



**Board of Directors National Board Meeting General**  
**Agenda Wednesday July 17<sup>th</sup>, 2019**  
**2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST**

**Call in Number (605) 313-5871, Access Code: 177606**

- |           |  |                               |
|-----------|--|-------------------------------|
| <b>1)</b> | <b>Call to order</b>                           | President Glenda Mooney       |
|           | a. Roll call and Quorum Confirmation           | Secretary Lauren Layman       |
|           | b. Appointment of Parliamentarian              | President Glenda Mooney       |
|           | c. Roberts Rules for all Meeting               | Parliamentarian PNP Hendricks |
|           | d. Agenda Approval                             | President Glenda Mooney       |
|           | e. June 2019 General Meeting Minutes Approval  | President Glenda Mooney       |
|           | f. Designation of Minutes Review Committee     | President Glenda Mooney       |
|           | i. NVP 2 Mark Jennings                         |                               |
|           | ii. Parliamentarian PNP Hendricks              |                               |
|           | iii. Secretary Lauren Laymen                   |                               |
| <b>2)</b> | Welcome and Acknowledgement of Guest           | President Glenda Mooney       |
| <b>3)</b> | <b>Financial Reports</b>                       |                               |
|           | a. 2018 – 2019 P&L Draft                       | Treasurer Nicole Shea         |
|           | b. Monthly Financial Report May 2019 - Amended | Treasurer Nicole Shea         |
|           | c. Monthly Financial Report June 2019          | Treasurer Nicole Shea         |
|           | d. 2019 – 2020 Budget and Guidelines approval  | Treasurer Nicole Shea         |
|           | e. Ratify Shipment Financial for Audit         | President Elect Susan Kerr    |
| <b>4)</b> | <b>Committee Reports</b>                       |                               |
|           |  | <b>Suspended</b>              |
|           | a. Bylaws and Operating Procedures             | Frances Reinhardt, PNP        |
|           | b. Extensions                                  | Jill Kinsman, PNP             |
|           | i. Membership                                  | Shawn Moore                   |
|           | c. Finance                                     | Treasurer Nicole Shea         |
|           | d. Ethics                                      | Christine Pollard, PNP        |
|           | e. Internal Audit                              | Cris Poole                    |
|           | f. Leadership Programs                         | Candace Smith, PNP            |
|           | g. Nominating                                  | To be filled by PNPAC         |
|           | h. Conference                                  | IMPACT                        |
|           | i. Sponsorship                                 | Open                          |
|           | i. Publications                                | PNP Cathy Kantrowitz          |
|           | j. Education                                   | Paul Johnson                  |
|           | k. Technology                                  | Candace Smith, PNP            |
|           | l. Ad-Hoc IML                                  | Ellie Wade                    |



- |    |                                   |                            |
|----|-----------------------------------|----------------------------|
| 5) | <b>Unfinished Business</b>        | President Glenda Mooney    |
|    | a. Current National Treasury      | President Glenda Mooney    |
| 6) | <b>New Business</b>               | President Glenda Mooney    |
|    | a. Memphis Contract               |                            |
|    | Ratify Contract Change email vote | President Elect Susan Kerr |
| 7) | <b>Announcements</b>              | President Glenda Mooney    |

**Next Meeting: June Board of Directors Meeting**

**Wednesday August 14<sup>th</sup>, 2019**

**2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST**

**Call in Number (605) 313-5871, Access Code: 177606**

- |     |                                    |                         |
|-----|------------------------------------|-------------------------|
| 8)  | <b>Recess to Executive Session</b> | President Glenda Mooney |
| 9)  | <b>Reconvene</b>                   | President Glenda Mooney |
| 10) | <b>Adjournment</b>                 | President Glenda Mooney |



NAPMW BOARD OF DIRECTORS MEETING  
June 12, 2019  
GENERAL SESSION MINUTES

**I. CALL TO ORDER**

**National Board Members Present**

Glenda Mooney ..... National President  
Susan Kerr ..... National President Elect  
Nicole Shea ..... National Treasurer  
Lauren Layman ..... National Secretary  
Patti Esswein..... National Vice President Area 1  
Mark Jennings..... National Vice President Area 2

**Parliamentarian and Administrators Present**

Kelly Hendricks, PNP.....Parliamentarian  
Jodi Fisher, Impact.....Executive Director

**1. Call to order**

- a. **Roll Call and Quorum Confirmation:** Following roll call a quorum was confirmed to President Glenda Mooney. With notice of the meeting having been duly given, President Mooney called meeting to order at 4:04 pm Central Time.
- b. **Welcome and Acknowledgement of Guests**

**Guests**

Jill Kinsman PNP	Candace Smith PNP	Cathy Kantrowitz PNP
Christine Pollard PNP	Mary Ellen Heathcoate PNP	Maureen McKovich, PNP
Cathy Rixey	Greg Whittaker	Angela Matteo
Tamara Brooks	Ellie Wade	Debbie Tofte
Jack Scanlon	Shawn Moore	Carol Clark
Gwen Derry	Payton Kane	

- c. **Roberts Rules:** Parliamentarian Hendricks went over the Rules of the Meeting in which business will be discussed for the June 12, 2019 Board of Directors General Meeting.
- d. **Agenda Approval:** The agenda filed as amended.
- e. **May 2019 Minutes Approval:** Approved as presented.
- f. **Designation of Minutes Review Committee:**
  - 1. NVP 1 Patti Esswein
  - 2. National Treasurer Nicole Shea
  - 3. National Secretary Lauren Layman

2. **Financial Reports**

- a. **Monthly Financial Report May 2019:** National President Elect Kerr Reviewed Profit and Loss Summary.
- b. **Ratify Bank Account Email Vote:**

Motion presented by President Elect Susan Kerr:

"I move that PNP Knight-Keane be removed from the Wells Fargo and Bank of America Signature Cards and President Mooney be added to both the Wells Fargo and Bank of America Signature cards for the NAPMW National Accounts."

Motion seconded by NVP 2 Mark Jennings  
Motion Carried

- c. **Treasurer Duties:**

Motion presented by President Elect Susan Kerr

"I move that all treasurer duties be removed from Impact."

Motion Seconded by NVP 2 Mark Jennings  
Motion Carried

- d. **2018 – 2019 Financial Audit:**

Motion presented by President Elect Susan Kerr:

"I move that an immediate audit of the 2018-2019 Financials be performed by Member Kelly Byers."

Motion Seconded by NVP 1 Patti Esswein  
Motion Carried

3. **COMMITTEE REPORTS:** Suspended until further notice.

4. **WORKS IN PROGRESS | UNFINISHED BUSINESS:** National President Mooney presented National Treasury to include current and future obligations and 2019 annual conference budget. See attached.

5. **New Business:** None

6. **ANNOUNCEMENTS:**

**Next Meeting: June Board of Directors Meeting**

Wednesday, July 10, 2019, 2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST;  
Call in number (914) 614-3221 Access Code: 213-044-543

- a. **Recessed:** recessed to executive session at 5:05 PM Central Standard Time.

Lauren Layman  
NAPMW National Secretary

Conference Income		\$41,675.00
Conference Expenses		\$60,222.44
<b>Conference Revenue</b>		<b>\$18,547.44</b>

Hotel Bill Breakdown					
Categories	# of night		Total cost	Approved by	
Speakers	24		\$5,519.27	Conference Committee	
Adminastration	6		\$903.66	Conference Committee	
Confereance Committee	7		\$1,538.11	Conference Committee	
President Gift delievery			\$18.00	Conference Committee	
AV charges (mics, screens, ect)			\$3,766.00	Conference Committee	
Food and Beverages			\$34,612.40	Conference Committee	Contract minimun \$25,000
Room Service	2		\$65.72	Conference Committee	
Rate Difference for room			\$133.64	Conference Committee	
Hotel refund of attrition			-\$4,384.80	Conference Committee	
Hotel credits			-\$2,253.64	Conference Committee	
Security Lock Charge			\$50.00	Conference Committee	
<b>Total Due Hotel 6/30/2019</b>			<b>\$39,968.36</b>		

Expenses					
Hotel Attrestion					
Paid 5/14	123 room nights		\$19,504.08		
Unpaid Gala	5 attendees	\$150	\$750.00	Conference Committee	

**Total Expenses \$60,222.44**

Promo Code (Non revenue generated)					
Bourbonstreet		2			
2019ConferenceCommittee		5			
2019 Speaker		17			
				Check issued for \$500 to NVP2 area winner	
GrowOKC2019		2			
2019 National Board		7			
Breakout		1			
Mask18		1			
Maskwinner		1			
2019Booth		2			
Sponser		1			
Free Attendees		39			

Income Paid Attendees				
Registration	# of		cost of each	Total Revenue
Gala	14		\$150	\$2,100.00
Paid	52		\$450	\$23,400.00
PNPAC	5		\$205	\$1,025.00
<b>Total</b>	<b>71</b>			<b>\$26,525.00</b>

Sponsorship		
\$1,500.00	2019 NAPMW Annual Breakout Session Sponsor	
\$1,000.00	2019 NAPMW Annual Breakout Session Sponsor	
\$2,000.00	2019 NAPMW Annual Cocktail Sponsor	
\$1,000.00	2019 NAPMW Annual Breakout Session Sponsor	
\$500.00	2019 NAPMW Annual Program Sponsor- 1/2 Page Ad	
\$150.00	2019 NAPMW Annual Program Sponsor- 1/4 Page Ad	
\$500.00	2019 NAPMW Beignet Sponsor	
\$1,000.00	2019 NAPMW Annual Breakout Session Sponsor	
\$500.00	2019 NAPMW Beignet Sponsor	
\$1,000.00	2019 NAPMW Annual Breakout Session Sponsor	
\$0.00	2019 NAPMW Annual Exhibitor Package- Single Booth	
\$3,000.00	2019 NAPMW Annual Bourbon Street Speaker Sponsor	
\$1,000.00	2019 NAPMW Annual NMLS CE Class Sponsor	
\$2,000.00	2019 NAPMW Annual Cocktail Sponsor	
<b>Total</b>		<b>\$15,150.00</b>

**Total Income \$41,675.00**

Description	Amount
Basic Package (20 hours)	\$ 1,045.50
Overage for Services Renendered in May	\$ 5,410.46
Postage	\$ 13.96 cost of materials reimbursement for
GoDaddy Emails	\$ 2,408.52 invoice paid by Impact
Constant Contact	\$ 45.00
Conference Expenses for Jodi and Chassidy	\$ 1,439.38 airfare/meals
Badges for Conference	\$ 35.86 cost of materials
Remainder of Hours for Site Visit from December	\$ 209.10
	<b>\$ 10,607.78</b>

### Summary of Time

Websites	29 hours	2 minutes
Email Management-Correspondance and answering questions for Members, Clean Inbox	6 hours	41 minutes
Events Calendar		31 minutes
Social Media		9 minutes
BOD Email Address		5 minutes
2019-2020 Nat & Local Board Updates	2 hours	42 minutes
2019 Conference Expense, excluding travel and onsite work	36 hours	41 minutes
Financials	3 hours	13 minutes
Member Comminucation		49 minutes
Reporting-Locals	1 hours	43 minutes
Board Member Voting/Member Comminucation	1 hours	28 minutes
Newsletter		28 minutes
2019 Conference Travel and Onsite	36 hours	43 minutes
2019 Conference Survey		21 minutes
		396
		<b>3 hr</b>
		<b>36</b>
<b>TOTALS</b>	<b>114 hours</b>	<b>min</b>

### Break Down of Hours

**29 hours 2 minutes** Website this includes Updates and Migration to Wild Apricot  
**6 hours 41 minutes** Email Management-Correspondance and answering questions for Members, Clean Inbox  
**31 minutes** Add Events to Calendar  
**9 minutes** Social Media  
**5 minutes** Update BOD Email Addresses  
**2 hour 42 minutes** Update 2019-2020 National and Local BOD  
**49 minutes** Member Comminucation  
**1 hour 43 minutes** Monthly Reports-Locals  
**1 hour 28 minutes** Board Voting Member Comminucation  
**31 minutes** **2019 Conference** YM, Website, Emails, etc  
**11 hours 54 minutes** **2019 Conference Planning**, Committee Meetings, Correspondance, Etc  
**2 hours 43 minutes** **2019 Conference Planning**, Committee Meetings, Correspondance, Etc  
**1 hour 5 minutes** **2019 Conference Planning**, Committee Meetings, Correspondance, Etc  
**6 hours 29 minutes** **2019 Conference Program**  
**34 minutes** **2019 Conference** -quotes for print material and committee approval  
**7 hours 1 minute** **2019 Conference** -Slide Show  
**8 minutes** **2019 Conference** -Awards Presentation  
**1 hour 23 minutes** **2019 Conference Name Badges**  
**8 minutes** **2019 Conference** -request scripts from Speakers

**3 hours 43 minutes** **2019 Conference Create Sneak Preview of Website for Conference**  
**43 minutes** **2019 Conference Email Blast**  
**1 hour 23 minutes** **2019 Conference Final review and prep of Annual Conf Documents and AV files**  
**12 hours** **2019 Conference Jodi onsite meetings**  
**11 hours** **2019 Conference Chassidy onsite meetings**  
**21 minutes** **2019 Conference** Survey  
**2 hour 33 minutes** -Financials  
**40 minutes** Pay local dues-Financials  
**28 minutes** Newsletter

**26 minutes 2019 Conference** Create back up s for all AV files on thumb drives

**1 hour 2019 Conference** ship name tags

**7 hours 30 minutes 2019 Conference** travel to and from

**6 hours 13 minutes 2019 Conference** travel to and from



# NAPMW

## PROFIT AND LOSS

June 2018 - May 2019

	TOTAL
Income	
2018 Education Conference	375.00
2019 Annual Conference Registration	25,562.37
2019 Annual Conference Sponsors	16,815.04
Donation	50.00
Membership Dues	47,879.39
<b>Total Income</b>	<b>\$90,681.80</b>
GROSS PROFIT	<b>\$90,681.80</b>
Expenses	
2013 National Conference	0.00
2019 National Conference Expense	21,164.40
2020 National Conference Expense	242.14
Admin Exp-Natl (non Agility)	32.63
Bank Charge Reversal	10.00
Bank Charges	2,380.26
Committee Leadership	237.85
Committee Membership	500.00
Dues to local	15,483.00
Gifts & Flowers	77.80
Insurance	921.00
Legal & Professional Fees	925.00
Manag Misc/Admin Travel	664.30
Management Fee	29,890.65
Miscellaneous Expenses	111.00
NAPMW Education Foundation-Donations Received	237.92
National Board Expenses	2,262.09
National President Expenses	1,079.95
Natl Board Conference Exp	1,393.30
Office Supplies	1,463.75
QuickBooks	470.02
Taxes & Licenses	2,215.03
Trophies/Awards/Supplies	589.96
Web Master Fee	450.00
Website	9,627.02
<b>Total Expenses</b>	<b>\$92,429.07</b>
NET OPERATING INCOME	<b>\$ -1,747.27</b>
Other Income	
Miscellaneous Income	237.35
<b>Total Other Income</b>	<b>\$237.35</b>
NET OTHER INCOME	<b>\$237.35</b>
NET INCOME	<b>\$ -1,509.92</b>

# NAPMW

## PROFIT AND LOSS

May 2019

	TOTAL
Income	
2018 Education Conference	375.00
2019 Annual Conference Registration	5,656.19
2019 Annual Conference Sponsors	3,610.00
Donation	50.00
Membership Dues	3,114.00
<b>Total Income</b>	<b>\$12,805.19</b>
GROSS PROFIT	<b>\$12,805.19</b>
Expenses	
2013 National Conference	0.00
2019 National Conference Expense	19,504.80
Bank Charges	379.16
Dues to local	699.00
Insurance	921.00
Management Fee	4,195.07
Miscellaneous Expenses	111.00
Office Supplies	1,463.75
Taxes & Licenses	239.09
Website	1,807.99
<b>Total Expenses</b>	<b>\$29,320.86</b>
NET OPERATING INCOME	<b>\$ -16,515.67</b>
NET INCOME	<b>\$ -16,515.67</b>

# NAPMW

## BALANCE SHEET

As of May 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank of American - Checking	39,455.15
Cash on Hand	0.00
Funds for Institutions	0.00
Management Fee - Administration	45.00
Savings	0.00
Wells Fargo Checking	3,965.85
<b>Total Bank Accounts</b>	<b>\$43,466.00</b>
Other Current Assets	
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$43,466.00</b>
<b>TOTAL ASSETS</b>	<b>\$43,466.00</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	113,738.37
Retained Earnings	-68,762.45
Net Income	-1,509.92
<b>Total Equity</b>	<b>\$43,466.00</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$43,466.00</b>

# NAPMW

## PROFIT AND LOSS

June 2019

	TOTAL
Income	
Donation	250.00
Membership Dues	1,317.96
<b>Total Income</b>	<b>\$1,567.96</b>
GROSS PROFIT	<b>\$1,567.96</b>
Expenses	
2019 National Conference Expense	20,000.00
Bank Charges	52.90
Internal Audit Expenses	113.57
Management Fee	10,607.78
Website	79.99
<b>Total Expenses</b>	<b>\$30,854.24</b>
NET OPERATING INCOME	<b>\$ -29,286.28</b>
NET INCOME	<b>\$ -29,286.28</b>

# NAPMW

## BALANCE SHEET

As of June 30, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank of American - Checking	9,591.25
Cash on Hand	0.00
Funds for Institutions	0.00
Management Fee - Administration	45.00
Savings	0.00
Wells Fargo Checking	4,040.86
<b>Total Bank Accounts</b>	<b>\$13,677.11</b>
Other Current Assets	
Uncategorized Asset	502.61
<b>Total Other Current Assets</b>	<b>\$502.61</b>
<b>Total Current Assets</b>	<b>\$14,179.72</b>
<b>TOTAL ASSETS</b>	<b>\$14,179.72</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	113,738.37
Retained Earnings	-70,272.37
Net Income	-29,286.28
<b>Total Equity</b>	<b>\$14,179.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$14,179.72</b>

NAPMW Proposed National Budget 2019-2020						6/26/2019		
<b>INCOME</b>								BUDGET
2020 National Annual Conference								\$50,000.00
Advertising								
Charter Donations								
Charter Fees								\$2,500.00
Education								\$2,500.00
Choose to Lead								\$0.00
Interest								
Membership Dues* 512 at an average of \$105.00								\$53,760.00
Local Donations toward 2018-2019 loss								\$20,000.00
Prior Year Income								
Store Income								
<b>TOTAL INCOME</b>								<b>\$128,760.00</b>
NAPMW Proposed National Budget 2018-2019								
<b>EXPENSES</b>								BUDGET
2020 National Annual Conference								\$50,000.00
Admin Expense-Natl Trip to Dallas								\$250.00
IMPACT Manaement Fee								\$20,000.00
IMPACT Mangagement Misc. Admin/Travel Exspenses								\$2,000.00
Bank Fees								\$1,315.00
Charter Expenses								\$1,000.00
Committee-Education								\$1,000.00
Committee-Leadership Programs								\$250.00
Committee Finance & Budget								\$50.00
Committee Nominating								\$450.00
Committee Service and Resources								\$100.00
Committee Membership								\$450.00
Committee Technology								\$450.00
Committee Audit								\$100.00
Committee Conference								\$450.00
Committee Extension								\$450.00
Committee By-Laws								\$100.00
Dues to Local * 512 @ average of \$35								\$17,920.00
Gifts & Flowers								\$230.00
Insurance I								\$2,800.00
Legal & Professional Expenses								\$1,000.00
Miscellaneous Expenses								\$150.00
Monthly Service Charge								\$367.61
Natl Board Conference Calls/Webinar Fee								\$500.00
Natl Board-Conference Expenses								\$0.00
Natl Board Expenses								\$0.00
National President Expenses								\$0.00
Office Supplies & Equipment								\$100.00
Postage I								\$100.00
Printing I								\$210.00
<b>Prior Year Expense</b>								<b>\$19,232.39</b>
Interest Hotel \$19,984.18 @ 10% 30 days \$199.85								\$185.00
Quickbooks								\$350.00
Shipping I								\$500.00
Storage & Shedding								\$1,000.00
Store Exoense								\$500.00
Taxes & Licenses								\$2,000.00
Trophies/Awards								\$500.00
Website Wild Apricot								\$1,700.00
Webmaster Fee								\$1,000.00
<b>TOTAL EXPENSES</b>								<b>\$128,760.00</b>



**NAPMW 2019-2020 BUDGET  
REIMBURSEMENTS GUIDELINES & DEFINITIONS**

**Reimbursement Requirement**

**NAPMW expense reimbursement requests and receipts must be presented to the National Treasurer within 45 days from the date of the billing. Expense requests and receipts may be scanned or original documents mailed. Request for reimbursements received more than 45-60 days past the actual expenditure must be approved by the National Board. Requests for reimbursement received more than 60 days past the actual expenditure will not be reimbursed except with the full approval of the National Board and a detailed written explanation of why the expense request was not made in a timely manner. The National Treasurer may approve any expense which falls within the approved time frame and National Budget. The expenses for the National Treasurer should be approved by the National President. Expenditures made outside of the approved National Budget must be approved by the National Board and a copy of the minutes should be attached to the approved expenditure.**

**All expenses must be submitted within the same fiscal year including National Conference Expenses.**

**All Board travel outside attendance at National Board Meetings is subject to approval by the President. To obtain the National President's approval, a Travel Request Expense Voucher must be completed and forwarded to the National President. Copies of anticipated expenditures should also be attached. If approved and actual expenses fall outside the approved voucher, a new expense voucher must be reviewed and approved. Board travel outside of approved expenses will become the responsibility of the Board Member. A completed final expense voucher should be forwarded to the National Treasurer along with original or scanned original receipts. National Board Travel may be limited by the National Board to keep the National Budget balanced.**

**All information required for issuance of a 1099 Form must be received by National Headquarters prior to their issuing a check for Annual Education Conference speakers honorarium or any other fees that required issuance of a 1099 form.**

**All exceptions to time frames set up above must be submitted in writing to the National Board of Directors for consideration and no reimbursement may be made unless the National Board has approved the request.**

**General Budget Guidelines**

- 1. Budget Definitions apply to all expenditures of Association General Funds.**
- 2. Any unauthorized, disapproved or over-budget expenses will be borne by the remitter. Any increase in funding will not be retroactive or used to pay expenses already incurred.**
- 3. Exceptions to Budget Definitions must be approved by the National Board of Directors prior to the expense being incurred. Approved National Headquarters operating expenses are exempt from this provision.**
- 4. Coordinators and Committee Chairpersons must approve all committee expenses prior to submission to the National Treasurer.**
- 5. Reimbursement is required within 30 days for all funds not used in the manner for which they are requested and approved. Members will not be considered in good standing until the reimbursement is received by the National Headquarters.**
- 6. Transportation reimbursement will be reimbursed as follows and shall include costs for air travel, ground travel, parking and taxi/shuttles. All travel will be made by the most efficient and economical means available at the time of purchase. Ground travel will be reimburse by no more than the exact mileage at the maximum rate per mile allowed by the Internal Revenue Service, not to exceed approved airfare. Travel reservations should be made in advance to take advantage of all fare benefits offered by the airline(s) but should be made at least 21 days in advance of the proposed travel period.**
- 7. Travel expenses will be reimbursed as spent and approved. A per diem will be \$75.00. Expense items for travel less than \$10.00 do not require supporting documentation. (For example tips, cokes, vending machine snack items or meal items less than \$10.00)**
- 8. Lodging shall be reimbursed based on single occupancy with a maximum room rate of \$193.05 plus tax. Due to travel constraints one (1) day before in-person meetings and one (1) day after in-person meetings is included.**





**Income/Gross Receipts:**

<b>Income Line Item</b>	<b>Budget Definitions - Income</b>
2019 National Conference	Carry-over income – payment submitted after June 1.
2020 National Conference	Registration Income generated for 2020 event
Advertising	Anticipated income received from advertisers (website, newsletters & programs)
Charter Donations	Pass-through income for new charters-will go back to chartered association
Charter Fees	Anticipated income from newly chartered associations
Education	Anticipated income from educational events and webinars
Choose to Lead	Anticipated income from Choose to Lead Courses
Interest/Investment Accounts	Interest from checking, savings & investment account(s)
Membership Dues	Projected <u>net</u> dues from renewing and new members. Gross income from dues is used for 990 returns and Locals will be refunded their portion.
Miscellaneous Income	Anticipated funds not covered in other categories
Prior Year Income	Income generated in prior year but received in current year will become a part of current year's income.
Store Income	No income projected however some income may be received from items still in stock

**Expenses/Disbursements**

<b>Expense Line item</b>	<b>Budget Definitions - Expenses</b>
2019 National Educational Conference	Carryover expenses from 2019 National Educational Conference
2020 National Education Conference	Projected expenses for 2020 National Education Conference
Administrative/Management Expenses	Anticipated additional administrative expenses
IMPACT	Management Fee to be paid monthly
IMPACT	Miscellaneous administrative/travel expenses outside of standard contract.
Bank Charges	Anticipated expenses for bank charges including bank service charges & Blue Pay charges
Charter Expenses	Anticipated expenses for newly chartered associations including chartering officer travel expenses
Committee – Education	Anticipated expenses for Education Committee
Committee – Leadership Programs	Anticipated expenses for Leadership Programs Committee
Committee – Service and Resources	Anticipated expenses for Service and Resources Committee
Committee – Membership	Anticipated expenses for Membership Committee
Committee – Technology	Anticipated expenses for Technology Committee
Committee – Conference	Anticipated expenses for Conference Committee
Committee – Extension	Anticipated expenses for Extension Committee
Committee – Audit	Anticipated expenses for Audit Committee
Committee – By-Laws	Anticipated expenses for By-Laws Committee
Committee – Choose to Lead	Anticipated expenses for CTL Committee including leadership development/National Conference/LEAP program
Committee – Budget & Finance	Approved stipend for Budget & Finance
Committee – Nominating	Approved stipend for Nominating Committee
Dues to Local	Anticipated dues paid to Local Associations. This is a pass-through item. Income is shown as net income.
Gifts & Flowers	Anticipated expenses for National Gifts & Flowers
Insurance	Anticipated insurance expenses for NAPMW
Legal & Professional Expenses	Projected legal & professional services expenses such as Attorney, CPA & Bookkeeping

NAPMW 2018-2019 Budget Definitions & Guidelines

Membership Refund voided Auto Pay	Anticipated expenses for refund of Voided Auto Pay
Miscellaneous Expenses	Anticipated expenses for items not included in National Budget
Monthly Service Charge	Anticipated expenses for monthly service charges
National Board – Previous Year’s Expenses	Anticipated expenses for 2014-2015 Board Expenses not paid in 2014-2015 term
National Board – National Conference Expenses	Anticipated expenses paid for 2015-2016 National Board Members to attend the 2016 National Education Conference in May, 2016.
National Board – Conference Calls	Projected expenses for Board Conference Calls
National Board Expenses	Projected expenses for National Board Expenses outside of National Education Conference
National President Expenses	Anticipated National President Expenses not included in the National Board Conference Expenses
Office Supplies & Equipment	Projected expenses for Board Members and Administrative Office Supplies & Equipment
Postage	Anticipated postage & post office box expenses for National
Printing	Anticipated printing services for National
Prior Year Expenses	Anticipated expenses not paid in prior year
Reserves	Contingency fund for unanticipated future expenses
QuickBooks	Anticipated expenses for QuickBooks
Shipping	Anticipated expenses for overnight shipping to and from National.
Storage & Shredding	Projected expenses for off-site storage of National Records and shredding as required
Store Expense	Projected expenses for off-site storage of National Records and shredding as required
Taxes & License	Projected expenses for payment of taxes and license fees
Trophies & Awards	Expenses for awards presented by and/or for National President and/or NAPMW
Website	Projected fee for Your Membership
Webmaster Fee-monthly	Anticipated expenses for Webmaster