

# BOMA Southwest Region Board of Directors

***\*Support Materials Attached.***

June 2018 Business Meeting

Sunday, June 24, 2018 • 7:30a.m.

Henry B. Gonzalez Convention Center • San Antonio, TX

## Meeting Agenda

		<u>Discuss/Info/Vote</u>
I. Call to Order	Johnny Onkst, President	I
II. Roll Call	Scott W. Moore, Secretary/Treasurer	I
III. Approval of Minutes*	Scott W. Moore, Secretary/Treasurer	V
IV. Financial Report*	Scott W. Moore, Secretary/Treasurer	V
• Approval of Financial Statements*		
V. 2017 Audit Committee Report (onsite handout)	Andrew Taylor, Chair, Audit Committee	V
VI. 2019 Southwest Regional Conference Update	Johnny Onkst	I
VII. BOMA International Report	Bill Moebius	I
VIII. BOMA Intl Nominating Committee	Greg Grainger/Johnny Onkst	I/V
IX. Old Business		
• Call for Ferrell Hayes Scholarship Sponsor	Johnny Onkst, President	I
X. New Business		
• Board & Committee Volunteer Positions	Johnny Onkst, President	I
• TOBY Chair & Committee	Johnny Onkst, President	I
• Awards Committee	Johnny Onkst, President	I
• Bylaws Committee	Johnny Onkst, President	I
• Nominating Committee	Johnny Onkst, President	V
XI. Call from Floor to Adjourn	Johnny Onkst, President	V
XII. Adjourn	Johnny Onkst, President	V

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

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

Friday, April 13, 2018 | 8:00a.m.

Omni Bayfront Hotel | Corpus Christi, TX

### **Call to Order**

BOMA Southwest President Dan Yates called the meeting to order at 8:18a.m.

He began the meeting by recognizing the following officers and special guests:

- Mary Paltani, Secretary/Treasurer
- Johnny Onkst, Vice President
- Melissa Graham, Immediate Past President – unable to attend meeting
- Henry Chamberlain, President & COO of BOMA International
- John Bryant, Vice President, Advocacy, Codes & Standards of BOMA International
- Jeff Horn, President & CEO of BOMI International

Dan Yates reminded the Board members to complete the Conflict of Interest and Disclosure Policy and return to her via email – attached.

Secretary Treasurer Mary Paltani confirmed that delegates from every local organization were present and there was a quorum: Albuquerque, Austin, Corpus Christi, Dallas, Fort Worth, Greater Little Rock, Houston, Northwest Arkansas, Oklahoma City, San Antonio, Shreveport and Tulsa.

### **Minutes**

Minutes from the January 2018 meeting in Washington, D.C. 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 January 2018 Meeting Minutes as presented.

***Motion Carried Unanimously***

### **Financial Statements**

Financial statements ending February 28, 2018, were distributed in the advance meeting packet.

Secretary Treasurer Mary Paltani shared that there was very little activity this period with only a \$1,000 deposit for the Ferrell Hayes Scholarship. The checking account balance at the end of this period was \$15,363.24.

There was no further discussion.

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

To approve the financial statements for the period ending February 28, 2018, as presented.

***Motion Carried Unanimously***

### **BOMA Corpus Christi Report**

BOMA Corpus Christi President, Larry Virts welcomed everyone to Corpus Christi. The conference kicked off on Thursday morning with 66 golfers. They have 155 conference registrants and 180 TOBY Reception/Dinner attendees. Larry expressed well wishes for a continued good time in Corpus and that if there was anything we needed to reach out to their great group of volunteers.

### **BOMA International Report**

BOMA International President & COO, Henry Chamberlain provided a report from BOMA International. Henry shared that:

- Southwest Region is strong and steady with 1,876 members;
- 113 BOMA 360 Buildings – Houston being 4<sup>th</sup> with 47 buildings and Dallas 5<sup>th</sup> with 41;
- EER in our market is down a bit on the industrial and office side;
- A year of Texas with the MOB Conference May 9-11 in Houston;
- International Conference & Expo is June 23-26 in San Antonio and Barbara & Jenna Bush will be the Keynote speakers;
- The value of BOMA increases with BOMA 360, EER Benchmarking, Floor Standards and Building Codes – BOMA International is the only group involved in ICC and ASHRAE;
- Home Depot program continues to grow; and
- Strategic Long Range Planning will continue at the International Conference in San Antonio allowing BOMA International to work better and more efficiently with the Locals.

### **BOMA International Advocacy Report**

BOMA International Vice President of Advocacy, Codes & Standards John Bryant shared:

- ADA Reform had a very good year, something that was thought to be an uphill battle;
- PAC contributions were key to this happening and encouraged everyone to donate to the PAC at every level;
- Energy Star preservation is something that they continue to work on as BOMA International has won the Energy Star Award for the 11<sup>th</sup> year; and
- Water Waste Challenge continues and is a two-year initiative to support commercial real estate practitioners to benchmark water and waste consumption and associated costs, and to implement best practices to improve water performance and reduce waste.

## **BOMA International Nominating Committee Report**

BOMA International Nominating Committee Chair Greg Grainger reminded everyone that BOMA International is always looking for leaders to join the EC. The Southwest region is currently represented by Bill Moebius and Lisa Hensley. Overall, 6 members of the Executive Committee are expiring in June 2018 with 3 (Bill, Randal and Richard) seeking second terms.

The nominating committee interviewed 5 candidates for the 6 EC openings. These were:

- Missy Quinn – Mid Atlantic
- James Kleeman – Mid Atlantic
- Bill Moebius – Southwest (2<sup>nd</sup> term)
- Randal Froebelius – International (2<sup>nd</sup> term)
- Richard Kenwood – Mid Atlantic (2<sup>nd</sup> term)

The nominating committee interviewed 4 candidates for the Vice Chair opening. These were:

- Coleen Spratt – Pacific NW
- Sheldon Oppermann – Mid-West Northern
- Shelby Christensen – Mid Atlantic
- Mark Duke – Mid-West Northern

The nominating committee interviewed 3 candidates for the new Emerging Professional Position:

- Theotto Lillard – Mid-West Northern
- Mason Bodie - SW
- Cynthia Brown – North Central

The nominating committee interviewed 3 candidates for the EC Associate Member opening:

- Bill Cates – Kimberly Clark – Mid-West Northern (2<sup>nd</sup> term)
- Mark Kelly – Able Services – Pacific SW
- Todd Boeber – Kone

## **Old Business**

### ***Ferrell Hayes Scholarship***

BOMA Southwest Region President, Dan Yates thanked Avison & Young for their support of the Ferrell Hayes Scholarship over the past three years. Dan went on to recognize this year's recipient, Tiffany Jensen with Peloton Commercial Real Estate out of Austin, Texas.

Dan reminded everyone that the region is seeking a sponsor for the next 3-years for the Ferrell Hayes Scholarship. The cost is \$3,000 and gives a commercial real estate representative a \$1,000 scholarship to attend the Southwest Region Conference. If your company is interested in sponsoring the Ferrell Hayes Scholarship please reach out to Michelle Lynn or any of the Southwest Region officers to get the process started.

## **Old Business cont'd**

### **2019 BOMA Southwest Region Conference**

Nikki McCoy revealed that the 2019 BOMA Southwest Conference dates were April 3-6, 2019, in Northwest Arkansas. The area has a lot to offer with it being one of the “Top 5 Places to Live” and that 44 people move there every day making it *the hidden gem*.

Sponsorship opportunities are available. Contact Kaitlyn Adams, CertaPro Painters ([kadams@certapro.com](mailto:kadams@certapro.com) or 479-502-0100) for more details – *attached for your records*.

You can travel by plane (airport code XNA), train or car and they look forward to hosting us all next year.

## **New Business**

### ***Nominating Committee***

Nominating Committee Chair, Pam Schramm, reminded all that the members of the Nominating Committee were Melissa Graham of Fort Worth, Patrick Murphy of Shreveport, and herself from Austin.

As reported in January, several candidates for the Secretary Treasurer position were received and given careful consideration for the position. After discussion, Scott Moore of Dallas is the recommended candidate.

### **Motion Austin, Second New Mexico**

To approve the Scott Moore as the Secretary Treasurer of the Southwest Region.

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

Scott Moore will be sworn in at the TOBY Dinner on Saturday evening.

### ***Annual Audit***

Per the Bylaws, the Finance Committee is charged with auditing the financial status of the region in cooperation with the president and secretary treasurer. Dan Yates asked for three volunteers to serve and the following came forward:

1. Andy Taylor of Dallas
2. Patrick Murphy of Shreveport
3. Kristi Adams of Oklahoma City

### **Adjourn**

Yates adjourned the meeting at 8:52a.m.

Respectfully submitted,

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Michelle Lynn  
BOMA Southwest Region

## BOMA SOUTHWEST REGION PROFIT and LOSS

As of April 30, 2018

<b>Ordinary Income</b>	<b>April</b>	<b>YTD</b>
2018 Ferrell Hayes Scholarship	\$0	\$1,000
2018 Dues	\$0	\$0
SWR Conference Seed Money	<u>\$0</u>	<u>\$0</u>
 Total Income	 \$0	 \$1,000
 <b>Expenses</b>		
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
 <b>Net Income</b>	 <b>\$0.00</b>	 <b>\$ (2,000.00)</b>

# BOMA SOUTHWEST REGION BALANCE SHEET

April 30, 2018

April 30, 2018

## ASSETS

### Current Assets

Checking Account BOA

\$15,363.24

Total Checking/Savings

\$15,363.24

Total Current Assets

\$15,363.24

TOTAL ASSETS

\$15,363.24

## LIABILITIES & EQUITY

Current Year Profit & Loss

-\$2,000.00

Equity

\$17,363.24

Total Equity

\$17,363.24

TOTAL LIABILITIES & EQUITY

\$15,363.24

## **BOMA Southwest Region**

2017 Audit Presentation

June 24, 2018 · BOMA International Conference · San Antonio, TX

BOMA Southwest (SW) Region Audit Committee:

- Andrew Taylor, Chair (Dallas)
- Patrick Murphy (Shreveport)
- Kristi Adams (Oklahoma City)

**The Committee was assigned the task of auditing the 2017 BOMA SW Region financial records.**

**2017 Audit Findings are as follows:**

- |  |             |
|--|-------------|
| • January 1, 2017 Bank of America Account Balance:   | \$18,287.19 |
| • Balance Sheet                                      | \$18,287.19 |
| • Deposits made during 2017:                         | \$3,300.00  |
| • Expenses made during 2017:                         | \$4,223.95  |
| • December 31, 2017 Bank of America Account Balance: | \$17,363.24 |

**Notes:**

- All bank statements were reviewed. All canceled checks and deposits shown on the bank statements match the information shown on the Profit/Loss Statement.
- One deposit was made during the 2017 FY in the amount of \$3,300.00 from BOMA Dallas paying \$25 for 132 registrants from the 2016 Southwest Region Conference. The November 2017 Profit & Loss Statement showed the deposit of the \$3300 as "Dues", but moving forward the Audit Committee recommends listing the deposits as "Conference Registration Fees."
- Expenses in the amount of \$4,223.95 made during 2017 are noted on the attached December 31, 2017 Profit/Loss Detail (P&L).

The Audit Committee finds the Southwest Region's 2017 finances in good order and all monies accounted for.

***Signed copies on file.***

\_\_\_\_\_  
Andrew Taylor, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrick W. Murphy, Jr

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kristi Adams

\_\_\_\_\_  
Date