



Board of Directors Business Meeting Agenda

Wednesday, October 18, 2023

- 1) **Call to order**
 - a. Roll call and Quorum Confirmation **President-Elect Weedin**
 - b. Agenda Approval **Secretary Marilee Hakkinen**
 - c. Business Meeting Minutes Approval **President-Elect Weedin**
 - d. Designation of Minutes Review Committee **President-Elect Weedin**
 - i. Director-Shea McGowan
 - ii. Director-Crystal Rustad
 - iii. Secretary Marilee Hakkinen

- 2) **Welcome and Acknowledge PNPs, First-Timers, & Guests** **President-Elect Weedin**
 - a. Email Attendance to: natsecretary@napmw.org

- 3) **Unfinished Business** **President-Elect Weedin**
 - a. Strategic Plan update- Shea McGowan
 - b. Membership Challenge update– numbers for August & September – Administrator Poole

- 4) **Financial Reports**
 - a. Monthly Financial Report **Treasurer Ellie Wade**

- 5) **Committee Chairs Reports** **President-Elect Weedin**
 - a. Bylaws and Operating Procedures **Kelly Byers**
 - b. Education & Leadership **AJ Crawford**
 - c. Ethics **PNP Frances Reinhardt**
 - d. Historian **PNP Mary Ellen Heathcote**
 - e. Internal Audit **Lisa Burkand**
 - f. Membership & Extension **President Elect Jackie Weedin**
 - g. National Annual Education Conference **PNP Susan Kerr, PNP Mark Jennings**
 - h. Nominating **PNP Lauren Layman**

- 6) **New Business** **President-Elect Weedin**
 - a. Leadership Workshop announcement **PNP Berg**

- 7) **Announcements** **President-Elect Weedin**

Next Board Meeting – Wednesday, November 15, 2023

- 8) **Recess to Executive Session**



NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING MINUTES

August 16, 2023

1. CALL TO ORDER

National Board Members Present

Marie Guzman..... National President
Jackie Weedin National President Elect (absent)
Annette Watkins. National Vice President
Ellie Wade..... National Treasurer
Marilee Hakkinen National Secretary
Shea McGowan..... National Director (absent)
Crystal Rustad National Director

Parliamentarian and Administrators Present

Paula Berg, PNP.....Parliamentarian
Cris Poole.....Administrative Coordinator

- A. **Roll Call and Quorum Confirmation:** President Marie Guzman called meeting to order on August 16, 2023 at 2:09 pm Pacific Time. Following roll call a quorum was confirmed to President Guzman.

- B. **Agenda Approval :**
A motion was made by Crystal Rustad:
“I move to approve the agenda as presented”.
The motion was seconded by Marilee Hakkinen. Motion carried.

- C. **July 2023 Minutes:** filed as distributed.

- D. **Designation of Minutes Review Committee**
 - i. Director Crystal Rustad
 - ii. Vice President Annette Watkins
 - ii. Secretary Marilee Hakkinen

2. WELCOME AND ACKNOWLEDGMENT OF GUESTS

President Marie Guzman

Guests:

PNP Mary Ellen Heathcote	PNP Jill Kinsman	PNP Susan Kerr
PNP Mark Jennings	Bianca Barrientos	Dave Jackson
Kelly Byers	Patty Grissom	Rebecca Waddell
Cynthia Danzy		

Guests are to email attendance to natsecretary@napmw.org to include their name and local association.

3. UNFINISHED BUSINESS:

President Marie Guzman

A. Strategic Plan Update: Paula is working on the Gantt charts, which will be uploaded to the website under Member Resource Library as NAPMW Strategic Plan 2023-2025. The Gantt Chart should be continually updated showing when things will be done as we move forward. The information can be used for education by National and local associations. It will show where we are, where we left off and what needs to be finished. If you can't get into the Gantt chart please let Marie know.

4. FINANCIAL REPORT:

Treasurer Ellie Wade

a. Financial report has been filed for audit.

5. COMMITTEE REPORTS

President Marie Guzman

Going forward, all reports are to be sent directly to Cris Poole by the end of the month prior to the board meeting to ensure reports are included with the meeting packets distributed to the board and members.

a. Bylaws and Operating Procedures:

Kelly Byers

Report distributed.

b. Education and Leadership:

AJ Crawford

Nothing to report.

c. Ethics:

PNP Frances Reinhardt

Nothing to report.

d. Historian

PNP Mary Ellen Heathcote

Report distributed.

e. Internal Audit:

Lisa Burkard

Lisa is currently working on three internal audits at this time.

f. Membership and Extensions

President Elect Jackie Weedin

Annette reported that they are in the process of regrouping and working on member benefits and resources. Part of the membership dues would include added complimentary or discounted benefits.

g. National Annual Education Conference

PNP Susan Kerr, PNP Mark Jennings

The 2024 conference report distributed.

h. Nominating:

PNP Lauren Layman

Nothing to report.

6. NEW BUSINESS:

President Marie Guzman

a. Membership Challenge: The goal is to increase each local association's membership by one new member per month. The current numbers were provided and Marie will report the new membership numbers at next month's meeting. On September 20, 2023.

7. ANNOUNCEMENTS:

President Maire Guzman

**The Next NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING is scheduled for
Wednesday September 20, 2023 at 2:00 pm PT, 3:00 pm MT, 4:00 pm CT, 5:00 pm ET.**

8. RECESS TO EXECUTIVE SESSION:

President Marie Guzman

The meeting was recessed to Executive Session at 2:33 pm.

9. RECONVENE TO BUSINESS SESSION

President Marie Guzman

The meeting was reconvened to Business Session at 3:25 pm Pacific Time.

A motion was made by Marilee Hakkinen,

“I move to ratify all business conducted in Executive Session to Business Session.”

The motion was seconded by Elie Wade. Motion carried.

15. ADJOURNMENT

resident Marie Guzman

The meeting was adjourned by President Marie Guzman at 3:26 pm Pacific Time.

Marilee Hakkinen

2023-2034 NAPMW National Secretary



BOARD OF DIRECTORS NATIONAL BUSINESS MEETING MINUTES

SEPTEMBER 20, 2023

No NAPMW National Business Meeting was held on September 20, 2023 due to unforeseen circumstances.

Marilee Hakkinen
NAPMW National Secretary 2023-2034

National

FOR THE PERIOD ENDING:

September 30, 2023

CASH BALANCE AS OF:

August 31, 2023

\$ 14,863.22

MEMBERSHIPS:

	RECEIPTS	AMT	YTD	BUDGET
100	Bank Interest	\$ 16.09	\$ 80.76	\$ 163.00
200	Dues	\$ 660.00	\$ 3,840.00	\$ 13,565.00
300	Education	\$ -	\$ -	\$ 5,110.00
400	National Conference	\$ 825.00	\$ 825.00	\$ 31,425.00
500	Prior Year Nat'l Conf received 2023-2024	\$ -	\$ 5,871.25	\$ 5,872.00
600	Prior Year Nat'l Conf received 2022-2023	\$ -	\$ -	\$ 11,135.00
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TOTAL RECEIPTS		\$ 1,501.09	\$ 10,617.01	\$ 67,270.00

	DISBURSEMENTS	AMT	YTD	BUDGET
101	Administration Services	\$ 750.00	\$ 2,750.00	\$ 9,000.00
201	Constant Contact	\$ 57.33	\$ 221.61	\$ 691.00
301	Credit Card Processing Fees	\$ 23.70	\$ 381.76	\$ 602.00
401	Dues to Locals	\$ 650.00	\$ 3,010.00	\$ 2,510.00
501	GoDaddy	\$ 30.83	\$ 231.63	\$ 912.00
550	Historial	\$ -	\$ -	\$ 200.00
601	Insurance	\$ 153.23	\$ 388.13	\$ 1,300.00
701	Legal	\$ -	\$ -	\$ 30.00
801	National Conference	\$ 1,750.00	\$ 4,228.46	\$ 30,690.00
901	Postage	\$ -	\$ -	\$ 50.00
951	Prior Year Nat'l Conf paid in 2023-2024	\$ -	\$ 14,045.21	\$ 14,024.00
952	Prior Year Nat'l Conf paid in 2022-2023	\$ -	\$ -	\$ 3,565.00
1001	Taxes and Licenses	\$ -	\$ 25.00	\$ 45.00
1101	Trophies/Awards	\$ -	\$ -	\$ 606.00
1201	Wild Apricot-Website	\$ 240.00	\$ 960.00	\$ 2,880.00
1301	Zoom	\$ -	\$ -	\$ 165.00
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TOTAL DISBURSEMENTS		\$ 3,655.09	\$ 26,241.80	\$ 67,270.00

CASH BALANCE AS OF:

September 30, 2023

\$ 12,709.22

ADDITIONAL ACCOUNT BALANCES			\$ 12,709.22
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PROPOSED OPERATING PROCEDURES

AMENDMENT 1: V. NATIONAL OFFICER DUTIES

C. The National Vice President shall:

2.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
Collect the approved minutes of Local Association board of director meetings and archive minutes in cloud storage.	Collect the approved minutes of Local Association board of directors and general meetings and archive minutes in cloud storage. Obtain documentation from the local association if they are not having board of directors or general meetings and archive in cloud storage. These documents should be obtained within 30 days after the end of the month.	Collect the approved minutes of Local Association board of directors and general meetings and archive minutes in cloud storage. Obtain documentation from the local association if they are not having board of directors or general meetings and archive in cloud storage. These documents should be obtained within 30 days after the end of the month.

Proposed by: Bylaws Committee

Rationale: *This update outlines the responsibility of the National Vice President and the local associations. Many associations are not having monthly meetings. This added verbiage instructs the locals to inform the National Board on a regular basis whether there are meetings or not and provides a timeframe for reporting.*

Bylaws Committee Recommendation: The Bylaws Committee recommends that this amendment BE adopted.

AMENDMENT 2: V. NATIONAL OFFICER DUTIES

E. The Treasurer shall:

7.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
Review and archive Local association financial reports, approved budgets, executed Certificates of completion for the Treasurer Training. Coordinate with new local affiliations to assist with creating budgets and financial reports.	Review and archive Local association monthly financial reports within 30 days after the end of the month, approved budgets, executed Certificates of completion for the Treasurer Training. Coordinate with new local affiliations to assist with creating budgets and financial reports.	Review and archive Local association monthly financial reports within 30 days after the end of the month, approved budgets, executed Certificates of completion for the Treasurer Training. Coordinate with new local affiliations to assist with creating budgets and financial reports.

Proposed by: Bylaws Committee

Rationale: *This proposed change provides clarity to the locals and the National Treasurer that monthly reporting of financials is required and provides a timeframe of the reporting.*

Bylaws Committee Recommendation: The Bylaws Committee recommends that this amendment BE adopted.

Plan for local bylaw and operating procedure changes

1. Obtained existing local bylaws and operating procedures from Cris. They all followed previously model bylaws.
2. Reviewed the model bylaws and marked recommended changes. This was reviewed by Paula Berg, Parliamentarian.
3. Made notations on the existing local bylaws with recommended changes. I have completed reviewing all of the local bylaws.
4. I will then send the existing bylaws to the President to confirm that they are most current bylaws. I will also send the revised model bylaws with the tracked changes and a clean copy. Changes to the bylaws requires a vote by the members of the local association with a 30 day window.
5. Once the revised bylaws have been approved, I will send to Cris for filing.
6. I will also send Cris the revised local model for posting on the website.
7. I will work on the operating procedures next. This does not require a membership vote.
8. I plan on completing this by 12/31/2023.



Date: September 12, 2023

To: NAPMW President and National Board

Committee: 60th Anniversary History

Committee Chair: PNP Mary Ellen Heathcote, GML, MML, CME, CMI

Overview: Goal is to collect significant information/articles to exhibit that will showcase our 60 Year History.

Successes: Have established a “Did You Know” feature for Newsletter.
Have sent request for assistance to all PNPAC Members.
Have sent request to Local Presidents for their participation.
Have established a sharing of information with Conference Committee.

Challenges: Still seeking items that were in storage facility.
Trying to find way to cover expenses needed for exhibits.

Next Steps: Follow up with all PNP’s
Follow up with Local Presidents
Consider adding a Fashion Show to program.
Continuing to secure photos, articles, etc. from past members.
Focusing on how to best exhibit various items effectively.
Provide monthly PNP Focus starting for November Newsletter.



Date: September 11, 2023

To: NAPMW President and National Board

Committee: National Education Conference Committee

Committee Co-Chairs: PNP Mark Jennings and PNP Susan Kerr

Committee Members: Cris Poole, Michelle Stanfield, Dave Jackson, and Melisa Marguia

Overview: This committee will support the President and National Board by planning the 2024 National Education Conference and Meeting and will provide updates on the status of the National Education Conference monthly.

Successes:

1. Currently, all the Speakers are in place, we are looking to add a session with an Economist to the line up and we've reached out to NAR on that.
2. Speaker and Sponsorship Agreements have been completed and approved.
3. The Committee is meeting with PNP Heathcote monthly to coordinate with the Historical Committee.
4. We already have THREE paid registrations and its only September.

Challenges:

1. Increased food costs over last year.

Next Steps:

1. Post information for registration on FB and LinkedIn.
2. Focus on Sponsorship opportunities.
3. Speaker topics will be finalized after the first of the year to insure they are timely and relevant to the market at the time of the conference.

As a reminder the conference committee is not responsible for the items below.

- **Providing the Installation Promissory Note**
- **Purchasing the Awards**
- **Choosing the Installation Officer(s)**
- **Writing the Installation script(s)**
- **Providing Trainers for the NAPMW Training i.e. Presidents, Treasurers, etc.**



Date: October 10, 2023

To: NAPMW President and National Board

Committee: National Education Conference Committee

Committee Co-Chairs: PNP Mark Jennings and PNP Susan Kerr

Committee Members: Cris Poole, Michelle Stanfield, Dave Jackson, and Melisa Marguia

Overview: This committee will support the President and National Board by planning the 2024 National Education Conference and Meeting and will provide updates on the status of the National Education Conference monthly.

First, I wanted to say thank you to all the committee members for your hard work!! It is greatly appreciated!!!

Successes:

1. Created written speaker and sponsor agreements.
2. We have all the Speaker Sessions filled, except for the Economist that we would like to have to speak in the afternoon on Thursday. Dave Jackson is working on this, and we hope to have someone very soon.
3. We are continuing to have monthly meetings with PNP Heathcote to ensure that the Conference Committee and Historical Committee are on the same page, and we can provide the best possible experience for our members.
4. A special shout out and thank you to Dave Jackson for working on getting us our first sponsorship!!! 😊😊

Challenges:

1. Sponsorship funds.

Next Steps:

1. Continue to post more information on the website, including the link for the room block.
2. Continue to post sponsorship information on the website and send it out to National and Local Boards.

As a reminder the conference committee is not responsible for the items below.

- Providing the Installation Promissory Note
- Purchasing the Awards
- Choosing the Installation Officer(s)
- Writing the Installation script(s)
- Providing Trainers for the NAPMW Training i.e. Presidents, Treasurers, etc.