

BOMA Southwest Region Board of Directors

March 2018 Business Meeting
Friday, April 13, 2018 • 8:00a.m.
Omni Bay Hotel • Corpus Christi, TX

****Support Materials Attached.***

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*		
V. 2018 Southwest Regional Conference Update	Corpus Christi	I
VI. BOMA International Report	Henry Chamberlain & John Bryant	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		
• 2019 SWR Conference Update	Northwest Arkansas	I
• Nominating Committee Report/Vote	Pam Schramm, 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

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BOMA Southwest Region Board of Directors Meeting

Wednesday, January 31, 2018 | 8:00a.m.

Hyatt Regency Capitol Hill | Washington, D.C.

Call to Order

BOMA Southwest President Dan Yates called the meeting to order at 8:20a.m.

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

- Johnny Onkst, Vice President
- Mary Paltani, Secretary/Treasurer

Secretary Treasurer Johnny Onkst confirmed that delegates from the following local organizations were present and there was a quorum: Albuquerque, Austin, Dallas, Fort Worth, Houston, Oklahoma City, San Antonio and Tulsa.

Representatives from Corpus Christi, Greater Little Rock, Northwest Arkansas and Shreveport were unable to attend.

Minutes

Minutes from the June 2017 meeting in Nashville were distributed to all Board members via the advance meeting packet. There were no changes or corrections.

Motion Dallas, Second Fort Worth

To approve the June 2017 meeting minutes as presented.

Motion Carried Unanimously

Financial Statements

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

Secretary Treasurer Mary Paltani made the following notes:

- The balance as of November was \$17,363.24.
- On the November 2017 balance sheet, our net profit was negative \$923.95.

There was no further discussion.

Motion Tulsa, Second Austin

To accept the financial statements for the period ending November 30, 2017, as presented.

Motion Carried Unanimously

2018 Operating Budget

The proposed 2018 operating budget was included in the advance meeting packet. Mary made the following notes:

- A small amount of income is expected from the 2018 Dues (this comes from the reg conf registrations);
- \$1,000 comes from Avison & Young Ferrell Hayes Scholarship payment;
- \$1,000 seed money for the SW Conference.
- Minimal expenses for office expenses, awards, and website hosting.
- Main expenses come from travel reimbursements at \$3,450;
- \$1,000 for the Ferrell Hayes Scholarship;
- \$1,000 for seed money for the SW Conference; and
- \$3,000 for BAE Fee.

Motion Albuquerque, Second Tulsa

To approve the 2018 budget as presented.

Motion Carried Unanimously

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BOMA International Report

BOMA International Executive Committee member Bill Moebius provided a report from International. Bill shared:

- BOMA International is working on a new strategic plan and a new partnership with BOMI;
- BOMA Officers & staff are available to visit as part of your programs, planning sessions and C-Suite visits;
- BOMA scored major legislative victories in tax reform, including 1031 “like-kind” exchanges, carried interest, the new market and historic preservation tax credits, plus new tax incentives for roofing systems, energy efficiency HVAC and enhanced fire sprinkler systems;
- BOMAPAC raised an historic \$70K in 2017 thanks to our members and locals;
- W2 Challenge officially launched January 1st with over 1,700 bldgs. participating;
- BOMA was awarded it’s 4th grant from Yardi to continue its work on sustainability allowing BOMA the ability to fund all speaker expenses for BOMA locals that host the BEEP or Building Retuning Traingin program in 2018;
- Through Yardi grant, BOMA is partnering with Institute for Market Transformation to conduct a research study on energy efficiency solutions for Class B bldgs;
- BOMA’s new Technology Committee will be launching a CRE Technology Effectiveness Survey shortly after the WBM, with results prior to the Annual Conference in June;
- BOMA 360 Program enjoyed the second largest year in program history for total bldgs in the program and the largest number of renewed bldgs in one year;
- Submit 2017 year-end income and expense data for the 2018 Office and/or Industrial EER surveys before the March 31st deadline;
- Two life members to be honored at the BOG meeting (Dolores Bocian-BOMA New Jersey & Patrick Hilleary BOMA Metro Denver);
- BOMA Fellows are hosting their second Leadership Academy – information on how to launch similar mentoring programs locally is posted on the BAE & Local Leaders team site;
- BOMA’s new Emerging Professionals Committee will hold it’s first meeting at the WBM;
- J. Michael Coleman Scholarship applications are now being accepted for young/emerging professionals to attend the Annual Conference (applications are on the website);
- Registration is open for BOMA’s 2018 signature events; and
- BOMA welcomes John Catlett, BOMA’s new Director of Codes and Standards.

BOMA International Nominating Committee Report

BOMA International Nominating Committee Chair Greg Grainger provided an update for the International Nominating Committee.

- BOMA will add an Emerging Professional Position on the Executive Committee;
- Southwest Region has been well represented and we will have an opening for this position in June. If you are interested in submitting a candidate, please email Michelle Lynn. She will email all the BAEs reminding them of the opening.
- There are five Executive Committee spots open. There are four strong candidates and we encourage you to submit your application by the next deadline. Please stay tuned for details from Michelle Lynn.

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BOMA Southwest Region Conference Rotation

To follow is the Southwest Region Conference rotation:

- 2018 Corpus Christi
- 2019 Northwest Arkansas
- 2020 Oklahoma City
- **2021 OPEN**

SWR President Yates provided an update of the 2018 Southwest Region Conference. Dates are April 12-14 in Corpus Christi. The website is open and ready for all to register.

Corpus is seeking sponsorships for the conference. Interstate Restoration stepped up to sponsor the conference at the meeting and President Yates encouraged others to follow suit.

We do have some holes in the conference rotation as Houston has declined to host the conference. The SWR Board will discuss the openings in the rotation and work to find a solution. Please contact Michelle Lynn if you are interested in taking one of the open spots.

TOBY Deadlines

Rhonda Reid shared TOBY deadline dates with the group and that an email with the full schedule and details will be sent shortly.

- 2/9 – Local TOBY Judges due to regional TOBY Chair
- 3/2 – Local TOBY Winners Books uploaded to BOMA International TOBY site
- 3/9 to 3/25 – SW Region TOBY Judging
- 3/31 – Energy Star data must be shared with BOMA International
- 4/14 – SW Region TOBY Awards Banquet in Corpus Christi

New Business

Ferrell Hayes Scholarship

Avison & Young was thanked for their commitment to the Ferrell Hayes Scholarship over the past 3-years. They are seeking a new sponsor for the next 3-years. Cost is \$3,000 total, giving out 1-scholarship per year. Please reach out to Dan Yates or Michelle Lynn if you'd like to be a sponsor of this program.

The Ferrell Hayes Scholarship deadline was extended to February 16, 2018, and Michelle Lynn will send out reminders to the BAEs to submit their candidate.

Nominating Committee

Pam Schramm, chair of the Nominating Committee, provided the report for the committee. Nominating Committee members are Melissa Graham and Patrick Murphy.

Schramm informed the group that there were two very strong candidates, and the Nominating Committee recommends Scott Moore of BOMA Dallas for Secretary/Treasurer.

The vote for this nomination will be taken at the Southwest Region Board Meeting in Corpus Christi. This concluded the Nominating Committee's report.

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Bylaws Committee

Patrick Murphy and Mandy White-Hinkel were appointed to the Bylaws Committee. The group reviewed the Bylaws and the Policies & Procedures Manual. All recommendations were grammatical and will be distributed before our next meeting.

Awards Committee

Awards Chair, Kristine Lang shared that they are seeking nominations for the Outstanding Member of the Year. The award honors a member of a local association who has demonstrated leadership skills, participated in local, regional and international association activities as an officer, committee chair or member; contributed time and talent to the local community; written articles on his/her field and shown an interest in keeping up to date by participating in educational programs.

Kristine stated that an email is forthcoming with the nomination form and guidelines for submittal. All nominations are due to Michelle Lynn by February 22, 2018.

Adjourn

Yates adjourned the meeting at 8:55a.m.

Respectfully submitted,

Michelle Lynn
BOMA Southwest Region

BOMA SOUTHWEST REGION PROFIT and LOSS

As of February 28, 2018

Ordinary Income	February	YTD
2018 Ferrell Hayes Scholarship	\$1,000	\$1,000
2018 Dues	\$0	\$0
SWR Conference Seed Money	<u>\$0</u>	<u>\$0</u>
Total Income	\$1,000	\$1,000
Expenses		
Office Expenses	\$0	\$3,000
WebSite Hosting/Maintenance	\$0	\$0
Awards/Gifts	\$0	\$0
SWR Conference Seed Money	\$0	\$0
Signs	\$0	\$0
Ferrell Hayes Scholarship	<u>\$0</u>	<u>\$0</u>
Total Expenses	\$0.00	\$3,000.00
Net Income	\$1,000.00	\$ (2,000.00)

BOMA SOUTHWEST REGION BALANCE SHEET

February 28, 2018

February 28, 2018

ASSETS

Current Assets

Checking Account BOA

\$17,363.24

Total Checking/Savings

\$17,363.24

Total Current Assets

\$17,363.24

TOTAL ASSETS

\$17,363.24

LIABILITIES & EQUITY

Current Year Profit & Loss

-\$2,000.00

Equity

\$17,363.24

Total Equity

\$17,363.24

TOTAL LIABILITIES & EQUITY

\$15,363.24