

NARPM-OAHU CHAPTER
EXECUTIVE COMMITTEE MEETING

Date: December 13, 2013
Place: Wah Kung Chinese Restaurant
Time: 11:30 AM

Call to Order:

Approval of Minutes: November 8, 2013 - Cathy Matthews-Secretary
Treasurer's Report: Laurene

Old Business:

BOD and Committee Chairs for 2014

Committee Reports:

1. Membership/Designations: Prim- RMP Designations , Carl & Clara to be presented in January 2014
2. Star Advertiser Articles: Cathy (continued in 2014)
3. Vendors: Becky (renewals went out in November)

4. Regional Director-Richard Vierra 2014 Broker-Owner Retreat Feb 24 to 26
2014 Pac-SW Regional Conference Feb 26 & 27th

New Business; (continued)

- 1) Confirmation for 2014 calendar (Elaine) 2014 date changes
- 3) Annual Christmas Party-December 17, 2013 (Lurline Johnson Program Chair)
- 4) Christmas Contributions to Charities (continued) (Cathy)

Next BOD meeting: January 14 , 2014

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
PRIMARY RESIDENTIAL MORTGAGE – STADIUM MALL
November 8, 2013

CALL TO ORDER: President Webb called the meeting to order at 12:20 pm

ESTABLISH A QUORUM: A quorum was established. Directors present:
Scherry Webb, Cathy Matthews, Liz Ishimitsu, Bradley Isa, Primrose Leong-Nakamoto.

BY INVITATION: Richard Vierra, Regional Director

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held, October 4, 2013 were approved as corrected.

TREASURER'S REPORT: Treasurer Young submitted a written report of the receipts and disbursements for the month. The NARPM Oahu Chapter has an ending balance of \$11,015.28, the report is attached to and made a part of these minutes.

UNFINISHED BUSINESS:

- A. **Directors** – Alan Lam volunteered to be Webmaster and a Director. The BOD unanimously welcomed Alan to the BOD and will place him on the slate of nominees. New slate will be: Elaine Saigusa, Scherry Webb, Bradley Isa, Primrose Nakamoto, Laurene Young, Alan Lam, Becky Gustafson, Claudia Host, Liz Ishimitsu.
- B. **BOMA** – Regional Director Vierra suggested we consider participating in the BOMA conference, it is 3 days. The purpose would be to boost membership and awareness. He will collect more information and provide to the BOD.
- C. **May Conference-** We will try to change the dates of the conference one week so Regional Director Vierra can attend.
- D.

COMMITTEE REPORTS:

- A. **MEMBERSHIP** – Chairman Leong-Nakamoto – need a new chair for 2014
- B. **Star Advertiser Articles** – Director Matthews - none
- C. **Vendors** – Chairman Gustafson – discussion was held regarding dues, it was unanimously agreed that there would be no increase

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
PRIMARY RESIDENTIAL MORTGAGE – STADIUM MALL
October 4, 2013

CALL TO ORDER: President Webb called the meeting to order at 12:18 pm.

ESTABLISH A QUORUM: A quorum was established. Directors present: Scherry Webb, Elaine Saigusa, Cathy Matthews, Laurene Young, Liz Ishimitzu, Bradley Isa, Primrose Leong-Nakamoto, and Darlene Higa.

BY INVITATION: Richard Vierra, Regional Director

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held, September 6, 2013, were approved with minor corrections.

TREASURER'S REPORT: Treasurer Young submitted a written report of the receipts and disbursements for the month. The NARPM Oahu Chapter has an ending balance 9/30/13 of \$13,317.31 the report is attached to and made a part of these minutes.

Treasurer Young passes out a summary of the profits from the Mom and Pop seminar for The past 4 years. With the venue being changed to Dole Cannery the chapter will make \$2,069.37 contrasted with \$7,142.12 in 2012 and \$12,152.51 in 2011 at JCC. The costs were significantly higher at Dole Cannery.

UNFINISHED BUSINESS:

- A. A review of the evaluations of the Mom and Pop was held. Overall, the response was very positive. Director Isa will include comments to aid in better streaming the check- in process in the seminar book for next year.
- B. Binders for next year's seminar are planning to be sold separately. Attendees that have come in the past can get an update to the binder. Also, we can sell the binders if we choose.
- C. A discussion was held with regard to the vacant BOD and committee positions. Primrose Nakamoto has volunteered for Secretary, Becky Gustafson will remain as Vendor Chairman, Amanda Frazier will remain as Legislative Chairman, Laurene Young will remain as Treasurer (unless someone else will step up), Jason Yotsuda has agreed to be Speaker Chairman, Brad Isa will be Code of Ethics Chairman as VP. There are still several spots to fill and BOD members will talk to others about this and an announcement will be made at the luncheon.

MAY 12th T13
AUG 19 - 707/POP

} JCC

* CALL *

BRAD - 2 COUNCIL

BOMA MTG IN PAR- PORTLAND?

NATIONAL - HOW MANY COUNCIL ORG MEET?

- CHAP EXPL. - POINTS?

LET BOARD + BODORS MEET

NARPM-OAHU CHAPTER
EXECUTIVE COMMITTEE MEETING

Date: September 6, 2013
Place: Zippy (Pearl City)
Time: 12:00 PM

Call to Order:

Approval of Minutes: August 9, 2013 - Cathy Matthews-Secretary
Treasurer's Report: Laurene

Old Business:

Mom & Pop Seminar

Committee Reports:

1. Membership/Designations: Prim- Bandy Oshiro RMP - present plaque in Sept
2. Star Advertiser Articles: Cathy
3. Vendors: Becky
4. Code of Ethics: Elaine # L
5. Speakers: Darlene .Doug Mayne-Vice Director w/Hawaii Civil Defense
6. Web Site: Claudia-
7. GAC: Amanda - Reminder of Pet Deposit effective Nov 1, 2013
8. Regional Director-Richard Vierra 2014 Broker-Owner Retreat Feb 24 to 26
\$1,053⁰² 2014 Pac-SW Regional Conf Feb 26 & 27th

New Business

- 1) Nominations/Suggestions 2014 BOD/ Officers and Committee Chairs
 - 2) Annual Christmas Party-December 17, 2013 (Lurline Johnson Program Chair)
 - 3) NARPM Fund Raiser/State Farm-Becky
- Reminder: 2013 National Conference in San Diego October 16 to 18th.

Next BOD meeting: October 4, 2013

X SLID LOVE-16:
- NATIONAL GOLF/COMPET. FLYER
- PROGRAM FOR SIG-1-16 UP
X PREPARE "VOLUNTEERING" PAGE?

NARPM-OAHU CHAPTER
EXECUTIVE COMMITTEE MEETING

Date: August 9, 2013
Place: Zippy (Pearl City)
Time: 1:00 PM

Call to Order:

Approval of Minutes: July 12, 2013 - Cathy Matthews-Secretary
Treasurer's Report: Laurene

Old Business:

1. Mom & Pop Seminar
2. Policy & Procedure Manual (Laurene)
3. Chapter Excellence-Submitted - Elaine

Committee Reports:

1. Membership/Designations: Prim- Randy Oshiro RMP –present plaque in Sept
2. Star Advertiser Articles: Cathy
3. Vendors: Becky
4. Code of Ethics: Elaine-deferred
5. Speakers: Darlene
6. Web Site: Claudia-
7. GAC: Amanda –
8. Regional Director-Richard Vierra

Unfinished Business:

1. Continuance of Mom & Pop Seminar (Bradley-Myrna-Lori)
2. Policy and Procedure Manual next section (Laurene & Liz)
3. Website-Claudia-Hawaiian Airlines-members discount

New Business

Next BOD meeting: September 6, 2013

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
GOKO STEAKHOUSE – PEARLRIDGE
July 12, 2013

CALL TO ORDER: Treasurer Young called the meeting to order at 12:20 PM

ESTABLISH A QUORUM: A quorum was established. Directors present:
Cathy Matthews, Laurene Young, Liz Ishimitzu, Bradley Isa, and Darlene Higa.

BY INVITATION: Claudia Host, Website Chairman, Myrna Matsumoto, Seminar Co-Chair

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held, June 14, 2013, were approved as submitted.

TREASURER'S REPORT: Treasurer Young submitted a written report of the receipts and disbursements for the month. The NARPM Oahu Chapter has an ending balance of \$8266.20, the report is attached to and made a part of these minutes.

UNFINISHED BUSINESS:

252 + = \$11,000 209 = \$6,500
JAMES - 2-3 NUS RE

MAIL -
* STEVE
RE 114
CONF w/
REV/2016
PROGRAM?

- A. **Mom and Pop Seminar** – Director Isa and Myrna Matsumoto held a brief discussion about the upcoming Mom & Pop Seminar. They distributed an agenda and confirmed all speakers; some bio's were being updated. The possibility of getting a spot on the KITV minute was discussed and will be checked into by Director Higa. Director Matthews moved that all participating BOD members and committee chairs would not pay to attend the seminar; the motion was seconded by Director Isa and approved unanimously.
- B. **Policy & Procedure Manual** –The first Section of the Policy and Procedure Manual that was distributed by email was approved. This motion was made by Director Isa, seconded by Director Ishimitzu and carried unanimously.

COMMITTEE REPORTS:

- A. **MEMBERSHIP** – Chairman Leong-Nakamoto - none
- B. **Star Advertiser Articles** – Director Matthews -none
- C. **Vendors** – Chairman Gustafson – submitted information stating the August Seminar announcements have gone out to the vendors. Some vendors are having a hard time remembering when the meeting dates are and indicated the email goes out later than they would like, so they will be reminded to use the website.

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
SIZZLER'S STEAKHOUSE – PEARLRIDGE
June 14, 2013

CALL TO ORDER: President Webb called the meeting to order at 12:50 PM.

ESTABLISH A QUORUM: A quorum was established. Directors present: Scherry Webb, Elaine Saigusa, Cathy Matthews, Laurene Young, Liz Ishimitzu, Primrose Leong-Nakamoto, and Lurline Johnson.

BY INVITATION: Richard Vierra, Regional Director and Becky Gustafson, Affiliate Chair.

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held, May 10, 2013, were approved as submitted.

TREASURER'S REPORT: Treasurer Young submitted a written report of the receipts and disbursements for the month. The NARPM Oahu Chapter has an ending balance of \$7694.73 the report is attached to and made a part of these minutes.

UNFINISHED BUSINESS:

- A. **C.E. Class for 2013** – It was previously discussed at the BOD meeting to consider holding a C.E. class in November instead of a regular luncheon since we might possibly be in need of a speaker; however, Darlene confirmed the speaker. Therefore a motion was made to end this discussion by Director Ishimitzu, seconded by Vice President Saigusa and carried unanimously.
- B. **Mom and Pop Seminar** – Director Isa was unable to attend and stated prior to the meeting that he would send out an email update. President Webb stated that she would discuss advertising with him and set up a special meeting if necessary.
- C. **Corporate Tax Returns** – Treasurer Young reported that Pat Young was currently filing our Chapter's Corporate Tax returns and was willing to continue doing this. The BOD unanimously accepted this offer and decided not to pursue the company National was letting us know about.

COMMITTEE REPORTS:

- A. **MEMBERSHIP** – Chairman Leong-Nakamoto reported that she was working with designees and would bring in other RMP's books for them to review.

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
SIZZLER'S STEAKHOUSE – PEARLRIDGE
May 10, 2013

CALL TO ORDER: Vice President Saigusa called the meeting to order at 11:40 AM.

ESTABLISH A QUORUM: A quorum was established. Directors present:
Elaine Saigusa, Cathy Matthews, Primrose Leong-Nakamoto and Liz Ishimitzu.

BY INVITATION: Becky Gustafson, Affiliate Chair; Claudia Host, Website Chairman.

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held, April 12, 2013, were approved as submitted.

TREASURER'S REPORT: Treasurer Young submitted a written report of the receipts and disbursements for the month. The NARPM Oahu Chapter has an ending balance of \$8125.26 the report is attached to and made a part of these minutes.

UNFINISHED BUSINESS:

- A. **"Mom & Pop" Seminar** – Director Isa handed out a tentative time line for the seminar. A brief discussion was held; a suggestion was made to include a review of the newly revised lease.
- B. **Policy & Procedure Manual** – This item was tabled until Treasurer Young was present and the members had more time to review.
- C. **Continuing Education Class** – This item was tabled until President Webb returns.

COMMITTEE REPORTS:

- A. **MEMBERSHIP** – Chairman Leong-Nakamoto reported that we have 3 new members.
- B. **Star Advertiser Articles** – Director Matthews continued to ask for help coming up with questions. It was decided to offer (3) \$5.00 gift certificates for the best questions submitted that could be used.
- C. **Vendors** – Chairman Gustafson explained that past President Fraizer has started a maintenance company and wanted to have his company as a vendor. It was unanimously agreed that this was no conflict of interest as long as his ownership was disclosed. His company was accepted as a vendor.

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
SIZZLER'S STEAKHOUSE – PEARLRIDGE
April 12, 2013

CALL TO ORDER: President Webb called the meeting to order at 12:25 PM.

ESTABLISH A QUORUM: A quorum was established. Directors present: Scherry Webb, Elaine Saigusa, Cathy Matthews, Laurene Young (arrived at 12:50 PM), Liz Ishimitzu, Bradley Isa, Lurline Johnson and Darlene Higa.

BY INVITATION: Richard Vierra, Regional Director; Becky Gustafson, Affiliate Chair.

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held, March 8, 2013, were unanimously approved as submitted.

TREASURER'S REPORT: Treasurer Young submitted a written report of the receipts and disbursements for the month. The NARPM Oahu Chapter has an ending balance of \$8915.79, the report is attached to and made a part of these minutes. The Annual Corporate Filing is completed.

UNFINISHED BUSINESS:

- A. **Pet Deposit Bill** – As of April 11, 2013 the Senate disagrees with the proposed House amendments. The bill is awaiting further review and amendments.
- B. **Suggestion Box** – Last month, no suggestions were received. We will continue members to submit suggestions and give it more time.
- C. **Shannon Gripper (Section 8)** – A motion was made by Director Ishimitzu and seconded by Director Johnson to give \$100 gift card to Shannon from our Association in a get well card. The motion carried unanimously.

COMMITTEE REPORTS:

- A. **MEMBERSHIP** – Chairman Leong-Nakamoto - deferred
- B. **Star Advertiser Articles** – Secretary Matthews reported as always, there is a need for more questions and that the question received from the members were not usable.
- C. **Vendors** – Chairman Gustafson reported that there has been a lot of positive feedback on the slide show.



OAHU CHAPTER

National Association of Residential Property Managers

**NARPM-OAHU CHAPTER
EXECUTIVE COMMITTEE MEETING**

Date: March 8, 2013
Place: Sizzler's Pearlridge
Time: 12:00 Noon

Call to Order:

Approval of Minutes: February 8, 2013-Cathy Matthews-Secretary
Treasurer's Report: Laurene

Old Business: Continued

Discrimination SB805-deferred HB 676-re-scheduled
Sponsoring Events-Regional VP- Richard Vierra

Committee Reports:

1. Membership/Designations: Prim
2. Star Advertiser Articles: Cathy (questions written from each table before lunch)
3. Vendors: Becky
4. Code of Ethics: Elaine (Article II)
5. Speakers: Darlene
6. Web Site: Claudia
7. GAC: Amanda (Unable to make Board Meeting-President Scher will give update)
8. Regional Director-Richard Vierra

New Business: continued

Mom Pop August Seminar-Bradley Isa-Chair
Sharon Moore (Showcase Hawaii)

Adjournment:

Next BOD Meeting April 12, 2013

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
SIZZLER'S STEAKHOUSE – PEARLRIDGE
February 8, 2013

CALL TO ORDER: President Webb called the meeting to order at 12:19 pm.

ESTABLISH A QUORUM: A quorum was established. Directors present: Scherry Webb, Elaine Saigusa, Cathy Matthews, Laurene Young, Liz Ishimitzu, Bradley Isa, Primrose Leong-Nakamoto, and Darlene Higa.

BY INVITATION: Richard Vierra, Regional Director (arrived late); Becky Gustafson, Affiliate Chair; Claudia Host, Website Chairman

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held, January 11, 2012, were approved as submitted.

TREASURER'S REPORT: Treasurer Young submitted a written report of the receipts and disbursements for the month. The NARPM Oahu Chapter has an ending balance of \$7,715.87, the report is attached to and made a part of these minutes.

A 1099 was distributed to Mr. Zerner for the funds paid to settle the copyright infringement case. It was unanimously approved that Pat Young will prepare the 2012 taxes for the Chapter.

UNFINISHED BUSINESS:

- A. **Website Photograph-** Chairman Host was commended for the beautiful picture on the front page of our website. She obtained permission in writing from the owner of the picture and he is given credit on the website for the photograph.
- B. **Brokers/Owners Retreat-** There are approx. 400 people registered for the Broker/Owner retreat and approx. 150 registered for the conference. Hawaii has 15-20 members attending.

COMMITTEE REPORTS:

- A. **MEMBERSHIP** – Chairman Leong-Nakamoto reported that we had 2 new members register. There was discussion that some members may not understand the designation process. Regional VP Vierra will address this to the membership at the next meeting.