



**BOMA Southwest Region Board of Directors
BOMA International Convention
Sunday, June 22, 2014
8:00 am to 9:15 am
Gaylord Palms Convention Center
Orlando, FL**

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|--|---------------------------------|
| I. Call to Order | Jennifer Lester, President |
| II. Roll Call | Melissa Graham, VP |
| III. Approval of Minutes | Melissa Graham, VP |
| IV. Financial Report | Dan Yates, Sec/Treasurer |
| V. BOMA International Report | Dan Chancey, BOMA International |
| VI. 2014 Committee Leadership | Jennifer Lester, President |
| a. Nominating Committee
(3 person committee elected by the BOD, handles both international and regional positions) | |
| b. Finance Committee
(3 person committee appointed by the President) | |
| c. Awards Committee
(at the discretion of President) | |
| d. TOBY Committee
(at the discretion of President) | |
| VII. Old Business | |
| a. Future Conference Host City Rotation | Jennifer Lester, President |
| b. Reminder of annual deadlines:
Ferrell Hayes Scholarship - January 15
BOD nominations – January 31
Committee chairs & volunteers – April 30 | Jennifer Lester, President |
| VIII. New Business | |
| IX. Call from the Floor to Adjourn | Jennifer Lester, President |
| X. Adjourn | Jennifer Lester, President |

Southwest Conference Regional Breakfast

Fort Worth, Texas

Friday, March 28, 2014

Tomi Sue Beecham called the meeting to order. She noted that we have started recording the meetings so that we can accurately reflect what was stated for the minutes. She also requested that as Melissa Graham calls roll, the local representatives not only state their attendance, they also raise their hand so that Jennifer Lester could deliver them their voting ballots. One ballot per local would be distributed.

Present: Austin, Corpus, Dallas, Fort Worth, Greater Little Rock, Houston, New Mexico, Northwest Arkansas, Oklahoma City, San Antonio, Shreveport, Tulsa. Not present: New Orleans.

Melissa Graham called for a vote on approval of the minutes from the Winter Business Meeting. A motion was made to approve the minutes by Greater Little Rock and seconded by Corpus. Discussion was invited. Having none, the membership voted to approve the minutes as written.

Melissa Graham noted that the budget was added to the website two weeks prior and that we have filed our annual Form 990 with the IRS.

Tomi Sue introduced our representatives from BOMA International, Henry Chamberlain and Dan Chancey. Henry and Dan reported on the following:

- Real Estate Round Table, the southwest is the envy of all
- Transportation, roads, jobs – 40% of new jobs are being generated in Texas
- Great contribution to the US economy – 330 million jobs
- BOMA office standard is being used as template in Europe and across the globe
- In BOMA China last year for BOMA China's first annual conference
- BOMA guidelines, procedures and standards are now being translated into Mandarin
- Extending the "brand" around the globe
- Economy picking up steam, vacancy rates dropping, job growth in office industry
- Management of office buildings key – technology, operations, economics, value of team
- Complimentary in what happens locally and regionally:
 - Advocacy
 - C-Suite business – CEO, COO value
 - Expanded into industrial with EER
- International platform – commercial industry is global
- Leasehold depreciation at 39 years is a large issue politically, with talks of taking it to 43 years
- Balance on tax reform is still being played out in Washington
- TRIA should be renewed, but may not happen until Fall – very important issue we've got to get done now – stalled with very little getting done in Washington.

- Senate real estate caucus was set up in Washington by Johnny Issacson.
- Grass root victories – BOMA International has funds to fight battles.
- IDF deployed \$130,000 to fight these battles on taxes, appraisals, etc.
- BOMA is the only real estate group that is involved heavily in codes. We have a seat at the table.
- \$2.50/rsf that has been saved because BOMA has fought radical code enforcement.
- ICC is changing their voting to online.
- BOMA is being awarded the seventh straight Energy Star Partner of the Year Award.
- EER benchmarking is 3 times greater than any other.
- 600 buildings are BOMA 360, 118 are from SW Region.
- \$1/rsf higher NOI for BOMA 360 than from LEED buildings.
- Working on how to attract people to our industry.
- Collaborative workspace is the trend.
- We encourage anyone who is not involved at the international level to get involved. Plenty of opportunities to get involved.

Lisa Hensley reported on the BOMA International Nominating Committee – a notice was sent out from the Southwest Region Nominating Committee to nominate Greg Grainger as the Southwest Region nominee to fill the position on the International Committee. The vote from the floor nominated Greg Grainger to hold that position. BOMA International is looking for nominees for the Executive Committee.

Tulsa reported on the 2014 Southwest Region Conference. The conference will be held April 7-9 at the Downtown Hyatt. The golf tournament will be held at The Patriot, a new course, rated #1 in the US.

Jennifer Lester presented the Bylaws changes for a vote. Albuquerque suggested that the succession from Secretary/Treasurer to Vice President to progress. Greg Grainger suggested that this is not automatic. Clarification was made that to enter the Secretary Treasurer position, candidates must have served on the Board of Directors at the local level. Motion on the floor to amend item 6 to add Secretary Treasurer candidate requirements, Albuquerque moved, Shreveport seconded. Amended bylaws were approved.

Policies and procedures – Houston suggested a cap on the President's travel. Jennifer Lester suggested that the President's travel would be per the IRS standard. Grainger suggested that the budget is approved each year according to the President's travel. Houston BOMA took exception to the fact that the President's travel was the largest line item of the budget and should have a cap. The fundamental question is whether the President is required to travel to the conferences. Every local on the Board has representation to approve the budget each year and the President's travel will be reimbursed as to what has been approved in the budget. Austin motioned to amend the Policies and Procedures that the President's travel is contingent on the approved annual budget. Motion was seconded by Fort Worth. When put forth for a vote, Shreveport and Houston opposed. Motion carried.

Melissa Graham introduced the Ferrell Hayes Scholarship recipients – Casi Runnels from Arkansas and Jasmine Porter from Austin. Tomi Sue announced that Cousins Properties will be the sponsors of this scholarship for the next three years.

Greg Grainger reminded us that we still have the BOMA PAC fund.

Greg Grainger introduced the Nominating Committee's slate of officers for the new term:

Dan Yates – Secretary/Treasurer

Melissa Graham – Vice President

Jennifer Lester – President

Tomi Sue Beecham – Immediate Past President

Nominations were called from the floor for write-in candidates, to be vetted according to the By-laws.

Greg Grainger announced that the recommendations voted on from the nominating committee are unanimous and the slate will be installed at the TOBY Dinner on Saturday night. Per the Policies & Procedures Manual the bank signature cards shall be updated to reflect the newly elected officers.

Melissa Graham asked for volunteers for the Audit Committee. Having none, request was made to contact Jennifer or Melissa to serve on the Committee.

Tomi Sue asked for adjournment of the meeting. Dallas moved, seconded by Fort Worth.

BOMA Southwest Region
Balance Sheet
As of June 4, 2014

	<u>Jun 4, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	18,368.83
Total Checking/Savings	18,368.83
Accounts Receivable	
Accounts Receivable	3,000.00
Total Accounts Receiva...	3,000.00
Total Current Assets	21,368.83
TOTAL ASSETS	<u><u>21,368.83</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	24,612.90
Net Income	-3,244.07
Total Equity	21,368.83
TOTAL LIABILITIES & EQUI...	<u><u>21,368.83</u></u>

BOMA Southwest Region
Profit & Loss Detail
 January 1 through June 4, 2014

Type	Date	Num	Name	Memo	Amount	Balance
Ordinary Income/Expense						
Income						
Ferrell Hayes Sponsorship						
Invoice	5/22/2014	1178	Cousins Properties	Ferrell Hayes Scholarship - 2014/15/16	3,000.00	3,000.00
Total Ferrell Hayes Sponsorship					3,000.00	3,000.00
Total Income					3,000.00	3,000.00
Expense						
Awards/Gifts						
Check	3/13/2014	1171	Jennifer Lester	reimburse - outgoing president gift	150.00	150.00
Check	3/24/2014	1173	Advanced Graphics	Member of Year trophy	57.32	207.32
Total Awards/Gifts					207.32	207.32
BAE Fees						
Check	4/1/2014	1174	Architectural Habitat of S...	BAE fees: Jan/Feb/Mar	375.00	375.00
Total BAE Fees					375.00	375.00
Conference Travel Reimbursement						
Check	1/10/2014	1168	Tomi Sue Beecham	travel reimburse - airfare to D.C.	422.60	422.60
Check	1/21/2014		Boma International	TSB register for WBM	595.00	1,017.60
Check	2/5/2014	DCARD	Restaurant - conference ...	TSB Winter Business Meeting	49.50	1,067.10
Check	2/7/2014	DCARD	Restaurant - conference ...	TSB Winter Business Meeting	52.02	1,119.12
Check	2/10/2014	DCARD	Transportation - conferen...	TSB airport parking	42.06	1,161.18
Check	2/10/2014	DCARD	BOMA/Ft Worth	TSB registration for SWC	399.00	1,560.18
Check	2/10/2014	DCARD	Hotel - conference attend...	TSB Hyatt Regency Wash DC	1,371.48	2,931.66
Check	3/24/2014	1172	Tomi Sue Beecham	June 2013 San Diego	198.02	3,129.68
Check	3/24/2014	1172	Tomi Sue Beecham	February 2014 Washington DC	182.20	3,311.88
Check	3/24/2014	1172	Tomi Sue Beecham	Less: 2 visits to BJ's	-95.26	3,216.62
Check	3/31/2014	DCARD	Transportation - conferen...	TSB Gasoline to SWC in Fort Worth	41.27	3,257.89
Check	4/1/2014	DCARD	Hotel - conference attend...	Renaissance Fort Worth SWC	758.03	4,015.92
Check	4/2/2014	DCARD	Transportation - conferen...	TSB Gasoline SWC in Fort Worth	53.88	4,069.80
Total Conference Travel Reimbursement					4,069.80	4,069.80
Ferrell Hayes Scholarship						
Check	2/18/2014	1169	BOMA/Austin	registration fee: Jasmine Porter	0.00	0.00
Check	2/18/2014	1170	BOMA/Ft Worth	scholarship registration - Casi Runnells	0.00	0.00
Check	5/5/2014	1175	BOMA/Austin	FH Scholarship - Jasmine Porter	706.34	706.34
Check	5/9/2014	1176	Casi Runnells	FH scholarship	885.61	1,591.95
Total Ferrell Hayes Scholarship					1,591.95	1,591.95
Total Expense					6,244.07	6,244.07
Net Ordinary Income					-3,244.07	-3,244.07
Net Income					-3,244.07	-3,244.07