



September 15, 2017 Minutes
APRA Board Meeting via Conference Call

Present: Rich Thompson, Megan Konecny, Mike McDermott and Rob Forney.

Unable to Attend: Roy Helsing, Ted Salgado

Staff: Becky Fisher

- I. Call to Order** – 09.15.17 Board Meeting convened at 11am CDT.
- II. July 21, 2017 Board of Director Meeting Minutes** – The minutes were forwarded to the Board for review in advance of the conference call. Rich had several corrections and updates; the Board concurred and added additional changes. Rob motioned for approval; it was seconded by Rich to accept the July 21, 2017, minutes pending updates as directed by the Board. The motion carried.
 - A.** The Board asked that moving forward, approved minutes are to be distributed to members via email, to increase member-at-large engagement.
- III. Financial Report**
 - A.** Becky reviewed the YTD Profit & Loss statement and Balance Sheet as of 8/31/17. As discussed during the July Board meeting, Symposium income was down due to lower than normal attendance; expenses were high to meet Symposium facilities' minimums and due to the high cost of AV equipment rental.
 - B.** Becky advised that TEAM requested authorization from Rich to allow TEAM Finance Management rep, admin-view access to download monthly bank statements. Limited access is a secure method and would allow for more expedient reconciliation (to create monthly financial reports) vs. waiting for US Mail delivery. Rich was in agreement; Becky was unsure if it had been accomplished. She is to check and report back.
 - C.** Rich reminded Becky that TEAM should be drafting the 2018 Budget for approval.
 - D.** Becky suggested that the bank statement and reconciliation reports only be sent to the Treasurer in advance of the meeting vs. inclusion in the Board meeting support package. The Board advised it wants to continue with the current practice for them to be included.
- IV. Committee Reports**
 - A. Reserve Study Legislative Committee**
 - i. Rich provided minutes of the 9/13/17 committee conference call.
 - ii. The committee plan is to develop boilerplate Reserve Study Legislation to reflect APRA Standards. And to identify three states that lack reserve study legislation.
 - iii. To accomplish these goals, they have created a To Do list for the proposed states.
 - iv. The next conference call meeting is 9/27/17.
 - B. Public Policies Committee** – No report.
- V. Unfinished Business**
 - A. 2018 Symposium**
 - i. To be organized earlier; promotion should begin by yearend.
 - ii. Members were surveyed for program preferences in location, date and content:
 - a. 22 respondents.

- b. 40% would prefer it to be conjunction with the 2018 CAI National Conference in Washington DC, May 9-12; 72% preferred Nashville, TN.
 - c. The Symposium Committee to review content suggestions.
 - iii. TEAM was asked to check facility pricing in both cities and report back.
 - iv. APRA to rent the TEAM projector for \$50 to save on-site rental cost.
 - v. Change to one-day vs 1.5 days, for significant facilities cost savings.
 - vi. Eliminate the no-host dinner, and make dinner part of the Symposium; the cost included in the attendee price.
 - vii. A motion was made by Rich, seconded by Rob and carried, that the 2018 Symposium be reduced to one day, include the Annual Meeting and dinner and be presented as one package to attendees.
- B. Increased social media**
- i. TEAM is working with Rich to determine how often e-newsletters are distributed. It was agreed that the target audience would be members, those with the RS designation and industry vendors, with a goal to expand to HOA managers.

VI. New Business

- A.** Becky advised that she resume duties as the APRA Account Manager; Brenda Peterson is no longer with TEAM, Inc.
- B.** TEAM Agreement proposal for 2018/19
- i. Becky reviewed 2017 admin management accomplishments, including Wild Apricot software onboarding, improved processes and new website launch.
 - ii. The current agreement expires 9/30/17. In 2017 TEAM revised and simplified agreements to become Letters of Engagement.
 - iii. The proposed Letter of Engagement would be for two years, as in the past, with a monthly cost of \$1,350; an increase of \$211.
 - iv. The increase includes a cost of living adjustment, Legislative Committee support, and added social media services to better engage current members and attract new ones.
 - v. Becky to submit the proposal in writing for Board approval.
- C.** Website & PRA online JotForm member application
- i. Mike has been working with Amanda at TEAM to convert the PRA application to JotForm, an electronic document management form.
 - ii. The Board was previously emailed the details and asked to review for input and approval via email.
 - iii. TEAM has been and continues to make Website improvements.

VII. Membership Summary:

Individual Members		Member Companies	
PRA Members	62	Reserve Study Providers	56
General Members	23	Affiliates	<u>1</u>
Affiliate Members	<u>2</u>		
Total Individuals	88	Total Member Companies	57

The meeting adjourned at 12:30pm CDT.

Next Board Meeting Conference call: Friday, November 17, 2017 at 11:00 AM CST, 9:00 AM PST.

Respectfully submitted, Becky Fisher, TEAM, Inc.