

**Sept 7, 2012**

**4 Executive Board Meetings:**

Jan 17, 2012, The Green Turtle

March 20, 2012, The Green Turtle

Oct 16, 2012, NARPM, National Convention

Dec 17, 2012, Conference Call

Location of meetings,

Grow Membership,

Possible Trade Show

Realtor, Email Blast

**2012**

**NARPM Baltimore/Washington Chapter**

**Topics:**

Using Google analytics for your website

Google voice with voice mail transcribe

Pros and cons of VOIP phones

Home maintenance suggestions for tenants

Property management software options

Property inspection tools and tips

**Meeting Dates:**

**2013**

Time 11:30-1:30

Occasion : Work Meeting

Space required: Party room,

Server, 1

Exclusive, yes

Off the menu.

4-5 checks for the group

\$250.00 total spend food and beverage, minimum for room

Tax 6%

Gratuuity 18%

**2013 Meeting Dates:**

Jan 15

Feb 19

Mar 19

April 16

May 21

June 18

July 16

Aug 20, no meeting Vacations

Sept 17

Oct 15

Nov 19

Dec 17, Holiday Party (can be at bar if needed)

**NARPM/ Washington/Baltimore Chapter  
Board Minutes  
January 2012**

Date & Time: January 17, 2012 @ 11:30

Place: The Green Turtle, Arundel Mills

Members Present: Corey Brown, Peter Cooke, Melissa Marsden, Sherri Russell

Agenda: Schedule for year... continue with 3<sup>rd</sup> Wednesday of month  
Roles and Responsibilities... distribute NARPM roles and responsibilities for Board Members

New Venue for Meetings, explore other options for meeting space that is geographically desirable for Washington & Baltimore

How to Grow Membership, competition to bring new members

How to retain old members... previous more senior members.

Treasurers Report:: Presented by Sherri Russell

Adjournment: Meeting Adjourned by Melissa Marsden

**NARPM/ Washington/Baltimore Chapter  
Board Minutes  
March, 2012**

Date & Time: March 20, 2012 @ 11:30

Place: The Green Turtle, Arundel Mills

Members Present: Corey Brown, Peter Cooke, Melissa Marsden, Sherri Russell

Agenda: Schedule for year... continue with 3<sup>rd</sup> Wednesday of month  
New Venue for Meetings, explore other options for meeting  
space that is geographically desirable for Washington & Baltimore. Suggested  
we try a restaurant that is close to BWI airport.  
How to Grow membership,  
How to retain old members...previous more senior  
members.

Treasurers Report:: Presented by Sherri Russell

Adjournment: Meeting Adjourned by Melissa Marsden

**NARPM/ Washington/Baltimore Chapter  
Board Minutes  
October, 2012**

Date & Time: October 16, 2012 @ 7:30pm

Place: NARPM, National Convention, Chrystal City, VA

Members Present: Corey Brown, Peter Cooke, Melissa Marsden, Sherri Russell, Marcia Lewis,

Agenda: Schedule for year... continue with 3<sup>rd</sup> Wednesday of month  
Topics of the Year  
New Venue for Meetings, explore other options for meeting  
space that is geographically desirable for Washington & Baltimore. Suggested  
we try the Greene Turtle @ Arundel Mills.  
How to Grow membership,  
How to retain old members...previous more senior  
members.  
Topics for 2013

Treasurers Report:: Presented by Sherri Russell

Adjournment: Meeting Adjourned by Melissa Marsden

**NARPM/ Washington/Baltimore Chapter  
Board Minutes  
December, 2012**

Date & Time: December 17, 2012 @11:30

Place: Greene Turtle, Arundel Mills

Members Present: Corey Brown, Peter Cooke, Melissa Marsden, Sherri Russell.

Agenda: Schedule for year... Change to third Tuesday of month.  
Topics of the Year  
New Venue for Meetings, Happy with the location at Greene  
Turtle  
How to Grow membership,  
How to retain old members...previous more senior members  
or previous board..

Treasurers Report:: Presented by Sherri Russell

Adjournment: Meeting Adjourned by Melissa Marsden