

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

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

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

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, or hold elective office.

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 I: 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 non-payment 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. Be the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. 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 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.
6. 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.

## 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.

## Section E: Vacancy

An office shall be declared vacant when an officer:

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

## Section F: Filling a Vacated Office

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

## 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

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

### Section A: Acknowledgment

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

A 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 1<sup>st</sup> 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, statutes, 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

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

#### Section F: Dissolution

Should the membership vote by majority to dissolve the operations of the Southwest Idaho Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers or a Northwest Chapter of the Boards choosing.

## SW Idaho NARPM 2019 Board Member Election

Please indicate whether you support or object to the following nominated members for the 2016 SW Idaho NARPM Board.

### 1. President-elect: Andrea Mayer

- Support
- Object

### 2. Chapter Treasurer: Lydia Mathie

- Support
- Object

### 3. Chapter Secretary: Cassandra Swanson

- Support
- Object

### 4. Membership Chair: Hana Goodrich

- Support
- Object

### 5. Education Chair: Jim Sharone

- Support
- Object

### 6. Legislative Chair: Brandon Morgan

- Support
- Object

### 7. Affiliate Chair: Shantel Barton

**6. Legislative Chair: Brandon Morgan**

- Support
- Object

**7. Affiliate Chair:** ~~Shante Barton~~ Kent Barr - stepped up when shante left the PM Business

- Support
- Object

**8. Communications Chair: Kristen Curtis**

- Support
- Object

**9. Webmaster Chair: Courtney Wolfe**


- Support
- Object

**10. Community Service Chair:** ~~Mark Nester~~

- Support
- Object

Heather - New selection when mark left board.

Done

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# SW Idaho Chapter of NARPM

## BALANCE SHEET

As of January 3, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
MWB - CD	0.00
Southwest Idaho Chapter of NARPM	12,298.19
<b>Total Bank Accounts</b>	<b>\$12,298.19</b>
Other Current Assets	
Undeposited Funds	560.00
<b>Total Other Current Assets</b>	<b>\$560.00</b>
<b>Total Current Assets</b>	<b>\$12,858.19</b>
<b>TOTAL ASSETS</b>	<b>\$12,858.19</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	10,454.72
Retained Earnings	-696.93
Net Income	3,100.40
<b>Total Equity</b>	<b>\$12,858.19</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,858.19</b>

# SW Idaho Chapter of NARPM

## PROFIT AND LOSS

January 1-3, 2019

	TOTAL
Income	
Membership Dues	1,750.00
Affiliate Dues	855.00
<b>Total Membership Dues</b>	<b>2,605.00</b>
Sponsorship - Misc	500.00
<b>Total Income</b>	<b>\$3,105.00</b>
GROSS PROFIT	<b>\$3,105.00</b>
Expenses	
QuickBooks Payments Fees	4.60
<b>Total Expenses</b>	<b>\$4.60</b>
NET OPERATING INCOME	<b>\$3,100.40</b>
NET INCOME	<b>\$3,100.40</b>

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

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

2018

Open to Public Inspection

A For the 2018 Calendar year, or tax year beginning 2018-01-01 and ending 2018-12-31

B Check if available

- Terminated for Business
- Gross receipts are normally \$50,000 or less

C Name of Organization: SOUTHWEST IDAHO CHAPTER OF  
THE NTL ASSN OF RESIDENTIAL PRPTY MGR  
PO Box 6836, Boise, ID, US  
83702

D Employee Identification  
 Number 82-0527639

E Website:

F Name of Principal Officer: Lydia mathis  
6315 Ustick, Boise, ID, US,  
83704

**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.

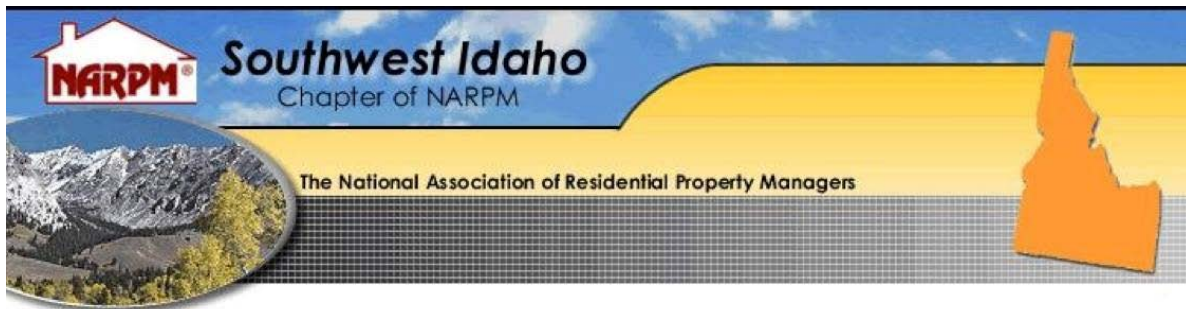
The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the 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.

Information Copy  
Do not send to IRS



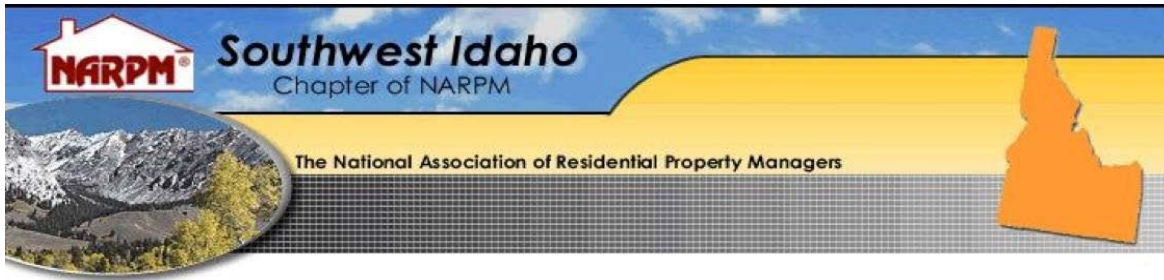


February 8th, 2018

***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
  - a. Recognize new members/affiliates
  - b. Welcome guests
  - c. Follow South West Idaho chapter of NARPM on Facebook
  - d. Education class being held on March 15<sup>th</sup>- Essentials of Risk Mgmt.
2. Code of Ethics- John
3. Board Spotlight
  - a. Legislative- Brandon
4. Breakfast Sponsor
  - a. 1-800 Water Damage
  - b. System Kleen
  - c. Filter Easy
5. Featured Speaker
  - a. Vickie Gaskill
6. Closing
  - a. Reminder of class March 15th
  - b. Next month March 8th- Tony Drost- speaking on how to attract, select and retain the right clients for you.

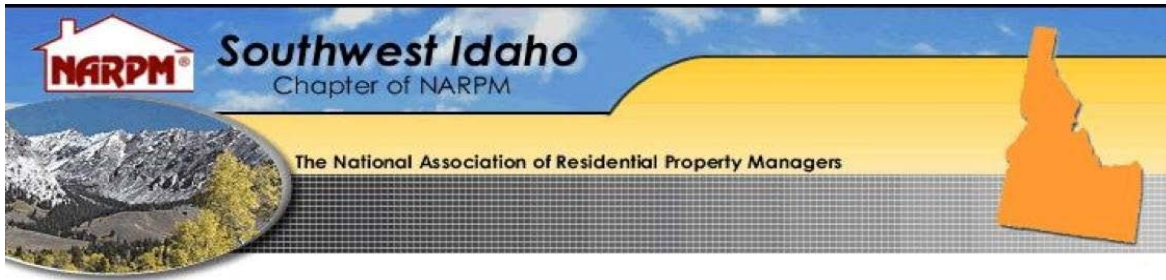


September 13th, 2018

**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
  - a. Recognize new members/affiliates/guests
  - b. Ethics in September 20<sup>th</sup>- You can still register- 9-12 at Title one in Meridian
  - c. Plaque presentations- John- RMP, Melissa- MPM
2. Code of Ethics- John
3. Board Spotlight
  - a. Kristen- Secretary
4. Breakfast Sponsor
  - a. Terry Fuhriman Insurance
  - b. Mech Tech Services
5. Featured Speaker
  - a. Anne and Mark Lackey
6. Closing
  - a. October- Vendor Fair
    - Waters edge event center
    - Tables will be picked first come first serve
    - 7:45 is when we will be there
    - See Kent for more info

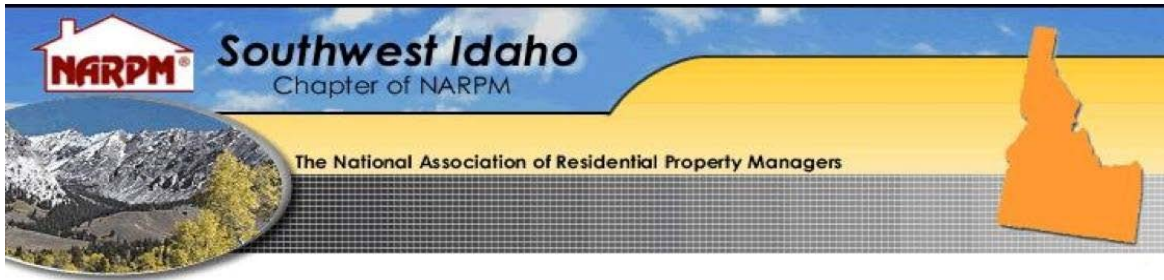


April 12th, 2018

**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
  - a. Recognize new members/affiliates
  - b. Welcome guests
  - c. NW regional is May 19<sup>th</sup> with classes May 17 & 18<sup>th</sup>- see me if you want more information.
2. Code of Ethics- John
3. Board Spotlight
  - a. Community Service- Mark
4. Breakfast Sponsor
  1. Lowes
  2. Pestcom
  3. Great Floors
5. Featured Speaker
  - a. Brian Webb
6. Closing
  - a. Next month May 10th- John Bradford- speaking on the importance of screening pets.

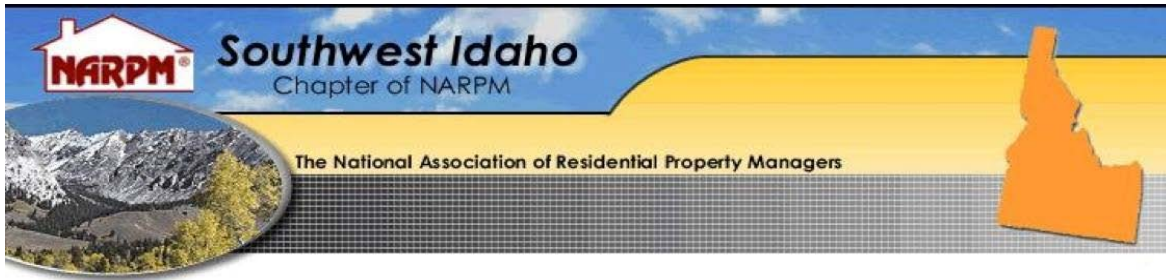


June 14th, 2018

**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
  - a. Recognize new members/affiliates/guests
  - b. Narpn Raft Trip- July 21st
  - c. Ethics in September 20<sup>th</sup>- flyer to be sent out next week
  
2. Code of Ethics- John
  
3. Board Spotlight
  - a. Cassandra- Communications
  - b. Andrea- Membership
  
4. Breakfast Sponsor
  - c. Chavco Tree and Landscape
  - d. Great Floors
  
5. Featured Speaker
  - a. Eric Wetherington
  
6. Closing
  - a. September- Ann and Mark Lackey will be here to speak on Virtual assistants. They will also hold a workshop on VA after the NARPM meeting. See me for details.



March 8th, 2018

**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

- a. Recognize new members/affiliates
- b. Welcome guests
- c. Education class being held on March 15<sup>th</sup>- Essentials of Risk Mgmt.- Title one in Meridian- pull to the south side of building and go in side door. Lunch will be provided- Social the night prior- look for information in your e-mail.

2. Code of Ethics- John

3. Board Spotlight

- a. Membership- Andrea
- b. Education- Jim

4. Breakfast Sponsor

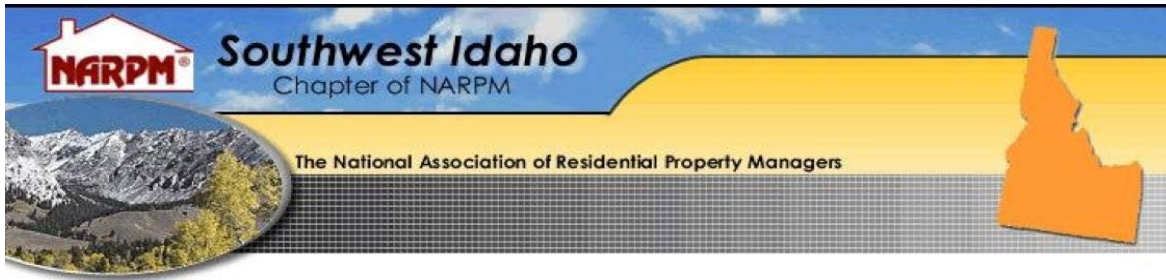
1. Capital Cleaning
2. Lindsey Satellite

5. Featured Speaker

- a. Tony Drost

6. Closing

- a. IAA Event- go over flyer
- b. Next month April 12th- Brian Webb- answering the questions you all provided on the survey
- c. NW regional- go over flyer



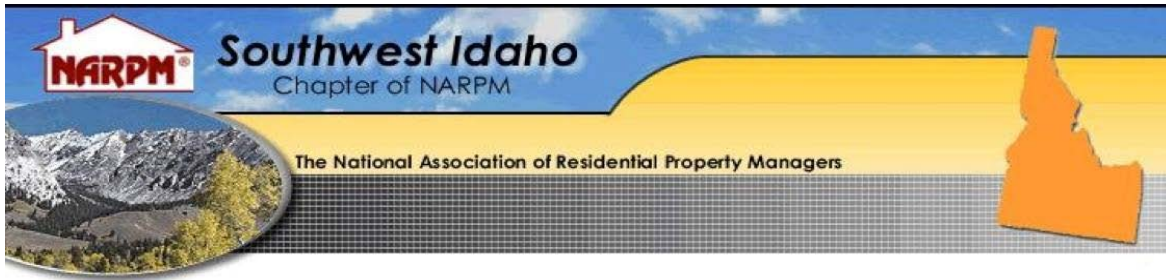
April 12th, 2018

***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
  - a. Recognize new members/affiliates/guests
  - b. Narpm Raft Trip- July 14th
  - c. Ethics in September
  - d. Mother's Day- recognize All Moms
2. Code of Ethics- John
3. Board Spotlight
  - a. Cassandra- Communications
  - b. Courtney - Webmaster
4. Breakfast Sponsor
  - c. Infinite Maintenance
  - d. Castle Lock and Key
5. Featured Speaker
  - a. John Bradford
6. Closing
  - a. Next month June 14th- Eric Wetherington (Pres Elect) speaking on the 7 steps to successful leadership- this works in any industry.



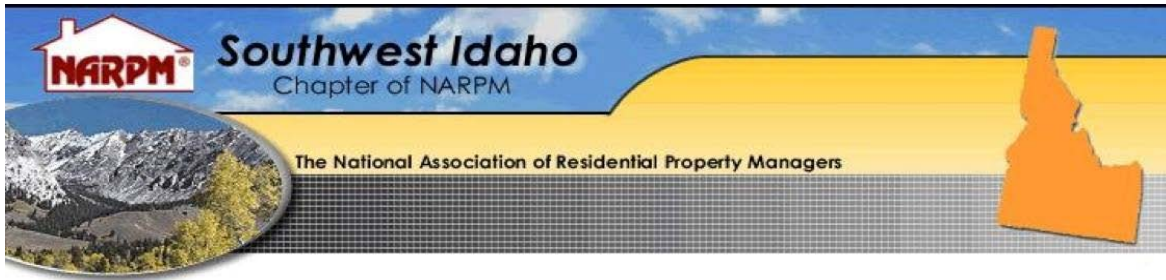


November 8th, 2018

**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
  - a. Recognize new members/affiliates/guests
  - b. Board strategic planning tomorrow- speaker topics for next year
  
2. Code of Ethics- John
  
3. Board Spotlight
  - a. Kristen- Secretary
  - b. Kent- Affiliate
  
4. Breakfast Sponsor
  - a. Ultra Clean
  
5. Featured Speaker
  - a. Tony Drost, Marc Banner and PJ Chapman
  
6. Closing
  - a. December – X Mas party
    - E-vite will be sent out- you must rsvp and send in payment for those attending - all details will be on the e-vite
    - Vendors have 1 ticket included in their membership



November 8th, 2018

***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

6:00-6:30

Drinks and appetizers

6:30-6:45

- Melissa to review 2018
- Hand out Board gifts
- Present Awards
  - Member of the year
  - Affiliate of the year

6:45-7:00

Installation of the 2019 Board- John/PJ

7:00- Dinner

7:45- Solo cup game



## **2018 Year in Review**

Last November we decided to hold a true strategic planning with the 2018 board- Our goals were focused around growth, communication and engagement. I am happy to report we had a very successful year. Some highlights are:

20 New Property managers joined our local chapter

10 new affiliate members joined our local chapter

We had a great year at our new venue

We have increased our overall meeting attendance significantly

We brought in some top of the line speakers

Our affiliates provided great support through increased sponsorship opportunities and overall more engagement.

Our chapter received the chapter excellence award

Last but certainly not least we had 2 members receive national awards.

I have no doubt that 2019 will be even better.

**Board** - When we talk about the success of 2018 I have to give all the credit to the board. Your chapter leadership did an outstanding job. I know that I am lucky to have served with each and every one of them.

- Invite 2018 board up – presents

**Awards**- We have 2 awards to give out this evening

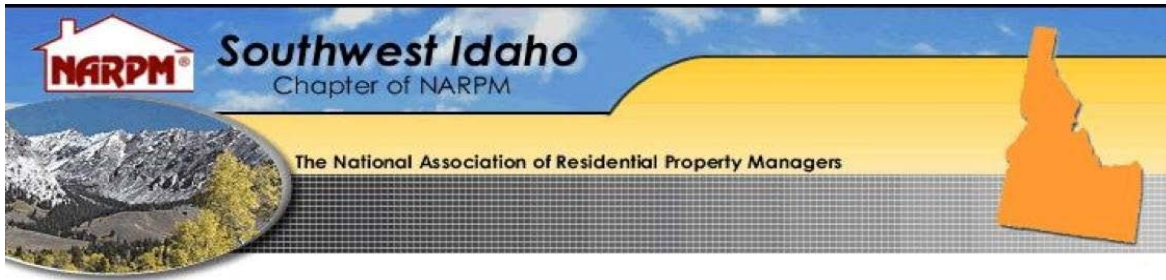
Member of the year-

The member of the year award recognizes and honors a chapter member who has demonstrated outstanding volunteer service through commitment, passion, professionalism and dedication. I am happy to present the 2018 Member of the year award to Andrea Mayer

Affiliate of the year-

This award was voted on by the 2018 board. This award recognizes an affiliate for their dedicated service to this association, the community and the property management industry. I am excited to present the 2018 Affiliate of the year award to Infinite Maintenance and Cleaning.

**2019 Board**- I would like to now invite John Davidson up to assist with the instillation of the 2019 Board.



October 11th, 2018

***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
  - a. Recognize new members/affiliates/guests
  
2. Code of Ethics- John
  
3. Board Spotlight
  - a. n/a
  
4. Breakfast Sponsor
  - a. n/a
  
5. Featured Speaker
  - a. VENDOR FAIR
  
6. Closing
  - a. November
    - Panel (Tony, PJ, Marc)- please come with questions
    - Christmas party is December 6<sup>th</sup> – Stone House- must RSVP

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



Board of Directors Meeting  
Date: Thursday 1/11/2018

**MINUTES**

Meeting was called to order at **7:37 am** by President Melissa Sharone

**Board and Committee Members Present:**

**President:** Melissa Sharone  
**Past President:** Kent Barr  
**President Elect:** John Davidson  
**Secretary:** Kristen Curtis  
**Treasurer:** Lydia Mathie  
**Education:** Jim Sharone

**Membership:** Andrea Mayer  
**Legislative:** Brandon Morgan  
**Affiliate Chair:** Shantel Barton  
**Community Service:** Mark Nasker  
**Communications:** Cassandra Swanson  
**Webmaster:** Courtney Wolfe

**A quorum was certified by:** Kristen Curtis

**DISCUSSION/AGENDA**

**President: Melissa Sharone**

**New Location for monthly meetings** - New location: Stonehouse – need to have a rough head count in order to let The Ram prep the food. Average of 35-50 people per meeting. Cassandra to send out Evite to see how we get responses, and will also do FB blasts. Need to find a different location for Vendor Fair since not everyone would fit at the Stonehouse – unless we adjust when the Vendor Fair is to maybe October in order to utilize the outdoor space at the Stonehouse. December change date for Christmas party to December 6<sup>th</sup> if we want to keep the party at the Stonehouse. Stonehouse is fine with the Board meeting early at the location while they set-up

**Past President: Kent Barr**

- Nothing to report.

**Secretary: Kristen Curtis**

- Minutes – Approved
- Proposed forms from National, feedback about Designation checklist. Keep an ear out for feedback from other members about the checklists and the forms. Once the forms for meeting attendance and other service projects are approved by National, they will be sent out to the local chapters to provide to members.

- We have the templates for the weekly email blasts ready to be used. Please get content to Kristen by Monday as the emails go out on Tuesday. We will also put a link to the local Chapter website and the Facebook profile.

### Financial/Treasurers Report: Lydia Mathie

- Financial Report
- Will need volunteers in February to help call members with outstanding dues. Volunteer time can be used as points for designations

### Committee Reports

#### President Elect: John Davidson

- Nothing to report.

#### Membership: Andrea Mayer

- New Members: Tyler Brown, Jim Sharone, Brinley Berg, Steve Simmons
- New Designee Applications: None
- New membership applications need to get over to Andrea so she can start the New Member follow-up process. We need to recognize members as they submit their Designation applications. Andrea will update the Google Docs with the membership attendance.

#### Education: Jim Sharone

- Speakers for March and April need filled
- Will send out a calendar along with info and bio for monthly speakers.
- Send survey monkey for topics to be discussed by Kurt – try to get Kurt in April to correspond with Legislative session. Maybe find someone (financial advisor/accountant) to discuss the changes in tax laws and how it affects businesses – appeals to professional members and affiliates for March.

#### Affiliate: Shantel Barton

- New Affiliate Members: Personal Services Group, Boise Floor Covering, Bio-One Boise, Team Construction
- Have sponsors for every month except for October. Need 2 \$500 sponsors or 1 \$1000 sponsor for the raft trip. Make sure we give plenty of recognition for these big sponsors. Doesn't matter if we have multiple sponsors for events if they want to give smaller amounts. To send updated list for sponsors to Lydia, Courtney, and Cassandra to update.

#### Legislative: Brandon Morgan

- **Advocacy day and 2018 Legislative agenda:** Legislative session is going to be shorter than usual this year. IAA has hired a lobbyist, and Brandon met with them at the Capital building. A lot of new legislation has to do with the Eviction process, such as implementing the following: expedite the process for any type of Eviction – not just due to nonpayment of rent or illegal activity. Be able to Evict for any balances due, not just rent. Awarding Judgments with Evictions to cover all damages including lost rent

along with potential damages. If tenant gets arrested for illegal activity PM can evict prior to tenant having conviction. Changes with Trust Accounting – leaning towards more regulation so industry can have more transparency - probably will get the most push back. Outlining policies for Abandoned property, outline for how tenants serve landlords with demands for repairs, issues with deposit refunds for tenants who claim “they never received the deposit” within the time frame – clarify the procedure and process how tenants are to make the demands from the Landlord

**Community Service Chair: Mark Nasker**

- Nothing to report.

**Communications Chair: Cassandra Swanson**

- Encourage activity on Chapter FB page by checking in during meetings. Increases activity in everyone's newsfeed. Use #NARPMsmart and other #'s in so it connects to the National page as well.

**Webmaster: Courtney Wolfe**

- Nothing to report

**MOTION MADE, SECONDED AND PASSED** New location is at Stonehouse in Boise

**MOTION MADE, SECONDED AND PASSED** Financial Reports

**MOTION MADE, SECONDED AND PASSED** Meeting Minutes

**MEETING WAS ADJOURNED AT 8:33 AM.**

National Association of Residential Property Managers  
SW Idaho Chapter



Board of Directors Meeting  
Date: Thursday 2/8/2018

MINUTES

Meeting was called to order at **7:37 am** by President Melissa Sharone

**Board and Committee Members Present:**

**President:** Melissa Sharone  
**President Elect:** John Davidson  
**Secretary:** Kristen Curtis  
**Treasurer:** Lydia Mathie  
**Education:** Jim Sharone

**Legislative:** Brandon Morgan  
**Affiliate Chair:** Shantel Barton  
**Communications:** Cassandra Swanson  
**Webmaster:** Courtney Wolfe

A quorum was certified by: Kristen Curtis

DISCUSSION

President: Melissa Sharone

- New Member Mentor Program - Need additional volunteers to help with the process. Melissa will be creating templates and basics to have other board members help mentor new members. Shantel is going to have a process put together to have a New Affiliate mentor program to mentor new affiliates as well.
- Anne Lackey - Willing to do a workshop about virtual assistants at no cost after the meeting for people who want more information if they are interested. Will get exact details before we confirm and announce to the rest of the members, and then Cassandra will send out survey to see how many members would like to participate
- Develop a membership committee to spearhead the mentor program. Need more volunteers to have the committee
- Send survey out to members to see if they are interested in the virtual assistants workshop, and if they were interested in participating in the golf tournament fundraiser, and comment box for questions for speaker
- PM Panel for November... find people to sit on the panel. Probably find people who are not on the Board who would be willing so speak. Tony, Mark, and PJ

Past President: Kent Barr

- Nothing to report. (not present)

Secretary: Kristen Curtis

- Minutes – Approved

Financial/Treasurers Report: Lydia Mathie

- **Financial Report - Discrepancy between quick books and the checking account. John and Lydia researching it to see what happened. We have random money but don't know how to allocate the extra funds**

### Committee Reports

#### President Elect: John Davidson

- Wants to start getting everything in place to start planning for 2019

#### Membership: Andrea Mayer

- Nothing to report (not present)

#### Education: Jim Sharone

- **Speakers for March - Confirm Tony Drost and his topic. Sounds good!**
- **Start thinking about speakers for next year. When people get ideas, send them over to Jim**
- **Finding a tax person to come speak about new tax law**

#### Affiliate: Shantel Barton

- Idea for golf tournament - Affiliates want to do some other type of fundraiser for Interfaith. Have reached out to Boise Ranch, River Birch, and Warm Springs who said they would be more than welcoming. Potentially remove the June chapter meeting and replace the meeting with the fundraiser.
- Possibly moving the vendor fair up to earlier in the year- Move vendor fair to October. Find new location and then if we like the location, move the next year up to around March/April

#### Legislative: Brandon Morgan

- Chamber of Commerce Events - Meridian Chamber of Commerce does legislative events. Does NARPM want to participate? Courtney to get some more information to get over to Brandon. See if National would cover the expense for participation. Brandon will try it out and then report back to see if NARPM wants to participate

#### Community Service Chair: Mark Nasker

- Nothing to report. (not present)

#### Communications Chair: Cassandra Swanson

- Nothing to report.

#### Webmaster: Courtney Wolfe

- Nothing to report

**MOTION MADE, SECONDED AND PASSED** Financial Reports

**MOTION MADE, SECONDED AND PASSED** Meeting Minutes

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



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



Board of Directors Meeting  
Date: Thursday 3/8/2018

**MINUTES**

Meeting was called to order at **7:38 am** by President Melissa Sharone

**Board and Committee Members Present:**

<b>President:</b> Melissa Sharone	<b>Legislative:</b> Brandon Morgan
<b>President Elect:</b> John Davidson	<b>Affiliate Chair:</b> Shantel Barton
<b>Secretary:</b> Kristen Curtis	<b>Community Service Chair:</b> Mark Nasker
<b>Treasurer:</b> Lydia Mathie	<b>Webmaster:</b> Courtney Wolfe
<b>Education:</b> Jim Sharone	

**A quorum was certified by:** Kristen Curtis

**DISCUSSION**

**President: Melissa Sharone**

- September workshop update - may have to change locations - Hold workshop after meeting at FRPM office as long as there are not over 20 people. Melissa to schedule to have workshop.
- Vendor fair location - Cannot do the Clubhouse off of Denton, Riverside is booked. We need to find a new location, somewhere we can rent the space and bring our own food/breakfast snacks. Get a location, then get coffee muffins and doughnuts to bring. Shantel to call around - 30-40 vendors that need a 8 ft. table each, John to talk to Dan with Capital Cleaning about doing it at his warehouse
- Plans for Melissa Prandi visit - There may be a slight chance that she cannot make it - National will send a replacement. Do a small little social night the night before the class for the people who are taking the class. Probably somewhere around where her hotel is in Meridian. Jim to be class monitor.

**Past President: Kent Barr**

- Nothing to report.

**Secretary: Kristen Curtis**

- Will be saving Agenda/Meeting Minutes for each Month to be transferred at the end of the year for Chapter Compliance/Excellence. Melissa will have access to the files as well.

### **Financial/Treasurers Report: Lydia Mathie**

- Financial Report - Financials have been reconciled since the last meeting.

### **Committee Reports**

#### **President Elect: John Davidson**

- Chapter Compliance approved. Chapter Excellence will be finished by Monday.
- Figure out who is going to do Strategic Planning for 2019

#### **Membership: Andrea Mayer**

- Nothing to report (not present). Templates for communications have been created for the New Members Mentorship program to follow up with new members for 7 months after joining.

#### **Education: Jim Sharone**

- Speakers are booked for every month for 2018
- Start thinking about speakers for next year. When people get ideas, send them over to Jim
- Scheduling an In-Person Ethics Class for our Chapter. Proposed date is September 20<sup>th</sup>, and just need to find an MPM to teach the class.

#### **Affiliate: Shantel Barton**

- Idea for golf tournament – Want to have this be a successful event, so the plan will start now to have the event in 2019 to give enough time to get it organized..
- There are 2 vendor sponsors for the raft trip. The board needs to come up with ideas to show our appreciation to the vendors, and also allow them to have their marketing time.

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

- HB583 Update – Legislation did not go over the bill during this session due to not having time to review it. Will continue to watch what happens during the next session.

#### **Community Service Chair: Mark Nasker**

- Nothing to report.

#### **Communications Chair: Cassandra Swanson**

- Nothing to report. (not present)

#### **Webmaster: Courtney Wolfe**

- Survey's are working to get feedback from members about education content. More participation would be even better.

**MOTION MADE, SECONDED AND PASSED** Financial Reports

**MOTION MADE, SECONDED AND PASSED** Meeting Minutes

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

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



Board of Directors Meeting  
Date: Thursday 5/10/2018

**MINUTES**

Meeting was called to order at **7:31 am** by President Melissa Sharone

**Board and Committee Members Present:**

**President:** Melissa Sharone  
**President Elect:** John Davidson  
**Secretary:** Kristen Curtis  
**Treasurer:** Lydia Mathie  
**Past President:** Kent Barr

**Membership:** Andrea Mayer  
**Legislative:** Brandon Morgan  
**Affiliate Chair:** Shantel Barton  
**Webmaster:** Courtney Wolfe

**A quorum was certified by:** Kristen Curtis

**DISCUSSION**

**President: Melissa Sharone**

- **Lackey's Trip** – Should the board reimburse them for both plane tickets since they have agreed to do the workshop after the meeting? Melissa is going to check the amount then revisit it with the rest of the Board before a decision is made
- **Raft trip** - Need to get going on the planning. 3rd Saturday in July - the 21st. Needing to get the rafts reserved ASAP. Kent to call around and get rafts reserved. Get large 8 person boats instead of having a whole bunch of little boats. See about Cassie sending out Survey Monkey or E-vite to get numbers. Andrea has the waivers for the raft trip, which will be sent to members as they RSVP. Raft trip sponsored by Filter Easy and Infinite Cleaning, they were informed they were also going to be feeding people. Shantel will get ideas for food and then report back to the board so everyone can decide.
- **2019 Board** - Need to get things in order for September since we only 1 have more board meeting before the summer. Figure out how we can open up some positions and get some new blood involved in the organization. Establish more committees, so more people can get involved - Committees for Affiliate, Membership, Community Service. Melissa announced to the membership that if other members are interested in participating on the board that they need to start contacting her. Also - Is it time to find a new charity to support or participate in?

**Past President: Kent Barr**

- Nothing to report.

**Secretary: Kristen Curtis**

- Nothing to Report

### **Financial/Treasurers Report: Lydia Mathie**

- Financial Report - Financials have been reconciled since the last meeting.

### **Committee Reports**

#### **President Elect: John Davidson**

- **Board dinners with NARPM guests** – Start to minimize cost and total number of people attending the dinners so everyone can get an opportunity to speak with the guest. 1 thing to consider is smaller groups and board members talking turns. For the remainder of the year, just board members (no spouses) will be attending, and the board will also consider different locations that may be able to better accommodate our group size.
- **Membership for Board Members** - board members start paying a portion of their local membership instead of it being free? Stick a pin in this until strategic planning to figure out how to make sure the board is getting firm commitments from people who will be actively participating.

#### **Membership: Andrea Mayer**

- Nothing to report

#### **Education: Jim Sharone**

- Nothing to report (not present)

#### **Affiliate: Shantel Barton**

- Vendor Fair - Booked A Water's Edge for the location. The location will be providing the beverages, but we are able to provide our own food. Shantel to do Evite for vendors only so we can get a head count.

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

- Nothing to report

#### **Community Service Chair: Mark Nasker**

- Nothing to report (not present)

#### **Communications Chair: Cassandra Swanson**

- Nothing to report. (not present)

#### **Webmaster: Courtney Wolfe**

- Nothing to report

**MOTION MADE, SECONDED AND PASSED** Financial Reports

**MOTION MADE, SECONDED AND PASSED** Meeting Minutes

**MEETING WAS ADJOURNED AT 8:18 AM.**

National Association of Residential Property Managers  
SW Idaho Chapter



Board of Directors Meeting  
Date: Thursday 6/14/2018

MINUTES

Meeting was called to order at **7:38 am** by President Melissa Sharone

**Board and Committee Members Present:**

<b>President:</b> Melissa Sharone	<b>Membership:</b> Andrea Mayer
<b>President Elect:</b> John Davidson	<b>Legislative:</b> Brandon Morgan
<b>Secretary:</b> Kristen Curtis	<b>Communications:</b> Cassandra Swanson
<b>Treasurer:</b> Lydia Mathie	<b>Affiliate:</b> Shantel Barton
<b>Past President:</b> Kent Barr	<b>Webmaster:</b> Courtney Wolfe

A quorum was certified by: Kristen Curtis

DISCUSSION

President: Melissa Sharone

- **Lackey's Trip – The Board to discussed reimbursement for Mark Lackey's airfare. Board has determined that the chapter will NOT be paying for Mark's airfair**
- **Raft trip –Shantel will discuss additional details to be finalized**
- **2019 Board – Proposed nominations would be as follows: President – John, President-Elect – Andrea, Secretary – Cassandra, Membership- Hana Goodrich, Communications – Kristen, otherwise everyone else will stay the same as the 2018 Board. Courtney will send everything over to National.**

Past President: Kent Barr

- Nothing to report.

Secretary: Kristen Curtis

- Nothing to Report

Financial/Treasurers Report: Lydia Mathie

- **Financial Report – Motion to approve financial report**

Committee Reports

President Elect: John Davidson

- **Strategic Planning is set tentatively for 11/9/18 for Tim Wehner to facilitate**

**Membership: Andrea Mayer**

- New Members are being sent their regular mentoring emails

**Education: Jim Sharone**

- Accounting lined up to be speaker for January, and it has been confirmed.
- Need to get a speaker for February 2019 lined up

**Affiliate: Shantel Barton**

- Raft Trip and Food – Raft trip is on 7/21/18. Reservations for rafts have been made, Can have up to 56 people based upon current reservation. Will do box lunches from Blimpie for food. Cassandra and Shantel will send out a “what to bring” and info flyer to participating members
- Vendor Fair - Booked A Water's Edge for the location for 10/11/18. Can start setting up as early as 7:30 for start at 8:30am. Vendors cannot participate in the raffle, and limit 1 prize per person.
- 2019 Vendor Fair – Will be moving the date up to March instead.

**Legislative: Brandon Morgan**

- Potentially join up with Idaho Apartment Association in March 2019. Just to discuss as an option.

**Community Service Chair: Mark Nasker**

- Nothing to report (not present)

**Communications Chair: Cassandra Swanson**

- Nothing to report.

**Webmaster: Courtney Wolfe**

- Vacancy Report Spreadsheet – We need to be careful about who we are sharing this data with. Courtney will meet with Kurtis at FRPM to get the spreadsheet fixed, and to have it “speak” with the Survey Monkey vacancy survey. If Kurtis cannot fix the issues, Cassandra and Brandon will try it.

**MOTION MADE, SECONDED AND PASSED** Financial Reports

**MOTION MADE, SECONDED AND PASSED** Meeting Minutes

**MEETING WAS ADJOURNED AT 8:22 AM.**

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



Board of Directors Meeting  
Date: Thursday 11/8/2018

**MINUTES**

Meeting was called to order at **7:44 am** by President Melissa Sharone

**Board and Committee Members Present:**

<b>President:</b> Melissa Sharone	<b>Membership:</b> Andrea Mayer
<b>President Elect:</b> John Davidson	<b>Legislative:</b> Brandon Morgan
<b>Secretary:</b> Kristen Curtis	<b>Webmaster:</b> Courtney Wolfe
<b>Past President:</b> Kent Barr	

**A quorum was certified by:** Kristen Curtis

**DISCUSSION**

**President: Melissa Sharone**

- **Christmas Party arrangements** – Christmas Party is on December 6<sup>th</sup> at the Stonehouse. John & Melissa picked out menu for dinner – family style Italian. Members will need to let someone know in advance of any dietary restrictions. Members will need to RSVP and Pay in advance. Must RSVP no later than November 29<sup>th</sup>, 2018 to be able to confirm attendance for food.
  1. Schedule for Christmas Party:
    - 6:00-6:30 appetizers
    - 6:30-6:45- install 2019 board and 2018 awards
    - 7:00 dinner
    - 7:45 fun activity
  2. PJ Chapman will swear in the board
  3. Will NOT be doing White Elephant this year. However, members will play Red Cup Challenge (each table will be their own team), and the winning table will get a prize.
  4. Andrea to research about getting Swag Bags to give to each attendant. Board wants to get cool NARPM swag to give away to each member.
  5. Awards: Member of the year & Affiliate of the Year. Both have been selected.

**Past President: Kent Barr**

- Nothing to report.

**Secretary: Kristen Curtis**

- Nothing to Report

**Financial/Treasurers Report: Lydia Mathie**

- **Financial Report – looks great!**

- **Remove Marc Banner as authorized sign on checks to be replaced with Lydia** – Add more people, specifically Lydia and Andrea. Treasurer, President, and President Elect are to be signers on the account. Motion has been made to change bylaws to correspond with this policy and procedure

### Committee Reports

#### President Elect: John Davidson

- **2019 Vendor Fair Location** – Moved the vendor fair to be in March 2019 instead of October. Board discussed the opportunity to have the vendor fair inside The Ram restaurant to not confuse members on different location. The Ram is also large enough to accommodate our group. However, the vendor fair must be wrapped up with everyone gone by 10:30am – prior to the restaurant opening for regular business.

#### Membership: Andrea Mayer

- Nothing to report

#### Education: Jim Sharone

- Nothing to report (not present)

#### Affiliate: Not Applicable

- Nothing to report

#### Legislative: Brandon Morgan

- Nothing to report

#### Community Service Chair: Not Applicable

- Nothing to report

#### Communications Chair: Cassandra Swanson

- **Linked In** – Going to get a NARPM SW Idaho Chapter LinkedIn account set up to expand our reach to members of the community.

#### Webmaster: Courtney Wolfe

- **Increase Survey Participants** – Try to incentivize companies to participate in the Quarterly Vacancy Survey to increase participation by offering gift cards or something along those lines.

**MOTION MADE, SECONDED AND PASSED** Financial Reports

**MOTION MADE, SECONDED AND PASSED** Leave Marc Banner as signer on account, but add additional signers including adding the “Adding Signers” process and procedure into the Bylaws.

**MEETING WAS ADJOURNED AT 8:22 AM.**



**2018 SW Idaho Narpm Chapter-**

**Board of Directors**

President- Melissa Sharone

President Elect- John Davidon

Past President- Kent Barr

Secretarty- Kristen Curtis

Treasurer- Lydia Mathie

**Committee Chairs**

Education- Jim Sharone

Legislative- Brandon Morgan

Communications- Cassandra Swanson

Membership- Andrea Mayer

Affiliate- Kent Barr

Webmaster- Courtney Wolfe