

**Sacramento Chapter**

**Board of Director’s Meeting Minutes**

**February 6, 2013**

CALL MEETING TO ORDER

The meeting is called to order at 9:00 am.

**MEMBERS**

President: Bob Thomas

Vice President: Janelle Nord

President Elect: Shawn Collins

Secretary: Alejandro White

Treasurer: Janet S. Regan

Education Chair: Barbara Barrows

Membership Chair: Debbie Loffman

Legislative Chair: Leilani Rosenblatt

Affiliate Chair: Joe Verandes

Publications Chair: Barbara Barrows

Events Coordinator: Bev Hoeft

Directors: Deborah Henning

Derek Clark

Roger Cornette

Past President Sarah Laroa

\*Members that arrived after the meeting was called to order. Underlined: Not Present

**MINUTES:**

Upon a motion duly made by Roger Cornette and seconded by Deborah Henning the minutes from the board meeting on January 9, 2013 were approved.

**PRESIDENT’S REPORT** –Bob Thomas

On May 1st there will be a vendor fair with SAR YPC in the parking lot of SAR. This Vendor Fair will be in addition to the luncheon held May 21st.

**TREASURER’S REPORT** – Janet S. Regan

Janet has already started taking over the duties of the treasurer. She will be implementing QuickBooks, generating a P and L Statement, and developing invoices for sponsorship and membership.

**EDUCATION CHAIR** – Barbara Barrows

The February class is ready to go. Our speaker is confirmed, the location is booked. I have a plan for checking registration and payment status at the door. I do not need a second person there to help check people in. As of 2/1/13 there were 11 people registered, either through an e-vite or by contacting me directly. I hope to see another 12-14 people sign up by Friday, February 8th. Any board members who are planning to go, please let me know asap – as of 2/1/13 only one has registered to attend. The website has been updated so that the price for the class is correct ($25), so members can register and pay on-line. It is my understanding that Janet will receive an e-mail when a registration/payment is made on-line. I will need Janet to forward that information to me no later than Friday 2/8, so that I can finalize the list I need to have at the event.

The April class is tentatively scheduled for Thursday, April 25th. This is dependent upon a firm commitment from Todd Breen, our speaker. This is the You Tube class. I would like to hold this class at Bank of Sacramento, to keep costs to a minimum. The questions that I still need to get answers for are: can Todd definitely do this class? Does he charge a fee? How much? The answer to that will determine the price of the class. So, there is a lot to do still with this event, but I hope to have everything pulled together by the time the March newsletter goes out so I can make a definite announcement with all the details.

I would like to get a contact name at SAR so I can find out information and details regarding the classes that Bob mentioned in his President’s Message in the February newsletter. That way I can present that information to the board to see which classes we want to offer to the membership and what the process is for registering with SAR.

**PUBLICATIONS CHAIR** – Barbara Barrows

The February newsletter was prepared by me, and I can prepare the March newsletter as well. It is now set up on my home computer as a Microsoft Word document and can easily be transferred on a flash drive to anyone. I propose that we send the March issue out in paper form AND via e-mail, with an announcement that the March issue will be the final edition in paper format. The board has unanimously agreed this is a good idea.

FYI: It took me approximately six hours to make the changes and create the February issue. So, if this is something the board wants to delegate to Meherah, that would be the time commitment, except she is probably faster than me.

Follow up: If Bob can e-mail me the luncheon Power Point presentation, I can get to work on determining which vendors we need a PDF file from. I know that Bob said some were missing. It is best to e-mail me that Power Point file at home: [bardavbar@sbcglobal.net](mailto:bardavbar@sbcglobal.net).

**AFFILIATE CHAIR** – Joe Verandes

All of the luncheon sponsorship openings have been filled for 2013.

A spring mixer has been tentatively scheduled for March 28th at Pyramid Brewery.

We are planning a SAC NARPM event at a River Cats game.

The River boat cruise is still in the planning phase and it is tentatively scheduled for late September.

**MEMBERSHIP CHAIR** – Debbie Loffman

Debbie could not make the meeting but she wanted to let everybody know she has met with Joe and is working to streamline the sign up process for both affiliate members and Property Manager members.

**SOCIAL MEDIA CHAIR-** (Andy Pokorny and Shawn Collins)

Andy has the Facebook page up and running and needs everybody to like the page.

Andy also needs an email when an affiliate member or Property Manager member joins so he can post their information on the page.

**Special Election held at the January 15th, 2013 Luncheon**

**At the luncheon Stephannie Matsis announced her resignation from the position of Treasurer. The floor was opened to nominations.**

**Shawn Collins nominated Janet Regan for the position of Treasurer. The nomination was seconded by Roger Cornette and Deborah Henning. There were no other nominations so the floor was closed and Janet Regan was elected to the position of Treasurer for the remainder of 2013.**

**ACTION ITEMS:**

1. **Janet will implement QuickBooks at a cost of $26 per month. Access to the QuickBooks account will be given to the President, Treasurer, and Executive Director.**
2. **Janet will have a P and L statement ready for the March Luncheon.**
3. **Shawn has implemented the Square credit card reader. Account information will need to be forwarded to Janet and it will be ready to go.**
4. **Bob would like vendor business cards scanned and emailed to him so he can put the vendor’s business cards on a power point slide that will be playing at the luncheons.**
5. **Bob will change the evite for the luncheons to start at 11:00 for networking and lunch will be served at 11:30. Fairest of All needs to be contacted to change the start time of the live music.**
6. **For the May luncheon we are looking to have a broker panel of brokers that attended the NARPM Broker/ Owner retreat.**
7. **Deborah Henning has graciously accepted the task of organizing all the Sac Narpm files and storage items that were previously held by Stephannie Matsis.**
8. **Shawn and Joe will investigate the purchase of a projector and screen.**
9. **Bob and Leilani will attend the day at the Capitol with the California apartment association February 13th, 2013 on behalf of the membership.**

**APPROVED MOTIONS:**

1. **A motion was duly made by Shawn Collins to have the SAC NARPM chapter pay the registration fee for the President to attend the National NARPM Convention. In the event that the President cannot attend the Vice President will take his/ her spot. The motion was seconded by Janelle Nord and approved by all.**
2. **A motion was duly made by Shawn Collins to use the other half of the 50/50 raffle at each luncheon to purchase raffle prizes for the following luncheon. Janelle will be in charge of purchasing the new raffle prizes that will total a minimum of $100 and can increase depending on the size of the 50/50 pot. The motion was seconded by Deborah Henning and approved by all.**

**Meeting adjourned at 10:35**