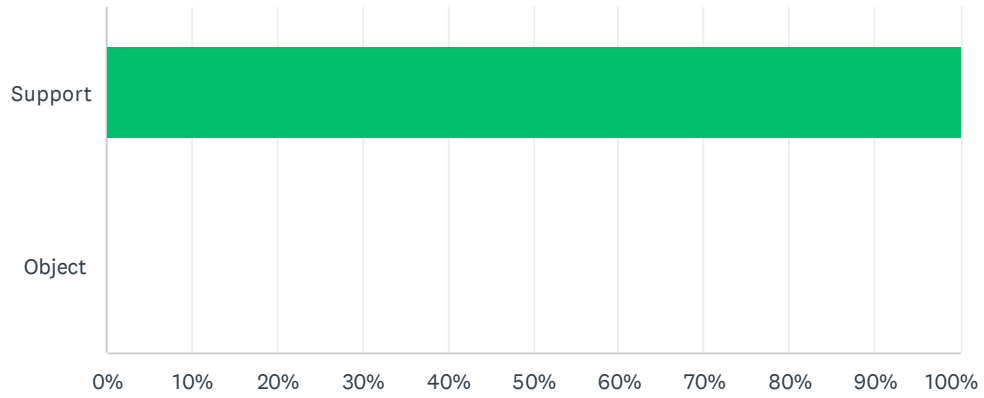
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ANSWER CHOICES	RESPONSES	
Support	100.00%	14
Object	0.00%	0
TOTAL		14

## Q2 President-elect: Hana Goodrich

Answered: 14 Skipped: 0

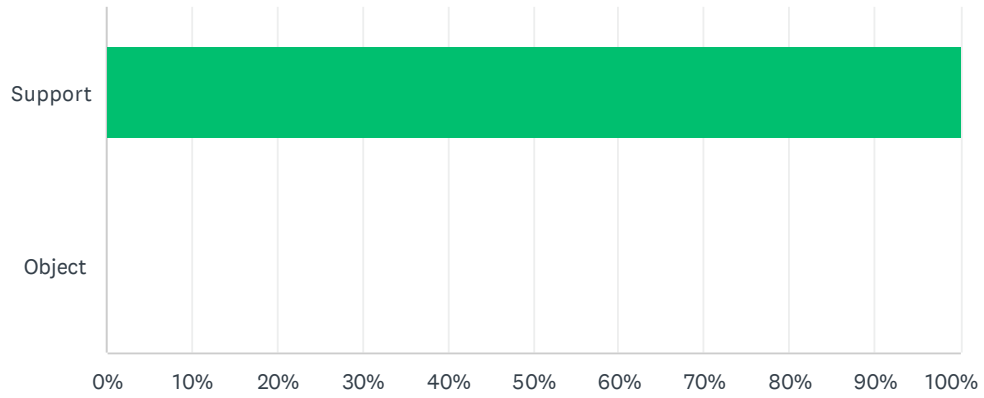


ANSWER CHOICES	RESPONSES	
Support	100.00%	14
Object	0.00%	0
TOTAL		14



### Q3 Chapter Treasurer: Carly Florez

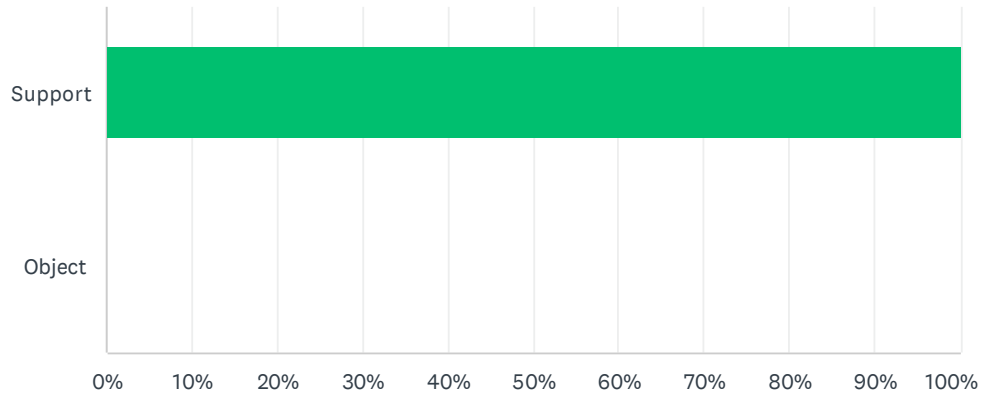
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ANSWER CHOICES	RESPONSES	
Support	100.00%	14
Object	0.00%	0
<b>TOTAL</b>		<b>14</b>

## Q4 Chapter Secretary: Heather Eshelby Goade

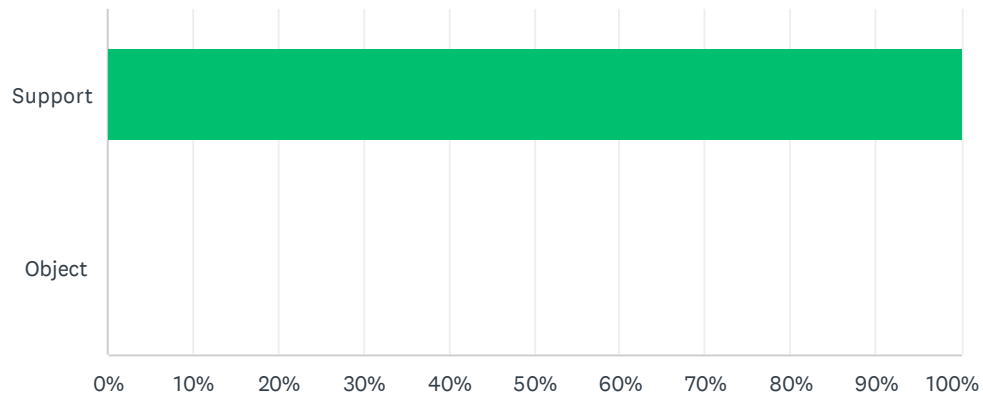
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ANSWER CHOICES	RESPONSES	
Support	100.00%	13
Object	0.00%	0
<b>TOTAL</b>		<b>13</b>

## Q5 Membership Chair: Katie Barker & Spencer Henderson (co-chair)

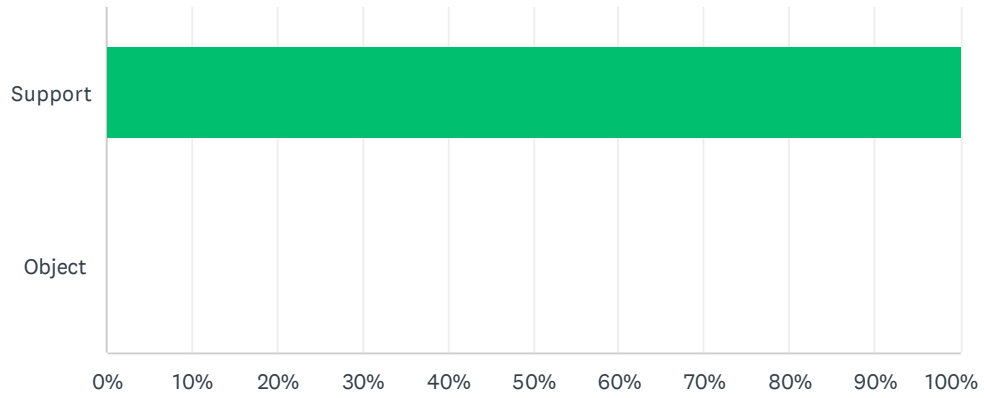
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ANSWER CHOICES	RESPONSES	
Support	100.00%	13
Object	0.00%	0
<b>TOTAL</b>		<b>13</b>

### Q6 Education Chair: Kristan Hafeman

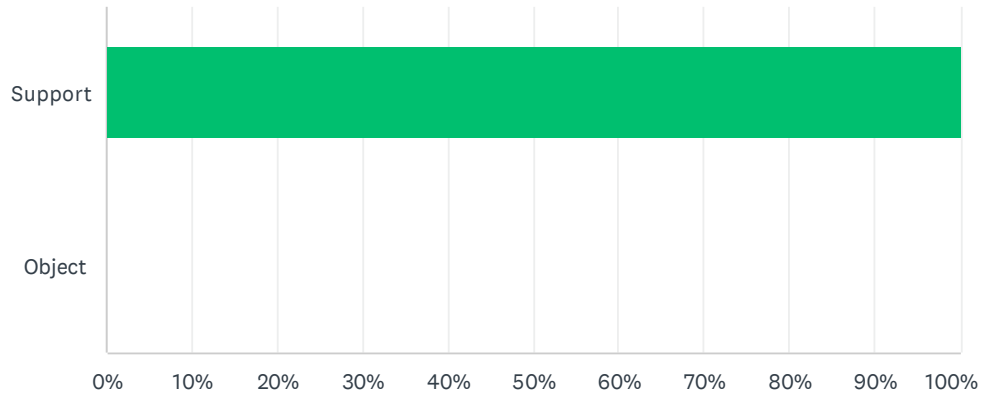
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ANSWER CHOICES	RESPONSES	
Support	100.00%	13
Object	0.00%	0
TOTAL		13

## Q7 Legislative Chair: Brandon Morgan

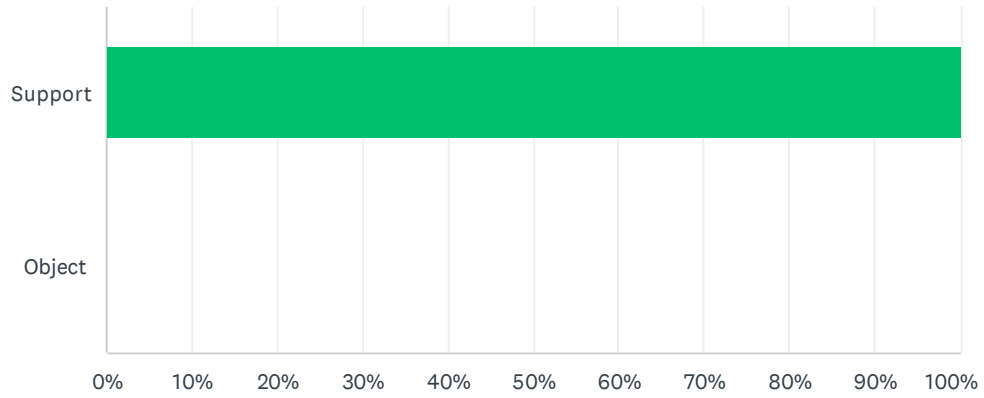
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ANSWER CHOICES	RESPONSES	
Support	100.00%	13
Object	0.00%	0
TOTAL		13

## Q8 Affiliate Chair: Ashley Van Cleave

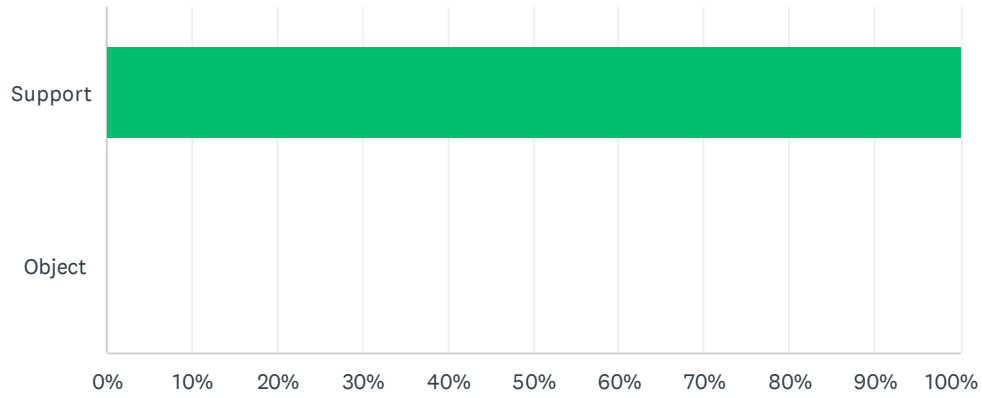
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ANSWER CHOICES	RESPONSES	
Support	100.00%	13
Object	0.00%	0
TOTAL		13

## Q9 Communications Chair: Gisela Kopper

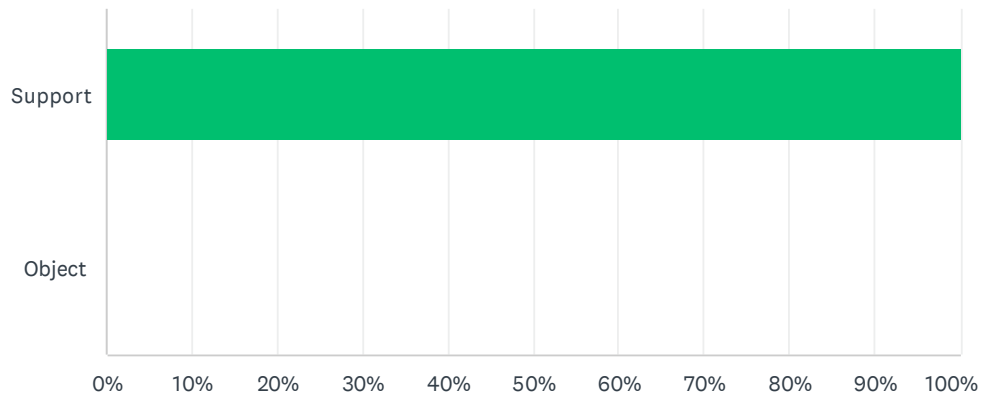
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ANSWER CHOICES	RESPONSES	
Support	100.00%	13
Object	0.00%	0
<b>TOTAL</b>		<b>13</b>

## Q10 Community Service Chair: Alyssa Goade-Munch

Answered: 13 Skipped: 1

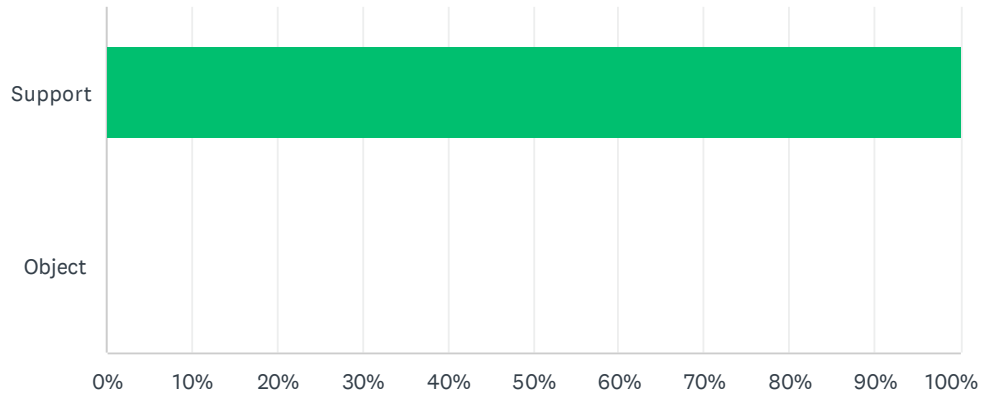


ANSWER CHOICES	RESPONSES	
Support	100.00%	13
Object	0.00%	0
<b>TOTAL</b>		<b>13</b>



### Q11 Webmaster: Kat Knowlton

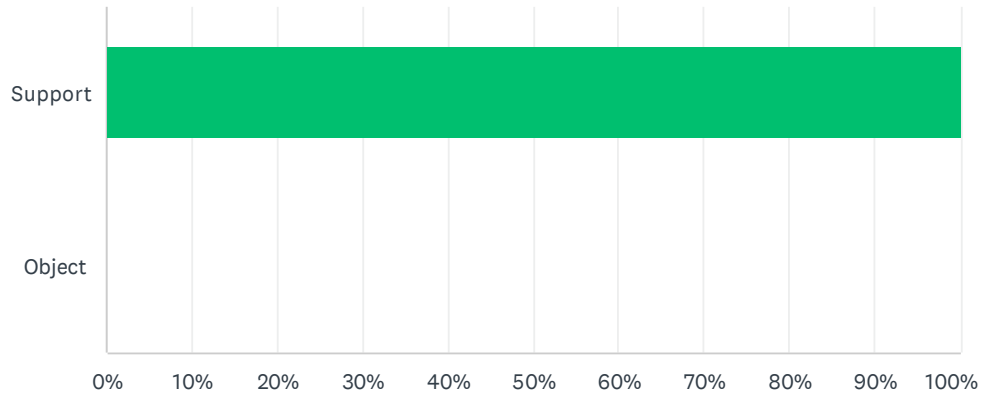
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ANSWER CHOICES	RESPONSES	
Support	100.00%	13
Object	0.00%	0
TOTAL		13

## Q12 Past President: Jim Sharone

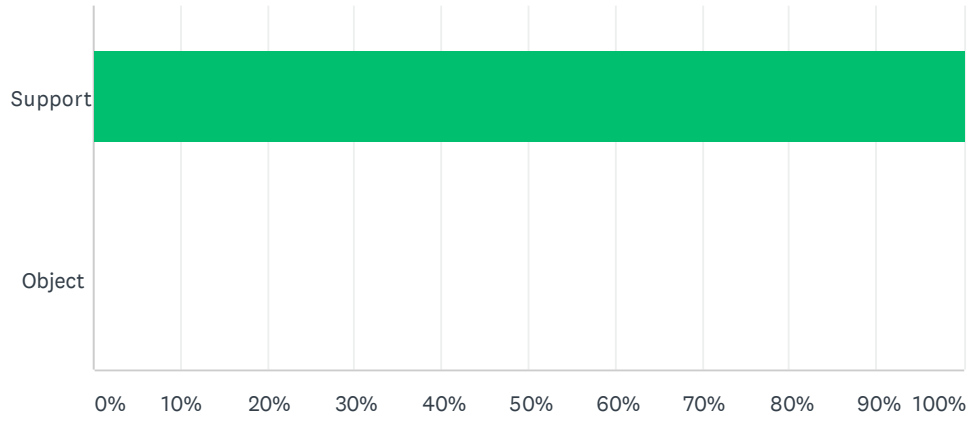
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ANSWER CHOICES	RESPONSES	
Support	100.00%	13
Object	0.00%	0
<b>TOTAL</b>		<b>13</b>

## Q1 President-elect: Courtney Wolfe

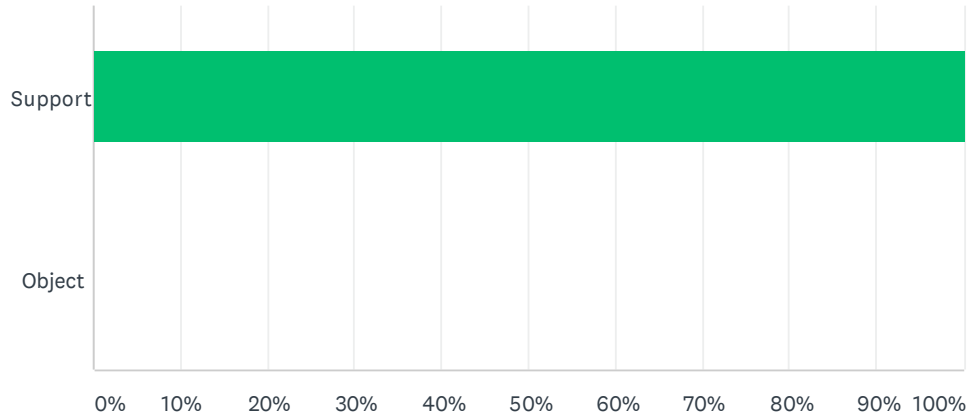
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ANSWER CHOICES	RESPONSES	
Support	100.00%	32
Object	0.00%	0
TOTAL		32

## Q2 Chapter Treasurer: Carly Florez

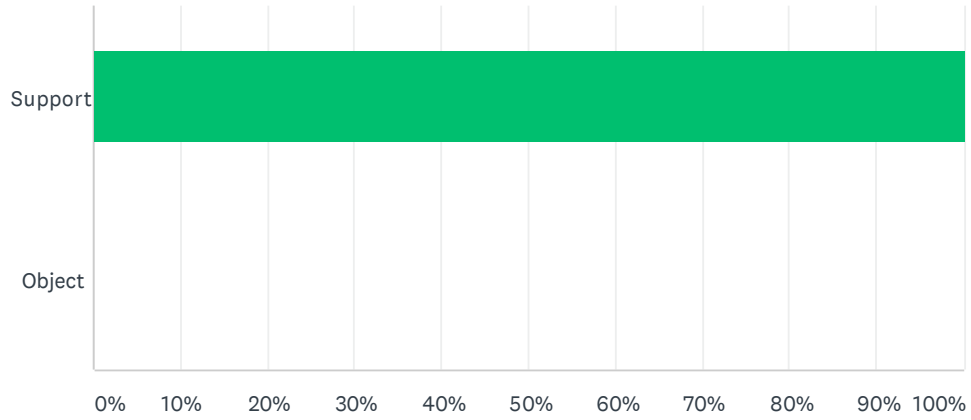
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ANSWER CHOICES	RESPONSES	
Support	100.00%	31
Object	0.00%	0
TOTAL		31

## Q3 Chapter Secretary: Heather Eshelby Goade

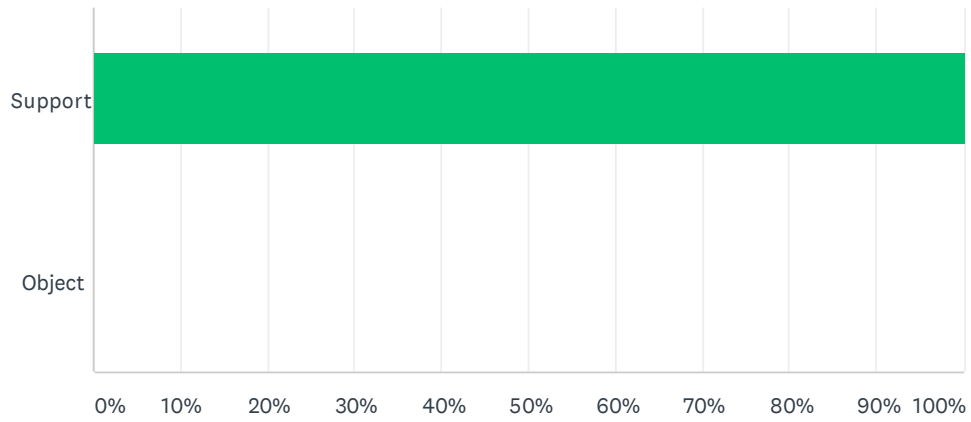
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ANSWER CHOICES	RESPONSES	
Support	100.00%	31
Object	0.00%	0
TOTAL		31

## Q4 Membership Chair: Katie Barker & Spencer Henderson (co-chair)

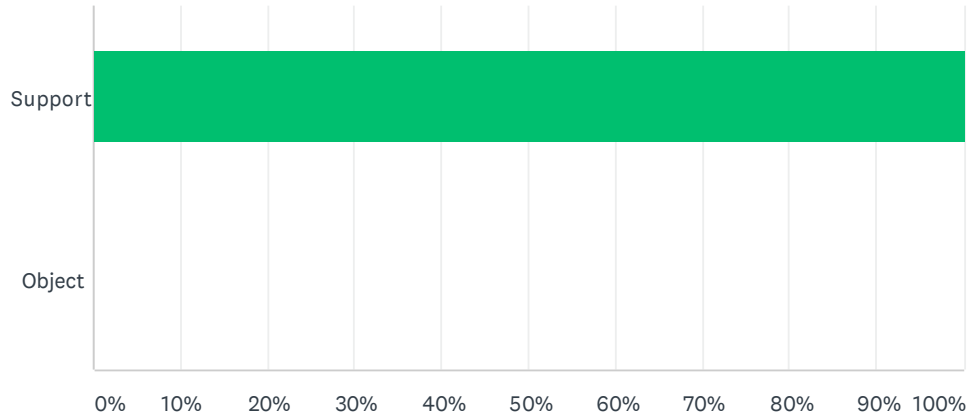
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ANSWER CHOICES	RESPONSES	
Support	100.00%	31
Object	0.00%	0
TOTAL		31

## Q5 Education Chair: Hana Goodrich

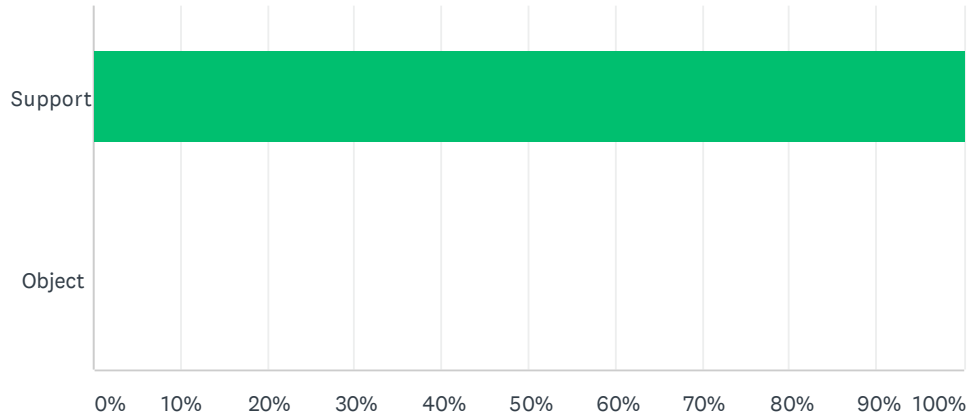
Answered: 31 Skipped: 1



ANSWER CHOICES	RESPONSES	
Support	100.00%	31
Object	0.00%	0
TOTAL		31

## Q6 Legislative Chair: Brandon Morgan

Answered: 31 Skipped: 1

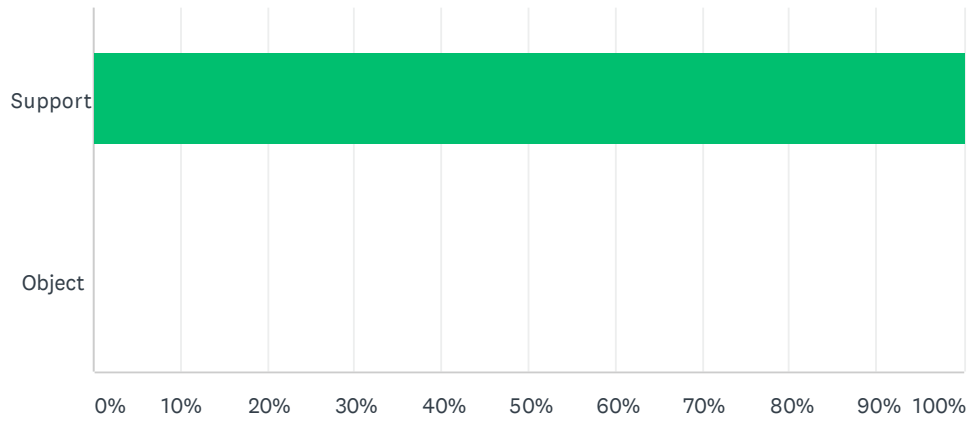


ANSWER CHOICES	RESPONSES	
Support	100.00%	31
Object	0.00%	0
TOTAL		31



### Q7 Affiliate Chair: Michelle Daavelar & Ashley Van Cleave (co-chair)

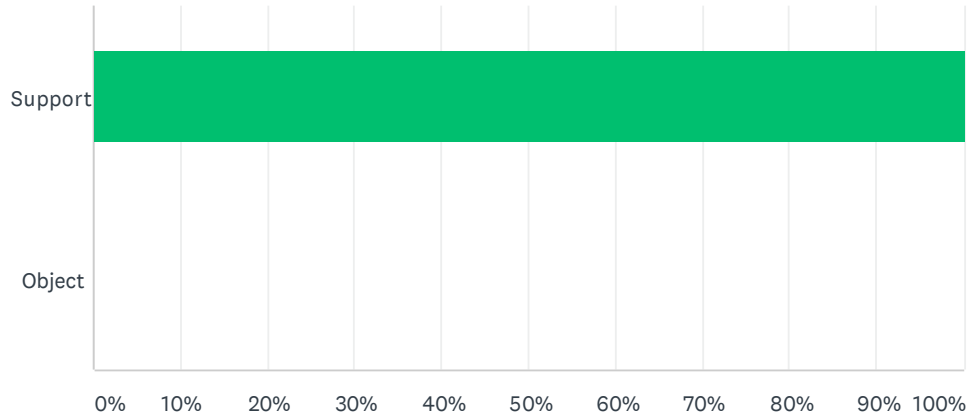
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ANSWER CHOICES	RESPONSES	
Support	100.00%	31
Object	0.00%	0
TOTAL		31

## Q8 Communications Chair: Andrew Johnson

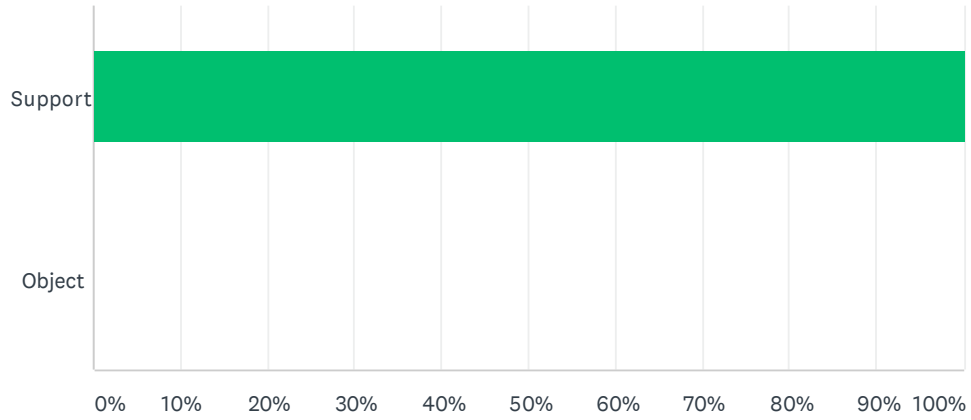
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ANSWER CHOICES	RESPONSES	
Support	100.00%	31
Object	0.00%	0
TOTAL		31

## Q9 Webmaster Chair: Cassandra Swanson

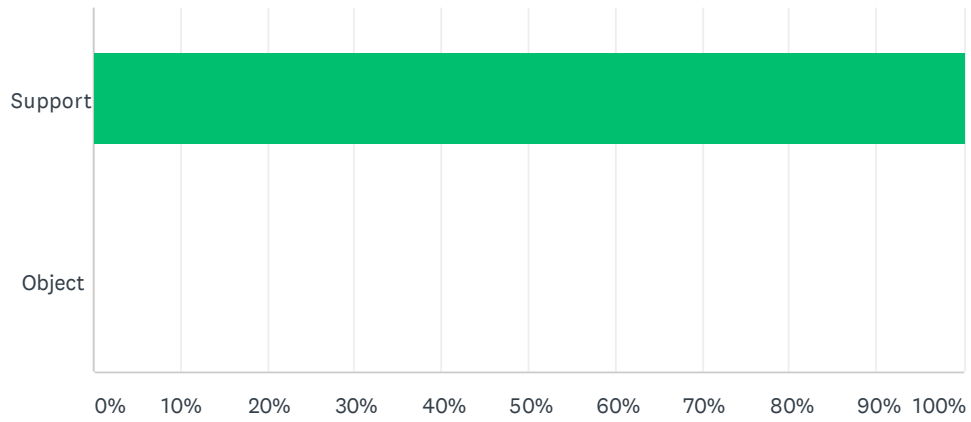
Answered: 31 Skipped: 1



ANSWER CHOICES	RESPONSES	
Support	100.00%	31
Object	0.00%	0
TOTAL		31

## Q10 Community Service Chair: Julie Tolifson

Answered: 31 Skipped: 1



ANSWER CHOICES	RESPONSES	
Support	100.00%	31
Object	0.00%	0
<b>TOTAL</b>		<b>31</b>