



Appraisal Institute®

Professionals Providing Real Estate Solutions



Kansas City Chapter

Summer 2013

The Kansas City Chapter hosted Region II's Spring Meetings this year. Attendees feasted on Oklahoma Joe's Barbeque and drank Kansas City's own Boulevard Beer. A shout out goes to the Region II Conference Committee consisting of TJ Hawks, MAI, Susan Smith, MAI, CCIM, and Marian Fields, SRA, MAI, who worked for almost a year planning everything from the Friday night social at the Boulevard Brewery to goodie bags filled with hometown favorites. We also give special thanks to the many sponsors who helped make this a memorable event: **Appraisal Bridge; Bliss Associates, LLC; Integra Realty Resources-Kansas City; Mattes Appraisal Co.; Moore and Shryock; Novogradac & Company; Susan M. Smith Advisory Services; and Valbridge Property Advisors/Shaner Appraisals.**

Kansas City Chapter Announces 2014 Board

Jason Roos, MAI – Chapter President

Susan M. Smith, MAI, CCIM – Vice President

Brian Reardon, MAI – Treasurer

Lin Schulze – Secretary

Randall Kancel, MAI – Director 3 year Term

Matt Spear – Director 2 year Term

Rebecca Arthur, MAI – Director 2 year Term

Matt Bowersox, SRA – Director 3 year Term

What is a SubTropolis? Find out at our next Chapter Luncheon Meeting, Tuesday, August 27- 11:30 am. Cost is \$15 and includes box lunch. [Register Now!](#)

[Check out Kansas City Sponsored Education](#)

ANNUAL MEETING – JULY 23-25, 2013
Earn up to 16 AI CE hours and explore Indy!

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Thavis Arnote Scholarship – Deadline Oct. 15

An annual award, together with a one time stipend of \$500 will be given to an associate for the MAI or SRA designation by the Kansas City Chapter of the Appraisal Institute in honor of Thavis R. Arnote, in recognition of his contribution to the real estate industry in general and to the appraisal profession. It is intended that this award will inspire those entering the profession to emulate the integrity and competency exhibited by Mr. Arnote throughout his career.

This award is to apply to case study/seminar fees and expenses, including tuition, text books, and any other costs that further the associate's progress toward the MAI or SRA designation.

A standing committee, made up the Chapter Vice President, Admissions Chair and Associate Guidance Chair, shall receive recommendations for this award from members and associates of the Chapter. Applicants will be considered subject to the following criteria:

1. Must be an associate in good standing.
2. Must be actively engaged in some phase of the real estate appraisal profession.
3. Must be a regular attendee at Chapter meetings.
4. Should demonstrate diligent pursuit of the MAI or SRA designation (such as courses taken or demonstration reports).
5. Should participate in Chapter and Associate activities.
6. Consideration will be given only to those applicants perceived to be of good character and demonstrating a high degree of competency.
7. Deadline October 15

[Download application](#) and email to admin@appraisalinstitutekc.org by October 15. Winner will be announced at the annual installation dinner.

[Check out the Chapter Website](#)



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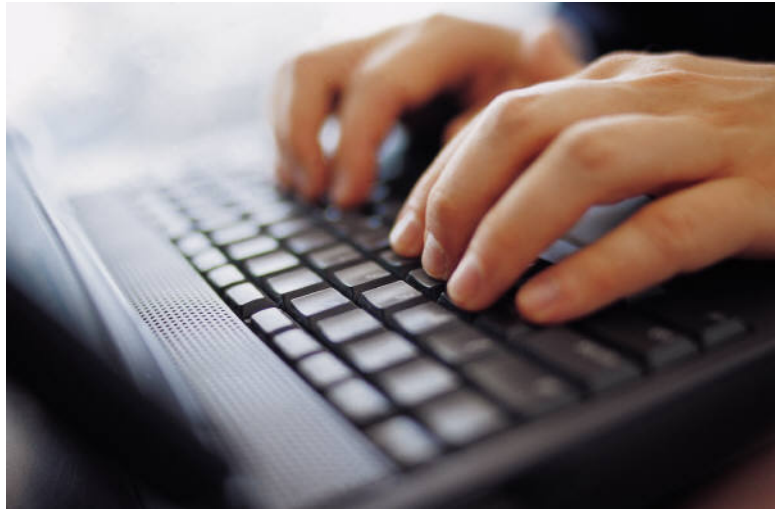
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Standardizing Email Subject Lines

Lean organizations welcome opportunities to standardize processes as it brings conformity and invites efficiency. Below is an excerpt from [*Entangled in Email*](#)

three abbreviations that can be included at the end of an email subject line to indicate an action for the recipient.



EOM - *End of Message*

We have all received an email, asking a simple question in which we can reply with the answer typed in the subject line. The next time you respond in this way, include EOM at the end of your subject line. This tells the recipient that this is your entire message so they don't need to take time to open the email, wondering if you included anything else.

NRN - *No Response Needed*

Have you ever responded to someone's email, only to get another email back stating "Thanks", "Got it", etc.? When replying to someone's email in which you do not need a response, simply place NRN in your subject line, thus giving the recipient permission not to reply back, which would only interrupt you one more time.

DNF - *Do Not Forward*

Including this abbreviation in your subject line will serve as a reminder to the recipient that it contains information or a version of a project that is not yet ready to be shared with others.

Audrey Thomas, is a Minneapolis-based speaker, author, and Lean Office expert. She is the author of *Buried Alive!: Surviving the Avalanche of Paper and Email* and *50 Ways to Leave Your Clutter*. She can be reached at Audrey@LeanOffices.com and 866-767-0455. For more information go to: www.LeanOffices.com or www.OrganizedAudrey.com.