 **NARPM – Alameda/Contra Costa**

**Board Meeting Minutes**

**September 18, 2014 @ 10:30 a.m.**

**Location**: Zio Fraedo’s – Pleasant Hill, CA

1. **MEETING CALLED TO ORDER at 10:50 a.m.**
2. **PRESIDENT UPDATES (Old Business/New Business):**
   1. Refund Policy to be discussed at November meeting
   2. Need to identify new candidates for the 2015 Board
3. **REVIEW ACTION ITEMS/NEXT STEPS:**
4. **MEETING ADJOURNED at 11:15 a.m.**

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| **OPEN ACTION ITEMS** | | | | | |
| **Date:** | | **Resp.** | | **Item** | **Complete** |
| 5/15/14 | | Ellen | | Check on the status of the chapters Non-Profit reactivation with the Secretary of State. |  |
| 5/15/14 | | Cameron  Ellen  Sheila | | Meet to review the chapter books and discuss non-profit reactivation. |  |
| 3/20/14 | | Fritz  Cameron | | Need to schedule Affiliate Vendor speakers for 2014 |  |
| **2014 COMPLETED ACTION ITEMS** | | | | | |
| **Date:** | **Resp.** | | **Item** | | **Complete** |
| 6/19/14 | | Cameron | | A new microphone and speaker set which will be used at the on-going meetings is needed. A motion was made to approve the purchase. The board approved the motion. | *Completed* |
| 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. | *Complete* |
| 3/20/14 | | Ellen | | Follow up with food service for 2015 for Dublin Holiday Inn. | *Completed* |
| 3/20/14  2/24/14 | | Ellen | | Contact the hotel to have food serve set up no later than 11:25 a.m. | *Completed* |
| 3/20/14 | | Cameron | | Purchase the gift cards for CalNARPM Conference | *Completed* |
| 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* |