

# Budget – DREAM FIRST!

Income:	
Professional/Associate/Support Membership Fees	\$560 <sup>00</sup>
Affiliate Membership & Sponsorship Fees	\$3,600 <sup>00</sup>
Meeting Fees	\$1,500 <sup>00</sup>
Raffle	\$250 <sup>00</sup>
Continuing Education Fees	\$2,500 <sup>00</sup>
Chapter Grant	\$1,000 <sup>00</sup>
Other:	
Other:	
Other:	

Expenses:	
Meeting Expenses (room, food, etc.)	\$200 <sup>00</sup>
Marketing Expenses (newsletter, etc.)	\$400 <sup>00</sup>
Education Expenses (speaker, equipment, etc.)	
Legal & Accounting Expenses (tax return, corporation fees)	\$1,200 <sup>00</sup>
Officer Travel (to national event(s))	\$50 <sup>00</sup>
Other: Expo	\$500 <sup>00</sup> + \$300 <sup>00</sup>
Other: RSAR	\$415 <sup>00</sup>
Other: Misc.	\$500 <sup>00</sup>
Other:	
Other:	



National Association of Residential Property Managers  
N O R T H E R N N E V A D A C H A P T E R

Chapter Meeting Minutes

February 15th, 2019

Finance of America | 6900 S. McCarran Blvd | Suite 2020 | Reno, NV 89509

- I. Membership Meeting Commenced 11:30AM
- II. Sponsor: Coit Services of Reno (Bryan Johnson)
  - A. Thank you!
- III. Business
  - A. Secretary's Report - Minutes approval tabled until April 2019
  - B. Treasurer's Report - No Report
- IV. New Business
  - A. Education Event - September 19 & 20
    1. We took your feedback and will be having this years education event local in Reno this year. It will be held at the Reno-Sparks Association of Realtors: 5650 Riggins Ct # 200, Reno, NV 89502.
    2. National speaker will be addressing the topic of Risk Management
  - B. June 21th - Affiliate Mixers
  - C. Charity - Safe Embrace
    1. Charity event to be hosted in the Fall. In future meetings we will be having a 50/50 raffle to benefit this event. More details to come.
- V. Speakers
  - A. Bryan Johnson (Coit)
  - B. Janet McRoberts (GSR)
  - C. Jeanine Fobbs (Project Restart)
- VI. Adjourn: 12:25PM



WELCOME National Association of Residential Property Managers

SPONSOR: N O R T H E R N N E V A D A C H A P T E R  
First Call Cleaning & Restoration AND Assassin Pest Solutions  
Both did presentations

Anti-Trust Statement Read

**BUSINESS:**

- Award Presentations - Erika Lamb (Not Present Tabled To Next Meeting) & Stephanie Areia (Award Presented to Kevin)
- Secretary's Report - Approve last meetings minutes
- Treasurer's Report - No Report

**OLD BUSINESS:**

- Get Involved

**NEW BUSINESS:**

- Education Event - September 19-20
- June 21th - Affiliate Mixer

**SPEAKERS:** Judy Cook - Legislative Update and Call to ACTION for all Property Managers

ADJOURN 12:45

**Calendar**

April 19, 1 - Board meeting - Finance of America

May 17, 11:30 - Board meeting - TBD



## **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. NARPM® shall not restrict members' ability to solicit competitors' clients. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.

June 21, 11 - Affiliate Mixer - TBD



**Northern Nevada Chapter NARPM**  
**Tuesday 6/11/2019 - 11:00-12:00pm**  
**PMI Reno | 63 Keystone Ave | Suite 104 | Reno, NV 89503**

**Meeting Minutes**

- I. Call the meeting to order
  - a. Started @ 11:04 AM
- II. Attendance
  - a. Robert Hughes, Amber McDade, Donna Harkins, Seily Crotto, Trevor Steadman
- III. Secretary-Treasurer's Report
  - a. Financials
    - i. Treasurer reports that there is currently \$2,155.44 balance in the bank account
  - b. Minutes to review and approve (May)
    - i. Robert motioned to approve and Donna seconded. Motion carries.
- IV. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna – Sep 19-20
      1. Found out that Brittany will no longer be able to do our marketing flyers for our board. She will send education event flyer to Robert to finish and make final adjustments as needed.
      2. Pending CE Certification - There were some missing pages in the CE application that Donns is working on getting amended and submitted.
      3. Rooms are booked at RSAR
      4. Bowling is out because of League Night. Amber is working on the pool space and other event arrangements for the mixer.
    - ii. Membership – No Chair
    - iii. Government Affairs – No Chair
    - iv. Communication/Web – **Reassigned responsibilities between Tina & Robert**
    - v. Affiliate – Seily
    - vi. Social – Amber
- V. Unfinished Business
  - a. June 20<sup>st</sup> Social – Affiliate Mixer
    - i. All set for event. Board members and Seily to contact members and affiliates.
  - b. Website - Did Josh's title get changed?
    - i. No - But Robert is working on this
  - c. Grant paperwork - Did it get submitted?
    - i. Tina is working on this
  - d. Access into square acct. Was this resolved?
    - i. Robert & LaVon are working on this
- VI. New Business
  - a. Membership Meeting - August 16th
- VII. Next Board meeting
  - a. July 9th at 11am @ Chihuahua's | 7111 S Virginia St ste c, Reno, NV 89511
- VIII. Adjournment

a. Ended @ 11:59 AM

**Northern Nevada Chapter NARPM**  
**Tuesday 7/6/2019 - 11:30-1:00pm**  
**Chihuahua's | 7111 S. Virginia Street Suite C | Reno, NV 89503**

**Meeting Minutes**

- I. Call the meeting to order
  - a. Start: 11:30
- II. Attendance
  - a. Donna Harkins, Robert Hughes, Tina Norris, Amber McDade, Seily Crotto, Trevor Steadman, Tina Autry, Angela Penny
- III. Secretary-Treasurer's Report
  - a. Financials
    - i. Current balance is \$2726.04
  - b. Minutes to review and approve (June)
    - i. Amend June Board meeting minutes to reflect minutes at top of page
    - ii. Amend name corrections for Donna
      1. Donna motioned and Amber seconded. Motion passes.
- IV. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
      1. Education event update Sep 19-20
        - a. Amber made a contact with GSR. Getting whole pool deck reserved for event. Finalizing drinks and food amenities.
        - b. 5:30 - 7:30 time for social event. Pool deck party
        - c. Donna is finalizing CE certification
        - d. Still looking for event sponsors. Last year we had Filter Easy, Joel Edwards, John Sutton, LMPA.
    - ii. Membership – No Chair
    - iii. Government Affairs – No Chair
    - iv. Communication/Web – ANGELA PENNY
      1. Board to welcome new chair for communications
      2. Amber motioned and Trevor seconded. Motion passes.
    - v. Affiliate – Seily
      1. Affiliate Mixer Reflection
        - a. Wanting more communication with vendors
        - b. Getting the communications chair involved
        - c. Great venue - Possible event for next years education event
        - d. Harcourts training room on the second floor is also an option for events and membership meetings.
      2. New Affiliate: Bruce McGuy - Painting and Handyman
    - vi. Social – Amber
- V. Unfinished Business
  - a.

- VI. New Business
  - a.
- VII. Next Board meeting
  - a. August 16th 11:30am - Finance of America
- VIII. Adjournment
  - a. 12:23pm

**Calendar**

Feb 15, 11:30am – Membership meeting – Finance of America, 690 S. McCarran Ste. 2020

Feb 15, 1pm – Board meeting - Finance of America, 690 S. McCarran Ste. 2020

Mar 15 11:30 - Board meeting - Finance of America 690 S. McCarran Ste. 2020

**Northern Nevada Chapter NARPM**  
**Friday 4/19/2019 - 11:30-1:00pm**  
**Finance of America | 6900 S. McCarran Blvd | Suite 2020 | Reno, NV 89509**

**Meeting Minutes**

- I. Call the meeting to order @ 1:00 pm
  - a. Attendance: Robert Hughes, Amber McDade, Seily Crotto, Trevor Steadman, Donna Harkins, Lavon Jones, Tina Norris.
- II. Secretary-Treasurer's Report
  - a. Financials - No Report
  - b. Last meeting Minutes - Review and approval (~~March~~ & Feb) Donna Motions for approval and LaVon seconds. Motion carries.
- III. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
      1. Advanced Risk & Body Armor Sep 19th-20th
        - a. Price for Robert Lock was increased from \$1000 to \$1500. He is working out logistics to get to Reno and his assistant will update us as those details materialize.
        - b. Robert Lock and Judy Cook to work on getting his class recognized as CE Credit. NARPM will pay the \$100 application fee for CE credit and it must be submitted to the state on or before June 1st.
        - c. Donna working on pamphlet costs and sponsorship flyers for the event as well.
      2. Networking event details TBD (Amber)
      3. Seily to work on the sponsorship levels and reaching out to local and national affiliates. (\$800/\$600/\$400 - \$100/Table)
    - ii. Membership – No Chair - No Report
    - iii. Government Affairs – No Chair - No Report
    - iv. Communication/Web – Josh - No Report
    - v. Affiliate – Seily
      1. Thompson Garage (Renew), Just in Time (Potential New Vendor), Reno Green (Potential New Vendor) Etc.
    - vi. Social – Amber - See Below
- IV. Unfinished Business
  - a. June 20th Social – Affiliate Mixer.
    - i. Hampton Inn & Suites - (\$100 fee for set-up & take down)
    - ii. Location - 900 Ambassador Dr Reno, NV 89523
    - iii. Time - Afternoon - 11am - 1 pm
    - iv. NARPM to provide light refreshments & coordinate the raffle prizes
    - v. Donna motioned to confirm event details and Trevor seconded. Motion carries.
- V. New Business

- a. Other
- VI. Next Board meeting
  - a. May 17th 11:30AM @RentVest Nevada
- VII. Adjournment
  - a. Ended @ 2PM

#### **Calendar**

Feb 15, 11:30am – Membership meeting – Finance of America, 690 S. McCarran Ste. 2020

Feb 15, 1pm – Board meeting - Finance of America, 690 S. McCarran Ste. 2020

Mar 15, 11:30 - Board meeting - Finance of America, 690 S. McCarran Ste. 2020

Apr 19, 11:30am – Membership meeting – Finance of America, 690 S. McCarran Ste. 2020



**Northern Nevada Chapter NARPM**  
**Friday 5/17/2019 - 11:30-1:00pm**  
**RentVest Nevada | 1575 Delucchi Lane | Suite 103 | Reno, NV 89502**

**Meeting Minutes**

- I. Call the meeting to order
  - a. Started @ noon
- II. Attendance
  - a. Robert Hughes, Tina Norris, Donna Harkins, LaVon Jones, Seily Crotto, Trevor Steadman
- III. Secretary-Treasurer's Report
  - a. Financials
    - i. \$3094.59 in the account currently.
  - b. Minutes to review and approve (March & April)
    - i. LaVon motioned. Donna seconded. Motioned carries
- IV. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
      1. See event below
    - ii. Membership – No Chair
    - iii. Government Affairs – No Chair
    - iv. Communication/Web – Josh
    - v. Affiliate – Seily
    - vi. Social – Amber
- V. Unfinished Business
  - a. September Education Event (9/19 & 9/20)
    - i. Donna has been in contact with both speakers to attain CE credit certification by the RE Division. Our hard deadline is June 1st
    - ii. Donna will work with other NARPM members (Judy Cook) to make sure CE submission looks perfect before sending off
    - iii. Evening networking event - Donna & Amber coordinating with the GSR. Possibly looking into a DJ of the event with group games ranging from between \$200-400. Other option was getting 8 lanes of bowling, pizza, beer, soda, 2 hours for networking event
    - iv. Sponsorship Levels
      1. (1) Platinum (\$1500) - Mixer Presentation (full page ad, 2 - 5 mins (class & and/or snack), 1 table, Easel Ad)
      2. (2) Gold (\$1000) - 10 Mins - (Lunch , ½ Page, 1 table, Easel Ad)
      3. (4) Silver (\$500) - 3 Mins - (Breakfast/Snack, ¼ page ad)
      4. (10) Bronze (\$300) Business Card Size Ad
      5. \$100 Table (\$500) - Handful of Tables
    - v. Donna motioned to approve the above breakdown of sponsorship breakdown. Trevor seconded. Motion carries.
    - vi. Start event pricing at \$190 through 8/31/2019 and \$245 for after 8/31/2019

- vii. Incentive of signing up for both classes is they get the networking event for free. \$50/person if they sign up for only 1 class and this to be raised to \$75 during the 1st price bump.

- b. June 20<sup>st</sup> Social – Affiliate Mixer

- i. Finalize flyer details, food selection, and invite vendors to attend

- VI. New Business

- a. Calling NARPM Members - Divide & Conquer

- i. Affiliate Mixer, Education Event, Next Membership Meeting Etc.

- b. Membership Meeting - August 16th

- i. Remediation Event - Confirm details in June Board Meeting

- VII. Next Board meeting

- a. June 7th @ 3:00PM - 4:00PM PMI Reno

- VIII. Adjournment

- a. 1:15PM

**Northern Nevada Chapter NARPM**  
**Friday 10/18/2019 - 1pm - 2pm**  
**Finance of America | 6900 S. McCarran Blvd | Suite 2020 | Reno, NV 89509**

**Meeting Agenda**

- I. Call the meeting to order
- II. Attendance
- III. Secretary-Treasurer's Report
  - a. Financials
  - b. Minutes to review and approve (July)
- IV. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
    - ii. Membership – No Chair
    - iii. Government Affairs – No Chair
    - iv. Communication/Web – Angela Penny
    - v. Affiliate –
    - vi. Social – Amber
- V. Unfinished Business
  - a.
- VI. New Business
  - a. Calendar for next year
- VII. Next Board meeting
- VIII. Adjournment

**Northern Nevada Chapter NARPM**  
**Friday 3/15/2019 - 11:30-1:00pm**  
**PMI Reno 63 Keystone Ave, Reno, NV 89503**

**Meeting Minutes**

- I. Call the meeting to order
  - a. 11:35 AM meeting commenced
  - b. In attendance: Robert Hughes, Donna Harkins, Tina Norris, & Amber McDade, Lavon Jones, Josh Villalobos
- II. Secretary-Treasurer's Report
  - a. Financials
    - i. Tabled
  - b. Last meeting minutes review and approval
    - i. Robert motioned and Donna seconded. Motion passes.
- III. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
      1. Symposium reminder. Robert to man the booth during the event. Donna to bring applications and membership materials from last year.
      2. Education event update Sep 19-20.
        - a. 19th - Beverley - Advance Risk Management Designation Class
        - b. 20th - Body Armor - \$1000 cost for the course. Josh motioned to approve the body armor as the second course. LaVon seconded. Motion carries.
        - c. Amber to coordinate the dinner and 1 social event during the two days. Budget TBD.
    - ii. Membership – No Chair - No Report
    - iii. Government Affairs – No Chair - No Report
    - iv. Communication/Web – Josh
      1. Continuing to post about upcoming membership meeting, SB 151 posts, and our education event.
    - v. Affiliate – Seily - No Report
    - vi. Social – Amber - See Below
- IV. Unfinished Business
  - a. Grants
  - b. April 19<sup>th</sup> membership meeting.
    - i. Speakers - Judy Cook
    - ii. Lunch sponsors - Assassin Pest Control & First Call Restoration - Confirmed
    - iii. Attempt to present Erika's RMP and Affiliate of the year
  - c. June 21<sup>st</sup> Social – Affiliate Mixer.
    - i. Location - TBD
    - ii. Time - Decided on the afternoon
    - iii. Plan for mostly members, affiliates, and their employees.

- V. New Business
- VI. Next Board meeting
  - a. April 19th after Membership Meeting
- VII. Adjournment
  - a. Adjourned at 12:30pm

#### **Calendar**

Feb 15, 11:30am – Membership meeting – Finance of America, 690 S. McCarran Ste. 2020

Feb 15, 1pm – Board meeting - Finance of America, 690 S. McCarran Ste. 2020

Mar 15, 11:30 - Board meeting - Finance of America, 690 S. McCarran Ste. 2020

Apr 19, 11:30am – Membership meeting – Finance of America, 690 S. McCarran Ste. 2020

**Northern Nevada Chapter NARPM**  
**Friday 2/15/2019 - 11:30-1:00pm**  
**Finance of America | 6900 S. McCarran Blvd | Suite 2020 | Reno NV 89509**

**Meeting Minutes**

- I. Call the meeting to order
  - a. Meeting Started at 1:02 PM
- II. Secretary-Treasurer's Report
  - a. Financial
    - i. Currently in the account. \$2,560.84.
    - ii. Josh Motions and Donna Seconds - Motion Carries
  - b. Last meeting Minutes review and approval
    - i. Amend January Board Meeting minutes to reflect April instead of September for Stephanie award to be presented.
    - ii. Trevor Motioned and Robert Seconded - Motion Carries
- III. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
      1. Donna is working with Katie at RSAR to reserve the booth for the symposium. It will be \$100 for our spot at PM Symposium Event On March 19th.
      2. Advance Risk Management Class was selected for our September Education event. Paperwork was sent out to reserve that date and the speaker.
    - ii. Membership – No Chair
    - iii. Government Affairs – No Chair
    - iv. Communication/Web – Josh
      1. Josh needs logos for ICMB and Assassin Pest Control
      2. Josh to toggle from emailing through the national server and from his email to ensure flyers get to members for upcoming meetings and events
      3. Goal is to get the membership meeting flyer out at least 5 weeks before the membership meeting date
    - v. Affiliate – Seily
      1. Seily asked to define the perks of becoming an affiliate with NARPM
        - a. Web presence - Facebook, Website, LinkedIn, and email blasts
        - b. 33 property managers and members in NARPM (Exposure)
        - c. Welcome to come and talk during any membership meetings
        - d. Affiliate mixer we hold every year for them
        - e. We have a 2000 person presence on social media
    - vi. Social – Amber
      1. Looking to secure a location for the social
- IV. Unfinished Business



- a. Budget approval
  - i. Approved Last Meeting
- b. Grants
  - i. Tina to fill out paperwork for the Grant
- c. March 15<sup>th</sup> Board Meeting
  - i. Location
    - 1. Meeting to be held at PMI Reno for March
- d. April 19<sup>th</sup> membership meeting.
  - i. Speakers
    - 1. Judy Cook to be only speaker
  - ii. Lunch sponsors
    - 1. First Choice & Assassin Pest Solutions
  - iii. Award Erika RMP and Affiliate of the year
  - iv. Robert motioned to exclude board members & committee chairs from the meeting fee of \$10. Josh Seconded - Motion Carries
- e. June 20<sup>st</sup> Social – Affiliate Mixer.
  - i. Thoughts to do a raffle of Rodeo tickets. Attendees to visit all vendors will get entered into the raffle
  - ii. Venue - outdoor BBQ. Potential \$150 permit through city for the space
  - iii. Josh Motions to move date from the 21st to the 20th. Donna Seconds - Motion Carries
  - iv. Robert motions to set aside \$400 for mixer and Donna seconds - Motion Carries
- V. New Business
- VI. Next Board meeting
  - a. March 15th, 2019 PMI Reno 11:30am
- VII. Adjournment
  - a. Adjourned at 2:11 pm



## Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

**e-Postcard Profile**

**Select EIN**

**Organization Details**

**Contact Information**

**Confirmation**

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** NORTHERN NEVADA CHAPTER OF THE NATIONAL ASSOCIATION OF RESIDENTIA
- **EIN:** 472400510
- **Tax Year:** 2019
- **Tax Year Start Date:** 01-01-2019
- **Tax Year End Date:** 12-31-2019
- **Submission ID:** 10065520200723569764
- **Filing Status Date:** 03-12-2020
- **Filing Status:** Pending



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The Board of directors are for a 2-year term. 2020 is the second term.

# Budget – DREAM FIRST!

Income:	
Professional/Associate/Support Membership Fees	\$560 <sup>00</sup>
Affiliate Membership & Sponsorship Fees	\$3,600 <sup>00</sup>
Meeting Fees	\$1,500 <sup>00</sup>
Raffle	\$250 <sup>00</sup>
Continuing Education Fees	\$2,500 <sup>00</sup>
Chapter Grant	\$1,000 <sup>00</sup>
Other:	
Other:	
Other:	

Expenses:	
Meeting Expenses (room, food, etc.)	\$200 <sup>00</sup>
Marketing Expenses (newsletter, etc.)	\$400 <sup>00</sup>
Education Expenses (speaker, equipment, etc.)	
Legal & Accounting Expenses (tax return, corporation fees)	\$1,200 <sup>00</sup>
Officer Travel (to national event(s))	\$50 <sup>00</sup>
Other: Expo	\$500 <sup>00</sup> + \$300 <sup>00</sup>
Other: RSAR	\$415 <sup>00</sup>
Other: Misc.	\$500 <sup>00</sup>
Other:	
Other:	

## 2020 Board of Directors

President                 Robert Hughes

President elect         Tina Norris

Treasure                 Lavon Jones

Secretary               Amber Mcdade

Past President         Donna Harkins

NNNARPM BANK ACTIVITY 2019

Post Date	Check	Description	Debit	Credit	Balance
01/14/2019		DEPOSIT		\$762.23	\$2,560.84
02/15/2019		DEPOSIT		\$230.00	\$2,790.84
02/19/2019	1056	Check	\$43.25		\$2,622.59
02/19/2019	1055	Check	\$125.00		\$2,665.84
02/26/2019		THE POSTAL DEPOT THE POSTAL DEPOT 775-3299313 NV DBT PURCHASE ON	\$203.00		\$2,419.59
03/20/2019		CHK DEP		\$645.00	\$3,064.59
04/23/2019		DEPOSIT		\$30.00	\$3,094.59
06/10/2019	2022	Check	\$377.55		\$2,717.04
06/11/2019	2021	Check	\$320.60		\$2,396.44
06/17/2019	2023	Check	\$245.00		\$2,151.44
07/01/2019		DEPOSIT (2 Affiliates) \$180 from NARPM)		\$574.60	\$2,726.04
07/10/2019		CHIHUAHUA GRILL AND CAN CHIHUAHUA GRILL AND CAN RENO NV DBT PU	\$169.99		\$2,556.05
07/21/2019		ATM DEPOSIT ON 07/21 @ 13:56 UNITED FEDERAL 774 4855 KIETZKE LN RENO		\$200.00	\$2,756.05
08/06/2019	2025	Check (Instructor)	\$750.00		\$2,006.05
08/12/2019	2027	Check	\$145.41		\$1,860.64
08/26/2019	2029	Check (RE Division--CE for class)	\$200.00		\$1,660.64
08/30/2019		ATM DEPOSIT ON 08/30 @ 08:38 UNITED FEDERAL 814 4855 KIETZKE LANE RENO		\$250.00	\$1,910.64
09/14/2019		FAMOUS DAVES BARBECUE - FAMOUS DAVES BARBECUE - RENO NV DBT	\$120.47		\$1,790.17
10/09/2019		NV SOS PORTAL NV SOS PORTAL 775-684-5780 NV DBT PURCHASE ON 10/08 @	\$50.00		\$1,740.17
10/15/2019		DEPOSIT		\$1,651.64	\$3,391.81
10/19/2019		REALTOR ASSOCIATION/MLS REALTOR ASSOCIATION/MLS 312-329-8245 IL DBT	\$100.00		\$3,230.17
10/19/2019		PORT OF SUBS 0018 PORT OF SUBS 0018 RENO NV DBT PURCHASE ON 10	\$48.72		\$3,330.17
10/19/2019		WAL-MART #3254 WAL-MART #3254 RENO NV DBT PURCHASE ON 10/18 @	\$12.92		\$3,378.89



NNNARPM BANK ACTIVITY 2019

Post Date	Check	Description	Debit	Credit	Balance
10/22/2019		Square Inc SDV-VERFY	\$0.01		\$3,230.17
10/22/2019		Square Inc SDV-VERFY		\$0.01	\$3,230.18
10/25/2019		Square Inc 191025P2 (NEW Affiliate Member)		\$192.85	\$3,423.02
11/14/2019		CHIHUAHUA GRILL AND CAN CHIHUAHUA GRILL AND CAN RENO NV DBT P	\$95.19		\$3,327.83
12/31/2019		DEPOSIT		\$500.00	\$3,827.83
			\$3,007.11	\$5,036.33	

# NARPM Chapter Compliance Application

Note: Use the "Save Draft" button to save your application as you go. This is especially important if you're uploading very large files.

## Personal data

### Chapter name\*

### Chapter id\*

## Chapter Bylaws

Please upload the latest version of your chapter Bylaws here.

**Has your chapter made any changes to your bylaws since last year's compliance submission?**

- No  
 Yes

If yes, please upload bylaws here. You must obtain approval from national NARPM® to amend your bylaws. For a copy of current bylaws go to

<http://www.narpm.org/members/documents-forms/chapter-documents/>.  
(<http://www.narpm.org/members/documents-forms/chapter-documents/>)

### Upload Latest Chapter Bylaws

[+ Upload more files](#)

*Unlimited number of files can be uploaded to this field.  
5 MB limit.  
Allowed types: pdf doc docx xls xlsx.*

## RVP Calls Participation

### RVP Calls

How many Chapter Leader Calls, hosted by the RVP, did the chapter president, or their representative, participate in?

Your chapter president, or their representative, must attend at least three of these calls to obtain chapter compliance.

## Chapter Tax Return

Upload copy of Chapter filed tax return, or e-post card (99N) filed with the IRS.

**Upload Latest Chapter Tax Return**

**+ Upload more files**

- At least one file must be uploaded

*Unlimited number of files can be uploaded to this field.*

*5 MB limit.*

*Allowed types: pdf doc docx xls xlsx.*

## Chapter Budget and Financials

Upload copy of the year-end financial report and following year budget.

**Upload Current Year Budget**

**+ Upload more files**

- At least one file must be uploaded

*Unlimited number of files can be uploaded to this field.*

*5 MB limit.*

*Allowed types: pdf doc docx xls xlsx.*

## Membership Meetings

List number of membership meetings.

*Note: Did you know that NARPM® has a minimum requirement of 4 meeting during the award year to remain a chapter?*

**Upload fliers for Membership Meetings your Chapter held last year? Your Chapter must hold at least 4 Membership Meetings during the year to obtain chapter compliance.**

**+ Upload more files**

- At least one file must be uploaded

*Unlimited number of files can be uploaded to this field.*

*5 MB limit.*

*Allowed types: pdf doc docx xls xlsx.*

## Board Meetings

List number of board meetings.

*Note: Did you know there is a minimum requirement of 4 Board of Directors meetings during the award year to remain a chapter?*

**Upload minutes from the Board of Directors/Executive Committee meetings held last year? Your Chapter must hold at least 4 Board of Directors/Executive Committee meetings during the year to obtain chapter compliance.**

**+ Upload more files**

- At least one file must be uploaded

*Unlimited number of files can be uploaded to this field.*

*5 MB limit.*

*Allowed types: pdf doc docx xls xlsx.*

## Names and positions of each elected Board of Directors/Executive Committee positions

**Upload a document with the names and positions of each elected Board of Directors/Executive Committee positions as outlined in your bylaws.**

**+ Upload more files**

- At least one file must be uploaded

*Unlimited number of files can be uploaded to this field.*

*5 MB limit.*

*Allowed types: pdf doc docx xls xlsx.*

## Chapter Elections

**Upload a document that substantiates the chapter held an election in accordance with their bylaws. Examples: Copy of electronic elections results, meeting minutes, ballot, etc.**

**+ Upload more files**

- At least one file must be uploaded

*Unlimited number of files can be uploaded to this field.*

*5 MB limit.*

*Allowed types: pdf doc docx xls xlsx.*

Submit

[Back to the list \(/application\)](#)

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**Northern Nevada Chapter NARPM**  
**Wednesday 1/29/2020 -11:30pm - 1pm**  
**PMI Reno | 63 Keystone Ave. Ste 104, Reno, NV 89503**

**Meeting Agenda**

- I. Call the meeting to order
- II. Attendance
- III. Secretary-Treasurer's Report
  - a. Financials
  - b. Minutes to review and approve (July)
- IV. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
    - ii. Membership – No Chair
    - iii. Government Affairs – No Chair
    - iv. Communication/Web – Angela Penny
    - v. Affiliate –
    - vi. Social – Amber
- V. Unfinished Business
  - a. NARPM Broker Presentation
  - b. September Education event
- VI. New Business
  - a. Calendar for This year
- VII. Next Board meeting
- VIII. Adjournment



## Confirmation

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e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** NORTHERN NEVADA CHAPTER OF THE NATIONAL ASSOCIATION OF RESIDENTIA
- **EIN:** 472400510
- **Tax Year:** 2019
- **Tax Year Start Date:** 01-01-2019
- **Tax Year End Date:** 12-31-2019
- **Submission ID:** 10065520200723569764
- **Filing Status Date:** 03-12-2020
- **Filing Status:** Pending



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National Association of Residential Property Managers

N O R T H E R N N E V A D A C H A P T E R

*Save the Date!*

*Please join us for an*

***Affiliate Mixer***

***June 20th, 2019***

***11am-1pm***

***Food | Raffles | Networking***

**@ The Hampton Inn**

**900 Ambassador Dr | Reno, NV 89523**

**RSVP**

**Seily Davila | Affiliate Chair | (775) 470-7771 |**

**Seily@rentvestpm.com**





National Association of Residential Property Managers  
N O R T H E R N N E V A D A C H A P T E R

Chapter Meeting Minutes

February 15th, 2019

Finance of America | 6900 S. McCarran Blvd | Suite 2020 | Reno, NV 89509

- I. Membership Meeting Commenced 11:30AM
- II. Sponsor: Coit Services of Reno (Bryan Johnson)
  - A. Thank you!
- III. Business
  - A. Secretary's Report - Minutes approval tabled until April 2019
  - B. Treasurer's Report - No Report
- IV. New Business
  - A. Education Event - September 19 & 20
    1. We took your feedback and will be having this years education event local in Reno this year. It will be held at the Reno-Sparks Association of Realtors: 5650 Riggins Ct # 200, Reno, NV 89502.
    2. National speaker will be addressing the topic of Risk Management
  - B. June 21th - Affiliate Mixers
  - C. Charity - Safe Embrace
    1. Charity event to be hosted in the Fall. In future meetings we will be having a 50/50 raffle to benefit this event. More details to come.
- V. Speakers
  - A. Bryan Johnson (Coit)
  - B. Janet McRoberts (GSR)
  - C. Jeanine Fobbs (Project Restart)
- VI. Adjourn: 12:25PM



WELCOME National Association of Residential Property Managers

SPONSOR: N O R T H E R N N E V A D A C H A P T E R  
First Call Cleaning & Restoration AND Assassin Pest Solutions  
Both did presentations

Anti-Trust Statement Read

**BUSINESS:**

- Award Presentations - Erika Lamb (Not Present Tabled To Next Meeting) & Stephanie Areia (Award Presented to Kevin)
- Secretary's Report - Approve last meetings minutes
- Treasurer's Report - No Report

**OLD BUSINESS:**

- Get Involved

**NEW BUSINESS:**

- Education Event - September 19-20
- June 21th - Affiliate Mixer

**SPEAKERS:** Judy Cook - Legislative Update and Call to ACTION for all Property Managers

ADJOURN 12:45

**Calendar**

April 19, 1 - Board meeting - Finance of America

May 17, 11:30 - Board meeting - TBD



## **NARPM<sup>®</sup> Antitrust Statement:**

It is the policy of the NARPM<sup>®</sup> 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<sup>®</sup>'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. NARPM<sup>®</sup> shall not restrict members' ability to solicit competitors' clients. NARPM<sup>®</sup> shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.

June 21, 11 - Affiliate Mixer - TBD

**Northern Nevada Chapter NARPM**  
**Friday 10/18/2019 - 1pm - 2pm**  
**Finance of America | 6900 S. McCarran Blvd | Suite 2020 | Reno, NV 89509**

**Meeting Agenda**

- I. Call the meeting to order
- II. Attendance
- III. Secretary-Treasurer's Report
  - a. Financials
  - b. Minutes to review and approve (July)
- IV. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
    - ii. Membership – No Chair
    - iii. Government Affairs – No Chair
    - iv. Communication/Web – Angela Penny
    - v. Affiliate –
    - vi. Social – Amber
- V. Unfinished Business
  - a.
- VI. New Business
  - a. Calendar for next year
- VII. Next Board meeting
- VIII. Adjournment

**Northern Nevada Chapter NARPM**  
**Friday 1/11/2019 - 11:30-1:00pm**  
**63 Keystone Ave, Reno, Nevada 89503**

**Meeting Minutes**

- I. Call the meeting to order @ 11:35 AM
  - a. Attendance:
    - i. Robert Hughes - Current President
    - ii. Tina Norris - President Elect
    - iii. Donna Harkins - Past President
    - iv. Trevor Steadman - Secretary
    - v. Seily Davila - Affiliates Chair
  - b. Absent:
    - i. Lavonn Jones - Treasurer
- II. Treasurer's Report
  - a. Financials
    - i. Current balance: \$1798.61 as of December 31st, 2018
    - ii. Tina had a question regarding changing over the bank account information. It was stated that because Lavonn was not in attendance, Robert would work with her on getting that completed between now and next meeting. Donna and Robert can still sign because they are apart of the board.
  - b. Last meeting Minutes review and approval
    - i. Donna motioned to approve the minutes from December 14th, 2018 and Tina seconded the motion. Motion passes.
- III. Committee Reports
  - a. Committee Chair Reports - Robert discussed having board members be contact points for each of the committee chair positions. To make sure they are up to date and on task. Robert will oversee Donna & Education and Amber & Social, Trevor will oversee Seily & Affiliates, and Tina will oversee Josh & Communications/Web.
    - i. Education – Donna
      1. Donna to call and ask Kelly with regards to speaking on Risk Awareness and what the hot topics are across the nation so we can use that info for our education planning.
      2. Looking to get our NARPM classes accredited with the Nevada Real Estate Division so agents can get dual credits for NARPM and CE for their license. Talked about having current member Judy Cook help with the accreditation process.
      3. Donna was in touch with GSR with regards to accommodations. They offered a block of rooms at \$55/night for the weekend of 18th-20th. GSR has stated that there was a minimum of \$4000 due for space at their facility for food and meeting rooms. This is in comparison to RSAR at \$100/day. Robert to get Amber involved in helping plan this as the social chair.

- ii. Membership – No Chair/No Report
  - iii. Government Affairs – No Chair/No Report
    - 1. Looking to get Sarah Sharkey as committee chair for Governmental Affairs/Legislative board.
    - 2. Donna also to ask Judy cook about getting involved in this committee either as a chair or member.
  - iv. Communication/Web – Josh
    - 1. Josh to send update to Tina for communications/Web committee
    - 2. Robert asked Josh to prepare some kind of Facebook blast to welcome members to new year and give some more info regarding NARPM.
  - v. Affiliate – Seily
    - 1. Seily is working on getting new vendors signed up as well as asking current affiliates if they would like to renew.
    - 2. Seily to revamp the affiliates flyer and update it for 2019.
    - 3. Robert decided that for vendors who join mid year, we are to prorate the amount due. \$16.67/mo | \$200 over 12 months
  - vi. Social – Amber – No report
    - 1. Amber McDade is now committee chair for Socials.
- IV. Unfinished Business
- a. Budget approval
    - i. Donna motioned to approve the budget for 2019 year. Tina seconded the motion. Motion passes.
  - b. Grants
    - i. Advertising & Education – Once all details for the year are finalized Tina (with Donna & Robert’s assistance) will submit the applications for the grants to receive chapter funding.
    - ii. Leadership – Robert and Tina to give treasurer a copy of airline ticket/cost for reimbursement. Robert to call corporate to ask for second check for travel and membership check for the year.
  - c. Cost for Member meeting approval
    - i. Board decided it would be \$10/member for membership meeting attendance. Guests would be free for the 1st time if attending with another member.
    - ii. Payment will be done either through Paypal (credit card), cash, or check. Will utilize CC scanner for at the door purchases.
    - iii. Future payment via email link to be looked into for future meetings.
    - iv. Trevor motioned to approve the \$10/member cost for membership meetings as well as guests to be free for the 1st time if brought by a member. Tina seconded it. Motion passes.
  - d. February 15<sup>th</sup> Membership meeting.
    - i. Speakers: Coit Services of Reno (Bryan Johnson), Volunteers of America/Project Restart (Jeanine Fobbs), & Corporate Sales Manager GSR (Janet McRoberts). 15 minutes each for a total of 45 minutes of speakers.
    - ii. Lunch sponsors: Robert to confirm Coit Services of Nevada to sponsor lunch.
    - iii. Award Erika RMP and Affiliate of the year:

1. Erika: RPM presentation to be moved to April's membership meeting due to scheduling conflicts.
      2. Affiliate of the Year: Stephanie's award to be presented at the September meeting.
    - e. April 19<sup>th</sup> membership meeting.
      - i. Speakers
        1. Donna to contact Judy Cook for April Meeting as a speaker.
      - ii. Lunch sponsors: Not discussed
    - f. June 21<sup>st</sup> Social – Affiliate Mixer: Not discussed
    - g. Sep 19-20 Education event.
      - i. Classes: Refer to education committee report.
- V. New Business
  - a. Charity
    - i. Safe Embrace is current charity. Current plan is to raise funds during the Charity event in November. Have not made a donation the last two years due to funding issues.
    - ii. Robert discussed having 50/50 raffles at Membership meetings and having those proceeds go towards the charity directly.
    - iii. Donna motioned to keep Safe Embrace as 2019 chapter charity. Trevor Seconded the motion. Motion Passes.
    - iv. Josh to send charity contact information to Robert.
  - b. Other:
    - i. No other new business
- VI. Next Board meeting
  - a. Friday Feb 15th 1-1:30pm | Finance of America
- VII. Adjournment
  - a. Meeting Adjourned @ 12:47pm

**Northern Nevada Chapter NARPM**  
**Friday 2/15/2019 - 11:30-1:00pm**  
**Finance of America | 6900 S. McCarran Blvd | Suite 2020 | Reno NV 89509**

**Meeting Minutes**

- I. Call the meeting to order
  - a. Meeting Started at 1:02 PM
- II. Secretary-Treasurer's Report
  - a. Financial
    - i. Currently in the account. \$2,560.84.
    - ii. Josh Motions and Donna Seconds - Motion Carries
  - b. Last meeting Minutes review and approval
    - i. Amend January Board Meeting minutes to reflect April instead of September for Stephanie award to be presented.
    - ii. Trevor Motioned and Robert Seconded - Motion Carries
- III. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
      1. Donna is working with Katie at RSAR to reserve the booth for the symposium. It will be \$100 for our spot at PM Symposium Event On March 19th.
      2. Advance Risk Management Class was selected for our September Education event. Paperwork was sent out to reserve that date and the speaker.
    - ii. Membership – No Chair
    - iii. Government Affairs – No Chair
    - iv. Communication/Web – Josh
      1. Josh needs logos for ICMB and Assassin Pest Control
      2. Josh to toggle from emailing through the national server and from his email to ensure flyers get to members for upcoming meetings and events
      3. Goal is to get the membership meeting flyer out at least 5 weeks before the membership meeting date
    - v. Affiliate – Seily
      1. Seily asked to define the perks of becoming an affiliate with NARPM
        - a. Web presence - Facebook, Website, LinkedIn, and email blasts
        - b. 33 property managers and members in NARPM (Exposure)
        - c. Welcome to come and talk during any membership meetings
        - d. Affiliate mixer we hold every year for them
        - e. We have a 2000 person presence on social media
    - vi. Social – Amber
      1. Looking to secure a location for the social
- IV. Unfinished Business



- a. Budget approval
  - i. Approved Last Meeting
- b. Grants
  - i. Tina to fill out paperwork for the Grant
- c. March 15<sup>th</sup> Board Meeting
  - i. Location
    - 1. Meeting to be held at PMI Reno for March
- d. April 19<sup>th</sup> membership meeting.
  - i. Speakers
    - 1. Judy Cook to be only speaker
  - ii. Lunch sponsors
    - 1. First Choice & Assassin Pest Solutions
  - iii. Award Erika RMP and Affiliate of the year
  - iv. Robert motioned to exclude board members & committee chairs from the meeting fee of \$10. Josh Seconded - Motion Carries
- e. June 20<sup>st</sup> Social – Affiliate Mixer.
  - i. Thoughts to do a raffle of Rodeo tickets. Attendees to visit all vendors will get entered into the raffle
  - ii. Venue - outdoor BBQ. Potential \$150 permit through city for the space
  - iii. Josh Motions to move date from the 21st to the 20th. Donna Seconds - Motion Carries
  - iv. Robert motions to set aside \$400 for mixer and Donna seconds - Motion Carries
- V. New Business
- VI. Next Board meeting
  - a. March 15th, 2019 PMI Reno 11:30am
- VII. Adjournment
  - a. Adjourned at 2:11 pm

**Northern Nevada Chapter NARPM**  
**Friday 3/15/2019 - 11:30-1:00pm**  
**PMI Reno 63 Keystone Ave, Reno, NV 89503**

**Meeting Minutes**

- I. Call the meeting to order
  - a. 11:35 AM meeting commenced
  - b. In attendance: Robert Hughes, Donna Harkins, Tina Norris, & Amber McDade, Lavon Jones, Josh Villalobos
- II. Secretary-Treasurer's Report
  - a. Financials
    - i. Tabled
  - b. Last meeting minutes review and approval
    - i. Robert motioned and Donna seconded. Motion passes.
- III. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
      1. Symposium reminder. Robert to man the booth during the event. Donna to bring applications and membership materials from last year.
      2. Education event update Sep 19-20.
        - a. 19th - Beverley - Advance Risk Management Designation Class
        - b. 20th - Body Armor - \$1000 cost for the course. Josh motioned to approve the body armor as the second course. LaVon seconded. Motion carries.
        - c. Amber to coordinate the dinner and 1 social event during the two days. Budget TBD.
    - ii. Membership – No Chair - No Report
    - iii. Government Affairs – No Chair - No Report
    - iv. Communication/Web – Josh
      1. Continuing to post about upcoming membership meeting, SB 151 posts, and our education event.
    - v. Affiliate – Seily - No Report
    - vi. Social – Amber - See Below
- IV. Unfinished Business
  - a. Grants
  - b. April 19<sup>th</sup> membership meeting.
    - i. Speakers - Judy Cook
    - ii. Lunch sponsors - Assassin Pest Control & First Call Restoration - Confirmed
    - iii. Attempt to present Erika's RMP and Affiliate of the year
  - c. June 21<sup>st</sup> Social – Affiliate Mixer.
    - i. Location - TBD
    - ii. Time - Decided on the afternoon
    - iii. Plan for mostly members, affiliates, and their employees.

- V. New Business
- VI. Next Board meeting
  - a. April 19th after Membership Meeting
- VII. Adjournment
  - a. Adjourned at 12:30pm

#### **Calendar**

Feb 15, 11:30am – Membership meeting – Finance of America, 690 S. McCarran Ste. 2020

Feb 15, 1pm – Board meeting - Finance of America, 690 S. McCarran Ste. 2020

Mar 15, 11:30 - Board meeting - Finance of America, 690 S. McCarran Ste. 2020

Apr 19, 11:30am – Membership meeting – Finance of America, 690 S. McCarran Ste. 2020

**Northern Nevada Chapter NARPM**  
**Friday 4/19/2019 - 11:30-1:00pm**  
**Finance of America | 6900 S. McCarran Blvd | Suite 2020 | Reno, NV 89509**

**Meeting Minutes**

- I. Call the meeting to order @ 1:00 pm
  - a. Attendance: Robert Hughes, Amber McDade, Seily Crotto, Trevor Steadman, Donna Harkins, Lavon Jones, Tina Norris.
- II. Secretary-Treasurer's Report
  - a. Financials - No Report
  - b. Last meeting Minutes - Review and approval (~~March~~ & Feb) Donna Motions for approval and LaVon seconds. Motion carries.
- III. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
      1. Advanced Risk & Body Armor Sep 19th-20th
        - a. Price for Robert Lock was increased from \$1000 to \$1500. He is working out logistics to get to Reno and his assistant will update us as those details materialize.
        - b. Robert Lock and Judy Cook to work on getting his class recognized as CE Credit. NARPM will pay the \$100 application fee for CE credit and it must be submitted to the state on or before June 1st.
        - c. Donna working on pamphlet costs and sponsorship flyers for the event as well.
      2. Networking event details TBD (Amber)
      3. Seily to work on the sponsorship levels and reaching out to local and national affiliates. (\$800/\$600/\$400 - \$100/Table)
    - ii. Membership – No Chair - No Report
    - iii. Government Affairs – No Chair - No Report
    - iv. Communication/Web – Josh - No Report
    - v. Affiliate – Seily
      1. Thompson Garage (Renew), Just in Time (Potential New Vendor), Reno Green (Potential New Vendor) Etc.
    - vi. Social – Amber - See Below
- IV. Unfinished Business
  - a. June 20th Social – Affiliate Mixer.
    - i. Hampton Inn & Suites - (\$100 fee for set-up & take down)
    - ii. Location - 900 Ambassador Dr Reno, NV 89523
    - iii. Time - Afternoon - 11am - 1 pm
    - iv. NARPM to provide light refreshments & coordinate the raffle prizes
    - v. Donna motioned to confirm event details and Trevor seconded. Motion carries.
- V. New Business

- a. Other
- VI. Next Board meeting
  - a. May 17th 11:30AM @RentVest Nevada
- VII. Adjournment
  - a. Ended @ 2PM

#### **Calendar**

Feb 15, 11:30am – Membership meeting – Finance of America, 690 S. McCarran Ste. 2020

Feb 15, 1pm – Board meeting - Finance of America, 690 S. McCarran Ste. 2020

Mar 15, 11:30 - Board meeting - Finance of America, 690 S. McCarran Ste. 2020

Apr 19, 11:30am – Membership meeting – Finance of America, 690 S. McCarran Ste. 2020

**Northern Nevada Chapter NARPM**  
**Friday 5/17/2019 - 11:30-1:00pm**  
**RentVest Nevada | 1575 Delucchi Lane | Suite 103 | Reno, NV 89502**

**Meeting Minutes**

- I. Call the meeting to order
  - a. Started @ noon
- II. Attendance
  - a. Robert Hughes, Tina Norris, Donna Harkins, LaVon Jones, Seily Crotto, Trevor Steadman
- III. Secretary-Treasurer's Report
  - a. Financials
    - i. \$3094.59 in the account currently.
  - b. Minutes to review and approve (March & April)
    - i. LaVon motioned. Donna seconded. Motioned carries
- IV. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
      1. See event below
    - ii. Membership – No Chair
    - iii. Government Affairs – No Chair
    - iv. Communication/Web – Josh
    - v. Affiliate – Seily
    - vi. Social – Amber
- V. Unfinished Business
  - a. September Education Event (9/19 & 9/20)
    - i. Donna has been in contact with both speakers to attain CE credit certification by the RE Division. Our hard deadline is June 1st
    - ii. Donna will work with other NARPM members (Judy Cook) to make sure CE submission looks perfect before sending off
    - iii. Evening networking event - Donna & Amber coordinating with the GSR. Possibly looking into a DJ of the event with group games ranging from between \$200-400. Other option was getting 8 lanes of bowling, pizza, beer, soda, 2 hours for networking event
    - iv. Sponsorship Levels
      1. (1) Platinum (\$1500) - Mixer Presentation (full page ad, 2 - 5 mins (class & and/or snack), 1 table, Easel Ad)
      2. (2) Gold (\$1000) - 10 Mins - (Lunch , ½ Page, 1 table, Easel Ad)
      3. (4) Silver (\$500) - 3 Mins - (Breakfast/Snack, ¼ page ad)
      4. (10) Bronze (\$300) Business Card Size Ad
      5. \$100 Table (\$500) - Handful of Tables
    - v. Donna motioned to approve the above breakdown of sponsorship breakdown. Trevor seconded. Motion carries.
    - vi. Start event pricing at \$190 through 8/31/2019 and \$245 for after 8/31/2019

- vii. Incentive of signing up for both classes is they get the networking event for free. \$50/person if they sign up for only 1 class and this to be raised to \$75 during the 1st price bump.

- b. June 20<sup>st</sup> Social – Affiliate Mixer

- i. Finalize flyer details, food selection, and invite vendors to attend

- VI. New Business

- a. Calling NARPM Members - Divide & Conquer

- i. Affiliate Mixer, Education Event, Next Membership Meeting Etc.

- b. Membership Meeting - August 16th

- i. Remediation Event - Confirm details in June Board Meeting

- VII. Next Board meeting

- a. June 7th @ 3:00PM - 4:00PM PMI Reno

- VIII. Adjournment

- a. 1:15PM

**Northern Nevada Chapter NARPM**  
**Tuesday 6/11/2019 - 11:00-12:00pm**  
**PMI Reno | 63 Keystone Ave | Suite 104 | Reno, NV 89503**

**Meeting Minutes**

- I. Call the meeting to order
  - a. Started @ 11:04 AM
- II. Attendance
  - a. Robert Hughes, Amber McDade, Donna Harkins, Seily Crotto, Trevor Steadman
- III. Secretary-Treasurer's Report
  - a. Financials
    - i. Treasurer reports that there is currently \$2,155.44 balance in the bank account
  - b. Minutes to review and approve (May)
    - i. Robert motioned to approve and Donna seconded. Motion carries.
- IV. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna – Sep 19-20
      1. Found out that Brittany will no longer be able to do our marketing flyers for our board. She will send education event flyer to Robert to finish and make final adjustments as needed.
      2. Pending CE Certification - There were some missing pages in the CE application that Donns is working on getting amended and submitted.
      3. Rooms are booked at RSAR
      4. Bowling is out because of League Night. Amber is working on the pool space and other event arrangements for the mixer.
    - ii. Membership – No Chair
    - iii. Government Affairs – No Chair
    - iv. Communication/Web – **Reassigned responsibilities between Tina & Robert**
    - v. Affiliate – Seily
    - vi. Social – Amber
- V. Unfinished Business
  - a. June 20<sup>st</sup> Social – Affiliate Mixer
    - i. All set for event. Board members and Seily to contact members and affiliates.
  - b. Website - Did Josh's title get changed?
    - i. No - But Robert is working on this
  - c. Grant paperwork - Did it get submitted?
    - i. Tina is working on this
  - d. Access into square acct. Was this resolved?
    - i. Robert & LaVon are working on this
- VI. New Business
  - a. Membership Meeting - August 16th
- VII. Next Board meeting
  - a. July 9th at 11am @ Chihuahua's | 7111 S Virginia St ste c, Reno, NV 89511
- VIII. Adjournment



a. Ended @ 11:59 AM

**Northern Nevada Chapter NARPM**  
**Tuesday 7/6/2019 - 11:30-1:00pm**  
**Chihuahua's | 7111 S. Virginia Street Suite C | Reno, NV 89503**

**Meeting Minutes**

- I. Call the meeting to order
  - a. Start: 11:30
- II. Attendance
  - a. Donna Harkins, Robert Hughes, Tina Norris, Amber McDade, Seily Crotto, Trevor Steadman, Tina Autry, Angela Penny
- III. Secretary-Treasurer's Report
  - a. Financials
    - i. Current balance is \$2726.04
  - b. Minutes to review and approve (June)
    - i. Amend June Board meeting minutes to reflect minutes at top of page
    - ii. Amend name corrections for Donna
      1. Donna motioned and Amber seconded. Motion passes.
- IV. Committee Reports
  - a. Committee Chair Reports
    - i. Education – Donna
      1. Education event update Sep 19-20
        - a. Amber made a contact with GSR. Getting whole pool deck reserved for event. Finalizing drinks and food amenities.
        - b. 5:30 - 7:30 time for social event. Pool deck party
        - c. Donna is finalizing CE certification
        - d. Still looking for event sponsors. Last year we had Filter Easy, Joel Edwards, John Sutton, LMPA.
      - ii. Membership – No Chair
      - iii. Government Affairs – No Chair
      - iv. Communication/Web – ANGELA PENNY
        1. Board to welcome new chair for communications
        2. Amber motioned and Trevor seconded. Motion passes.
      - v. Affiliate – Seily
        1. Affiliate Mixer Reflection
          - a. Wanting more communication with vendors
          - b. Getting the communications chair involved
          - c. Great venue - Possible event for next years education event
          - d. Harcourts training room on the second floor is also an option for events and membership meetings.
        2. New Affiliate: Bruce McGuy - Painting and Handyman
      - vi. Social – Amber
- V. Unfinished Business
  - a.

- VI. New Business
  - a.
- VII. Next Board meeting
  - a. August 16th 11:30am - Finance of America
- VIII. Adjournment
  - a. 12:23pm

**Calendar**

Feb 15, 11:30am – Membership meeting – Finance of America, 690 S. McCarran Ste. 2020

Feb 15, 1pm – Board meeting - Finance of America, 690 S. McCarran Ste. 2020

Mar 15 11:30 - Board meeting - Finance of America 690 S. McCarran Ste. 2020