

# BOMA Southwest Region Board of Directors

*\*Support Materials Attached.*

March 2017 Business Meeting  
Friday, March 31, 2017 · 8:00a.m.  
Dallas City Center Marriott · Dallas, TX

## Meeting Agenda

Discuss/Info/Vote

I. Call to Order	Dan Yates, President	I
II. Roll Call	Johnny Onkst, Vice President	I
III. Approval of Minutes*	Johnny Onkst, Vice President	V
IV. Financial Report*	Johnny Onkst, Vice President	V
• Approval of Financial Statements*		
V. 2017 Southwest Regional Conference Update	Angelique Wade/Mike Pugh	I
VI. BOMA International Report	Shane Baggett/Lisa Hensley/Bill Moebius	I
VII. BOMA Intl Nominating Committee	Greg Grainger	I
VIII. Old Business		
• Recognize Scholarship Sponsor	Dan Yates, President	I
• 2017 Ferrell Hayes Scholarship Recipient	Dan Yates, President	I
IX. New Business		
• 2018 SWR Conference Update	Corpus Christi	I
• Nominating Committee Report/Vote	Lisa Hensley, Nominating Committee	V
• Request for Audit Committee Volunteers	Dan Yates, President	I
X. Call from Floor to Adjourn	Dan Yates, President	V
XI. Adjourn	Dan Yates, President	V

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

777 Main Street, Suite 600  
Fort Worth, TX 76102  
817-336-2662 · [admin@bomafortworth.org](mailto:admin@bomafortworth.org)  
[www.bomasouthwestregion.org](http://www.bomasouthwestregion.org)



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

***Sunday, January 30, 2017***

Manchester Grand Hyatt · San Diego, CA

## **Call to Order**

BOMA Southwest President Dan Yates called the meeting to order at 12:35 pm.

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

- Johnny Onkst, Secretary Treasurer
- Jim Peck, Nominating Committee Chair
- Lisa Hensley, Awards Chair

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

## **Minutes**

Minutes from the June 2016 meeting in Washington, DC were distributed to all Board members via the advance meeting packet. There were no changes or corrections.

### **Motion New Dallas, Second Fort Worth**

To approve the June 2016 meeting minutes as presented.

***Motion Carried Unanimously***

## **Financial Statements**

Financial statements ending December 31, 2016 were distributed in the advance meeting packet.

Secretary Treasurer Johnny Onkst made the following notes:

- The balance as of December 2016 was \$18,278.19.
- For the year there were \$2,456.88 in expenses and \$2,000 in income.
- The income was \$1,000 for the Ferrell Hayes Scholarship, which is sponsored by Avison Young, and \$1,000 in seed money from Tulsa.

There was no further discussion.

### **Motion Dallas, Second Little Rock**

To approve the financial statements for the period ending December 31, 2016 as presented.

***Motion Carried Unanimously***

## **2017 Operating Budget**

The proposed 2017 operating budget was included in the advance meeting packet. Onkst made the following notes:

- Per the policy change, \$2,000 in income was added to the budget for Southwest Region Conference registrations. This was based on 200 registrations at \$10 each.
- BOMA Dallas will no longer be providing management services for the region.
- This was provided at no charge by BOMA Dallas. Moving forward the region will have to pay an appropriate fee for management services.
- The executive officers are recommending the conference hire Michelle Lynn, BOMA Fort Worth, to handle this task for a fee of \$250 per month.
- Miscellaneous fees, such as web site hosting, maintenance, etc. are also included in the budget.
- For 2017, expenses will be \$5,530 and income will be \$4,000.
- The region has had no income to cover expenses for several years now.

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

To approve the 2017 budget as presented.

***Motion Carried Unanimously***

## **BOMA International Report**

BOMA International Executive Committee members Bill Moebius provided a report from BOMA International. Moebius noted this conference has the highest attendance for any Winter Business Meeting in five years. He also update 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.

## **2017 BOMA Southwest Region Conference**

To follow is the Southwest Region Conference rotation:

- 2017 Dallas
- 2018 Corpus Christi
- 2019 Northwest Arkansas
- 2020 Oklahoma City

Angelique Wade provided an update of the 2017 Southwest Region Conference. Dates are March 30 through April 1 in Dallas. Wade noted that the agenda includes a section for building engineers on Friday and an emerging professionals' rate.

## **Old Business/TOBY**

A schedule of the 2017 TOBY deadlines was provided on-site.

## **New Business**

There were no candidates for the Ferrell Hayes Scholarship. Yates extended the deadline to February 1 and encouraged local organizations to submit candidates.

### ***Nominating Committee***

Jim Peck, chair of the Nominating Committee, provided the report for the committee. Nominating Committee members are Lisa Hensley and Allison Millington.

Peck informed the group that Joseph Hebert resigned his position as SWR vice president. The Nominating Committee discussed several options for filling this position. The Committee felt it would be best to ask Dan Yates to serve an additional term as president, with Johnny Onkst moving into the vice president position as planned.

There was no additional discussion.

### **Motion Fort Worth, Second Dallas**

To appoint Dan Yates for an additional term as BOMA Southwest Region, for the 2017 year.

### ***Motion Carried Unanimously***

Peck noted the committee is interviewing candidates for the secretary treasurer position. That vote will be taken at the March meeting.

### ***Bylaws Committee***

Mary Palatini, Traci Devereaux and Pat Murphy were appointed to the Bylaws Committee. The group reviewed the Bylaws and the Policies & Procedures Manual and provided the following recommendations, which were also included in the advance meeting packet.

#### *Bylaws*

The Committee recommended one significant change, related to Article VI, Elections, Items 4 and 5. The sections currently read:

- (4) The President and Vice President shall not be eligible for re-election to the same office for more than two consecutive terms.
- (5) The Secretary/Treasurer shall be eligible for re-election.

The Committee recommended the Secretary/Treasurer also be limited to two terms and that Items 4 & 5 be combined to read:

- (4) The President, Vice President and Secretary/Treasurer shall not be eligible for re-election to the same office for more than two consecutive terms.

All other recommendations were grammatical and were not substantive in nature.

#### *Policies & Procedures*

Grammatical changes were made to the Policies and Procedures. There was only one recommendation that would be considered substantive.

#### Reserve Fund Goal

To maintain in long-term reserve accounts the sum of at least three (3) years operating expenses. Reserve funds shall be invested in Certificates of Deposit, with rolling maturity dates. Any and all interest and dividend income earned from reserve fund investments shall be retained in the reserve fund account(s).

This section will also remain in the Financial Policy section.

**Motion New Mexico, Second Oklahoma City**

To amend the Bylaws and Policies & Procedures Manual as recommended by the Bylaws Committee.

***Motion Carried Unanimously***

**Association Management Services**

BOMA Dallas has handled all management and administrative tasks for SWR at no charge since January 2015. This arrangement ended December 31, 2016 and the region is seeking new management. The executive officers recommended Michelle Lynn, BOMA Fort Worth, for this position.

**Motion Dallas, Second Tulsa**

To hire Michelle Lynn, BOMA Fort Worth, to manage Southwest Region for a fee of \$250 a month.

***Motion Carried Unanimously***

**Adjourn**

Yates adjourned the meeting at 1:20 pm.

Respectfully submitted,

---

Teresa Foster, CAE  
BOMA Southwest Region

**BOMA Southwest Region**  
**Balance Sheet**  
***As of February 28, 2017***

February 28, 2017

ASSETS

Current Assets	
Checking Account BOA	\$18,287.19
Total Checking/Savings	<u>\$18,287.19</u>
Total Current Assets	<u>\$18,287.19</u>
TOTAL ASSETS	<u><u>\$18,287.19</u></u>

LIABILITIES & EQUITY

Current Year Profit & Loss	<u>\$0.00</u>
Equity	<u>\$18,287.19</u>
Total Equity	<u>\$18,287.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$18,287.19</u></u>

## BOMA Southwest Region P&L

Ordinary Income	February	YTD
2017 Ferrell Hayes Schol	\$0	\$0
2017 Dues	\$0	\$0
SWR Conference Seed Money	<u>\$0</u>	<u>\$0</u>
Total Income	\$0	\$0
Expenses		
Office Expenses	\$0	\$0
WebSite Hosting/Maintenance	\$0	\$0.00
Awards/Gifts	\$0	\$0.00
SWR Conference Seed Money	\$0	\$0
Signs	\$0	\$0
Ferrell Hayes Scholarship	<u>\$0</u>	<u>\$0</u>
Total Expenses	\$0	\$0.00
<b>Net Income</b>	<b>\$0</b>	<b>\$ -</b>