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<tr>
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<tbody>
<tr>
<td>I.</td>
<td>Call to Order</td>
<td>Tomi Sue Beecham, President</td>
</tr>
<tr>
<td>II.</td>
<td>Roll Call</td>
<td>Melissa Graham, Sec/Treasurer</td>
</tr>
<tr>
<td>III.</td>
<td>Approval of Minutes</td>
<td>Melissa Graham, Sec/Treasurer</td>
</tr>
<tr>
<td>IV.</td>
<td>Financial Report</td>
<td>Melissa Graham, Sec/Treasurer</td>
</tr>
<tr>
<td>V.</td>
<td>BOMA International Report</td>
<td>Henry Chamberlain and Dan Chancey, BOMA International</td>
</tr>
<tr>
<td>VI.</td>
<td>BOMA Inatl Nominating Committee Member</td>
<td>Lisa Hensley, BOMA Austin</td>
</tr>
<tr>
<td>VII.</td>
<td>Old Business</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>2018 Conference Host City Opening</td>
<td>Tomi Sue Beecham, President</td>
</tr>
<tr>
<td>b.</td>
<td>Vote: Proposed Bylaw Amendments</td>
<td>Jennifer Lester, VP</td>
</tr>
<tr>
<td>c.</td>
<td>Vote: Proposed Policies &amp; Procedures</td>
<td>Jennifer Lester, VP</td>
</tr>
<tr>
<td>d.</td>
<td>Recognize 2014 Scholarship Recipients</td>
<td>Melissa Graham, Sec/Treasurer</td>
</tr>
<tr>
<td>VIII.</td>
<td>New Business</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Recognize New Scholarship Sponsor</td>
<td>Melissa Graham, Sec/Treasurer</td>
</tr>
<tr>
<td>b.</td>
<td>Request Volunteers for Audit Committee</td>
<td>Melissa Graham, Sec/Treasurer</td>
</tr>
<tr>
<td>c.</td>
<td>Vote: 2014/15 Slate of Officers</td>
<td>Greg Grainger, Past President</td>
</tr>
<tr>
<td>IX.</td>
<td>Call from the Floor to Adjourn</td>
<td>Tomi Sue Beecham, President</td>
</tr>
<tr>
<td>X.</td>
<td>Adjourn</td>
<td>Tomi Sue Beecham, President</td>
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</table>
BOMA Southwest Region Board of Directors  

Winter Business/National Issues Conference  

Wednesday, February 5, 2014  

Washington, D.C.

President Tomi Sue Beecham called the meeting to order at 8:30 am. Present were delegates from: Albuquerque, Austin, Dallas, Greater Little Rock, Fort Worth, Houston, Oklahoma City, San Antonio, Tulsa and Shreveport.

Members absent: Corpus Christi and New Orleans

A quorum was determined to be present.

Vice President Jennifer Lester presented the minutes from the previous Board of Directors meeting held in San Diego on June 23, 2013. A motion was made by Greater Little Rock to approve the minutes, seconded by Albuquerque. Minutes were unanimously approved.

Secretary/Treasurer Melissa Graham presented the financial report. The Budget Committee’s recommendation to approve a dues holiday was presented. Again in 2014, this will result in a net loss as no income is expected. However, with reserves at $24,677 as of December 31, 2013, the region can absorb the loss. At the request of Brett Williams from Houston, Melissa read the budget to the membership, outlining each item and amount budgeted. A motion for approval of the budget was made by Greater Little Rock and seconded by San Antonio. The 2014 budget was approved (to include the dues holiday) by majority vote.

Dan Chancey, from Memphis, TN, Secretary/Treasurer BOMA International reported on current affairs and national issues conference. He reminded the membership about the “Half Percent Challenge” with a goal of raising a half percent of the local budgets for BOMA PAC.

From the BOMA International Nominating Committee, Lisa Hensley called for nominations for the International Nominating Committee. Her term and two others will expire this year. Anyone interested should contact Lisa.

The Region needs to secure a host for the next void in the Conference schedule. Tomi Sue asked the delegates to discuss stepping up to host 2018 with their locals.

Jennifer Lester presented the proposed By-Laws Amendments and the proposed updated Policies and Procedures, noting that the By-Laws Committee had held conference calls, reviewed suggestions and made recommendations. She noted that due to the fact that the travel costs for the President to attend all three required meetings far exceeded the $3,000 stipulated in the older version of the By-Laws, that the Budget Committee recommends that amount be increased. Tammy Betancourt of Houston
suggested that increasing and stipulating the amount would be detrimental to the budget and that it should be reviewed and discussed further by the committee before the By-Laws Committee before voted on at the SW Conference Regional Meeting.

Melissa Graham reported that the Audit Committee, headed by Dan Yates, had completed the 2012 audit and that they reported no material findings. Confirmation was made that the travel reimbursement to President Grainger’s travel reimbursement was approved and a letter from Colliers was in the file stating that his BOMA travel was not covered.

President Beecham presented the Nominating Committee’s report in the absence of chair Greg Grainger. The nominee for Secretary/Treasurer, Dan Yates, will be on the slate of officers for the next election to be held at the upcoming Regional Conference. Brett Williams of Houston stated that he was not notified of any committee conference calls/meetings and he had volunteered to be on the committee. President Beecham apologized for the oversight and stated that he would be notified of any future conversations regarding nominees.

President Beecham announced that the Executive Committee had met and reviewed the nominees for the Ferrell Hayes Scholarship. The committee agreed that both nominees earned the scholarship and since we’ve not had a recipient for several years, both will be awarded the scholarship in 2014.

The 2014 SW Regional Conference will be held March 27-29 in Fort Worth.

A motion was made by Greater Little Rock to adjourn, and seconded by Fort Worth. The meeting was adjourned at approximately 9:15 by President Beecham.

Respectfully submitted,

Melissa Graham, Secretary/Treasurer
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BOMA Southwest Region
Profit & Loss Detail
January 1 through March 19, 2014

Accrual Basis
# BOMA Southwest Region
## Balance Sheet
### As of March 19, 2014

<table>
<thead>
<tr>
<th>ASSETS</th>
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<td>Current Assets</td>
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<td>Bank of America</td>
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<tr>
<td>Total Checking/Savings</td>
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<td>Total Current Assets</td>
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<tr>
<td>TOTAL ASSETS</td>
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<th>LIABILITIES &amp; EQUITY</th>
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<td>Equity</td>
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<td>Net Income</td>
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<td>Total Equity</td>
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</tr>
<tr>
<td>TOTAL LIABILITIES &amp; EQUITY</td>
<td>23,445.30</td>
</tr>
</tbody>
</table>

Jennifer Lester, CPM®
Property Manager
Member of BOMA Greater Little Rock since 2000
Union Plaza Commercial Real Estate, LLC
124 West Capitol Avenue, Suite 705
Little Rock, Arkansas 72201
501-801-0208
501-801-0210 (fax)
jlester@unionplazabuilding.com

SUMMARY OF QUALIFICATIONS: Over fourteen years experience in real estate and property management; involved in property management, leasing, new development and redevelopment projects; responsible for construction projects exceeding $20 million; BBA Accounting, University of Central Arkansas, 1998; Holds Arkansas real estate broker’s license; obtained CPM® (Certified Property Manager) designation from IREM (Institute of Real Estate Management); Enrolled in the RPA (Real Property Administrator) program; member of Arkansas Realtors Association; member and past president of BOMA Greater Little Rock; member and past president of IREM Arkansas Chapter 64.

AREAS OF EXPERTISE
Property Management
- Currently manage the 21-story Union National Plaza building
- Previously managed the 25-story Bank of America Plaza building and the Two Union Plaza building.
- Responsible for overseeing the management, maintenance and accounting for 14 commercial and mixed use office buildings and two residential properties.
- Involved in new development and redevelopment projects; including the Arkansas Capital Commerce Center and the Clinton Presidential Archives project
- Responsible for construction projects exceeding $20 million encompassing lobby renovation, elevator modernization, plaza renovation, asbestos abatement and multiple tenant improvements including tenant relocations.

Leasing
- Leased over 75,000 SF of commercial office space in the past 18 months.

Accounting
- Proficient in various accounting software programs including Tenant Pro, Yardi, Timberline, Skyline, Quickbooks and MASS 90.
- Responsible for preparation of monthly and annual budgets
- Prepare payroll and monthly, quarterly and annual payroll tax reports.
- Generate and evaluate monthly, quarterly and annual financial statements.
Leadership Skills

- Work Related
  - Owner and Managing partner for Union Plaza Commercial Real Estate since 2007. Prior to 2007 was a Senior Property Manager for Holt Lunsford Commercial, Regional Manager for Presidio Commercial Services, Director of Operations for Moses Tucker Real Estate and Director of Operations for Communications Development.
  - Graduate of Dale Carnegie Leadership Training for Managers course.
- BOMA Greater Little Rock
  - Currently serving second year as Vice President of BOMA GLR and previously held offices of President, Treasurer, Treasurer-Elect, Program Committee Chair, Finance Committee Chair, Membership Chair and Communications Committee Chair.
- IREM Arkansas Chapter 64
  - Served as President and Vice President of IREM Arkansas Chapter 64.
- Community
  - Concern for pedestrian safety led me to meet with the City Manager, Director of the Downtown Partnership and Manager of the MetroCentre Improvement District, and several city council members in an attempt to improve sidewalks surrounding the Union Plaza Building and along Capitol Avenue. In 2008 the City invested $220,000 of bond proceeds toward street improvements in a two block area on Capitol Avenue. The project included tree replacement, sidewalk replacement, new lighting, trash receptacles and benches. Due to the success of the project, the City intends to extend these improvements for many more blocks along Capitol Avenue to the Arkansas State Capitol, creating a visual connector between the downtown central business district and the State Capitol complex.
  - Served on the PTA board at Williams Magnet School for three years including one term as Vice President.

BOMA INVOLVEMENT

Advocacy/Legislative Involvement

- Capitol Hill Visits
  - I have been to Washington D.C four times in the past eight years, with BOMA Greater Little Rock and IREM Arkansas Chapter 64. During that time I met with US Senator Blanche Lincoln, US Senator John Boozman, US Congressman Vic Snyder, US Congressman Mike Ross, US Congressman Tim Griffin and staff members for US Senator Mark Pryor. In all of these meetings we had the opportunity to share BOMA’s (and IREM’s) position on issues that affect our industry.
- Committee Participation
  - I have served on the BOMA GLR Advocacy Committee for three years and have been actively involved at the local, state and national levels.
- Advocacy Events
  - In the fall of 2010, our committee planned and hosted a political forum that brought together Arkansas’ Real Estate community to hear speaches by candidates for the US Congress and to have candidates answer questions regarding real estate issues. This event gave us an open door to meet with US Congressman Griffin after he won the election.
  - We have also hosted debates for school board elections and joined with other groups (including IREM, CCIM, and the Arkansas Realtors Association) in fighting local issues.
- BOMA PAC
  - I have worked with the Advocacy Committee and the Associates Committee in hosting two Casino Nights to raise funds for BOMA PAC. The past two years we have meet
BOMA International’s challenge of raising ½% of our budget for BOMA PAC. BOMA Greater Little Rock was recognized as one of 16 locals that met this goal and named a 2010 BOMA PAC Pillar of Support.

**Elective Offices Held**
- President BOMA Greater Little Rock - 2004
- Vice President BOMA Greater Little Rock – 2003 and 2011
- Treasurer BOMA Greater Little Rock – 2002 and 2010
- Treasurer-Elect BOMA Greater Little Rock - 2009

**Participation in Association**
- BOMA GLR Board of Directors 2002-2005 and 2009-present
- BOMA GLR Advocacy Committee 2009-2011
- BOMA GLR Finance Committee 2009-present
- BOMA GLR Membership Committee 2005, 2010-present
- BOMA GLR Communications Committee 2006, 2011-present
- BOMA GLR Golf Committee 2002-present
- BOMA GLR Programs Committee 2003, 2011
- BOMA GLR Education Committee 2004-2006
- BOMA GLR Advisory Council 2007-2009
- BOMA GLR Audit Committee 2008
- Local, Regional and International TOBY Judge in 2011
- Served as “interim accountant” for BOMA GLR during the transition period between two BAE’s

**COMMUNITY CONTRIBUTION**
- Led BOMA Greater Little Rock efforts to raise over $6,000 for Southern Christian Home (orphanage) and personally shopped for (and wrapped) Christmas gifts for 65 children in 2011.
- In 2011, led efforts to raise money and purchase backpacks and school supplies for 45 children at the City of Hope in Conway, Arkansas so that all of these underprivileged children would be able to start school with the necessary supplies.
- Helped raise money and purchase Christmas gifts for 45 children at the City of Hope in 2011.
- Served on the board of the PTA at Williams Magnet School from 2002-2006 including PTA vice president in 2006.
- Member of the Little Rock Chamber of Commerce since 2002
- Member of the Arkansas Realtors Association since 2006
- Upward basketball coach 2006-2007
WORK EXPERIENCE:

9/2007 – Present  Union Plaza Commercial Real Estate, LLC
Owner/Senior Property Manager – Manage One Union Plaza. Responsible for construction projects exceeding $3 million encompassing parking deck repairs and re-roof, restroom and common area renovations, asbestos abatement and multiple tenant improvements including tenant relocations.

Senior Property Manager – Continued to manage One and Two Union Plaza, worked for Holt Lunsford instead of Presidio. Responsible for construction projects exceeding $8 million encompassing lobby renovations, elevator modernization, plaza renovation, restroom and common area renovations, asbestos abatement and multiple tenant improvements including tenant relocations.

Regional Manager – Served as property manager of Bank of America Plaza and One and Two Union Plaza as well as two other small properties in central Arkansas. Responsible for construction projects exceeding $9 million encompassing lobby renovations, elevator modernization, plaza renovation, asbestos abatement and multiple tenant improvements including tenant relocations.

Director of Operations - Responsible for overseeing the management, maintenance and accounting for 14 commercial and mixed use office buildings and two residential properties. Involved in new development and redevelopment projects including the Arkansas Capital Commerce Center and the Clinton Presidential Archives project.

Director of Operations – Responsible for overseeing the accounting, media, and production departments in local advertising agency. Also participated in several new business “pitches”.

Accountant – Completed individual and corporate tax returns. Monthly financial statement preparation as well year-end close.
Melissa Graham, RPA
BOMA Fort Worth

Real Estate Career
Cousins Properties – Senior Property Manager (2013-present)
Crescent Real Estate – Senior Property Manager (2004-2013)
Trisept Management Company – Assistant Property Manager (2000-2004)
CEL A List for Customer Service – 10 year recipient
Crescent Star Award (presented by CEO)
Downtown Fort Worth Inc. – Board of Directors

BOMA Highlights
BOMA Fort Worth – member since 1990
BOMA Fort Worth – Special Events Chairman (2000-2012)
BOMA Fort Worth – BAE Search/Selection Committee (2012)
RPA Designation – completed (2000)
BOMA Master Facilities Executive – completed (2007)
BOMA Fundamentals of Property Management Instructor
TOBY Judge – Local, Regional, International
BOMA SW Region – Secretary/Treasurer (2013-2014)
BOMA SW Region – attended 12+ Conferences
BOMA International & Winter Business Meeting – attended 10+ Conferences
Via Email (greg.grainger@colliers.com)  
December 20, 2013

Southwest Region Nominating Committee  
C/O Greg Grainger  
Park Seventeen  
1717 McKinney Avenue, Suite 900  
Dallas, TX 75202

Dear Greg:

On behalf of the BOMA Dallas Board of Directors, it is my pleasure to nominate Dan Yates as an executive officer of BOMA Southwest Region.

Dan is a loyal and highly respected member of the BOMA network. Per BOMA Dallas President Shane Baggett, “Dan Yates is a leader who strives to make decisions that are in the best interest of the association. He led the organization through a critical transition period, which was a process that required collaboration and insight. The end result of his work was a series of decisions that have moved BOMA Dallas forward as a professional association. I am proud to call Dan a mentor and a friend.”

A copy of Dan’s resume is attached. As you will see, Dan has been involved in the BOMA organization for many years. Some of the highlights of his career include:

- President of BOMA Dallas
- Board Member of Texas BOMA
- Southwest Region Finance Committee
- Southwest Region Outstanding Member of the Year

Thank you for considering Dan Yates as a member of the BOMA Southwest Executive Committee. If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

Teresa Foster, CAE  
Executive Director
Experience

2001 – Present  Gaedeke Group, LLC, **Regional Manager**
Dallas, Texas

Responsible for the property management operations of nine buildings in two states overseeing seven property managers. Total portfolio is more than 2.0 million square feet.

1998-2001  TrizecHahn Office Properties, **General Manager, Plaza of the Americas**
Dallas, Texas

Oversaw management of 1.1 million square feet of mixed-use space. The project encompassed management of office and retail space as well a condominium association.

1997 – 1998  Cushman and Wakefield of Texas, **Senior Property Manager, Bank of America Plaza**
Dallas, Texas

Responsible for day to day management of a 1.8 million square foot office building.

Dallas, Texas

Supervised management staff of this 1.2 million square foot office building. The property was recognized as the BOMA 1994 Local and Regional Office Building of the Year and the 1995 Local Office Building of the Year.

1987 – 1989  Woodbine Management Company, **Property Manager**
Dallas, Texas

Managed office buildings and warehouse properties for the commercial real estate division of Hunt Oil Company.

1987  Criswell Development Company, **Assistant Property Manager, Fountain Place**
Dallas, Texas

Responsible for oversight of building vendor operations.

1984 – 1987  James F. Parker Interests, **Property Manager**
Austin, Texas

Managed smaller commercial office buildings and condominium associations for this third party management company. Opened several new buildings following construction.
1982 – 1984  First City National Bank of Austin, Trust Administrator
Austin, Texas

Assisted the vice president of the Trust Department in the management of accounts in the Personal Trust Division.

**Education & Designations**

Bachelors of Business Administration (1982), Southwest Texas State University (now Texas State University), San Marcos, Texas

Real Property Administrator (1991)

**Professional Affiliations**

Dallas Building Owners and Managers Association (1987 – Present)
- Board of Directors, Secretary/Treasurer, Vice President, President, Past President (2007 – 2012)
- Nominating Committee Chair (2011)
- Bylaws and Policies and Procedures Review Committee Chair (Current)
- Government Affairs Committee (Current)
- Local Outstanding Member of the Year (2010/2011)

Dallas BOMA Education Institute (2008 – 2012)
- Foundation Trustee (2008 – 2012)
- Chair (2012 – 13)

Texas BOMA (1987 – Present)
- Board of Directors
- Active Participant in Advocacy Day

BOMA Southwest Region (1987 – Present)
- Southwest Region Outstanding Member of the Year (2010/11)
- Finance Committee Chair (Current)
- TOBY Winner (1994)
- Nominating Committee Chair (2011)

BOMA International (1987 – Present)
- Government Affairs and Codes and Standards Committees (Current)
- Real Estate Careers Task Force

Downtown Property Managers Association (1987 – 2001)
- Past President