

**2014 CS NARPM Planning Meeting Minutes**

**Colorado Springs Chapter of NARPM**

Misty Berger's Office 3009 Galley Rd, Colorado Springs, CO 80909

December 11, 2013

*For 2014  
Planning*

**Attendees**

- o Alex Yoder (President)
- o Danielle Coke (President-Elect)
- o Misty Berger (Treasurer)
- o Betsy Madsen (Membership)
- o Tony Veneris (Hospitality & Awards)
- o Daimon Elliott (Education & Programs)
- o Denise Day (2014 Treasurer)
- o Carl Driver
- o Daniel Pitrone (Legislative Rep)
- o Daniel Muldoon
- o Rob Lynde

**Treasurer**

- o Will conduct budget meeting and approval during January 2014 Board Meeting.
- o Quick budget review and discussed NARPM reimbursement for National Convention for President and President Elect.

**Membership**

- o N/A

**Minutes**

- o N/A

**Education**

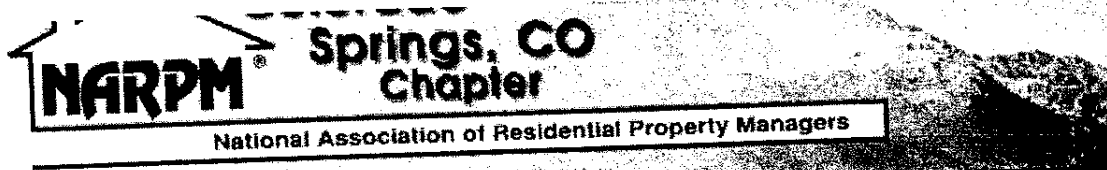
- o **2014 Monthly Luncheon Topics,**
- o Luncheons will stay \$16 for members and \$25 for non RSVPs
- o 21 January: Business Coach, POC: Danielle Coke
- o 18 February: Homeowners, Landlord and Renters Insurance: POC: Carl Driver
- o 20 March: Landlord Symposium
- o 15 April: Head of DORA, Marsha Watters, POC: Rob Lynde
- o 20 May: Safety, POC: Danielle Coke
- o 17 June: Political Action Committee, Nancy Burke, POC: Daniel Pitrone
- o 15 July: Steve Shultz, POC: Alex Yoder
- o 19 August: Night Tenders, POC: Betsy Madsen
- o 16 September: Property Management Horror Stories, POC: Rob Lynde
- o 14 October: Form Sharing, POC Daimon Elliott
- o 18 November: National Conventional Take Aways, POC: Danielle Coke
- o 4 December: Christmas Party
- o Backup topic #1: Social Media
- o Backup topic #2: Code Enforcement

*ok Betsy Shultz  
2014*

**Miscellaneous**

- o **Land Lord Symposium**
  - Tschetter, Hamrick, Sulzer not available for "Fair Housing" Presentation, Rob Lynde is the POC for a replacement.
  - Price: \$85 for members, \$115 for non-members
  - Vendor Costs: Platinum \$500, Gold \$400, Silver \$300, Bronze \$250
  - Possible venues:
    - Elegante, POC: Danielle Coke
    - Double Tree, POC: Misty Berger,
    - Broadmoore, POC: Betsy Madsen
- o **Newsletter**
  - Co-chaired by Betsy Madsen and Rob Lynde
- o **National Conventions**
  - Owner/Broker: Feb 24-26
  - Regional: Feb 26\*27
  - National: Oct 22-24

**Meeting Adjourned**



**2014 CS NARPM Planning Meeting Minutes**

**Colorado Springs Chapter of NARPM**

Clarion Inn 314 W. Bijou Colorado Springs, CO 80905

January 21st, 2014

**Attendees**

- o Danielle Coke (President)
- o Misty Berger (President-Elect)
- o Betsy Madsen (Membership)
- o Tony Veneris (Hospitality & Awards)
- o Daimon Elliott (Education & Programs)
- o Denise Day (Treasurer)
- o Carl Driver (Hospitality & Awards Chair)
- o Daniel Muldoon (Secretary)
- o Rob Lynde (Compliance Chair)
- o Angie Finch (Affiliate Member Chair)

**Treasurer**

- o Provided hard copy of budgets for review before February meeting
- o Danielle motioned to purchase online copy of Quickbooks to more easily track budgeting - Motion seconded and approved unanimously
- o

**Membership**

- o 6 Members motioned for approval and seconded by Misty Berger – members approved
- o Motion to “clear out” inactive members from 2012 and older, motion seconded and approved
- o

**Minutes**

- o December 2013 minutes approved and ok'ed for placement on website

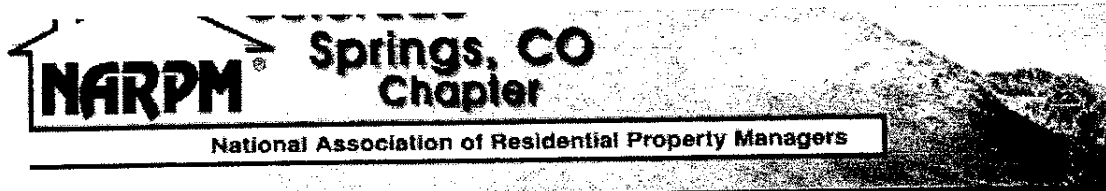
**Education**

- o **2014 Monthly Luncheon Topics,**
- o Luncheons will stay \$16 for members and \$25 for non RSVPs
- o 18 February: Homeowners, Landlord and Renters Insurance: POC: Carl Driver
- o 20 March: Landlord Symposium
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- o 15 July: Steve Shultz, POC: Alex Yoder
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- o 16 September: Property Management Horror Stories, POC: Rob Lynde
- o 14 October: Form Sharing, POC Daimon Elliott
- o 18 November: National Conventional Take Aways, POC: Danielle Coke
- o 4 December: Christmas Party
- o Backup topic #1: Social Media
- o Backup topic #2: Code Enforcement

**Miscellaneous**

- o **Land Lord Symposium**
  - Confirmed Location – Doubletree by Hilton 1775 E Cheyenne Mountain Blvd. 80906. POC: Misty Berger
  - Price: \$85 for members, \$115 for non-members, \$150 for “walk-ins”
  - Vendor Costs: Platinum \$500, Gold \$400, Silver \$300, Bronze \$250 Denise heading up website with assistance by Daimon Elliot
- o **Newsletter**
  - Co-chaired by Betsy Madsen and Rob Lynde
- o **National Conventions**
  - Owner/Broker: Feb 24-26
  - Regional: Feb 26-27
  - National: Oct 22-24

**Meeting Adjourned**



**2014 CS NARPM Planning Meeting Minutes**

**Colorado Springs Chapter of NARPM**

Clarion Inn 314 W. Bijou Colorado Springs, CO 80905

February 17th, 2014

**Attendees**

- o Danielle Coke (President)
- o Misty Berger (President Elect)
- o Betsy Madsen (Membership)
- o Tony Veneris (Hospitality & Awards)
- o Daimon Elliott (Education & Programs)
- o Denise Day (2014 Treasurer)
- o Carl Driver (Hospitality & Awards Chair)
- o Daniel Muldoon (Secretary)
- o Rob Lynde (Compliance Chair)
- o Angie Finch (Affiliate Member Chair)
- o Alex Yoder (Past President)

**Treasurer**

- o Provided hard copy of budgets for review – Budget Approved

**Membership**

- o 5 New members approved

**Minutes**

- o January 2014 minutes approved and ok'ed for placement on website

**Education**

- o **2014 Monthly Luncheon Topics,**
- o Luncheons will stay \$16 for members and \$25 for non RSVPs
- o 20 March: Landlord Symposium
- o 15 April: Head of DORA, Marsha Watters, POC: Rob Lynde
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- o 14 October: Form Sharing, POC Daimon Elliott
- o 18 November: National Conventional Take Aways, POC: Danielle Coke
- o 4 December: Christmas Party
- o Backup topic #1: Social Media
- o Education Membership Approved

**Miscellaneous**

- o Motion to approve spending up to 400 dollars to go towards 501c Certification
- o Bylaws reviewed and tabled for approval
- o Partnership with Legal Shield motioned and approved
- o **Land Lord Symposium**
  - Confirmed Speaker Melissa Prandi
  - Price: \$85 for members, \$115 for non-members, \$150 for "walk-ins"
  - Vendor Costs: Platinum \$500, Gold \$400, Silver \$300, Bronze \$250
- o **Newsletter**
  - Co-chaired by Betsy Madsen and Rob Lynde
- o **National Conventions**
  - Owner/Broker: Feb 24-26
  - Regional: Feb 26\*27
  - National: Oct 22-24

**Meeting Adjourned**

**2014 CS NARPM Planning Meeting Minutes**

**Colorado Springs Chapter of NARPM**

Clarion Inn 314 W. Bijou Colorado Springs, CO 80905

April 15<sup>th</sup>, 2014

**Attendees**

- Danielle Coke (President)
- Misty Berger (President-Elect)
- Tony Veneris (Hospitality & Awards)
- Denise Day (2014 Treasurer)
- Carl Driver (Hospitality & Awards Chair)
- Rob Lynde (Compliance Chair)
- Angie Finch (Affiliate Member Chair)
- Alex Yoder (Past President)

**Treasurer**

- Discussed budget
- Table fees are doing good
- We achieved 75% of goals set for financials
- Professional Members must apply to National NARPM within 30 days of application to our local chapter and receive approval within 90 days. No refund will be given if these timelines are not met. Motioned and approved.
- Table fees are doing good – filled to October with a wait list
- List of potential members be moved from suspended to archived was reviewed and agreed upon.

**Membership**

- 9 New members approved

**Minutes**

- February and April minutes will be approved at May's meeting

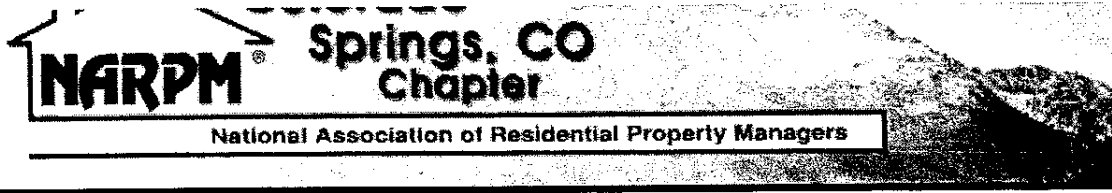
**Education**

- **2014 Monthly Luncheon Topics,**
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- 14 October: Form Sharing, POC Daimon Elliott
- 18 November: National Convention Take Aways, POC: Danielle Coke
- 4 December: Christmas Party
- Backup topic #1: Social Media
- Education Membership Approved
- 2 ethics classes per year, spring and fall with affiliate sponsors

**Miscellaneous**

- Still working on 501c certification
- Changing banking to First Banks from Wells Fargo
- Bylaws are still in progress. Will be completed by May's meeting and will be voted on
- Partnership with Legal Shield motioned and approved
- **Land Lord Symposium Feedback**
  - Room was hot
  - Breakfast was lacking
  - 2015 Symposium potential speaker Andrew Probst
  - Scheduled for March 19, 2015
- **Newsletter**
  - Co-chaired by Betsy Madsen and Rob Lynde
- **National Conventions**
  - National: Oct 22-24

**Meeting Adjourned**



**2014 CS NARPM Planning Meeting Minutes**  
**Colorado Springs Chapter of NARPM**  
Clarion Inn 314 W. Bijou Colorado Springs, CO 80905  
May 20th, 2014

**Attendees**

- o Danielle Coke (President)
- o Misty Berger (President Elect)
- o Betsy Madsen (Membership)
- o ~~Tony Veneris (Hospitality & Awards)~~
- o Denise Day (2014 Treasurer)
- o Carl Driver (Hospitality & Awards Chair)
- o Rob Lynde (Compliance Chair)
- o Angie Finch (Affiliate Member Chair)
- o Alex Yoder (Past President)
- o Daimon Elliot (Education and Programs)

**Treasurer**

- o Discussed budget
- o Table fees are doing good
- o We achieved 75% of goals set for financials
- o Denise to add verbiage to professional member online application (no refunds if application is not completed or not registered with National within time limit)
- o Professional Members must apply to National NARPM within 30 days of application to our local chapter and receive approval within 90 days. No refund will be given if these timelines are not met. Motioned and approved.
- o Table fees are doing good – filled to October with a wait list

**Membership**

- o 5 New members approved

**Minutes**

- o February and April Meeting Minutes reviewed and will be voted on at June's meeting

**Education**

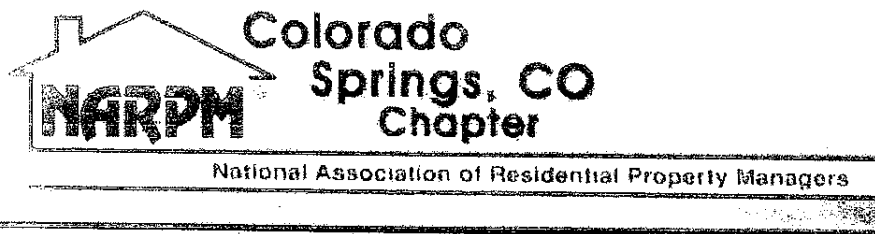
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- o 14 October: Form Sharing, POC Daimon Elliott
- o 18 November: National Convention Take Aways, POC: Danielle Coke
- o 4 December: Christmas Party
- o Backup topic #1: Social Media
- o Education Membership Approved

**Miscellaneous**

- o Still working on 501c certification
- o Changing banking to First Banks from Wells Fargo
- o Bylaws are still in progress. Angie discussed changes of final draft of Bylaws Angie will make final revisions and will get to Rob. Will make revisions to add board of directors information. Professional member committee chairs will also be able to vote.
- o Partnership with Legal Shield motioned and approved
- o New members name tags will be available at the June meeting
- o Name tags will not be made by Cole Promotions any longer due to no longer being a professional member
- o Highland Roofing can offer free CE classes. Scheduling a class for fall of 2014 and an ethics class
- o **Newsletter**
  - Co-chaired by Betsy Madsen and Rob Lynde
- o **National Conventions**
  - National: Oct 22-24

**Meeting Adjourned**

*newsletter*



2014 CS NARPM Planning Meeting Minutes

Colorado Springs Chapter of NARPM

Clarion Inn 314 W. Bijou Colorado Springs, CO 80905

June 17th, 2014

Attendees

- o Danielle Coke (President)
- o Betsy Madsen (Membership)
- o Tony Veneris (Hospitality & Awards)
- o Denise Day (2014 Treasurer)
- o Angie Finch (Affiliate Member Chair)
- o Alex Yoder (Past President)
- o Daimon Elliot (Education and Programs)

Treasurer

- o Discussed budget and reviewed profit and loss
- o Table fees are doing good
- o Account opened at First Bank to be used for NARPM Finances

Membership

- o Jay Ketchum – Mr. Appliance of the Front Range
- o Amy Scheller – Support Staff at All County Colorado Springs

Minutes

- o February, April, and May Minutes were reviewed and approve for placement on website

Education

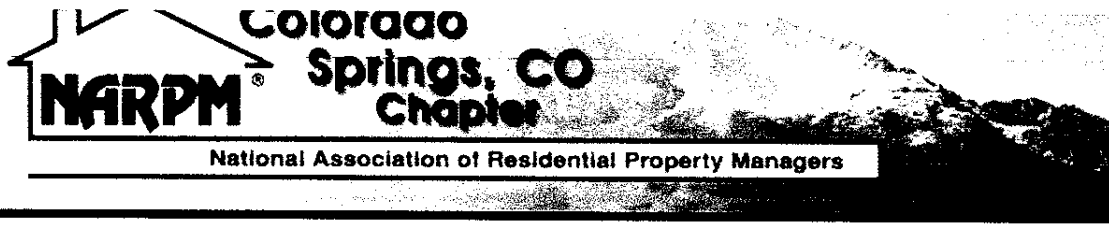
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- o 14 October: Form Sharing, POC Daimon Elliott
- o 18 November: National Convention Take Aways, POC: Danielle Coke
- o 4 December: Christmas Party
- o Backup topic #1: Social Media
- o Education Membership Approved

Miscellaneous

- o STARTING IN AUGUST LUNCHEONS WILL BE HELD AT HOTEL ELEGANTE 2886 S. CIRCLE DR.
- o Bylaws are approved pending revisions agreed upon at board meeting. Revisions will be reviewed electronically prior to
- o Legal Shield Partnership is finalized and link placed on website
- o Name tags will not be made by Cole Promotions any longer due to no longer being a professional member *official*
- o Highland Roofing can offer free CE classes. Scheduling a class for fall of 2014 and an ethics class *Binj Promotions*
- o **Newsletter**
  - o Co-chaired by Betsy Madsen and Rob Lynde
- o **National Conventions**
  - o National: Oct 22-24

Meeting Adjourned

*Come by Share 569*



**2014 CS NARPM Planning Meeting Minutes**

**Colorado Springs Chapter of NARPM**

Clarion Inn 314 W. Bijou Colorado Springs, CO 80905

July 15th, 2014

• **Attendees**

- Danielle Coke (President)
- Misty Berger (President Elect)
- Daniel Muldoon (Secretary)
- Betsy Madsen (Membership)
- Tony Veneris (Hospitality & Awards)
- Denise Day (2014 Treasurer)
- Angie Finch (Affiliate Member Chair)
- Alex Yoder (Past President)
- Daimon Elliot (Education and Programs)

• **Treasurer**

- Discussed budget and reviewed profit and loss
- Motion to approve budget, motion seconded and approved
- Table fees are doing good
- Account opened at First Bank to be used for NARPM Finances
- Wells Fargo will not be used for banking as of 07/31/2014 all banking to be done at First Bank

• **Membership**

- Jennifer Boylan - Springs Homes Inc. approved for membership
- Charles D'Allesio – Synergy Realty Group approved for membership

• **Minutes**

- Junes minutes are approved for website after revisions

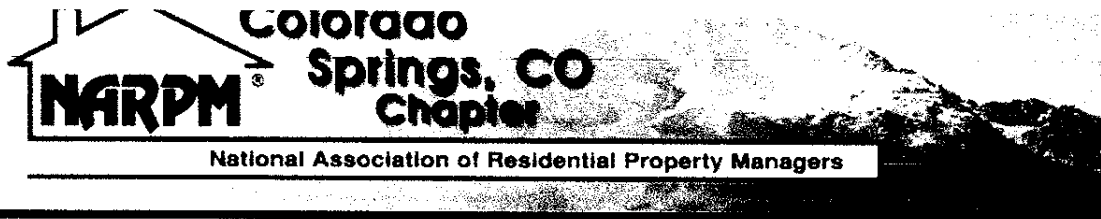
• **Education**

- **2014 Monthly Luncheon Topics,**
- Luncheons will stay \$16 for members and \$25 for non RSVPs
- 19 August: Night Tenders, POC: Betsy Madsen
- 16 September: El Paso County Sherriff's Department Evictions, POC: Rob Lynde
- 14 October: Form Sharing, POC Daimon Elliott
- 18 November: National Convention Take Aways, POC: Danielle Coke
- 4 December: Christmas Party
- Backup topic #1: Social Media
- Education Membership Approved

• **Miscellaneous**

- **STARTING IN AUGUST LUNCHEONS WILL BE HELD AT HOTEL ELEGANTE 2886 S. CIRCLE DR.**
- Bylaws are approved
- Christmas party is scheduled for 12/3/2015. Scheduling for 2015 party was required by the Hotel Elegante as part of the contract to use their facility
- Rob Lynde will be teaching NARPM ethics at Legacy Title on 09/18/2014
- Chapter of Excellence information to be submitted by 07/18/2014
- Discussion regarding the reintroduction of business after hours
- Care and Share proceeds 69 dollars
- 
- **Newsletter**
  - Co-chaired by Betsy Madsen and Rob Lynde
  - June July and August newsletter will be combined into one
- **National Conventions**
  - National: Oct 22-24

**Meeting Adjourned**



### 2014 CS NARPM Planning Meeting Minutes

#### Colorado Springs Chapter of NARPM

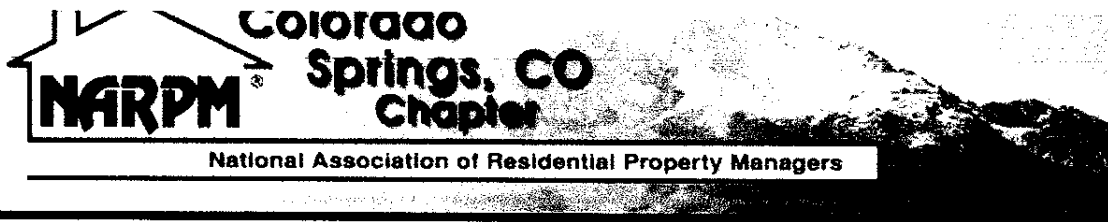
Clarion Inn 314 W. Bijou Colorado Springs, CO 80905

August, 2014

- **Attendees**
  - Danielle Coke (President)
  - Misty Berger (President Elect)
  - Daniel Muldoon (Secretary)
  - Betsy Madsen (Membership)
  - Denise Day (2014 Treasurer)
  - Angie Finch (Affiliate Member Chair)
  - Alex Yoder (Past President)
  - Daimon Elliot (Education and Programs)
- **Treasurer**
  - Discussed budget and reviewed profit and loss
- **Membership**
  - Shauna Braley Bullseye Plumbing Heating and Air. approved for membership
  - Trevor Davies – MCM Elegante Suites approved for membership
  - Frank Rudy – Servicemaster Approved for membership
  - Ken Schappert – Johnson United Storage and Moving approved
  - Jason Poisson – Patriot Real Estate Group approved
  - Mandy Campbell – Dorman Real Estate Services approved
- **Minutes**
  - July's minutes are approved for website after revisions
- **Education**
  - **2014 Monthly Luncheon Topics,**
  - Luncheons will stay \$16 for members and \$25 for non RSVPs
  - 16 September: El Paso County Sherriff's Department Evictions, POC: Rob Lynde
  - 14 October: Form Sharing, POC Daimon Elliott
  - 18 November: National Convention Take Aways, POC: Danielle Coke
  - 4 December: Christmas Party
  - Backup topic #1: Social Media
  - Education Membership Approved
- **Miscellaneous**
  - Chapter of Excellence complete
  - Christmas party is scheduled for 12/3/2015. Scheduling for 2015 party was required by the Hotel Elegante as part of the contract to use their facility
  - Rob Lynde will be teaching NARPM ethics at Legacy Title on 09/18/2014
  - Discussion regarding the reintroduction of business after hours
  - Motioned and approved to purchase microphone for meetings – cost not to exceed \$150.00
  - **Newsletter**
    - Co-chaired by Betsy Madsen and Rob Lynde
    - June July and August newsletter will be combined into one
  - **National Conventions**
    - National: Oct 22-24

**Meeting Adjourned**





## 2014 CS NARPM Planning Meeting Minutes

### Colorado Springs Chapter of NARPM

Clarion Inn 314 W. Bijou Colorado Springs, CO 80905

September, 2014

#### • Attendees

- Danielle Coke (President)
- Misty Berger (President Elect)
- Daniel Muldoon (Secretary)
- Betsy Madsen (Membership)
- Denise Day (2014 Treasurer)
- Tony Veneris (Hospitality and Awards)
- Rob Lynde (Compliance Chair)
- Carl Driver (Hospitality and Awards)
- Angie Finch (Affiliate Member Chair)
- Alex Yoder (Past President)
- Daimon Elliot (Education and Programs)

#### • Treasurer

- Discussed budget and reviewed profit and loss
- Discussed upcoming ethics class- problem registering between local and national
- Registration for luncheons ends Friday walk in only after Sunday

#### • Membership

- No new members approved
- Betsy to maintain membership rules at luncheon

#### • Minutes

- August minutes are approved for website after revisions

#### • Education

- **2014 Monthly Luncheon Topics,**
- Luncheons will stay \$16 for members and \$25 for non RSVPs
- **14 October (Schedule changed due to Nationals):** Form Sharing, POC Daimon Elliott
- 18 November: National Convention Take Aways, POC: Danielle Coke
- 4 December: Christmas Party
- Backup topic #1: Social Media
- Education Membership Approved

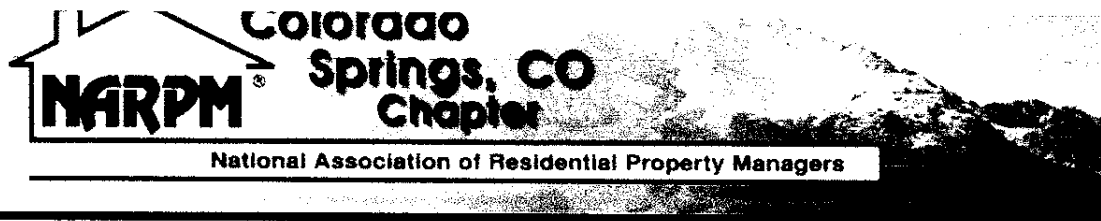
#### • Miscellaneous

- Christmas party is scheduled for 12/3/2015. Scheduling for 2015 party was required by the Hotel Elegante as part of the contract to use their facility
- Discussion about ballots
- Rob Lynde will be teaching NARPM ethics at Legacy Title on 09/18/2014
- Discussion regarding the reintroduction of business after hours – tabled for October meeting
- Only event besides monthly meetings and luncheons scheduled for rest of 2014 is Christmas Party
- Tax exempt status not obtained, will continue to work on this
- Microphone charged waived for future luncheons, charge for projector or screen are still applicable
- 18 dollars per broker member payable to Apartment Association Political Action Fund
- **Newsletter**
  - Co-chaired by Betsy Madsen and Rob Lynde
  - June July and August newsletter will be combined into one
  - Dri Wall Properties to take over publication of newsletter

#### ○ National Conventions

- National: Oct 22-24

**Meeting Adjourned**



### 2014 CS NARPM Planning Meeting Minutes

#### Colorado Springs Chapter of NARPM

Clarion Inn 314 W. Bijou Colorado Springs, CO 80905

October 21st, 2014

#### • Attendees

- Danielle Coke (President)
- Misty Berger (President Elect)
- Daniel Muldoon (Secretary)
- Denise Day (Treasurer)
- Betsy Madsen (Membership)
- Jason Poisson (Secretary 2015)
- Tony Veneris (Hospitality and Awards)
- Angie Finch (Affiliate Member Chair)
- Alex Yoder (Past President)
- Daimon Elliot (Education and Programs)

#### • Treasurer

- Budget and Expenses Reviewed
  - Income and expenditures inline with projections

#### • Membership

- New Members
  - Ron Green - Peak Structural
  - Brandon Kirk – HydroClean Carpet Cleaning
  - LeAnn Morgan – Jack Boyd Janitorial
  - Rhonda Blain – Carpet Direct
  - Tiffany Sisco – Sparklean, Inc.
- All members voted on and approved

#### • Minutes

- Minutes for July, August and September are approved with revisions

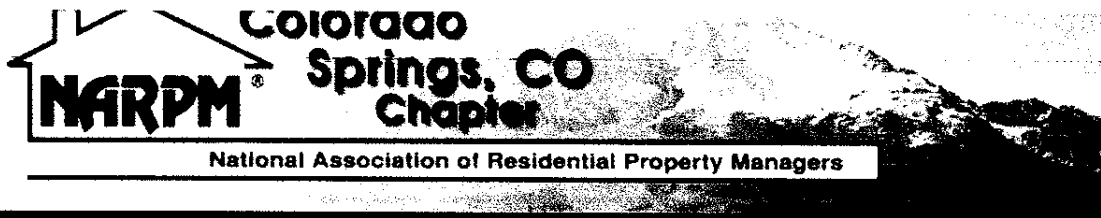
#### • Education

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- 4 December: Christmas Party
- Backup topic #1: Social Media
- Education Membership Approved

#### • Miscellaneous

- **Purchase of Projector screen motioned and approved**
- **2015 Symposium will be at Hotel Elegante**
- Daimon Motions to contact Steve Schulz to mediate discussion about possession of csnarpm.org url. Misty seconds and motion is approved
- **Newsletter**
  - November Newsletter will be emailed on 11/21/2014
- **National Conventions**
  - Form share and take aways

Meeting Adjourned



### 2014 CS NARPM Planning Meeting Minutes

#### Colorado Springs Chapter of NARPM

Clarion Inn 314 W. Bijou Colorado Springs, CO 80905

November 18<sup>th</sup>, 2014

#### • Attendees

- Danielle Coke (President)
- Misty Berger (President Elect)
- Daniel Muldoon (Secretary)
- Betsy Madsen (Membership)
- Scott Glascock (Hospitality)
- Tony Veneris (Hospitality and Awards)
- Rob Lynde (Compliance Chair)
- Karen Santee (Director 2015)
- Carl Driver (Hospitality and Awards)
- Angie Finch (Affiliate Member Chair)
- Alex Yoder (Past President-Late as usual)
- Daimon Elliot (Dabbles in Education and Programs)

#### • Treasurer

- Due to Denise's leg injury budget was reviewed by Misty Berger
- Revisions made to accounting categories in Quickbooks to more accurately detail accounting

#### • Membership

- Dave Colligan with Sierra Mechanical was motioned and approved for membership

#### • Minutes

- Minutes for July, August and September are approved with revisions

#### • Education

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#### • Miscellaneous

- Christmas party is scheduled for 12/4/2014 5-8 PM at Hotel Elegante.
  - Bring Unwrapped toy as admission (No Sex Toys)
  - Bring white elephant gift under \$15 (Sex toys are probably inappropriate for this gift also but at least it will be wrapped and anonymous)
- Tony contacted Christmas Unlimited and Angie contacted Care and Share for Check Acceptance
  - Current contributions are 562 dollars from ticket sales NARPM will pay the difference to bring total to 1000 dollars
- Misty pledges to provide for education opportunities in 2015 for NARPM members
- Only event besides monthly meetings and luncheons scheduled for rest of 2014 is Christmas Party
- Rob Lynde working with DORA for approved classes on fair housing
- Microphone charged waived for future luncheons, charge for projector or screen are still applicable
- Projector screen (NOT THE PROJECTOR ITSELF DANIELLE!) purchased for 150
- **Newsletter**
  - Who knows? You can't trust Becky to get anything done....
- **National Conventions**
  - Form share and take aways

**Meeting Adjourned**