**NARPM – Alameda/Contra Costa**

**Board Meeting Minutes – February 16, 2012**

**Location:** Massimo – Walnut Creek

Meeting was called to order at 10:32 a.m.

* The board reviewed open action items and provided updates.
* A question was raised as to whether or not a vendor affiliate had to participate with all 3-tiers of NARPM. The answer from Rich Vierra, was that vendors do not have to be a member of the local chapter to participate with NARPM.
* Carolynn to follow up with Bruce David regarding getting NARPM member’s membership ID.
* Debra Powell will investigate recruiting property managers that belong to CAA who specialize in SFR.
* The board voted “yes” to donating $100 towards raffle prize and $250. This was a request for all chapters for the upcoming Cal Conference.
* Fritz will contact Service pro to see if they would be interested in taking the lead on the issue of “Habitability.”
* Deborah will follow up with the attorney’s regarding the issue from a legal perspective.
* Fritz will work with Carol Lerner, Esq., on the upcoming “Do’s and Don’ts of Eviction” schedule for July 19th meeting at Massimo.
* Kris will come up with ideas for hosting an education class.
* All board members are asked to come up with ideas for the November 2012 meeting.

Meeting adjourned at 11:15 am.

**Action Items/Next Steps:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Resp.** | **Item** | **Complete** |
| **2011** | | | |
| 7/21 | Fritz | Check with accommodations for Ethics class to be held in September. | Done |
| 7/21 | Ellen | Investigate acquiring CD with Ethics course material. | Done |
| 7/21 | Deborah/Rebecca | Check on fees for Ethics class and contact Candy. | Done |
| 7/21 | Ellen/Kris  Deborah | Create budget for Ethics class. | Done |
| 7/21  4/21 | Bob  Ellen  Bob | Email with survey to go out to week of 7/25/11.  Ellen to mail membership list to Bob.  ~~Prepare survey to mail to Chapter NARPM Members~~  (REMOVED. NO FURTHER ACTION -2/16/2012) | Removed 2/16/2012 |
| 7/21 | Ellen | Send vendor email list to Rebecca for Vendor Table Top | Done |
| 7/21 | Rebecca | Create and email letter soliciting Vendor participation at Vendor Table Top. | See “2012 Action Items” |
| 2/16/12  7/21  4/21 | Ellen  Jackie/Ellen | Check with Jackie on scanning postcard.  Scan existing postcard and change format to include Mt. Diablo background for member email campaign. | Completed |
| 4/21 | Deanna | Send email requesting member’s NARPM membership ID. |  |
| 4/21 | Jackie | Compile list of vendors to sponsoring and recruit Property Managers |  |
| 1/20 | Deanna | Post 2011 Meeting Agenda on website | 1/22/11 |
| 1/20 | Peter | Compile list of potential classes for review at the April board mtg. (REMOVED. NO FURTHER ACTION.) |  |
| **2012** | | | |
| 2/16/12  7/21 | Fritz  Rebecca | Create and email letter soliciting Vendor participation at Vendor Table Top. |  |
| 2/16 | Carolynn | Follow up with Bruce David regarding getting NARPM member’s membership ID | 2/27/2012  Completed |
| 2/16 | Debra Powell | Investigate recruiting property managers that belong to CAA who specialize in SFR |  |
| 2/16 | Fritz | Contact Service pro to see if they would be interested in taking the lead on the issue of “Habitability.” | Completed |
| 2/16 | Deborah Bailey | Follow up with the attorney’s regarding the issue from a legal perspective. | Completed |
| 2/16 | Fritz | Work with Carol Lerner, Esq., on the upcoming “Do’s and Don’ts of Eviction” schedule for July 19th meeting at Massimo |  |
| 2/16 | Kris | Come up with ideas for hosting an education class. |  |
| 2/16 | All | Come up with ideas for the November 2012 meeting. |  |

Respectfully submitted by,

Carolynn Thelemaque, Chapter Secretary