 **NARPM – Alameda/Contra Costa**

**Board Meeting Agenda**

**November 20, 2014 @ 10:30 a.m.**

**Location**: Holiday Inn – Dublin, CA

1. **MEETING CALLED TO ORDER at 10:41 a.m.**
2. **PRESIDENT UPDATES (Old Business/New Business):**
3. Establish Refund Policy -- Refund policy addressed as follows***: Dues will be transferable not refunded***. This notification/policy needs to be emailed to all members.
4. Update of 2014 Financials: – Need **bank statements** and **P&L** and 1099N – This item is pending.
5. Preparation for Year End Chapter Compliance due December 1 – *Cameron is working on year end compliance, due December 1, 2014.*
6. *Review and vote incoming Board Members*:

* President – Carl Fox
* President Elect – Chad Shepard
* Treasurer – Sheila Stokley
* Secretary – Russ Cowley
* Past President – Cameron Riegel
* Membership Chair – Ellen Purdy
* Affiliate Membership Chair – Fritz Rhinesmith with assistance from Maria Newman
* Legislative – Rebecca Gunderson
* Webmaster – Cameron Riegel
* Hospitality/Meetings – Kelly Banducci

1. **Identify “Topics” for 2015 Calendar Year**:

* **January 15 – Legal Updates, Phillip Vermont\***
* February 19 – Fair Housing, Angie Watson-Hotjim
* March 24-27– STATE CONFERENCE in Napa Valley
* **April 16 – 1031 Exchange / Roundtable Discuss\***
* May 21 –Eviction: A Step- by-Step Process, Kimball, Tirey & St. John, LLP
* June 18 – Working with Foreign National Investors, Robert Strawn
* **July 16 – Motivational Speaker (teleconference) TBD\***
* August 20 – Vendor Table Top
* **September 17 – Roundtable Discussion / 2016 Nominations\***
* October 14-16 – NATIONAL CONFERENCE in Atlanta, GA (Education classes 10/12; pre-conventional 10/13)
* **November 19 – National Recap and Election of New Board for 2016\***
* December 17 – HOLIDAY PARTY

*\*Board Meeting. Starts at 10:30 a.m. before regular meeting.*

1. Identify List of 2015 Affiliate Vendor Presentations:

**LIST OF 2014 AFFILIATE VENDOR SPEAKERS BELOW:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **January** | **February** | **April** | **May** | **June** | **July** | **September** | **November** |
| TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD |

1. **REVIEW ACTION ITEMS/NEXT STEPS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **OPEN ACTION ITEMS** | | | |
| **Date:** | **Resp.** | **Item** | **Complete** |
| 11/20/14 | ???? | *Email all members on new Refund Policy.* |  |
| 11/20/14 | Cameron | *Work on year end compliance, due December 1, 2014.* |  |
| 11/20/14 | Cameron | Send out Letter Regarding Updated Code of Ethics changes to Article 9. | *Due 12/1* |
| 11/20/14 | Sheila | Provide updates on current members and affiliates |  |
| 5/15/14 | Ellen | Check on the status of the chapters Non-Profit reactivation with the Secretary of State. |  |
| 5/15/14 | Cameron  Ellen  Sheila | Meet to review the chapter books and discuss non-profit reactivation. |  |
| 3/20/14 | Fritz  Cameron | Need to schedule Affiliate Vendor speakers for 2014 |  |

1. **MEETING ADJOURNED at 11:27 a.m.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2014 COMPLETED ACTION ITEMS** | | | | | |
| **Date:** | **Resp.** | | **Item** | | **Complete** |
| 6/19/14 | | Cameron | | A new microphone and speaker set which will be used at the on-going meetings is needed. A motion was made to approve the purchase. The board approved the motion. | *Complete* |
| 3/20/14 | | Kris  Sheila  Carolynn | | Locate new location for meetings in Contra Costa for 2015. Minimum size room 40 but to accommodate 65 attendees. | *Complete* |
| 3/20/14 | | Ellen | | Follow up with food service for 2015 for Dublin Holiday Inn. | *Completed* |
| 3/20/14  2/24/14 | | Ellen | | Contact the hotel to have food serve set up no later than 11:25 a.m. | *Completed* |
| 3/20/14 | | Cameron | | Purchase the gift cards for CalNARPM Conference | *Completed* |
| 2/24/14 | | Jackie | | Follow up with Bruce to obtain passwords for all IT accounts. | *Completed* |
| 3/20/14  2/24/14  11/7/13 | | Jackie | | No response from Ray. Found new speaker, John Coleman to speak.  Follow up with Ray Scarabosio to see if he is available to speak in June.  Contact Ray Scarabosia to see if he can fill the June slot – topic to be determined. | *Completed* |
| 2/24/14  11/7/13 | | Ellen | | Confirmed. Moved to speak in May  Check with David Block of Block Environmental to see if he can be moved to speak in May or maybe June depending on Ray Scarabosio’s availability.  Contact David Block of Block Environmental for filling the April slot – topic to be determined. | *Completed* |