

# BOMA Southwest Region Board of Directors

*\*Support Materials Attached*

January 2018 Annual Meeting  
Wednesday · January 31, 2018 · 8:00am  
Hyatt Regency Capitol Hill · Washington, DC

## Meeting Agenda

Discuss/Info/Vote

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*		
• Approval of 2018 Operating Budget*		
V. BOMA International Report	Bill Moebius/Lisa Hensley, BOMA Intl	I
VI. BOMA Intl Nominating Committee	Greg Grainger, BOMA International	I
VIII. Old Business		
• Future Conference Rotation*	Dan Yates, President	I
• 2018 SWR Conference Update	Dan Yates, President	I
• TOBY Deadlines	Rhonda Reid, SW Region TOBY Chair	I
IX. New Business		
• 2018 Ferrell Hayes Scholarship Recipient	Dan Yates, President	I
• Nominating Committee Report	Pam Schramm, NC Chair	I
• Awards Committee Report	Kristine Lang, Awards Chair	I
• Bylaws Report/Recommendations*	Bylaws Committee	I
X. Call from Floor to Adjourn	Dan Yates, President	V
XI. Adjourn	Dan Yates, President	V

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

***Sunday, June 25, 2017***

Nashville, TN | Music City Center

## **Call to Order**

BOMA Southwest President Dan Yates called the meeting to order at 8:24a.m.

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

- Johnny Onkst, Vice President – Johnny is stuck in Dallas due to mechanical issues
- Mary Paltani, Secretary/Treasurer

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

## **Minutes**

Minutes from the March 2017 meeting in Dallas, TX were distributed to all Board members via the advance meeting packet. There were no changes or corrections.

### **Motion Oklahoma City, Second Fort Worth**

To approve the March 2017 meeting minutes as presented.

***Motion Carried Unanimously***

## **Financial Statements**

Financial statements ending April 30, 2017, were distributed in the advance meeting packet.

Secretary Treasurer Paltani made the following notes:

- The balance as of April 30, 2017, was \$16,537.19.
- Small amount of activity during this period with two checks written  
\$750.00 in office expenses to the executive director  
\$1,000.00 in scholarship reimbursement to the Ferrell Hayes Scholarship recipient, Johnny Clark

There was no further discussion.

### **Motion Tulsa, Second Austin**

To approve the financial statements for the period ending April 30, 2017, as presented.

***Motion Carried Unanimously***

### **2016 Audit Committee Report**

Susan Walker, BOMA Tulsa, 2016 Audit Committee Chair, gave her report via phone as she was unable to attend. Members of the Audit Committee were Patrick Murphy, BOMA Shreveport and Chad Williams, BOMA Austin.

**The Committee was assigned the task of auditing the 2016 BOMA SW Region financial records.**

**2016 Audit Findings are as follows:**

- January 1, 2016 Bank of America Account Balance: \$18,744.07
- Balance Sheet \$18,744.07
- Deposits made during 2016: \$2,000.00
- Expenses made during 2016: \$2,456.88
- December 31, 2016 Bank of America Account Balance: \$18,287.19

#### **Notes:**

- All bank statements were reviewed. All canceled checks and deposits shown on the bank statements match the information shown on the Profit/Loss Statement.
- Two deposits were made during the 2016 FY in the amount of \$2,000.00; the first (\$1,000.00) being seed money for the 2016 Southwest Region Conference; and the second (\$1,000.00) being Ferrell Hayes Scholarship money from Avison Young.
- Expenses in the amount of \$2,456.88 made during 2016 are noted on the attached December 31, 2016 Profit/Loss Detail (P&L).

The Audit Committee finds the Southwest Region's 2016 finances in good order and all monies accounted for.

There was no further discussion.

#### **Motion Fort Worth, Second Austin**

To approve the 2016 Southwest Region Audit Committee Report as presented.

***Motion Carried Unanimously***

### **2018 Southwest Region Conference**

President Yates shared details on the 2018 Southwest Region Conference in Corpus Christi, TX. Dates are April 12-14, 2018 and will be held at the OMNI Hotel on the Bayfront. The golf tournament is at Palmilla Beach Golf Club in Port Aransas and the opening reception is being selected shortly. They are looking at two locations – Texas State Aquarium and the USS Lexington Museum. Plus a fishing tournament on a large boat out of Port Aransas. We look forward to seeing you all there.

### **BOMA International Report**

BOMA International Executive Committee Member, Bill Moebius provided a report from BOMA International. Moebius shared that this conference is the largest in 10-years with 444 booths sold at the trade show with over 3,000 conference attendees. He updated the group on:

- BOMA programs, such as BEEP, BEEP for Industrial and Building Retuning;
- The Outstanding Building of the Year (TOBY) Awards program has 86 regional nominees;
- 7-Emerging Professionals will receive the Michael J. Coleman Scholarship;
- \$3.3 Million in Home Depot Rebates with \$80K to BOMA locals

BOMA International Executive Committee member, Lisa Hensley shared the BOMA PAC report. The BOMA International staff had some changes, but the new staff has hit the ground running and doing a fantastic job.

There is a great toolkit on the BOMA International website ([www.boma.org](http://www.boma.org)) to assist you with creating a fundraiser in your local.

The PAC is also looking to increase administrative donations and will be sending out more information on this soon.

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

BOMA International Nominating Committee Chair Greg Grainger provided an update for the International Nominating Committee. The Nominating Committee for BOMA International put forth the following slate of candidates:

- Chair & CEO, Rob Brierly
- Chair Elect, Brian Cappelli
- Vice Chair, Scott Jones
- Secretary/Treasurer, Keith Major

For 2<sup>nd</sup> term on the Executive Committee (EC):

- Andrew Romerdahl, Pacific Northwest region
- Lisa Hensley, Southwest region

New additions to the EC:

- Mark Dukes, Southern region
- Luci Smith, Southern region
- Sandy Robinson, Midwest Northern region

For the newly created 2<sup>nd</sup> Associate member:

- Keri Taylor, TRANE, North Central region

### **Old Business/TOBY Events**

President Yates thanked Avison Young for their sponsorship of the Ferrell Hayes Scholarship and stated that the 2018 Ferrell Hayes Scholarship will be opening soon and details will be sent out to the BAEs for applicants.

President Yates also shared that the TOBY Awards presentation at the Southwest Region Conference had listed a building in the wrong category within the program, but that the building was judged correctly and properly within the correct category during the online TOBY judging process. President Yates apologized on behalf of the region and is working closely with the SW Region TOBY Chair and SW Region BAE to ensure this does not happen again.

### **New Business/Volunteer Positions**

President Yates called for volunteers to serve on the TOBY, Awards, Bylaws and Nominating Committees. SW Region BAE will send out details to the BAEs within the region to fulfill those spots.

**Adjourn**

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

Respectfully submitted,

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Michelle Lynn

BOMA Southwest Region BAE

## BOMA SOUTHWEST REGION PROFIT and LOSS

As of November 30, 2017

<b>Ordinary Income</b>	<b>November</b>	<b>YTD</b>
2017 Ferrell Hayes Scholarship	\$0	\$0
2017 Dues	\$0	\$3,300
SWR Conference Seed Money	<u>\$0</u>	<u>\$0</u>
Total Income	\$0	\$3,300
<b>Expenses</b>		
Office Expenses	\$0	\$3,000
WebSite Hosting/Maintenance	\$0	\$223.95
Awards/Gifts	\$0	\$0
SWR Conference Seed Money	\$0	\$0
Signs	\$0	\$0
Ferrell Hayes Scholarship	<u>\$0</u>	<u>\$1,000</u>
Total Expenses	\$0.00	\$4,223.95
<b>Net Income</b>	<b>\$0.00</b>	<b>\$ (923.95)</b>

# BOMA SOUTHWEST REGION BALANCE SHEET

November 30, 2017

November 30, 2107

## ASSETS

Current Assets	
Checking Account BOA	\$17,363.24
Total Checking/Savings	<u>\$17,363.24</u>
Total Current Assets	<u>\$17,363.24</u>
TOTAL ASSETS	<u><u>\$17,363.24</u></u>

## LIABILITIES & EQUITY

Current Year Profit & Loss	<u>-\$923.95</u>
Equity	<u>\$18,287.19</u>
Total Equity	<u>\$18,287.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$17,363.24</u></u>

**2018 BOMA SOUTHWEST REGION BUDGET**



INCOME	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
Business Income													
2018 Dues				\$5,000									\$5,000
SW Conference Seed Money			\$1,000										\$1,000
Ferrell Hays Scholarship				\$1,000									\$1,000
Sponsorship													\$0
Total Business Income	\$0	\$0	\$1,000	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000

**EXPENSES**

Business Expenses													
Misc. Expenses	\$100												\$100
Office Expenses				\$30									\$60
Website development													\$0
Website hosting													\$110
Website maintenance			\$55										\$110
Taxes/Fees													\$0
Conference Travel Reimbursement			\$1,150		\$1,150								\$3,450
Awards/Gifts				\$150									\$150
SW Conference Seed Money				\$1,000									\$1,000
Ferrell Hays Scholarship				\$1,000									\$1,000
SW Conference Speaker Sponsorship													\$0
BAE Fee	\$0	\$3,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
Total Business Expenses	\$100	\$4,150	\$55	\$2,180	\$1,150	\$0	\$0	\$0	\$1,205	\$140	\$0	\$0	\$8,980

**2018 BUDGET**

**BOMA SOUTHWEST REGIONAL REVENUE**

No travel reimbursement:

Conference	Rate	Budgeted Revenue
200	\$10.00	\$2,000.00

President requires travel reimbursement:

Conference Attendees	Rate	Budgeted Revenue
200	\$25.00	\$5,000.00



## BOMA Southwest Region Conference Rotation

<b><u>Year</u></b>	<b><u>BOMA Local/Host</u></b>
2018	Corpus Christi
2019	Northwest Arkansas
2020	Oklahoma City
2021	New Orleans
2022	OPEN
2023	Austin
2024	Dallas
2025	New Mexico
2026	San Antonio
2027	Shreveport
2028	Tulsa
2029	Fort Worth
2030	Northwest Arkansas
2031	Oklahoma City
2032	Corpus Christi
2033	Little Rock
2034	New Orleans
2035	OPEN
2036	Austin
2037	Dallas
2038	New Mexico
2039	San Antonio
2040	Shreveport
2041	Tulsa
2042	Fort Worth
2043	Northwest Arkansas
2044	Oklahoma City
2045	Corpus Christi
2046	Little Rock
2047	New Orleans
2048	OPEN
2049	Austin
2050	Dallas