

NARPM – Alameda/Contra Costa
Board Meeting Minutes – January 10, 2013
Conference Call Dial-In: (510) 814-4863. Enter: 601#

Jackie Ferriera called the meeting to order at 9:00 a.m.

- Discussed potential topics for Jean Storm to present at the upcoming meeting. The group chose the following topic: Streamlining Your Office Management Procedures.
- The group discussed the meeting format for Thursday, January 17 meeting. The format will be as follows: (1) Introductions will be made after everyone has food and are seated. (2) Business cards will be collected at the front door and placed in a basket by Deborah and Kris. (3) Kris will walk around the tables after all have been seated to solicit funds for the 50/50 raffle.
- Fritz to bring the projector and screen.
- Ellen will bring the microphone. Coordinate with Cameron to deliver on Saturday, January 12.
- Cameron will conduct a “dry-run” to test the wireless speakers, and add an additional microphone to improve on the system.
- The hospitality position will be manned by Gary Miceli.
- Still need to find motivational speaker for July 2013.
- Bruce was able to fix contacts. He also created a Facebook page. He will add Jackie as an administrator.
- The group decided that the financial report will be completed on a quarterly basis. The End-of-Year report will be due for February.
- Walt to provide information on rules for tenants providing day care services; Walt to provide brief update
- Group to alternate Board Meetings from face-to-face and conference calls. Next board meeting will begin at 10:30 a.m.

Meeting Adjourned at 9:35 a.m.

Action Items/Next Steps:

2012			
Date:	Resp.	Item	Complete
1/10/13	Walt	Provide information on rules for tenants providing daycare services. Provide brief update at January 17, 2013 meeting.	Complete
1/10/13	Ellen	Prepare End-of-Year Financial report for February 2013	
1/10/13	Bruce	Add Jackie as administrator on facebook page.	
1/10/13	Cameron	Conduct “dry run” to test wireless speaker and microphones.	Complete
1/10/13	Fritz	Bring Projector and screen for Dublin meeting.	
1/10/13	Ellen	Bring microphone. She will coordinate to deliver to Cameron on Saturday, January 12.	Complete
11/29/12	Ellen	Provide current membership count to determine group.	
1/10/13	Sheila	Revisited. (bring CAR PM Certification workbook)	
11/29/12		Bring workbook from CAR PM Certification classes.	

1/10/13	Jackie	Draft flier to invite the CAA members. She will work with Sheila.	
1/10/13	Fritz	Look at the companies he deals with and send a letter of invitation.	
11/29/12		Forward flier with sponsor ship for CAA.	
11/29/12	OPEN	Put together a list of topics to appeal to Property Managers and Realtors. Need to consider who would teach the classes.	
1/10/13	Sheila	Wait until CalNarpm meeting to decide on the designation classes to hold.	<i>In Progress</i>
11/29/12		Provide more designation Classes – Survey group to see which classes to offer.	
1/10/13	Bruce	Need to get questions and will set up	
11/29/12		Check into setting up a “Survey Monkey Account”	

Respectfully submitted by,
Carolynn Thelemaque, Chapter Secretary

2013 COMPLETED ACTION ITEMS			
Date:	Resp.	Item	Complete

NARPM – Alameda/Contra Costa
Board Meeting Minutes – November 7, 2013
Conference Call: 510-814-4863, 601#

MEETING CALLED TO ORDER:

Jackie called the meeting to order at 12:04 a.m.

- The group reviewed and pre-approved the financials. Still need bank statements to match up with the P&L. Also need copies of 1099N. *Ellen to provide bank statements, balance sheet and copies of 1099N.*
- The board reviewed incoming board members.
 - Nancy Cerea-Zein, Cerea Zein Real Estate, expressed a desire to assist.
 - The Board agreed to remove the “Education” position due to low interest from members.
 - *Bruce to update the “events calendar” the next day with the new meeting date, time and location.*
 - *Ellen will reach out to Kelly Banducci to see if she will fill the “Hospitality/Meeting position.*
- The Board discussed the 2014 Calendar of Events.
 - *Jackie will contact Ray Scarabosia to see if he can fill the June slot – topic to be determined.*
 - *Ellen will contact David Block of Block Environmental for filling the April slot – topic to be determined.*
 - *Ellen will reach out to the Kidde representative to have him address the new law regarding smoke detectors at the December meeting.*

HOUSEKEEPING:

The signature card at Mechanic's Bank, needs to be updated to reflect the incoming President, President-Elect and Treasurer. Mechanic's Bank.

- *Ellen will start the transition process beginning the 1st of December.*
- *Deborah will contact the bank to see how many people can be on the account and get the application.*
- *Jackie will check the NARPM Bylaws regarding who can be on the signature card.*

TOPICS:

- The Board reviewed preparation for Chapter Compliance which is as follows:
 - **President – Cameron Riegel**
 - President Elect – Carl Fox
 - Secretary – Carolyn Thelemaque
 - **Treasurer – Sheila Stokley**
 - **Past President – Jackie Ferreira**
 - **Membership/Event Coordinator – Ellen Purdy**
 - Legislative – Kris Peterson
 - Communications – Bruce Davis
 - **Web – Bruce Davis**
 - **Hospitality/Meetings – Kelly van Duci**
 - **Affiliate Membership Chair – Fritz Rhinesmith**



NARPM – Alameda/Contra Costa
Board Meeting Minutes – November 7, 2013
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- The Board discussed possible “Topics” for next year: Steps to Take When There Is Water Damage.
 - January – Legal Updates - KTS
 - February – Fair Housing -
 - March – STATE CONFERENCE
 - April – Roundtable discussion OR Block Environmental
 - May – Motivation Speaker
 - June – Ray Scarabosio
 - July – Roundtable Discussion
 - August – Vendor Tabletop Moved to 4th Week of August 8/28/14
 - September – Hat Speaker
 - October – NATIONAL CONFERENCE
 - November – Roundtable Discussion
 - December – HOLIDAY PARTY

- Action Items were reviewed.

Meeting Adjourned at 12:40 p.m.

Action Items/Next Steps:

2013			
Date:	Resp.	Item	Complete
11/7/13	Ellen	Provide bank statements, balance sheet and copies of 1099N.	
11/7/13	Bruce	Update the “events calendar” the next day after our NARPM meeting with the new meeting date, time and location.	
11/7/13			
11/7/13	Ellen	Reach out to Kelly Banducci to see if she will fill the “Hospitality/Meeting position	Complete
11/7/13	Jackie	Contact Ray Scarabosia to see if he can fill the June slot – topic to be determined.	
11/7/13	Ellen	Contact David Block of Block Environmental for filling the April slot – topic to be determined.	
11/7/13	Ellen	Reach out to the Kidde representative to have him address the new law regarding smoke detectors at the December meeting.	Complete
11/7/13	Ellen	Start the transition process beginning the 1 st of December.	
11/7/13	Deborah	Contact the bank to see how many people can be on the account and get the application.	
11/7/13	Jackie	Check the NARPM Bylaws regarding who can be on the signature card.	



NARPM – Alameda/Contra Costa
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11/7/13 9/19/13 2/21/13	BOARD	Still under discussion. Plan for the \$25 raffle to go towards registration at 2014 NARPM regional meeting. Review 3rd Quarter.	<i>In progress</i> Hold Until 3rd Qtr.
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2013 COMPLETED ACTION ITEMS			
Date:	Resp.	Item	Complete
11/7/13 9/19/13 1/10/13 11/29/12	Fritz	Look at the companies he deals with and send a letter of invitation. Forward flier with sponsor ship for CAA.	<i>On-going/ Complete</i>
9/19/13 5/30/13 11/29/12	Kris/Deborah	Identify cost per class and determine community interest. Put together a list of topics to appeal to Property Managers and Realtors. Need to consider who would teach the classes.	<i>DELETE</i>
9/19/13 2/21/13 2/21/13 1/10/13	Kris / Bruce Kris/Deborah Sheila	<ul style="list-style-type: none"> Look at the online NARPM courses for designation classes to host. Bruce will look into survey monkey to evaluate interest. Pull the class together. Wait until CalNarpm meeting to decide on the designation classes to hold. 	<i>DELETE</i>
9/19/13	Ellen	Provide the following Treasurer's reports: 2012EOY, 1 st & 2 nd Quarter 2013 reports	<i>Completed</i>
9/19/13 5/30/13 11/29/12	Ellen	Provide current membership count to determine group.	<i>Completed</i>
5/30/13 2/21/13	Ellen	Provide affiliate paid member list to select monthly vendor sponsors.	<i>Completed</i>
5/30/13 2/21/13	Cameron	Vendor Mixer to be held at Cameron's home on 9/20/13 from 4 to 7. Check with Ruby Hill for hosting Vendor Business Mixer summer 2013.	<i>Completed</i>
3/1/13 2/21/13	Cameron Sheila	<i>*Per Cameron's email dated 3/1/2013 – he has a speaker lined up. Just confirming date so there is no conflict.</i> Assist with locating potential Motivational Speaker along with Cameron	<i>Complete</i>
1/10/13	Walt	Provide information on rules for tenants providing daycare services. Provide brief update at January 17, 2013 meeting.	<i>Complete</i>
1/10/13	Bruce	Add Jackie as administrator on facebook page.	<i>Complete</i>
1/10/13	Cameron	Conduct "dry run" to test wireless speaker and microphones.	<i>Complete</i>
1/10/13	Fritz	Bring Projector and screen for Dublin meeting.	<i>Complete</i>
1/10/13	Ellen	Bring microphone. She will coordinate to deliver to Cameron on Saturday, January 12.	<i>Complete</i>
1/10/13 11/29/12	Sheila	Revisited. (bring CAR PM Certification workbook) Bring workbook from CAR PM Certification classes.	<i>DELETED</i> <i>2/21/13</i>
1/10/13	Jackie	Draft flier to invite the CAA members. She will work with Sheila.	<i>DELETED</i> <i>2/21/13</i>

NARPM – Alameda/Contra Costa
Board Meeting Minutes – September 19, 2013
Location: Massimo Restaurant – Walnut Creek, CA

MEETING CALLED TO ORDER:

Jackie called the meeting to order at 10:39 a.m.

TOPICS:

- The Board noted changes needed to approve the “Bylaws.”
- The Board reviewed preparation for Chapter Compliance which is as follows:
 - **President - Cameron**
 - *President Elect – OPEN*
 - *Secretary – OPEN*
 - **Treasurer – Ellen Purdy**
 - **Past President – Jackie**
 - *Education – OPEN (Kris/Deborah)*
 - **Membership – Sheila**
 - *Legislative – OPEN*
 - *Communications – OPEN*
 - **Web – Bruce Davis**
 - **Hospitality/Meetings – Sheila**
 - **Affiliate – Fritz**
- The Board discussed possible “Topics” for next year: Steps to Take When There Is Water Damage.
 - January – Legal Updates
 - February – Fair Housing
 - March – STATE CONFERENCE
 - April – Roundtable discussion OR Block Environmental
 - May – Motivation Speaker
 - June – Ray Scarabosia
 - July – Roundtable Discussion
 - August – Vendor Tabletop Moved to 4th Week of August 8/28/14
 - September – Hat Speaker (Sheila to follow up) OR Block Environmental
 - October – NATIONAL CONFERENCE
 - November – Roundtable Discussion
 - December – HOLIDAY PARTY
 - OPTIONAL: NEW LAW/RULE ABOUT LANDLORD’S RESPONSIBILITY ON SMOKE DETECTORS --
Hold until November Chapter Meeting
- Next meeting the Board will plan the 2014 Vendor sponsor
- Action Items were reviewed.

Meeting Adjourned at 10:08 a.m.



NARPM – Alameda/Contra Costa
Board Meeting Minutes – September 19, 2013
Location: Massimo Restaurant – Walnut Creek, CA

Action Items/Next Steps:

2013			
Date:	Resp.	Item	Complete
9/19/13	Ellen	Provide the following Treasurer's reports: 2012EOY, 1 st & 2 nd Quarter 2013 reports	
9/19/13 2/21/13	BOARD	Still under discussion. Plan for the \$25 raffle to go towards registration at 2014 NARPM regional meeting. Review 3rd Quarter.	<i>In progress Hold Until 3rd Qtr.</i>
9/19/13 1/10/13 11/29/12	Fritz	Look at the companies he deals with and send a letter of invitation. Forward flier with sponsor ship for CAA.	<i>In Progress</i>
9/19/13 5/30/13 11/29/12	Kris/Deborah	Identify cost per class and determine community interest. Put together a list of topics to appeal to Property Managers and Realtors. Need to consider who would teach the classes.	<i>In Progress</i>
9/19/13 2/21/13 2/21/13 1/10/13	Kris / Bruce Kris/Deborah Sheila	<ul style="list-style-type: none"> Look at the online NARPM courses for designation classes to host. Bruce will look into survey monkey to evaluate interest. Pull the class together. Wait until CalNarpm meeting to decide on the designation classes to hold. 	<i>In Progress</i>

2013 COMPLETED ACTION ITEMS			
Date:	Resp.	Item	Complete
9/19/13 5/30/13 11/29/12	Ellen	Provide current membership count to determine group.	<i>Completed</i>
5/30/13 2/21/13	Ellen	Provide affiliate paid member list to select monthly vendor sponsors.	<i>Completed</i>
5/30/13 2/21/13	Cameron	Vendor Mixer to be held at Cameron's home on 9/20/13 from 4 to 7. Check with Ruby Hill for hosing Vendor Business Mixer summer 2013.	<i>Completed</i>
3/1/13 2/21/13	Cameron Sheila	<i>*Per Cameron's email dated 3/1/2013 – he has a speaker lined up. Just confirming date so there is no conflict.</i> Assist with locating potential Motivational Speaker along with Cameron	<i>Complete</i>
1/10/13	Walt	Provide information on rules for tenants providing daycare services. Provide brief update at January 17, 2013 meeting.	<i>Complete</i>
1/10/13	Bruce	Add Jackie as administrator on facebook page.	<i>Complete</i>
1/10/13	Cameron	Conduct "dry run" to test wireless speaker and microphones.	<i>Complete</i>
1/10/13	Fritz	Bring Projector and screen for Dublin meeting.	<i>Complete</i>
1/10/13	Ellen	Bring microphone. She will coordinate to deliver to Cameron on Saturday, January 12.	<i>Complete</i>
1/10/13 11/29/12	Sheila	Revisited. (bring CAR-PM Certification workbook) Bring workbook from CAR-PM Certification classes.	<i>DELETED 2/21/13</i>
1/10/13	Jackie	Draft flier to invite the CAA members. She will work with Sheila.	<i>DELETED 2/21/13</i>



NARPM – Alameda/Contra Costa
Board Meeting Minutes – May 16, 2013
Location: Massimo Restaurant – Walnut Creek, CA

MEETING CALLED TO ORDER:

Jackie Ferreira called the meeting to order at 11:00 a.m.

TOPICS:

- The Board reviewed and approved the NARPMACC Bylaws.
- The Board agreed on the September 19, 2013 speaker, Tony Pinochi or Renew Systems, Inc. – Hoarding.
- All Team Leads were advised to provide Ellen with a good Bio for their speakers, prepare flyer and email to her for distribution.
- The Board agreed to investigate the impact of hiring a 3rd party to file the NARPMACC Federal and State Annual Registration Forms.
- August Vendor Table Top has been moved to August 22, 2013.

REVIEW ACTION ITEMS AND NEXT STEPS:

- Follow- up board meeting on May 30, 2013 at 9:30 a.m. to review new/completed action items.
Dial-in #: (510) 814-4863. Enter: 601#

Meeting Adjourned at 11:24 a.m.

Action Items/Next Steps:

2013			
Date:	Resp.	Item	Complete
2/21/13	BOARD	Plan for the \$25 raffle to go towards registration at 2014 NARPM regional meeting. Review 3 rd Quarter.	<i>Hold Until 3rd Qtr.</i>
2/21/13	Ellen	Provide affiliate member list to select monthly vendor sponsors.	
2/21/13	Cameron	Check with Ruby Hill for hosing Vendor Business Mixer summer 2013.	
1/10/13	Ellen	Prepare End-of-Year Financial report for February 2013	<i>In Progress</i>
11/29/12	Ellen	Provide current membership count to determine group.	
1/10/13 11/29/12	Fritz	Look at the companies he deals with and send a letter of invitation. Forward flier with sponsor ship for CAA.	
11/29/12	Kris/Deborah	Put together a list of topics to appeal to Property Managers and Realtors. Need to consider who would teach the classes.	<i>In Progress</i>
2/21/13 2/21/13	Kris / Bruce Kris/Deborah	<ul style="list-style-type: none">• Look at the online NARPM courses for designation classes to host. Bruce will look into survey money to evaluate interest.• Pull the class together.	<i>In Progress</i>



1/10/13	Sheila	<ul style="list-style-type: none"> Wait until CalNarpm meeting to decide on the designation classes to hold. 	
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2013 COMPLETED ACTION ITEMS			
Date:	Resp.	Item	Complete
3/1/13	Cameron	<i>*Per Cameron's email dated 3/1/2013 – he has a speaker lined up. Just confirming date so there is no conflict.</i>	Complete
2/21/13	Sheila	Assist with locating potential Motivational Speaker along with Cameron	
1/10/13	Walt	Provide information on rules for tenants providing daycare services. Provide brief update at January 17, 2013 meeting.	Complete
1/10/13	Bruce	Add Jackie as administrator on facebook page.	Complete
1/10/13	Cameron	Conduct "dry run" to test wireless speaker and microphones.	Complete
1/10/13	Fritz	Bring Projector and screen for Dublin meeting.	Complete
1/10/13	Ellen	Bring microphone. She will coordinate to deliver to Cameron on Saturday, January 12.	Complete
1/10/13	Sheila	Revisited. (bring CAR PM Certification workbook)	DELETED
11/29/12		Bring workbook from CAR PM Certification classes.	2/21/13
1/10/13	Jackie	Draft flier to invite the CAA members. She will work with Sheila.	DELETED
			2/21/13





**NARPM – Alameda/Contra Costa
Board Meeting Agenda
February 21, 2013**

Location: Massimo Restaurant – Walnut Creek, CA

1. MEETING CALLED TO ORDER.
2. PRESIDENT UPDATES (Old/New):
3. HOUSEKEEPING:
 - Offer a \$25 raffle to buy tickets good towards the registration fee for regional meeting in NAPA
 - Create means to give back to the vendors:
 - Vendor presentations up to 5 minutes
 - Sponsor a table and bring gifts, ie., tenant move in baskets
 - Vendor would pay for the day to present
 - Vendor Mixer – Wine Tasting
4. ACTION ITEMS:
5. NEXT STEPS:
6. MEETING ADJOURNED.