



## National Association of Residential Property Managers

### N O R T H E R N   C O L O R A D O   C H A P T E R

#### **2014 Northern Colorado Chapter (C045) - Planning Meeting**

**November 20, 2013, 10:00 p.m.**

**3424 Stanford Road, Fort Collins, CO**

**Peak Property Management Office**

#### **I. Chapter Leadership**

- |     |                          |                         |
|-----|--------------------------|-------------------------|
| 1.  | President:               | Diane Quigley           |
| 2.  | Vice President:          | Pam Foster              |
| 3.  | Secretary:               | Debbie Jackson          |
| 4.  | Treasurer:               | Erin Griffin            |
| 5.  | Educational Coordinator: | Bev Perina              |
| 6.  | Membership Coordinator:  | Jana Picket             |
| 7.  | Legislative Coordinator: | Jim Stegner             |
| 8.  | Affiliate Program Coord: | Laurie King, Harry Peer |
| 9.  | Marketing/Publications:  | Jim Stegner, Bev Perina |
| 10. | Recognitions Chair:      | Debbie Jackson          |
| 11. | Other: Past President    | Bryan Potter            |
| 12. | Other: Mentor            | Susan Albern            |

## **II. Meeting Outline**

1. Meeting Day/Time: 3rd Wednesday of the month, 3:00 - 5:00 PM
2. Meeting Location: CB & Potts Restaurant, Collindale Golf Course  
1441 E Horsetooth Rd, Fort Collins, CO 80525
3. Board Meeting Day/Time: follows membership meeting, approx 5:30 PM
4. Board Meeting Location: same

## **III. Meeting Structure**

2:45-3:00 Registration

3:00-3:10 Welcome, introductions, Code of Ethics, silence cells, no fee discussion

3:10-3:25 Affiliate spot light

3:25-3:50 Hot topic: current event, legislative, ed.

3:50-4:00 Break Network

4:00-5:00 Educational Presentation

5:00-5:15 give away TBA

#### IV. Topics/Speakers

| Month     | Meeting Topic                           | Speaker                    |
|-----------|---|----------------------------|
| January   | Processing Work orders                  | Bev Perina/Panel w/ Laurie |
|           | & Install Board Members                 | Cheryl and Jana            |
| February  | Companion Animals                       | Bev Perina/Allison         |
|           | & 4 HR Colorado Mandatory CE            | Charity Vermeer            |
| March     | Fair housing / Rules of Habitability CE | Bev Perina/Hammerick       |
| April     | Power Meeting, 3-6 hours CE             | Susan Albern,Tony Drost    |
| May       | DORA Update                             | Marsha Walters             |
| June      | What I Learned From NARPM               | Steve Shultz               |
| July      | Summer Social                           |                            |
| August    | Management contracts, 5 best clauses    | Bev Perina                 |
| September | Lease Clauses                           | Bev Perina                 |
|           | Landlord Basics CE                      | Debra Wilson               |
| October   | Small Claims Mock Trial & round table   | Erin and Bev               |
| November  | Social Media and Your business          | Erin and Bev               |
| December  | Winter Holiday Social                   |                            |

Back up:

Discuss NARPM website, how to use it.

NARPM Designations,

Conventioneers should share their info under hot topics.

**V. Budget – DREAM FIRST!**

|  |          |
|--|----------|
| <b>Expenses:</b>   | \$13,000 |
| Meeting Expenses (room, food, etc.) \$458 X 12             | \$5,500  |
| Marketing Expenses (newsletter, etc.)                      | \$2,000  |
| Education Expenses (speaker, equipment, etc.)              | \$2,500  |
| Legal & Accounting Expenses (tax return, corporation fees) | \$500    |
| Officer Travel (to national event(s))                      | \$2,500  |
|  |          |
| <b>Income:</b>   | \$13,000 |
| Professional/Support Membership Fees 30 x \$130            | \$3,900  |
| Affiliate Membership & Sponsorship Fees 30 x \$160         | \$4,800  |
| Meeting Fees   |          |
| 50/50 Raffle   |          |
| Continuing Education Fees 9 x 10 CE x 20 members           | \$1,800  |
| Chapter Grant  | \$500    |
| Power Session CE 25 x \$35                                 | \$2,000  |

**VI. Membership Growth Strategies**

- Each board member will reach out to two other potential members in the community.
- New updated packet's to be created

**VII. Affiliate Program Strategies**

- Make a list of the type of vendors that would benefit from the Association.
- Identify and target contractors of unrepresented trade types with active invitations  
e.g. Too many roofers and restoration companies and no plumbers.
- Make sure we use affiliates.
- Set up guidelines to insure quality of vendor members, require a member reference

**VIII. Marketing Strategies**

- Use a New format for the newsletter. Improved website communications
- Better participation in the NARPM Conferences
- Membership Drive