

NARPM Southern Arizona Board of Directors Meeting  
November 9, 2011  
Imagine Realty Conference Room

Attendance:	Debra Carson	Ginny Huffman
	Colleen Kessler	Charlene DuFresne
	Richard Huebner	Leslie Latham
	Steve Schultz	Nicolas Gardner

I .Meeting called to order at 1:30pm by President Debra Carson.

II. Minutes unanimously approved for October 12, 2011 meeting.

III. Debra opened a discussion on filing the chapter 2010 taxes. She suggested obtaining several CPA bids to have them done then she would sign as an officer. She won't sign unless they are done by a CPA. Several board members suggested names who Debra can call. Carolyn Rogers may attend the December Chapter Meeting.

IV. Nic reported that so far there is only one person volunteering for each board position so there will be no voting as it now stands. The new board members will be announced & sworn in at the December 14<sup>th</sup> chapter meeting. Ginny will type the slate.

V. Char will ask Carolyn Goldschmidt if she will serve as legislative chair. Steve Urie has introduced legislation that involves the HOA's but details were not known. NARPM will have a booth at the CAI Trade Show in January 2012 at the TCC. Leslie will arrange to get the NARPM National Booth and membership materials.

VI. Steve suggested reducing the chapter dues by the cost of the lunches and have attendees pay for their lunch separately as they attend. Although this would make the chapter dues more affordable the majority felt it would discourage meeting attendance.

**Motion Passed: 2012 NARPM Southern Arizona annual dues of \$125 due at the January 18 chapter meeting to include the cost of 6 lunches. Or member can pay \$20 for their January lunch and postpone the \$125 annual dues to be paid by the February meeting.**

Steve outlined the agenda for the December 14, 2011 Chapter Meeting. The NARPM chapter election will be held and the 2012 NARPM Board Installation will take place. SW Regional Director Carolyn Rogers may attend. Toys 4 Tots drive will be included. A Holiday Celebration will be held. Leslie will find out if the Ladies Quartet from last year's Christmas Party is available to sing at the lunch meeting. Richard will arrange for a vendor technical tip.

The January 18, 2012 Chapter Meeting topic will be Legislative Issues. Leslie will call Steve Huffman and the new head of the Tucson Chamber of Commerce to be speakers. Char will ask Carolyn Goldschmidt to speak on HOA legislative issues pending. The new Board members will be introduced.

VII. Education – NARPM Ethics Class Nov 17, 2011 2-5pm for 3 CE Hours for \$45 is required by Dec 31, 2011 for all NARPM members to satisfy the ethics 4yr class requirement. . 17 have signed up so far. Nov 18, 2011 MPM Risk Management has 5 signed up so far.

Next Board Meeting Wednesday December 7, 2011 at 2:30pm, Imagine Realty, 1955 W Grant Rd, Ste. 110, Tucson AZ.

Next Education Class Thursday November 17, Elks Lodge, 1800 N Oracle Rd., Tucson AZ, from 2-5pm – Steve Urie on NARPM Ethics.

Next Chapter Meeting December 14, 2011 at 11:30am, Elks Lodge, 1800 N Oracle Rd, Tucson AZ.

Adjourned 3:05pm

Respectfully submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
December 7, 2011  
Imagine Realty Conference Room

Attendance:	Debra Carson	Ginny Huffman
	Colleen Kessler	Antionette Alvarez
	Richard Huebner	Leslie Latham
	Steve Schultz	Nicolas Gardner
	Melody Ogden	Linda Seeley
	Eddie Nordstrom	

I .Meeting called to order at 2:30pm by President Debra Carson.

II. Minutes unanimously approved for November 9, 2011 meeting.

III. Eddie reported \$5183.60 balance in account.

IV. December 14 Chapter Meeting will be the Holiday Celebration with Mike Mulvena as Santa. It will include vote for new Board & induction. SW NARPM Regional Director Carolyn Rogers will attend and speak. Turkey dinner will be served by Elks. Also included: Toys 4 Tots Drive, 50/50 Raffle with half proceeds to Food Bank, Drawings for gift certificated donated by vendors.

V. New Chairpersons for 2012 include:

Richard Huebner – Affiliate Chair

Leslie Latham – Program Chair

Antionette Alvarez – Marketing

HOA – Char DuFresne

Positions Open: Legislative, Education, Membership

Carolyn Goldschmidt declined the position of Legislative Chair due to conflict of interest.

Antionette will assist in the Chapter Website with Leslie.

V. Leslie reported that NARPM will have a booth at the CAI Trade Show in January 2012 at the TCC. Leslie will arrange to get the NARPM National Booth and membership materials. Melody offered to decorate the booth that morning – Hollywood Theme. Volunteers to cover the booth were requested.

Owner/Broker Conference scheduled for Sept 21, 2012.

VI. Ginny donated a Laptop with QuikBooks to the chapter.

VII. January 18, 2012 Chapter Meeting – Steve Huffman will talk about Legislative issues. The new COO of the Tucson Chamber of Commerce will speak. Richard will arrange a Technical Tip.

Next Chapter Meeting December 14, 2011 at 11:30am, Elks Lodge, 1800 N Oracle Rd, Tucson AZ

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Next Board Meeting Wednesday January 9, 2011 at 2:30pm, Imagine Realty, 1955 W Grant Rd, Ste. 110, Tucson AZ.

Adjourned 2:20pm

Respectfully submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
January 11, 2012  
Imagine Realty Conference Room

Attendance:            Ginny Huffman            Charlene DuFresne  
                             Colleen Kessler            Linda Seeley  
                             Leslie Latham  
                             Steve Schultz

I. Meeting called to order at 2:30pm by President Ginny Huffman.

II. Minutes unanimously approved for December 7, 2011 meeting.

III. Committee Chairs – Lou Kahn volunteered to be Membership Chair.  
Still open is the Chair for Education & Legislative Issues.

IV. Leslie requested some Property Management issues for COO Chamber of Commerce speaking at next chapter meeting. Name tags was again suggested for board members and committee chairs for all meetings.

V. Char discussed the CAI Trade Show Friday Jan 13. NARPM will share booth with CAI committee. Members Leslie, Steve, Melody, Colleen volunteered to assist in manning the booth. The purpose is to promote the CAI/NARPM forms and the improving relationships between the two managing entities. Costumes for a Star Wars theme were rented.

Motion Approved: Pay \$220.03 for the rental costumes to be worn by NARPM members.

Next Board Meeting Wednesday January 9, 2011 at 2:30pm, Imagine Realty, 1955 W Grant Rd, Ste. 110, Tucson AZ.

Adjourned 3:40pm

Respectfully submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
Feb 9, 2012  
Imagine Realty Conference Room

Attendance:	Ginny Huffman	Charlene DuFresne
	Colleen Kessler	Linda Seeley
	Leslie Latham	Richard Huebner
	Steve Schultz	Antoinette Alvarez
	Lou Kahn	

I .Meeting called to order at 2:30pm by President Ginny Huffman.

II. Minutes unanimously approved for Jan 11, 2012 meeting.

III.Chapter Account Balance \$7170.10

IV. Leslie has tentative speakers planned for upcoming chapter meetings: Ryan Phillips from App Folio for March 21 meeting, Megan Gallagher from RentalHomesPlus.com for May 16 meeting. Also AC Problems will be addressed at May 16 meeting in a vendor panel.

Leslie would like to purchase a NARPM Chapter banner that is easily portable to use at conferences, meetings, etc.

**Motion Approved:** Charge of \$75 per person for attendance at the Broker Conference September 21, 2012, \$65 per person if paid by July 31. A maximum of \$2000 to be used for conference expenses from the Chapter Budget.

V. Membership Chair Lou Kahn will contact membership list of those who joined National NARPM but not local chapter. The 2012 Directory will include only the local members. To date there are 19 local members for the year. Lou suggested announcing new members at each chapter meeting. Lou will email dues bill to all local National members who have not joined the local chapter.

**Motion Approved:** \$25 Cash awarded to any current member who sponsors a new local member.

VI. Marketing Chair Antoinette suggested raffling off the sign riders with the 50/50 raffle.

VII. HOA Chair Char will announce at March 21 chapter meeting that the Directory will include all Vendor Affiliates that have joined by end of March. Richard will help Char with the vendor information for Directory. The next HOA/CAI Task Force meeting on forms will be held on March 8 at Carolyn Goldschmidt's office at 11:30am.

VIII. Education Chair Steve is planning two National NARPM Designation Classes – 6hrs. The November 9 class will be in the TAR Board Room. A second class planned for the April 2013 timeframe may be held in Casa Grande with invitations to the Phoenix chapters.

Steve asked if the Board wanted to continue videoing the meetings. We will continue the videos but the NARPM website is still being updated so nothing is being done with them now.

Next Board Meeting Wednesday March 14, 2012 at 2:30pm, Imagine Realty, 1955 W Grant Rd, Ste. 110, Tucson AZ.

Adjourned 4:30pm

Respectfully submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
March 14, 2012  
CoCo's Restaurant

Attendance:	Ginny Huffman	Colleen Kessler
	Linda Seeley	Lou Kahn
	Leslie Latham	Richard Huebner
	Steve Schultz	Antoinette Alvarez

I .Meeting called to order at 2:15pm by President Ginny Huffman.

II. Minutes unanimously approved for Feb 9, 2012 meeting.

III.Chapter Account Balance \$8802.00

IV. Discussion began on setting up a memorial fund in Bob Gaudette's memory. Checks should be payable to NARPM with note to be used for the memorial fund.

**Motion Approved:** Set up Robert Gaudette Memorial Fund - recipients of funds to be determined at a later date.

V. Leslie confirmed speakers for March 21 Chapter Meeting - Ryan Phillips from App Folio & Megan Gallagher from RentalHomesPlus.com. Next chapter meeting in May will be Panel discussing Monsoon Issues.

VI. Membership Chair Lou Kahn has contacted 18-20 potential local chapter members but has not had a lot of positive response. Charles Devoid told Lou he could not afford the dues because of financial issues with his company.

**Motion Approved:** Offer Charles 2012 local Membership at not cost assuming he is a National member of NARPM.

VII. Marketing Chair Antoinette is getting prices for banners.



VIII. Leslie reported on the CAI task force in Char's absence. The local CAI membership has submitted the HOA/CAI/Property Management Forms Task Force project for a National CAI award.

IX. Education Chair Steve reported the TAR Board Room is reserved for Nov 9, 2012 for National Designation education classes. Lou Kahn has offered to be a mentor for anyone that wants to pursue a designation. The advantages of a Property Management designation and NARPM member need to be promoted: E&O insurance discount, professional relationships, professional resources, problem solving, etc.

X. Affiliate Chair Richard announced a new Vendor Affiliate member Martin Insurance. Richard told all vendors they must pay 2012 dues by the March member meeting to be included in the 2012 Directory.

XI. Possible fund raising ideas were discussed including a casino night. Logistics still need to be explored such as location, insurance, etc.

Next NARPM Chapter Meeting Wednesday March 21, 2012, 11:30am at the Elk's Lodge, 1800 N Oracle Rd, Tucson AZ

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Next Board Meeting Wednesday April 11, 2012 at 2:30pm, Imagine Realty, 1955 W Grant Rd, Ste. 110, Tucson AZ.

Adjourned 4:35pm

Respectfully submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
April 11, 2012  
Imagine Realty Conference Room

Attendance:	Ginny Huffman	Colleen Kessler
	Linda Seeley	Char Dufresne
	Leslie Latham	Richard Huebner
	Steve Schultz	Antionette Alvarez

I .Meeting called to order at 2:30 pm by President Ginny Huffman.

II. Minutes unanimously approved for March 14, 2012 meeting.

III.Chapter Account Balance \$9620.34 reported by Treasurer Linda.

IV. Programs Chair Leslie reviewed the agenda for next Chapter meeting May 16, 2012. Panel of vendors will discuss Monsoon Issues for rental properties. Char will ask Carolyn Goldschmidt to give a legislative update. Leslie will send a “Save the Date” for the September 21 Broker Conference.

V. Marketing Chair Antionette brought a sample banner for her company Titan Restoration. She is investigating pricing from several companies for a NARPM banner. Appx 3.5’ X 7’

VI. HOA Chair Char invited the Board to her Copper Rose Board Member Training Event on May 1<sup>st</sup> from 6-8pm. Friday April 13 is the CAI Las Vegas Night – several Board members planned to attend.

VII. Steve is working on scheduling CE classes for 2012 with Steve Urie. The TAR Board Room is reserved for November 9 for a 6hr designation class.

VIII. Char reported that the NARPM Directories are ready for print. The Board decided on Shiny White covers with Burgundy print. The will be distributed at May Chapter meeting.

IX. Vendor Affiliate Chair Richard reported that vendors continue to sign up - we now have over 20 affiliate vendors. The chapter will limit vendors to 3 per category unless the new vendor brings in 3 new members.

X. Unfinished Business – Donations will be solicited at the next Chapter meeting May 11 for The Bob Gaudette Memorial Fund. Donations will be given to the Kennel Club.

Next Board Meeting Wednesday May 9, 2012 at 2:30pm, Imagine Realty, 1955 W Grant Rd, Ste. 110, Tucson AZ.

Next NARPM Chapter Meeting Wednesday May 16, 2012, 11:30am at the Elk's Lodge, 1800 N Oracle Rd, Tucson AZ

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Adjourned 4:45pm

Respectfully submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
May 9, 2012  
Imagine Realty Conference Room

Attendance:	Ginny Huffman	Colleen Kessler
	Linda Seeley	Char DuFresne
	Richard Huebner	Antionette Alvarez
	Steve Schultz	

- I .Meeting called to order at 2:30 pm by President Ginny Huffman.
- II. Minutes unanimously approved for April 11, 2012 meeting.
- III.Chapter Account Balance \$19,917.80 reported by Treasurer Linda.
- IV. Chapter Meeting May 16 Steve Schultz will run the Monsoon Madness Panel of 5 vendors. Questions & Answers from members. Char will give Legislative Update with information from Carolyn Goldschmidt. 2012 Directories will be distributed.
- V. Antionette is still investigating banner prices and is dealing with ongoing chapter website issues.
- VI. Char reported that AAR did not support the HOA forms for Zipforms. June 13 will be a joint NARPM/CAI meeting at Elks Club. CD's with the HOA forms will be passed out.
- VII. Steve continues to address CE class instructors. Steve Urie, the only ADRE NARPM certified instructor, is not returning his calls. The Nov 9th designation classes are in jeopardy with no instructor available.
- VIII. Steve discussed his planning ideas for 2013. His goals are to increase membership to 40 professional members, increase reserves, get more members to participate in the chapter and to expand the property management education. He also suggested expanding the committees to include a Fund Raising Chair, Website Chair, revisit the responsibilities of Marketing Chair.
- IX. The concept of Professional Affiliates to expand the membership was

discussed.

**Motion Approved:** To permit Professional Affiliates - those with an affiliation in a Property Management related field (HOA, Fair Housing, or anyone not profit motivated) to join the Chapter for \$175. Payment now would be in full with 2013 prorated.

Linda will create a application form.

Next NARPM Chapter Meeting Wednesday May 16, 2012, 11:30am at the Elk's Lodge, 1800 N Oracle Rd, Tucson AZ

Next NARPM Board Meeting Wednesday June 13, 2012 at 2:30pm, Imagine Realty, 1955 W Grant Rd, Ste. 100, Tucson AZ

Adjourned 3:55pm

Respectfully submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
June 13, 2012  
Imagine Realty Conference Room

Attendance:

Ginny Huffman	Colleen Kessler
Linda Seeley	Steve Schultz
Char DuFresne	Jesus Johnson
Leslie Latham	Lou Kahn
Antionette Alvarez	

1. Meeting called to order at 2:30pm by President Ginny Huffman.
2. Minutes unanimously approved for May 9, 2012.
3. Chapter Account Balance \$10,296.03 reported by Treasurer Linda.
4. Leslie reported that she is waiting for confirmation from Judy Lowe's office to book her as a guest speaker at the July Members Meeting. The topic will be Property Management audits and trust accounts.  
Leslie gave an update on the Broker Conference. Tickets are \$65 if purchased by end of July, \$75 after that date. She distributed a preliminary program including speakers and topics and a Budget Projection.
5. Property Management Fair Housing Class scheduled for October 3 from 1-4PM at TAR for 3 CE Credits. Education Chair Jesus will sign in NARPM Members and TAR Members who attend at no charge. The November 9 NARPM National Designation 6hr class will be taught by a NARPM assigned instructor. It probably will not be eligible for continuing education credits.
6. Antionette is still working on a NARPM Banner. Marketing efforts should focus on the benefits of joining NARPM. She asked that board members think of marketing ideas for next board meeting.
7. Char reported that the new Property Management HOA forms are being put on CD's for distribution at the joint NARPM/CAI Meeting June 20 at the

Elks Club. NARPM Directories are being printed and will also be distributed.

8. Steve has submitted all paperwork to become a certified CEU Instructor through ADRE and is waiting for approval. His plan is to develop and offer Property Management Courses.

Next NARPM Board Meeting Wednesday July 11, 2012 at 2:30pm at  
Imagine Realty, 1955 W Grant Rd, Ste. 100, Tucson AZ

Next NARPM Chapter Meeting Wednesday July 25, 2012, 11:30am at the  
Elk's Lodge, 1800 N Oracle Rd, Tucson AZ

NARPM Southern Arizona Board of Directors Meeting  
July 11, 2012  
Imagine Realty Conference Room

Attendance:	Ginny Huffman	Steve Schultz
	Colleen Kessler	Richard Huebner
	Leslie Latham	Lou Kahn
	Jesus Johnson	

1. Meeting called to order at 2:30pm by President Ginny Huffman.
2. Minutes unanimously approved for June 13, 2012 meeting.
3. Chapter Account Balance \$9796.03 reported by Treasurer Linda by email.
4. July 25 Chapter Meeting will include speaker Judy Lowe, AZ Department of Real Estate Commissioner will talk about the audits being done on property managers. Art from Silverado Plumbing will do the technical tip. Other topics to be covered at the meeting include upcoming educational courses, Broker Conference, 50/50 Raffle. Lou will distribute NARPM Packages to all non-NARPM members at the meeting.
5. Richard the affiliate chair asked for advice on new vendors wanting to join since there is a high ratio of vendors to members. In order to increase membership we discussed an incentive for vendors to bring in new members by giving membership credit to sponsoring vendor. We may limit the number of vendors from each trade category and identify the categories where we do not have vendors but would like to have them. A new vendor structure will be introduced for 2013.
6. Steve has been approved as an ADRE Instructor. He needs to set up classes and solicited suggested subjects such as ALTA, audits, etc.
7. Steve is continuing to develop his budget and tasks for 2013. He will email his list for member's review.

Next NARPM Chapter Meeting Wednesday July 25, 2012, 11:30am at the Elk's Lodge, 1800 N Oracle Rd, Tucson AZ.

Next NARPM Board Meeting Wednesday August 8, 2012, 2:30pm at Imagine Realty, 1955 W Grant Rd, Ste. 100, Tucson AZ.

Adjourned 4:00pm

Respectfully Submitted: Colleen Kessler, Secretary



NARPM Southern Arizona Board of Directors Meeting  
August 8, 2012  
Imagine Realty Conference Room

Attendance:	Ginny Huffman	Steve Schultz
	Colleen Kessler	Richard Huebner
	Leslie Latham	Linda Seeley
	Jesus Johnson	Antionette Alvarez
	Char DuFresne	

1. Meeting called to order at 2:30pm by President Ginny Huffman.
2. Minutes unanimously approved for July 11, 2012 meeting.
3. Chapter Account Balance \$9521.48 reported by Treasurer Linda by email. She also distributed a Profit & Loss Balance Sheet.
4. September 19, 2012 Chapter Meeting will address Property Management topics for discussion. Each table will be given a topic for analysis and recommendations to the group. Ginny will introduce the elections by announcing the slate for November. Jesus will present education information including designations available, differences & what is required. A vendor technical tip will be included.
5. 2012 Broker Conference Sept 21, 2012. Sponsorships available to vendors – 9 Silver Sponsorships for \$200, 1 Gold Sponsorship for \$500. Sponsors receive 1hr Coaching Workshop with Eileen Shenker in addition to attendance at conference, promotion of company with flyers & materials, networking opportunities, and table signage. Conference to be held 8am-5pm at Westin LaPaloma for \$75 Registration Fee.
6. Marketing Chair Antionette will get sample banner for the chapter.
7. HOA Chair Char suggested adding a link to HOA information on the local chapter website as a benefit to members.
8. Fair Housing CE Class October 3, 2012 from 1-4pm at TAR Conference Room. Richard will coordinate snacks & drinks. Jesus will ask Cheri to announce on MLS. Designation Class November 9, 2012 from 9am-4pm in TAR Board Room. Instructor is Steve Urie – 6 CE Credits pending.
9. Steve announced he will teach 4 classes next year. \$100/class to be included in 2013 budget.
10. Issues discussed: people attending chapter meetings and not signing in or paying? People attending without RSVP? Name tags suggested. Better coverage at entrance tables.

11. Ginny is working on AZ Corporate Report. Linda will look into the IRS Tax Form 990-EZ which needs to be filed for 2012. She will look for last year's filing. Ginny is keeping a 2012 checklist for Chapter Compliance Report for December.

Next NARPM Board Meeting Wednesday September 12, 2012, 2:30pm at Imagine Realty, 1955 W Grant Rd, Ste. 100, Tucson AZ.

Next NARPM Chapter Meeting Wednesday September 19, 2012, 11:30am at the Elk's Lodge, 1800 N Oracle Rd, Tucson AZ.

Adjourned 4:45pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
September 12, 2012  
Imagine Realty Conference Room

Attendance:	Ginny Huffman	Steve Schultz
	Colleen Kessler	Richard Huebner
	Kenneth Frederick	Linda Seeley
	Jesus Johnson	Antionette Alvarez
	Char DuFresne	Lou Kahn

1. Meeting called to order at 2:30pm by President Ginny Huffman.
2. Minutes unanimously approved for August 8, 2012 meeting.
3. Chapter Account Balance \$9129.73 reported by Treasurer Linda. 14 registered attendees for Broker Conference plus all vendor sponsorships sold.
4. Board members voted to cancel the September 19 chapter meeting since the Broker Conference is so close two days later. Chapter meeting will be rescheduled for November 28 if the Elk's Club can accommodate us. Election slate will be announced with Treasurer and Secretary running again unopposed and President Elect slot still open.
5. Marketing Chair Antionette reported that the NARPM banner will be available for the Broker Conference at a cost of about \$220.
6. HOA Chair Char reported website with HOA documents is pending. She shared some of her ideas for next year – instructions on how to find a Management Company, attorneys to discuss pertinent issues such as ALTA, Easements, etc., and using themes such as Knowledge and Education.
7. Richard reported that all vendor sponsorships for the Broker Conference were sold. He will notify all vendors of the cancellation of the September 19<sup>th</sup> Chapter Meeting.
8. Jesus reported the Fair Housing CE Class on October 3 at TAR from 1-4pm and the designation class with Steve Urie on November 9 at TAR Board Room from 9am-4pm. Steve has been approved to teach two classes at Hogan School of Real Estate – November 16, 9-12noon Class on Leasing, 3 CE Contract Law and December 6, 9-12noon Class Introduction to Property Management 3 General Credits.
8. Steve announced that Michelle Martin of Martin Insurance Company offered to head up a Casino Night next year as a fund raiser for the chapter.

Next NARPM Board Meeting October 10, 2012, 2:30pm at Imagine Realty, 1955 W Grant Rd, Ste. 100, Tucson AZ.

Adjourned 3:45pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
October 10, 2012  
Imagine Realty Conference Room

Attendance:	Ginny Huffman	Steve Schultz
	Colleen Kessler	Richard Huebner
	Kenneth Frederick	Linda Seeley
	Jesus Johnson	Antionette Alvarez
	Char DuFresne	Michelle Martin

1. Meeting called to order at 2:30pm by President Ginny Huffman.
2. Minutes unanimously approved for September 12, 2012 meeting.
3. Chapter Account Balance \$9795.17 reported by Treasurer Linda. She projects a year end balance after two additional chapter meetings this year to be about \$7700.00.
4. The November 28, 2012 Chapter Meeting will include a 30min memory workshop presentation by Memory Dynamics. Richard will arrange a Technical Tip. Election slate will be presented and 2013 Membership Applications. Char will do an HOA presentation on how to identify an HOA manager for a rental property.

**Char DuFresene has volunteered to run as 2013 President Elect.**

5. Membership for 2013 was discussed. Linda will email invoices to current members and vendors by end of October.

**Motion:** Local NARPM 2013 Dues are \$125 if paid by December 31, 2012, \$150 after January 1, 2013.

Vendor 2013 Dues are \$225 if paid by December 31, 2012 and will include 2013 Directory ad. Vendor Dues after January 1, 2013 are \$250 with no Directory ad. Professional Member 2013 Dues are \$175 if paid by December 31, 2012 and will be included in 2013 Directory. Professional Member Dues after January 1, 2013 are \$200 but not included in 2013 Directory.

5. Marketing Chair Antionette supports the concept of combining Marketing & Membership next year.
6. HOA Chair Char offered to do an HOA segment at each Chapter Meeting. She will prepare a flyer outlining the benefits of NARPM to be used as a hand out to promote membership.

**Action: Ginny & Jesus will visit several Property Management Offices in Sierra Vista to promote membership in the local NARPM Chapter before the next meeting.**

7. Steve will call NARPM National to find out if we as a local chapter can collect both National and Local Dues and pass on the National Dues amount. This would simplify the dues collection. All agreed that credit card charges would help with collecting dues and Chapter Meeting fees for non-members.

Steve's two scheduled Property Management CE Classes are in Hogan's Frontrunner publication. They will be held on November 16, 2012 & December 6, 2012 from 9-12 noon.

Steve and Char will outline speaker schedules for 2013.

Next NARPM Board Meeting November 14, 2012, 2:30pm at Imagine Realty, 1955 W Grant Rd, Ste. 100, Tucson AZ.

Next NARPM Southern Arizona Chapter Meeting November 28, 2012, 11:30am at Elk's Lodge, 1800 N Oracle Rd, Tucson AZ.

Adjourned 4:30pm

Respectfully Submitted: Colleen Kessler, Secretary