



## Board of Directors National Business Meeting Agenda

Wednesday, March 15, 2023

2 PM PT; 3 PM MT; 4 PM CT; 5 PM ET

### ZOOM

- 1) **Call to order**
  - a. Roll call and Quorum Confirmation Secretary Marilee Hakkinen
  - b. Agenda Approval President Lauren Layman
  - c. Business Meeting Minutes Approval President Lauren Layman
  - d. Designation of Minutes Review Committee President Lauren Layman
    - i. President-Elect Marie Guzman
    - ii. Treasurer Ellie Wade
    - iii. Secretary Marilee Hakkinen
- 2) **Welcome and Acknowledgement of Guests** President Lauren Layman
  - a. Email Attendance to: [natsecretary@napmw.org](mailto:natsecretary@napmw.org)
- 3) **Unfinished Business** President Lauren Layman
- 4) **Financial Reports**
  - a. Monthly Financial Report Treasurer Ellie Wade
- 5) **Administrative Report** Cris Poole
  - a. Email local events/meeting notices to [admin@napmw.org](mailto:admin@napmw.org)
- 6) **Committee Reports**
  - a. Ad Hoc Memorabilia President Lauren Layman
  - b. Bylaws and Operating Procedures Kelly Byers
  - c. Education & Leadership PNP Paula Berg
  - d. Ethics PNP Frances Reinhardt
  - e. Internal Audit Open
  - f. Local Associations Reporting NVP Annette Watkins
  - g. Member Benefits PNP Susan Kerr
  - h. Membership/Extension President Elect Marie Guzman
  - i. National Annual Education Conference and Meeting PNP Susan Kerr, PNP Mark Jennings
  - j. Nominating PNP Mark Jennings
- 7) **New Business** President Lauren Layman
- 8) **Announcements** President Lauren Layman
- 9) **Recess to Executive Session** President Lauren Layman

**Next Board Meeting via Zoom**

**Wednesday, April 19th 2:00pm PT, 3:00pm MT, 4:00pm CT, 5:00pm ET**



**FEBRUARY 15, 2023**

**BOARD OF DIRECTORS NATIONAL BUSINESS MEETING MINUTES**

**Zoom**

**1. CALL TO ORDER**

**National Board Members Present**

Lauren Layman	National President
Marie Guzman	National President-Elect
Ellie Wade	National Treasurer
Annette Watkins	National Vice President
Marilee Hakkinen	National Secretary

**Parliamentarian and Administrator Present**

<b>Paula Berg, PNP</b>	Parliamentarian
<b>Cris Poole</b>	Administrative Coordinator

- A. Roll Call and Quorum Confirmation:** Following roll call a quorum was confirmed to President Layman. With notice of the meeting having been duly given, President Layman called the BOARD OF DIRECTORS NATIONAL BUSINESS MEETING to order at 2:01 pm Pacific Time on February 15, 2023.
- B. Agenda Approval:** Approved as presented
- C. Minutes Approval:** Approved as presented
- D. Designation of Minutes Review Committee**
  - a. President Elect Marie Guzman
  - b. Treasurer Ellie Wade
  - c. Secretary Marilee Hakkinen

**2. Welcome and Acknowledgement of Guests      President Lauren Layman**

- a. Email local events and meeting notices to [natsecretary@napmw.org](mailto:natsecretary@napmw.org)

Kelly Byers, Mark Jennings, PNP	Dave Jackson Susan Kerr, PNP	Mary Helen Heathcote PNP
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**3. Unfinished Business      President Lauren Layman**

A motion was made by Marie Guzman and seconded by Marilee Hakkinen:  
**“I move to appoint Administrator Cris Poole and Susan Kerr PNP to the Nominating Committee”.**  
Motion passed.

**4. Financial Reports:      Treasurer Ellie Wade**

Filed as presented.

**5. Administrative Report      Cris Poole**

Nothing to report.

**6. Committee Reports**

- a. **Ad Hoc Memorabilia      President Lauren Layman**  
Nothing new to report.

**b. ByLaws and Operating Procedures**

**Kelly Byers**

A motion was made by Kelly Byers (no second needed).

**“I move to approve the proposed Operating Procedures as presented”.**

Motion passed.

Paula Berg will update the Operating Procedures as send them to Cris Poole.

Upon receipt of the updated Operating Procedures Cris Poole will post to the website.

**c. Conference**

**PNP Mark Jennings and PNP Susan Kerr**

Going forward, the Conference will be known as National Annual Education Conference and Meeting.

A motion was made by PNP Susan Kerr (no second needed).

**“I move to approve the dates, location and budget of the 2023 Annual Education Conference and Meeting.”**

Motion passed.

The site of the conference is tentatively scheduled at the Portland Holiday Inn June 15-16, 2023 with the Awards Dinner & New Board Installation on June 15<sup>th</sup>.

**d. Education and Leadership**

**PNP Paula Berg**

The Leadership Workshop will be held on Zoom on March 7<sup>th</sup> and 8<sup>th</sup> from 8:30am to 12:00.pm.

This course is required for all new board members to attend and is open to all local Presidents, local President-Elects, and local Vice-Presidents..

Paula Berg will post the dates to the website.

**e. Ethics**

**PNP Francis Reinhardt**

No updates.

**f. Internal Audit**

**Open**

Chairperson really needed. Reach out to President Layman if interested.

**g. Local Associations Reporting**

**NVP Annette Watkins**

Local associations are trying to reboot and continue membership. Some members have left the industry, some are positive and excited for the conference. Annette continues to reach out to all new members.

**i. Member Benefits**

**PNP Susan Kerr**

Nothing to report.

**k. Membership/Extension**

**President Elect Marie Guzman**

Membership continues to increase. A checklist has been prepared and will be sent out to potential new locals,

**l. Nominating**

**PNP Mark Jennings**

A motion was made by PNP Mark Jennings (no second needed).

**“I move to accept the slate of officers as presented”.**

Motion passed.

President Elect Jackie Wheaton, NVP Annette Watkins and Secretary Marilee Hakkinen.

The Newsletter on March 1<sup>st</sup> shall include a “Getting to Know the Slate of Officers” section along with balloting instructions. Balloting will be sent out on March 16<sup>th</sup> and close on April 14<sup>th</sup>.

**7. New Business**

**President Lauren Layman**

**a. AmBiz Contract**

The AmBiz contract has been terminated.

**b. Conference**

We are working on the conference to remain true to how things were done in the past.

c. **Spirit Award**

Not yet live on the website. Please be thinking of who deserve to be nominated for this award. Local presidents are to announce and encourage nominations at their board meetings as well.

d. **Wild Apricot Price Increase**

A motion was made by Ellie Wade and seconded by Marilee Hakkinen.

“I move to approve the Wild Apricot contract to lock in the price increase for one year”.

Motion passed.

e. **Board Positions**

A motion was made by Marie Guzman and seconded by Marilee Hakkinen.

“I move to propose a change to ByLaws Article VI, 6.1 – The officers of NAPMW shall be President, President Elect, Vice President, Secretary, Treasurer and two (2) Directors.”.

Motion passed.

A motion was made by Marie Guzman and seconded by Elie Wade.

“I move to propose a change to ByLaws Article VI, 6.1, b. Duties, 1. The President, President Elect, Vice President, Secretary, Treasurer and two (2) Directors shall perform those duties usual to the positions and defined in the NAPMW Operating Procedures”.

Motion passed.

A motion was made by Marie Guzman and seconded by Annette Watkins.

“I move to propose a change to ByLaws Article VI, 6.1, c. Tenure, 2. The officers shall serve for a term of two (2) years, except the President, President-Elect, and two (2) Directors, who shall serve for a term of one (1) year and President-Elect shall automatically succeed to the office of President of NAPMW at the conclusion of the term as President-Elect”.

Motion passed.

**8. Announcements**

**President Lauren Layman**

**9. Recess to Executive Session**

**President Lauren Layman**

Recessed to Executive Session at 2:42 pm Pacific Time.

**10. Reconvene to General Session**

Reconvened to Business Meeting at 2:47 pm Pacific Time.

Motion made by Secretary Marilee Hakkinen:

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

Motion seconded by NVP Marie Guzman.

Motion carried.

**11. Adjournment**

The meeting was adjourned at 3:01 pm Pacific Time.

Marilee Hakkinen,  
NAPMW National Secretary

# NAPMW

## Profit and Loss

February 2023

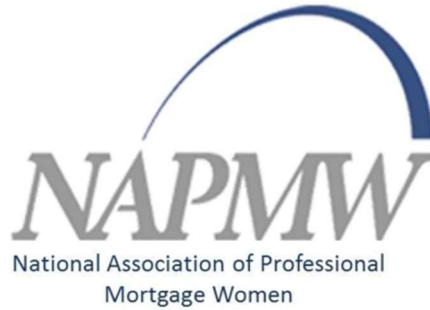
	TOTAL
Income	
Membership Dues	1,400.00
<b>Total Income</b>	<b>\$1,400.00</b>
GROSS PROFIT	<b>\$1,400.00</b>
Expenses	
Monthly Service Fee	287.07
Website	63.87
<b>Total Expenses</b>	<b>\$350.94</b>
NET OPERATING INCOME	<b>\$1,049.06</b>
NET INCOME	<b>\$1,049.06</b>

# NAPMW

## Balance Sheet Summary

As of February 28, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	24,352.01
Other Current Assets	-18,000.00
<b>Total Current Assets</b>	<b>\$6,352.01</b>
<b>TOTAL ASSETS</b>	<b>\$6,352.01</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	3,131.44
<b>Total Current Liabilities</b>	<b>\$3,131.44</b>
<b>Total Liabilities</b>	<b>\$3,131.44</b>
Equity	3,220.57
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$6,352.01</b>



Date: March 8,2023

To: NAPMW President and National Board

Committee: Education and Leadership

Committee Chair: PNP Paula Berg

Overview: The Leadership workshop was well attended by 8 participants on March 7<sup>th</sup> & 8<sup>th</sup>, 2023. The practice session clinic is scheduled for June 15<sup>th</sup> from 8:30am-11:30am at the Annual Education Conference and Meeting. It is providing 10 hours of leadership training for our Association leadership.

I am keeping a spreadsheet of those members that have been certified in 2020 and 2021 and those that will receive certificates in on June 15, 2023.

I would like to thank Cris Poole for her assistance in helping with setup of the Zoom sessions and both Cris and National Secretary Marilee Hakkinen for attending a practice session with me. This was so very helpful to me as the facilitator.

Next Steps: Some of the feedback from those that attended was to open the workshop to the general membership in the future. Also, to include a hands-on navigation class of NAPMW.org (the website) to help with finding resources. Something to consider going forward.