

# BOMA Southwest Region Board of Directors

***\*Support Materials Attached.***

June 2017 Business Meeting  
Sunday, June 25, 2017 • 8:00a.m.  
Music City Center • Nashville, TN

## Meeting Agenda

		<u>Discuss/Info/Vote</u>
I. Call to Order	Dan Yates, President	I
II. Roll Call	Mary Paltani, Secretary/Treasurer	I
III. Approval of Minutes*	Mary Paltani, Secretary/Treasurer	V
IV. Financial Report*	Mary Paltani, Secretary/Treasurer	V
• Approval of Financial Statements*		
V. 2016 Audit Committee Report (onsite handout)	Susan Walker, Chair, Audit Committee	V
VI. 2018 Southwest Regional Conference Update	BOMA Corpus Christi	I
VII. BOMA International Report	Bill Moebius/Lisa Hensley	I
VIII. BOMA Intl Nominating Committee	Greg Grainger	I
IX. Old Business		
• Recognize Scholarship Sponsor	Dan Yates, President	I
• 2017 Southwest Region TOBY Events	Dan Yates, President	I
X. New Business		
• Board & Committee Volunteer Positions*	Dan Yates, President	I
• TOBY Chair & Committee	Dan Yates, President	I
• Awards Committee	Dan Yates, President	I
• Bylaws Committee	Dan Yates, President	I
• Nominating Committee	Dan Yates, President	V
XI. Call from Floor to Adjourn	Dan Yates, President	V
XII. Adjourn	Dan Yates, President	V

### ***Southwest Region Contact Information:***

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# **BOMA Southwest Region Board of Directors Meeting**

**Friday, March 31, 2017**

Dallas City Center • Dallas, TX

## **Call to Order**

BOMA Southwest President Dan Yates called the meeting to order at 8:38a.m.

He began the meeting by recognizing the following officers and committee chairs:

- Johnny Onkst, Vice President
- Melissa Graham, Immediate Past President
- Pat Areno, Senior Vice President of BOMA International
- Brian Cappelli, Vice Chair of BOMA International
- Jeff Horn, President & CEO of BOMI International
- Steve Orłowski, Building Codes, BOMA International

Secretary Treasurer Johnny Onkst confirmed that delegates from the following local organizations were present and there was a quorum: Austin, Corpus Christi, Dallas, Fort Worth, Greater Little Rock, Houston, Northwest Arkansas, Oklahoma City, San Antonio, Shreveport and Tulsa. Representatives from Albuquerque were unable to attend.

## **Minutes**

Minutes from the January 2017 meeting in San Diego, CA were distributed to all Board members via the advance meeting packet. There were no changes or corrections.

### **Motion Fort Worth, Second Shreveport**

To approve the January 2017 meeting minutes as presented.

***Motion Carried Unanimously***

## **Financial Statements**

Financial statements ending February 28, 2017, were distributed in the advance meeting packet.

Secretary Treasurer Johnny Onkst made the following notes:

- The balance as of February 28, 2017, was \$18,278.19.
- There was no other activity to report.

There was no further discussion.

### **Motion Dallas, Second Tulsa**

To approve the financial statements for the period ending February 28, 2017, as presented.

***Motion Carried Unanimously***

## **2017 BOMA Southwest Region Conference**

BOMA Dallas President, Mike Pugh welcomed everyone to Dallas and thanked them for attending the 2017 Southwest Region Conference. Pugh thanked the conference committee for putting on a great welcome party at Klyde Warren Park and stated the committee had put together some great education for everyone to attend.

### **BOMA International Report**

BOMA International Vice Chair Brian Cappelli provided a report from BOMA International. Cappelli updated the group on BOMA programs, such as the 2017 EER and industrial programs.

### **BOMA International Nominating Committee Report**

BOMA International Nominating Committee Chair Greg Grainger provided an update for the International Nominating Committee.

### **Old Business/Ferrell Hayes Scholarship**

President Yates thanked Avison Young for their sponsorship of the Ferrell Hayes Scholarship. The 2017 recipient was Johnny Clark with Holt Lunsford Commercial out of Dallas, Texas.

### **2018 Southwest Region Conference**

Larry Virts, President BOMA/Corpus Christi announced that the 2018 Southwest Region Conference would be April 12 – 14, 2018, at the Omni on Corpus Christi Bay. Virts shared that those interested in getting updates on the 2018 SWR Conference could sign up through the BOMA Corpus Christi website (<http://bomacorporuschristi.org/southwest-conference/>). They promised a great event and hope all will attend.

### **Nominating Committee**

Lisa Hensley, member of the Nominating Committee, provided the report for the committee. Nominating Committee members are Lisa Hensley and Allison Millington and Jim Peck served as the Chair.

Hensley stated that several candidates from around the region were considered for the vacant Secretary/Treasurer position and thanked all that applied. The Nominating Committee recommended Mary Paltani, BOMA Oklahoma City for the position of 2017/2018 Secretary/Treasurer.

There was no additional discussion.

#### **Motion Tulsa, Second Oklahoma City**

To appoint Mary Paltani for the position of secretary/treasurer for the 2017/2018 year.

***Motion Carried Unanimously***

### **Audit Committee**

Susan Walker with BOMA/Tulsa, Chad Williams with BOMA/Austin, Pat Murphy with BOMA/Shreveport were appointed to the Audit Committee. Michelle Lynn will reach out to the group to get the process started.

### **Adjourn**

Yates adjourned the meeting at 9:13a.m.

Respectfully submitted,

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Michelle Lynn  
BOMA Southwest Region

BOMA SOUTHWEST REGION PROFIT LOSS

As of April 30, 2017

Ordinary Income	April	YTD
2017 Ferrell Hayes Scholarship	\$0	\$0
2017 Dues	\$0	\$0
SWR Conference Seed Money	<u>\$0</u>	<u>\$0</u>
 Total Income	 \$0	 \$0
 Expenses		
Office Expenses	\$750	\$750
WebSite Hosting/Maintenance	\$0	\$0.00
Awards/Gifts	\$0	\$0.00
SWR Conference Seed Money	\$0	\$0
Signs	\$0	\$0
Ferrell Hayes Scholarship	<u>\$1,000</u>	<u>\$1,000</u>
 Total Expenses	 \$1,750	 \$1,750.00
 <b>Net Income</b>	 <b>(\$1,750)</b>	 <b>\$ (1,750.00)</b>

BOMA SOUTHWEST REGION BALANCE SHEET  
April 30, 2017

April 30, 2017

ASSETS

Current Assets	
Checking Account BOA	\$16,537.19
Total Checking/Savings	<u>\$16,537.19</u>
Total Current Assets	<u>\$16,537.19</u>
TOTAL ASSETS	<u><u>\$16,537.19</u></u>

LIABILITIES & EQUITY

Current Year Profit & Loss	<u>-\$1,750.00</u>
Equity	<u>\$18,287.19</u>
Total Equity	<u>\$18,287.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$16,537.19</u></u>

### **Background Information**

BOMA Southwest Region represents all BOMA Federated Associations in the states of Arkansas, Louisiana, Oklahoma, New Mexico and Texas. The purpose of the Region is to:

- Develop and foster cooperation among the Federated Associations of BOMA International located within the region;
- Provide a forum for discussion of matters affecting the members, Regional interests and the general welfare of the commercial office building industry;
- Represent the collective opinions of the Region's members at the various committees and councils of BOMA International;
- Fulfill the Regional governance responsibilities as required by BOMA International, its bylaws and Board of Governors; and
- Engage in activities that advance the best interests of the Region and its members.

### **Board Governance**

BOMA Southwest Region is governed by a Board of Directors consisting of the following:

- Officers of the region (also known as the Executive Committee), which includes the president, vice president and secretary/treasurer, and
- Board Directors, which includes the chief elected officer of each Federated Member Association

Additional information regarding the election of and duties associated with the Board are included in the association's Bylaws.

### **Committee Information**

BOMA Southwest Region has the following standing committees:

- Awards Committee
- Bylaws Committee
- Ferrell Hayes Scholarship Committee
- Finance Committee
- Nominating Committee
- TOBY Committee

Other committees can be appointed at the discretion of the president.

The only requirement of membership on any committee, with the exception of the Nominating Committee, is that the individual must be a Federated Member in good standing. ***Most committee work is handled via conference call, so committee members are NOT required to attend Southwest Region conferences.*** When selecting committee members, the president will seek a diverse group of individuals representing as many local organizations as possible.

### ***Awards Committee***

The Awards Committee is charged with reviewing, evaluating and voting on Southwest Region Member of the Year submissions as outlined and directed by BOMA International. The Awards Committee will recommend and establish requirements and voting procedures for new awards approved by the Board of Directors. ***This committee shall be at the discretion of the president in size and scope. A call for members interested in serving on the Awards Committee should be held after the spring business meeting for service the following year.***

### ***Bylaws Committee***

The Bylaws Committee consists of the Chairman and two Federated Members. The committee is charged with reviewing the Bylaws and recommending any necessary changes or revisions. The committee works in cooperation with the president and secretary/treasurer. ***A call for members of the Bylaws Committee will be held after the spring business meeting.***

### ***Ferrell Hayes Scholarship Committee***

The Ferrell Hayes Scholarship Committee consists of members of the Executive Committee: president, vice president and secretary/treasurer. The president serves as chair of the committee, which is charged with reviewing applications and selecting recipients for the Ferrell Hayes Scholarship.

### ***Finance Committee***

The Finance Committee consists of a chairman and two Federated Members. This committee is charged with auditing the financial status of the Region in cooperation with the president and treasurer. The chair of the Finance Committee will present the findings of the audit at the association's annual conference in June. Approval of the audit requires a two-thirds vote of the membership. ***A call for members of the Finance Committee will be held after the spring business meeting in order to deliver the audit at the June meeting.***

### ***Nominating Committee***

The Nominating Committee is comprised of three (3) persons. Members of this committee are elected by the Board of Directors. At least one Federated Member of the committee must also be serving as a director. ***Members of the Nominating Committee will be approved at the June meeting.***

This committee is charged with selecting nominees for executive officer positions. Also, per the Policies & Procedures Manual, the Nominating Committee also selects the Region's representative to the International Nominating Committee. The Region's International representative is a two-year position that begins June of even years.

### ***TOBY Committee***

The TOBY Committee is charged with reviewing, evaluating and voting on regional TOBY submissions as outlined and directed by BOMA International. This committee consists of the chair, who is appointed by the president, and at least three members. Each local is invited to appoint one member to serve on the committee. The Committee organizes the annual TOBY Awards Program and recruits two (2) TOBY judges from each federated association within the region. ***A call for members of the TOBY Committee will be held after the spring business meeting for service the following year.***