

# *NARPM Western Colorado Chapter*

## **MINUTES of the Board Meeting – 1/16/14**

**1. CALL TO ORDER:**

Chair, Jaime Allen called the meeting to order at approximately 1pm in a Bray&Co conference room on North Ave.

**2. ATTENDANCE:**

Members Present: Jaime Allen, Dax Marutzky, Dena Watson, Greg Valunas.

Members Absent: None.

Guests present: None

**3. APPROVAL OF MINUTES:** Not this time.

**4. SECRETARY'S REPORT:** None.

**5. TREASURER'S REPORT:** None.

**6. BUSINESS DISCUSSION:**

a. Jaime sent out a survey asking for input on what people want from their Chapter this year. Ideas that came back were for CE Credit classes, possibly a local ListServe, bed bug info. The responses were underwhelming – she may have gotten 3 surveys returned. It would be nice if the Chapter members would be more responsive. We are not an HOA where we just assume someone else will *take care of it, whatever it is*. It's rather frustrating for the person asking a question when they don't get a response.

(To the Chapter member from the Secretary: Please respond to any formal or informal surveys by email, text, phone or in person. Any reply is a great reply – lower case, upper case, misspelled, incorrect or missing punctuation – but please reply.)

Getting participation is important also.

b. We are sort of re-engineering the Chapter operations and setting it up to flow as smoothly as possible. We need to deal with the taxes but we are still in compliance.

- c. We can apply for grants for different Chapter activities. Greg will work on those for advertising and education. Committee positions have been removed and we will handle issues on a volunteer basis.
  - d. We will accommodate as many people as possible as far as meeting dates go but we'd like to try for the 2<sup>nd</sup> week of the month. Steve from Tucson is our Regional VP and needs to visit us yearly anyway so we are looking into getting him recognized as an instructor by CO DORA so that he may teach CE Credit classes while here. Others we have planned for the year are Bev Perina, Peter Mier, Ron Seacrest for starters. Dena will call Peter to see what he has to offer. Dax will talk to Liza at Land Title about a comingled meeting, or possibly one we sponsor in some way.
  - e. As far as Bev's classes go, we'll ask her to do 3 classes in March totaling 6 hours: Disaster Preparedness, Lease Assignment & Roommate transfer & New Residents and lease packet.
  - f. The TSH law firm has a wonderful monthly newsletter we can subscribe to. We could set up a monthly coffee gathering with a topic to discuss for anyone that wants to attend.
  - g. Tentative official Board/General meeting dates: 3/20, 6/19, 9/18, 12/18.
  - h. Focus on Affiliate Member drive. We'll redesign the signup form and forward that to as many Vendors as possible.
  - i. We'll consider yearly Chapter dues and look into what other Chapters are doing, and/or charge for CE Credit classes.
  - j. **To-Do's:**
    - Jaime: Will update website.
    - Dax: Will contact Liza.
    - Dena: Will contact Peter.
    - Greg: Will contact other Chapters re: dues.
7. **NEXT MEETING:** Wednesday, 8:15am at Trader's Coffee at 7<sup>th</sup> and Patterson where the discussion will center around Craigslist scams.
8. **ADJOURNMENT:** Approximately 2:25pm.

Respectfully Submitted,

Greg Valunas  
Secretary  
(Transcribed from digital recording)

# *NARPM Western Colorado Chapter*

## **MINUTES of the Board Meeting – 2/12/14**

**1. CALL TO ORDER:**

Chair, Jaime Allen called the meeting to order at approximately 8:15am at Trader's Coffee on Patterson.

**2. ATTENDANCE:**

Members Present: Jaime Allen, Dax Marutzky, Dena Watson, Greg Valunas.

Members Absent: None.

Guests present: Randy Campbell, Kathy Shipley, Cindy Hoppe.

**3. APPROVAL OF MINUTES:** This was a gathering in an informal setting over coffee to brainstorm, discuss Craig's List scams, as well as others, and generally communicate amongst the members. No Minutes approval.

**4. SECRETARY'S REPORT:** None.

**5. TREASURER'S REPORT:** None, but Dena brought the Bank of Colorado contact info and Jaime & Greg went there after the meeting to get the account squared away; signature & debit cards, assigning signatories.

**6. BUSINESS DISCUSSION:**

- a) Craig's list scams. How people advertise. Watermarking photos. Even watermarked photos are stolen. Great handouts by Jaime with sites to file complaints. Google Voice can supply local numbers for people calling from anywhere. Getting bogus emails. Directing potential tenants to our websites. Postlets template for CL ads. FastStone for watermarking.
- b) There are some sites out there where people can buy references. They can say what they want to have said about them.
- c) Using Evernote for inspections, Happy Inspector, FormMobi. The wonders and convenience of the IBM Selectric, Dymo labeler and postage meter, buying stamps online.

- d) Educational grant and Bev's classes toward the end of March.
- e) Breakout group for commercial leasing. Received some Vendor affiliate checks. We'll probably have an April meeting besides March. Or maybe go to the Denver meeting near the end of April.
- f) Filtering emails, setting email allotted times, setting the ListServes to limit the number of emails per day.
- g) **To-Do's:**
  - Jaime: Go to bank with Greg for account signatory.
  - Dax:
  - Dena: Load the accounting software.
  - Greg: Get Educational grant & Bev lined up.

- 7. **NEXT MEETING:** End of March so Greg can apply for the Educational Grant to pay for some of Bev Perina's classes. Either a Tuesday or Wednesday.
- 8. **ADJOURNMENT:** The last of us left around 9:30.

Respectfully Submitted,

Greg Valunas  
Secretary  
(Transcribed from digital recording)

# *NARPM Western Colorado Chapter*

## **MINUTES of the Board Meeting – 7/23/14**

**1. CALL TO ORDER:**

Chair, Jaime Allen called the meeting to order at approximately 9:45 at Java Junction after an informal Chapter meeting on renting properties in a slow economy.

**2. ATTENDANCE:**

Members Present:

Jaime Allen, Dena Watson, Dax Marutzky, Greg Valunas.

Members Absent:

None.

Guests present:

Cindy Dickey.

**3. APPROVAL OF MINUTES:**

No Minutes presented or approved.

**4. SECRETARY'S REPORT:**

No Secretary's report.

**5. TREASURER'S REPORT:**

No Treasurer's report.

**6. COMMITTEE REPORTS:**

No Committee reports.

**7. BUSINESS DISCUSSION:**

- a) Discussion on the Annual Update class. Robert Lynde will be presenting 10/3/14. Probably at ReMax 4000. Agreed to buy him and his wife one night at a hotel and a gift card for them to do some downtown shopping or dining for \$50.
- b) Discussed a LPB class, on who might teach them such as Carolyn Rogers, and even possibly someone from Tschetter et al.
- c) Discussion about having Steve Schultz come up in September and teach anything even though it wouldn't be CE Credit.
- d) Talked again about growing the Chapter and how that could be accomplished. From gift card bribes, to benefits of the ListServes, to very interesting classes that people just don't want to miss.
- e) HOA discussion on the coming changes.
- f) **To-Do's:**  
Greg: Email past minutes to Jaime.

Cindy D: Contact Lisa at Land Title to possibly co-sponsor whatever class the Tschetter folks might teach because they are so pricey.

8. **NEXT MEETING:**  
November, but no date set.
9. **ADJOURNMENT:**  
Approximately 10:19.

Respectfully Submitted,

Greg Valunas  
Secretary  
(Transcribed from digital recording)

# *NARPM Western Colorado Chapter*

## **MINUTES of the Board Meeting – 11/13/14**

**1. CALL TO ORDER:**

Chair, Jaime Allen called the meeting to order at approximately 8:45 at Java Junction.

**2. ATTENDANCE:**

Members Present:

Jaime Allen, Dena Watson, Dax Marutzky, Greg Valunas.

Members Absent:

None.

Guests present:

None.

**3. APPROVAL OF MINUTES:**

All present unanimously approved the minutes from the 7/23/14 meeting as written.

**4. SECRETARY'S REPORT:**

No Secretary's report.

**5. TREASURER'S REPORT:**

We have \$3,395.65 in the bank and a budget was prepared for 2015.

**6. COMMITTEE REPORTS:**

No Committee reports.

**7. BUSINESS DISCUSSION:**

- a) Board election: Current members will continue on in their same positions for 2015. Jaime Allen as President, Dax Marutzky as Vice President, Dena Watson as Treasurer, and Greg Valunas as Secretary. We talked about adding Lindsay Jewell in Rifle to the Board as the Legislative Chair, and possibly splitting those duties with Dena. Jaime will approach Lindsay.
- b) Grants are available and for 2015 we would like to get as many as possible so that we might grow the Chapter.
- c) Actively work at recruiting more affiliate members and list their contact info on the website. Also, promote the website by email, signatures, flyers, and whatever.
- d) Talked again about growing the Chapter and how that could be accomplished. From gift card bribes, to benefits of the ListServes, to very interesting classes that people just don't want to miss. Considering a bowling gathering in January to draw some interest in seeing just how much fun this Chapter can be!



- e) Discussed the budget and it looks as good as it can given our resources.
- f) Upcoming education: CP-27, Fair Housing, HUD Housing, Update class in the Feb/Mar timeframe with Rob Lynde if we can get him to drive over the pass.
- g) More "Coffee Talks" in 2015, possibly monthly, and ask any affiliates that want to join us come in and even market their company a bit.
- h) **To-Do's:**  
Jaime: Will research grant monies available and email Greg the Affiliate form.

8. **NEXT MEETING:**  
Early next year, but no set date.

9. **ADJOURNMENT:**  
Approximately 9:40.

Respectfully Submitted,

Greg Valunas  
Secretary  
(Transcribed from digital recording)