



## Board of Directors National Board Meeting General Agenda

Wednesday February 17, 2021

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

### Zoom Call Information Provided Upon Registration

- |    |  |                                  |
|----|--|----------------------------------|
| 1) | <b>Call to order</b>                       | President Kerr                   |
|    | a. Roll call and Quorum Confirmation       | Secretary Layman                 |
|    | b. Roberts Rules for all Meeting           | Parliamentarian PNP Kantrowitz   |
|    | c. Agenda Approval                         | President Kerr                   |
|    | d. General Meeting Minutes Approval        | President Kerr                   |
|    | e. Designation of Minutes Review Committee | President Kerr                   |
|    | i. NVP Marie Guzman                        |                                  |
|    | ii. President Elect Mark Jennings          |                                  |
|    | iii. Secretary Lauren Layman               |                                  |
| 2) | Welcome and Acknowledgement of Guest       | President Kerr                   |
| 3) | <b>Financial Reports</b>                   |                                  |
|    | a. Monthly Financial Report                | Treasurer Wade                   |
| 4) | <b>Administrative Report</b>               | Heather Kramer                   |
| 5) | <b>Committee Reports</b>                   |                                  |
|    | a. Bylaws and Operating Procedures         | Open                             |
|    | b. Extensions                              | PNP Glenda Mooney                |
|    | i. Membership                              | PNP Glenda Mooney                |
|    | c. Finance                                 | Treasurer Wade                   |
|    | d. Ethics                                  | PNP TBD                          |
|    | e. Internal Audit                          | Open                             |
|    | f. Nominating                              | PNP Glenda Mooney                |
|    | g. Conference                              | PNP Jill Kinsman and Payton Kane |
|    | h. Member Benefits                         | President Elect Jennings         |
|    | i. Publications                            | PNP Kantrowitz                   |
|    | j. Education & Leadership                  | Paul Johnson                     |



- 6) Unfinished Business President Kerr
- 7) **New Business** President Kerr
  - a. Speakers for March and April General Session Calls President Kerr
  - b. Conference update President Kerr
- 8) **Announcements** President Kerr

**Next Meeting: Board of Directors Meeting**  
**Wednesday March 10, 2021**

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

**Zoom Call Information Is Available Upon Registration**

- 9) **Recess to Executive Session** President Kerr
- 10) **Reconvene** President Kerr
- 11) **Adjournment** President Kerr



NAPMW BOARD OF DIRECTORS MEETING

January 13, 2021

GENERAL SESSION MINUTES

I. CALL TO ORDER

National Board Members Present

Susan Kerr ..... National President
Mark Jennings ..... National President Elect
Ellie Wade ..... National Treasurer
Lauren Layman..... National Secretary
Marie Guzman..... National Vice President

Parliamentarian and Administrators Present

Cathy Kantrowitz, PNP ..... Parliamentarian
Heather Kramer, Impact..... Management Company

1. Call to order

- a. Roll Call and Quorum Confirmation: Following roll call a quorum was confirmed to President Susan Kerr. With notice of the meeting having been duly given, President Kerr called meeting to order at 4:00 pm Central Time.

2. Welcome and Acknowledgement of Guests

Guests

Mary Ellen Heathcote, PNP Jill Kinsman, PNP Kay Talley, PNP
Glenda Mooney, PNP Paula Berg, PNP Laurel Knight-Keane, PNP
Paul Johnson Patti Esswein Heather Kramer
Y Preciado

- a. Roberts Rules: Parliamentarian Kantrowitz went over the Rules of the Meeting in which business will be discussed for the January 13, 2021, Board of Directors General Meeting.
b. January Agenda Approval: The agenda is filed as presented.
c. December 2020 Minutes Approval: File as presented. No General Session in November due to Holiday and December Meeting was Rama Yanamandra, PHD Freddie Mac-Macro Senior Chief Economist Meeting in lieu of General Session Meeting.
d. Designation of Minutes Review Committee:
1. NVP Marie Guzman
2. President Elect Mark Jennings
3. National Secretary Lauren Layman

3. Financial Reports

- a. Monthly Financial Report December 2020: National Treasurer Ellie Wade reviewed monthly financial report. Financial Report Filed as Presented.

4. **Administrative Report:** Heather Kramer reported about newsletter to be coming out next week.

5. **COMMITTEE REPORTS:**

- a. **Bylaws and Operating Procedures:** No report, Open committee.
- b. **Extensions:** Looking into a few possible new locals to join.
  - i. **Membership:** No Report.
- c. **Finance:** Nothing to add from report.
- d. **Ethics:** PNP TBD.
- e. **Internal Audit:** No report, Open committee.
- f. **Nominating:** Nominations will open on 1/15/2021 for the following open positions: National President Elect, National Vice President and National Secretary.
- g. **Conference:** Jill will have a better report once we are closer to the date, conference dates are 5/4/2021 through 5/7/2021.
- h. **Membership Benefits:**
  - i. **Publications:** No additional updates to report.
- i. **Technology:** Open position
- j. **Education and Leadership:** Nothing further to report.

6. **UNFINISHED BUSINESS:**

- a. **Ratify Motion for Budget Approval:**

Motion Made by National Treasurer Wade

“Move to ratify the motion made and passed on December 7th “I move we accept the Mid-Year Budget.”

Motion Seconded by NVP Guzman  
Motion Passes

- b. **Ratify Motion Regarding Impact Services:**

Motion Made By National Secretary Layman

“Move to ratify the motion made which was made and passed on December 28<sup>th</sup> “I move we not renew the contract with Impact and notify them immediately to meet their timeline for contract requirements”

Motion Seconded by National President Elect Jennings  
Motion Passes

- c. **Ratify Motion Regarding Management Contract:**

Motion Made By National President Elect Jennings

“Move to ratify the motion made which was made and passed on January 12<sup>th</sup> “I move that we approve the signature of President Kerr on the revised AmBiz contract”

Motion Seconded by National Secretary Layman  
Motion Passes

7. **New Business:**

- a. **National Conference 2021 Update:** Dates for the conference are May 4, 2021 through May 7, 2021. More to come as we learn more about the speakers and agenda.

8. **ANNOUNCEMENTS:**

**Next Meeting: February Board of Directors Meeting**  
Wednesday, February 10, 2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST;  
Zoom Meeting to be sent out

9. **Recessed:** recessed to Executive Session at 4:19 PM Central Standard Time.

10. **Reconvene:** 4:37 PM Central Standard Time

11. **Adjourn:** President Susan Kerr at 4:37 PM Central Standard Time

**Lauren Layman**  
**NAPMW National Secretary**



**NAPMW**  
**PROFIT AND LOSS**  
January 2021

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	TOTAL
Income	
Membership Dues	1,155.00
<b>Total Income</b>	<b>\$1,155.00</b>
GROSS PROFIT	<b>\$1,155.00</b>
Expenses	
Bank Charges	28.40
Legal & Professional Fees	470.00
Management Fee	1,145.00
National Board Conference Calls	79.99
<b>Total Expenses</b>	<b>\$1,723.39</b>
NET OPERATING INCOME	<b>\$ -568.39</b>
NET INCOME	<b>\$ -568.39</b>

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# NAPMW

## BALANCE SHEET SUMMARY

As of January 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	24,688.63
Other Current Assets	0.00
<b>Total Current Assets</b>	<b>\$24,688.63</b>
<b>TOTAL ASSETS</b>	<b>\$24,688.63</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	3,477.75
<b>Total Current Liabilities</b>	<b>\$3,477.75</b>
<b>Total Liabilities</b>	<b>\$3,477.75</b>
Equity	21,210.88
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$24,688.63</b>





**Date:** 01/28/2021

**To:** NAPMW President and National Board

**Committee:** Member Benefits

**Committee Chair(s):** National Pres-Elect Mark Jennings

**Overview:** We're excited to offer many educational opportunities and platforms to our members this Board year, including:

- Discounted Certified Mastery of Leadership (CML) Education from \$495 to \$295 per course for NAPMW members
- 10% discount for NAPMW members for The Graduate of Mortgage Lending (GML) designation
- Take it and Go Leadership Training with Johnson Leadership
- Comprehensive new local President and Treasurer training

**Successes:** -Scheduled Presidents and Treasurer on-site training at 2021 Annual Education Conference in Memphis

**Challenges:** -COVID 19 related communication issues  
-Increase membership during Pandemic

**Next steps:** -Promote attendance to Annual Educational Conference May 4-7, 2021, Memphis TN

