Chair: Elizabeth H. Machen, CPM®
Vice Chair: Jeffrey I. Burck, CPM®
Staff Liaison: Jennifer Schlueter

Purpose:
- Contribute to the achievement of IREM's mission and strategic goals through scanning, research, planning, and monitoring relative to chapter and regional direction, activities, and issues
- Using member needs assessment data and other scanning techniques, provide strategic direction to adjust as necessary the purpose, nature and structure of IREM's chapters and regions
- Serve as the conduit for headquarters to local/local to headquarters communication
- Provide strategic direction relative to local member needs based on interaction with chapters and regions
- Monitor and support the activities of the chapters
- Make recommendations to the governing council on the establishment and termination of chapter status, chapter jurisdictions and boundaries, and other chapter bylaws issues
- Monitor the progress of chapter and regional initiatives and recommend adjustments to the appropriate governance bodies and staff

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Presenter</th>
<th>Objective</th>
<th>Background Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Welcome, Call to Order, Introductions</td>
<td>Beth Machen, Chair</td>
<td>Information</td>
<td>Purpose Statement; Roster</td>
</tr>
<tr>
<td></td>
<td>Approval of minutes</td>
<td>Beth Machen</td>
<td>Action</td>
<td>Minutes</td>
</tr>
<tr>
<td>8:10 a.m.</td>
<td>Chapter Star Program Revamp</td>
<td>Jeff Burck, Vice Chair</td>
<td>Information and dialogue</td>
<td>Exhibit 1</td>
</tr>
<tr>
<td>10:15 a.m.</td>
<td>RVP Transition Plan</td>
<td>Beth Machen and Joe Greenblatt, 2013 Chair</td>
<td>Information and dialogue</td>
<td>None</td>
</tr>
<tr>
<td>10:45 a.m.</td>
<td>RVP Itinerary at IFLC</td>
<td>Jennifer Schlueter</td>
<td>Information</td>
<td>Exhibit 2</td>
</tr>
<tr>
<td>10:50 a.m.</td>
<td>Wrap Up &amp; Evaluation</td>
<td>Beth Machen</td>
<td>Information</td>
<td>None</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Adjournment</td>
<td>Beth Machen</td>
<td>Action</td>
<td>None</td>
</tr>
</tbody>
</table>
Report of the IREM® Regional Vice Presidents Committee

By Conference Call
September 11, 2012

Chair: Elizabeth Machen, CPM®
Vice Chair: Jeffrey Burck, CPM®
Staff Liaison: Jennifer Schlueter

No motions to report on.

Other items:
- The committee approved the minutes from the August 14, 2012 meeting.

- Phyllis Conset and Jennifer Schlueter gave an update on the upcoming IREM® Fall Leadership Conference in New Orleans. At the time of the call, there were almost 500 attendees registered. RVPs agreed that it would be helpful to have a roster by region so RVPs can communicate with their attendees including first time attendees to reach out to them and make them feel welcome. RVPs were asked to submit details for their regional dinners to IREM® HQ so that a list of all regional dinners can be pulled together and posted on-site at the conference.

- Beth Machen shared some of the highlights of the recent 2013 budget meeting including a dues increase for 2013 which is around 2% for members. In addition, staff salary increases were added for 2013 since they were kept out of the 2012 budget. She asked RVPs to share this information with their chapters in their communications so they are prepared when they arrive in New Orleans.

- Beth Machen also talked about the Shared Interest Communities that will be meeting in New Orleans. The Shared Interest Communities are a means for members with broad property types to get together with their peers specializing in the same field. RVPs were encouraged to check them out, promote them to their regions and get involved in those that interest them.

- Jeff Burck asked for regional highlights.
  -Laura Cantrel shared that 20 people from her region met for a retreat last month. She received positive feedback from the attendees. Julie Muir joined the retreat and gave an overview on the national structure and how chapters fit in.
  -Lori Tillis and her chapter are taking full advantage of the September Surge by working with the Ohio State real estate department and have referred 10 new Student Members and 2 new Associate Members from the Kentucky Housing Authority.
  -Jeff Burck also added that the Houston chapter is focusing on student outreach and held a meeting at the University of Houston.
  -Chip Watts shared that his region met with Region 13 for a retreat in Nashville that was such a success, they are going to hold another retreat in New Orleans for the Mississippi and Louisiana chapters.
- Dave Davis shared that President Jim Evans visited the Omaha chapter to participate in their annual golf tournament which supported the Special Olympics.

- The next meeting is October 17 in New Orleans.

**Committee members present:**
Elizabeth Machen, CPM®
Jeff Burck, CPM®
Alfred Ojejinmi, CPM®
Vera McPherson, CPM®, ARM®
Chip Watts, CPM®
M. Kris Moore, CPM®
Dawn Daffinee, CPM®
Ben Forsyth, CPM®
MarJean Pountain, CPM®
David Davis, CPM®, ARM®
Laura Cantrell, CPM®

**Committee members absent or excused:**
Bob Cuttle, CPM®
Betsy Bullard, CPM®
Shannon Alter, CPM®
Debra Owings, CPM®
Sandra Carlson-Edwards, CPM®

**Others in attendance:**
Joe Greenblatt, CPM®
Nick Harris, CPM®
Steve Antonsen, CPM®
Denna Griffis, CPM®
Lori Tillis, CPM®
Renee Savage, CPM®
Mindy Gronbeck, CPM®
Chip Crumpler, CPM®
Julie Muir, CPM®
Russ Salzman, CAE, IOM
Phyllis Coneset, CMP
Diane Miller
Jennifer Schlueter, IOM
2012 Chapter Star Workbook & Planning Tool

Reflecting all chapter activities that occur between January 1, 2012 and December 31, 2012. Submittal date is January 31, 2013.

The format is new as well as the scoring and scoring and self-evaluation. This will allow you to use the workbook as a helpful tool in providing meaningful chapter experiences.

Chapter Name & Number:

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Total Membership Number as of 12/31/11 (per report provided by Headquarters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Chapters</td>
<td>1-99 total members</td>
</tr>
<tr>
<td>Five Star</td>
<td>1000 points for minimum requirements; and a combined point total of 1765 or more</td>
</tr>
<tr>
<td>Four Star</td>
<td>1000 points for minimum requirements; and a combined point total of 1590-1764</td>
</tr>
<tr>
<td>Three Star</td>
<td>1000 points for minimum requirements; and a combined point total of 1515-1589</td>
</tr>
<tr>
<td>Two Star</td>
<td>1000 points for minimum requirements; and a combined total of 1400-1514</td>
</tr>
<tr>
<td>One Star</td>
<td>Less than 1000 points for minimum requirements</td>
</tr>
<tr>
<td>Medium Chapters</td>
<td>100-299 total members</td>
</tr>
<tr>
<td>Five Star</td>
<td>1000 points for minimum requirements; and a combined point total of 2210 or more</td>
</tr>
<tr>
<td>Four Star</td>
<td>1000 points for minimum requirements; and a combined point total of 2055-2209</td>
</tr>
<tr>
<td>Three Star</td>
<td>1000 points for minimum requirements; and a combined point total of 1860-1954</td>
</tr>
<tr>
<td>Two Star</td>
<td>1000 points for minimum requirements; and a combined total of 1600-1859</td>
</tr>
<tr>
<td>One Star</td>
<td>Less than 1000 points for minimum requirements</td>
</tr>
<tr>
<td>Large Chapters</td>
<td>300+ or more total members</td>
</tr>
<tr>
<td>Five Star</td>
<td>1000 points for minimum requirements; and a combined point total of 2560 or more</td>
</tr>
<tr>
<td>Four Star</td>
<td>1000 points for minimum requirements; and a combined point total of 2350-2559</td>
</tr>
<tr>
<td>Three Star</td>
<td>1000 points for minimum requirements; and a combined point total of 2100-2349</td>
</tr>
<tr>
<td>Two Star</td>
<td>1000 points for minimum requirements; and a combined total of 1800-2149</td>
</tr>
<tr>
<td>One Star</td>
<td>Less than 1000 points for minimum requirements</td>
</tr>
<tr>
<td>Total Points Available</td>
<td>Minimum Requirements: 6085</td>
</tr>
<tr>
<td>Electives</td>
<td>1292</td>
</tr>
<tr>
<td>Bonus</td>
<td>150</td>
</tr>
</tbody>
</table>

Overview:

HFRM believes in the power of chapters to provide valuable member services and programs. HFRM also believes in the value of recognition for chapter accomplishments. The Chapter Star Program recognizes all chapters based on an objective set of criteria.

The Chapter Star Workbook reflects the characteristics of a successful, effective chapter—so without your efforts, chapter leadership cannot provide value to members. Thus, we created four core elements on which chapters are evaluated. These four core elements are:

1. Sustainable leadership and support
2. Organized growth and visibility
3. Enthusiastic member development and retention
4. Supportive administrative structure

Within each of the four core elements are specific requirements and electives. These are the objective criteria on which chapters are evaluated. The minimum requirements, categories A - D, reflect a minimal level of activity that chapters must do. The elective categories, categories E - E, reflect a metric of programs and activities that chapters can do—yet every chapter is different in its elective.

A point system is set up to determine the ranking of each chapter at Five Star, Four Star, Three Star, Two Star, or One Star with standards based on these criteria. A total of 6085 points are available as the minimum requirement categories; a total of 1292 points are available as the elective categories.

In 2011, the Chapter Star Workbook was reconstituted as a more comprehensive planning tool. There have been new columns added to the right of each category to help your chapter events and prioritize goals and track your progress for the upcoming year. Also, the workbook now has a new domain—organized growth and visibility. Since this is such a crucial part for the organization, this category has been added and categories have been shifted in this section. Please be sure to focus on this domain when you are planning your programs for the year. Finally, the new totals have been added to the workbook. Four of the tables have a worksheet for each domain to give you chapter another tool to help map out your goals for the year. The last tab, titled “Books,” gives you a quick view of all of your members’ needs and wants. It’s a way to see your programs after you make your plans for the year in order to see how your chapter’s program and what your members’ needs and wants are. There are only an additional tool for your chapter and do not have to complete or submitted with your level 2012 workbook. Use these tools during your planning retreats and executive council meetings to stay on track with your programs and services throughout the year.

Guidelines for completing the 2012 Chapter Star Workbook:

Begin entering the workbook during your chapter’s planning retreat in 2011.

Year 2012 chapter building team, including your SAC, should collaborate to complete the workbook.

You may enter the workbook as early as January 1, 2012 and December 31, 2012.

- Avoid the point value trend for every year that your chapter accomplishes.
- Submitting documentation must be submitted in the format requested within each appropriate section. In other words, list the details on the worksheet and instead of attaching separate meeting minutes, reports, etc. Note: Only two categories require a separate attachment (FT, CCE).
- Electrons should submit the completed workbook and supporting documentation to HFRM Headquarters (momys@hfrm.org) and your 2012 RVP by January 31, 2013. Hard copies of the workbook, and supporting documentation will not be accepted.
**Minimum Requirements**

| Sustainable Leadership and Support | Minimum Requirements | Points | Guidelines | Points for Chapter | Target Date | Committee | Budget Allocation | Priority - High medium/low |
|---|---|---|---|---|---|---|---|---|---|
| A) Support and funding for leaders to attend national meetings | 50 | 1) Current chapter president or other designated chapter officer attends 2012 Leadership and Legislative Summit fully or partially subsidized by chapter | | | | | | |
| B) Executive Council meetings | 50 | 2) Current chapter president, incoming chapter president, or other designated chapter officer attends 2012 IREM Fall 1 Leadership Conference fully or partially subsidized by chapter | | | | | | |
| | 1) Holds a minimum of four Executive Council meetings with a quorum - Use each meeting with dates and total member in attendance | | | | | | | |

<table>
<thead>
<tr>
<th>Enthusiastic Member Involvement &amp; Exceptional Member Services</th>
<th>Minimum Requirements</th>
<th>Points</th>
<th>Guidelines</th>
<th>Points for Chapter</th>
<th>Target Date</th>
<th>Committee</th>
<th>Budget Allocation</th>
<th>Priority - High medium/low</th>
</tr>
</thead>
<tbody>
<tr>
<td>C) Chapter meetings</td>
<td>50</td>
<td>1) Holds a minimum of four chapter meetings where IREM business is conducted, including social events and seminars - Use each meeting with dates, topics, sponsors, and member in attendance of members and non-members</td>
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<td>D) Candidate outreach</td>
<td>50</td>
<td>2) Votes of chapter members sent to all chapter members at least 2 weeks prior to scheduled times</td>
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<td></td>
<td>1) Measures Candidacy program and communicates regularly with candidates, i.e., makes regular contact, sponsors events, appeals</td>
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</table>

<table>
<thead>
<tr>
<th>Supportive Administrative Structure</th>
<th>Minimum Requirements</th>
<th>Points</th>
<th>Guidelines</th>
<th>Points for Chapter</th>
<th>Target Date</th>
<th>Committee</th>
<th>Budget Allocation</th>
<th>Priority - High medium/low</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1 Chapter bylaws</td>
<td>50</td>
<td>1) Has up-to-date bylaws on the electronically at chapter</td>
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<td></td>
<td>2) Has up-to-date bylaws on the electronically at Headquarters</td>
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<td></td>
<td>3) Adheres to bylaws</td>
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<td></td>
<td>4) Provides proper notice and submission of any and all amendments as required in accordance with Article XIII</td>
<td></td>
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<tr>
<td>F2 Office elections</td>
<td>50</td>
<td>1) Officers elected no later than the fourth Tuesday in September of the election and nominees sent in members 30 days in advance, as outlined in chapter bylaws</td>
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<tr>
<td>G1 Financial and tax reporting, financial record keeping</td>
<td>50</td>
<td>1) File 2016 tax returns with SRS by May 15th</td>
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<td></td>
<td>2) File returns of 2015 tax returns with Headquarters by May 15th</td>
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<td></td>
<td>3) Maintains accurate financial records</td>
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<td></td>
<td>4) Has defined policy for finance of reporting to chapter leaders and members</td>
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<tr>
<td></td>
<td>5) Two diss financial reviews at Executive Council meetings</td>
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</tr>
</tbody>
</table>
Elective Requirements

<table>
<thead>
<tr>
<th>Sustainable Leadership and Support Electives</th>
<th>Points</th>
<th>Guidelines</th>
<th>Targets for Chapter</th>
<th>Target Date</th>
<th>Committee</th>
<th>Budget Allocation</th>
<th>Priority - high medium low</th>
</tr>
</thead>
<tbody>
<tr>
<td>K) Support and funding for leaders to attend 2022 national meetings (includes REMA Association Executive, which is covered elsewhere)</td>
<td>5-7</td>
<td>1) Other chapter representatives attend 2022 Leadership and Legislative Summit fully or partially subsidized by chapter, including contribution to regional subsidy for REMA and 1 point for each person beyond the 1 person maximum as defined in A3. 2) Other chapter representatives attend 2022 REMA Fall Leadership Conference fully or partially subsidized by chapter, including contribution to regional subsidy for REMA and 1 point for each person beyond the 1 person maximum as defined in A3. 3) Attend more than 1 Executive Council meetings with a quorum (5 points for each meeting beyond the 1 meeting maximum as defined in E1, up to a maximum of 75 points). List each meeting with dates and total number in attendance</td>
<td>HQ Verify</td>
<td></td>
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<tr>
<td>M) Training for chapter officers/leadership planning</td>
<td>4</td>
<td>1) Maintain officer job descriptions that are reviewed and updated annually. 2) Conduct an officer retreat or leadership retreat. 3) Current chapter president or other designated chapter officer participates in at least one of the chapter leader workshops organized through REMA.</td>
<td>HQ Verify</td>
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</tr>
<tr>
<td>N) Training for committee chairs/committee planning</td>
<td>5</td>
<td>1) Attend at least one meeting. 2) Maintain committee job descriptions that are reviewed and updated annually. 3) Conduct committee orientation meeting/leadership retreat. 4) Follow written committee goals. 5) Meets 80-90% of all committee goals.</td>
<td>HQ Verify</td>
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</tr>
<tr>
<td>O) Succession plan - depth within leadership</td>
<td>5</td>
<td>1) Reaches a defined level of leadership succession. 2) Has first-time volunteers or new leadership positions. 3) Director, committee chair, committee member, etc. (points each).</td>
<td>HQ Verify</td>
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<td></td>
</tr>
<tr>
<td>P) Chapter strategic plan</td>
<td>25</td>
<td>1) Maintains and modifies a strategic plan that is reviewed and updated annually. 2) Integrates current strategic plans with chapter plans.</td>
<td>HQ Verify</td>
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<tr>
<td>Q) Annual chapter goals</td>
<td>10</td>
<td>1) Meets or exceeds all chapter goals.</td>
<td>HQ Verify</td>
<td></td>
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</tr>
<tr>
<td>R) Leadership mentoring and recognition</td>
<td>5</td>
<td>1) For an active chapter mentor/mentee</td>
<td>HQ Verify</td>
<td></td>
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<td></td>
<td></td>
<td>2) Awarded CCIP/M of the Year</td>
<td>HQ Verify</td>
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<td></td>
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<td>3) Awarded REMA of the Year</td>
<td>HQ Verify</td>
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<td></td>
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<td>4) Awarded ACCIP of the Year</td>
<td>HQ Verify</td>
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<td>5) Awarded ACCIP-F of the Year</td>
<td>HQ Verify</td>
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<td>6) Awarded ACCIP of the Year</td>
<td>HQ Verify</td>
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<td>7) Awarded ACCIP of the Year</td>
<td>HQ Verify</td>
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<td></td>
<td></td>
<td>8) Awarded ACCIP of the Year</td>
<td>HQ Verify</td>
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<td></td>
<td></td>
<td>9) Awarded ACCIP of the Year</td>
<td>HQ Verify</td>
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</tbody>
</table>

TOTAL MINIMUM REQUIREMENTS: 1085

0
### Leadership at national level

1. Increase chapter members, and/or IAE across IBEM at the national level - RVP, faculty, committees, Governing Council, task forces, etc.
2. Increase chapter awareness of community members.
3. Suggest new projects that you consider a potential RVP/NAE.
4. Leadership President (RVP) - Let the manner below.

### Promotion of national meetings and volunteer opportunities

1. Promote 2022 Leadership and Legislative Seminar in written/chapter communications and/or website.
2. Promote 2022 RVP Fall Legislative Conference in written/chapter communications and/or website.
3. Has chapter members, including current and incoming chapter president, attend national meetings (1 points for each, up to a maximum of 20 points).
4. Professional IBEM professional development seminars and webinars in written/chapter communications and/or website (1 points for each RVP/NAE course).
5. Provides national volunteer Interest requests in written/chapter communications and/or website, i.e., qualifications for becoming council and member representative.

### Organized Growth and Visibility

#### Electives

<table>
<thead>
<tr>
<th>Points for Chapter</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Membership recruitment</td>
<td>1. Conduct membership recruitment events, including ODE and student outreach (10 points each) - list each event with dates and number in attendance.</td>
</tr>
<tr>
<td>2) Conducts membership recruitment activities, i.e., mailings, teleconferences, etc.</td>
<td></td>
</tr>
<tr>
<td>3) Net increase in total membership numbers</td>
<td></td>
</tr>
<tr>
<td>4) Net increase in total of CPM Members</td>
<td></td>
</tr>
<tr>
<td>5) Net increase in total of CPM Candidates</td>
<td></td>
</tr>
<tr>
<td>6) Net increase in total of AMP Members</td>
<td></td>
</tr>
<tr>
<td>7) Net increase in total of AMP Candidates</td>
<td></td>
</tr>
<tr>
<td>8) Net increase in total of Associate Members</td>
<td></td>
</tr>
<tr>
<td>9) Net increase in total of AGM Members</td>
<td></td>
</tr>
<tr>
<td>10) Net increase in total number of Student Members</td>
<td></td>
</tr>
<tr>
<td>11) Net increase in total number of Associate Members</td>
<td></td>
</tr>
<tr>
<td>12) Submit membership applications to IBEM Headquarters (1 points per prospect)</td>
<td></td>
</tr>
</tbody>
</table>

#### Volunteerism and public relations

1. Maintains a membership database, other electronic or in print.
2. Participates in chapter awareness and up advertising programs offered through Headquarters.
3. Suggests non-IBEM events, etc. to promote the interest of IBEM, membership, and IBEM products: e.g., members and non-members.
4. Supports IBEM’s mission of promoting the interest of IBEM, membership, and IBEM products: e.g., members and non-members.

### IBEM/NAE

1. Conducts IBEM courses as a chapter or jointly with other chapters (10 points for each course).
2. Conducts single or multi-year educational training with IBEM courses to ensure that students can complete required coursework through chapter.
3. Promotes IBEM courses of earthquakes, etc.

### Priority - High, medium, low
A) Chapter Scholarships

1) Has scholarship program with specific guidelines - List details of all scholarships and recipients

2) Awards scholarships on an annual basis

3) Promotes chapter scholarship program and recognizes in chapter communications and at chapter meetings

Y) IREM Foundation

1) Promotes IREM Foundation scholarship and grant programs in chapter communications and at chapter meetings

2) Establishes and maintains the Chapter Remineral Fund with the IREM Foundation

3) Contributes to the IREM Foundation, i.e., through the annual auction, ad in the program book, etc.

4) Hosts chapter meeting or event to promote awareness of IREM Foundation

Z) Student outreach

1) Participates in collegiate career fairs 15 points each

2) Participates in high school career days 10 points each

3) Has an active Student Outreach Committee or Chairperson

4) Supports Student and Academic Membership programs through chapter events, chapter subsidies, specifically for Student and Academic Members 10 points each - List each event with dates and total number in attendance

5) Works with local colleges/universities to promote real estate management and Student and Academic Membership (15 points for each program) - List details of each program

6) Has a defined procedure to follow up with local colleges/universities to identify and report on the measurable outcomes of the visit 5 points for each visit - List the measurable outcomes

AA) Other programs, events, and surveys

1) Has programs and/or activities that are geared toward attracting diverse membership (i.e., gender, race, age, etc.) 15 points for each event up to 25 points - List each event with dates, topics, and number in attendance

2) Has programs and/or activities that are geared toward attracting YPs (IREM Young Professionals) 15 points for each event - List each event with dates, topics, and number in attendance

<table>
<thead>
<tr>
<th>Enthusiastic Member Involvement &amp; Exceptional Member Services Electives</th>
<th>Points</th>
<th>Guidelines</th>
<th>Points for Chapter</th>
<th>Target Date</th>
<th>Committee</th>
<th>Budget Allocation</th>
<th>Priority - high, medium, low</th>
</tr>
</thead>
<tbody>
<tr>
<td>B) Chapter meetings</td>
<td>1) Holds more than four chapter meetings when IREM business is conducted, excluding social events and seminars 10 points for each meeting over the 4 minimum as defined in C1, up to a maximum of 80 points - List each meeting with dates, topics, speakers, and number in attendance of members and non-members</td>
<td>10</td>
<td>2) Holds annual financial event</td>
<td>10</td>
<td>3) Establishes an annual schedule of all meetings and communicates the schedule at the beginning of year</td>
<td>10</td>
<td>4) Average member attendance at chapter meetings is 15% of total membership</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>Average member attendance at chapter meetings is 25% of total membership</td>
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</table>
CC1: Membership retention

- Average member attendance at meetings is 25% of total membership.
- Plan for a joint membership committee that meets monthly to monitor attendance.
- Use a Credibility meter to monitor.
- Reduce the number of members participating by 10%, i.e., increase, attend more, members.
- Maintain a minimum of one meeting specified by the Credibility Committee.
- Implement a program designed to retain new members and foster a positive impression of the chapter.
- Increase the number of members participating by 20%, i.e., increased attendance at meeting or events.
- Conduct annual or bi-annual membership satisfaction survey to measure.
- Address member needs by conducting survey by adding value to the benefits or services.
- Conduct new member welcome program as outlined in the "New Member Welcome Program for Chapters" provided by the National Membership & Continuing Education Committee.
- Contact all new members within three months of joining, i.e., provide new member Welcome Kit, contact new member in person or via, etc.
- Recognize members with significant accomplishments at meetings or in the newsletter.
- Conduct follow-up with members who have not paid their dues.
- Provide name tags to all members at chapter meetings.
- Facilitate opportunities for all members to participate in chapter events.
- Provide a quarterly newsletter electronically by mail or email.
- Produce and send a quarterly newsletter electronically by mail or email.
- Participate in IEEE/CS Chapters Website program.
- Maintain a chapter website that reflects current activity.
- Link chapter website to IEEE website.
- Conduct one to four hour seminars sponsored by chapter.
- Conduct seminars that are developed or designed by chapter leaders.
- Contact each speaker and provide a seminar.
- Conduct seminars sponsored by chapter.

D2: Chapter Communications

- Conduct one to four hour seminars sponsored by chapter.
- Conduct seminars that are developed or designed by chapter leaders.
- Contact each speaker and provide a seminar.
- Conduct seminars sponsored by chapter.

ED: Chapter Events

- Conduct four to six seminars sponsored by chapter.
- Conduct seminars that are developed or designed by chapter leaders.
- Contact each speaker and provide a seminar.
- Conduct seminars sponsored by chapter.
5) Obtains continuing education for chapter seminars. 5 points for each program.
6) Actively involved in local state legislative activity, i.e., has a member(s) in local legislative, reports to chapter membership, etc.
7) Has at least one chapter member participates in Capitol Hill Visit Day.
8) More than one chapter member participates in Capitol Hill Visit Day 1 point for each member involved.
9) Participates in lobbying efforts with local and State Realtors, CCIMs or other professional real estate management organizations.
10) Hosts social events, including chapter meetings, such as potlucks, other adjoining events, holiday parties, etc. 10 points each.

OGI: Other programs, events, and services

1) Sponsors a trade show.
2) Participates in other local industry trade shows.
3) Attends industry tradeshows as a non-member or as a vendor.
4) Participates in community service programs and/or makes charitable donations, excluding the GREC Foundation (10 points for each beneficiary).

11) List each program and the chapter’s involvement.
12) List each event with dates, topics, and number in attendance.

13) Has programs and/or activities that are geared toward attracting YPs (GREC Young Professionals) (10 points for each event).
14) List each event with dates, topics, and number in attendance.

15) Has an active Friends of GREC program or similar vendor partner program.
16) Supports GREC’s efforts by promoting in chapter newsletter, in chapter newsletter, and on chapter website.
17) Maintains a chaptersoft program
18) Meets or exceeds up to 80% goals.
19) Meets or exceeds 60% of GP attendance.
20) Collaborates with other industry associations in joint events.
21) List each event program with dates and total number in attendance.

22) Collaborates with other GREC Chapters in joint event programs, excluding GREC San Diego (10 points each).
23) List each event program with dates and total number in attendance.

24) Supports GREC’s informational programs and events. (10 points)
25) List your chapter’s support below.

26) Monitor progress against the Strategic Plan.
27) Delegates a Chapter Librarian to GREC publications.
28) Caters to all members by devoting program/activities to all properties, i.e., commercial, industrial, industrial.
<table>
<thead>
<tr>
<th>Support Structure</th>
<th>Electives</th>
<th>Points</th>
<th>Guidelines</th>
<th>Points for Chapter</th>
<th>Target Date</th>
<th>Committee</th>
<th>Budget Allocation</th>
<th>Priority - High/medium/low</th>
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<tbody>
<tr>
<td>HHU REM Association Executive (IAE)</td>
<td>5</td>
<td>1</td>
<td>Has an annual IAE</td>
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<td>HQ Verify</td>
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<td></td>
<td></td>
<td>2</td>
<td>Defines and provides a job description that are reviewed and updated regularly</td>
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<td>3</td>
<td>Maintains IAE performance to the highest level of customer service</td>
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<td>4</td>
<td>Outgoing chapter president or other designated chapter officer, contacts annual IAE requests</td>
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<td></td>
<td></td>
<td>5</td>
<td>IAE participates in at least two of the quarterly IAE meetings call organized through FaceBook</td>
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<td>6</td>
<td>IAE participates in at least two of the chapter level sub-committee meetings organized through CoWorking</td>
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<td></td>
<td></td>
<td>7</td>
<td>IAE attends 2022 Leadership and Legislative Summit Fully or partially subsidized by chapter</td>
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<td></td>
<td>8</td>
<td>IAE attends 2022 REM Leadership Conference Fully or partially subsidized by chapter</td>
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<td></td>
<td></td>
<td>9</td>
<td>IAE attends 2022 REM Symposium Fully or partially subsidized by chapter</td>
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<td></td>
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<td>10</td>
<td>IAE serves as a mentor to other REM Association Executive</td>
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<td>11</td>
<td>IAE attends non-REM professional development meeting(s)</td>
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<tr>
<td>III Minutes and policies</td>
<td>5</td>
<td>1</td>
<td>Documents and maintains Executive Council minutes including treasurer's report, sends minutes to RVP</td>
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<td>2</td>
<td>Documents and maintains Executive Council minutes including treasurer's report, sends minutes to RVP</td>
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<td>3</td>
<td>Maintains a chapter policy manual that is reviewed and updated regularly</td>
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<td>III Chapter bylaws</td>
<td>5</td>
<td>1</td>
<td>Maintains an annual bylaws with Executive Council</td>
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<td>2</td>
<td>Provides financial reports to chapter members via chapter meetings, chapter newsletters, or other means</td>
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<td>3</td>
<td>Has member audit committee to perform annual financial audit</td>
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<td>4</td>
<td>Maintains records of chapter members</td>
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<tr>
<td>IV Membership records</td>
<td>5</td>
<td>1</td>
<td>Adds new members to chapter records immediately upon notification from Headquarters</td>
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<td>2</td>
<td>Removes dropped members from chapter records immediately upon notification from Headquarters</td>
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<td>3</td>
<td>Has Headquarters on mailing and e-mail distribution to receive all chapter communications</td>
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</table>

**TOTAL ELECTIVE REQUIREMENTS: 1085**

**TOTAL - Minimum: 0**

**TOTAL - Electives: 1292**

**TOTAL: 2377**

**Major Accomplishments Bonus (up to 50 points):** What were your chapter’s major accomplishments in 2023? Whether it was a new program, new leadership, or a new growth initiative, we want to know what set your chapter apart in 2023. Provide a detailed description.

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*At the Chapter President’s discretion, more electives and bonus categories may be added in 2022.*

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Regional Forum – Topics for Discussion
Wednesday, October 17
3:00 pm – 4:30 pm
Facilitated by 2012 and 2013 Regional Vice Presidents

This is a suggested itinerary - however please keep in mind that this is your time with your region and you should discuss items that meet their needs. Perhaps prior to the conference, feel free to send your chapter presidents and IAEs a note to ask them what they want to discuss.

Purpose: This forum is an opportunity for your region’s members to get to know each other, to highlight IREM® business items, to discuss regional collaboration, and address other regional business as may be appropriate.

RVPs: Be sure to stand in the front of the room while leading the Regional Forum and speak loud so all can hear you. Keep in mind these tips:
✓ Be aware of your timing.
✓ Work the room - keep animation, pace, and tone in mind.
✓ Always face the crowd.
✓ It’s ok to use your notes, but do not read them, make the presentation your own.
✓ When an audience member asks a question, repeat the question so all can hear it.
✓ Don’t feel like you have to call on each person for an answer.
✓ If you do ask a question, give the audience a few seconds to ponder it.
✓ Silence is ok!
✓ Have fun!

**NOTE: If there is an outgoing and incoming RVP in your region, please plan to discuss how you will lead your forum together before arriving in San Diego.

There’s a lot to cover – be sure to start on time!

1. **Introductions – 10 Minutes**
   - Sitting RVP: Introduce yourself and share a few personal comments.
   - Incoming RVP (if applicable): Introduce yourself and share a few comments about your upcoming role.
   - Introduce any other IREM® VIPs – IREM® Officers, SVPs, RVPs, Past Presidents, etc.
   - Ask first time attendees to stand. Ask others to reach out to them.
   - Ask attendees to take 5 minutes to walk around the room and introduce themselves to other attendees they have not met.
2. 2013 RVP: Regional Plan/Collaboration/Membership Growth – 30 minutes
   • Share your goals, plan, or legacy for your term as RVP in 2013.
   • Discuss ways in which your region can work together and create synergy – make it interactive:
     ASK: How can we support each other as a region?
     ASK: How can we share successful programs and/or war stories with each other?
     ASK: How can we collaborate on joint meetings or events?
     ASK: How can we market each others’ courses, seminars, and programs?
     ASK: Any best practices/new programs to share?
     ASK: Any new member recruitment or retention program to share?

3. Regional Issues and Questions – 35 Minutes
   • Open the floor for any other items you or your regions’ members would like to cover.

4. Upcoming Deadlines & Reminders – 10 Minutes
   • Remind the attendees of upcoming deadlines:
     * October 31 – 2013 Officers & Key Contacts due to HQ & RVP
     * December 3 – 2013 Chapter Goals & Budget to HQ & RVP
     * December 5 – 2013 Chapter President Subsidy Request to HQ (travel reimbursement to this conference for incoming chapter presidents)
     * January 31 – 2012 Chapter Star Workbook due to HQ & RVP
   • Remind the attendees of ongoing activities in New Orleans:
     Today – Wednesday, October 17:
     ✔ Share information on regional dinner
     ✔ After dinner: IREM Young Professional Event hosted by the New Orleans Chapter at Happy’s Pub

     Thursday, October 18:
     ✔ 8:30 am: General Session and Keynote Speaker: Mark Scharenbroich
     ✔ 11:00 am: Chapter Leadership Forum
     ✔ 2:00 pm: Chapter Learning Experience – “Five Days to a Dynamic Digital Strategy”
     ✔ 4:00 pm: Chapter Learning Experience – “7 Stories. 60 Minutes. Countless Ideas.”
     ✔ 6:30 pm: Inaugural Gala Dinner

     Friday, October 19:
     ✔ 8:30 am: Governing Council
     ✔ 10:30 am: Chapter Learning Experience – “ODIE Makeover”
     ✔ 1:30 pm: Chapter Learning Experience – “Let’s Start the Conversation: Your Chapter and Diversity”
     ✔ 3:30 pm: Chapter Learning Experience – “Finding the Next Leader”
✓ 12:30 pm: IAE Symposium for IAEs only
✓ There are also professional learning sessions going on throughout the day so be sure to split up your chapter leaders to get the most out of all sessions and share what you learned during and after the conference
✓ 8:00 pm: IREM Foundation Party With a Purpose

Saturday, October 20:
✓ Breakfast Buffet and Keynote Speaker: Chef Jeff Henderson

Remind attendees to stop by the IREM® Foundation desk in Connection Central to talk with Kimberly Holmes about your chapter's restricted fund.

And be sure to check out all that is happening in Connection Central this week.

5. Closing Remarks – 5 Minutes
   • Thank attendees.
   • Share personal message.
RVP Itinerary

Monday, October 15
2013 RVPs arrive – (Bob, Nick, Steve, Betsy, Deena, Lori, Dawn, Libby, Marjean, Dave, Renee, Mindy, Chip, Suzanne, and Ben as vice chair)

6:00 pm
2013 RVP Retreat Kick Off Dinner
Lüke – 333 St. Charles Avenue

Tuesday, October 16
2012 RVPs arrive – (Alfred, Vera, Chip, Kris, Shannon, Laura, Debra, Sandra)

8:00 am to 5:00 pm
2013 RVP Retreat
Planning retreat for all 2013 RVPs

3:00 to 5:00 pm
Executive Committee Briefing

7:00 pm
Executive Committee and 2012 RVP Dinner
Calcasieu – 920 Tchoupitoulas Street in the Warehouse District
2012 RVPs only

Wednesday, October 17
7:00 to 8:00 am
Continental Breakfast in Connection Central

8:00 to 11:00 am
Regional Vice Presidents Committee

3:00 to 4:30 pm
Regional Forums

Evening
Regional Dinners
Plan and coordinate dinner

8:00 to 11:00 pm
IREM IYP Event
Happy’s Irish Pub – 1009 Poydras Street
Hosted by New Orleans Chapter No. 55

Thursday, October 18
7:30 to 8:30 am
Continental Breakfast in Connection Central

8:30 to 10:30 am
General Session & Keynote Speaker: Mark Scharenbroich
11:00 am to 12:30 pm
*Chapter Leadership Forum*
After Chapter Leadership Forum, RVPs go to Executive Committee

11:30 am to 2:00 pm
*Executive Committee*
RVPs attend as observers after Chapter Leadership Forum

2:00 to 3:30 pm
*Five Days to a Dynamic Digital Strategy*
Chapter Learning Experience

4:00 to 5:00 pm
*7 Stories, 60 Minutes, Countless Ideas.*
Chapter Learning Experience

6:30 to 11:00 pm
*Inaugural Gala Dinner*
Included in registration fee; however, ticket is required. Extra tickets may be purchased for $125.

**Friday, October 19**

7:30 to 8:30 am
*Continental Breakfast in Connection Central*

8:30 to 10:00 am
*Governing Council*
Reserved seating in the front for all 2012 and 2013 RVPs

10:30 am to 12:00 pm
*ODIE Makeover*
Chapter Learning Experience

1:30 to 3:00 pm
*Let's Start the Conversation: Your Chapter and Diversity*
Chapter Learning Experience

3:30 to 5:00 pm
*Chapter Leadership: Finding the Next Leaders*
Chapter Learning Experience

8:00 to 10:00 pm
*IREM Foundation Party with a Purpose*
Krazy Korner – 640 Bourbon Street
Ticketed event - $50

**Saturday, October 20**

8:00 to 9:00 am
*Breakfast Buffet & Keynote Speaker: Chef Jeff Henderson*