



Board of Directors Business Meeting Agenda
Tuesday, December 19, 2023

- 1) **Call to order**

a. Roll call and Quorum Confirmation **President Guzman**
b. Agenda Approval Secretary Marilee Hakkinen
c. Business Meeting Minutes Approval President Guzman
d. Designation of Minutes Review Committee President Guzman
 - i. Vice President-Annette Watkins
 - ii. Director-Crystal Rustad
 - iii. Secretary Marilee Hakkinen
- 2) Welcome and Acknowledge PNPs, First-Timers, & Guests President Guzman
 - a. Email Attendance to: natsecretary@napmw.org
- 3) Unfinished Business President Guzman
 - a. Membership Challenge update– numbers for November
- 4) Financial Reports
a. Monthly Financial Report Treasurer Ellie Wade
- 5) Committee Chairs Reports President Guzman
 - 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 Guzman
- 7) Announcements President Guzman
Next Board Meeting – Wednesday, January 17, 2024
- 8) Recess to Executive Session



NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING MINUTES

November 15, 2023

1. CALL TO ORDER

National Board Members Present

Marie Guzman..... National President
Jackie Weedin National President Elect
Annette Watkins. National Vice President
Ellie Wade..... National Treasurer
Marilee Hakkinen National Secretary
Shea McGowan..... National Director
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 the meeting to order on November 15, 2023 at 2:05 pm Pacific Time. Following roll call a quorum was confirmed to President Marie Guzman.
- B. **Agenda Approval:**
A motion was made by Annette Watkins:
“I move to approve the agenda as presented”.
The motion was seconded by Jackie Weedin. Motion carried.
- C. **October 2023 minutes:** Approved as corrected and amended.
- D. **Designation of Minutes Review Committee**
1. President Elect Jackie Weedin
2. Director Shea McGowan
3. Secretary Marilee Hakkinen

2. WELCOME AND ACKNOWLEDGMENT OF GUESTS

President Marie Guzman

Guests:

PNP Jill Kinsman	PNP Susan Kerr	PNP Mark Jennings
PNP Frances Reinhardt	PNP Jenifer Walton	Lisa Burkard
A J Crawford	Dave Jackson	Kelly Byers

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

3. UNFINISHED BUSINESS:

A. Strategic Plan Update:

Update to follow at December meeting.

**President Marie Guzman
Shea McGowan**

B. Membership Challenge Update:

October: NAPMW Phoenix was congratulated for meeting President Guzman's challenge of adding at least one new member.

Cris Poole

4. FINANCIAL REPORT:

B. Financial report has been filed for audit as submitted.

Treasurer Ellie Wade

5. COMMITTEE REPORTS

a. Bylaws and Operating Procedures:

Updated Bylaws reviewed, compared to existing bylaws and sent to local association presidents on November 3rd and November 10th. No local presidents have yet responded. After 30 days the updated bylaws will be sent out to the membership. Procedure for updating Operating Procedures for all locals has been started.

**President Marie Guzman
Kelly Byers**

b. Education and Leadership:

Good Progress being made. A monthly contest is being considered for the Newsletter to include questions from our Operating Procedures and Bylaws. At the end of calendar year gift cards will be awarded to some of the correct responders. Plans are to be more visible on social media. President and Treasurer Training classes to be offered at National Annual Conference.

AJ Crawford

c. Ethics:

No executed Code of Ethics forms have been received from board members. Please pull from NAPMW website, execute and return to Frances Reinhardt.

PNP Frances Reinhardt

d. Historian

Nothing to report.

PNP Mary Ellen Heathcote

e. Internal Audit:

Working on Oklahoma City. The National audit has been completed and was sent in yesterday.

Lisa Burkard

f. Membership and Extensions

Nothing new to report. Working with Annette Watkins this week to determine what still needs to happen and will set something up after December 1st 2023. More details to follow by January.

President Elect Jackie Weedin

g. National Annual Education Conference

The 2024 conference report distributed. Reservations are coming in. Sponsorships are still needed. Will circle back to hotel in January/February. Early Bird registration will expire at the end of January, 2024.

PNP Susan Kerr, PNP Mark Jennings

h. Nominating:

Nothing to report.

PNP Lauren Layman

6. NEW BUSINESS:

President Marie Guzman

A. clarification of Use of Funds in Local Association bank accounts.

Local NAPMW funds can only be used for NAPMW. NAPMW is a not-for-profit organization, and no funds can be sent out or donated by NAPMW to another charity. If the goal is to send funds to a charity, then checks would need to be made out to that specific charity. Any NAPMW monies gathered for NAPMW purposes must stay with NAPMW. We don't want to lose sight of that.

7. ANNOUNCEMENTS:

President Marie Guzman

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

8. RECESS TO EXECUTIVE SESSION:

President Marie Guzman

The meeting was recessed to Executive Session at 2:34 pm PT.

9. RECONVENE TO BUSINESS SESSION

President Marie Guzman

The meeting was reconvened to Business Session at 3:00 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

President Marie Guzman

The meeting was adjourned by President Marie Guzman at 3:00 pm Pacific Time.

Marilee Hakkinen
2023-2034 NAPMW National Secretary



Date: December 11, 2023
To: NAPMW President and National Board
Committee: Bylaws and Operating Procedures
Committee Chair: Kelly Byers

I have sent to the President the revised model by-laws and a marked up copy of the local's bylaws to all of the local associations except for Oklahoma City. Here is the status for each local.

Atlanta- they voted and the members approved the changes.

Bakerfield- email was sent 10/31/2023. A follow up email was sent 11/10/2023 and 11/27/2023. An email was sent 12/11/2023 suggesting that they accept the changes in accordance with Section 16.4.

16.4 **Compliance**

Changes required to bring these Bylaws into conformity with the National Bylaws shall be made without the necessity of a vote of this Association.

Fresno- They want to accept the changes in accordance with Section 16.4.

Hudson Valley- email was sent 11/10/2023 and a follow up email was sent 11/27/2023. An email was sent 12/11/2023 suggesting that they accept the changes in accordance with Section 16.4.

Phoenix- email was sent 11/10/2023 and a follow up email was sent 11/27/2023. An email was sent 12/11/2023 suggesting that they accept the changes in accordance with Section 16.4.

San Joaquin Valley- email was sent 11/10/2023 and a follow up email was sent 11/27/2023. An email was sent 12/11/2023 suggesting that they accept the changes in accordance with Section 16.4.

Seattle Puget Sound- The President was traveling and will review after 12/10/2023. An email was sent 12/11/2023 suggesting that they accept the changes in accordance with Section 16.4.

The Columbia River- I spoke to the President on 11/28/2023. She said that they revised their bylaws earlier this year. She emailed the Parliamentarian requesting that she send me the new bylaws. A follow up email was sent 12/11/2023.



Date: December 7, 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 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.
3. As of this morning, we already have 12 registrations and we're still five months away from the Conference!!!
4. Early Bird Registration will be ending January 31st.

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.
3. Decide if we should add additional rooms to room block we have 8 of 10 booked at this time.

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.**