

NARPM Sarasota/Bradenton Chapter

January 17, 2012

BOD Meeting Minutes

Jennifer called to order at 11:56am

In attendance: Jennifer, Barbara, Ed, Chantal, Andrew, Eleanor, Kyra

Treasurer's Report

Barb gave the treasurers report of our account balance at \$7300.00. This is after we paid Tampa Chapter \$386.90 which is half the proceeds from the Ethics class, \$295 reimbursement for Robbie and Constant Contact. \$1175.08 from NARPM National was deposited for our participation in the Regional Meeting in VA Beach.

Holiday Party

We brought in \$400 in registration fee

It cost the chapter about \$1000

Good food for the price

Would really like to look into booking the cruise for next year.

Chantal has made contact with Marina Jacks and they are emailing info to the chapter email address

Proposed date is 12/7/12

It was recommended we invite Jayci to induct our new officers

Chantal motioned we charge \$25 members/\$40 non members. Jennifer 2nd. We agreed spouses/guests of members would be charged the non member rate.

Will cost us \$1000 deposit and \$55.95 per head

Paypal Account

Jennifer is finalizing details. Should have ready for Monday web blast for class info

2/10 Social Media Meeting

2/10/12 at Holiday Inn

Registration at 12:30 in lobby

1:00 lunch is served (we decided on chicken Caesar salad and deli sandwich)

1:30-3:30 Class with Alex

Ed asked Jennifer to email him the flyer on Alex and he'd add it to our website

Kyra will put the info up on Facebook

Chantal will contact vendors about a lunch sponsorship at \$250

Jennifer will send Robbie the details so he can put together a proof for email blast via Constant Contact

2012 Calendar

Chantal emailed Harry about either 4/12 or 4/19 for his 3 hour class. One big class this year
Jennifer recommended maybe we partner with Tampa and try to talk Harry into a second topic class.

5/24 MLS with Cindy?

Barb will contact and ask if she'll do either 5/24 or 6/21

Discuss Leased vs. Rented

Discuss what we should be doing

6/21 Insurance Disaster

7/19 Service and Comfort Animals – Getting Along with CAM's roundtable

September Lead Based Paint/Mold Disclosures. Maybe contact Sherwin Williams for speaker

12/7 Holiday Party on Marina Jack II

We can only book dates 60 days out with Holiday Inn for conference rooms

We should email Betsy and Gail to see if they are interested in giving a class and if so on what topics??

NARPM Dollars

Expire 6/15/12

We have to decide how to use them

Recommended they be applied to Jennifer's leadership class

Recommended they be split between board toward Regional Conference Fees

Vendors

Recommend we have three vendor socials

May – social

September – social and mini vendor trade show

December - social

Will give each vendor one free drink ticket

Each vendor gets one free meal or member price meal at functions

Speakers at events get a comp'd meal

Discussion if it's worth doing vendor banner? Left unresolved

Meeting adjourned

NARPM Sarasota/Bradenton Chapter

Board Meeting Minutes for Thursday, March 29, 2012

Call to order at 9:15am by Jennifer Herman

In attendance: Jennifer, Kyra, Barbara, Eleanor, Chantal, Christy

Absent: Robbie, Ed

Meeting 4/10 Harry Heist

Breakfast- Confirmed Danish and Coffee

Lunch-Confirmed Chicken Caesar and Taco Salad

50/50- Proceeds go to Royal Rescue

Gift for Harry- Chapter Donation to laptop fund

Approved special membership rate: \$199.00 with \$40.00 discount, support staff \$125.00 with \$40.00 discount

Christmas Party will be held at the Oakes Club on December 7, 2012

2012 Calendar

Cyndi Rayfield- June 21, 2012

Vendor Picnic May 12, 2012 1pm

Next board Meeting April 25, 2012 @ 8:45am

NARPM Sarasota/Bradenton Chapter
Board Meeting for Friday May 4, 2012

Call to order at 11:40am by Jennifer Herman

In attendance: Jennifer, Eleanor, Chantal, Christy

Absent: Robbie, Ed, Barbara, Andrew

Secretary Report- minutes from last BOD-approved minutes Chantal 1st motion
Eleanor 2nd the motion

Treasurers Report-Absent

Vendor Affiliate Picnic- for Vendors and Family and Members and Family

- who on the board will attend- Eleanor no
- Need to market
- Date changed from May 12th to June 16th 1:00pm need to have RSVP
- Chapter will pay for- hotdogs, buns, potato chips, cookies, baked beans, ice, charcoal, paper products, plastic ware, and tablecloth.
- Chantal- Greek salad, Christy- Chili
- Need volunteers to bring food and various implements
- Possible games- Hot Potato, Frisbee, bean bag, volleyball
- Need to determine who current vendors are
- Website needs to be updated

Insurance Meeting-Boyd Insurance-Wednesday May 30th 8:30am

- Sponsors- Christy to call National Carpet, House Calls or Simply Better Pools- they pay \$150.00 they can put flyers at the tables and speak for 5 minutes
- Luis of Puroclean wants to speak
- Jennifer confirmed we have the room for this meeting
- Topics and questions to present to Boyd 1. what should we be looking for in insurance for rentals 2. top 10 things that are not covered. 3 how does renter and owner insurance mesh.

2012 Calendar

- Cyndi Rayfield-topics
- Cynthia Deluca
- Lead-Based Paint-Eleanor has not heard back from Lynn Tait, Eleanor will follow up

Banner-

- We will use one. Eleanor motioned Christy second
- Estimate to get one \$315.00 including tax

Old Business

New Business- Next BOD June 7th 8:45 am Alamo

Jennifer motioned for adjournment at 12:45pm Eleanor 2nd

**NARPM Sarasota/Bradenton Chapter
Board Meeting Minutes for June 7 2012**

Call to order 9:00 am by Jennifer

In attendance: Jennifer, Chantal, Barbara, Robbie, Christy

Absent: Eleanor, Ed, Andrew

Secretary Report- Given by Christy minutes from last BOD. Approved minutes Jennifer motion Chantal second

Treasurers Report- Given by Barbara. We have \$ 8590.88

What is the expectation of board members attendance?

Barbara motioned if members miss 3 consecutive meetings than they will be off the board Chantal second it. All agreed.

Do we need to change the time or day to better suite everyone's schedule?

Vendor Affiliate Picnic- for Vendors and Family and Members and Family

- who on the board will attend- Jennifer, Barbara, Chantal, Robbie, Christy
- Chantal is getting to Lido at 11:30am to save area
- Robbie to market eblast Tuesday, Friday, Monday and Wednesday
- Date June 23, 2012 Need RSVP
- We will have a sign up sheet at the June 21st Cyndi Rayfield meeting
- Jennifer will shop for- hotdogs, buns, potato chips, cookies, baked beans, charcoal, water
- Robbie will bring ice
- Chantal will shop for paper products, plastic ware, and tablecloth.
- Chantal- Greek salad
- Christy- Chili and utensils for BBQ and platters
- Barbara- Pasta Salad
- Chantal to contact Ed to get it on the website
- Possible games- Hot Potato, Frisbee, bean bag, volleyball
- Need to determine who current vendors are, Barbara will make a list
- We will be inviting potential vendors, each of the BOD members to list and invite

MLS Meeting Cyndi Rayfield June 21st 8:30-11:00am

- Sign up for vendor picnic at meeting
- Jennifer and Barbara to sit up front to open up a round table
- Harry is sponsoring but will not be there

2012 Calendar

- Harry Heist July 17th Security Claims seminar- need sponsor
- Lynn Tait- lead base paint- Eleanor to contact
- Cyndi Deluca?
- Christy conveyed that Scott Corbridge suggested a National Speaker

Committee needs to keep a list of current vendors

Barbara motioned and Chantal second

Banner

- Have one made yearly
- Have vendors on banner
- Gives value to vendors
- We do not have enough by in from our vendors
- Different levels of advertisement
- Harry Heist wants to be on the banner for every event
- Get vendors on the same billing cycle, prorate to January 1st
- All dues for the banner to be paid for by February or vendor will not be on banner
- we need to get organized with our vendors
- who are our vendors
- we need to put them on the website
- Robbie and Chantal to come up with a list

Old Business

New Business- next BOD meeting June 28th 8:45am

10:31 am Jennifer motioned to adjourn Christy second

NARPM Sarasota/Bradenton Chapter Board Meeting Minutes for June 28th 2012

Call to order 9:04am

In attendance: Jennifer, Barbara, Christy

Absent: Ed, Andrew, Robbie, Eleanor, Chantal

Secretary Report-Given by Christy minutes from last BOD approved with correction of Vendor Picnic date from June 23 to July 14th. Barbara motioned Christy second

Treasurers Report-No report given because not bank statement since last meeting

Banner Purchase-Christy motioned, Barbara second

- Banner to be purchased in June to receive a discount
- Banner to be just for Chapter not to included Vendors.
- Separate board for vendors, Jennifer will create.

Purchase Projector and Case-Barbara motioned and Christy second

Vendor Picnic

- July 14th at 1:00pm Lido Beach
- Need to market right away
- Robbie to commit a \$100.00 door prize, what does that consist of.

Pro rate vendor balance so everyone can be billed at the same time- Barbara motioned Jennifer second

- Barbara will start to bill all vendors in December
- Payment due at the end of January
- If vendors pay by January than we will include them on our vendor board

Harry Heist – Security Deposit Class-Tuesday July 17th 8:30

- Barbara motioned that at all Harry's events we need 1 breakfast sponsor and two lunch sponsors. Christy second
- Possible sponsors are Boyd Insurance, Roberge & Co., One Stop or Rentbits
- Can we video tape this class for future use, Jennifer will ask

Vendor Standard of Performance

- We need to have a code of standard for our affiliate vendors
- Have NARPM members give input positive or negative
- Three negatives and it goes before the affiliate chair
- Need to organize an affiliate committee
- Need to review each vendor in November of each year prior to billing

Vendor Affiliates-Barbara motioned, Christy second

- We need 3 vendors in each category
- Only one type of vendor at the same meeting

2012 Calendar

- MLS follow up meeting postpone from July 17th to possibly August 15th
- Lead Base Paint/Lynn Tate-Eleanor to confirm
- MLS Compliance Class moved to 2013
- National Speaker to be discussed at Board Retreat
- Cynthia Deluca CE Corse possibly instead of Lynn Tate
- Need new treasurer for 2013
- Sales Tax Seminar-Jennifer will contact to see if November is a good time

Christmas Party confirmed Oak Club Dec 7th 2012 5:30-8:00pm

- We will invite John Bradford, possibly ask him to speak
- Jennifer will ask Jayci to install officers

Ethics Class-Jennifer suggested combining with Tampa, Barbara motioned Christy second

- Have it in Sarasota for \$25.00 each instead of \$45.00
- Barbara to email Betsy
- Board to pay for travel and printing of material
- Possible Date October 9th or 11th
- Check with Cher if we have the class do we still need to pay National

Board Meeting Retreat-November 8th all day

- Location to be announced
- Chairman for chapter excellence
- 2013 Calendar
- Community Service discussion

New Business- Next meeting July 24th 8:45a.m. Alamo
11:32 am Jennifer motioned to adjourn Barbara second

**NARPM Sarasota/Bradenton Chapter
Board Meeting Minutes for July 24,2012**

Call to order 9:05 am by Jennifer

In attendance: Jennifer, Chantal, Barbara, Eleanor, Christy

Absent: Ed, Robbie

Secretary Report- none given

Treasurers Report-Vendors that paid dues for this year

One Stop

House Calls

Boyd

We need to fill open position

Andrew has resigned from being Vice President

Julie possibly coming back on the board

Positions that are filled

President-Jennifer

Treasurer-Barbara

Education-Eleanor

Secretary-Christy

Mentoring a new or struggling chapter

Punta Gorda / Ft Myers starting a new chapter

Chantal to organize us mentoring them

Non agents getting designations

Christy to check with Cher

Lyn Tate Led Based Paint August 15th 8:30-11:00am

We need her bio

What are her needs?

\$15.00 for members \$25.00 nonmembers additional \$5.00 at the door

Jennifer to recognize the members of our chapter

Send out a reminder in reference to Harry's event on Lead base paint

Need a sponsor for breakfast

Chantal to contact Accu-Tech

Barbara to contact Simply Better Pools

We have two Websites

The old one needs to be eliminated

Jennifer to contact Mike Ebert

Eblasts

Jennifer will be doing the eblasts from now on

Promoting NARPM board

Invite members to a board meeting

Have members volunteer for different positions to promote and help the board

What are positions that are available for volunteer?

Small functions for each so that it is not overwhelming

Greeting

Hostess

Contact person for functions such as meetings social events through the website

Eleanor to be hostess and her name to be on constant contact until such time as a replacement is found

Eleanor to check into an answering service, google voice is free otherwise chapter to pay

Registration Policy

Membership \$295.00, new members \$245.00 Chapter discount if you join at a meeting \$25.00

Standard differential for members and nonmembers \$25.00?

Minimum cost for non members \$25.00 for each event

Chantal motioned Christy second**Why being a member is beneficial**

Discount rates for all functions Local, State National and Education

Resource Magazine

List Serv

Collogues support

Recognition at functions

State and National Conventions

Christmas Party

Annual Picnic

Virtue of being able to say you are a member

Meeting Up NARPM Meeting

Chantal to organize

Chantal to check on criteria

Add to website

Possible functions-Carmel Wine Bar, Ringling Circus

At Each Meeting

We have our projector we will rotate joining NARPM, ethics and affiliates on the projector during the meetings

We will have why join booklets available

Chapter banner

Put it out in the Lobby

On it will be what NARPM does

Christy motioned Chantal second

Jennifer to be reimbursed for the ticket from the picnic

Barbara motioned Christy second

Gift cards for the state chapter

Barbara motioned Christy second

August 21, 2012 is our next meeting

Adjourned 10:29am

NARPM Sarasota/Bradenton Chapter
Board Meeting Minutes August 23, 2012

Call to order by Jennifer 9:02am

In attendance: Jennifer, Barbara, Eleanor, Ed, Sharon, Christy

Absent: Robbie, Chantal

Secretary Report- Given by Christy, minutes from June 28th and July 24th approved with no corrections Eleanor motioned Barbara second

Treasurers Report- Given by Barbara, National gave \$968.00, Roberge paid their pro rate, AC Today is a new affiliate, Robbie and Harry owe \$75.00 each for sponsoring Lynn Tate, Balance for our chapter \$ 9500.00. Christy motioned Eleanor 2nd

Committee Chair Report-none

Lead Base Paint/Lynn Tate

- Lead base paint certified class
- October 30th 2012
- Depending on how many sign up we could have it at the Alamo or Barbara's training office.
- All attendees would purchase there own lunch
- Barbara motioned for the chapter to pay for Danish Ed 2nd

2012 Calendar

Need to plan November meeting

Potential speakers:

- Robert Locke-Eleanor to check November 13th or 15th
- Betty Fletcher-check lists
- Scott Corbridge-Christy to check
- Betsy Morgan-instruction
- Include a food-drive or Toys for tots effort at this meeting and the Christmas Party

Need to plan Board retreat in November

- Date Thursday November 8th 2012
- All day retreat
- Location Ramada Inn Airport-Barbara made reservation 10 people \$6.00 breakfast \$15.00 Lunch Total \$210.00 the room is free

Topics for retreat

- Chapter compliance
- 2013 calendar
- Special speakers-national? HUD? Housing Authority? Code enforcement
- Special projects-one or two, possibly Homeless

- Vendor relations-this year was great with getting new professional members, next year our focus should be working on vendor recruitment and relations
- Maybe we need to have a contract for board members to hold volunteers accountable to the commitment
- Maybe we need to consider a by-laws change regarding board participation

Christmas Party

- Confirmed Oaks Club December 7th 2012 5:30-8:00pm
- Jennifer to invite John Bradford
- It has been confirmed that Jayci will install our officers
- John to say a word or two after the installation
- Space for 40 people max
- Attendees to pay up front

Ethics Class

- Tabled until next year upon renewal

Tax seminar

- Roberge & Company
- Date January 24, 2013 8:30-11:00am
- We need a sponsor-AC Today?

Chapter Excellence Application

- Submitted August 1st and received by Gail

Banner- why use one?

- Need new art, the design we have will not work

Barbara motioned to talk about slating who will serve on the board next year 2013
Eleanor second

- President-Jennifer
- President Elect 2014-Christy possibly
- Vice President-Christy
- Past President-Eleanor
- Secretary-Eleanor
- Treasurer-Susan Lightcap
- Communications Committee Chair-Sharon
- Membership Chair-Barbara
- Education-Chantal?
- State Chapter Liaison-Jennifer
- Web Master-Ed

Areas that need to be filled

- Legislative Chair
- Hospitality Chair
- Vendor-Affiliate Chair

We need to come up with descriptions of each position

Vendors

- Affiliates \$200.00 per year
- We need 3 vendors per category
- We have 12 affiliates at this time

Barbara is to get 2 \$25.00 gift card for the state meeting, Christy motioned, Jennifer 2nd

Next meeting October 11th 2012 8:45am at the Alamo

Adjourned 10:32am

**NARPM Sarasota/Bradenton Chapter
Board Meeting Minutes October 11, 2012**

Call to order by Jennifer 8:56am

In attendance: Jennifer, Barbara, Eleanor, Robbie, Christy

Absent: Ed, Sharron, Chantal

Secretary Report by Christy, meeting notes from August approved-Barbara motioned Eleanor second

Treasurers Report by Barbara approved Christy motioned Eleanor second

Lead Based Paint/Certified Renovator Course/Lynn Tate meeting on 10/30/12, 8-5

- Location- Ramada Inn Airport
- Cost for the room and breakfast \$100.00 Lunch to be offered at the hotel in the restaurant, each person to pay for it themselves
- Cost \$300.00 per person
- Jennifer to send out email
- We need a minimum of 5 people
- Barbara to contact her handyman service and A/C Today
- Christy to contact House Calls

Eleanor motioned, Christy second

Security Deposit Class/ Gail Moncla 11/13/12, 9-12

- 3 CE credits
- Materials included
- Robbie to send bullet points
- Sponsored by the Chapter
- \$75.00 members \$85.00 non members registered and paid by the 9th
- Late/at the door additional \$10.00
- Robbie to find breakfast and lunch sponsors

Board Retreat 11/8/12

- Location Ramada Inn Airport
- Jennifer and Barbara to discuss topics on the trip to National

Topics discussed

- Chapter compliance
- 2013 Calendar
- Gail Moncla core law
- MLS compliance
- Suggested speakers
- Special projects
- Vendor relations

Christmas Party Oak Club 12/7/12 5:30-8:00pm

- We have confirmed Jayci to install officers
- Space for 40 people max
- Member rate \$25.00 non member \$50.00 Eleanor motioned Christy second
- Two meal choices to choose from still to be decided

Ethics Class

- Tabled until next year possibly December

Roberge & Co. Tax Seminar 1/24/13 9-11am

- Robbie to find sponsors

Banner

- Robbie to design

Adjourned 10:48 am

Adjourned 10:48 am

NARPM Meeting Notes for the 2012 retreat November 8 2012

Call to order 9:45 am

In attendance: Jennifer, Eleanor, Barbara, Ronda, Christy

Absent: Ed, Sharron, Robbie, Chantal

Secretary Report by Christy, meeting notes from October approved, Eleanor motioned Barbara second

Treasurers Report by Barbara approved, Christy motioned and Eleanor second

- Annual 2013 budget
- We have done well covering our cost last year
- Total amount in account \$10406.86
- Projected spending in 2013 \$12500.00
- State of the treasury is good

Directors and officers	2012	2013
President	Jennifer	Jennifer
Past President	Eleanor	Eleanor
President Elect		Christy
Secretary	Christy	Eleanor
Treasurer	Barbara	Ronda
Communication Chair		Ronda
Membership Chair	Ronda	Chantal
Education Chair	Eleanor	Barbara
Legislative Chair		Open
Vendor Affiliate Chair	Chantal	Open
Vender Affiliate Co Chair	Robbie	Robbie

Barbara motioned to allow an affiliates advisory chair, Eleanor second (not sure what this is. Can you explain?)

Bylaws

- We reviewed the new bylaws
- changed our Chapter bylaws
- Barbara motioned and Eleanor second

We voted that we shall not accept National Vendors as affiliate members, Barbara motioned and Eleanor second

Barbara motioned for our chapter to have a President Elect not a Vice President. Eleanor second

We will be presenting the nominees at the Security Class

- Barbara to run the election for officers

- Committee is Barbara and Julie

Chapter dues

- They will be due 45 days past the first day of the year
- Their add will come off our website if not paid on time
- Barbara motioned Eleanor second

We received Chapter Excellence!!

Barbara motioned to cover \$200.00 for both president and president elects expenses per person per year for conferences, starting in 2013. Eleanor second

Volunteer Leadership Agreement

- Board of Directors will sign each agreement
- The secretary to be in charge of tracking who has signed, who attends the chapter meetings, National and Regional meetings
- Eleanor motioned, Christy second

Christmas Party

- Menu choices: Petit Filet Mignon & Parmesan Chicken Breast or Petit Filet Mignon & Atlantic Salmon @ \$33.50 ea, Crème Brulee or Pecan Ball @ \$5.25 ea, plus 20% service charge & 7% tax + \$49.22 pp
- Members & guest event only
- Members \$25, guests \$50
- We need to collect menu preferences in advance
- Eleanor has volunteered to track who has signed up
- Eleanor to track what they will have to eat

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2013 Calendar

- Chapter meeting to be held the fourth Thursday of each month calendar permitting
- January 24 Roberge Tax Seminar (need a breakfast sponsor)
- February Harry Heist Landlord/Tenant Law 3 CE credits (need breakfast and lunch sponsor)
- February Broker/Owner Retreat
- March 21 Melissa Prandi (need a breakfast sponsor)
- March 28-29 Regional
- April 11 Vendors Social at the Alamo 5pm-7pm
- April 25 Fair Housing, Barbara to talk with a potential lawyer as a speaker or Sara Pratt (need a breakfast and lunch sponsor)
- May 23 John Bradford (breakfast sponsor)
- June 20 Michelle Brassard (breakfast sponsor)
- July 25 Panel to discuss Evaluating Real Estate Investments *Members only* we need to find people for the panel. (breakfast sponsor)
- August 17 Vendor Picnic (Turtle Beach or Arlington Park)

- September 19-20 State
- September 26 MLS Compliance (breakfast sponsor)
- October National
- November Barbara Mayo to talk on Lead generation and closing skills *Members Only* (need breakfast and lunch sponsor)
- December 6 Christmas Party

Items to be considered during the above dates

- Having a networking time on a certain subject
- Discussion on ethics one per meeting

Chapter Compliance done

Community Service

- Need to have Chapter Shirts
- Volunteer our team to a Habitat House
- Food drive

Banner has been approved

- Approved when chapter logo and website are added
- Barbara motioned, Eleanor second

Jennifer will send an email about the 2013 nominees

Items that were tabled

- CAI how can we work together
- Building our relationship with SAR and MAR
- Cost of meetings
- Name tags for members of NARPM
- Comments from BOD about affiliates on our website

Adjourned 4:45 pm