

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

Attendance:	Steve Schultz	Ginny Huffman
	Colleen Kessler	Richard Huebner
	Kenneth Frederick	Linda Seeley
	Jesus Johnson	Antionette Alvarez
	Char DuFresne	Michelle Martin
	Christopher Hogan	Lou Kahn
	Leslie Latham	

1. Meeting called to order at 2:35pm by President- Ginny Huffman..
2. Minutes unanimously approved for November 14, 2012 meeting.
3. Chapter Account Balance \$10,476.45 reported by Treasurer Linda.
4. The December 19, 2012 Chapter Meeting will be a Holiday Celebration. The installation of 2013 Board Members will be done by Ginny. Michelle is coordinating decorations, raffle with proceeds donated to Community Food Bank, Santa, etc. Leslie will get a gift card for Elk's contact Paula with \$100 gift. There will be no 50/50 raffle.

Motion Approved: Budget \$500 for Chapter Meeting Holiday luncheon.

5. All Board Members agreed to contact and keep in touch throughout the year with past chapter members. Each Board Member was assigned a few names to contact. This could be expanded as more leads for membership are identified. Ken will contact past affiliates to promote 2013 vendor chapter participation.
6. Susan Creedon will be the 2013 Programs Chair. Next year's programs are starting to form. January meeting will include attorney Jim Frisch, Technical Tip from Wayne Black of Comfort Dynamics. March meeting will include attorney Al Hartwell, Safety for Property Managers presentation by Becky Nole of the Tucson Police Dept. May meeting will be joint CAI/NARPM meeting.
7. Char will work on the website with assistance from Christopher Hogan. Leslie suggested adding the NARPM applications on the site. There have been several leads for membership through the website.
8. HOA Chair Char will receive legislative updates from Carolyn Goldschmidt to share with the chapter. Carolyn is unable to personally commit to the chapter at this time.

9. New Vendor Affiliates Chair Ken suggested vendor tables at the front of the meeting room with company representatives to talk to Property Managers who attend. He will coordinate this with the vendors.

Motion Approved: Postpone until January 2013 agenda future Chapter Dues structure for 2014. Members were asked to bring examples from other organizations.

10. Michelle is exploring ideas for program sponsorship. Char, Ken & Leslie agreed to assist.

11. Char is finalizing the Chapter Bylaws. She will email them to Board Members for review by Monday Dec 17 before sending to NARPM National. A clarification of titles was discussed. A Professional Member is one that has completed the NARPM Ethics Training. An Affiliate Member is a Professional Member that has NOT completed the NARPM Ethics Training. All agreed that the title Professional Industry Member should identify a member that is not a Property Manager, Broker, Owner or Vendor but has a related non-profit interest in the NARPM organization.

Next NARPM Southern Arizona Chapter Meeting December 19, 2012, 11:30am at Elk's Lodge, 1800 N Oracle Rd, Tucson AZ.

Next NARPM Board Meeting January 11, 2012, 3:30pm at Blue Fox Properties, 2482 E River Rd, Tucson AZ.

Adjourned 4:20pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
January 9, 2013
Blue Fox Properties
2482 E River Rd, Tucson AZ

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

1. Meeting called to order at 3:34pm by President- Steve Schultz.
2. Minutes unanimously approved for December 12, 2012 meeting.
3. Chapter Account Balance \$10,795.33 reported by Treasurer Linda. Target goal for year end 2013 is \$14,000 balance.
4. Steve reviewed the chapter goals for 2013. January 31, 2013 is cutoff for Member Directory - dues must be paid by this date for members and vendors to be included in the directory.
5. NARPM SoAz Chapter will participate in the TAR Small Broker Network Expo on Feb 19. Ginny, Jesus and Colleen will represent the chapter.
ACTION: Colleen will obtain NARPM Brochures & applications from National, Colleen will locate the chapter banner to bring. Char will contribute the remaining Directories from last year to distribute at the Expo.
6. The January 16, 2013 Chapter Meeting will include Attorney Jim Frisch speaking on Owner Responsibilities under ARLTA, Technical Tips by Wayne Black of Comfort Dynamics and Michelle Martin of Martin Insurance Consultants, Bob Dytko of Stewart Title speaking about current Tucson Real Estate. Also 50/50 raffle and networking.
Motion Approved: Michelle will provide a handout containing the Board Members, the meeting agenda, upcoming calendar for this and all future Chapter Meetings.
Motion Approved: Include two Technical Vendor Tips at each Chapter Member Meeting.
7. The March 20, 2013 Chapter Meeting will include Attorney Al Hartwell giving an update on foreclosure issues, Becky Noelle from TPD on Safety issues for Realtors and Property Managers, and technical tips by La Cholla Landscaping & Titan Restoration.

8. May 8 will be the joint CAI/NARPM Member Meeting which will be held at the Sheraton Hotel on Grant Rd. Time: 11:30-1:30pm

9. Marketing Chair Antionette will email the flyers for all meetings.

ACTION: Education Chair Jesus will reserve the large room at TAR for a March or June for a NARPM sponsored Fair Housing CE Class.

10. Vendor Affiliates Chair Ken will begin the vendor tables at the Chapter Meetings on Jan. 16. Titan Restoration & Conquistador Pest & Termite Inc. will have representatives at their vendor tables. Ken will solicit all vendors for participation.

11. Program Chair Susan agreed to coordinate an Owner/Broker Conference this year. A tentative date of Sept. 27 was agreed. Susan will contact La Paloma Resort to reserve this date.

12. HOA Chair Char will receive legislative updates from Carolyn Goldschmidt to share with the chapter.

13. Char finalized the Chapter Bylaw revisions to submit to NARPM National.

Motion Approved: Update Chapter Bylaw changes agreed by all Board members.

Motion Approved: E&O Insurance for all Board Members

14. Char reviewed the Chapter Website. She is able to navigate it and will add the calendar & meeting schedule.

15. All Board members agreed to use the buddy system for next week's Chapter Meeting.

Next NARPM Southern Arizona Chapter Meeting January 16, 2013, 11:30am at the Elk's Lodge, 1800 N Oracle Rd, Tucson AZ.

Next NARPM Board Meeting February 13, 2013, 3:30pm at Blue Fox Properties, 2482 E River Rd, Tucson AZ.

Adjourned 5:10pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
February 13, 2013
Blue Fox Properties
2482 E River Rd, Tucson AZ

Attendance:	Steve Schultz	Ginny Huffman
	Colleen Kessler	Michelle Martin
	Kenneth Frederick	Antionette Alvarez
	Jesus Johnson	

1. Meeting called to order at 3:30pm by President- Steve Schultz.
2. Steve reviewed our chapter goals for 2013.
3. Minutes unanimously approved for January 9, 2013 meeting.
3. Chapter Account Balance \$12,830.05 reported by Treasurer Linda.
4. Materials from NARPM National and Chapter Banner ready for the TAR Small Broker Network Expo Feb 19, 2013. Ginny, Jesus and Colleen will represent the chapter as a sponsor.
5. Education Chair Jesus obtained available dates for the TAR large conference room for a Fair Housing CE Class. The board members narrowed the dates to April 15 & 26. Jesus will call Cheri Horbacz of the Southwest Fair Housing Council and check her availability, then book the room with Cheri Meadows.
ACTION: Jesus will call Frank Mumford an instructor from Phoenix and check on his certifications for ADRE & NARPM. The goal is to offer classes that are both ADRE credit certified and NARPM designation certified.
ACTION: Jesus will call Combs School of Real Estate in Phoenix that offers Property Management Classes for possible Tucson classes.
6. Steve and Colleen signed the Bylaws of the Southern Arizona Chapter of NARPM. Colleen will email them to Char who will submit them to national.
7. Directory information needs to be finalized. Antionette requested that vendors have an opportunity to review the ad before publication. Ken will email all vendors to send their ads to Char. There was some question as to whether email alerts went out to vendors regarding participation in the directory?

8. The March 20, 2013 Chapter Meeting will include Attorney Al Hartwell giving an update on foreclosure issues, Becky Noelle from TPD on Safety issues for Realtors and Property Managers, and technical tips by La Cholla Landscaping & Titan Restoration.

ACTION: Michelle and Antionette will work with Bobbi Still from Affinity for Design for possible marketing ideas for the chapter. They will develop a flyer for chapter meetings with the meeting agenda, Board Members and upcoming calendar of events. Steve will provide Michelle with an outline for the March meeting to use as a start.

9. Owner/Broker Conference will be held on September 27 at the LaPaloma Resort. Susan will coordinate this effort.

10. The dues structure for 2014 needs to be addressed.

ACTION: Michelle will develop an outline for sponsorship to begin discussion at the next Board Meeting.

11. Steve suggested expanding the Buddy Assignments to include NARPM National at-large members and the Sierra Vista prospects.

ACTION: Steve will compile the NARPM list and Ginny will compile the Sierra Vista list for the next Board Meeting.

12. Board Members agreed to focus on membership this year and wait to plan a Fundraiser Event next year.

13. The April 27 NARPM/CAI event will be held at the Mason Lodge on Country Club & Prince Rd. Steve will be part of the panel discussion. Ken and Michelle agreed to man the NARPM booth. The event is from 9am-11am. All NARPM members are invited.

MOTION: The NARPM So AZ Chapter will donate \$200 for sponsorship at this event. Linda will send check to CAI.

Next NARPM Board Meeting March 13, 2013, 3:30pm at Blue Fox Properties,
2482 E River Rd, Tucson AZ.

Next NARPM Southern Arizona Chapter Meeting is March 20, 2013, 11:30am at the Elk's
Lodge, 1800 N Oracle Rd, Tucson AZ.

Adjourned 5:30pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
March 13, 2013
Blue Fox Properties
2482 E River Rd, Tucson AZ

Attendance:	Steve Schultz	Ginny Huffman
	Colleen Kessler	Michelle Martin
	Kenneth Frederick	Antionette Alvarez
	Susan Creedon	Charlene DuFresne

1. Meeting called to order at 3:30pm by President- Steve Schultz.
2. Minutes from Feb 13, 2013 Board Meeting approved.
3. Action Item - Jesus found out that Mike Mumford is not ADRE certified. Jesus booked TAR Large Conference Room for a Fair Housing CE Class June 13 from 1-4pm. There are no plans for a Designation Course at this time.
4. Action Item - Antionette met with Bobbi Still and discussed templates for postcards & flyers for meetings. Several options are available.
ACTION: Michelle & Antionette will outline a budget for marketing ideas for next meeting.
5. Action Item - Steve has the NARPM National List for all members in Southern AZ. This list needs to be compared to the current "buddy" list and assign buddies to those who are not already assigned.
MOTION APPROVED: Linda will bill all members who have not already paid local chapter dues.
6. Account Balance \$12,455.05 reported by Treasurer Linda.
ACTION: Linda will produce a P&L Statement for next meeting. Char is available to help if needed.
7. Susan reported that LaPaloma Resort is booked for the September 27, 2013 Owner/Broker Conference. Susan requested suggestions for guest speakers.
ACTION: Susan will bring bio's of the speakers being considered to next meeting.
8. Directory information needs to be finalized. Char is waiting for list of vendors and local members.
ACTION: By Friday March 22 Ken will give Char all paid vendors and Linda will give Char a list of local members. The Directory Information will be reviewed by all Board Members & Vendors prior to being printed.

9. RSVP's for next Chapter Meeting March 20 should be emailed to Susan Creedon. Meeting will include 50/50 raffle. Vendors are encouraged to donate gift cards. Meeting start is 11:15am. Agenda includes attorney Al Hartwell giving an update on foreclosure issues, Becky Noelle from TPD on Safety issues for Realtors and Property Managers, and technical tips by La Cholla Landscaping & Titan Restoration. Presenting vendors were asked to supply dessert. Board members were encouraged to contact buddies.

10. On April 27 NARPM/CAI Task Force for HOA Rental Solutions will hold an event for Self Managed HOA's at the Mason Lodge on Country Club & Prince Rd. Steve will be part of the panel discussion. Ken and Michelle agreed to man the NARPM booth. The event is from 9am-11am. All NARPM members are invited. CAI will provide the insurance for the event. **MOTION APPROVED:** Board approved putting financials for HOA Rental Solutions through NARPM So AZ books to track the money in and money out.

MOTION APPROVED: The chapter will pay \$709/yr in full for E&O Insurance for Officers & Directors.

11. Char tried to update the chapter website but is waiting for help. She has all the information ready to upload but is unable to complete the task.

12. Unfinished Business: Revisit Dues Structure for 2014 at next meeting.
Michelle will identify the cost of Liability Insurance for the Chapter.

Next NARPM Southern Arizona Chapter Meeting is March 20, 2013, 11:15am at the Elk's Lodge, 1800 N Oracle Rd, Tucson AZ.

Next NARPM Board Meeting April 10, 2013, 3:30pm at Blue Fox Properties, 2482 E River Rd, Tucson AZ

Joint CAI/NARPM Meeting May 8, 2013.

Adjourned 5:10pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
April 10, 2013
Blue Fox Properties
2482 E River Rd, Tucson AZ

Attendance:	Steve Schultz	Linda Seeley
	Colleen Kessler	Michelle Martin
	Kenneth Frederick	Charlene DuFresne
	Jesus Johnson	

1. Meeting called to order at 3:30pm by President- Steve Schultz.
2. Minutes from March 13, 2013 Board Meeting approved with correction for cost of E&O Insurance for Officers & Directors being \$809/yr.
3. Account Balance is \$12,812.59 reported by Treasurer Linda Seeley.
Action Item - Linda provided P&L Statement for year to date.
4. Steve began a discussion on increasing Chapter Membership. We now have 26 chapter members & 11 affiliate vendors. Our goal is 14 chapter members.
ACTION: Michelle & Ken will contact & solicit property managers - A list of companies will be provided by Char. They will also use the current National Member List.
ACTION: In an attempt to increase Board participation Ken will call owner Mary Beth Scheller, Linda will call Cameron from Imagine Realty, and Char will call owner Laura Grijalva.
ACTION: Linda will call Cherie Meadows at TAR to possibly tie in a membership drive with a TAR Mixer.
5. Jesus has scheduled a Fair Housing CE Class for Property Management at TAR on June 12 from 1-4pm. Board members discussed the concept of a NARPM Sponsored Hogan Class that Steve will teach, possibly in the evening, that would be discounted for NARPM Members and possibly free for new members. Steve is willing to donate his fee to cover some of the cost and the chapter would donate the remaining class costs.
ACTION: Jesus will talk to Jenny Hogan to see if they would be receptive to the idea as long as all class costs are covered for Hogan School.
ACTION: Jesus will investigate possible designation classes available in Phoenix by calling Mike Mumford and Ellie Johnson.

6. Michelle presented a NARPM Chapter General Liability Insurance Policy to cover any bodily injuries or property damage at any NARPM function.

MOTION APPROVED: To pay for the policy at an annual cost of \$380 effective April 10, 2013.

7. All Board Members or a company representative is encouraged to attend the NARPM/CAI Task Force for HOA Rental Solutions event on Saturday April 27, 2013 from 8:30-11am at the Mason Lodge on Prince/Country Club. The event is for Realtors, Property Managers & Brokers, Small Community Association Managers, Self Managed Associations to promote open communication, cooperation & understanding between association managers and property managers. The event is free.

8. Susan provided a list of possible speakers for the NARPM 2013 Owner-Broker Conference scheduled for September 27, 2013. We discussed them and recommended proceeding with Todd Linaman, Becky Noel, Bruce Suppes, Len Elder and a person not on her list David Karp an Estate Planner.

ACTION: Colleen will share the Board's recommendations and concerns with Susan so she can start to book them for the conference date.

Unfinished Business: Revisit Dues Structure for 2014

Budget for Marketing Ideas

2013 NARPM Directory

NARPM/CAI Task Force for HOA Rental Solutions event is April 27, 2013 from 8:30-11am at the Tucson Masonic Lodge at 3590 N. Country Club.

Joint CAI/NARPM Meeting Wednesday May 8, 2013 at 11:30am at The Sheraton Hotel on Grant Rd.

Next NARPM Board Meeting May 15, 2013, 3:30pm at Blue Fox Properties,
2482 E River Rd, Tucson AZ

Adjourned 5:30pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
May 15, 2013
Blue Fox Properties
2482 E River Rd, Tucson AZ

Attendance:	Steve Schultz	Linda Seeley
	Colleen Kessler	Antionette Alvarez
	Laura Grijalva	Susan Creedon
	Jesus Johnson	Ginny Huffman

1. Meeting called to order at 3:30pm by President- Steve Schultz.
2. **ACTION ITEMS:** To be continued
 - A. Michelle & Ken will contact & solicit property managers to try and increase membership - a list of companies will be provided by Char. They will also use the current National member list.
 - B. Linda will call Cherie Meadows at TAR to possibly tie in a membership drive with TAR Mixer.
 - C. Jesus will investigate possible designation classes available in Phoenix by calling Mike Mumford and Ellie Johnson.
3. Minutes from April 10, 2013 Board Meeting approved with clarification of goal for 14 new chapter members.
4. Account Balance is \$13,344.37 reported by Treasurer Linda Seeley.
5. Steve reviewed the Chapter Goals for 2013 and the calendar events coming up.
6. Jesus spoke with Jenny Hogan regarding a NARPM sponsored CE Class taught by Steve. As long as it does not affect Hogan's per student cost and NARPM is not heavily promoted there didn't seem to be any objection. The sponsored course will be "Leasing for Single Family Homes" preferably from 1-4pm sometime in September. Jesus will coordinate a date with Hogan. Steve will donate his fee of \$150 towards a discounted cost for NARPM members (\$10 reduction per student) and the chapter will donate anything extra to provide this benefit. The class will be promoted at the July Chapter Meeting where attendees can sign up and pay for the class and the chapter will pay Hogan contributing to the cost difference. The goal is Retention and Recruitment.

7. Susan reported confirmed bookings for several speakers for the NARPM Owner-Broker Conference on September 27: Becky Noel, David Karp, Bruce Suppes. Other possibilities discussed were Judy Lowe or the Audit Manager, Bob Dytko. Any suggestions should be directed to Susan.

8. July 17 NARPM Chapter Meeting will be a round table discussion on various topics. Please email suggested topics to Susan. Technical Tip presented by Comfort Dynamics and possibly a second vendor. Vendors for Technical Tips should bring dessert to share. All agreed Name Tags would be beneficial especially to keep track of everyone entering. Vendor Chair Ken should encourage all vendors to donate gift cards for the 50/50 raffle.

9. Antionette expressed the need to add more value for affiliate vendors by increasing membership, adding more meetings, focusing more on vendor participation etc.

ACTION: Discuss a possible increase in the number of chapter meetings for 2014.

ACTION: Susan will contact Tom at CAI for information on cost for meetings at Viscount Hotel for next year.

10. 2013 NARPM So AZ Directory needs to be finalized.

ACTION: Ken needs to give Char list of all paid vendors and Linda to give Char a list of all local members. The Directory should be reviewed by all Board Members & Vendors prior to next Board Meeting. Directories should be printed & distributed at next Chapter Meeting July 17.

Unfinished Business: Revisit Dues Structure for 2014

Sponsorship Program

Budget for Marketing Ideas

2013 NARPM Directory

Next NARPM Board Meeting June 12, 2013, 3:30pm at Blue Fox Properties,
2482 E River Rd, Tucson AZ

NARPM sponsored CE Class on Fair Housing, June 13, 2013, 1-4pm at TAR.

Adjourned 5:30pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
June 12, 2013
Blue Fox Properties
2482 E River Rd, Tucson AZ

Attendance:	Steve Schultz	Char DuFresne
	Colleen Kessler	Michelle Martin
	Laura Grijalva	Susan Creedon
	Jesus Johnson	Ginny Huffman
	Ken Frederick	

1. Meeting called to order at 3:30pm by President- Steve Schultz.

2. **ACTION ITEMS:** To be continued

- A. Michelle & Ken will contact & solicit property managers to try and increase membership - a list of National & Chapter members will be provided by Char.
- B. Linda will call Cherie Meadows at TAR to possibly tie in a membership drive with TAR Mixer.
- C. Discuss possible increase in number of chapter meetings and change in venue for 2014.

3. Minutes from May 15, 2013 Board Meeting approved.

4. Account Balance is \$14,857.10.

ACTION: Did Linda send 990 EZ form May 15, 2013??

ACTION: AZ Corporate Commission Due July 9, 2013.

5. Char reported 2013 Directories ready for print and to be distributed at the July 17 Chapter Meeting. She will email to all board members for review before printing.

6. Laura Grijalva appointed Membership Chair but will be assisted by all board members.

7. CE Class Fair Housing for Property Management scheduled for June 13, 2013 at TAR from 1-4pm. Jesus found out that there have not been any NARPM designation classes held or planned in Phoenix recently. But there is a Property Management CE Class on July 25, 1-4pm in Phoenix on AAR Property Management Forms.

ACTION: NARPM Chapter Excellence due August 1- Char will review.

8. July 17, 2013 Chapter Meeting will include a Round Table Discussion. Susan distributed various topics. One board member and topic per table was assigned. Susan requested everyone to email her their discussion points for their topic to be included in the flyer. Participants will change tables/topics three times. Also included for this meeting tech tip by Mike Weber of Ace Perma-Glaze & Cheri Meadows of TAR. Char will arrange for Jim Frisch or another legal representative. 50/50 Raffle.

Jesus will announce the NARPM sponsored class to be held at Hogan - Risk Mangement for Property Management - on Sept 19 from 1-4pm. Those NARPM members registering at the meeting will be charged \$15 (\$10 discount to be contributed by NARPM Chapter). Price for non-members is \$25.

9. Susan reported confirmed bookings for several speakers for the NARPM Owner-Broker Conference on September 27: Becky Noel, David Karp, Bruce Suppes. Other possibilities discussed were Judy Lowe or the Audit Manager and Amber Smith of the Metropolitan Pima Alliance.

Unfinished Business: Revisit Dues Structure for 2014
Sponsorship Program
Budget for Marketing Ideas

NARPM sponsored CE Class on Fair Housing, June 13, 2013, 1-4pm at TAR.

Next NARPM Board Meeting July 10, 2013, 3:30pm at Blue Fox Properties,
2482 E River Rd, Tucson AZ

Next NARPM So AZ Chapter Meeting July 17, 2013, 11:30am at the Elks Lodge,
1800 N Oracle Rd, Tucson AZ,

Adjourned 5:30pm
Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
July 10, 2013
Blue Fox Properties
2482 E River Rd, Tucson AZ

Attendance:	Steve Schultz	Char DuFresne
	Colleen Kessler	Michelle Martin
	Linda Seeley	Susan Creedon
	Jesus Johnson	Ginny Huffman
	Antionette Alvarez	

1. Meeting called to order at 3:30pm by President- Steve Schultz.
PLEASE NOTE STARTING AUG 2013 BOARD MEETINGS WILL BE HELD AT
BLUE FOX PROPERTIES' NEW LOCATION: 215 W GIACONDA WAY,
E/ORACLE RD, S/INA,
2. **ACTION ITEMS:** To be continued
 - A. Linda will contact Cherie Meadows at TAR to possibly tie in a membership drive with TAR Mixer.
 - B. Discuss possible increase in number of chapter meetings and change in venue for 2014.
 - C. Char is working on NARPM Chapter Excellence due Aug 1, 2013.
 - D. AZ Corporate Commission due July 31, 2013.
 - E. Revisit dues structure
3. Minutes from June 12, 2013 Board Meeting approved.
4. Linda reported Account Balance at \$14,857.10.
5. July 17 Chapter Meeting agenda finalized. Attorney Jason Smith will be the main speaker reviewing recent HOA legislation. Technical Tips will be presented by Spartan Plumbing & Commercial Carpet Cleaning. NARPM Ethics will be read to the members. NARPM Directories will be distributed. Jesus will discuss training including the NARPM sponsored Hogan Property Management CE Class on Leasing on September 19, 1-4pm. Any member that registers at the meeting will be charged \$15, a \$10 discount contributed by NARPM So Az Chapter. Susan will report on the NARPM So Az 2013 Annual Conference (formerly referred to as Owner/Broker Conference). 50/50 Raffle. All Board members should contact their buddies for next week's meeting.

6. Susan discussed the progress on the Annual Conference scheduled for September 27. Judy Lowe is added as a confirmed speaker. Antionette will print tickets to have for next week's chapter meeting.

Motion Approved: Cost of the Conference is \$75 if registered & paid by Aug 31, 2013, after that the cost is \$100.

Domestic Abuse Education speaker will be scheduled for September Chapter Meeting.

7. Michelle is working on an insurance package for owners & brokers. All agreed that using the CAI Sponsorship Program as a model for NARPM 2014 would be a good starting point in developing strategies for next year.

Action: Michelle, Char & Susan will meet to discuss Sponsorships for the Annual Conference & next year and report back at next Board Meeting.

8. Several Board Members will attend the NARPM Phoenix Chapter Member Meeting followed by CE Class on July 25. It's free for NARPM members. Held at 1363 S. Vineyard, Mesa AZ. Steve is coordinating the RSVP's.

Next NARPM So AZ Chapter Meeting July 17, 2013, 11:30am at the Elks Lodge,
1800 N Oracle Rd, Tucson AZ

Next NARPM So AZ Board Meeting August 17, 2013, 3:30pm at Blue Fox Properties, 215
W Giaconda Way, Tucson AZ

Adjourned 5:00pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
August 14, 2013
Blue Fox Properties
215 W Giaconda Way, Ste 111, Tucson AZ

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

1. Meeting called to order at 3:30pm by President- Steve Schultz.
2. Linda reported Account Balance at \$15,075.17.
3. Minutes from July 10, 2013 Board Meeting approved.
4. Char submitted NARPM So AZ for Chapter Excellence which gave the chapter 44 pts.
Linda completed the AZ Corporate Commission requirement.
Char, Michelle & Susan met and discussed Sponsorships for Annual Conference.

Motion Approved: Char, Michelle & Susan met and proposed to the Board 8 Vendor Sponsorships for the Annual Conference at \$150 each. Each vendor will have 7 minutes for a presentation and ½ table for materials. For an additional \$50 a vendor can sponsor part of a meal.

ACTION ITEMS:

- A. Antionette will email the Annual Conference sponsorships available to all vendors.
- B. Char will present a strategy for meetings, dues structure and promotions for 2014 at the next Board Meeting.
- C. Ginny will draft a Call for Candidates for Antionette to include in chapter meeting flyer.

ACTION ITEMS: To be continued

Linda will contact Cherie Meadows at TAR to possibly tie in a membership drive with TAR Mixer.

5. September 18, 2013 NARPM So AZ Chapter Meeting will include an Insurance Policy & Catastrophe Presentation given by Michelle & Antionette. Case studies will be discussed then round table discussions on insurance issues. Attorney Jim Frisch will cover Tenant Rights. Ginny will cover the Call for Candidates for 2014. Technical tips will be given by Abracadabra & Conquistador Pest Control. Susan will cover the Annual Conference, Jesus will cover Education, Char will give Legislative update, Colleen will continue with the NARPM Code of Ethics. Dessert sponsor is Titan Restoration.

Motion Approved: Combine 2013 NARPM So AZ Holiday Party with a Casino Night prior to holiday season (Nov 22, 2013 possibly?) including a Fund Raiser for a charity organization.

6. Jesus will cover the HOA Rental Solutions table for NARPM at the entrance of the CAI Mini Trade Show Wednesday Sept 11 at the Sheraton Hotel, 5151 E Grant Rd. All agreed at Jesus's suggestion that the NARPM sponsored Hogan Property Management CE Class on Sept. 19 be open to anyone in a NARPM Company for the discount.

Next NARPM So AZ Board Meeting Sept 11, 2013, 3:30pm at Blue Fox Properties,
215 W Giaconda Way, Ste 111, Tucson AZ

Next NARPM So AZ Chapter Meeting Sept 18, 2013, 11:30am at the Elks Lodge,
1800 N Oracle Rd, Tucson AZ

Adjourned 5:30pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
September 11, 2013
Blue Fox Properties
215 W Giaconda Way, Ste 111, Tucson AZ

Attendance:	Steve Schultz	Char DuFresne
	Colleen Kessler	Michelle Martin
	Linda Seeley	Susan Creedon
	Jesus Johnson	Ginny Huffman
	Ken Fredrick	

1. Meeting called to order at 3:30pm by President- Steve Schultz.
2. Linda reported Account Balance at \$16,580.17.
3. Minutes from Aug 14, 2013 Board Meeting approved.

ACTION ITEMS COMPLETED:

- A. Antionette emailed the Annual Conference sponsorships available to all vendors.
- B. Char presented a concept for 2014 memberships - NARPM Offices would pay to join local chapter, Property Managers & Line Managers in the office would pay reduced dues, and there would be a charge for all members & non-members for lunch meetings. Also a limit of two vendors per category. Every month would be a chapter meeting or fund raiser event. Details & prices still to be worked out.
- C. Ginny drafted a Call for Candidates which Antionette included in chapter meeting flyer.

ACTION ITEMS: To be continued

- A. Linda contacted Cherie Meadows at TAR to possibly tie in a membership drive with TAR Mixer and is waiting for a response.
- B. Details for dues structure for 2014 still to be determined and approved.
- C. Chapter Compliance due December 1 - Char is working on this.

Motion Rescinded: Combing 2013 NARPM So AZ Holiday Party with a Casino Night prior to holiday season including a Fund Raiser for a charity organization.

4. September 18, 2013 NARPM So AZ Chapter Meeting will include an Insurance Policy & Catastrophe Presentation given by Michelle & Antionette. Case studies will be discussed then round table discussions on insurance issues. Attorney Jim Frisch will cover Tenant Rights. Ginny will cover the Call for Candidates for 2014 and Char will solicit committee members as Chairs or for those wanting a more limited involvement. Technical tips will be given by Abracadabra & Conquistador Pest Control. Susan will cover the Annual Conference, Jesus will cover the Sept 19 Hogan Property Management CE Class, Char will give Legislative update, Colleen will continue with the NARPM Code of Ethics. Dessert sponsor is Titan Restoration. Linda will have credit card capability for anyone wanting to charge for conference attendance , sponsorship or the education class.

5. Susan reported on the attendees and sponsors to date for the NARPM Annual Conference scheduled for September 27. Ken will solicit vendors who have not RSVP'd.

Next NARPM So AZ Chapter Meeting Sept 18, 2013, 11:30am at the Elks Lodge,
1800 N Oracle Rd, Tucson AZ

Next NARPM So AZ Board Meeting Oct 9, 2013, 3:30pm at Blue Fox Properties,
215 W Giaconda Way, Ste 111, Tucson AZ

Adjourned 5:20pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
October 10, 2013
Blue Fox Properties
215 W Giaconda Way, Ste 111, Tucson AZ

Attendance:	Steve Schultz	Ginny Huffman
	Colleen Kessler	Michelle Martin
	Linda Seeley	Susan Creedon
	Jesus Johnson	Antionette Alvarez

1. Meeting called to order at 3:30pm by President- Steve Schultz.
2. Linda reported Account Balance at \$13,861.88.
3. Minutes from Sept 11, 2013 Board Meeting approved.

ACTION ITEMS COMPLETED:

- A. Linda spoke to Cherie Meadows at TAR and we will tie in a membership drive with a TAR Mixer early next year.
- B. Local Dues structure for 2014 - \$95 if paid by Dec 31, 2013, \$125 if paid later.

ACTION ITEMS: To be continued

- A. Chapter Compliance due December 1 - Char & Steve will work on this.
 - B. Char will outline the NARPM So AZ 2014 schedule for meetings & events.
4. November 20, 2013 Member Meeting at Elks Lodge will include speaker Abby Stone from Emerge who will speak about the Landlords Eliminating Abuse Program - a Domestic Abuse Program. Char will contact Attorney Jim Frisch to speak about the HOA bill. Ginny will cover the Call for Candidates for 2014 and the vote. Char will solicit participation for next year's committees. Colleen will complete the NARPM Code of Ethics. Ginny will provide her cheesecake for dessert. Technical Tip to be assigned.
 5. December 18, 2013 Holiday Member Meeting at Elks Lodge will include the Installation of Officers, Trivia Games, Wrapped Gift exchange & Santa. A Charity Drive for Pima Animal Care Center will be held.
 6. Steve will assist Jesus next year with Education Program but if education is to continue as a member benefit it needs the support of the local Board and all members.

7. All agreed that Membership Committee should include a professional member and at least one vendor. Char will appoint the committee members and set the 2014 schedule.

Next NARPM So AZ Board Meeting Nov 13, 2013, 3:30pm at Blue Fox Properties,
215 W Giaconda Way, Ste 111, Tucson AZ

Next NARPM So AZ Chapter Meeting Nov 20, 2013, 11:30am at the Elks Lodge,
1800 N Oracle Rd, Tucson AZ

Adjourned 5:40pm

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
November 13, 2013
Blue Fox Properties
215 W Giaconda Way, Ste 111, Tucson AZ

Attendance:	Steve Schultz	Ginny Huffman
	Colleen Kessler	Michelle Martin
	Linda Seeley	Susan Creedon
	Jesus Johnson	Antionette Alvarez
	Char DeFresne	Ken Fredrick
	Sylvia White	

1. Meeting called to order at 3:35pm by President- Steve Schultz.
2. Linda reported Account Balance at \$13,511.20.
3. Minutes from Oct 9, 2013 Board Meeting approved.

ACTION ITEMS COMPLETED:

- A. Chapter Compliance due December 1 - Char will finalize this.
- B. Char outlined the NARPM So AZ 2014 schedule for meetings & events.

4. 2014 President Elect Char announced that 2014 Board Meetings will be held at Copper Rose Realty, 6601 E 22nd Street every 2nd Wed of the month at 3:30pm except January's meeting will be on Friday January 10, 2014 at 3pm.

5. Char outlined the Committees and Chairs identified for 2014 as follows:

- Membership - Ginny Huffman
- Education - Jesus Johnson
- Communications - Antionette Alvarez
- Programs - Susan Creedon
- Vendors - Ken Fredrick
- Legislative - TBD

All committees will have members assisting the Chair. All Chairs will report to the 2014 President Elect Sylvia White.

ACTION ITEM: Sylvia & Michelle will document the duties for each Committee Chair.

6. February 19, 2014 will be a Lunch & Learn held at the Elk's Lodge. Steve will teach his "Risk Management" class for Property Managers. Hogan will still collect the \$25 per person attending but \$10 of that will be paid by the NARPM So AZ Chapter. NARPM Members attending will pay \$15. Non NARPM Members will pay \$20. This includes lunch. Char will obtain a NARPM Grant to cover the \$10 for the Chapter discount.

7. November 20, 2013 Member Meeting at Elks Lodge will include speaker Abby Stone from Emerge who will speak about the Landlords Eliminating Abuse Program - a Domestic Abuse Program. Char will contact Attorney Jim Frisch to speak about Tenant Rights. Ginny will cover the Call for Candidates for 2014 and the vote. Membership Drive will be emphasized and Linda will collect dues for NARPM 2014 local (\$95) & national (\$245) which can be paid by check or credit card. Vendor dues are \$225. (Limit of 3 vendors per business type) Colleen will complete the NARPM Code of Ethics. Susan will bring dessert. Technical Tip by Dunn Edwards & National Home Warranty. 50/50 Raffle.

8. December 18, 2013 Holiday Member Meeting at Elks Lodge will include the Installation of Officers, Trivia Games, Wrapped Gift exchange & Santa. A Charity Drive for Pima Animal Care Center will be held. Door Prizes donated will be used as centerpieces. Ginny will donate her Pumpkin Cheesecake for dessert.

9. NARPM Code of Ethics for 2014 will be done monthly with a case study discussed for each article.

Next NARPM So AZ Board Meeting Dec 11, 2013, 3:30pm at Blue Fox Properties,
215 W Giaconda Way, Ste 111, Tucson AZ

Next NARPM So AZ Chapter Meeting Dec 18, 2013, 11:30am at the Elks Lodge,
1800 N Oracle Rd, Tucson AZ

Adjourned 5:15pm

Respectfully Submitted: Colleen Kessler, Secretary