**NARPM - SANTA CLARA COUNTY CHAPTER**

**BOARD OF DIRECTORS MEETING**

**Thursday, December 5, 2013**

**MINUTES**

**Board Members Present:**  Robert Collins (President), Joi Walker (Vice-President ), John Adams (Treasurer),  Brad Bonnifield (Director at Large) Lisa Fairlie, (President-Elect) Melissa Riqueros (Past President), Kathryn Pelling (Secretary), Joi Walker (Vice President)

**Board Members Absent:**  Julie Collins (Secretary), Brad Bonnifield (Directot at Large), John Adams (Treasurer)

**Leadership Team Members Present:**  Andrea Caldwell (Education, State/National News) Anne-Michelle Frances, Steve Han (Membership), Bob Basso (Affiliate chair),

**Leadership Team Members Absent:**  Anne-Michelle Frances, John Bowen (Legislation), Gary Walker (Golf Tournament),

Meeting called to order at 12:06 PM pm by Robert Collins

**Approval of Minutes:**  November minutes had a correction; Melissa Riqueros (Past President) was in attendance (not Absent at November 21, 2013 meeting)

**Treasurer’s Report:**  (John Adams) Bank Balance $7, 945.36; paid members 50, 4 Staff; paid affiliates 53, free affiliates 4;   
No New Members; New affiliate - Jim Thomas maintenance (U Got Stink);

\*Joi Walker made a motion - To have Secretary review on a quarterly basis, the bank statements; Kathryn 2nd, all approved

\*Kathryn Pelling made a motion -  Add a President elect to review cash deposits at the end of every meeting, Melissa Riqueros 2nd, most approved, 1 no from Joi Walker; over ruled and approved

\*Joi Walker made new Motion - Any BOD member to review cash deposit in the absence of past President or President elect with Treasurer; Brad Bonnifield 2nd, all approved

**Membership Report:**  (Steve Han)

**Communication/Website Report:** (Lisa Fairlie) - Kathryn will take over Communication Chair, Lisa and Kathryn to meet for training

**Education:** (Andrea Caldwell) - no new news

**Affiliate:**  (Bob Basso) No new news

**Legislative Report:**  (John Bowen) – Absent, no report

**State/National News:** (Andrea Caldwell) – Absent, no report

**Old Business:** Robert Collins and Lisa Fairlie to review and edit current bi-laws.

Future discussion should take place whether or not to have a credit card for use of purchasing items/ gift cards, etc.

**New Business:**  –

\*Lisa Fairlie made a Motion - 2014 Affiliates must pay dues by January or pay $15.00 for breakfast at the door; or if they pre-pay dues, they only pay $12.00 for breakfast, Kathryn Pelling 2nd, all approve

\*Lisa Fairlie made a motion - Affiliate dues for 2015 have an option pay; Bill dues and breakfast at $12.00 up front or individual breakfast charge will go up to $15 per meeting, Joi Walker 2nd, all approved

\*Joi Walker made a motion - Adjust budget to add up to $1200 for new potential property managers limit 10 new members, Melissa Riqueros 2nd, all approve

\*Joi Walker made a motion - Approve budget with changes, Lisa Fairlie 2nd, all approved

\*Kathryn Pelling made a motion - Remove paying BOD members/participants lunch. Joi walker 2nd, all approved

\*Lisa Fairlie made a motion to change proposed budget for 2014 reflecting the BOD lunches being removed, Kathryn Pelling 2nd, all approved

Meeting adjourned at 1:38 PM

Respectfully submitted,  Kathryn Pelling, Secretary 2013