

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: January 13, 2012 @ Sizzlers Steak Houses

I. **CALL TO ORDER:** Liz Ishimitsu called the meeting to order at Noon.

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Liz Ishimitsu	<u>O</u>	Bradley Isa
<u>X</u>	Scher Webb	<u>O</u>	Darlene Higa
<u>X</u>	Clara Yokoyama	<u>X</u>	Richard Vierra
<u>O</u>	Tatiana Montez	<u>O</u>	Cathy Matthews
<u>X</u>	Primrose Leong-Nakamoto	<u>X</u>	Elaine Saigusa
<u>X</u>	Cheryl Kunimoto	<u>O</u>	Steven Saito
<u>X</u>	Lurline Johnson	<u>X</u>	Becky Gustafson
<u>X</u>	Laurene Young		

QUORUM PRESENT: YES (Bold Names) GUEST: _____

III. **TREASURER'S REPORT:**

For Period of December 1-31, 2011 Ending Balance: **\$17,280.93**

IV. **MINUTES OF DECEMBER MEETING:**

Approved by Lurline and seconded by Primrose.

V. **OLD BUSINESS:**

Committee Reports:

1. February Regional Conference, Las Vegas – Per Richard, Ethics class will earn 6 CE credits.
2. Membership – Cheryl - \$100 *incentive did not bring much new members*. Leis recognition.
3. Star-Advertiser articles – Cathy –*Needs more questions for the newspaper article*.
4. Designation – Prim *No update*
5. Vendors – Becky – 1 year membership does not start 1st of year.
Membership also includes affiliate members,
6. Code of Ethics – Scher (**Absent**)
7. Speakers – Elaine – For January speaker is Lowell Kalapa.

VI. NEW BUSINESS:

- 1.** Insurance – Tabled.
- 2.** HERO Chapter Dues – (
- 3.** February's Speaker: Berton Hamamoto R, ABR, CRB, CFP of Property Profiles – Topic: 2012 Residential and Property Management Forecast

VII. ADJOURNMENT: 2:15 pm

Respectfully submitted by Clara Yokoyama-Secretary

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: February 10, 2012 @ Sizzlers Steak Houses

I. **CALL TO ORDER:** Liz Ishimitsu called the meeting to order at 12:15 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Liz Ishimitsu	<u>X</u>	Bradley Isa
<u>X</u>	Scher Webb	<u>X</u>	Darlene Higa
<u>X</u>	Clara Yokoyama	<u>X</u>	Richard Vierra
<u>O</u>	Tatiana Montez	<u>O</u>	Cathy Matthews
<u>X</u>	Primrose Leong-Nakamoto	<u>X</u>	Elaine Saigusa
<u>X</u>	Cheryl Kunimoto	<u>O</u>	Steven Saito
<u>O</u>	Lurline Johnson	<u>O</u>	Becky Gustafson
<u>X</u>	Laurene Young		

QUORUM PRESENT: YES (Bold Names) GUEST: _____

III. **TREASURER'S REPORT:** By Primrose for Tati

Date correction December Statement in lieu of 2012 YTD should be 2011.

For Period of January 31, 2012 Ending Balance: \$15,626.90

IV. **MINUTES OF DECEMBER MEETING:**

Motion to approve minutes by Prim and seconded by Cheryl. Motion passed.

V. **OLD BUSINESS:**

Richard Vierra talked with Bill Ramsey in reference to renewing his membership, however Bill declined.

Government Affairs: Jerry Bangerter is active with government affairs with National and Amanda Frazier has committed to chair the Government Affairs committee and to assist Jerry Bangerter .

NATIONAL: All regionals- how to set up government affairs committee at their respective chapter.

Committee Reports:

1. **February Regional Conference, Las Vegas –**

2. **Membership** – Cheryl - \$100 incentive did not bring much new members. Suggestion: Tell a friend, sign them up paid in dues within 30 days and the referrer receives 3 mos. of free lunch at the meetings. Limit of is 6 lunches.

Announcement of solicitation of new members to be announced at the monthly meeting where the speaker of interest will attract attendees.

3. **Star-Advertiser articles** – Cathy – Needs more questions for the newspaper articles.
4. **Designation** – Prim – No update.
5. **Vendors** – Becky – 1 year membership does not start 1st of year.
Membership also includes affiliate members,
6. **Speakers** – Elaine – For January was Lowell Kalapa.

VI. NEW BUSINESS:

1. Insurance – Tabled.
2. HERO Chapter Dues – No dues/fee. HERO manages our website and fee is waived.
3. May: State Conference: Co-chair: Liz & Prim
RISK MANAGEMENT: Instructor, date and time to be determined.
4. June: CORE I & II – 9:00 – 3:00pm. No date set. Check with Bryan Andaya.
5. DESIGNATION: Process of procedure.
6. VENDORS: Can Clean, Abel, PBN to send in their dues. Up-date vendor list.
7. CODE OF ETHICS: Recite each section at meetings.
8. February's Speaker: Berton Hamamoto R, ABR, CRB, CFP of Property Profiles – Topic: 2012 Residential and Property Management Forecast

INSURANCE: Discussion on Indemnification of Board of Directors, Articles indemnifying writers, authors, president past and present. Great American Insurance premium for insurance is \$687.00.

Motion by Liz to accept Great American and seconded by Cheryl. Motion carried.

Notes: Call to action on contacting political representatives by mail, e-mail etc. like NAR maybe helpful to our cause.

VENDOR'S REQUEST: E-Mail blast. We have a vendor introduction at each meeting so that they can verbally advertise their wares to the audience for 10 minutes.

VENDOR OF THE MONTH: A suggestion to have a NARPM vendor write an article with the approval of the Board to educate the public and property managers.

VII. ADJOURNMENT: 2:00 pm

Respectfully submitted by Clara Yokoyama-Secretary

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: March 9, 2012 @ Sizzlers Steak Houses

I. **CALL TO ORDER:** Liz Ishimitsu called the meeting to order at 12:15 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Liz Ishimitsu	<u>O</u>	Bradley Isa
<u>X</u>	Scher Webb	<u>X</u>	Darlene Higa
<u>X</u>	Clara Yokoyama	<u>X</u>	Richard Vierra
<u>O</u>	Tatiana Montez	<u>O</u>	Cathy Matthews
<u>X</u>	Primrose Leong-Nakamoto	<u>O</u>	Elaine Saigusa
<u>O</u>	Cheryl Kunimoto	<u>O</u>	Steven Saito
<u>X</u>	Lurline Johnson	<u>X</u>	Becky Gustafson
<u>X</u>	Laurene Young		

QUORUM PRESENT: YES _____ (Bold Names) **GUEST:** _____

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III. **TREASURER'S REPORT:** By Primrose for Tati

For Period of February 29, 2012	Beginning Balance: \$15,626.90
Monthly lunches & Xmas expense = \$(97.85)	
Vendors dues = \$200.00	
Member referral = \$(100.00)	
	Ending Balance: \$15,629.05

IV. **CORRECTION OF MINUTES FEBRUARY:**

Vendors advertisement at meetings to feature one vendor and allot a time of 5 minutes in lieu of 10 minutes.

V. **OLD BUSINESS:**

Membership Drive: After much discussion the Board decided that since Cheryl Kunimoto is the membership chair, she should chair the membership drive.

**May Conference at JCC: Co-chairs are Liz and Prim
Room reserved for May 14 & 15. May 14th, small room is reserved for Management Essentials Basic Class. May 15th half of the ballroom reserved for 8-3:30.**

Committee Reports:

1. **Membership – Cheryl. Absent no report available.**
2. **Star Advertiser articles – Cathy**
Issues: Low flush toilet (plumbing code) suggested by Becky.
3. **Designations – Prim. RMP Plaque for Elaine Saigusa has arrived.**
4. **Vendors – Becky.**
5. **Code of Ethics – Scher. Reads each item at the monthly luncheon meetings.**
6. **Speakers – Elaine.**

VI. NEW BUSINESS:

1. **Core I & II: In discussion it was decided that we will not have a Core CE as there are many other instructors offering the course and it will not be feasible for NARPM to sponsor a class. Also the cost may not be competitive.**
2. **Christmas Party Committee Needed: Contact Brad if Prudential Locations would undertake this event.**

GOVT AFFAIRS COMMITTEE: In the past Jerry Bangerter worked with National GAC and Bill Ramsey and Steve Saito worked locally.

After attending the meeting at the Regional in Las Vegas, Richard reported National's plan of action. New plan for govt affairs seminar; participate and learn more about govt affairs structure, organizational chart, national relationship. Give guidelines, strengthen chapters, local affairs liason, national and local. Lead based paint and asbestors issues.

Phone conference, national items, local issues, shoreline bill, grass roots.

Legislature Chair. Jerry Bangerter has stepped down from National.

Amanda Frasier is not able to attend the BOD meetings, however, she will be asked to send in reports. It was suggested to work together with Bill Ramsey and ask him for guidance and advise in this undertaking. Richard will be meeting with Amanda to furter discuss her role.

VII. ADJOURNMENT: 1:45 pm.

Respectfully submitted by Clara Yokoyama, Secretary

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: April 5, 2012 @ Sizzlers Steak Houses

I. **CALL TO ORDER:** Liz Ishimitsu called the meeting to order at 12:25 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Liz Ishimitsu	<u>O</u>	Bradley Isa
<u>X</u>	Scher Webb	<u>X</u>	Darlene Higa
<u>X</u>	Clara Yokoyama	<u>X</u>	Richard Vierra
<u>O</u>	Tatiana Montez	<u>O</u>	Cathy Matthews
<u>X</u>	Primrose Leong-Nakamoto	<u>X</u>	Elaine Saigusa
<u>X</u>	Cheryl Kunimoto	<u>O</u>	Steven Saito
<u>X</u>	Lurline Johnson	<u>X</u>	Becky Gustafson
<u>X</u>	Laurene Young		

QUORUM PRESENT: YES (Bold Names) GUEST: _____

III. **MINUTES OF THE MARCH 2012 MEETING.**
Minutes accepted by Cheryl and seconded by Prim.

IV. **TREASURER'S REPORT:** By Primrose for Tati

For Period of March 31, 2012	Beginning Balance: \$15,629.00
Monthly lunches & Xmas expense = \$350.94	
Vendors dues = \$100.00	
Member referral = \$ -0-	
Gifts/Leis = \$(124.06)	
Tax prep fee = \$(261.78)	
Ret. Ck & bank serv. Fee = \$179 + \$14	
	Ending Balance: \$15,887.15

V. **OLD BUSINESS:**

Membership Drive: After much discussion the Board decided that since Cheryl Kunimoto is the membership chair, she should chair the membership drive.

May Conference at JCC: Co-chairs are Liz and Prim
Room reserved for May 14 & 15. May 14th, small room is reserved for Management Essentials Basic Class. May 15th half of the ballroom reserved for 8-3:30.

Committee Reports:

- 1. Membership – Cheryl. Absent no report available.**
- 2. Star Advertiser articles – Cathy**
Issues: Low flush toilet (plumbing code) suggested by Becky.
- 3. Designations – Prim. RMP Plaque for Elaine Saigusa has arrived.**
- 4. Vendors – Becky.**
- 5. Code of Ethics – Scher. Reads each item at the monthly luncheon meetings.**
- 6. Speakers – Elaine.**

VI. NEW BUSINESS:

- 1. Core I & II: In discussion it was decided that we will not have a Core CE as there are many other instructors offering the course and it will not be feasible for NARPM to sponsor a class. Also the cost may not be competitive.**
- 2. Christmas Party Committee Needed: Contact Brad if Prudential Locations would undertake this event.**

GOVT AFFAIRS COMMITTEE: In the past Jerry Bangerter worked with National GAC and Bill Ramsey and Steve Saito worked locally.

After attending the meeting at the Regional in Las Vegas, Richard reported National's plan of action. New plan for govt affairs seminar; participate and learn more about govt affairs structure, organizational chart, national relationship. Give guidelines, strengthen chapters, local affairs liason, national and local. Lead based paint and asbestors issues.

Phone conference, national items, local issues, shoreline bill, grass roots.

Legislature Chair. Jerry Bangerter has stepped down from National.

Amanda Frasier is not able to attend the BOD meetings, however, she will be asked to send in reports. It was suggested to work together with Bill Ramsey and ask him for guidance and advise in this undertaking. Richard will be meeting with Amanda to furter discuss her role.

VII. ADJOURNMENT: 1:45 pm.

Respectfully submitted by Clara Yokoyama, Secretary

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: June 8, 2012 @ Sizzlers Steak Houses

I. **CALL TO ORDER:** Liz Ishimitsu called the meeting to order at 12:25 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Liz Ishimitsu	<u>O</u>	Bradley Isa
<u>X</u>	Scher Webb	<u>X</u>	Darlene Higa
<u>X</u>	Clara Yokoyama	<u>O</u>	Richard Vierra
<u>O</u>	Tatiana Montez	<u>O</u>	Cathy Matthews
<u>X</u>	Primrose Leong-Nakamoto	<u>X</u>	Elaine Saigusa
<u>X</u>	Cheryl Kunimoto	<u>O</u>	Steven Saito
<u>X</u>	Lurline Johnson	<u>O</u>	Becky Gustafson
<u>X</u>	Laurene Young	<u>X</u>	Claudia Host

QUORUM PRESENT: YES (Bold Names) **GUEST:** _____

III. **MINUTES OF THE APRIL 5, 2012 MEETING.**

Minutes approved and accepted by Lurline and seconded by Cheryl.

Correction to April 5, 2012 minutes: Mom & Pop Seminar Committee – Clara Yokoyama, chair, assisted by Laurene and Lurline

IV. **TREASURER'S REPORT:** By Primrose for Tati

For Period of April 30, 2012 Beginning Balance: \$16,267.05

Monthly lunches & Xmas expense = \$

Vendors dues = \$250.00

Conferences (May & August)

Income=\$2,270.00 – Expenses=\$(3,160.98) = \$(890.98)

Travel & Conferences (Scher's Leadership) = \$(1,000.00)

Advance Income = \$485.00

Advance expense – C.E. Payment = \$(390.00)

Refund from Advance Income = \$195.00

Ending Balance: \$14,721.07

V. **OLD BUSINESS:**

1. **Member – Round Table Forum. Vickie commented that this RPM class was the largest class she has taught. 43 members.**

2. **Membership Drive: September – Cheryl (chair) to work on forms to be distributed to June’s luncheon attendees or possible new members.**
3. **August Mom & Pop Conference – Tabled.**

Committee Reports:

1. **Membership – Cheryl, membership chair to lead membership drive. Membership Drive – September 3rd week Wednesday after meeting at Tree Tops. Lurline is to check on the availability of venue.**

Names of past members: Prim to contact National. Invite Property Managers from Kauai and Maui. Contact Harry Kogachi for assistance and also contact by letter. Also, Bradley Isa is to check on neighbor island membership drive.

2. **Star Advertiser Articles – Cathy**
3. **Designations – Prim – 25-30 Designation applicants**
4. **Vendors – Becky - HOLD**
5. **Code of Ethics – Scher: Recited the Code at each monthly luncheon meeting:**

JUNE: Article 5: PROPERTY CONDITION

6. **Speakers – Elaine – For June: Kent Fukuhara, Serice Engineer; A-1 A-lectrician; and Barry Atud from The Honolulu Fire Department**

**July speaker: Mark Clements, Attorney
Credit Reporting Solutions Hawaii**

Note: No NARPM vendor to speak @ seminar.

VI. NEW BUSINESS:

1. **RMP Table – Side Table (vendor) for designees points.**
2. **HAR Leadership Academy Guidelines.**
3. **Speakers – Tabled**
4. **Christmas Party – Bradley Isa, Pru-Locations chair \$1,000 for prizes and table favors.**
5. **Keynote Speaker: Frank DeLima**

ADJOURNMENT: 1:45 pm.

Respectfully submitted by Clara Yokoyama, Secretary

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: June 8, 2012 @ Sizzlers Steak Houses

I. **CALL TO ORDER:** Liz Ishimitsu called the meeting to order at 12:25 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Liz Ishimitsu	<u>O</u>	Bradley Isa
<u>X</u>	Scher Webb	<u>X</u>	Darlene Higa
<u>X</u>	Clara Yokoyama	<u>O</u>	Richard Vierra
<u>O</u>	Tatiana Montez	<u>O</u>	Cathy Matthews
<u>X</u>	Primrose Leong-Nakamoto	<u>X</u>	Elaine Saigusa
<u>X</u>	Cheryl Kunimoto	<u>O</u>	Steven Saito
<u>X</u>	Lurline Johnson	<u>O</u>	Becky Gustafson
<u>X</u>	Laurene Young	<u>X</u>	Claudia Host

QUORUM PRESENT: YES (Bold Names) **GUEST:** _____

III. **MINUTES OF THE APRIL 5, 2012 MEETING.**

Minutes approved and accepted by Lurline and seconded by Cheryl.

Correction to April 5, 2012 minutes: Mom & Pop Seminar Committee – Clara Yokoyama, chair, Assisted by Laurene and Lurline

IV. **TREASURER’S REPORT:** By Primrose for Tati

For the Period of May 1-May 21, 2012

Ending Balance: \$14,721.07

V. **OLD BUSINESS:**

1. **May Conference:** Very successful. Liz reported that the comments on the evaluation sheets were all positive. Vickie Gaskill commented that this was the largest RMP class she has taught. There were a total of 43 in attendance.

Another comment was that instead of having round table discussions, we hold a “forum.”

2. **Membership Drive in September** – Cheryl to work on forms to be distributed at June’s luncheon asking members to write down any possible new members.

Targeted date for the drive is the third week in September. Possible location Tree Tops. Lurline to check on availability of venue. Prim to contact National for names of past members.

We should invite Property Managers from Kauai and Maui. And ask Harry Kogachi who is from Maui, but part of the Oahu Chapter to assist with the Maui people.

- 3. August Mom & Pop Conference** – The flyer was distributed and reviewed. It was decided that we should start advertising in late July.

Committee Reports:

- 1. Membership (Cheryl):** See Old Business #2
- 2. Star Advertiser Articles (Cathy):** Per Lurline we are still needing more questions.
- 3. Designations (Prim):** 25-30 RMP Designation applicants
- 4. Vendors (Becky):** No report
- 5. Code of Ethics: At the June monthly meeting Scher recited Article 5: PROPERTY CONDITION.**
- 6. Speakers (Elaine): June: Kent Fukuhara; Barry Atud from**

July speaker: Mark Clements

Clara: Please copy the flyer info

VI. NEW BUSINESS:

- 1. RMP Table:** Laurene and Prim will have a table at our general membership luncheons with information on RMP designation and answer questions members may have.
- 2. HAR Leadership Academy Guidelines:** The Board agreed that each year we will send the President Elect. They must complete all sessions. If they do not complete any or all the sessions they must reimburse the chapter for the entire tuition.
- 3. Should We Allow Affiliates to be Speakers:** Tabled. Liz will send an email to all Board members to ask their opinion. We will discuss this further at the July Board meeting.
- 4. Christmas Party (Bradley Isa):** The Board approved a budget of \$1000.00 for this event.

ADJOURNMENT: 1:45 pm.

Respectfully submitted by Clara Yokoyama, Secretary

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: June 8, 2012 @ Sizzlers Steak Houses

I. **CALL TO ORDER:** Liz Ishimitsu called the meeting to order at 12:25 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Liz Ishimitsu	<u>O</u>	Bradley Isa
<u>X</u>	Scher Webb	<u>X</u>	Darlene Higa
<u>X</u>	Clara Yokoyama	<u>O</u>	Richard Vierra
<u>O</u>	Tatiana Montez	<u>O</u>	Cathy Matthews
<u>X</u>	Primrose Leong-Nakamoto	<u>X</u>	Elaine Saigusa
<u>X</u>	Cheryl Kunimoto	<u>O</u>	Steven Saito
<u>X</u>	Lurline Johnson	<u>O</u>	Becky Gustafson
<u>X</u>	Laurene Young	<u>X</u>	Claudia Host

QUORUM PRESENT: YES (Bold Names) GUEST:

III. **MINUTES OF THE APRIL 5, 2012 MEETING.**

Minutes approved and accepted by Lurline and seconded by Cheryl.

Correction to April 5, 2012 minutes: Mom & Pop Seminar Committee – Clara Yokoyama, chair, Assisted by Laurene and Lurline

IV. **TREASURER’S REPORT:** By Primrose for Tati

For Period of April 30, 2012 Beginning Balance: \$16,267.05
 Monthly lunches & Xmas expense = \$
 Vendors dues = \$250.00
 Conferences (May & August)
 Income=\$2,270.00 – Expenses=\$(3,160.98) = \$(890.98)
 Travel & Conferences (Scher’s Leadership) = \$(1,000.00)
 Advance Income = \$485.00
 Advance expense – C.E. Payment = \$(390.00)
 Refund from Advance Income = \$195.00

Ending Balance: \$14,721.07

V. OLD BUSINESS:

- 1. Member – Round Table Forum. Vickie commented that this RPM class was the largest class she has taught. 43 members.**
- 2. Membership Drive: September – Cheryl (chair) to work on forms to be distributed to June’s luncheon attendees or possible new members.**
- 3. August Mom & Pop Conference – Tabled.**

Committee Reports:

- 1. Membership – Cheryl, membership chair to lead membership drive.
Membership drive – September 3rd week Wednesday after meeting at Tree Tops. Lurline to check on availability of venue.**

**Names of past members: Prim to contact National.
Invite Property Managers from Kauai and Maui. Contact Harry Kogachi for assistance and also contact by letter.**

- 2. Star Advertiser Articles – Cathy**
- 3. Designations – Prim – 25-30 Designation applicants**
- 4. Vendors – Becky - HOLD**
- 5. Code of Ethics – Scher: Recited the Code at each monthly luncheon meeting:**

JUNE: Article 5: PROPERTY CONDITION

- 6. Speakers – Elaine – For June: Kent Fukuhara; Barry Atud from**

July speaker: Mark Clements

Note: No NARPM vendor to speak @ seminar.

VI. NEW BUSINESS:

- 1. RMP Table – Side Table (vendor) for designees points.**
- 2. HAR Leadership Academy Guidelines.**
- 3. Speakers – Tabled**
- 4. Christmas Party – Bradley Isa, Pru-Locations chair \$1,000 for prizes and table favors.**
- 5. Keynote Speaker: Frank DeLima**

ADJOURNMENT: 1:45 pm.

Respectfully submitted by Clara Yokoyama, Secretary

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: July 13, 2012 @ Sizzlers Steak Houses

I. **CALL TO ORDER:** Liz Ishimitsu called the meeting to order at 12:25 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Liz Ishimitsu	<u>X</u>	Bradley Isa
<u>O</u>	Scher Webb	<u>X</u>	Darlene Higa
<u>X</u>	Clara Yokoyama	<u>X</u>	Richard Vierra
<u>X</u>	Tatiana Montez	<u>O</u>	Cathy Matthews
<u>O</u>	Primrose Leong-Nakamoto	<u>X</u>	Elaine Saigusa
<u>X</u>	Cheryl Kunimoto	<u>O</u>	Steven Saito
<u>X</u>	Lurline Johnson	<u>X</u>	Becky Gustafson
<u>X</u>	Laurene Young	<u>X</u>	Claudia Host

QUORUM PRESENT: YES _____ (Bold Names) **GUEST:** _____

III. **MINUTES OF THE JUNE 8, 2012 MEETING.**

Minutes approved and accepted by Lurline and seconded by Cheryl.

IV. **TREASURER'S REPORT:** By Tati

For Period of June 30, 2012 Beginning Balance: \$14,721.07

Monthly lunches \$1,308.00 ; expense \$(2,228.06) = \$(920.06)
Conferences (May & August) – Reimb. Dinner w/Vickie (\$243.66)
Annual Filing Fee: \$(2.50)
Advance Income: CE Reimb. \$100.00
Advance Expense: Day 1 CE Class \$(195.00)

Ending Balance: \$13,459.85

V. **OLD BUSINESS:**

1. May meeting – cancelled. NARPM – Oahu Chapter State Conference held on May 14 & 15, 2012 at Japanese Cultural Center.

Committee Reports:

- 1. Membership – Cheryl – Re-think membership drive date.**
- 2. Star Advertiser Articles – Cathy**
- 3. Designations – Prim**
- 4. Vendors – Becky: Vendor may apply to be a NARPM vendor recommended by a NARPM member**
- 5. Code of Ethics – Scher: Recited the Code at each monthly luncheon meeting:**

**JULY: Article 6 – PROTECTION OF FUNDS
Article 7 – DUTY TO DISCLOSE EXPERTISE**

- 6. Speakers – Elaine
July speaker: Mark Clements, Attorney
Credit Reporting Solutions Hawaii**
- 7. Conventions Richard Vierra: Pacific Region – San Jose, CA.
Hawaii – 2013
Broker/Owner Retreat – Las Vegas**

DISCUSSION:

Mom & Pop Seminar Skit: Landlord/Tenant Code; Comfort Animal; Pitfalls; Security Deposit Refund; Check-out; Fair Housing-discrimination at showing.

Vendors: Question - Should a vendor be allowed to be a guest speaker at the monthly luncheon with a given time of 7-10 minutes? And other vendors a 1 minute spill? The response is a "NO".

Introduction of new members. It was suggested that Becky would introduce new members at the luncheon meeting.

VI. NEW BUSINESS:

- 1. Policy & Procedure Manual (National & Local) - Laurene and Liz to work on a Reference binder.**

Respectfully submitted,

Clara Yokoyama, Secretary

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: September 7, 2012 @ Sizzlers Steak Houses

I. **CALL TO ORDER:** Liz Ishimitsu called the meeting to order at 12:25 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Liz Ishimitsu	<u>X</u>	Bradley Isa
<u>X</u>	Scher Webb	<u>X</u>	Darlene Higa
<u>X</u>	Clara Yokoyama	<u>O</u>	Richard Vierra
<u>O</u>	Tatiana Montez	<u>O</u>	Cathy Matthews
<u>X</u>	Primrose Leong-Nakamoto	<u>X</u>	Elaine Saigusa
<u>X</u>	Cheryl Kunimoto	<u>O</u>	Steven Saito
<u>X</u>	Lurline Johnson	<u>X</u>	Becky Gustafson
<u>O</u>	Laurene Young	<u>X</u>	Claudia Host

QUORUM PRESENT: YES (Bold Names) GUEST:

III. **MINUTES OF THE JULY 13, 2012 MEETING.**

Minutes approved and accepted by Becky and seconded by Prim.

IV. **TREASURER'S REPORT:** By Prim.

For Period of August 31, 2012 Ending Balance: \$20,546.20

V. **OLD BUSINESS:**

A. **August 21, 2012 Mom and Pop Conference:** Scher summarized the evaluations of the attendees and forwarded it to the Board prior to the meeting. After some discussion and review the following was noted.

1. Explanation of skit after performance to explain what the skit was all about.
2. Property Management Booklets: It was suggested that Vendors are to pay for a copy.
3. Elaine to forward CD from Jalani to Lurline.

B. Membership Drive Update: Tuesday, September 25, 2012

C. Policy & Procedure Manual – Laurene and Liz will be working on this project in 2013. Laurene provided the initial pages of the binder at an earlier meeting.

Committee Reports:

- 1. Membership** – Cheryl shared with the Board about the upcoming membership drive. Below is a summary of what was discussed.

Liz: Welcome Greeting to attendees.

Cheryl: Introduction of Speakers.

Darlene: Leis for Speakers.

Lurline: Lunch Menu

QUESTION & ANSWER ON STAGE: Facilitator – Cheryl
Introduce local BOD & National – Richard Vierra

SUPPLIES:

Cheryl: Registration, name tags, felt pens, registration info., etc.

Liz: Print-out of names of attendees.

Laurene: Time Sign.

CHERYL TO DO: Script (short bios), National Booklet. Cheryl to call Melissa Prandi.
Elaine – Speakers and Brad – CE classes.

- 2. Star Advertiser Articles – Cathy**

Please e-mail Lurline or Cathy of any real life occurrences in the tenant/owner/property that we should be aware of that will help in the Q&A articles.

- 3. Designations – Prim**

- 4. Vendors – Becky:** American Carpet One paid 12/12/11. To date there are 23 vendors. A possible survey of vendors to be conducted for renewal.

- 5. Code of Ethics – Scher:** Recite NARPM® Code of Ethics at each monthly luncheon meeting:

SEPTEMBER: Article 8 – DUTY TO FIRM

Article 9 – RELATIONS WITH COMPETITORS

- 6. Speakers – Elaine**

September speaker: Mark Clement, Attorney

Is “no tenant better than a bad tenant”?

Why tenant screening is so critical?

What kinds of information are we allowed or not allowed to ask?

Should we obtain credit reports or use 3rd party reporting agencies.

What about out-of-state Guarantors?

SPEAKER FOR OCT – HPD – Subject: Marijuana
SPEAKER FOR NOVE – EDDIE FLORES – R.E. Forecast 2013

7. **Christmas Party – Bradley** – Preliminary Budget \$1,000.00
To include speakers, prizes, entertainment, Food Bank.

VI. NEW BUSINESS

1. Topics for 2013 General Membership meetings. Form Sharing at a Luncheon Meeting was discussed and accepted as something we could do in 2013.

2. New Member Protocol. After a new member sends in the application to National it is processed. Thereafter, a welcome letter is sent from National to the new member and cc'd are the RVP Richard and Chapter President Liz.

Richard sends out his own welcome letter and cc's Liz. Liz has been forwarding it to Cheryl the membership chair.

After much discussion the following was suggested.

- o Develop hard copy packet for the new member. Include a welcome letter, membership list, list of vendors, calendar of meeting dates, topics and speakers.
- o Membership Chair reply to the new member with a form e-mail after receiving e-mail from Richard (Pacific RVP) to the new member indicating the specifics of the next Chapter meeting.
- o Membership Chair get the new members mailing address off to the website and send the new member a welcome packet.
- o Webmaster confirm that the new member is on the National website AND that the new member will receive emails both locally and nationally.
- o Have Chapter President send a form welcome email after Richard.

Meeting adjourned at 1:35pm.

Respectfully submitted,

Clara Yokoyama, Secretary

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: October 5, 2012 @ Sizzlers Steak Houses

- I. **CALL TO ORDER:** Liz Ishimitsu called the meeting to order at 12:25 pm
II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Liz Ishimitsu	<u>X</u>	Bradley Isa
<u>X</u>	Scher Webb	<u>X</u>	Darlene Higa
<u>X</u>	Clara Yokoyama	<u>X</u>	Richard Vierra
<u>X</u>	Tatiana Montez	<u>X</u>	Cathy Matthews
<u>X</u>	Primrose Leong-Nakamoto	<u>X</u>	Elaine Saigusa
<u>X</u>	Cheryl Kunimoto	<u>O</u>	Steven Saito
<u>X</u>	Lurline Johnson	<u>O</u>	Becky Gustafson
<u>X</u>	Laurene Young	<u>X</u>	Claudia Host

QUORUM PRESENT: YES (Bold Names) **GUEST:**

- III. **MINUTES OF THE SEPTEMBER 7, 2012 MEETING.**
Minutes approved and accepted by Brad and seconded by Scher.

- IV. **TREASURER'S REPORT:** By Tati.
For Period of September 30, 2012 **Ending Balance: \$21,216.96**

V. **OLD BUSINESS:**

- A. **Membership Drive:** There were 83 non-members in attendance. Thirty-seven (37) signed up.
B. **New Member Protocol-Review:** After a new member sends in the application to National it is processed. Thereafter, a welcome letter is sent from National to the new member and cc'd are the RVP Richard and Chapter President Liz.

Richard sends out his own welcome letter and cc's Liz. Liz has been forwarding it to Cheryl the membership chair.

After much discussion the following was suggested.

- o Develop hard copy packet for the new member. Include a welcome letter, membership list, list of vendors, calendar of meeting dates, topics and speakers.
- o Membership Chair reply to the new member with a form e-mail after receiving e-mail from Richard (Pacific RVP) to the new member indicating the specifics of the next Chapter meeting.
- o Membership Chair get the new members mailing address off to the website and send the new member a welcome packet.
- o Webmaster confirm that the new member is on the National website AND that the new member will receive emails both locally and nationally.

- o Have Chapter President send a form welcome email after Richard.

C. August Seminar: Laurene – Mom & Pop Seminar. Net profit \$8,654.12. Donation from Territorial \$1,100.00 for food.

Committee Reports:

1. **Membership - Cheryl:** We had a good turnout. There were problems with the microphone, but that was fixed promptly. Cheryl to thank new members.
2. **Star Advertiser articles - Cathy:** Needs more questions. If there are 3 questions she could turn it around and write an article that would encompass a complete new article though it may cover similar situation in a different light.
1. **Designations – Prim**-No report
2. **Vendors – Becky**-No report
3. **Code of Ethics – Scher** : OCTOBER: Article 10 – PRICE FIXING
Article 11 – DUTY TO NARPM® AND THE PROFESSION

4. Speakers – Elaine:

October speakers: HONOLULU POLICE DEPARTMENT

Lt. Phillip Johnson and Officer Mike Sonan

Subject – What to do when you suspect drug activity on your managed properties.

November speaker: Eddie Flores – R.E. Forecast 2013

5. Christmas Party – Bradley: Party Date – Tuesday, December 11, 2012

MC – Jason Yotsuda and Sweetie Pacarro

It's a "Candy Buffett" – Hawaiian Food.

Food chair: Laurene & Lurline

Santa: TBD

Cathy: Santa's suit

Preliminary budget: \$1,000 plus center pieces, vendor gifts, speakers, prizes, entertainment.

Annual meeting will be held at the Christmas Party with membership.

6. **GAC – Amanda:** Working with Richard regarding conference call with national GAC. Amanda will be at November membership meeting to make report.

VI. NEW BUSINESS

1, **Food Drive** – Motion by Scher to keep food drive in December and seconded by Cheryl. After much discussion on the drive as to whether can goods, cash, fig cards etc to be donated it was decided to table and items to be determined later.

2. Nominations:

Secretary - Two Nominations Cathy Matthews and Clara Yokoyama
Treasurer: Uncontested.

Elections to be held at the November meeting.

3. NARPM Convention Donation: National president selects a charity and requests contributions from each chapter. Motion by Liz to donate \$1000 from the Oahu Chapter and seconded by Cheryl. Motion passed. Scher is to check as to whom the \$1000 is made payable to.

Meeting adjourned at 1:35pm.

Respectfully submitted,

Clara Yokoyama, Secretary