



2023 BOARD MEMBER EDUCATION CALENDAR

Serving as an HOA Board of Director isn't always easy. Navigating the statutes, processes, procedures, and best business practices can be tricky. Professional management with AMS, as well as the advice of an attorney, is crucial.

At AMS, we are dedicated to helping our board members succeed. One way we do that is with our Board Member Education Series. These classes offer valuable information from attorneys, insurance agents, and experienced AMS personnel. Classes are held monthly and are currently being held digitally. Classes are held virtually on **Zoom** at **6:00 pm**. They are approximately **90 minutes** long, and are **free of charge**. Classes, dates, and speakers are subject to change. **To register for a class, please click on the red registration button in the monthly email (check your spam folder if you haven't received it). Login information will be sent to you before the class.**

Do you have a suggestion for a Board Member Education topic? Please let us know.

DATE	CLASS DESCRIPTION (all classes and dates are subject to change)
JAN	NO CLASS
FEB 23	ROBERT'S RULES OF ORDER Speaker: Beverly Przybylski Professional Registered Parliamentarian
MAR 16	HOW TO CONTROL A BOARD MEETING Speaker: Kathleen Profitt Attorney Profitt Law, LLC
APR 27	FAIR HOUSING Speaker: Angie Bagby Attorney Bagby Law Firm LLC
MAY 25	INSURANCE TRENDS AND ANALYZING RISK FOR YOUR ASSOCIATION Speaker: ABI Insurance
JUN 22	FINANCIALS & BUDGETING—OPERATING AND RESERVES Speaker: AMS Executive Team
JUL 20	RESERVE STUDIES & BUILDING CONDITION ASSESSMENTS Speaker: Kathleen Smith Building Science Specialist RDH Building Science Inc.
AUG 24	BOARD OF DIRECTOR RESPONSIBILITIES Speaker: AMS Executive Team
SEP 28	COLLECTIONS Speaker: Alexis Ducich Partner Barker Martin
OCT 26	OPEN LAW FORUM Speaker: Angie Bagby Attorney Bagby Law Firm LLC

ADDITIONAL TRAINING

Each community is unique. Your Association Business Manager and the AMS team is available to assist boards on a one-to-one basis on the unique issues that you face in your community. Please call for an appointment. Sample training topics include:

PORTAL TRAINING—Post articles, notices, send e-Blasts, update the community calendar, and more.

COMMUNITY FINANCIALS—Understand financial reports and what to review each month.

SPECIAL ASSESSMENT—How to implement a special assessment.

SPECIAL PROJECTS—Strategize and plan special projects such as Capital Improvements, Construction Defects, and PEX Plumbing Replacements.

FOR INFORMATION, CONTACT

Stacy Ford

Association Trainer and
Staffing Coordinator

stacy.ford@ams-nw.com

(360) 397-0320

ams-nw.com