

9:22am

- 1/11/12 Meeting is called to order
- Proposed idea: Minutes completed and submitted to NARPM National for posting within week
- Proposed idea: All changes to minutes must be submitted within 48 hrs of completion
- Proposed idea: Send affiliates minutes to prove worth of meetings
- Review applications for new affiliate memberships
  - Fisher Painting - No objections, two members vouch for vendors work and ethical behavior
  - Felton LLC - No objections, two members vouch for vendors work and ethical behavior
- Review affiliate membership renewals - ServPro and Landlord Solutions (all members approve)
- Proposed idea: Secretary and Treasurer arrive to meetings early (10-15 mins) to set up table for check-in (compare guest list with RSVP list for No Shows)

9:34am

- Update for Jodie
  - Annual renewal for non profit is Aug 1st 2012
  - IRS filing May 1st 2012
- Jim talks on
  - NARPM Kitsap still using West Sound Bank Checks even though it is now Kitsap Bank (Kitsap Bank is okay with old checks - Idea is to take away opportunity for vendors, members or payees to get confused with use of defunct bank)
  - What are the costs?
  - All NARPM Kitsap Chapter mail goes to Tracyton P.O. Box. Should this change to Silverdale P.O. along with check correction?
    - Currently keeping with Tracyton to cut down on confusion with address change
  - New Bylaws were presented to NARPM National. We will abide by new bylaws unless told otherwise by National

9:42am

- Kate excuses herself
  - Discussion begins on what to do with Theresa in terms of NARPM.
    - Theresa can not be a member of NARPM without being employed by a professional property management company.
    - We will wait till March meeting to see if Theresa is able to find employment with a property management company.
    - This allows 60 days before decision has to be made based on Theresa's employment (NARPM allows up to 60 days to pay dues & update membership).
    - If she is able to find proper employment she would be sworn in during March's meeting
    - If Theresa does not find qualifying employment she will step down
    - Shana - motion to wait 60 days for full decision based on employment

- Allison 2nd - 5 votes (all agree)
- Jan 19th swearing in of officers and present CSS
- 2nd installment will be in Feb meeting (Jodie)
- Open discussion on a way to require paying members to attend meetings or participate
  - Group does not see that changing on a National level due to use of membership numbers (participating or not) as political leverage and some members can not make it to meetings

9:57am

- Inform Kate of decision of Theresa's situation
- E-vite needs to have statement that if you do not cancel before a meeting that you have RSVP'd to you will be charged for the meeting

10:01am

- Feedback about previous year
  - Earlier holiday meeting? Easier to attend due to personal holiday plans
- National Convention is 1 week earlier this year
  - Can all board attend?
- Oxford Suites as a venue
  - (Upstairs) Min required attendance is 10 - Average attendance is 20
  - PRO - Good central location, lots of room, good view
  - CON - Chapter breaks even, reservation is held to RSVP (extra attendants are not covered with meeting dues)
  - Downstairs rental is a flat rate of \$100 (good for classes)
  - Upstairs \$16 per person - includes tax and drinks (non alcoholic)
  - Cost overages were from attendants ordering alcoholic drinks (discouraged)
- Proposed raise in monthly dues from \$18 to \$20
  - Idea does not go to vote
- In order to keep costs down attendants are encouraged to stick to the menu
- Social events (Xmas party) we will offer a different menu
- Having an constant location would allows for consistency and predictability

10:20am

- Should we renew our Chapter membership to Bremerton and Silverdale Chamber of Commerce?
  - It only is worth its cost with consistent attendance and reporting to NARPM Chapter of activity
  - \$250/yr membership renewal for Bremerton Chamber renewal due in June
  - \$199/yr membership renewal for Silverdale Chamber renewal due in Sept.
  - Agreed to review before renewal dates

10:30am

- Discuss future Board meeting schedule
  - April 10th 9am Pickett
  - July 10th 12pm Port Gamble (BBQ?)
  - Nov 15th Oxford Suites (Transition)

10:54am

- Open discussion of future topics

- Change up vendor intro
  - Each vendor introduces a different vendor (promote mingling)
- 30 mins for speaker
- Offer clock hour classes 2-3 times a year
- Self defense class (earlier in the day with brown bag lunch (during school year))
- Panels (only when well prepared)
- Stress/Time management

11:14am

- YMCA as a venue is too expensive (\$150hr w/ no food or drinks allowed)
- Card for Gaskill families loss
- Military housing panel
  - 1 person from BHA, Navy legal and XO of shipyard
    - We would have to have all questions presented to each guest ahead of time for Navy approval
    - We should review questions before Navy approval to cut down on filler information
    - Should take this opportunity to educate Navy of local/state laws.
- Speak to NARPM National on how to post minutes to chapters web page
- What is the Affiliate application work flow?
  - App into Jodie - email to board - membership list - evite

12:10pm

- Paul Davis Restoration wants to join
  - We may be able to put a panel together about restoration (Servpro, Service Master and Paul Davis)

12:17pm

- Adjourn meeting

NARPM Board Meeting April 10 2012 Pickett Property Management

9:00am - Call to order

Kate asks for updates

Evie - No updates (going to look into Evites for next week invite w/ a reminder)

May 13th Oxford Suites

June - Hales Ale (time management - Elaine Jones: Norm Dicks)

Kitsap Property Management is looking to join Kitsap Chapter

Alison - Looking to become NARPM clock hr class instructor (serving the military tenant)

Review of treasury - Oxford suites w/ clock hrs comes out ahead of other local venues

Review of Hales Ale as venue. As long as \$300 in food is purchased hall space use is free

National NARPM page needs correction of board members (is 2 years behind)

Need to address with vendors inviting vendors (how to RSVP)

Working on ways to tighten up RSVP

Allison - Member chair w/ Shana assisting (refer new members to them for intro)

Expand to Bainbridge and to members at large

July 10th meeting changed to July 11th (opposed by no one)

July 11th 2012 Board Meeting

Servpro wants to do a vendor tradeshow

Apartment Management - companies can become Affiliate members)

Navy Housing has been approached about joining NARPM

quick review of future meeting

Ideas for new venues- Monicas (too small), Old town bistro ( too dark)

Review room hosts for Boise

2yr option for board members (not required) this is to allow better knowledge of position and how board works.

Still looking for website help

9:57am Meeting closed.

7/11/12

11:58 am Meeting begins

Kate updates on sponsored golf hole at national (\$500). We agreed that a sign at the hole is needed (Shana is taking care of sign). Possible halloween themed hole since event takes place in October.

Evie gives update on speakers.

Military housing

Sept - Paul North of Pillar to Post

August 1st is deadline to submit requirements for Chapter Excellence

December 1st is deadline for Chapter Compliance

Consider a survey to gauge how Hales worked as a venue

After all is said and done \$97 was made. That is after 2 lunches were paid for by chapter (speakers)

Agreed that \$500 donation for hole sponsorship is our National donation.

Vendor appreciation event will be held at the Oxford Suites

Nov 15th is an all day meeting for planning 2013

Board had questions about if an Affiliate member could be on the board.

Group believes by-laws were recently changed to allow this.

Jodie nominates Kevin to be Treasurer for 2013

Jonathan agrees to stay on one more year as Secretary

We agree that contacting Forrest City to join as full NARPM member is a good idea.

Considered sponsoring Navy Housing NARPM membership due to they do not provide a payed service (Property Management or Vendor)

Working on how we can expand our membership

Meeting adjourned 1:30 pm

October 11th 10:30am

By laws review - President is a 2yr commitment (pres 1yr - past pres 1yr)

Call for donations MADD (same Sat as National)

Chapter Compliance - In by Dec. 1st Non Profit Secretary of State Form

Evie, Kate, and Jodie - going over email address list

- When NARPM Minutes are email be sure to include an Opt-Out statement

We will need a proposed budget at Nov. 2012 Meeting

Proposed Motion - Kitsap NARPM pays for basic Quickbooks for incoming Treasurer

- Passed- all for

Vendor appreciation Nov 30th

- o Current NARPM Affiliate members receive their meal free +1
- o NARPM member guest meals paid by member who invites guest
- o Non Member and extra guests pay \$18 per person
- o Oxford Suites - Bistro tables or Hi-tops to allow for networking and walking traffic
- o Proposed awards - Vendor who drives the furthest for meetings, Vendor who attends most meetings...
- o Vendor specific gifts and gift cards
- o Cash bar

Nov 15th meeting will be at the Oxford Suites with an immediate Board meeting at Pickett

Properties to work on 2013 agenda

Jonathan agrees to create ballot for Board Election

Nominations

Motion to Raffle a 2013 Affiliate Membership at Vendor Appreciation

- Passed- All for

11:30am Meeting Adjourn

## Kitsap County NARPM Board Minutes Nov 15th 2012

12:48pm Call to Order

- Idea to use Dropbox to manage NARPM chapter information
- By Laws to review changes need to be made before Jan 1st 2013
  - look into having to be present to vote (possibly using online survey to vote)
  - currently only Pro members can vote, look into changing so support staff can vote also (they can get designations through NARPM why not vote?)
- Clarification - Being a National Affiliate does not make you a County Affiliate Member
- Organizing of raffles 50/50, Affiliate membership and prizes
- 50/50 half goes to winner, other half goes to YWCA to add to Christmas Angels budget
- Jonathan to email NARPM members for raffle prizes (brought to Vendor party)
- Topics/Schedule see handout
- Open talk about NARPM venues
- Kitsap County NARPM will be getting it's own Facebook page, email address ([kitsapnarpm@gmail.com](mailto:kitsapnarpm@gmail.com)) and Dropbox
- 2013 Budget to be presented to board at later date by Jodi
- To encourage NARPM participation we will go over volunteer and committee responsibilities early in the year to provide expectations
- Go over ways to increase public view of NARPM in the county
- Possible NARPM sponsored meeting as a membership drive (June)
- Possibly raffling off NARPM membership at June meeting
- Start going over board and committee responsibilities at the same time the Code of Ethics is read.

3:23pm Meeting Adjourn