



CHAPTER COMPLIANCE 2023

C011 GREATER PORTLAND CHAPTER

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

Chapter in Review (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2023
ATTENDANCE REQUIREMENTS MET in 2022**

C011 GREATER PORTLAND

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 4, 2022 Attendee(s): Cyndi D. Strandberg

June 2, 2022 Attendee(s): Cyndi D. Strandberg

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): Nicole Corwin

November 16, 2022 Attendee(s): Nicole Corwin; JJay Jensen



e-file and print your Form 990 and state registration forms

Authentication Successful

GREATER PORTLAND CHPT OF THE NATL ASSOC OF RESIDENTIAL PROPERTY MGRS

93-1096974

2022 IRS Form 990 EZ

1/1/2022 - 12/31/2022

This filing has been authenticated.

Thank you.

Your filing is now ready to transmit to the IRS.

Once the IRS has received your filing, they will process it and send us back an acknowledgment. Our system will then send you an e-filing receipt, via email, stating whether the filing was accepted or rejected. If the filing was rejected, the e-filing receipt will contain information to help you make the appropriate corrections so you can resubmit the filing.

You can check the status of your filing at any time at the 990 Online Return Status page (Click below).

Please print this page for your records.

[Return to Control Panel](#)

Please see our [technical support page](#) if you have questions or problems using this website.

Concerned about your privacy? Please view our [privacy](#) policy.

This website best viewed on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768.

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Last modified: February 14, 2023.

NARPM - Greater Portland Chapter

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
48000 CE Credit Payment {27}		90.00	-90.00	
Affiliate Membership Dues	5,000.00	13,000.00	-8,000.00	38.46 %
First Time Member Dues	185.00	800.00	-615.00	23.13 %
Interest income	4.23	100.00	-95.77	4.23 %
Meeting Fees		3,000.00	-3,000.00	
Membership Dues				
Company Membership Group of 4	380.00	1,680.00	-1,300.00	22.62 %
Professional	2,940.00	6,930.00	-3,990.00	42.42 %
Support Staff	320.00	870.00	-550.00	36.78 %
Total Membership Dues	3,640.00	9,480.00	-5,840.00	38.40 %
Raffle Income		200.00	-200.00	
Vendor Sponsors		2,500.00	-2,500.00	
Vendor spotlights	600.00		600.00	
Total Vendor Sponsors	600.00	2,500.00	-1,900.00	24.00 %
Total Income	\$9,429.23	\$29,170.00	\$ -19,740.77	32.33 %
GROSS PROFIT	\$9,429.23	\$29,170.00	\$ -19,740.77	32.33 %
Expenses				
Bank Service Charge	151.05	500.00	-348.95	30.21 %
Board Meeting Meals		300.00	-300.00	
Business Expenses				
Business Registration Fees		100.00	-100.00	
Total Business Expenses		100.00	-100.00	
Charitable Donations	1,131.00		1,131.00	
Contract Services				
Accounting Fees	600.00	7,200.00	-6,600.00	8.33 %
Total Contract Services	600.00	7,200.00	-6,600.00	8.33 %
Contributions		500.00	-500.00	
Convention Reimb / Costs		5,000.00	-5,000.00	
Insurance		1,000.00	-1,000.00	
Meals/Bd/Committee expenses	477.40	1,400.00	-922.60	34.10 %
Rent - Monthly Meeting	1,032.75	10,000.00	-8,967.25	10.33 %
Speaker Fees		2,500.00	-2,500.00	
Supplies		50.00	-50.00	
Tech Fees	68.00	600.00	-532.00	11.33 %
Total Expenses	\$3,460.20	\$29,150.00	\$ -25,689.80	11.87 %
NET OPERATING INCOME	\$5,969.03	\$20.00	\$5,949.03	29,845.15 %
NET INCOME	\$5,969.03	\$20.00	\$5,949.03	29,845.15 %

NARPM - Greater Portland Chapter

A/R Aging Summary

As of February 6, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Apartment Advantage Staffing			300.00			\$300.00
Art Pavlenko			210.00			\$210.00
Bee Remodeling LLC		300.00				\$300.00
Bob Johnson			210.00			\$210.00
Brock Billings			210.00			\$210.00
Certified Indoor Environmental			300.00			\$300.00
Clint Robertson			300.00			\$300.00
College Hunks Hauling Junk & Moving			300.00			\$300.00
Coty Thurman			210.00			\$210.00
Cyndi Strandberg			210.00			\$210.00
Denny Miller			210.00			\$210.00
Elizabeth Reiland			210.00			\$210.00
Fox Management, Inc.			210.00			\$210.00
Gail Scott			210.00			\$210.00
Greenbridge Properties		210.00				\$210.00
Interstate Roofing			300.00			\$300.00
Jason Evans			210.00			\$210.00
Jeff Wright			210.00			\$210.00
Junk King Portland			300.00			\$300.00
Katie McNeeley1					80.00	\$80.00
Lacy Garland			300.00			\$300.00
Lava Ridge Property Management LLC			210.00			\$210.00
Law Firm of Charles Kovas			300.00			\$300.00
Lori M. Hundhausen			210.00			\$210.00
McGrath-Shea			210.00			\$210.00
Nori Falconeri			210.00			\$210.00
Ooma Office			300.00			\$300.00
Pacific Northwest Locksmith			300.00			\$300.00
Ralph Becker			210.00			\$210.00
RentScale			300.00			\$300.00
Ron Garcia			210.00			\$210.00
Scott Monson			210.00			\$210.00
Sean Kerr			575.00			\$575.00
Securitas Inc			300.00			\$300.00
Service Team of Professionals Restoration			300.00			\$300.00
Showmojo			300.00		30.00	\$330.00
Sleep Sound Property Mgmt			210.00			\$210.00
Snug Services			300.00			\$300.00
Squires Electric			300.00			\$300.00
Stars Staffing Group			300.00			\$300.00
Summit Bank			300.00			\$300.00
Terry Rowley			210.00			\$210.00
The F.A. Bartlett Tree Expert					150.00	\$150.00
The Management Group, Inc.			575.00			\$575.00

NARPM - Greater Portland Chapter

A/R Aging Summary

As of February 6, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Todd Schectman			210.00			\$210.00
Water Bear Cleaning and Restoration			300.00		10.00	\$310.00
Western Home Services			300.00			\$300.00
TOTAL	\$0.00	\$510.00	\$11,560.00	\$0.00	\$270.00	\$12,340.00

NARPM - Greater Portland Chapter

Budget vs. Actuals: FY 2022 - FY22 P&L

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
48000 CE Credit Payment {27}	90.00		90.00	
Affiliate Membership Dues	14,100.00	12,000.00	2,100.00	117.50 %
First Time Member Dues	545.00	1,350.00	-805.00	40.37 %
Interest income	125.97	2.00	123.97	6,298.50 %
Meeting Fees	2,305.00	200.00	2,105.00	1,152.50 %
Membership Dues				
Company Membership Group of 4	1,680.00	1,150.00	530.00	146.09 %
Professional	7,980.00	9,000.00	-1,020.00	88.67 %
Support Staff	870.00	380.00	490.00	228.95 %
Total Membership Dues	10,530.00	10,530.00	0.00	100.00 %
QuickBooks Payments Sales	0.00		0.00	
Raffle Income	1,242.15		1,242.15	
Reimbursement from National		1,000.00	-1,000.00	
Special Events		500.00	-500.00	
Vendor Sponsors				
National spotlights		1,000.00	-1,000.00	
Vendor spotlights	2,550.00	2,400.00	150.00	106.25 %
Total Vendor Sponsors	2,550.00	3,400.00	-850.00	75.00 %
Total Income	\$31,488.12	\$28,982.00	\$2,506.12	108.65 %
GROSS PROFIT	\$31,488.12	\$28,982.00	\$2,506.12	108.65 %
Expenses				
Advertising Expenses		1,500.00	-1,500.00	
Bank Service Charge	612.62	225.00	387.62	272.28 %
Business Expenses				
Business Registration Fees	100.00	150.00	-50.00	66.67 %
Total Business Expenses	100.00	150.00	-50.00	66.67 %
Contract Services				
Accounting Fees	6,600.00	7,400.00	-800.00	89.19 %
Total Contract Services	6,600.00	7,400.00	-800.00	89.19 %
Contributions	487.00		487.00	
Convention Reimb / Costs	1,916.50	5,000.00	-3,083.50	38.33 %
Hotel Costs	1,600.29		1,600.29	
Promotional Expense	426.75		426.75	
Travel Costs	668.80		668.80	
Total Convention Reimb / Costs	4,612.34	5,000.00	-387.66	92.25 %
Dues				
Insurance	972.00	1,000.00	-28.00	97.20 %
Meals/Bd/Committee expenses	1,269.14	2,000.00	-730.86	63.46 %
Referral fees		350.00	-350.00	
Rent - Monthly Meeting	12,033.59	16,000.00	-3,966.41	75.21 %

NARPM - Greater Portland Chapter

Budget vs. Actuals: FY 2022 - FY22 P&L

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Speaker Fees	2,533.40	2,500.00	33.40	101.34 %
Supplies		250.00	-250.00	
Taxes - Filing Fees		50.00	-50.00	
Tech Fees	604.39	650.00	-45.61	92.98 %
Total Expenses	\$29,824.48	\$37,400.00	\$ -7,575.52	79.74 %
NET OPERATING INCOME	\$1,663.64	\$ -8,418.00	\$10,081.64	-19.76 %
NET INCOME	\$1,663.64	\$ -8,418.00	\$10,081.64	-19.76 %



National Association of Residential Property Managers

THE IMPORTANCE OF
**VIRTUAL
ASSISTANTS AND
MANAGING REMOTE
TEAM MEMBERS**

SPEAKER
AJ SHEPARD



FRIDAY
18 NOVEMBER



TIME
11:30 AM



THE OLD SPAGHETTI FACTORY
715 S BANCROFT ST PORTLAND

WWW.NARMPDX.ORG



NARPM Chapter Meeting

MAINTENANCE: THE CARDIAC ARREST OF PROPERTY MANAGEMENT

with Brian Birdy | September 16th 11:30-1:30

Location: 715 S Bancroft St, Portland, OR 97239

1st time guests
and members
lunch's are always
free.

Additional visits
are

\$45

**PORTLAND
NARPM**



OCTOBER

CHAPTER MEETING

JOIN US AS WE DISCUSS

- Contract termination
- Dealing with mental health issues
- Employee and office safety
- Open mic Q&A

**NEW
DATE!**

Please note the date for this event is Friday, October 28th! 11:30a

OLD SPAGHETTI FACTORY | 715 S BANCROFT ST, PORTLAND, OR



It's Party Time!

NARPM

HOLIDAY PARTY 2022


11:30 AM

16
DEC

HILTON
GARDEN INN
LAKE OSWEGO

.....
WWW.NARMPDX.ORG

**FRI
AUG
19**


NARPM™
Greater Portland
Chapter
PRESENTS

**11:30 AM
3 PM**

GUESTS

\$30

MEMBERS

FREE

NARPM *Picnic* **SUMMER**

Special Fun Including

**INFLATABLE
DERBY**

**LAWN
GAMES**

**FOOD &
BEVERAGES**

**JOIN US FOR FUN, FOOD, GAMES, AND NETWORKING THE NARPM WAY!
INTERESTED IN BECOMING A VENDOR SPONSOR FOR THE EVENT? SIGN UP TODAY!**

WILLAMETTE PARK | 6500 S MACADAM AVE, PORTLAND OR

[HTTPS://PORTLAND.NARPM.ORG/](https://portland.narpm.org/)



National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

May Chapter Luncheon

May 20, 2022

11:30am - 1:00pm

Guest Speaker

Deb Newell



Taking Your Business to the Next Level



REAL-TIME CONSULTING SERVICES
REAL ESTATE | INVESTING | PROPERTY MANAGEMENT



National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

June Chapter Luncheon

June 17, 2022

11:30am - 1:00pm

Past President

Ted Talks

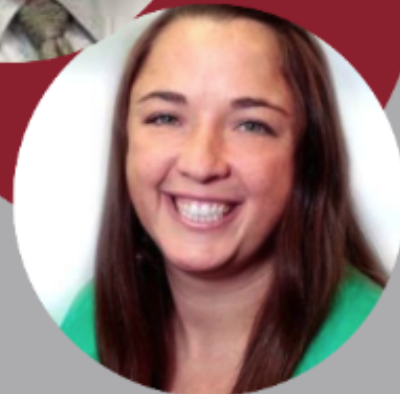
Chris Hermanski



Mainlander
PROPERTY MANAGEMENT



Katie McNeeley



Vendor Mini Spotlight





National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

July Chapter Luncheon

July 15, 2022

11:30am - 1:00pm

Traction: Get a Grip on Your Business

Eliot Wajskol
PROFESSIONAL
EOS
IMPLEMENTER®



Eliot brings over 20 years of global executive leadership experience. He leverages real world lessons and EOS to help his participants quickly achieve high-impact results. As a Professional EOS Implementer®, Eliot is passionate about helping leaders run their business, drive growth, and live a balanced life.

JOIN US AT

The Old Spaghetti
Factory or Via Zoom

RESERVE YOUR SPOT TODAY

Register Now



National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

Chapter Board Meeting Minutes

May 17, 2022

1. Welcome & Positive Focus - What is something you're looking forward to doing when the SUN comes out?
2. Consent Agenda
 - a. Approval of minutes from the last meeting (Welcome New Secretary Christine Miller)
3. Review the April Scorecard & 2022 Rocks (Engagement | Communication | Education)
 - a. # of Attendees at the luncheon meeting
 - b. # of luncheon guests
 - c. # of new members
 - d. # of luncheon invite emails sent
 - e. # of new vendor spotlight signups
 - f. # of extra events offered to the membership
4. Treasurer's Report
 - a. Review of 2022 Income Statement, Balance Sheet, Aging Receivables
5. To-Do List from Last Meeting (with the assigned manager, collaborators, and project due date)
 - a. August Summer Party: Willamette Park. The board approved a budget of \$1500 for the event. Lynne motioned to approve and Katie seconded. The vote was unanimous in approval.
 - b. Happy Hour: Kennedy Restoration and Summit Bank, 2 drink tickets per attendee.
 - c. Mastermind Class: 18 registered
 - d. Chapter Excellence; Due June 1st
 - e. Calendar of All NARPM Meetings in NARPM PDX Drive1
 - f. Membership Process Reviewed and approved. Cyndi will make videos and Western Secretarial will post to the NARPM PDX website.
6. MAY Chapter Meeting
 - Greeters: Cyndi
 - Speaker Host: JJay
 - Announcements: Calendar Items
 - New Member Welcome:
 - Vendor Spotlight: Bemrose Consulting
 - Vendor MiniSpotlight: None
 - PP Looping Presentation: Nicole
7. Updates from Committee Chairs and Board Member Requested Agenda Items
 - i. Legislative
 - ii. Membership
 - iii. Ambassador



Mission Statement

NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.

Vision

NARPM® will be the recognized leaders in residential property management industry.

NARPM® Antitrust Statement:

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



Chapter Board Meeting Minutes

August 16, 2022

1. Welcome & Positive Focus What is your favorite thing to BBQ?
2. Board Attendance: Todd, Nicole JJay, Alec,
3. Committee Members & Additional Attendees: Angela, Chris Hermanski, Lynne Whitney
4. Consent Agenda
5. Approval of minutes from the last meeting (Welcome New Secretary Alec Garcia)
 - a. Approved July Minutes [Motion to approve - Lynne - Seconded - Angela \(All in Favor - Passed\)](#)
 - b. Review the April Scorecard & 2022 Rocks (Engagement | Communication | Education)
 - c. [Review KPIs](#)
 - i. # of Attendees at the luncheon meeting 29
 - ii. # of new members 2
 - iii. # of luncheon invite emails sent 16
 - iv. # of affiliates 11
 - v. # of new vendor spotlight signups 1
 - vi. # of extra events offered to membership
6. Treasurer's Report
 - a. Review of 2022 Income Statement, Balance Sheet, Aging Receivables [Highlights include: Total Membership Dues - 84.33% Total Income 84.62% - Gross Profit 84.62% - Total Business Expenses 33.33% Total Convention Reimbursement 9.17% \(a little behind on this\) Overall Under budget. Reviewed Aging Summary - Mary Ann to send all individuals a past due notice and we will adjust next month's list accordingly. Motion to approve - Todd, Seconded - Lynne, \(All in Favor - Passed\)](#)
7. Event Updates - Sign up sheet looks promising - sponsorship lacking



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Chapter Board Meeting Minutes

August 16, 2022

- a. August Summer Party
 - i. Number of registered attendees : 30 signed up
 - ii. Setup: 10AM (canopies not spiked into ground- jason bring sandbags) Reserved “tables under cover”- check how close to parking lot this is- Nicole send video
 - iii. Cleanup: Reserved “all afternoon”
 - iv. Food Situation- can't sell to public, no monetary transactions in park, one location. Has to park in parking lot- time end unsure
 - v. Puffy Ponies- no permit for big thing to drive across park, “special use” permit not acquired
 - vi. Music- Cyndi spotify: no big speakers
 - vii. Collection of Guest Payments Plan? Lynne and Angela check in people- if not members send them to Mary Ann for payment.
 - viii. Sponsorships: need to make a push for non-alcoholic beverages
 - 1. Todd, Jason bring beer and white claws. Nicole bring polar
 - ix. Mary Ann bring NARPM banner
- b. September: Brian Birdy
 - i. National Class 9/15- location? Katie talking with Brian about class on Monday or cancel?
 - ii. Mastermind Class 9/16 9a-11? Location? Annex @ RHA an option
 - iii. Chapter Event 9/16
- c. October: Cobalt Studios
- d. October: Happy Hour
- e. November: Employee Reviews
- f. December: Party!
- g. Calendar of All NARPM Meetings
 - i. Update the Google calendar to include Membership Committee Meetings (4th Thursday of the Month) and Executive Committee Meetings



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Chapter Board Meeting Minutes

August 16, 2022

6. September Chapter Meeting

Greeters:

Speaker Host: Chris Hermanski

Announcements:

New Member Welcome:

Vendor Spotlight:

7. Updates from Committee Chairs and Board Member Requested Agenda Items

i. Legislative

ii. Membership: 2 new V2 people!

iii. Ambassador

iv. Tech: is amazing

v. Affiliates: another vendor spotlight, another joined, all quiet on the western front

8. The date for the next meeting - September 13th, 2022

9. Introduce Alec as secretary- Board approved appointment

9. Adjourn



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Chapter Board Meeting Minutes

September 13, 2022

1. Welcome & Positive Focus: What activity are you looking forward to this fall?
2. Board Attendance: [Cyndi](#), [JJay](#), [Alec](#), [Mary Ann](#), [Lynne](#), [Katie](#), [Jason](#), [Chris](#)
3. Committee Members & Additional Attendees: [Lynne](#), [Jason](#)
4. Consent Agenda - [Approved August Minutes](#) (Approved: [Lynne](#), Second: [JJay](#))
5. Marketing Overview:
 - a. [Review KPIs](#)
 - i. # of Attendees at the luncheon meeting - 40
 - ii. # of new members - 3
 - iii. # of luncheon invite emails sent
 - iv. # of new vendor spotlight signups
 - v. # of extra events offered to membership
 - b. Review [Number of RSVPs to event](#)
 - c. Review Number of RSVP to Mastermind: 2!!! Promote and Share! - [Alec](#) to send out another blast for Mastermind class.
[Chris](#) to pick up [Brian Birdy](#) from Airport when he arrives Thursday. [Cyndi](#) to make reservations for group dinner Thursday evening.
6. Treasurer's Report
 - a. Review of 2022 Income Statement, Balance Sheet, Aging Receivables
[Todd](#) emailed it stating no concerns.

[Lynne](#) Motions to switch banks from Summit Bank to Northwest Bank, [JJay](#) seconds - All approved.
7. Event Updates
 - a. September: [Brian Birdy](#)
 - i. Mastermind Class 9/16 9a-11Location: Fairway Mortgage
 - ii. Chapter Event 9/16
 1. [Charlie](#) Providing Update
 2. Greeters: [JJay](#), [Katie](#)
 3. Vendor Spotlight [Kennedy Restoration](#), [Cathay](#) - Northwest Pest Control
 4. New Member Welcome - [Northwest Bank](#), [Jason's](#) support staff from [V2 Properties](#),
 - b. October: [Cobalt Studios](#) - [Bryant](#) or [Adam](#) - talking about preparing for taxes
 - i. Begin Marketing
 - c. November: Employee Reviews: [Melissa](#)

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Chapter Board Meeting Minutes

August 16, 2022

i. Host: [Katie](#)

ii. Greeters

[Sock Drive for November meeting - blanchet house](#)

d. December: Party! - [White elephant and auction \(for Birch community services\) during party.](#)

i. Location -

e. Calendar of All NARPM Meetings

i. Update the Google calendar to include Membership Committee Meetings (4th Thursday of the Month) and Executive Committee Meetings

1. *Please send an update to marketing@narmpdx.com with ALL committee meeting schedules so we can get it on the calendar*

7. Updates from Committee Chairs and Board Member Requested Agenda Items

- [Lynne suggests adding a link on our website that includes affiliate members and their contact information.](#)
- [Mary Ann to send contact information she has to Jason](#)
- [Katie to look to see if she has access to logos from past website \(some logos maybe dated\)](#)
- [Cyndi to make announcement at chapter meeting to send us logos/contact information if they want to be added to our website](#)

i. Legislative : [Charlie will present at Meeting!](#)

ii. Membership

iii. Ambassador

iv. Tech- [303 website switch Jason?](#)

v. Mentorship: [New member updates for Aug/September](#)

8. The date for the next meeting - [October 25th, 2022](#)

9. Presidential Updates:

9. Adjourn



Mission Statement

NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.

Vision

NARPM® will be the recognized leaders in residential property management industry.

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Chapter Board Meeting Minutes

October 25th 2022

1. Welcome & Positive Focus: *What is your go-to Halloween candy?*
2. Board Attendance:
3. Committee Members & Additional Attendees:
4. Adopt Agenda
5. Approval of minutes from the last meeting
6. Approved September Minutes

Motion to approve: Lynne

Seconded: Chris

All in Favor

Denied

b. Review KPIs

of Attendees at the luncheon meeting: 38

of new members: 0

of luncheon invite emails sent:

of affiliates: 0

of new vendor spotlight signups: 0 year full

of extra events offered to membership: 0

7. Treasurer's Report

a. Review of 2022 Income Statement, Balance Sheet, Aging Receivables

Highlights include:

- Total Membership Dues: \$9,480.00 (90.03% of budget)
- Meeting Fees: \$2,260.00
- Total Income: \$27,710.14 (95.61% of budget)
- Gross Profit: \$27,710.14 (95.61% of budget)
- Total Business Expenses: \$50.00
- Total Expenses: \$21,429.60



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Chapter Board Meeting Minutes

October 25th 2022

- Total Net income 6,280.54
- Total Convention Reimbursement: \$708.25
- Reviewed Aging Summary:
 - Motion to approve: Todd
 - Seconded :Lynne
 - (All in Favor — Passed)
 - Denied

8. Event Updates - Sign up sheet looks promising - sponsorship lacking

a. October Chapter Meeting

- Number of registered attendees : 40!
- New member introduction and mentor: Star Staffing: Alicia
- NARPM moment: Nationals Tidbit
- Speaker Host: Cyndi
- Announcements to Make: Sock Drive in November
- Vendor Spotlight: Two minis: NW Pest Control and Options Financial
- Raffle Sponsor: STOP
- Greeter: Todd and Angela

b. November: Melissa Sharone

c. Nicole's Birthday is November 15th!!!

- National Class: 11/16- national leadership training
- Strategic Planning: 11/17 | 11-1 pm
- Chapter Event: 11/18 Employee Reviews
- Greeter: Angela
- Speaker Host
- Vendor Spotlight
- Vendor Mini Spotlight
- Notes
- Sock Drive! (Thanks Katie!) Benefitting Blanchet house



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Chapter Board Meeting Minutes

October 25th 2022

- d. December: Party!
 - Location?
 - Time Friday December 16th 11-3
 - Budget:
 - Raffle for fundraiser? Benefitting?: *Birch Community Services (specialize in meeting the needs of families that are financially challenged that dont qualify for state subsidies)*
 - Send mailchimp RSVP asap
 - e. Calendar of All NARPM Meetings
 - Need to get update on schedule for ALL committee meetings to add to google cal
 - Email to Alec
9. Updates from Committee Chairs and Board Member Requested Agenda Items
- i. Legislave: *Note- Added Ron Garcia to legislative committee! Yay Ron!*
 - ii. Membership: happy hour moved to February. 10:30 meting in november. Continue with 3rd thursday for meetings
 - iii. Ambassador:
 - iv. Tech: posting videos to youtube- link to our google and PW protect
 - v. Affiliates:
 - vi. Special Events Committee:
 - vii. Education: Add lead simple track for speakers
10. Announcements:
- i. Ballot for next year
 - Past president: Cyndi
 - President: Nicole
 - Pres. Elect: Alec
 - Secretary:



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Chapter Board Meeting Minutes

October 25th 2022

- Motion to approve: Lynne

- Seconded : JJay
- (All in Favor – Passed)
- Denied

ii. Announcements from board members:

iii. Strategic Planning is next month: *Cyndi*

- Location: Evergreen Office, Troutdale
- Time: 11-1
- Notes: Think about “What is your vision for our chapter for next year?”
- <https://forms.gle/YXi3JGqrCEULUMYu9>
- Additional Item Implemented: _____

- Motion to approve:
- Seconded :
- (All in Favor - Passed)
- Denied

11. The date for the next meeting:

12. Adjourn



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Chapter Board Meeting Minutes

December 13th, 2022

1. Welcome & Positive Focus: *What is your favorite Holiday Activity?*
2. Board Attendance: Mary Ann, Alec, Nicole, Chris, Todd, Maia, Jason, JJay, Pam, Cydni, Lynne, Katie
3. Committee Members & Additional Attendees:
4. Adopt Agenda
5. Approval of minutes from the last meeting
6. Approved November Minutes

Motion to approve: Nicole

Seconded: Lynne

All in Favor

Denied

b. Review KPIs

of Attendees at the luncheon meeting: 36

of new members: 0 (expected)

of luncheon invite emails sent:

of affiliates:

of new vendor spotlight signups: 0 (Yay Lynne!)

of extra events offered to membership: 0

7. Treasurer's Report

a. Review of 2022 Income Statement, Balance Sheet, Aging Receivables

Highlights include:

- Total Membership Dues: 9,480.00 (90.03%)
- Meeting Fees: \$2,305.00
- Total Income: \$27,862.00 (96.14%)
- Gross Profit: \$27,862.00
- Total Business Expenses: \$100.00



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Chapter Board Meeting Minutes

December 13th, 2022

- Total Expenses: - \$30,350.00
- Total Net income - \$762.80
- Total Convention Reimbursement: \$4,612.34
- Reviewed Aging Summary:

- Motion to approve: Lynce
- Seconded : Todd
- (All in Favor - Passed)
- Denied

8. Event Updates - Sign up sheet looks promising - sponsorship lacking

9. Strategic Planning last month:

- Reminder to fill out chapter scorecard:
<https://forms.gle/YXi3JGqrCEULUMYu9>
 - Send scorecard with next mailchimp to members
- *Item to vote on: reinstating company membership: next year we will make a membership push to add more team members, let's reinstate the company membership to match the national setup.*
- Discussed pros vs cons of bringing back the option for company membership for our chapter.
- Set company membership price at \$575.00 for 4 people (2 have to be national professional members)
 - Motion to approve: Lynne
 - Seconded : Todd
 - (All in Favor - Passed)
 - Denied
- Discussed NARPM Tech Needs
 - Equipment (cameras, mic, laptop, projector, etc.)
 - Having this equipment could lead to offering for a virtual membership (People in Eugene, Bend, elsewhere)
 - Produces a better product to offer for marketing purposes



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Chapter Board Meeting Minutes

December 13th, 2022

- Projected expense between \$1,200-\$1,500 - Largest expense being the cameras.
- **Motion to vote:** Adding Virtual Membership at \$150.00
- Motion to Approve - Todd
- Seconded - Chris
- All in favor: Approved

Month	Topic	Speaker	Special Event	Board Meeting Date	Committee Meeting Dates	Chapter Meeting Date
January	EOS	Elliot				1/20
February	Taxes	Brian Bilby		2/14	Membership: 2/9	2/17
March	Pannel: Legislation	Charlie, Ron, Cindy (lobbyist)		3/14		3/17
April		National Class: Scott Abernathy	NW Conference 11-12, Broker/Owner 25-27, Happy Hour:		Membership: 4/13	
May	Portland HR Law			5/16		5/19



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Chapter Board Meeting Minutes

December 13th, 2022

June	Fair Housing	Fair Housing Council of Oregon		6/13	Membership: 6/8	6/16
July	Stress Management	Goats + Sara Van Hoose		7/18		7/21
August	Summer Picnic			8/15	Membership: 8/10	8/18
September	Maintenance Panel	Insurance: plumbing: roofing: HVAC: Restoration:		9/12		9/15
October		National Class	Convention 10/16-19 Happy Hour:		Membership: 10/12	
November			Playhouse Build, Sock Drive	11/14		11/17
December	Holiday Party	n/a		12/12	Membership: 12/14	12/15

b. December: Party!

- Location: Hilton Garden Inn LO
- Time Friday December 16th 11-3
- Budget:



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Chapter Board Meeting Minutes

December 13th, 2022

- Raffle for fundraiser Benefiting: *Birch Community Services (specialize in meeting the needs of families that are financially challenged that don't qualify for state subsidies)*
- Mailchimp sent
- <https://www.narmpdx.org/holiday-party>
- c. Calendar of All NARPM Meetings
 - Need to get update on schedule for ALL committee meetings to add to google cal
 - *Email committee meetings to Alec or Nicole*

9. Updates from Committee Chairs and Board Member Requested Agenda Items

10. Announcements:

- i. Ballot for next year: sent out
- ii. Announcements from board members:
- iii. 11. The date for the next meeting: January 17th, 2023

12. Adjourn



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Name	Position	
Cyndi Strandberg	President	2022
Nicole Corwin	Vice President	2022
Alec Garcia	Secretary	2022
Todd Schechtman	Treasurer	2022
JJay Jensen	Past President	2022
Jason Jamison	Tech Committee Chair	2022
Angela Devita	Membership Committee Chair	2022
Lynne Whitney	Affiliate Committee Chair	2022
Pam Richards	Special Event Committee Chair	2022
Nicole Corwin	Marketing Committee Chair	2022
Sean Kerr	Education Committee Chair	2022
Katie McNeeley	Chapter Mentorship Committee Chair	2022
Angela DeVita	New Member Mentor	2022
Nicole Corwin	President	2023
Alec Garcia	Vice President	2023
Todd Schechtman	Treasurer	2023
Maia Huey	Secretary	2023
Cyndi Strandberg	Past President	2023
Jason Jamison	Tech Committee Chair	2023
Angela Devita	Membership Committee Chair	2023
Lynne Whitney	Affiliate Committee Chair	2023
Pam Richards	Special Event Committee Chair	2023
Nicole Corwin	Marketing Committee Chair	2023
Sean Kerr	Education Committee Chair	2023
Katie McNeeley	Chapter Mentorship Committee Chair	2023
Cyndi Standberg	New Member Mentor	2023
Ron Garcia	Legislative Committee Chair	2023



2023 Board Nominees

President - Nicole Corwin

- Yay
- Nay
- Other

President Elect - Alec Garcia

- Yay
- Nay
- Other

Secretary - Maia Huey

- Yay
- Nay
- Other

Treasurer - Todd Schmectman

- Yay
- Nay
- Other

Submit