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PHOENIX METRO NARPM

BOARD MEETING

January 9, 2014

Meeting Notes

Meeting began at 11:44 a.m.

**Attendance and Introduction**

Luana Patterson, Anne McCawley, Daniel Anderson, Dee Allomong, Al Root, Elly Johnson, Bridget

Bellavigna, Dave Stringham, Rusell Hathcock, Mike Mumford, Terry Mendoza, Erin Buchanan, Dennis

Murdock, Kim Ayers

**Secretary’s Report – Kim Ayers**

Kim presented the November 2013 notes. Erin motioned, Elly second the motion and all

approved.

**Treasure’s Report – Erin Buchanan**

- Monthly Balance Statement

o Erin will supply Balance Statement monthly

- Yearly Tax Return; should we consider hiring a CPA?

o All agreed that a CPA is not needed

- Chapter Compliance Required Form 99-N e-Postcard

o Erin will get with Mike Mumford and start the process of updating the 99-N e-

Postcard. The goal is to have updated by next meeting or at least have an update on

the status.

- Revisions to ACC Registration Report

o Erin will get with Mike Mumford and start the process of updating the ACC

Registration Report. The goal is to have it updated by next meeting or at least have

an update on the status.

- Other Items of Business

o Erin will look into PayPal taxes to ensure that the IRS taxes the correct entity and

not her personally.

o Erin will submit a budget after we get the NARPM membership list from National

and the members are billed for the year.

o Vendors will be billed in January

**Membership Chair – Terry Mendoza**

- Items of Business

o Terry will provide the official NARPM membership list in March 2014.

o It was noted that this year’s goal is to increase membership

o Mike Mumford will go over the responsibilities of Member with Terry.

o Membership check in at NARPM meetings was discussed and it was determined that

we will only require members to check in for CE classes.

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o Anne mentioned that there are Grants available for trade shows and marketing

opportunities that can help pay for tradeshows, etc.

**Legislation Chair – Dave Stringham**

- Ongoing Legislation

o HOA Legislation – The new bill is being released. The original bill was overturned

due to a technicality. The new bill has been revised and everyone is confident that

the Governor will sign it. It is expected to be enforceable next year.

o Arizona Department of Revenue (AZDOR) – All rental use taxes are to be paid

through the AZDOR starting January 2015. Individual cities may still require their

separate license and that will be determined by each city. If one city audits a

property management company, the audit will be for all cities at the same time to

eliminate multiple audits.

o Erin suggested that we invite someone from AZDOR to speak at the chapter

meeting.

- Other items of Business

o Last year the Arizona Department of Real Estate (AZDRE) focused on property

management companies and wanted to require pm companies to be bonded. They

have backed off because a bond would not protect the public from mis-use of trust

funds.

o It was suggested that NARPM Board Members should attend all AZDRE Advisory

Meetings.

§ The next meeting is February 19th from 10 am to 12 pm. The meetings are

held in the Admin Conference Center at the AZDRE. The address is 2910 N.

44th St., Phoenix. The agenda is posted 24 hours in advance.

§ Luana will provide Dee the AZDRE Advisory Meeting dates so she can

update the website.

o Dave will provide a legislative update at the next chapter meeting.

**Marketing Chair – Dee Allomong**

- Proposals & Goals

o Dee provided a handout with ideas to help NARPM grow.

§ Dropbox – Dee suggests that we utilize Dropbox to share

documents/files/minutes.

· Dee will send everyone an invite to Dropbox.

§ Social Media

· Dee requested that everyone posts to Facebook

· Dee suggested that we use the Reviews Feature and the Q&A

Feature.

· Dee is willing to post content to Facebook but requests that the

Board supply her the content.

§ Marketing System

· Dee has suggested that we consider upgrading from Constant

Contact to Infusionsoft.

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o Anne suggested that the Board look into applying for a

grant to help pay for a 1-year commitment to Infusionsoft.

o Dee agreed to provide the marketing platform at no charge

but would like to market and sell the system after

completion to other NARPM Chapters. All agreed.

o Erin to motion a 1-year commitment. Elly second the

motion and all agreed.

o Erin and Terry will worth with Dee to purchase and

implement Infusionsoft.

· Upgrade Website Platform

o Dee recommends using WordPress or use a NARPM Affiliate

and change the website platform.

o It was suggested that we invite a willing web designer to

come out and see what they could offer our Chapter.

o Mike will talk to Hero and Property Management Websites

to see if they would be willing to consider this project and

what the cost would be.

- Newsletter

**Education Chair – Daniel Anderson**

- January Meeting Speaker(s)

o AAR is speaking about the forms that are being updated and Gina w/ NTN to discuss

the updated Red Flags Rule

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February Meeting CE w/ Denise Holliday

o February’s chapter meeting conflicts with the NARPM’s Southwest Regional

Conference. Kim motioned to cancel February’s chapter meeting, Denis second the

motion and all agreed.

o Daniel is going to reschedule Denise for March.

- Other items of Business

o Dave will try and get a contact name and phone number for someone at AZDOR to

Daniel so we can try and schedule someone to come out and talk about the

upcoming changes regarding Rental Use Tax.

**Affiliate Chair – Al Root**

- January Meeting Lunch Sponsor

o Strike Force will provide lunch.

- Other items of Business

o Al will contact Sam Cooper for February’s lunch

**Past President – Elly Johnson**

- 12/11/13 ADRE Meeting Recap

o Elly stated that the meeting seemed to be counter productive

- Tasked with definition of “Property Management” & “Property Manager”

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o Elly was tasked with putting together a committee with specific people to come up

with the definitions ‘Property Management’ and ‘Property Manager’ by January

13th. She contacted the suggested committee members to schedule a meeting and

there was little response.

o It was suggested that Elly submit the definitions that NARPM already uses to the

Commissioner and let her know that no one responded to her meeting request

rather than not submit anything.

**President – Luana Patterson**

- 12/13/13 Phx NARPM/So AZ NARPM/CAI Meeting

o Community Association Institute is an organization over 1-year old that works with

HOA’s and establishing a better relationship between property managers, owners

and home owner association. They want to work with the Phoenix NARPM Chapter

and share their knowledge.

o CAI is nationwide.

o Their website is www.HOARentalSolutions.org.

o Kate Holmes is the Executive Director of CAI.

o It was suggested that we should invite them to a Chapter meeting.

§ Daniel will try and schedule.

- SW Region Report/Calls

- Pass Chapter Excellence Report to Pres-Elect

o Luana is passing the Chapter of Excellence to Russ. They will meet to go over what

tasks need to be done.

- Other

o Luana’s charity of choice is Wounded Warriors.

o For the first Chapter meeting, Luann has invited the Color Guard.

§ She would like to ask members to bring donations to the first meeting.

**Members At Large – Anne McCawley, Mike Mumford, Dennis Murdock, Chris Lopez**

**Old Business**

**New Business**

Meeting adjourned at 1:44 p.m.

*“People become successful the minute they decide to be. A goal is a dream with a deadline.”*

*Harvey Mackay*

**PHOENIX METRO NARPM**

**BOARD MEETING**

**February 13, 2014 @ 9:30 am**

**AGENDA**

**Attendees**

- Luana Patterson, Mike Mumford, Chris Lopez, Bridgette Belavigna, Kim Ayers, Dee Allomong, Erin Buchanan, Dennis Murdock, Terry Mendoza, Al Root, Daniel Anderson.

**Call to Order**

- Meeting started at 9:37 AM

**Secretary’s Report – Kim Ayers**

- Meeting notes from January have been revised to include attendees Kim Ayers and Rusell Hathcock.

**Treasurer’s Report – Erin Buchanan**

- Monthly Balance Statement o Erin to email balances

- Update re Chapter Compliance Required Form 99-N e-Postcard o The 99-N has been filed and approved.

o The e-Postcard should be mailed or emailed.

- Update re Revisions to ACC Registration Report o ACC Registration Report was expedited. The Statutory Agent name needs to be updated.

- Luana asked if she could submit receipts for two meal reimbursements. All agreed.

**Membership Chair – Terry Mendoza**

- “Bring A Friend” Campaign o It was discussed that the “Bring a Friend” Campaign will be in April’s meeting. We could hold a raffle

It was suggested that we apply for a Grant from National for membership.

We can also offer $50 discount to new members who sign up.

Mike Mumford will help Terry

- Terry is working on keeping in contact with new members and “non-assigned” NARPM members. She enjoys making personal contact.

- Terry suggests Visitor Tags

- It was discussed that when everyone is seated that we pass out a sign-up sheet.

**Marketing Chair – Dee Allomong**

- Contact System Update o NARPM is transitioning to Infusionsoft. We have 450 contacts thus far.

o There is some duplication of contact information and we are working on which emails are correct.

o We can now collect vendor dues online.

o There is a new process to contact members who are not on local chapter, only National.

o We can now start sending email campaigns and email drips to our members.

o It was suggested that we set up generic email addresses for officers. We need to contact previous owners of the domains for NARPM and change the ownership to Erin, the current Treasurer so that NARPM can pay for the domain and email hosting.

- Other o It was suggested that we put a “Ask the Expert” button on the electronic newsletter and then have someone answer the question in the Chapter Meeting.

o NARPM Phoenix is also signing up as a sponsor and will set up a booth.

o Mike will forward the information to Dee so that she can update the website.

o Luana will respond to AAR letting them know that we will hold a class and sponsor.

- Vicky Methven w/ Legal Shield Affinity Partnership for our Chapter

- Other

**Legislation Chair – Sue Flucke, Dave Stringham, Bridget Bellavigna**

- HOA legislation is being resubmitted this week.

- The ADRE is having another meeting on 02/19/2014 from 10 a.m. until 2 p.m.

**Education Chair – Daniel Anderson**

- March Meeting CE w/ Denise Holliday – Topic? o The topic will be Unlocking the Mysteries of the Arizona Residential Landlord Tenant Act.

- April Meeting w/ Jason Beeson (1hr) we need a topic; Group discussion (1hr)? o It was suggested that we do an hour of “getting to know each other”. Jason Beeson to sponsor. We could open up discussions on experiences, trends, etc.

o All agreed to “Bring a Friend” drive

- Future Meetings….Ideas? o Mobile Offices

o Cloud base PM

o Designations for NARPM

o Landlord Source – Jean Storm

o Steve Schultz

o Elly can reach out to local boards

o Legal Shield – Vicky Methven

**Affiliate Chair – Al Root**

- March Meeting Lunch Sponsor is PuroClean

- Al has requested that members provide names and phone numbers of their vendors of choice so that he could promote NARPM.

- Al will be contacting old members.

- Dee will include this in the email system.

- It was suggested that we print out a “Lunch Sponsored By” flyer to include the logo and marketing information of the company who is providing lunch.

**Past President – Luana for Elly**

- Contact local Valley boards re upcoming classes

**Social/Charity Chair – Kelly Kordik**

- Update on Pat’s Run Volunteer & Running Registrations

- Any other volunteer opportunities o Realtor Safety Class at C2 Tactical

o Camping

**President – Luana**

- NARPM involvement w/ AAR Mid-Winter Convention 4/15/14 (Prescott?) o NARPM is working on getting a PM class and provide an instructor. It was suggested that we ask NARPM Central if they have any good instructors.

Steve Schultz has been recommended as an instructor.

o There was a motion to offer a gift for the raffle at the SW Regional Conference. The price range will be $50-$100. All agreed.

**Members At Large –Mike Mumford, Dennis Murdock, Chris Lopez, Anne McCawley**

- Anne would like to present a “Philanthropic Moment” re info & awareness o Dee will put this on the website.

**Old Business**

**New Business**

- As a reminder, if you are not able to attend either the Board or Chapter Meeting, please make sure you notify the Board via email so that they may plan accordingly.

- It was recommended that instead of printing more brochures that we print generic business cards that contain meeting information.

**Adjourn**

**Board Meetings: 9:30 am – 11:00 am @ BPM Office**

February 13

March 13

April 10

May 8

June 12

July 10

August 14

September 11

October 9

November 6

December – none planned

**General Chapter Meetings: 12:00 pm – 4:00 pm @ SEVRAR**

• February 27 – Pacific SW Regional Conference in Las Vegas

• March 27 – CE w/ Denise Holliday

• April 24 – Presentation w/ Jake Beeson

• May 22 – ?

• June 26 – ?

• July 24 - ?

• August 28 – ?

• September 25 - ?

• October 23 - ???

• November 20 – Vendor Appreciation & Speaker TBD

• December – Annual Holiday Party TBD

**PHOENIX METRO NARPM**

**BOARD MEETING**

**March 13, 2014 @ 9:30 am**

**AGENDA**

**Attendance:** Luana Patterson, Erin Buchanan, Elly Johnson, Chris Lopez, Dave Stringham, Kim Ayers, Kelly Kordick and Dee Allomong

**Call to Order –** 9:34 a.m.

**Secretary’s Report – Kim Ayers**

- Meeting minutes from February were submitted. Luana motioned for approval and Chris second the motion. All approved.

**Treasurer’s Report – Erin Buchanan**

- Monthly Balance Statement - $14,512.98

- Other o At the Broker Owner/SW Regional Conference, Erin pledged $1000 and Luana pledged $750 towards National NARPM Special Olympics. Erin suggested that we increase the amount to an even $2000. Elly motioned to increase the pledged amount to $2000, Chris second the motion – All agreed.

**Membership Chair – Terry Mendoza (updated by Luana)**

- Update re “Bring A Friend” Campaign o Dee has requested more information so that she can update the website.

- Any progress re contacting members re Membership Dues, per RVP Steve Shultz’ request? o Terry has been calling people who have not paid their National Dues.

o Luana will follow up with Terry on the call list. It was mentioned that there are 30-45 people on the list.

o Luana will get a list from Terry for all people who paid the National Dues so that Dee can start working on sending an email campaign to those who have not paid. The goal to start the email campaign is April.

o Erin stated that she will post a notice at the next CE class that Chapter Dues are due and payment is needed “today”.

**Marketing Chair – Dee Allomong**

- Contact System Update o The transition is going as planned.

o The website has been updated.

o The email campaign for the registration for CE classes will begin.

o Dee put together a manual list of members to update into Fusionsoft.

o Dee managed the duplicate email list and cleaned it up.

o Vendors are now using the online payment system.

o The newsletters are going well – only 11 bad emails and 8 people unsubscribed.

o The current email list that we have is 403 114 opened the newsletter

10% more estimated based on a trigger

o Dee would like to add social events to the newsletter

o Dee is still waiting on Mike for the information on the website conversion.

o Dee asked for confirmation on updating the brochure for the AAR Conference

o March 26, 2014 Lawn seats are $11 and regular seating is $22.50.

The event can be free to members and guests but ask for a $10 donation to Wounded Warriors.

Luana motioned to purchase 25 tickets. Dave second and all agreed.

Dee will make the announcement in the newsletter.

Kelly and Erin will purchase tickets no later than tomorrow.

o People will need to RSVP

o Erin will discuss at the next Chapter Meeting

- Baseball Game

- Any other volunteer opportunities

**President – Luana**

- Natl Charity – Special Olympics: $750 pledged from Phx Metro @ PAC SW Regional Conf

- NARPM involvement w/ AAR Mid-Winter Convention 4/15/14 (Prescott): We have two sponsored classes – one in am & pm o AAR suggested that we put up our NARPM stand in the room.

- Vicky Methven w/ Legal Shield Affinity Partnership for our Chapter – 3% to our chapter w/ each application….

- I need help w/ getting something going w/ Wounded Warriors activities o Chris volunteered to assist Luana

- Other

**Members At Large –Mike Mumford, Dennis Murdock, Chris Lopez, Anne McCawley**

**Old Business**

- 2/19/14 ADRE Mtg recap; Next one \_\_\_\_\_\_\_\_\_\_\_\_\_

- Pacific SW Broker/Owner Conf 2/24-26/14, & Regional Conf 2/27/14 o The conference was great.

o The classes were well attended.

**New Business**

**Adjourn**

**Board Meetings: 9:30 am – 11:00 am @ BPM Office**

March 13

April 10

May 8

June 12

July 10

August 14

September 11

October 9

November 6

December – none planned

**General Chapter Meetings: 12:00 pm – 4:00 pm @ SEVRAR**

• March 27 – 3 Hours Legal CE w/ Denise Holliday

• April 24 – Presentation w/ Jake Beeson

o Dee modified the Vendor Application

Erin motioned to update the brochure, Dave second the motion and all agreed.

- Other

**Legislation Chair – Sue Flucke, Dave Stringham, Bridget Bellavigna**

- We are still waiting on the HOA Legislation to be finalized. It should go into effect this summer.

- Arizona Department of Revenue is still revising their tax forms. We will check this summer to see if they are finalized and if so, we will pass on the information to our NARPM members.

- HB-1062 – Dave discussed the impact of the bill on self-managed investors.

**Education Chair – Daniel Anderson**

- March Meeting CE w/ Denise Holliday; Confirmed topic is Unlocking the Mysteries of Landlord Tenant Law

- April Meeting w/ Jason Beeson (1hr); Confirmed topic & structure of meeting?

- Two more CE classes needed o We will have CE classes in March, May, July and September.

o Steve Schultz said he would teach a CE class but he would need to be compensated. We will try to get him for May.

o July we will try to get Denise Holliday for another CE class.

o September we will try to get Mike Mumford to teach his accounting class.

- Future Meetings….Ideas? Vicky Methven w/ Legal Shield said she’d be happy to do one.o Other ideas include a legal panel

o The legal recourse of not changing the lock of the mail box with Express Mail Box

o HOA with CAI in August

**Affiliate Chair – Al Root**

- March Meeting Lunch Sponsor is PuroClean. o How much floor time needed? – 10 minutes

- Dee will follow up with Al for a flyer

**President Elect – Russell re Chapter Excellence**

- Where do we stand at this point? o Luana will follow up with Russ.

**Past President – Luana for Elly**

- Update re contacting local Valley boards re upcoming classes o Elly has made some calls and will follow up again. Any information that Elly can obtain, Dee will post on the website.

**Social/Charity Chair – Kelly Kordik**

- Camping Trip o Planned for the first week in April (April 4th through the 6th)

o It will be at the Cave Creek Group Campsite

o People will need to get a Tonto Park Pass for $6.00. They can be purchased at most sporting-goods stores and the Ranger Station.

o It was mentioned that NARPM can sponsor a breakfast on Saturday. Erin motioned to sponsor breakfast. Chris second the motion and all agreed.

• May 22 – ?

• June 26 – ?

• July 24 - ?

• August 28 – ?

• September 25 - ?

• October 23 - ???

• November 20 – Vendor Appreciation & Speaker TBD

• December – Annual Holiday Party TBD

***\*As re-confirmed by Luana w/ Barney @ SEVRAR, 3/10/14, 1:50 pm.***

**PHOENIX METRO NARPM**

**BOARD MEETING**

**April 10, 2014 @ 9:30 am**

**Attendees –** Luana Patterson, Kelly Kordick, Anne McCawley, Al Root, Kim Ayers & Terry Mendoza

**Call to Order –** Meeting was called to order at 9:46 a.m.

**Secretary’s Report – Kim**

- Last month’s meeting minutes were approved.

**Treasurer’s Report – Erin (will not be in attendance)**

- Monthly Balance Statement – Nothing to report

- Local Dues collected to date

o Luana stated that several people paid their dues at the Chapter Meeting.

**Chapter Meetings & Chapter Excellence – Luana**

- April Meeting: Membership Drive & Property Safety presentations w/ Victoria Del Oro from Express Mailbox and Building & Fire Code Inspectors recruited by Chad Chadderton

- May Meeting: CE w/ Steve Schultz – WIP (work in progress)

o Waiting on Steve to determine if he could share classes.

Anne will follow up with Steve.

- June Meeting: Dave Stringham working on Legal Panel “Legal Advice for Free!”

o Anne will work with Dave on a legal panel

- Future CE Meetings: Steve Urie suggested Sue Flucke as an instructor with his school; Follow-up w/ Mike Mumford and a possible 3 CE re Commissioners Standards

o We are hoping to schedule this for the July meeting.

o Anne will follow up on this

- September Meeting: We are trying to schedule Denise Holliday to teach CE.

- \*Chapter Meeting Set-up/Clean-up; Contact Barney @ SEVRAR for needed items

o Who is responsible to set up the meeting room?

Terry offered to show up early

Luana would like to see everyone stay after the meeting to help clean up.

**Membership Chair – Terry**

- Update re “Bring A Friend” Campaign & National Response

o Terry emailed Gail at National for grant information.

Whomever signs up gets $50 off their membership fees

o Terry would like to take some time at the meeting to talk about NARPM.

o It was suggested that Mike and Anne talk for a few minutes

o Anne suggested that we start out with a head count to show fellow members and who has been a property manager and who is a NARPM member during the break before the NARPM talk.

o Dee still needs information from Chad to update the newsletter, website and Facebook.

- Update re Membership Dues (per RVP Steve Shultz’ request)

- Terry is still working on the membership list and following up with people who are not retained nationally.

**Board Meetings: 9:30 am – 11:00 am @ BPM Office**

April 10

May 8

June 12

July 10

August 14

September 11

October 9

November 6

December – none planned

**General Chapter Meetings: 12:00 pm – 4:00 pm @ SEVRAR**

 April 24 – Bring-A-Friend Membership Drive & Property Safety

 May 22 – CE w/ Steve Shultz

 June 26 – Legal Panel

 July 24 – CE TBD

 August 28 – HOA Panel w/ SW AZ NARPM Leslie Latham & Cher Dufreyne

 September 25 – CE TBD

 October 23 – National Convention in MN

 November 20 – Vendor Appreciation & Speaker TBD

 December – Annual Holiday Party TBD

***\*As re-confirmed by Luana w/ Barney @ SEVRAR, 3/10/14, 1:50 pm.***

***\*\*MUST contact Barney a MINIMUM OF 10 DAYS, prior to cancellation of scheduled dates, otherwise they will assess a fine.***

**Marketing Chair – Dee** - Updates re Brochures, Newsletter, etc.

o The goal is to send out the newsletter no later than Friday

o Mike will email Dee the status on the website

HERO is free, the others are most likely not.

o Brochures have been printed and Dee will drop them off.

o Membership has started using Infusionsoft.

**Legislation Chair – Sue Flucke, Dave Stringham, Bridget Bellavigna**

- Anything?

o No update at this time

**Affiliate Chair – Al**

- Tap & Sons Electric - April Meeting Lunch Sponsor

- We currently have sponsors through July. The goal is to stay at least 3 months ahead.

**Past President – Elly**

- Anything?

o No update at this time

**Social/Charity Chair – Kelly**

- Tactical Gun Training (w/ Erin)

o The goal is to hold this in May or June

o $20 per person

o 20 spots available

- Any other volunteer opportunities

o July – Feed My Starving Children

**Members At Large –Mike Mumford, Dennis Murdock, Chris Lopez, Anne McCawley**

**Old Business**

- 4/15/14 AAR Meeting: Who’s bringing the NARPM display?

o Mike will bring the display

- 4/16/14 ADRE Mtg

- Dates? Upcoming Property Manager Bootcamps

**New Business**

- Resignations from Russell Hathcock & Daniel Anderson

o We are looking for a new President Elect and new Education Chair

o We can hold a special election for the President Elect.

o Anne McCauley has volunteered as Education Chair

Terry motioned, Mike second the motion, all agreed.

o We need help with Chapter Excellence

- Upcoming Events

**Adjourn –** meeting ended at 10:32 a.m.

PHOENIX METRO NARPM

BOARD MEETING

May 8, 2014 @ 9:30 am

AGENDA

**Call to Order**

 Meeting was called to order 9:34 am

**Secretary’s Report – Kim**

 Erin motioned and Luana second, all approved

**Treasurer’s Report – Erin**

 May meeting collecting local member dues for those who still need to pay and/or CE

o We have collected a lot of dues

o Erin and Dee have been working on streamlining the process to pay dues

So far we have collected $400 in new member dues

$2520 in renewals

$2200 in vendor dues

**Education Chair – Anne**

 May Meeting: CE w/ Steve Shultz – any times needed for set up?

o Anne will ask if he has handouts and print if needed

o The topic is Leasing for Single Family Homes

o We need to add to the agenda a talking point about the new slate and let people know we need to volunteers for Board Members.

 June Meeting: What is status re Legal Panel “Legal Advice for Free!”

o Luana asked Anne to follow up w/ Dave on legal panel.

 July Meeting: CE w/ Sue Flucke & Mike Mumford; what /class title & type of CE will this be?

o Denise Holliday has been switched to July

 August Meeting: HOA Panel

o We are still finalizing the HOA panel. It was suggested having CAI and AACM along with Clint Goodman (Crime Free Advocate and Attorney that represents HOA’s)

 September Meeting: CE w/ Denise Holliday

o Sue & Mike are planning to do an Advanced Broker Best Practices. It has not been approved for CE but the approval is in process and hoping to be approved by time of class. If not approved in time, Mike can do a basic PM Trust Accounting class.

 October Meeting: No meeting

 December Meeting: Anne to hire singer again for the Christmas Party

 Presentation Content

o There has been issues w/ vendors doing meeting presentations and using their time to advertise their product or service.

Review vendor presentations before the meeting to ensure that no marketing but proper content to whatever their discussion topic is. If they want to market their product or service then they need to sponsor a lunch.

It was suggested that we put a speaker agreement together

 National has one and we could modify it

 Anne will modify the document

We need to manage the time of the speakers

If one owner owns multiple companies, then they need to pay as an affiliate for each company. The last meeting there was confusion and we ended up printing the wrong logo/name.

Side Note: We also need to modify the affiliate application

 Anne motioned that we have a subcommittee to approve vendors and that Mike Mumford handled the approval process. – All agreed.

**Membership Chair – Terry**

 May meeting signing members in

o We need the list of people who signed up.

o We have the official sign-in sheet that comes from the school

Erin and Terry will work the sign-in sheet and Dee volunteered to help if needed.

 Raffle “Tickets of Opportunity”

o A fancy phrase for 50/50 raffle

o Another idea is to have a raffle and do a $10 donation and we can use PayPal and swipe credit cards. This is an idea for the June meeting.

Charity Sponsor of the Month

 NARPM New Member Mentor Program

o We need to announce it at the May meeting

o The new member is assigned a member

o As they come on board they are assigned a mentor or they can pick a mentor

o Dee can create a mentor sign up on website/newsletter

o Mentors get points for designations

o Terry will forward specifics to Dee for the website/newsletter

**Marketing Chair – Dee**

 Articles needed, etc

o Still needed

o Dee has requested articles from Char about HOA’s

o AZDRE put out a new checklist on auditing – Mike will forward to Dee

 Erin and Dee are working on a Renewal Campaign

 The newsletter is work in progress. Dee is waiting on some information

 Dee is working on documentation for Infusionsoft and lists of other Infusionsoft Consultants just in case Dee is not available.

 Website

o Mike will also follow up with Tree Rental Site

o We still need to transfer the domain

o Anne motioned to use Hero, Luana second – all approved

o Hero will initiate the transfer of domains

o Mike will work on the transfer

o Dee will get the domains to Mike with the name and who currently owns it

**Legislation Chair – Dave (Sue & Bridget are unable to attend Board meeting)**

 Nothing to report

**Affiliate Chair – Al**

 May Meeting – Radar Restoration sponsoring lunch/

**Past President – Elly**

 Nothing to report

**Social/Charity Chair – Kelly**

 Tactical Gun Training (w/ Erin)

o $20 per person for the safety class

o We are still looking for sponsors

 Any other volunteer opportunities

o July – Feed My Starving Children

No date set yet

o September –

Suggestions – The Healing Field

 Volunteer Opportunities

 NARPM in Publication

 Promote in July meeting

o A New Leaf Foundation

Bowl-A-Thon

June 13th from 3-6 p.m.

$50 to bowl

Pizza, T-Shirt and 2 games of bowling

Theme – “Hatitude”

Anne will discuss in May’s meeting.

NARPM can sponsor a team.

 Motion to sponsor a NARPM team or a team from the kid’s shelter for $500. Mike second – all approved.

**President – Luana**

 Chapter Excellence

o Anne will ask Elly to assist with this task

o This position should be “hand-picked”

o Due August 1st

o It was suggested that we talk about it every meeting and have a “gauge” of our progress to share with members at our meeting

o We could also do progress reports in the newsletter

ABC’s of Chapter Excellence – have a focus every meeting

**Members At Large – Mike Mumford, Dennis Murdock, Chris Lopez**

**Old Business**

**New Business**

 Open Position for President Elect

o Erin Buchanan has offered

o We asked for volunteer’s last meeting and no one has reached out to volunteer.

 ADRE Meeting Friday, 5/23/14 from 10am-12pm @ADRE Office

 Upcoming Events

o SW Chapter Leader Call

It is at 10 am and Luana & Mike will be on the call.

**Meeting adjourned at 11:37 a.m.**

06.12.2014 Phoenix Chapter Board Meeting: Minutes

Start: 0935

 Treasurer: Erin

o $13,583.13 in the chapter account

o $320 of receivables- promises made to pay by check from current members

o 72 unpaid members

o 13 unpaid affiliates

o Don’t have a way to cross-reference nat’l vs. local unpaid members

Mike will get a list of national paid membership dues to cross reference against.

o Several emails have already been sent as notice of payment needed.

o $3,600 in local dues collected (2x the normal amount)

o Al mentioned to check the AZDRE website for accurate phone number info.

 Membership Chair: Terry

o Will be meeting with Mike to review mentor volunteer candidates.

o 6 new members have signed up

o 3 new affiliates

Trulia- Erin has been contacted by a rep that would like to speak @ a local chapter mtg.

 Thoughts: Will they add value to the members?

 Anne: there might be some time in the August meeting for an hour presentation and she will be calling her to discuss.

 Trulia is already a national affiliate (is there an existing policy on an affiliate participating on the national + local levels?)

 Education: Anne

o Revised the national speaker form so that there aren’t any more sales pitches during their “informational” presentations.

o Anne sent the form out for review (possible destination email revision needed).

o Condensed the form to local intent vs national.

o Speakers are lined up through 2014

Need to review the body of the presentations still.

o Dave: working with Scott Clark on a panel (Tenant Advocate vs. Manager Advocate)

Still needs an tenant advocate representative

Mike- will check with Steve Urie (judge)

Legal panel will only run from 1:30pm-3:00pm

Dee- needs the content by 6/18 for the web pg associated with the panel.

Erin won’t be able to attend.

Change the name to ‘legal forum’ if we can’t find a tenant advocate?

Dave’s correct email is dave@paramountpmr.com

o August Meeting- Leslie Latham has got it covered.

o NARPM Tucson Ethics Meeting is on 9/17 and Mike is teaching. Venue is thought to be TAR.

o Luana- HOA / Clint Goodman presentation.

Roger Wood may be a better choice as a presenter (Leslies suggestion per Luana).

Maybe Linda Lang could attend?

Crime Free Addendum is published by AAR, not NARPM. Mike is on the AAR forms committee, and Clint Goodman can email him if he’s got questions re: Crime Free Addendum.

 Marketing: Dee

o She needs some article content.

Mike is sending her the Audit Checklist info.

o Requests for content sent to affiliates as well.

o Need a blurb promoting others to volunteer to be mentors in the newsletter.

o Reviews.com:

They’re just looking for a backlink- pass on them.

o Hero project:

Domains transfer, email admin

Emails should be live now, website is a separate project.

Timeline for the new website? (Guesstimate= 6 mos)

 Legislation: Dave

o HOA change goes into effect mid-July

o Luana for Sue:

2 subdivisions are taking signs down

1 states they aren’t subject to local/state laws….?

Sue is game to be Legislative Chair in EV & WV, however further discussion needed to determine if the roles should be separate.

 Affiliate: Al

o Sponsors slots are filled through 2014

o 7 min presentation budget= sufficient time

o –Dee:

Revising the sign-up process for affiliates?

Need a disclaimer saying board approval needed (or something along those lines).

Affiliates currently just sign themselves up.

Mike will give Al the national affiliate form & Al will make a local version by the next board meeting.

 Past President: Elly

o Boot Camp with Sue, Mike, & Denise= @ SAAR, $79 prior to, $89 @ door. 7-14-14 from 9am-4pm (Already on the local chapter website).

o Boot camp= awesome (per Elly )

o NARPM Booth?

Mike has it, will bring it to the next chapter meeting to give to Elly

We need volunteers to work the booth (\*Add this to the next chapter meeting agenda)

 NARPM will pay for the Bootcamp fees for those that will volunteer to work the booth.

We need to let SAAR know that we’d like to set up a booth at the Bootcamp

 Maybe we can bring the snacks again?

 Social Chair: Erin for Kelly

o 6/19 = the gun training event (12 people are signed up)

o 3 affiliates are signed up to sponsor

Luana is stepping in as #3.

o FMSC sign-ups: need more

 President: Luana

o Chapter Excellence

Dq’d because of tax return not being filed on time.

Luana & Erin are following up with Gail for further clarification regarding when tax return is actually due- end of December, January, or year-end date when chapter was founded.

Luana asked Steve Schultz (the SW RVP) to ask the National Board at their meeting next week, if we can get an exemption to go ahead and prepare/submit this year’s Chap Ex Application for the 8/1/14 deadline.

 Old Business:

o Need someone to take photo opps at the next chapter meeting as Dee wont be there.

o We’re sponsoring the kids bowling team for A New Leaf on 6.13.14

 New Business:

o Send social event ideas to Erin.

Adjourn: 1108

**PHOENIX METRO NARPM**

**BOARD MEETING**

**July 11, 2014 @ 9:30 a.m.**

**AGENDA**

**Call to order** – 9:38 a.m.

**Attendance** –

Luana Patterson, Elly Johnson, Kim Ayers, Tim Melton, Erin Buchanan, Kelly Kordic, Anne McCawley, and Dee Allomong

**Secretary’s Report – Kim Ayers**

All approved the meeting minutes.

**Treasurer’s Report – Erin Buchanan**

- Any news re cross-referencing membership dues? o Dee cleaned up the list as to who has paid both their National and local dues.

o Erin is receiving payments from people that have not paid in past years.

- The account balance combined checking and savings is $13,391.65. o We have spent some money on charity.

- Erin received a check from Ready Carpet. o Dee confirmed that the affiliate member is in the system.

**Membership Chair – Terry Mendoza**

- Any new members?

- Any news on Membership and/or Mentoring Programs?

**Education Chair – Anne McCawley**

- July Meeting - Disclosures CE w/ Denise Holliday; Does she have a class title?

- August Meeting – Leslie Latham & Char Dufreyne re HOA Forum w/ CAI, AACM and anyone else? o Leslie has requested that the tables are set up a certain way.

o Denise Holliday has been invited

- September Meeting – Status report re “Advance Broker Best Practices” CE w/ Sue Flucke and Mike Mumford

- Miscellaneous Discussions o We have started to use the Presenter’s Packets.

o We need to start working on November’s class.

**Marketing Chair – Dee Allomong**

- Phoenix Metro Website (Domain) update re HERO o Dee stated that Mike said the website is in process.

- Article content, etc. o Dee has requested articles from vendors. She received one from an attorney. Dee is hoping to have another article regarding HOA’s. She is following up.

o Dee needs details on the coming up class content. Anne confirmed that it is a Disclosure class but Dee still needs the details.

Anne will get with Daniel to see if he still has the class descriptions that Denise Holliday provided him in the past.

**Legislation Chair – Dave, Bridgett (Sue Flucke unable to attend)**

- Al has great info re new Phoenix ordinance re smoke alarms, per Sue o Dee will add the smoke alarm information to the website. Anne will provide Dee the information as well.

- HOA law takes effect July 24, 2014.

**Affiliate Chair – Al Root (unable to attend)**

- July Meeting – Brett Slaven with Appliance Works sponsoring lunch.

- “Code of Conduct” form for new Affiliates o Luana reviewed – Motion to accept the National Code of Ethics – all approved

o Dee recommended that we still need to create an “Expectation Sheet” for the affiliates when they sponsor a meeting.

o Dee stated that Mike and Al said they were going to make changes to the Affiliate Application.

- Any new Affiliates?

**Past President – Elly Johnson**

- 07/14/14 9:00 – 4:00 pm – SAAR Boot Camp o Elly and Donna will “man” the NARPM booth.

o 33 people have signed up so far.

o NARPM is sponsoring the afternoon snack. It was decided that we would provide Paradise Bakery tea, ice and cups, water and 4 dozen cookies.

o Motion to create a flyer for Denise’s class on July 24, 2014 and if a non SEVRAR member brought it to the class, they would receive a $20 discount. – All approved.

o It was stated that we need a copy of the flyer to use towards Chapter Excellence.

o Elly offered to also take pictures for the event.

- Chapter Excellence w/ Anne o Anne said she was going to work on the Chapter Excellence today.

**Social/Charity Chair – Kelly Kordic**

- 07/15/14 FMSC o This is from 4:00 – 5:30 p.m.

o Five people have signed up so far.

o It was suggested that we reschedule or send out personal invitations to increase the number of people to sign up.

o FMSC is looking for donations – Motion to donate $500 – All approved.

- 09/10/14 “9/11 Freedom Day” o NARPM will be there 6:00 – 7:30 a.m. on 9/10/14 but we also need to let people know that there are other opportunities to support the cause.

- Christmas Party o We are looking at a tentative date of December 11, 2014 at the Hangar. Kelly will email John to ensure that this date is available.

o Kelly will let Dee know when the date is confirmed so Dee can start advertising.

**Members At Large – Tim Melton, Mike Mumford, Dennis Murdock, Chris Lopez**

**Old Business**

- Nothing to report.

**New Business**

- National Conference o Motion to send the President and President Elect to this year’s National Convention – All approved.

- NARPM meeting at WEMAR, Tuesday, 07/22/14 from 9:00 – 11:00 a.m. o Sue Flucke, Al Root, Mike Sargent are heading up the meeting.

o Dee will promote the NARPM meeting at WEMAR on our website.

o Sue announced that she will be the Legislative Chair for the West Valley NARPM. Elly will talk to Sue about mentoring our new Legislative Chari.

We need to start talking about NARPM volunteers at our Chapter Meetings.

**Adjourned – 10:15 a.m.**

**PHOENIX METRO NARPM**

**BOARD MEETING**

**August 14, 2014 @ 9:30 a.m.**

**AGENDA**

Attendance – Luana Patterson, Eric Evans, Erin Buchanan, Dee Allomong, Terry Mendoza, Anne McCawley, Kim Ayers, Kelly Kordick

**Call to Order**

- Call to order at 9:40 a.m.

**Secretary’s Report – Kim**

- All approved last month meeting minutes

**Treasurer’s Report – Erin**

- Any progress on the online payment system “kinks”? o The online payment kinks must be addressed on a case-by-case basis. Each situation is independent of one another.

o There has not been that many incidences.

o The positive is that we are collecting more dues than ever. Anne mentioned that we had 100% retention from 2013 to 2014. The same people who paid in 2013 also paid in 2014. In addition, we added 33 people.

- Do you happen to have a balance sheet typed out? o Erin is working on getting the ledger cleaned up from duplicate entries before she prints a balance sheet.

o The goal is to have the ledger cleaned up prior to next board meeting.

- We have a balance of $12,748.11 o The balance has been holding steady due to collecting of dues and increased vendor affiliates.

**Membership Chair – Terry**

- Update on follow-up calls from business cards received at SAAR event this past July? o Terry has been working on follow up calls.

- Any news on Membership and/or Mentoring Programs o Terry has three people interested in becoming mentors.

o Terry will email the three people the checklist and see how it will work for the upcoming year.

o Dee will add it to the newsletter.

o The mentoring program will also be announced at the next chapter meeting.

**Education Chair – Anne**

- August Meeting – Update re HOA workshop w/ Leslie Latham & Cher Dufresne CAI, AACM, and the “panel” o Anne will contact Leslie to confirm the August meeting.

o Dee will not be at this meeting and has requested that someone take pictures of the sponsors.

- September Meeting: Status report re “Advanced Broker Best Practices” CE w/ Sue Flucke & Mike Mumford o We are still on track for Advanced Trust Accounting which is CE hours under Commissioner Standards.

- November Ideas? o Vendor Appreciation

o Asking Judy Lowe to speak

o Motivational Speaker Kelly suggested Anthony Robles

Anne will ask around

o Give Aways iPad

Vendors could donate money towards cost

Motion for NARPM to donate an iPad as a give a way – all approved

o Charity Donations Food Bank Drive

Wounded Warriors

o Anne mentioned that Vicky with Legal Shield is willing to teach a Risk Management class. This could be a separate meeting from a NARPM Chapter Meeting. Erin suggested that Anne speak with Barney at SEVRAR to see about room availability.

**Marketing Chair – Dee**

- Phx Metro Website (Domain) update re HERO o Dee followed up on the website. HERO should have a preview of the site ready to view.

o HERO will host the domain.

o They will transfer both domains held by others under their umbrella

o Dee recommended that we talk to Mike for a completion date.

- Article content, etc. o Dee has back up articles for now but always welcomes more. Please keep sending.

- Other? o Dee has put on hold some of the tasks for Infusionsoft until we get the officer’s emails set up.

o Dee also recommends that we get the Affiliate Program in place.

**Legislation Chair – Dave, Sue & Bridgett unable to attend**

- Any reports this month? o No report

**Affiliate Chair – Al Root**

- August Meeting – Melissa Melton w/ OnSightPros, sponsoring lunch

- Update on the “Code of Conduct” form for new Affiliates o We do not have a code of conduct for affiliates.

o Al would like to identify what the criteria should be for an affiliate.

o All agreed that we will review affiliate applications at the board meetings for approval.

o Al will provide a draft next board meeting of required criteria.

- Trulia’s offer to give a class or seminar presentation….maybe for September Chapter Mtg? o It was agreed that Trulia can come in September but they would only get 7 minutes just like the other vendors but could show up early and mingle.

- Any new affiliates? o We have 34 affiliates. They are trickling in.

**Past President – Elly unable to attend**

**Social/Charity Chair – Kelly**

- 08/21/14 Happy Hour Social 5-7 pm @ Dierks Bently’s Whiskey Row o Erin invited friends through her personal Facebook page.

- 09/10/14 “9/11 Healing Fields” Flag set-up from 6-7:30 am o Erin invited friends through her personal Facebook page.

o Erin will also talk about the event at the next chapter meeting.

- 12/11/14 Christmas Party o The date has been secured for 12/11/14. This is on a Thursday.

o Dee has offered to send an email to affiliates letting them know that there are sponsorship opportunities available.

o Gift ideas USB drives

SW Region T-shirts and polos

**President – Luana**

- “Shout out” at Chapter Mtg re 2015 Board Slate

- Betty Brown of Trans City PM, asked if we could have an informal user group meet a half hour before the regular meetings to discuss Appfolio, like Mike Mumford used to do w/ Promas. o If the room is available, NARPM could help facilitate but she would have to contact other Appfolio users and invite them to attend.

- CBG Benefits program

- NARPM Chap Report to Steve Shultz, RVP o He is happy with our chapter. We are on track!

- Pacific SW Regional 2015 Conference in Vegas o It was suggested that since we are not having a chapter meeting that everyone going to the convention meet somewhere for a social gathering.

o Gina is looking for volunteers to volunteer. Dee will make the announcement on the website/newsletter.

**Members At Large – Tim Melton (unable to attend), Mike Mumford, Dennis Murdock, Chris Lopez**

**Old Business**

- PM Bootcamp, Tuesday 8/26/14 from 9 am – 4 pm @ SEVRAR; 6 CE hours; $79 includes lunch

- NARPM will be sponsoring the SEVRAR Bootcamp class.

- Anyone interested in manning the NARPM Booth at this event?

**New Business**

- NARPM meeting at WEMAR, Tuesday 8/26/14 from 9-11 am

- NARPM Ethics Class, Wednesday, 9/17/14 in Tucson; 3 CE hours; Details TBA

- All agreed that an October Board Meeting is not necessary.

**Adjourn**

- Meeting adjourned at 11:09 a.m.

**PHOENIX METRO NARPM**

**BOARD MEETING**

**September 11, 2014 @ 9:30 am**

**AGENDA**

**Call to Order –** 9:42 a.m.

**Attendees**

- Luana Patterson, Anne McCawley, Tim Melton, Kim Ayers, Dennis Murdock, Erin Buchanan, Dee Allomong

**Secretary’s Report – Kim**

- Meeting Minutes were approved

**Treasurer’s Report – Erin**

- Balance Sheet o A copy was given to Luana

o The current combined balance is $11,245.01

**Membership Chair – Terry**

- Mentoring Program update

**Education Chair - Anne**

- September Meeting: Status report re “Advanced Broker Best Practices” class w/ Mike Mumford (3hrs Commissioner’s Standards CE) o Mike has his license to teach the class

o Vicky Methven would like to attend one of our meetings

- November Meeting update o The Commissioner has confirmed for the November Meeting.

o Dee requested a topic for the website

o November is a vendor appreciation meeting They can set up tables

They should be there by noon

For the member participation, NARPM will sponsor a give-a-way. The winner must attend the entire meeting. • Motion approved to change give-a-way from iPad to travel voucher

Erin will take care of food

Dee will help Al with the email to send to the affiliates

Dee will highlight in the website and notifications that the meeting will be the third Thursday, not the 4th Thursday.

Anne will contact SEVRAR for the room set up.

**Marketing Chair – Dee**

- Phx Metro Website (Domain) update re HERO o Dee submitted a design for review and discussed her requested changes to the website home page.

o She is working through some communication issues. Ben & Donna still need to transfer over the domain names to the NARPM Board account.

**Legislation Chair – Sue, Dave & Bridgett (Bridgett not able to attend)**

- Friday, 9/12/14 AAR Realtor Caucus from 9 am – 2 pm @ Chaparral Suites, Scottsdale. Sue says this caucus will let us know the issues that need to be addressed in next year’s legislative session, starting in January, 2015.

**Affiliate Chair – Al Root**

- September Meeting – who is sponsoring lunch? o Trulia is sponsoring lunch

o Al will confirm that they bring enough plates, food and that desert is desired

- “Code of Conduct” form for new Affiliates in place now? o Al submitted a Code of Conduct for all to review.

o Al will start working on an Affiliate Program.

**Past President – Elly**

**Social/Charity Chair –Kelly**

- 12/11/14 Christmas Party

- It was suggested that NARPM have an Affiliate Sponsored Happy Hour every month. o Tentatively there is a Happy Hour scheduled for September 23, 2014 at Dukes off of Pecos & McQueen.

**President – Luana**

- 2015 Board Slate o Luana will present the 2015 slate at the September Chapter meeting. She will reach out to people asking for volunteers for 2015.

**Members At Large – Tim Melton, Mike Mumford (unable to attend), Dennis Murdock, Chris Lopez**

**Old Business**

- Any?

**New Business**

- NARPM meeting at WEMAR, Tuesday 9/23/14 from 9-11 am

- NARPM Ethics Class, Wednesday, 9/17/14 from 11am – 2:30 pm at Tucson Elks Club Rm; 3 CE hours o Luana will check with Steve Shultz and find out how we can determine who from our chapter needs to take the Ethics Class.

- Larry Stover w/ Lost Dutchman Realty wants to discuss lock box issues at next Chap mtg.o Luana will make mention of the lock box issue but not take up meeting time to discuss.

**Adjourn –** 11:17 a.m.

**Board Meetings: 9:30 am – 11:00 am @ BPM Office**

September 11

October 9 – No Meeting

November 6

December – No Meeting

**General Chapter Meetings: 12:00 pm – 4:00 pm @ SEVRAR**

September 25 – Advanced Broker Best Practices” w/ Mike Mumford; 3hrs CE Commissioner’s Standards

• October 23 – No Local Chapter Mtg; National Convention in MN

• November 20 – Vendor Appreciation; Commissioner Judy Lowe; & Other Speaker TBD

• December 11 – Annual Holiday Party

***Note - Contact Barney at SEVRAR re:***

***1.) Cancellation of meeting dates, a MINIMUM OF 10 DAYS, prior to meeting date, otherwise they will assess a fine.***

***2.) Set up any audio/visual items for upcoming meetings.***

**PHOENIX METRO NARPM**

**BOARD MEETING**

**November 6, 2014 @ 9:30 am**

**AGENDA**

**Call to Order @ 9:39 am**

Members in Attendance included: Luana Patterson, Erin Buchanan, Elly Johnson, Anne McCawley, Mike Mumford, Dennis Murdock, Dee Allomong, Terry Mendoza, Al Root

**Secretary’s Report – Kim (unable to attend)**

Erin – 1st Motion; Elly – 2nd Motion; All attending were in favor; Motion passed

**President Elect & Treasurer’s Report – Erin**

* Balance Sheet submitted to Board
* Chapter Compliance due 12/1/14 – ACC done again for 2014 & resubmitted; she will submit the Chap Comp rpt after November Chap Mtg
* Shirts – Erin paid one of the bills, but still needs to pay one more; we will give shirts at Chapter Meeting
* January meeting, we need to mention Natl and local dues due; Dee will put on the website and in the newsletter

**Membership Chair – Terry**

* Mentoring Program Update for new members – never came to fruition for the 2 people who wanted to participate
* Need to know members; next Chair person should have access to database along w/ treasurer; working on it with Dee
* Need job description write up to Board members

**Marketing Chair – Dee**

* Sending last newsletter of 2014 but will send email announcement re Christmas party sign ups
* Needs one source for info for meetings and education w/ less bio & more info on the topic; can always reference from dropbox items re bio/topics

**Legislation Chair – Sue, Dave, Bridgett**

**Education Chair - Anne**

* November Meeting update
* Anne became Assistant RVP 11/5/14, and mentioned that everyone needs to be in compliance per Andy Probst (new Natl Pres)
* Erin picking up lunch from Cracker Barrel & pies from Costco
* After business meeting we need 3 items most valuable; contact 3-4 people who went to Convention to give 5 min presentations; write up paragraphs and bring visuals; be concise
* Attach a 3rd pg synopsis along to agenda and include links
* Al suggested we de-emphasize “Vendor Appreciation”, so people will come
* Will give cans to food drive & cash to Wounded Warriors; those who donate will get a shirt either way.
* All agreed that winner of SW Air $500 gift card must be present to win at 3pm
* Discussed Mike Mumford teaching Ethics Class in January; Luana will contact Tiffany or Dana at Natl for application form, and then submit to Natl 60 days prior to class date.
* Dee will put in newsletter and Facebook.
* January 16th starts new cycle of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(?)

**Affiliate Chair – Al Root**

* Vendors for November Meeting “Vendor Appreciation”
* Bring business cards for give-aways @ networking session

**Past President – Elly**

* Strategic planning 9/23/14 included property management in what they did; she was only property manager @ SAAR
* Would like to see us have a subcommittee for a presentation on “Strategic Planning” and a mission statement, or in our mission statement

**Social/Charity Chair –Kelly**

* 12/11/14 Christmas Party at PRS Hanger, Chandler; Any signed affiliates re gift bags?
* Erin spoke on behalf of Kelly; She said last year’s party didn’t cost a lot because we had numerous affiliates (who sponsored); otherwise would have cost around $2000
* To date, we only have 2-3 who’ve said they’d help
* Compadres for Toys for Tots toy drive @ Christmas party
* Erin & Al were asked to contact affiliates to sponsor at “Sponsorship Levels” of $100, $200, $500, and provide items for “Swag Bags”
* Caterers still needed – they are working on it
* NTN bringing in a “Mentalist”
* Put nametags near bar; ok to bring kids; can they help w/ event?
* We will also have massage therapist and photographer
* Present donation check for Wounded Warriors to Quinton (BPM’s Jodi Brace’s husband)

**President – Luana**

* 2015 Board Slate
* Ethics Article 9 & FDC Antitrust Statement
* National Convention update
* Review of 2014 NARPM & Local Chapter Accomplishments
* Acknowledgments @ Chap Mtg to MPM, RMP, CRMC Designation recipients in our chapter;
* Send bullet points to Dee by 11/7/14 regarding Chapter Meeting

**Members At Large – Tim Melton, Mike Mumford, Dennis Murdock, Chris Lopez**

**Old Business**

* Review of 10/28/14 “Bedbug vs. Landlord” Seminar @ SEVRAR and NARPM Booth activity
* NTN sponsored; Erin said program really went well!

**New Business**

* February 16-18, 2015 Broker/Owner Retreat – Vegas (Flamingo Hotel)
* February 18-20, 2015 Pacific Southwest Regional Conference & Tradeshow – (Same)

**Adjourn @ 11:01 am**

**Board Meetings: 9:30 am – 11:00 am @ Dates & Location TBD by 2015 President**

* December 2014 – No Meeting

**General Chapter Meetings: 12:00 pm – 4:00 pm @ SEVRAR**

* November 20, 2014 – Vendor Appreciation; SW Air $500 Give-Away; Wounded Warrior Donation & Food Collection
* December 11, 2014 – Annual Holiday Party
* January, 22, 2015 (\*2015 Dates were scheduled as of June 2014)
* February 19, 2015
* March 26, 2015
* April 23, 2015
* May 28, 2015
* June 25, 2015
* July 23, 2015
* August 27, 2015
* September 24, 2015
* October 22, 2015 (National Convention is October 14-16, 2015)
* November 19, 2015
* No meeting in December

***Note - Contact Barney at SEVRAR re:***

1. ***Cancellation of meeting dates, a MINIMUM OF 10 DAYS, prior to meeting date, otherwise they will assess a fine.***
2. ***Set up any audio/visual items for upcoming meetings.***