

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 E: 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

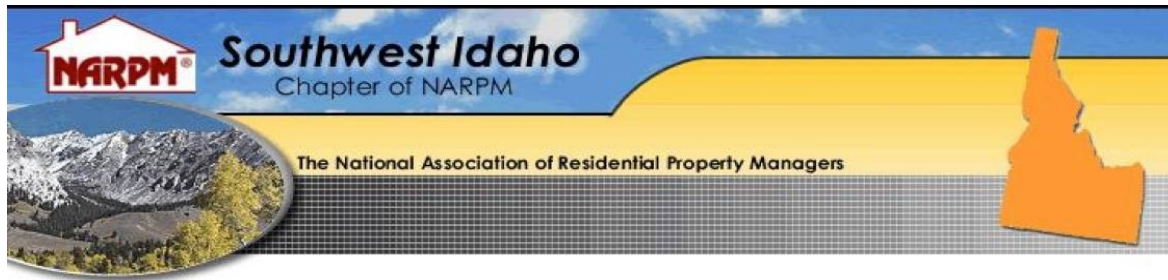
These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National 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.



## **Addendum to Southwest Idaho Chapter of NARPM Bylaws**

**Article II section D, "Only current member may sponsor a breakfast meeting. If a non-member wants to sponsor a breakfast they need to join SW Idaho of NARPM first."**

**2019 President**

**John Davidson**

Our election results for 2020 are done.

President- Andrea Mayer

President Elect- Jim Sharone

Past President- John Davidson

Treasurer- Lydia Mathie

Secretary- Courtney Wolfe

Membership Chair- Hana Goodrich

Membership Co-Chair- Katie Barker

Education Chair- Carly Florez

Legislative Chair- Brandon Morgan

Affiliate Chair- Michelle Davelaar

Communication Chair- Andrew Johnson

Webmaster Chair- Cassandra Swanson

Community Service Chair- Heather Eshelby

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



Board of Directors Meeting  
Date:

**MINUTES**

Meeting was called to order at **7:39pm** by President

**Board and Committee Members Present:**

<b>President:</b>	John Davidson	<b>Education:</b>	Jim Sharone
<b>President Elect:</b>	Andrea Mayer	<b>Legislative:</b>	Brandon Morgan
<b>Secretary:</b>	Cassandra Swanson	<b>Affiliate Chair:</b>	Kent Barr
<b>Treasurer:</b>	Lydia Mathie	<b>Communications:</b>	Kristen Curtis
<b>Past President:</b>	Melissa Sharone	<b>Community Service:</b>	Heather Eshelby
<b>Membership:</b>	Hannah Goodrich	<b>Webmaster:</b>	Courtney Wolfe

**A quorum was certified by:** Cassandra Swanson

**DISCUSSION**

**President: John Davidson**

- Introduction of guest Jim Roman – today's speaker
- Washington chapter wants to know if we want to sponsor a table. Hesitation is based on how much work it is to take the table items on the airplane. Last time we did this our participation looked dwarfed compared to the local chapters that were able to participate. It is typically a center piece with 8-10 little gifts for each seat. Last year it was over the top because everyone is from Seattle. Carly Florez will have time Wednesday to shop in Seattle if needed– our chapter is a bigger supporter, and there are 500 chapters. Board decided to commit to the 50/50 raffle only.
- Shaun Bonney is next month – do we want to send a survey out to the chapter with the questions since there are typically so many. Board agreed it was a good idea. Courtney Wolfe will print them out and ask the ones online, only take question online. Courtney will send out a survey.

**Past President: Melissa Sharone**

- Melissa had meeting with vendors for outside perspective and the vendor fair. The vendors really like it and they enjoy it. They had some tweaks about the flow of the event. As vendors give their drawing they want to speak about the company. We need more members to come, property managers need to be there.
- Landon and Steve wanted to help do it and wants to be on the membership committee. They want to be more involved. Narpnm national has marketing with 1 page tidbits.

- Spoke with vendors about flipping the membership and charging for meals, make membership \$400 with sponsorship costs significantly lower.
- Vendors would like to be on a separate drawing for the vendors at Vendor Fair.
- We discussed charging for the better tables at events (map is attached of table layout at this event).
- IAA has their meeting on the 18<sup>th</sup> – how did they get ours member list to market to and do we have a way to get theirs – (it is on the membership page). We could invite them as well.
- Vendors stated opportunities provided are reasonable. Someone needs to be in charge and piece it together vendor fair items and hosting., and table assignments. Hosting details needed such as Power tables, and space explained.
- Jim Roman recommended creating a sheet for vendors to explain to them how to get the most out of their membership and getting quality of the membership. It is quality over quantity. Jim is making notes to create one. Our chapter is making notes to follow up and see if he will share.
- Steve Rosenberger and Pete Newberg are great speakers but book up fast, people like them. We need to move early to get the scheduled if we want them next year. They will come and charge hotel and plane tickets. We need to look at right away because they are booked up. Trying to partner with IAA in April, May is the best time as March is vendor fair. Melissa is looking into booking them for May
- Start thinking about board for 2020 next meeting is going to heavily focus on that. We need to discuss board members leaving and new ones that are wanting to come on.
- We need to look at raising member dues - \$200 – effective in January – Don't do tiers for companies/ Andreas quote "What if you spend the money and they don't and stay, what if you don't spend the money training them and they do. Also looking to remove discounts for board members. We cannot provide good solid value for \$150 a head with meals.
- On cost of membership it starts in Jan every year. We pro-rate September forward. People want to be here and they love NARPM and they find it is their close net home.

#### **Secretary: Cassandra Swanson**

- Proposed looking at using webcast webinars to bring in other town and cities to participate in month breakfast meetings.
- Initial cost Cassandra Swanson will use equipment she has and see if the process works. Before chapter decides if it is something, we like to bring in more members and if we want to invest into the costs of it.
- Will work with Hanna to coordinate membership.

#### **Financial/Treasurer's Report: Lydia Mathie**

- Financials updated and mailed previously in the week
- Lydia is going to provide the list of professional members that did not pay.

#### **Committee Reports**

##### **President Elect: Andrea Mayer**

- Andrea Mayer social at Iron wood Social on June 13<sup>th</sup> – Thursday – shifting from our typical morning times to evening 4-7.



- Food there, no host party, so attendees their own drinks, do we want to by food individual or buy do a taco bar, \$9/head. Andrea Mayer will call about the possibility of bringing in food truck.. Do we want to tie in a membership drive. Andrea is wanting to tie in a membership drive. Andrea is going to get the grant. It was mentioned that we don't mind doing these meetings at an office as well. We will stick to professional not family environment. Andrea looked for ideas on reaching new members; calling or visits, Jim Roman suggested saying to our attendees and membership, "How many people want to invite to Narpm but 8:30 is too early, so we are doing an evening social so tell them about it and invite them to come."
- John will announce it today and in May – the board needs to be invited to bring people.
- Andrea will work on the grant for the \$500 so if we get it we can apply to a taco bar.
- Spoke about doing a Raffle for people that sign up that night.
- Bring professional and affiliate.
- Carly Florez and Courtney Wolfe are making application fillable

**Membership: Hana Goodrich**

No topics

**Education: Jim Sharone**

No topics

**Affiliate: Kent Barr**

No topics

**Legislative: Brandon Morgan**

- Going to Day on the Hill in Washington DC and will have information for us.

**Community Service Chair: Heather Eshelby**

No topics

**Communications Chair: Kristen Curtis**

No topics

**Webmaster: Courtney Wolfe**

- No topics

**Board Spotlight for the Meeting:**

- Melissa Sharone – Past President, Hanna Goodrich – Membership Chair

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

**MOTION MADE, SECONDED AND PASSED** past meeting minutes

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

National Association of Residential Property Managers  
SW Idaho Chapter



Board of Directors Meeting  
Date: Thursday October 10, 2019 Time: 7:30am  
Location: The Stone House 709 E Park Blvd. Boise, Idaho 83712

**DISCUSSION/AGENDA**

**President: John Davidson**

- Confirm panel for November
- Talk about Xmas party

**Past President: Melissa Sharone**

- Nothing to report

**Secretary: Cassandra Swanson**

- Nothing to report

**Financial/Treasurer's Report: Lydia Mathie**

- Financial Reports

**Committee Reports**

**President Elect: Andrea Mayer**

- Away at Rent Manager Conference

**Membership: Hana Goodrich**

- Nothing to report

**Education: Jim Sharone**

- Nothing to report

**Affiliate: Kent Barr**

- Nothing to report

**Legislative: Brandon Morgan**

- Nothing to report

**Community Service Chair: Heather Eshelby**

- Nothing to report

**Communications Chair: Kristen Curtis**

- Nothing to report

**Webmaster: Courtney Wolfe**

- Nothing to report

**Board Spotlight for the Meeting:**

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



Board of Directors Meeting

Date: Thursday November 14, 2019 Time: 7:30am

Location: The Stone House 709 E Park Blvd. Boise, Idaho 83712

**DISCUSSION/AGENDA**

**President: John Davidson**

- **Talk about Xmas party**

**Past President: Melissa Sharone**

- **Nothing to report**

**Secretary: Cassandra Swanson**

- **Website post or invite for members to join committees**
- **Go to meeting for remote property managers**

**Financial/Treasurer's Report: Lydia Mathie**

- **Financial Reports**

**Committee Reports**

**President Elect: Andrea Mayer**

- **Nothing to Report**

**Membership: Hana Goodrich**

- **December call sub committee for Xmas Party**
- **New Sign in Google Doc**
- **Quarterly Info Sessions \$\$**
- **Membership Drive**
- **Mentorship Program Changes**
  1. **Email forum**
  2. **Past member/board retention**
  3. **Swag packets\$\$**
- **Is the first breakfast free at the new venue 2020?**

**Education: Jim Sharone**

- **Nothing to report**

**Affiliate: Kent Barr**

- **Nothing to report**

**Legislative: Brandon Morgan**

- **Boise City update and preventative measures**

**Community Service Chair: Heather Eshelby**

- **Nothing to report**

**Communications Chair: Melissa Sharone Interim,**

- **Nothing to report**

**Webmaster: Courtney Wolfe**

- **Nothing to report**

**Board Spotlight for the Meeting:**

National Association of Residential Property Managers  
SW Idaho Chapter



Board of Directors Meeting  
Date:

MINUTES

Meeting was called to order at 7:31pm by Secretary

**Board and Committee Members Present:**

<b>President:</b> John Davidson	<b>Education:</b> Jim Sharone
<b>President Elect:</b> Andrea Mayer	<b>Legislative:</b> Brandon Morgan
<b>Secretary:</b> Cassandra Swanson	<b>Affiliate Chair:</b> Kent Barr
<b>Treasurer:</b> Lydia Mathie	<b>Communications:</b> Kristen Curtis
<b>Past President:</b> Melissa Sharone	<b>Community Service:</b> Heather Eshelby
<b>Membership:</b> Hana Goodrich	<b>Webmaster:</b> Courtney Wolfe

A quorum was certified by: John Davidson

DISCUSSION

President: John Davidson

**November Panel**

John sending email to 3 companies, 1st Rate, RentWise, Pestcom  
We will have John or an assigned person being a facilitator  
We will send a survey for questions ahead of time

**Christmas Party**

Need committee and budge  
Brainstorm items, different variance on decoration, blankets, beanies, mousepad,  
coffee mug filled with things, Courtney will price on this, screwdrivers

**Jim Roman –**

Reach out about training assigned to Andrea

Past President: Melissa Sharone

Nothing to report

Secretary: Cassandra Swanson

**Virtual Breakfast Meetings**

Will get pricing for online meetings for other areas of the state

Financial/Treasurer's Report: Lydia Mathie

**Financials**

updated and sent to board

Website needs update

Website gives Brandon's number for membership office number. Email on website to new membership person. Courtney will update. Non-members at vendor fair follow up with.

**Committee Reports**

**President Elect: Andrea Mayer**

**Email regarding dues –**

Will be sending out message next month with message from Jim Roman

**Preparation for Strategic Planning**

Read One Minute Manager for Leadership and the One Minute Manager

**Membership: Hana Goodrich**

Nothing to report

**Education: Jim Sharone**

**Education Options to look into**

De-escalation to tenants class as an option for consideration in next years speaker or class lineups

Calling Fire Prevention Captain Todd Callahan about Fire Safety Class.

**Affiliate: Kent Barr**

Nothing to Report

**Legislative: Brandon Morgan**

**Evening Meet and Greet**

Filter Easy representative Tori flew in and is holding a meet and greet tonight for members 4:30 – 6:60 Edge Brewing (behind Target on Milwaukee)

**Boise City County Legislation Update**

Applications fees have been in the news lately with Boise City Council proposing cap. Brandon will present in meeting today to inform membership of what they are looking at.

**Call to action options**

Board wants to look at what we need to do, to create a voice for property managers and have a “seat at the table” in discussing this issues in our community.

Will discuss lobbyist and political committee at strategic planning

**Community Service Chair: Heather Eshelby**

**Survey**

Working with Survey on Google

**Communications Chair: Kristen Curtis**

Nothing to Report

**Webmaster: Courtney Wolfe**

Nothing to report

**Board Spotlight for the Meeting:**

**MOTION MADE, SECONDED AND PASSED** Financial Reports Motion approved and passed

**MOTION MADE, SECONDED AND PASSED ON** Past Meeting Minutes, Motion approved and passed

**MEETING WAS ADJOURNED AT** \_\_\_\_\_ 8:13AM

Board Spotlight: Kent Barr: Affiliate Chair

National Association of Residential Property Managers

SW Idaho Chapter

Board of Directors Meeting

Date: [1/10/2019 Quorum called at 7:36am by Cassandra Swanson](#)

MINUTES

Meeting was called to order at [7:36am](#) by President John Davidson

Board and Committee Members Present: All Present

President: John Davidson

President Elect: [Andrea Mayer](#)

Secretary: [Cassandra Swanson](#)

Treasurer: [Lydia Mathie](#)

Membership: [Hana Goodrich](#)

Education: [Jim Sharone](#)

Legislative: [Brandon Morgan](#)

Affiliate Chair: [Kent Barr](#)

Communications: [Kristen Curtis](#)

Community Service: [Heather Eshelby](#)

Webmaster: [Courtney Wolfe](#)

Past President: [Melissa Sharone](#)

A quorum was certified by: [Cassandra Swanson](#), [Andrea Mayer](#)

## DISCUSSION

President:

- Will discuss June social at next meeting
- Meeting will have to end right at 10:00am another event is following ours
- Gift to speakers? No left over gifts this year from Christmas party, so we are handwriting cards for out of town speakers, agree to do a handwritten note starting at next meeting for speakers
- Will discuss committees to membership, vendor fair committee,
- Vote on Washington conference, regional and donation, typically we have donated \$80.00, and a \$50 gift card, auction off a 50-50 raffle, and table setting get taken by members. Little place settings, and 1 gift card. Up to \$150 expense for the chapter was proposed as an option. Melissa made motion, Andrea 2nd. Vote: motion carries unanimously

Past President:

- Nothing to report. - Speaking to membership about the structure of Narpm,

Secretary:

- Spoke about the Google Drive, Application is uploaded.
- Some videos are lagging looking to improve in future videos

Financial/Treasurers Report:

- 45 people still owe. \$8900 still owed but will do collection call discussion in February.
- Courtney motion to approve Melissa second , unanimously approved

President Elect:

- Iornwood social will be our after hours location, lots of space, food and beer. How to approach, in past was after hours. Want to make sure it is a get together and not that we are host. Meet-up after hours chapter social. Fine print on non-Narpm sponsored event Kristen will send out and upload to NARPM drive.



Kristen is creating a cool invite. Wednesday January 16th is the date for this one

#### Membership:

- New price is \$150.00, past login sheet no longer relevant, throw out old documents, past strategic notes, email all new members of chapter email to Jackie. Practice to be sent to jsabogal@narpm.org for ones not on our website. Names and join dates, can confirm with John and order name tags

#### Education:

- present form of speaker schedule also on google drive under speakers
  - Can start registering for class (registration can begin whenever we want)
  - Can revisit Lead paint class if speaker is not available
  - Also having September class, no longer able to just pick any longer, so now pick dates, think about next year, and pick dates based on topic. It is located on a master link calendar that Melissa can send out to the board
- November PM panel we will wait till later in the year to select the panel.

#### Affiliate:

- Sponsors - doesn't feel vendors are getting emails, will start calling people.
- Also post on social media the thank you.
- Table at the Vendor Fair

#### Legislative:

- Brandon will be asking about using title company for the September class

#### Community Service Chair:

- Email everyone and get feedback or move forward with planning. National charity this year is well for Dominican Republic, Jessie's well. Give money or time, or focus on 4 events and give it to the charity and promote national's charity locally And establish a charity budget.

#### Communications Chair:

- Newsletter topics, ideas, or cool information, send to Kristen or anything cool from a vendor.

Community activity Courtney can send

Webmaster:

- Q4 email, she is going to resend and follow up over and over until levels are higher, opt out if not needed if there is another member at company that has already reported. Incentive, why not doing it. Only goes to those that participate. If participate in all 4 go into a drawing for membership to be paid. Mentor those that need help.

Motion made, seconded and passed Financial Reports

Melissa

Motion made, seconded and passed Meeting Minutes

Courtney

Meeting was adjourned at [8:16am](#)

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



Board of Directors Meeting  
Date:

**MINUTES**

Meeting was called to order at [redacted] by President

**Board and Committee Members Present:**

**President:**  
**President Elect:**  
**Secretary:**  
**Treasurer:**  
**President Elect:**  
**Membership:**

**Education:**  
**Legislative:**  
**Affiliate Chair:**  
**Communications:**  
**Community Service:**  
**Webmaster:**

**A quorum was certified by:**

**DISCUSSION**

**President:**

- Nothing to report. (not present)

**Past President:**

- Nothing to report. (not present)

**Secretary:**

- Minutes – Approved

**Financial/Treasurers Report:**

- **Financial Report**

**Committee Reports**

**President Elect:**

- Nothing to report. (not present)

**Membership:**

- Nothing to report (not present)

**Education:**

- Nothing to report. (not present)

**Affiliate:**

- Nothing to report. (not present)

**Legislative:**

- Nothing to report. (not present)

**Community Service Chair:**

- Nothing to report. (not present)

**Communications Chair:**

- Nothing to report. (not present)

**Webmaster:**

- Nothing to report

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

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

**MEETING WAS ADJOURNED AT \_\_\_\_\_**

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



Board of Directors Meeting  
Date: Monday, July 06, 2020 Time:  
Location:

**DISCUSSION/AGENDA**

**President: John Davidson**

- **Nothing to Report**

**Past President: Melissa Sharone**

- **Nothing to Report**

**Secretary: Cassandra Swanson**

- **Nothing to Report**

**Financial/Treasurers Report: Lydia Mathie**

- **Financial Report**

**Committee Reports**

**President Elect: Andrea Mayer**

- **Nothing to Report**

**Membership: Hana Goodrich**

- **Nothing to Report**

**Education: Jim Sharone**

- **Nothing to Report**

**Affiliate: Kent Barr**

- **Nothing to Report**

**Legislative: Brandon Morgan**

- **Nothing to Report**

**Community Service Chair: Heather Eshelby**

- **Nothing to Report**

**Communications Chair: Kristen Curtis**

- **Nothing to Report**

**Webmaster: Courtney Wolfe**

- **Nothing to Report**

**Board Spotlight for the Meeting:**

-

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



Board of Directors Meeting  
Date:

**MINUTES**

Meeting was called to order at **4:00pm** by President

**Board and Committee Members Present:**

**President:** John Davidson  
**President Elect:** Andrea Mayer  
**Secretary:** Cassandra Swanson  
**Treasurer:** Lydia Mathie  
**Past President:** Melissa  
**Membership:**

**Education:**  
**Legislative:**  
**Affiliate Chair:**  
**Communications:**  
**Community Service:**  
**Webmaster:**

**A quorum was certified by: John Davidson**

**DISCUSSION**

**President: John Davidson**

- **Vendor Fair – Jim has select3ed a tv for the vendor fair. Kristen is doing the Bingo Cards.**
- **Errol Allen came in and helped with consulting with Empire with Steve Rosenberg helps them find processes. A few on the board met at Aloha and went through the process and found it a really promising and helpful item. It would be beneficial to bring him out to teach and help. Could be funded through personal money. He starts with basics of how to build a process. Need to get price range for the process.**
- **Booth at IAA Tradeshow**
- **Have about sponsors and panel participants for remainder of year, decided employer and employee panel would be great.**
- **For next year sponsorship and membership discussed upcoming year start working on it prior to next year. As a goal to help the next years members. Melissa pointed out that membership already has to do this in order to get a slot for next years education, but have to sign up as National makes available. For booking speakers too far in advanced and we don't always hear back, but we could do a collective list for the ideas. Melissa brought up bringing Steve Rosenberg, for next year as a speaker and also Paul Neuberg as a speaker for next year. Kristen stated that based on observed need in our professional world would like to have a speaker on writing and communications. Melissa and John talked about it going to be on the vendors, and giving them a budget, but could put vendors in charge. Games and other events rekey the fastest, contests were brought up by Brandon.**

### Past President: Melissa Sharone

- Infinite is handling one drawing item for the vendor fair and then are meeting with Melisa at First Rate to go over social
- Melissa would like to consider mixing up the vendor fair next year, maybe a reverse booth vendor fair, or a half day conference. Have learning opportunities, similar to what they did in Utah. Cassandra suggested giving vendors that sponsor package with lists of vendor contacts at each company for placing work orders

### Secretary: Cassandra Swanson

- Nothing to Report

### Financial/Treasurer's Report: Lydia Mathie

- Financials updated -

-

### Committee Reports

#### President Elect: Andrea Mayer

- Hosting a membership drive – Andrea is on sub-committee chair for nationals membership, membership drive was speaker focused last year. Nationals wants to get to membership up to 7,500 next year, we are currently at 5800 today. They do have grants, but we need to plan for it with 45-128 days in advance. Conversations with other chapters did a shrimp boil, this is about driving professional membership. Really want to drive it home. \$500 is the max for the drive, our education grant we had have been used. Andrea is willing to spearhead, but wanted ideas, this could be our social, affiliates come but geared to membership. Idaho Department of Labor Economist will give list of companies. Talked about coupon code and try before you buy.
- Looked at it as a goal for our chapter. National experience seems to decline with a way to get the brokerage. There are PM Grow Summit and innovative conferences and growing helps NARPM compete on the platform that we are experts in.
- Filing for a grant – Looking at doing in in June as a social. Help for grant is a budget – Andrea will apply for it.

#### Membership: Hana Goodrich

- New name tag boards and pricing. Based on what is needed there are metal easel boards we need 4 of them, they are measured. \$75.80 for all boards.

#### Education: Jim Sharone

- Updating information for the panels coming up and decided panel members.

#### Affiliate: Kent Barr

- Kent feels good on sponsorships, only a few spots remaining and are bringing it to the vendor fair.
- Discussed if vendors like the current speaking sponsorship.

#### Legislative: Brandon Morgan

- Eviction bill – failed by 3 votes, mainly because ACLU was opposed. No one voice objections, but the treble damages was the problem in holding it back. They were not opposed to the abandoned property aspects, which hasn't been updated since 1978.
- Starting further ahead of time, most legislatures don't know until 78 hours before they vote, they don't have time to gather the information. It is hopeful for next year, and it was very close this year
- Day on the hill – Nationals want two people from every state. \$100 to sign up \$300 a night so \$1500 to go. The benefit of 1-2 going can talk to the Legislatures to fight bills that did not pass. It is May 13<sup>th</sup>-14<sup>th</sup>. Washington DC is location, We have a

**legislative grant of \$500.00 Brandon will look in to further and maybe look at sponsoring someone to go.**

- **Would not like to vote yet, want to get a grant first. Brandon is going to look and see if it applies to day on the hill**

**Community Service Chair: Heather Eshelby**

- Friday March 29th, Humane Society Hockey Night- yay or nay vote? This is a social event, not truly a service event, so should we really pursue this? Decided yes, we want to do it. Also Courtney's birthday.
- Saturday June 8th- Paint the Town, need 10 teammates
- Saturday, November 9th, Rake Up Boise minimum 10 teammates
- Pending- date from Giraffe Laugh regarding a clean-up opportunity/time. Requested April sometime. Need help organizing a storage shed for materials. It would be April 5, 13<sup>th</sup>, or 20<sup>th</sup>, which conflicts with regionals. 5- 12. Organize a storage unit. Help out a center. 10-12 on Friday the 5<sup>th</sup>. Heather will send out an email to everyone. Promote Hockey and Community Service.

**Communications Chair: Kristen Curtis**

- **Idaho Apartment Association Expectations for their tradeshow 4/17/2019**

**Webmaster: Courtney Wolfe**

- **Nothing to report**

**Board Spotlight for the Meeting:**

- n/a as meeting next Thursday is the vendor fair

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

**MOTION MADE, SECONDED AND PASSED** Applying for grant for social and swag to work to grow membership with June 13<sup>th</sup>. Thursday the 13<sup>th</sup>.

**MOTION MADE, SECONDED AND PASSED** Boards are to be purchase for the meeting name tags

**MEETING WAS ADJOURNED AT** \_\_\_\_\_ 5:00PM



National Association of Residential Property Managers  
SW Idaho Chapter



Board of Directors Meeting  
Date:

MINUTES

Meeting was called to order at 7:30ampm by President

**Board and Committee Members Present:**

<b>President:</b>	John Davidson	<b>Education:</b>	Jim Sharone
<b>President Elect:</b>	Andrea Mayer	<b>Legislative:</b>	Brandon Morgan
<b>Secretary:</b>	Cassandra Swanson	<b>Affiliate Chair:</b>	Kent Barr
<b>Treasurer:</b>	Lydia Mathie	<b>Communications:</b>	Kristen Curtis
<b>Past President:</b>	Melissa Sharone	<b>Community Service:</b>	Heather Eshelby
<b>Membership:</b>	Hana Goodrich	<b>Webmaster:</b>	Courtney Wolfe

**A quorum was certified by:** John Davidson

DISCUSSION

President: John Davidson

- John reviewed bylaws as a way for our meetings to stay on task.
- Mark Banner would like to be removed from the bank records, Lydia Mathie is on the account, we do need to have another person on the account. Melissa Sharone suggest 3 people would be the best situation, so we always have an emergency set up. To add a person it must be on the minutes and signatures from officers to make changes. We discussed how we would like to determine if a person could be on the account: 1) Considered board members. 3 years on the account. We will have President Elect, one nom-board member and Treasurer
- Motion to change dues to affiliates to \$500 and change membership to \$200 and sponsor ships \$100 \$200, \$300. Includes breakfast, general vendor fair booth, Christmas party. For members includes Christmas party and 1-person membership. We have done a budget and a cash flow and forecasting was completed. We looked at feedback from members, speakers, coaches and vendors, we are not bringin an income currently we are just breaking even with the cost of members breakfast. This doubles the income to come in and will cover the cost of bringing in speakers. As we outgrow our current facility size, it would be good to have the money in the bank to be able to afford the new location. We need to host 150 people, so we have spots to grow. Current charges \$235 for affiliates and \$150 for members and \$200, \$400, \$600. The change would be effective January 1, 2019. The numbers proposed will double our income. Also considered the \$250 and the \$450 as a balancing option. If you have 3 or more 4<sup>th</sup> one is free. Incentives to bring people. Keep at \$200 and each additional is \$50.00 off was also discussed. For affiliates \$500, each additional \$250 off. Covers vendor fair and Christmas party.

- We are wanting to present the why to the affiliates and the members, and have an affiliate present to the group what the value of membership is, what it pays for and the benefits.
- Final discussion determined: No discount rate for the board. We also want to send with \$200, \$150 each additional. We are looking at \$500 for affiliate for 2<sup>nd</sup> person \$240.00. Sponsorships \$100, \$200 and \$300. Go into effect for Jan 1, 2020 Unanimous passed.
- Melissa, Kent Kristen are stepping down from board graciously to open up spots for new spots on the board. We will get list out by summer

**Past President: Melissa Sharone**

- All board members need to be at social and support and market the membership.

**Secretary: Cassandra Swanson**

- Doing a test run on streaming meetings to see if we can engage other NARPM members not in the Boise/Treasure Valley Area

**Financial/Treasurer's Report: Lydia Mathie**

- Reviewed financials

**Committee Reports**

**President Elect: Andrea Mayer**

- Asking vendors for cash to apply to drink tickets at the social. Also requested from board \$150.00 for an infographic and decorations for social event. Reason for infographic So it can be posted and shared, used as a uniform piece of marketing that can be shared and reshared.
- Andrea Mayer will pick up tickets at John's Aloha office for the event

**Membership: Hana Goodrich**

- Nothing to Report

**Education: Jim Sharone**

- Discussed adding a 4<sup>th</sup> chair position to be filled by an affiliate

**Affiliate: Kent Barr**

- Nothing to Report

**Legislative: Brandon Morgan**

- Nothing to Report

**Community Service Chair: Heather Eshelby**

- Confirmed June date for paint the town and date is same week as the social.

**Communications Chair: Kristen Curtis**

- Nothing to Report

**Webmaster: Courtney Wolfe**

- Nothing to Report

**Board Spotlight for the Meeting:**

- Heather Eshelby for Community Service and Andrea Mayer for President Elect

**MOTION MADE, SECONDED AND PASSED** last meeting notes – approved.

**MOTION MADE, SECONDED AND PASSED** Non-board member, Moving forward have 3 signers on the bank account: non-board member, President Elect, Treasurer and board can alter this to make changes board determines appropriate for security and transparency of account as needed.

It was approved that at this time the account will

Add:

Melissa Sharone

Andrea Mayer

Lydia Mathie

Remove

Mark Banner

**MOTION MADE, SECONDED AND PASSED** New fees structure

**MOTION MADE, SECONDED AND PASSED** \$150 bucks to have a company draw up info graphics, and decoration budget.

**MOTION MADE, SECONDED AND PASSED** Approve Financials

**MEETING WAS ADJOURNED AT** 8:22PM

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



Board of Directors Meeting  
Date:

**MINUTES**

Meeting was called to order at **7:30am** by President

**Board and Committee Members Present:**

<b>President:</b> John Davidson	<b>Education:</b> Jim Sharone
<b>President Elect:</b> Andrea Mayer	<b>Legislative:</b> Brandon Morgan
<b>Secretary:</b> Cassandra Swanson	<b>Affiliate Chair:</b> Kent Barr
<b>Treasurer:</b> Lydia Mathie	<b>Communications:</b> Kristin Curtis
<b>Past President:</b> Melissa Sharone	<b>Community Service:</b> Heather Eshelby
<b>Membership:</b> Hana Goodrich	<b>Webmaster:</b> Courtney Wolfe

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

**DISCUSSION**

**President:**

- Confirming vendor fair times, as well as confirming food will be available by host location
- Evite should include to bring business cards
- What we can do better as a chapter 3x5 card on table asking for suggestions. John can follow up at next meeting, looking at doing it every month. 66 scheduled for today. Friday before will send invites earlier to show up early. Also send out survey monkey on what we can do better, how are we doing.
- Sponsorships – vendors are reporting no real reason on why not sponsoring, they did not like the price. It was suggested that the vendors pay for their breakfast. Would charge to everyone that comes. Suggested that a vendor speak to the vendors about the benefit of sponsoring. We need a testimony from Pestcom. Discussed National affiliates that are not in a chapter. Nationals will put members into the chapter as listed but not paying the local dues. Agreed we need to make the phone calls. Courtney, Andrea and Melissa will call vendors about sponsorship. Jim is also working on new members. Non-affiliates can sponsor too, but it is suggested that they should have to purchase the Gold package sponsorship. Kent will send Cassandra the list of vendors so all volunteers can use same list and track who has been called and what is sent.
- Speakers – Adam for September 12 do not know the schedule for him yet, but Mike Turner, Front Street and founder of Impact Street -he will talk that date if needed.

**Past President:**

- Liability insurance - \$640.00 for a year with Farm Bureau – to cover chapter at events and it is liability on the board of directors.
- Revisit in April Melissa is getting Linnea's bid – non-profit corporation status.
- Suggesting strategic planning happening one month earlier. Do it in September end to start of October before convention, given to Andrea to consider.

### **Secretary:**

- Minutes – Approved
- Scheduling through Calendly interview as well as a guide for the tech items.
- To do lists updated to member documents in Google

### **Financial/Treasurers Report:**

- Financial Report
- Lydia also talking to people about getting the dues paid

### **Committee Reports**

#### **President Elect:**

- Submitted chapter excellence – 89 points total

#### **Membership:**

- Nothing to report

#### **Education:**

- Waiting to hear from instructor for September class

#### **Affiliate:**

- Nothing to report.

#### **Legislative:**

- Bill from last year has been put in this year and will get voted in this year
- Bill progress, and snippet bills, need to have copied and pasted into website. Brandon will email to Courtney

#### **Community Service Chair:**

- June 8<sup>th</sup> is Paint-the-Town, working to get emails and that.
- We have not been able to get rake up Boise or Paint the town, so June 8<sup>th</sup> is the one so far. Lydia will be able to offer a contact with a union to team up with as well. June social could be the volunteer activity. Consider a picnic or BBQ after.

#### **Past Presentent**

Infinite Pest com and pro-core want to help – Courtney will head the sub-committee - will delegate it out with help heading from Melissa

#### **Communications:**

Send email to her for content to send out to members

**Webmaster:**

Made executive decision not to do incentive for now Same consistent people are doing it and that is making it accurate

MOTION MADE, SECONDED AND PASSED: Andrea made Motion \$500 for Vendor Fair items, 2nd by Courtney – passed planned Smart Tv \$300 and gift cards in \$200

MOTION MADE, SECONDED AND PASSED: to approve minutes from January meeting– passed and approved

MOTION MADE, SECONDED AND PASSED: Passed Courtney to approve financials

**MEETING WAS ADJOURNED AT \_\_\_\_\_ 8:21AM**

Items to cover at Breakfast Meeting:

- Washington State Chapter discussed to meeting
- National committee – present opportunity. It is a confidential posting. RMP and MPM applications are judged, conference calls, and interviewing on Zoom and done in May, has to be within the region.

Board spotlight

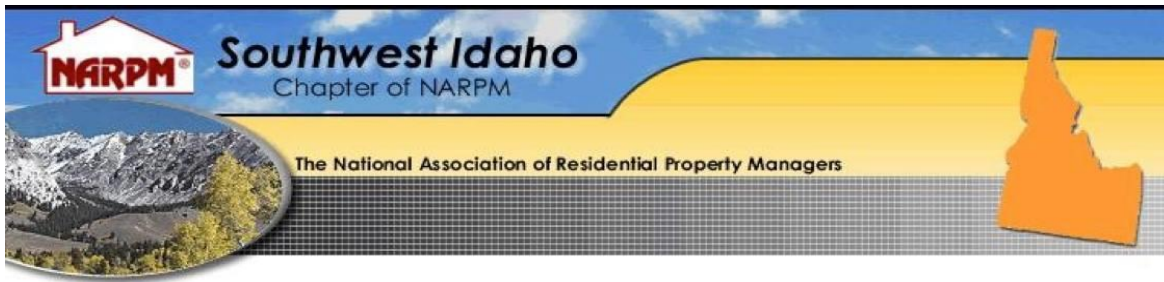
- Lydia Mathie
- Cassandra Swannson

Sponsors for the morning

- Great Floors – John Bovis spoke
- Capital Cleaning – Dan Ertz

Speaker

- Kori Merlino

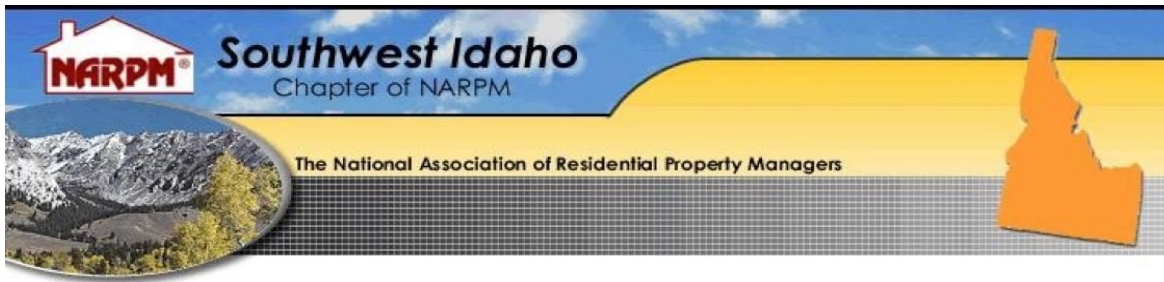


April 11, 2019

***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. Bring Tony up to induct Jim as RMP
2. Mission and Vision- Hana
3. Code of Ethics- Andrea
4. Board Spotlight
  - Melissa- Past President
  - Hana- Membership
5. Breakfast Sponsor
  - a. Bio One – Travis
  - b. 1-800- Water Damage - Doug
6. Featured Speaker
  - a. Jim Roman
7. Closing
  - a. Thank Jim
  - b. Shaun Bonney – To discuss whatever you want



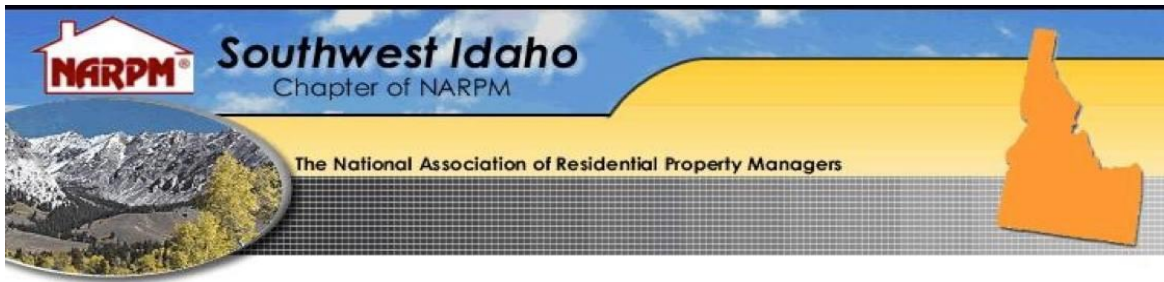
May 9, 2019

***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. Talk about Membership Drive. Ironwood Social, Garden City. 4-7pm
2. Mission and Vision- Hana
3. Code of Ethics- Andrea
4. Board Spotlight
  - Heather – Community Service
  - Andrea – President Elect
5. Breakfast Sponsor
  - a. Great Floors, 5 minutes
  - b. 208 Benefits, 10 minutes
6. Featured Speaker
  - a. Shaun Bonney
7. Closing
  - a. Thank Shaun
  - b. Reminder of social event. Have a great summer.



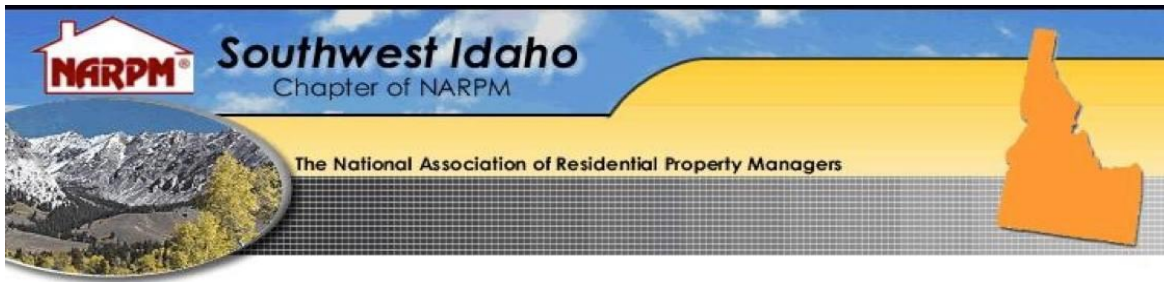


January 10, 2019

***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. Vendor Fair is in March 14<sup>th</sup>. We have to be out by 10:15am
  - c. Sponsors, 15 Gold \$600, 10 Silver \$400, 5 Bronze \$200. Do not put cards out unless you are a sponsor. See Kent.
  - d. If any of our member or guest would like be on a committee please see Melissa.
2. Mission and Vision- Hana
3. Code of Ethics- Andrea
4. Board Spotlight
  - a. Jim- Education Chair
  - b. Brandon- Legislative Chair
5. Breakfast Sponsor
  - a. Pestcom- Gold. 15 minutes
6. Featured Speaker
  - Rachel Dykstra
7. Closing
  - Next meeting February 14<sup>th</sup>. Coach about Leadership and Communication
  - Please RSVP at least one week in advance so we can have an accurate breakfast count.

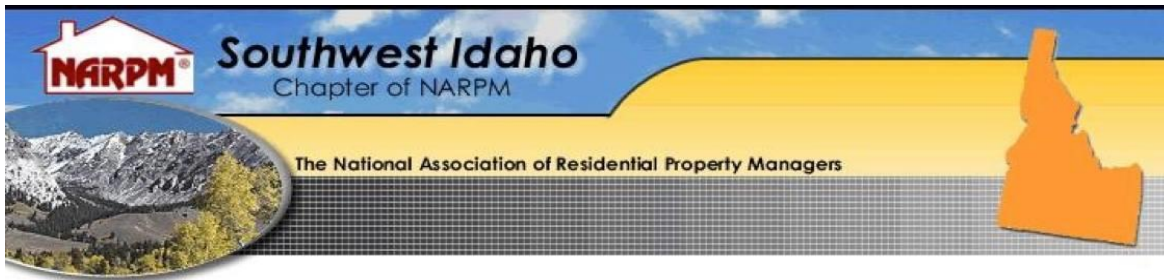


March 14, 2019

***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. Sponsors, 15 Gold \$600, 10 Silver \$400, 5 Bronze \$200. Do not put cards out unless you are a sponsor. See Kent.
2. Mission and Vision- Hana
3. Code of Ethics- Andrea
4. Board Spotlight  
N/A
5. Breakfast Sponsor
  - a. N/A
6. Featured Speaker
  - a. Vendor fair
7. Closing
  - a. Jim Roman- How to build an effective team.

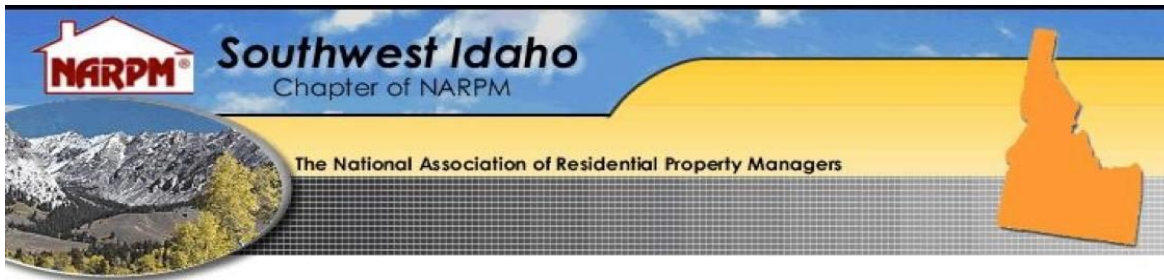


May 9, 2019

***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. Talk about Application Fees, Brandon
  - c. National conference, and Andrew Johnson RMP
2. Mission and Vision- Hana
3. Code of Ethics- Andrea
4. Board Spotlight  
Kent- Affiliate Chair
5. Breakfast Sponsor
  - a. Filter Easy
  - b. 1 800 Water Damage
6. Featured Speaker  
Mike Turner
7. Closing
  - a. Thank Mike
  - b. October meeting is Fire Marshall, Todd Callahan
  - c.

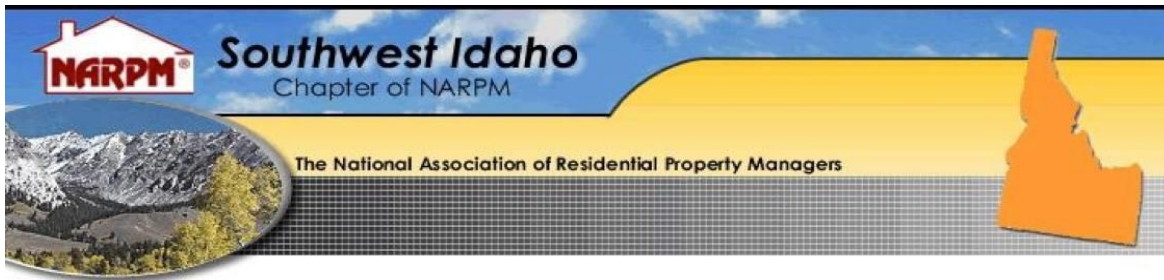


November 14th, 2019

***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. Talk about Christmas Party. December 12 at 6pm, bring a non-perishable food item for the Idaho Humane Society and the Idaho Food Bank
2. Mission and Vision- Hana
3. Code of Ethics- Andrea
4. Board Spotlight
  - a. Melissa will talk about the communication chair
5. Breakfast Sponsor
  - a. Infinite- Silver
  - b. Pestcom- Bronze
6. Featured Speaker
  - a. 1<sup>st</sup> Rate Jim and Julie
  - b. Pestcom Landon and Steve
  - c. Rentwise Carly and Courtney
7. 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

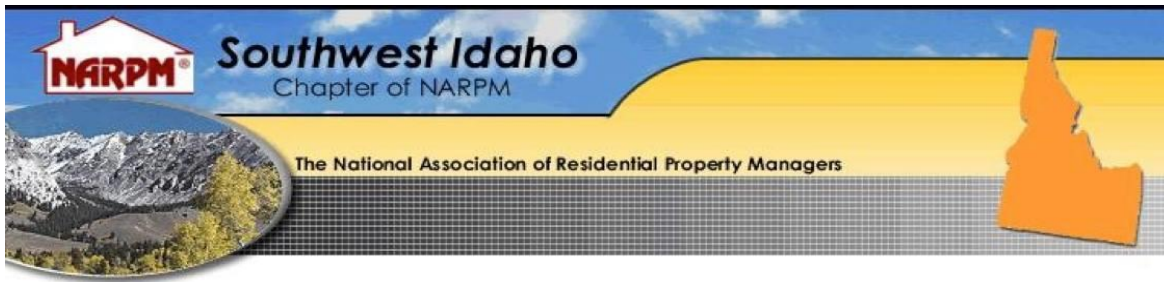


February 14, 2019

**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. Vendor Fair is in March 14<sup>th</sup> at the RAM. Vendors bring raffle.
  - c. Sponsors, 15 Gold \$600, 10 Silver \$400, 5 Bronze \$200. Do not put cards out unless you are a sponsor. See Kent.
  - d. If any of our member or guest would like be on a committee please see Melissa.
  - e. If you have any vendors or pm's that like to join please see Hana
2. Mission and Vision- Hana
3. Code of Ethics- Andrea
4. Board Spotlight
  - a. Cassandra- Secretary
  - b. Lydia- Treasurer
5. Breakfast Sponsor
  - a. Great Floors
6. Featured Speaker
  - a. Kori Merlino
7. Closing
  - a. Next meeting is at the RAM for Vendor fair.
  - b. Property managers this is your time to show your appreciation.
  - c. Jim Roman- How to build an effective team.

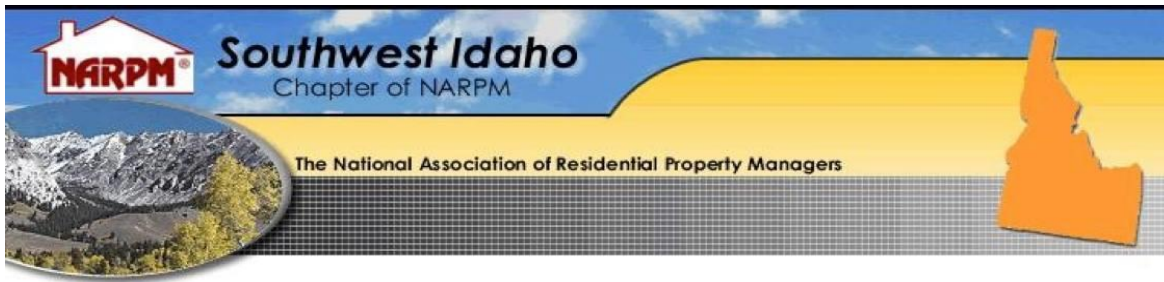


October 10, 2019

***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. Talk about Our New Venue. The Galaxy Event Center at Wahooz
  - c. National conference
  
2. Mission and Vision- Hana
  
3. Code of Ethics- Andrea
  
4. Board Spotlight  
Courtney- Website/Survey Chair
  
5. Breakfast Sponsor
  - a. 208 Benifits
  - b. Great Floors
  
6. Featured Speaker  
Todd Callahan
  
7. Closing
  - a. Thank Todd
  - b. November meeting is the panel.
  - c.



## December 12<sup>th</sup> 2019 Christmas Party

### 1. Welcome

- a. Thank everyone for coming
- b. Thank our sponsors, Second Nature and House Check for bar and Great Floors, Quality Heating, and Carpet 911 for raffle prizes and game prizes.
- c. Reminder of venue change. Galaxy Event Center at Wahooz. Walk in the front door and there will be signs to guide you to the back.
- d. Bring Andrea to help out.
- e. Plaques for Heather of Cohesion and Landon of Pestcom
- f. Thank 2019 board for all they have done. Give them present.
- g. Say good bye and turn things over to Andrea to get 2020 board inducted. Andrea will ask Melissa to come up. Give John plaque.
  1. Jim Sharone- Prez Elect
  2. John Davidson- Past Prez
  3. Lydia Mathie – Treasurer
  4. Courtney Wolfe- Secretary
  5. Hana Goodrich- Membership Chair
  6. Katie Barker- Co-Membership Chair
  7. Carly Florez- Education Chair
  8. Brandon Morgan- Legislature Chair
  9. Michelle Davelaar- Affiliate Chair
  10. Andrew Johnson- Communication Chair
  11. Cassandra Swanson- Webmaster Chair
  12. Heather Eshelby- Communication Chair

2. Andrea will let everyone there will be a game after dinner.
3. Andrea will remind everyone of the raffle after the game. Must be present to win.
4. Andrea will let everyone know it's time to eat.
5. After we eating Melissa will start game.
6. After game Andrea will do raffle.

# SW Idaho Chapter of NARPM

## PROFIT AND LOSS COMPARISON

January - December 2019

	TOTAL
Income	
50/50 Raffle	-100.00
Breakfast - Individual	-20.00
Chapter Incentive	260.00
Christmas Party	-4,733.46
Membership Dues	9,455.00
Affiliate Dues	19,235.00
Membership drive	500.00
<b>Total Membership Dues</b>	<b>29,190.00</b>
Sales of Product Income	15.00
Sponsorship - Misc	2,416.61
Vendor Fair	-517.48
<b>Total Income</b>	<b>\$26,510.67</b>
GROSS PROFIT	<b>\$26,510.67</b>
Expenses	
Breakfast and AV	7,965.91
Gifts/Donations	425.29
Meals and Entertainment	1,631.35
Office Expenses	1,115.09
Postal Box	92.00
QuickBooks Payments Fees	494.57
Speaker Fees	5,192.84
Travel	484.50
<b>Total Expenses</b>	<b>\$17,401.55</b>
NET OPERATING INCOME	<b>\$9,109.12</b>
NET INCOME	<b>\$9,109.12</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**

**2019**

Open to Public Inspection

**A** For the **2019** Calendar year, or tax year beginning **2019-01-01** and ending **2019-12-31**

**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,  
83703**

**D** Employee Identification  
 Number **82-0527639**

**E** Website:

**F** Name of Principal Officer: **Lydia Mathie**  
**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.**