

**MINUTES OF MONTHLY MEETING OF THE BOARD OF DIRECTORS  
OF  
NARPM DENVER CHAPTER**

**The monthly meeting of the board of directors of the above named corporation was held on:**

**January 22, 2013 at Mile High Station, 2027 West Colfax Avenue, Denver, Colorado**

**Present was:**

Darron Dowda-President  
Kathryn MacGeraghty-Treasurer  
Bob Alldredge-Vice President  
Lyle Hass-Past President  
Tony Cline-President Elect  
Kathleen Worley-Secretary

**Chair Members:**

Susan Melton-Education Chair  
Geff Kempell-Education Chair  
Sylvia White-Certification Chair  
Peter Meer-Certification Chair  
Paula Haas-Membership Chair  
Jessica Burrow-Luncheons Chair  
Marc Cunningham-Meeting Speakers Chair  
Nick Meer-Webmaster Chair  
Ron Herdt-Pacific Southwest Regional Conference Chair  
Johanna Wells-Vendor Chair

**ABSENT:**

Johleen Belliston-Webmaster Chair

10:03 A.M. The meeting was called to order by President Darron Dowda with only the directors. It was determined that a quorum was present and the meeting could conduct business.

The Secretary determined that notice of the meeting had been properly given.

**President** Darron Dowda gave opening remarks regarding depending on each other as a second family. JLAC (Joint Legislative Action Committee) will also be a focus. The floor was turned over to the treasurer.

**Treasurer Report:**

Kathryn MacGeraghty distributed 2012 Budget vs. Actual with explanation of how to read. A loss of \$11,609.05 (less 2013 prepaid) was due in most part to lunches and a small portion for Christmas. A Luncheons and holiday party analysis was distributed. If we stay with the current venue a loss is projected of \$15,610 for the year.

#### Open Discussion:

- Hope to pull together new venue by next meeting for a vote. Will reduce cost of lunches to move into a better situation.

-Anticipate more membership dues in 2013

-President, Darron would like to increase dues paid 35 to 40% and increase vendors by adding another chair person, he has a volunteer that he will contact for confirmation.

#### **President Elect Report:**

Tony Cline reported that he has dedicated the last four days since our annual meeting on an extensive web site. It is not done yet though reading for testing. Members will be able to pay dues and lunch on line by PayPal or Credit/Debit. Admin will be able to pull list of payments made and still due. There will be an Event Registration that will include classes being offered. Projected cost for on-line transactions are 2.87% plus. 30 cents per transaction. Tony will be setting up a meeting with our vendor chair Johanna Wells. The site will also allow download to create name tags during meetings. We will publish a newsletter each month from the president and education committee updates as well as certification information. It will have a forum that can be used to obtain volunteers. The temporary site is on Tony's domain and can be visit at [propertymanagersindenver.com](http://propertymanagersindenver.com) everyone is encouraged to visit and send feedback to Tony Cline. Tony Cline will focus on the following: Meeting with Vendor Chair to set up vendors and add Sponsorship with logo that will link to their website, set up new account to link with paypal working with Treasurer.

#### **Vice President Report:**

Bob Alldredge updated board on new venue visited this morning with Jessica Burrow. PPA (Police Protective Association) located at 2105 Decatur St., Denver, CO 80211. Bob Alldredge would like each board member to take time to visit. It is available on the dates needed by Denver NARPM including the holiday party. It is thought to possibly be 50% less than current venue.

#### **Secretary Report:**

Kathy Worley distributed draft of annual meeting minutes, due to limited time agreed to have board members respond by January 29th with changes. Kathy Worley distributed print out of Denver Chapter Board Items for Follow-Up, this will be a monthly hand out to avoid losing sight of commitments during board meetings. Kathy Worley will work on Highlight spins to be included on web or newsletters after draft reviewed by board of directors, caution will be taken in regards to some information not being for public consumption.

#### **Past President Report:**

Lyle Haas commended Kathryn MacGeraghty for doing an excellent job of pulling together information on financials in such a short period of time. He would like the invitation to future meetings expanded to past members and potential.

#### **General Board Meeting:**

President Darron Dowda covered NARPM is a family, focused discussion on budget, website and new venue.

**President Elect Report:**

Tony Cline gave condensed update on website and encouraged feedback. Vendor Chair Johanna Wells agreed to work with Tony Cline on setting up vendors as well as adding another vendor chair person to help with work load.

**Vice President Report:**

Bob Alldredge gave condensed information regarding PPA and invited members to preview location prior to our next meeting.

**Treasurer Report:**

Kathryn MacGeraghty distributed financials and lunch spreadsheet with explanation. Lunch spreadsheet will be expanded to include new venue pricing for next meeting.

**Secretary Report:**

Kathy Worley distributed spreadsheet on items for follow up and will keep updated for veiwing at each meeting.

**Past President Report:**

Lyle Haas again commended Kathryn MacGeraghty and the expansion of the invitation to past members and potential members.

**President:**

Darron Dowda adjourned the meeting at 11:10 for the general association meeting.

Dated: 2-14-13

Secretary Kathy Worley  
Signature

Kathy Worley  
Printed Name

Directors:  
[Signature]  
Signature

Darron Dowda  
Printed Name

[Signature]  
Signature

Kathryn MacGeraghty  
Printed Name

Bob Alldredge  
Signature

Bob Alldredge  
Printed Name

[Signature]  
Signature

Lyle Haas  
Printed Name

[Signature]  
Signature

Tony Cline  
Printed Name

## Denver Chapter of NARPM Profit & Loss Budget Overview January through December 2013

	Jan - Dec 13
<b>Income</b>	
<b>Program Income</b>	
<b>Dues</b>	
Affiliate Dues	10,000.00
Membership Dues	8,500.00
Support Staff Dues	1,350.00
<b>Total Dues</b>	19,850.00
<b>Total Program Income</b>	19,850.00
<b>Special Events Income</b>	
Class Fees	1,200.00
Group Functions (July BB game)	3,300.00
Lunch Income	18,800.00
Luncheon & Holiday Sponsorships	3,800.00
<b>Total Special Events Income</b>	27,100.00
<b>Total Income</b>	46,950.00
<b>Gross Profit</b>	46,950.00
<b>Expense</b>	
Bank Service Charge	24.00
<b>Business Expenses</b>	
Business Registration Fees	10.00
Insurance - Liability, D and O	900.00
<b>Total Business Expenses</b>	910.00
<b>Contract Services</b>	
Accounting Fees	200.00
<b>Total Contract Services</b>	200.00
<b>Contributions</b>	
AAMD	2,000.00
<b>Total Contributions</b>	2,000.00
<b>Operations</b>	
Supplies	400.00
Website service	565.00
<b>Total Operations</b>	965.00
President's Discretionary Acct	400.00
<b>Special Event Costs</b>	
Certification Scholarships	2,000.00
Classes	2,000.00
Group Functions	3,300.00
Holiday Party	2,000.00
Luncheons	27,000.00
Realtor Rally	600.00
<b>Total Special Event Costs</b>	36,900.00
<b>Travel and Meetings</b>	
Annual Board Retreat	3,500.00
Conference Reimbursements	2,000.00
<b>Total Travel and Meetings</b>	5,500.00
<b>Total Expense</b>	46,899.00
<b>Net Income</b>	51.00

Mile High Stadium	\$ 7,040.00	Balance for 9 luncheons (\$1564/lunch)	Lunch fees	\$18,000.00	80 ppl * \$25 * 9 lunches (higher than last year)
A&J Audio Visual	\$ 2,430.00	9 luncheons (approx \$270/lunch)			
A Perfect Bite	\$18,381.60	9 luncheons (est \$25.53 per plate)			
Totals	\$34,891.60			\$19,350.00	
Average	\$ 3,876.84			\$ 2,150.00	
Net monthly loss/gain	\$ 1,726.84				
Total loss/gain 2013 luncheons	\$15,541.60				
<b>2013 (est) vs 2012 (est) Comparison</b>					
Mile High Stadium	\$ 7,040.00	50% for 2013 (paid in 2012, nonrefundable)	Sponsorships	\$ 1,350.00	\$150/lunch
Mile High Stadium	\$ 704.00	January's (estimated, not billed yet)	Lunch fees	\$18,000.00	80 ppl * \$25 * 9 lunches (higher than last year)
A&J Audio Visual	\$ 270.00	January's (estimated, not billed yet)			
PPO room	\$ 4,400.00	8 luncheons			
PPO outside caterer	\$ 200.00	8 luncheons			
PPO mike and projector	\$ 1,880.00	8 luncheons			
A Perfect Bite	\$18,381.60	9 luncheons (est \$25.53 per plate)			
Totals	\$32,875.60			\$19,350.00	
Average	\$ 3,652.84			\$ 2,150.00	
Net monthly loss/gain	\$ 1,502.84				
Total loss/gain 2013 luncheons	\$13,525.60				
Monthly savings	\$ 224.00				
Total estimated savings	\$ 2,016.00				

**MINUTES OF VIRTUAL MEETING OF THE BOARD OF DIRECTORS  
OF  
NARPM DENVER CHAPTER**

**The virtual meeting of the board of directors of the above named corporation was held on:**

**January 24, 2013 through e-mail correspondence attached.**

**Present was:**

Darron Dowda-President  
Kathryn MacGeraghty-Treasurer  
Bob Alldredge-Vice President  
Lyle Hass-Past President  
Tony Cline-President Elect  
Kathleen Worley

**MOTION** by Darron Dowda (e-mail)

Motion that we approve the budget as out lined at the end of the retreat with the understanding that we review the budget every month with the expressed intention to re-establish funding for the suspended programs and the intended re-establishment of approved spending on the reduced programs. With the over all intention to keep the chapter financially solvent with enough funds to meet the commitments and planned growth of the coming year.

2<sup>nd</sup> the motion by Kathryn MacGeraghty

In Favor:

Opposed:

Rescind

E-mail distribution of meeting notification

PPA Event Center, office conference room at 9:00 AM on Thursday, January 31, 2013  
(Seats 6).

<http://www.dppa.com/EventCenter/Directions.htm>