**NARPM – Alameda/Contra Costa**

**Board Meeting Minutes – February 20, 2014**

**Location:** Massimo Restaurant – Walnut Creek, CA

**MEETING CALLED TO ORDER:**

Cameron Riegel called the meeting to order at 10:45 a.m.

**TOPICS:**

* Cameron welcomed the incoming 2014 Board Members
* Planning session for 2014 included the following:
  + Reviewed and edited the 2014 Calendar of Meetings. Sherry Souza is available for speaking in May. Ellen to 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. Jackie will follow up with Ray Scarabosio to see if he is available to speak in June.
  + The board discussed the format for the 2015 Legal Update. The following suggestions were made:
    - Submit an outline for review by the board
    - The board will review the presentation and make suggestions with the focus on the highlights, only.
  + Jackie made a motion to ask all members to shut off cell phones during meetings. A $5.00 fee will be assessed if the phone rings; $20.00 if the phone is answered. The board approved the motion.
  + A new format was discussed for the meetings at the Dublin Holiday Inn. Members will be served as they sign in. Ellen to check with the hotel to have food serve set up no later than 11:25 a.m.
  + Follow up with Bruce Davis, IT services, to obtain passwords to make changes to website and social media site. Jackie will follow up with Bruce to obtain passwords for all IT accounts.
  + The board agreed to set up a telephone conference to review “Action Items/Next Steps.”
* The board needs to outline the list of “Affiliate Member Sponsors” for the 2014 Calendar year. Cameron noted that Pinnacle Construction Services should be invited as one of the affiliates for the April meeting in Dublin

**REVIEW ACTION ITEMS AND NEXT STEPS:**

* Follow- up board meeting on **DATE AND TIME NEEDED**. to review new/completed action items.

**Dial-in #: (510) 814-4863. Enter: 601#**

Meeting Adjourned at 11:27 a.m.

**Action Items/Next Steps:**

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| **OPEN ACTION ITEMS** | | | |
| **Date:** | **Resp.** | **Item** | **Complete** |
| 2/24/14 | Jackie | Follow up with Bruce to obtain passwords for all IT accounts. |  |
| 2/24/14 | Ellen | Contact the hotel to have food serve set up no later than 11:25 a.m. |  |
| 2/24/14 | Jackie | Follow up with Ray Scarabosio to see if he is available to speak in June. |  |
| 2/24/14 | Ellen | 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. |  |
| 11/7/13 | Ellen | Provide bank statements, balance sheet and copies of 1099N. | *Completed* |
| 11/7/13 | Bruce | Update the “events calendar”” the next day after our NARPM meeting with the new meeting date, time and location. | *On-going* |
| 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  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 3~~~~rd~~ ~~Quarter.~~* | *In progress*  *~~Hold Until 3~~~~rd~~ ~~Qtr.~~* |

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| **2013 COMPLETED ACTION ITEMS** | | | | | |
| **Date:** | **Resp.** | | **Item** | | **Complete** |
| 11/7/13 | | Ellen | | Start the transition process beginning the 1st of December. | *Completed* |
| 11/7/13 | | Deborah | | Contact the bank to see how many people can be on the account and get the application. | *Completed* |
| 11/7/13 | | Ellen | | Reach out to Kelly Banducci to see if she will fill the “Hospitality/Meeting position | *Complete* |
| 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* |
| 11/21/13  11/7/13 | | Jackie | | Check the NARPM Bylaws regarding who can be on the signature card. | *Complete* |