

Kitsap County Chapter of NARPM
Board Meeting
January 17, 2013

The meeting was held at Hale's Ales in Silverdale, WA

The meeting was called to order 1:00. by President Shana Smith. NARPM members present were Shana Smith, Kate Bode, Chrysztyna Rowek- Perry, Evie Osburn, Lara Young. Sharon Smith from Paul Davis was also present.

TREASURER REPOT : Chrysztyna Perry made motion to accept. Allison 2nd the motion.

Balance as of November 30, 2012 -- \$6,540.77

Profit and Loss – Profits \$349.00 and Expenses \$903.12 Net income -\$554.12

Kevin is to look into which vendors have paid their membership.

Bank Signature card – Kate Bode and Jodi Rose will be removed and Kevin Rose and Chrysztyna Rowek-Perry will be added and Shana Smith will remain.

2013 Board Meeting

- January 17, 2013 at Hales Ales
- May 23, 2013 at Pickett Property Management
- August 22, 2013 at Hales Ales
- November 21, 2013 at Hales Ales

2013 Meeting Calendar

MONTH	LOCATION	MEETING TOPIC	SPEAKER
January	Hales Ales	Installation/RVP update	Leeann Ghilglione
February	Oxford	Major System, CE Class	Paul North
March	Hales Ales	Insurance	Joe Delgrasso
April	Hales Ales	Regional Wrap Up/form exchange	All members
May	Oxford	CE/Designation class	Vickie Gaskill
June	TBD	Marijuana/membership drive	Chris Benis
July	Hales Ales	Bed bugs/pests	Kitsap Pest Control
August	Hales Ales	Board choice	unknown
September	Oxford	CE TBD	Mike Mumford
October	Hales Ales	Convention wrap up/nominations	All members
November	Hales Ales	Election of officers	All members
December	TBD	Affiliate appreciation	All members

COMMITTEE CHAIR COMMITTEE MEMBERS

Charity/Philanthropy		Lara Young, Evie Osburn, Regan Antig, Chrysztyna Perry
Affiliate Coordinator	Alyssa Rodriguez	Hailee Simpson, Sharon Smith
Legislative	Jim Hederson	
Membership		
Education		
Communications/PR/FB	Sharon Smith	

Amanda from Lighthouse Cove has agreed to serve on a committee.

CHAPTER GOALS

Our Chapter goals were discussed and growing membership is the goal for this year. It was also decided that Chapter Excellence for 2013 was a goal. An idea that was discussed to achieve our membership goal is that Membership Committee members take potential members to lunch to explain NARPM and benefits of being members.

CHARITY FOR 2013

Several types of charities were discussed and decided that if there a variety of choices, more members may participate. The ideas brought up were:

- Christmas Angels
- food drive other than Holiday time, possibly quarterly.
- humane society
- Habitat for humanity
- cleaning up trails/trail improvement

It was also discussed trying to get members involved with their kids.

GRANTS FROM NARPM

It was discussed on how to use the various grants that NARPM offers. Ideas that were discussed were

- \$500 Membership Drive : cover the cost of the free meeting in June for our membership drive meeting.
- \$500 Trade Show:
- \$500 Advertisement: do possible ad in Kitsap Business Journal
- \$500 Education: pay for Mike Mumford for September CE Class.

REGIONAL CONFERENCE

--Northwest Regionals is April 19-20, 2013 in Tacoma at La Quinta Inn. Chrysztyna made a motion that Kitsap County Chapter sponsor a table at Regional's plus a centerpiece and 8 items, one per chair. The cost is \$150 for the table and it was decided to budget \$50 - \$60 for the centerpiece and \$10 per chair for the gift. The gifts per chair was discussed a Silver City beer and bag of peanuts from the company in Kingston It was approved by the board.

MISC DISCUSSION

- doing a survey of what members would like to see at monthly meetings was discussed.
- getting a banner from National was discussed.
- Shana brought up name tags and says that Jim Henderson has done them in the past and he might be willing to do them for us.

The meeting was adjourned at 1:50 pm.

Submitted by,

Lara Young
NARPM Secretary

Kitsap County Chapter of NARPM
Board Meeting
May 16, 2013

The meeting was held at Pickett Property Management Office in Silverdale, WA

The meeting was called to order 10:00 am. by President Shana Smith. NARPM members present were Shana Smith, Kate Bode, Chrysztyna Rowek- Perry, Evie Osburn, Kevin Rose and Lara Young.

Treasurer: it was voted that the chapter will be responsible for purchasing the updates of Quickbooks when it expires, as this is how the chapter books are kept.

2013 Board Meeting

- January 17, 2013 at Hales Ales
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- August 22, 2013 at Hales Ales
- November 21, 2013 at Hales Ales

2013 Meeting Calendar -- updated

MONTH	LOCATION	MEETING TOPIC	SPEAKER
January	Hales Ales	Installation/RVP update	Leeann Ghilglione
February	Oxford	Major System, CE Class	Paul North
March	Hales Ales	Insurance	Joe Delgrasso
April	Hales Ales	Regional Wrap Up/form exchange	All members
May	Oxford	CE/Designation class	Vickie Gaskill
June	Clover Leaf	Conflict Resolution	
July	Hales Ales	Bed bugs/pests	Kitsap Pest Control
August	Hales Ales	Marijuana/membership drive	Chris Benis
September	Oxford	CE TBD	Mike Mumford
October	Hales Ales	Convention wrap up/nominations	All members
November	Hales Ales	Election of officers	All members
December	Clover Leaf	Affiliate appreciation	All members

- It was discussed having a utility company meeting in June. Trying to get some reps from a few utility companies to come and talk with us about how we can work together better for smoother transitions with tenants and owners, discuss policy changes, privacy issues, landlord agreements, and dealing with inconsistencies. The utility companies that were named were North Perry, Cascade, City of Bremerton, City of Port Orchard, City of Poulsbo, PUD #1, PSE, KCPW, and Silverdale Water.
- Evie has put out a vote of our affiliates and they voted for the Clover Leaf for our Christmas party, so she booked it.
- If Mike Mumford cannot make it in September, we will need another idea for a class replacement. Chrysztyna is getting details on the finance class. It is possible that Vicki or Tony may be able to do a class.
- The motion for raising the price of lunch from \$18 to \$20 for members and \$20 to \$25 for non-members was made by Kevin. Shana 2nd the motion and it was voted to start on June 1 , 2013.

MISC DISCUSSION

-- Chrysztyna is working on doing a survey monkey of what members would like to see designation classes vs. clock hour classes.

--Shana will check with Jim Henderson about name tags.

--the Seabeck conference center was discussed as a possible place for meetings and/or classes.
--Shana has a CD with the convention invitation so she will be giving it to Hailee to put on the website.
--Shana got a notice that our new by-laws must be adopted and sent in by the end of this year, as well as our Chapter compliance and chapter of excellence.
--begin thinking of possible nominations for the board for next year. Each board member agreed to pick a different month and talk at a meeting about what their position entails. Kevin spoke at the May meeting, Chrysztyna will speak in June, Evie will speak in July, Lara will speak in August and Shana will speak in September.

CHARITY COMMITTEE

- Chrysztyna has been speaking with Habitat For Humanity about possibly our chapter members volunteering to assist in building a house on June 1st. They have a project going on from May 21st to June 9th.
- The money from the 50/50 raffle, we discussed about possibly picking a new charity each month and donating that money.

MEMBERSHIP COMMITTEE:

- Jonathon and Amanda are working on building membership and making a list of property management companies that are not represented in Kitsap County NARPM and inviting them to be a part of it.

Next board meeting will be August 22, 2013 after the regular NARPM meeting.
The meeting was adjourned at 11:40 am.

Submitted by,

Lara Young
NARPM Secretary

Kitsap County Chapter of NARPM
Board Meeting
August 22, 2013

The meeting was held at Cloverleaf in Bremerton, WA

The meeting was called to order 1:15 pm by President Shana Smith. NARPM members present were Shana Smith, Kate Bode, Chrysztyna Perry, Evie Osburn, Kevin Rose and Lara Young. Guests, Amanda and Jonathon were also present at the meeting.

Treasurer: See attached – last month we came out \$100.00 ahead on lunches and our new venue.

2013 Meeting Calendar -- updated

MONTH	LOCATION	MEETING TOPIC	SPEAKER
September	Cloverleaf	Property Manager Expert Panel	Jim, Sandy, Meredith & Karen
October	Cloverleaf	Convention wrap up/nominations	All members
November	Cloverleaf	Vote on new board members	All members
December	Clover Leaf	Affiliate appreciation	All members

MISC DISCUSSION

--It was discussed of possibly doing an Ethics course at the beginning of the year next year since all members need the Ethics course. Chrysztyna is looking into maybe Tony Drost coming to teach the class.

--Evie has been talking with the Clover Leaf for meetings next year, as this location has gotten great reviews for holding meetings.

--begin thinking of possible nominations for the board for next year. Each board member agreed to pick a different month and talk at a meeting about what their position entails. Kevin spoke at the May meeting, Chrysztyna will speak in June, Evie will speak in July, Lara spoke in August and Shana will speak in September.

-- December 13th is the Christmas Party-Affiliate Appreciation night at Clover Leaf. Employees and guests of affiliates, must pay for their meal, affiliates are free. There will be a cash bar.

--Shana is working on our Chapter Compliance.

--it was suggested that next year there be a planning meeting for the committees next year and goals be set for each committee.

--it was discussed that doing the membership drive sooner next year. Possibly March time frame.

CHARITY COMMITTEE:

--It was discussed that we do a humane society food drive at Christmas and do a Food Bank food drive in the summer when food banks get low. Visit the Kitsap Humane society's website to view their "wish list".

--It was voted to continue doing the Christmas Angel program and because there is about \$2,000 more than last year also taking on the Senior Angels program as well.

--It was also discussed doing a donation to the Kitsap Community Resource.

AFFILIATES: A – 1 Door is a brand new affiliate.

Next board meeting will be November 21, 2013.

Adjourned at 2:07 pm

Submitted by,

Lara Young

NARPM Secretary

Kitsap County Chapter of NARPM
Board Meeting
November 25, 2013

The meeting was held at Pickett Property Management, WA

The meeting was called to order 9:-5 am by President Shana Smith. NARPM members present were Shana Smith, Chrysztyna Perry, Evie Osburn, Kevin Rose, Sherry Hallmark, Amanda Trent and Lara Young.

2014 Meeting Calendar-- tentative

MONTH	LOCATION	MEETING TOPIC	SPEAKER
January 16, 2014	Cloverleaf	Installation	
January 16, 2014	Cloverleaf	Board meeting	
February 20, 2014	Cloverleaf	Ethics class/lunch	Tony Drost
March 20, 2014	Cloverleaf	affiliate panel	Hailee
April 17, 2014	Cloverleaf	CE Class-landlord/tenant	Jim Henderson
May 13, 2014	Hop Jacks	Board meeting	
May 22, 2014	Cloverleaf	Visual Marketing	Medina
June 19, 2014	Cloverleaf	inspections	Brian Birdy
July 17, 2014	Cloverleaf	Happy Inspector-Apps	Jindou Lee
August 14, 2014	Mikes BBQ	Board meeting	
August 21, 2014	Cloverleaf	NARPM 101	
September 18, 2014	Cloverleaf	??	John Bradford
October 16, 2014	Cloverleaf	Nominations	Julie Johnson
November 20, 2014	Cloverleaf	Elections/PM communications	Chrysztyna Perry
November 24, 2014	Pickett Prop Man	Board meeting	
December 12, 2014	Cloverleaf	Affiliate Christmas Party	

MISC DISCUSSION

--It was discussed of possibly doing an Ethics course at the beginning of the year next year since all members need the Ethics course. Chrysztyna is looking into maybe Tony Drost coming to teach the class.

--Retired members: Kevin brought up making retired members "Legacy Members" for members that have retired out of property management and were NARPM members when they retired. Kevin will write up the guidelines.

--For our Christmas party on December 13, 2013, there will be a food drive to benefit the CK Food Bank. There will also be a 50/50 raffle with the proceeds going to the food bank as well. We also discussed doing another food drive in June .

--Evie has been talking with the Clover Leaf for meetings next year, as this location has gotten great reviews for holding meetings.

--Shana is working on our Chapter Compliance.

--Committee's that need members is Membership (Kevin and Shana have agreed to organize this committee), Legislative, Charity (Evie, Sherry and April are members of this committee), Affiliate committee needs members, if anyone knows who may be interested, contact Hailee.

--Membership drive: it was decided that we should have 2 membership drives in 2014. One in April and one in July. The board will apply for a membership grant for the July meeting.

--the board discussed the speakers that they would like to line up for 2014 and estimated a cost of \$500 per speaker. Kevin will apply for the \$500 grant for guest speakers.

--the board agreed to give \$1,000.00 to the Christmas Angels fund to shop for the families this year.

--a topic for a meeting in 2014 that was discussed was a panel for different types of housing and trying to get reps from DSHS, Health Dept, Assisted Senior living, Bremerton Housing and KCR. Another meeting topic was a panel of our affiliates.

--there is no "Day on the Hill" on the schedule for next year.

--the board discussed spending some of the funds in the account on something that will benefit our chapter and also try and get a speaker for every meeting to help draw people to the meeting.

Adjourned at 11:15 am

Submitted by,

Lara Young

Secretary