

**Marin/Sonoma NARPM Chapter Board Meeting**

**November 21, 2013**

**McNear’s Restaurant, Petaluma CA**

Meeting was called to order at 11:07am

The following board members were in attendance: Angela Lepori, Cici Rosas, Mary Cervantez, Carolyn Gavriloff, Margaret Steacy, Jock McNeill, and Nancy Lanz.

September 19, 2013 meeting minutes approved – Mary Cervantez 1st motion, CiCi Rosas 2nd motion. All were in agreement.

Financial Update:

* Statement~ Checking account balance as of November 21, 2013 is $9,792.22
* Jock takes care of IRS & Franchise Tax Board and will eventually hand it over to Carolyn

New Business:

* 2014 Program Update:
  + Meeting Topic Ideas list will be passed around at general meeting for suggestions
* Holiday party: December 12, 2013, 4:00pm-7:0pm @ Kerry’s
* Motion to approve slate of officers and add Jock McNeill to the list: Margaret Steacy 1st motion, Jock McNeill 2nd motion. All were in agreement.
  + 2014 Slate of Officers
    - Angela Lepori, RMP ~ President
    - Keith Becker, MPM, RMP ~ Vice President
    - Carolyn Gavriloff ~ Treasurer
    - Mary Cervantez ~ Secretary
  + 2014 Board
    - Margaret Steacy, RMP ~ Communications Chair
    - Cici Rosas ~ Communications Chair
    - Christine Goodin ~ Chapter Excellence Chair
    - Nancy Lanz ~ Affiliate Liaison
    - Gina Belforte from Stanley Steemer ~ Vendor Affiliate
    - Jock McNeill ~ Membership Chair
* Chapter will cover national conference registration for president: Carolyn will write check to Alliance
* Chapter Compliance due December 1, 2013
  + Angela will complete – Jock will help if needed
  + Asking for sample calendar and budget for 2014
* Chapter Excellence – awarded with Chapter Excellence at National Convention; Angela will announce at general meeting

Additional Topics:

* Newsletter
  + CiCi will head up project
  + Main goal is to notify members of law updates, national convention, etc.
  + Will send newsletter out to other property management companies who either aren’t current NARPM members or are but don’t come to meetings
* Grants
  + Angela introduced the idea after learning about it at National Convention; will look further into it and report back
  + Idea is to use it to drive membership
* 2014 Meeting Location
  + Margaret suggested moving meetings to Palms Grill in Petaluma
  + May try it out in February – will discuss @ board meeting in January
* January topic
  + Disaster Preparedness – what tenants need to know
    - Ray Scarbozi has a packet already created that he may be willing to share

Next Board Meeting: January 16, 2014, 11am before lunch

Meeting was adjourned at 11:44am. Angela Lepori 1st motion, CiCi Rosas 2nd motion. All were in agreement.