

BOMA Southwest Region Board of Directors (Revised June 9, 2015)

Sunday · June 28, 2015 · 8 am

Los Angeles Convention Center, Los Angeles, CA

Meeting Agenda

Discuss/Info/Vote

I. Call to Order	Melissa Graham, President	I
II. Roll Call	Joseph Hebert, Secretary/Treasurer	I
III. Approval of Minutes	Joseph Hebert, Secretary/Treasurer	V
IV. Financial Report	Joseph Hebert, Secretary/Treasurer	V
V. Audit Committee Report (2014)	Shane Baggett, Chair, Audit Committee	V
VI. 2016 BOMA Southwest Regional Conference	Melissa Graham, President	I
VII. BOMA International Report	Shane Baggett, BOMA International	I
IX. Old Business	Melissa Graham, Vice President	I
X. New Business		
• Board & Committee Volunteer Positions	Melissa Graham, President	I
• TOBY Chair & Committee	Melissa Graham, President	I
• Awards Committee	Melissa Graham, President	I
• Nominating Committee	Melissa Graham, President	V
• Bylaws Committee	Melissa Graham, President	I
XI. Call from Floor to Adjourn	Melissa Graham, President	V
XII. Adjourn	Melissa Graham, President	V

New Southwest Region Contact Information:

1717 Main Street, Suite 2440

Dallas, TX 75201

214.744.9020 · office@southwestregion.org

www.bomasouthwestregion.org



BOMA Southwest Region Board of Directors Meeting
Friday, April 10, 2015
Hyatt Regency · Tulsa, OK

Call to Order

BOMA Southwest Region President Jennifer Lester called the meeting to order at 7:45 am.

Delegates from the following local organizations were present: Albuquerque, Austin, Dallas, Greater Little Rock, Fort Worth, Houston, Oklahoma City, Northwest Arkansas, San Antonio, Corpus Christi and Shreveport. Delegates from New Orleans were unable to attend.

Secretary Treasurer Dan Yates determined that a quorum was present.

Minutes

Secretary Treasurer Dan Yates presented the minutes from the previous meeting held January 18, 2015 in Scottsdale, AZ. There were no changes or corrections to the minutes.

Motion Albuquerque, Second Shreveport

To approve the January 18, 2015 meeting minutes as presented.

Motion Carried Unanimously

Financial Statements

Secretary Treasurer Dan Yates presented the financial report as of March 31, 2015. The following points were made:

- The Profit & Loss Statement shows a negative net income of \$124.27
- The only expenses were those to cover web site updates and shipping of administrative files to BOMA Dallas
- The Balance Sheet shows \$20,011.81

There was no further discussion.

Motion Austin, Second Fort Worth

To approve the financial statements as presented.

Motion Carried Unanimously

The 2015 budget was distributed to the members at the January meeting. Yates provided the following information for the budget:

- There will be a dues holiday for 2015
- Income for 2015 is for the Ferrell Hayes Scholarship
- Expenses for 2015 are for Ferrell Hayes and other minor administrative fees

Motion Little Rock, Second Corpus Christi

To approve the 2015 budget as presented.

Motion Carried Unanimously

2016 BOMA Southwest Region Conference

The 2016 BOMA Southwest Region Conference will be held March 31 – April 2 at the Marriott in Little Rock, AR. President Jennifer Lester and Anne Laidlaw of BOMA Greater Little Rock provided an overview of this event.

BOMA International Reports

BOMA International Executive Committee member Shane Baggett and Secretary Treasurer Dan Chancey presented the report for BOMA International.

- The Economic Impact Reports shows that CRE provides \$114 billion to the regional economy and 120,000 jobs.
- Recent BOMA studies show the BOMA involvement provides the following return on investment, based on a 100,000 square foot building:
 - \$100,000 gained from implementing best practices from the BOMA 360 Program;
 - \$60,000 in savings from codes victories;
 - \$22,500 in savings found by using BOMA benchmarking standards; and
 - \$50,850 gained by using BOMA's floor measurement standards.
- The Medical Office Building Conference will be held April 29 thru May 1 in Cleveland.
- The Every Building Conference will be held June 29 thru 30 in Los Angeles.

Greg Grainger represented the BOMA International Nominating Committee. He encouraged members from the BOMA Southwest Region to apply for international Board and officer positions. BOMA International's goal is to have a broad representation of members serving in leadership positions, with representation from local organizations across the country and diversity in professional background and gender.

Old Business/Scholarship

Vice President Melissa Graham introduced Andrew Dealey from Fort Worth as the 2015 Ferrell Hayes Scholarship recipient. Graham encouraged all locals to promote the scholarship to their membership. Information will be available on the Southwest Region web site.

New Business — Finance Committee

Melissa Graham asked for volunteers to serve on the 2015 Finance Committee. Per the Bylaws, this committee is appointed by the president and consists of a chairman and two federated members. The committee is charged with studying and auditing the financial status of the Region in cooperation with the president and treasurer. The audit report is presented at the annual conference.

New Business—2015/16 Southwest Region Officers

Greg Grainger presented the nominees for the 2015/16 BOMA Southwest Region Officers:

- Jennifer Lester, Greater Little Rock – Nominating Chair and Immediate Past President
- Melissa Graham, Ft Worth – President
- Dan Yates, Dallas – Vice President
- Joseph Hebert, Houston – Secretary Treasurer

Motion San Antonio, Second Dallas

To approve the following recommendations from the Nominating Committee: Jennifer Lester, Greater Little Rock – Nominating Chair and Immediate Past President; Melissa Graham, Ft worth – President; Dan Yates, Dallas – Vice President; Joseph Hebert, Houston – Secretary Treasurer.

Motion Carried Unanimously

Lisa Hensley recommended a change to the Policies & Procedures Manual regarding the selection of the executive officers. This change would recommend that all candidates for officer positions be interviewed in person or telephone.

There was significant discussion regarding the wording of the policy and proper review by the local organizations.

Motion Austin, Second Corpus Christi

To add language to the Policies & Procedures Manual encouraging in person or telephone interviews with candidates for executive officer positions.

Motion Tabled

Jennifer Lester stated that she is looking for members for the 2016 Nominating Committee. Current members are Jim Peck and Brett Williams. Those interested in serving should contact Lester.

Adjourn

President Lester called for a motion to adjourn the meeting.

Motion San Antonio, Second Austin

To approve adjourn the meeting.

Motion Carried Unanimously

The meeting was adjourned at 8:30 am.

Respectfully submitted,

Teresa Foster, CAE
BOMA Southwest Region

BOMA Southwest Region

Balance Sheet

As of May 31, 2015

ASSETS

Current Assets

Checking/Savings

\$ 18,903.41

Total Checking/Savings

\$ 18,903.41

Total Current Assets

\$ 18,903.41

TOTAL ASSETS

LIABILITIES AND EQUITY

Current year profit/(loss)

\$ (1,232.67)

Equity

Unrestricted Net Assets

\$ 22,136.08

Total Equity

\$ 22,136.08

TOTAL LIABILITES AND EQUITY

\$ 20,903.41

BOMA Southwest Region

As of May 31, 2015

	May	YTD
Ordinary Income		
2015 Dues	\$ -	\$ -
SW Conference Seed Money	<u> </u>	<u>\$ 1,000.00</u>
Total Income	\$ -	\$ 1,000.00
Expenses		
Office Expenses	\$ -	\$ 24.27
Website Hosting/Maintenance	\$ -	\$ 100.00
Awards/Gifts	\$ -	\$ -
SW Conference Seed Money	\$ -	\$ 1,000.00
Signs	\$ 395.00	\$ 395.00
Ferrell Hays Scholarship	<u>\$ 713.40</u>	<u>\$ 713.40</u>
Total Expenses	<u>\$ 1,108.40</u>	<u>\$ 2,232.67</u>
Net Income	<u><u>\$ (1,108.40)</u></u>	<u><u>\$ (1,232.67)</u></u>

BOMA Southwest Region

2014 Audit Presentation

June 28, 2015 · BOMA International Conference · Los Angeles, CA

BOMA Southwest (SW) Region Audit Committee:

- Shane Baggett, Chair, BOMA Dallas
- Patrick W. Murphy, Jr., BOMA Shreveport
- Johnny D. Onkst, BOMA Tulsa

The Committee was assigned the task of auditing the 2014 BOMA SW Region financial records.

2014 Audit Findings are as follows:

- January 1, 2014 Bank of America Account Balance: \$24,987.90
- Balance Sheet \$24,676.94 (See Notes Below)
- Deposits made during 2014: \$ 3,000.00
- Withdrawals made during 2014: \$ 7,851.82*
- December 31, 2014 Bank of America Account Balance: \$20,136.08

Notes:

- The Balance Sheet shows \$310.96 less than the bank statement. This was due to:
 - Check number 1167 in the amount of \$375 was booked in 2013, but actually cleared in 2014.
 - There was an incorrect payment in 2013 in the amount of \$64.04. This was identified in the audit and was subsequently corrected on the balance sheet.
 - Both adjustments have been made and the balance sheet for 2014 FY is correct.
- One deposit was made during the 2014 FY in the amount of \$3,000 for the Ferrell Hayes Scholarship. There was no deposit slip in the files.
- Withdrawals made during 2014 are noted on the attached Profit & Loss Detail (P&L).
- There is a BOMA Southwest Region credit/debit card for use by the president. The committee recommends the card be canceled.

The Audit Committee finds the SW Region's 2014 finances in good order and all monies accounted for.

Signed copies on file.

Shane Baggett, Chair

Date

Patrick W. Murphy, Jr

Date

Johnny D. Onkst

Date

2:54 PM
01/10/15
Accrual Basis

BOMA Southwest Region
Profit & Loss
January through December 2014

	<u>Jan - Dec ...</u>
Ordinary Income/Expense	
Income	
Ferrell Hayes Sponsorship	3,000.00
Total Income	<u>3,000.00</u>
Expense	
Awards/Gifts	207.32
BAE Fees	1,500.00
Conference Travel Reimbursen...	4,069.80
Ferrell Hayes Scholarship	1,591.95
Office Expense	7.75
Website	100.00
Total Expense	<u>7,476.82</u>
Net Ordinary Income	<u>-4,476.82</u>
Net Income	<u><u>-4,476.82</u></u>

2:56 PM
01/10/15
Accrual Basis

BOMA Southwest Region
Balance Sheet
As of January 10, 2015

	<u>Jan 10, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	20,136.08
Total Checking/Savings	<u>20,136.08</u>
Total Current Assets	<u>20,136.08</u>
TOTAL ASSETS	<u>20,136.08</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	20,136.08
Total Equity	<u>20,136.08</u>
TOTAL LIABILITIES & EQU...	<u>20,136.08</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.

The ***Awards Committee*** is charged with reviewing all submitted projects for awards. The president will determine the size and scope of the committee. ***At this time there are no awards offered by SWR other than the Outstanding Member of the Year, which is managed by the TOBY Committee. The structure and purpose of this committee will be addressed during the 2015 Bylaws review.***

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.***

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.

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.**

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. This committee is charged with selecting nominees for executive officer positions. **Members of the Nominating Committee will be approved at the June meeting.**

The **TOBY Committee** is charged with reviewing, evaluating and voting on regional TOBY submissions and Outstanding Member of the Year 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.**