**NARPM – Alameda/Contra Costa**

**Board Meeting Minutes – Follow up from February 20, 2014**

**Conference Call Dial-In:** (510) 814-4863. Enter: 601#

**MEETING CALLED TO ORDER:**

Cameron Riegel called the meeting to order at 12:02 p.m.

**TOPICS:**

* ***Social Media and Website Management:***
  + Bruce Davis walked through procedures for logging into Facebook and Chapter websites with Kris and Deborah.
  + A motion was made to provide passwords to the President and Vice President. The motion was approved.
* ***Holiday Inn-Dublin Food Service:***
  + Ellen provided an update on her meeting with the new catering manager. Negotiated the rate for the year back to $25. *Need to follow-up with food service for 2015 for Dublin Holiday Inn*. *See if we can start food service at 11:25 a.m. to alleviate disruptions during speaker presentations.*
  + Board discussed the need to locate a venue that will accommodate a minimum of 40 but can accommodate 65. *Locate new location for meetings in Contra Costa for 2015. Minimum size room 40 but to accommodate 65 attendees. Kris, Sheila, and Carolynn to investigate*.
* ***Speaker for June 19 Meeting:***
  + Jackie has reached out to Ray Scarabosio but has not had a response. Recommended an alternative, John Coleman, Executive Director of Bay Planning Coalition. He will provide an update on the current water shortage.
  + Ellen confirmed that David Block, Block Environmental, will be the speaker in May.
  + 2014 Calendar of Meetings Revised (attached).
* ***Vendor Spotlight:***
  + *Need to schedule Affiliate Vendor speakers for 2014*. Only Vendor Affiliate members are eligible to present and distribute marketing materials. *Fritz and Cameron to coordinate. Ellen provided a list of Vendor Affiliates* (attached). Jackie suggested that Fritz should invite non-affiliate members to join at the beginning of the meetings emphasizing the benefits of being a member. Deborah suggested that Fritz also begin promoting the Affiliate Vendor tradeshow which will be held in August, with a follow up email to all vendors with information to register for the tradeshow.

**LIST OF 2013 AFFILIATE VENDOR SPEAKERS BELOW:**

|  |  |  |  |
| --- | --- | --- | --- |
| **June** | **July** | **September** | **November** |
| Signet  Bruce Davis | Borg Fence  RMC | KTS  Borg Fence | Carol Lerner, Esq.  Service Master |

* The board agreed that future Board meetings will begin at 10:30 a.m.
* The board discussed providing either a gift basket or gift cards to donate for the 50/50 raffle at CALNARPM. A motion was made to purchase two $75 gift cards. The motion was approved. *Cameron will purchase the gift cards*.

**REVIEW ACTION ITEMS AND NEXT STEPS:**

Meeting Adjourned at 12:33 p.m.

Respectfully submitted by,

Carolynn Thelemaque, Chapter Secretary

**Action Items/Next Steps:**

|  |  |  |  |
| --- | --- | --- | --- |
| **OPEN ACTION ITEMS** | | | |
| **Date:** | **Resp.** | **Item** | **Complete** |
| 3/20/14 | Ellen | Follow up with food service for 2015 for Dublin Holiday Inn. |  |
| 3/20/14  2/24/14 | Ellen | Contact the hotel to have food serve set up no later than 11:25 a.m. |  |
| 3/20/14 | Kris  Sheila  Carolynn | Locate new location for meetings in Contra Costa for 2015. Minimum size room 40 but to accommodate 65 attendees. |  |
| 3/20/14 | Fritz  Cameron | Need to schedule Affiliate Vendor speakers for 2014 |  |
|  |  |  |  |
| 3/20/14 | Cameron | Purchase the gift cards for CalNARPM Conference |  |

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| --- | --- | --- | --- | --- | --- |
| **2014 COMPLETED ACTION ITEMS** | | | | | |
| **Date:** | **Resp.** | | **Item** | | **Complete** |
| 2/24/14 | | Jackie | | Follow up with Bruce to obtain passwords for all IT accounts. | *Completed* |
| 3/20/14  2/24/14  11/7/13 | | Jackie | | No response from Ray. Found new speaker, John Coleman to speak.  Follow up with Ray Scarabosio to see if he is available to speak in June.  Contact Ray Scarabosia to see if he can fill the June slot – topic to be determined. | *Completed* |
| 2/24/14  11/7/13 | | Ellen | | Confirmed. Moved to speak in May  Check with David Block of Block Environmental to see if he can be moved to speak in May or maybe June depending on Ray Scarabosio’s availability.  Contact David Block of Block Environmental for filling the April slot – topic to be determined. | *Completed* |

Attachments:

1. NARMP/ACC Chapter Affiliate Member List – 2014
2. Revised Calendar of Events