



GASSEN MANAGEMENT IS PLEASED TO OFFER **COMPLIMENTARY**  
**BOARD TRAINING**

*Gassen Management has partnered with Tim Broms, CMCA, to bring you valuable information pertaining to your duties as a Board member. Tim has over 32 years of experience in the Association Management industry. He has educated Association Managers, Homeowners and Realtors, and has served on the faculty of Kaplan Professional Schools. Tim has also taught several courses for CAI-MN and Minnesota Multi-Housing Association.*

**WHAT YOU CAN EXPECT TO LEARN AT BOARD TRAINING:**

**Definition of CIC's:**

Condominiums, Townhomes, Co-ops, PUD's  
Governing Documents  
Articles of Incorporation, Declaration,  
Bylaws, Rules & Regulations

**Meeting Types:**

Board Meeting  
Annual Meeting  
Special/Executive Meeting

**Roles, Responsibilities and Duties:**

Board or Directors  
Homeowners  
Committees  
Manager/Management Company

**Running Effective Meetings**

**Ethical Responsibility of an Association**

**Fiscal Responsibility of an Association**

This Board Training is sponsored by Gassen Management and is 1 to 1 1/2 hours in length, including a Question and Answer session. A convenient date, time and location will be coordinated by your Gassen Management Association Manager.