

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
December 8, 2014
Aiea Chop Suey

CALL TO ORDER: President Saigusa called the meeting to order at 11:35 am

ESTABLISH A QUORUM: A quorum was established. Directors present; Elaine Saigusa, Bradley Isa, Primrose K. Leong-Nakamoto, Liz Ishimitsu, Becky Gustafson, Claudia Host, and Alan Lam.

BY INVITATION: Amanda Frazier, Richard Vierra, Sandy Jessmon, Chelsie Kaleiwahea and Shanel Tomisato.

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held October 10, 2014 deferred.

TREASURER'S REPORT : None provided

OLD BUSINESS:

1. Christmas Party – Sandy Jessmon, Chelsie Kaleiwahea and Shanel Tomisato reports.
 - Confirming the \$1,000.00 for party – turn in receipts to Elaine for reimbursements. May go over the above amount, Elaine said it's okay to go a little over.
 - Food Bank Boxes by Steve
 - Unwrap toy for Shriner's or Monetary donations to both Food Bank & Shriner's (Shriner's will give a receipt for tax deductions). John VP of Developmental will accept the check for Shriner's.
 - Hired a DJ for entertainment
 - Charlie – Hawaiian Santa
 - Ballots to be given at end of registration table. Members to vote and place in the box prior to entrance.

2. President Saigusa,

COMMITTEE REPORTS:

1. **Chapter Excellence/Code of Ethics** –Bradley Isa – No Report
2. **Designation** – Brandi Oshiro – No Report
3. **Education/Speakers** – Claudia Host – Went over the criteria for voting and new installation for the 2015 Board of Directors.
4. **Government Affair** – Amanda Frazier – No Report
5. **Membership** – Gina Garcia-Hee – No Report

NARPM Oahu BOD Meeting

Date: December 08, 2014

Page 2

6. Star Advertiser Articles – Cathy Matthews – No Report

7. Vendors – Becky Gustafson – No Report

8. Website – Alan Lam has sent last email for the Early Bird sign up. Will send another notice to members to bring No wrap toys for Shriner's, Canned goods for Food Bank, and BIO's for both Alan Lam and Darlene Higa as candidates for 2015 Board to be sent to all members via website.

9. Pacific Regional VP: Richard Vierra – Informed the board, Carl Frazier will be the Pacific Islands Regional Ambassador and report to Keith. Keith Becker is the Regional Vice President (RVP) for the Pacific Region (California). He also oversees the Pacific Islands Region (Hawaii). Right now the Oahu Chapter has 251 members (3 are from Alaska and 1 is from Guam); the two Big Island Chapters have 33 together, so the Pacific Island Region has 284 members. Once we get another 116, we will be able to have our own RVP on the National Board.

NEW BUSINESS: None

DATE, TIME AND PLACE OF NEXT MEETING: The next meeting will be Friday, January 16, 2014 held at Big City Diners Pearlridge at 12:00 noon.

ADJOURNMENT: There being no further business, President Saigusa adjourned the meeting at 1:23 p.m.

Submitted by:

Primrose K. Leong-Nakamoto, RMP
Recording Secretary

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
October 10, 2014
Monterey Bay

CALL TO ORDER: President Saigusa called the meeting to order at 1:10 pm

ESTABLISH A QUORUM: A quorum was established. Directors present; Elaine Saigusa, Bradley Isa, Primrose K. Leong-Nakamoto, Claudia Host, and Alan Lam.

BY INVITATION: Lurline Johnson, Laurene Young and Chelsie Kaleiwahea

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held September 12, 2014, were approved.

TREASURER'S REPORT : Treasurer Young submitted a written report of the receipts and disbursements for the month of 9/30/14. The NARPM Oahu Chapter has an ending balance of \$16,752.53, the report is attached to and made a part of these minutes. Motion moved by Bradley Isa, second by Lurline Johnson. Treasurer Young also submitted a break down for August Seminar for the past 4 years showing attendees, income, expenses, profits, future free lunches and if all certificates used what's the profits left.

OLD BUSINESS:

1. President Saigusa, will have Jun Yang for the City & County Mayor's Office of Housing to speak to the members for 10 minutes.

COMMITTEE REPORTS:

1. **Chapter Excellence/Code of Ethics** –Bradley Isa – The next section #11 will be read at the October meeting.
2. **Designation** – Brandi Oshiro – No Report
3. **Education/Speakers** – Claudia Host –Carl Frazier did an excellent job last month. Bill Ramsey will be the November speaker.
4. **Government Affair** – Amanda Frazier – Amanda emailed board on October 9, 2014 updates. 1) Security Deposit Revision 2)Handyman Exemption, 3) Broker Requirements and 4)Assistance Animals. Prim would like more research done on #3. Majority of the board don't want to see two separate licenses or more classes as it would mean additional cost and time.
5. **Membership** – Gina Garcia-Hee – No Report
6. **Star Advertiser Articles** – Cathy Matthews – Need more articles per Lurline.
7. **Vendors** – Becky Gustafson – No Report
8. **Website** – Alan Lam has sent last email for the Early Bird sign up. Members are still struggling with opening up flyers. Alan will add "Adobe Reader" on the website.
9. **Pacific Regional VP:** Richard Vierra – No Report

NEW BUSINESS:

1. **2015 Election:** Laurene Young and Liz Ishimitsu volunteered to assume the responsibility for the 2015 Election. Nominations will be accepted at the October meeting. Vote will be conducted at the November meeting. Installation will happen at the December meeting.
2. **Christmas Party Chair:** Sandy Jessom, Cornerstone Properties
Chelsea Kaleiwahea assistant for Sandy attended. She needed ideas for the party.
 - a) Laurene will cut a check for \$1,000 for party things.
 - b) Lunch is \$27 for members and non-members will be more.
 - c) Becky – Vendors, she can ask for door prizes
 - d) Food Bank boxes
 - e) Need to choose a Charity,
 - f) Entertainment – Amanda declined for this year, follow up with Wayne Nakamoto or John Baraquio
3. **Minneapolis Convention** – Laurene informed Brad that National normally does a 50/50 Prize. We normally give \$100.00 to be used however he want to spend it to take up or give two cash at \$50.00 each. There's also monies given to a charity. Need to confirm the name of the Charity to cut the check.

DATE, TIME AND PLACE OF NEXT MEETING: The next meeting will be Friday, November 14, 2014 held at Big City Diners Pearlridge at 12:00 noon.

ADJOURNMENT: There being no further business, President Saigusa adjourned the meeting at 2:15 p.m.

Submitted by:

Primrose K. Leong-Nakamoto, RMP
Recording Secretary

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
September 12, 2014
Aiea Chop Suey

CALL TO ORDER: President Saigusa called the meeting to order at 12:05 pm

ESTABLISH A QUORUM: A quorum was established. Directors present; Elaine Saigusa, Bradley Isa, Claudia Host, and Alan Lam.

BY INVITATION: Cathy Matthews, Becky Gustafson, Lurline Johnson and Laurene Young

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held August 12, 2014, were approved with one correction; cost of the HAR Convention badge was \$145.

TREASURER'S REPORT : Treasurer Young submitted a written report of the receipts and disbursements for the month of 8/31/14. The NARPM Oahu Chapter has an ending balance of \$17,982.10, the report is attached to and made a part of these minutes. Motion moved by Becky Gustafson, second by Lurline Johnson.

OLD BUSINESS:

- Mom & Pop Seminar Evaluation – Lurline Johnson
Discussed marketing strategy, reception to the various speakers, and possible topics for next year (accounting practice). Overall success shown on participant evaluations.
- HAR State Convention /Membership Drive – Bradley Isa –
Cost for the Vendor badges (3) Bradley, Prim and Laurene at \$145) will be reimbursed by the Chapter to Bradley. Also confirmed the membership dues process:
 - o Initial fee is \$195. A \$50 discount will be given for the first year.
 - o A prorated portion will be due based on the initial fee of \$195 the following year.
 - o the full membership charge will be due every year from then on.
- Membership Drive
Richard informs approval on grants looks good for both HAR State Convention & Membership Drive. Elaine to do Neon flyers on member benefits and free lunch at next Narpm meeting for property managers interested in joining.
- Ltr to Donna Asino MLS; Request to Remove Section 8 from MLS Rentals
Section 8 on public and MLS side is removed.
- Christmas Party Chair – Claudia Host
Informed the BOD that she is not able to chair the event.

COMMITTEE REPORTS:

- A. Chapter Excellence/Code of Ethics** –Bradley Isa – The next section will be read at the Sept meeting
- B. Designation** – Brandi Oshiro – No Report
- C. Education/Speakers** – Claudia Host –Carl Frazier will be the September speaker, Bill Ramsey will be the October speaker, either Paul Brewbaker if no cost or Berton Hamamoto as second choice will speak in either November or January.
- D. Government Affair** – Amanda Frazier – No Report
- E. Membership** – Gina Garcia-Hee – Reported two vendors inquired about joining.
- F. Star Advertiser Articles** – Cathy Matthews – Need article topics and Present/Past Presidents to submit articles.
- G. Vendors** – Becky Gustafson – Reported ASP Background Search and a Staging vendor were interested in joining. Both approved to join as vendor affiliates.
- H. Website** – Alan Lam has updated the website with the new speakers and topics.
- I. Pacific Regional VP:** Richard Vierra – No Report

NEW BUSINESS:

- 1. NARPM FTC Change in Code of Ethics.** Discussed the conflict between the NAR and NARPM Code of Ethics after the changes required by the FTC. NARPM members are now allowed to solicit clients from other members.
- 2. Jun Yang City & County Mayors Office of Housing** - Elaine proposed having the Office of Housing present a short talk on the Housing First initiative. Time will be allotted to the speaker pending any scheduling conflicts.
- 3. Rental Guide** – Elaine proposed having a NARPM ad in the Rental Guide. The BOD decided to forego this since the publication is geared toward tenants.
- 4. 2015 Election:** Laurene Young and Liz Ishimitsu volunteered to assume the responsibility for the 2015 Election. Nominations will be accepted at the October meeting. Vote will be conducted at the November meeting. Installation will happen at the December meeting.

DATE, TIME AND PLACE OF NEXT MEETING: The next meeting will be Friday, October 10, 2014 held at Aiea Chop Suey at 12:00 noon.

ADJOURNMENT: There being no further business, President Saigusa adjourned the meeting at 1:50 p.m.

Submitted by:

Bradley Y. Isa for
Primrose K. Leong-Nakamoto, RMP
Recording Secretary

BOARD OF DIRECTORS' MEETING MINUTES
NARPM OAHU CHAPTER
August 12, 2014 Aiea Chop Suey

CALL TO ORDER: President Saigusa called the meeting to order at 11:45 am

ESTABLISH A QUORUM: A quorum was established. Directors present; Elaine Saigusa, Primrose Leong-Nakamoto, Claudia Host, Liz Ishimitsu and Alan Lam.

BY INVITATION: Director Cathy Matthews, Lurline Johnson and Richard Vierra

APPROVAL OF MEETING MINUTES: The minutes of the regular Board of Directors meeting held July 3, 2014, were approved as submitted. Motioned moved by Claudia Host, second by Alan Lam.

TREASURER'S REPORT: Treasurer Young submitted a written report of the receipts and disbursements for the month of 7/31/14. The NARPM Oahu Chapter has an ending balance of \$12,721.34, the report is attached to and made a part of these minutes. Motioned moved by Alan Lam, second by Claudia Host.

OLD BUSINESS:

1. Mom & Pop Seminar – Lurline Johnson
Discussed copy right infringement with HAR. Approving all HAR docs needed for binder then will go to print. Power point is done and everything is set. Late registrants may not have a binder that day. Binder free to Connie Wright. Meet at JCC 7:00 a.m. to set up.
2. HAR State Convention /Membership Drive – Bradley Isa - No Report
Elaine to email board to amend IPAD giveaway, ½ booth at no charge, \$125 for pass to sit booth includes lunch. Need to pay own parking. Helpers are Bradley, Liz, Prim, Elaine and Alan to sit booth. Elaine & Alan are attending sessions.
3. Membership Drive – Richard informs approval on grants looks good for both HAR State Convention & Membership Drive. Elaine to do Neon flyers on member benefits and free lunch at next Narpm meeting for property managers interested in joining.
4. **HiCentral MLS Request to Remove Section 8 from MLS Rentals** – Section 8 on public side is removed. In process to approve is removing from MLS side.
5. State Conference (Email thread): Information sharing on Chapter Website – Cathy concerns is liability. Need more research and info.
6. Christmas Party Chair – Claudia Host

NARPM Oahu BOD Meeting

Date: August 12, 2014

Page 2

COMMITTEE REPORTS:

- A. Chapter Excellence/Code of Ethics** –Bradley Isa – No Report
- B. Designation** – Brandi Oshiro – No Report
- C. Education/Speakers** – Claudia Host – Follow up with Carl Frazier or Bill Ramsey for September speaker, October speaker is open, November, looking at Paul Brewbaker if no cost or Berton Hamamoto as second choice and December is Xmas Party.
- D. Government Affair** – Amanda Frazier – No Report
- E. Membership** – Gina Garcia-Hee – No Report
- F. Star Advertiser Articles** – Cathy Matthews – Need Articles
- G. Vendors** – Becky Gustafson – No Report
- H. Website** – Alan Lam will send out flyers for Mom & Pop Seminar
- I. Pacific Regional VP:** Richard Vierra – 226 members includes Guam and (2) Alaska, and 223 for Atlanta.

NEW BUSINESS:

- 1. Elaine informs board Jason Yotsuda resigned.
- 2. Elaine received reports from members having a hard time seeing the information on screen at meetings. Alan adds he can look up on-line the cost for a new projector with 1800-2000 lumens and a screen. Board to consider and will give approval by email once all inputs is acknowledged and cost is confirmed.
- 3. NARPM FTC Investigation, Revised Code of Ethics – Tabled to next month
- 4. Glenna Wong City & County Mayor's Office of Housing – Tabled to next month

DATE, TIME AND PLACE OF NEXT MEETING: The next meeting will be Friday, September 12, 2014 held at Aiea Chop Suey at 12:00 noon.

ADJOURNMENT: There being no further business, President Saigusa adjourned the meeting at 1:40 p.m.

Submitted by:

Primrose K. Leong-Nakamoto, RMP
Recording Secretary