



Board of Directors National Business Meeting Agenda

Wednesday, January 25, 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
- 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
- 6) **Committee Reports**
 - a. Ad Hoc Memorabilia President Lauren Layman
 - b. Bylaws and Operating Procedures Kelly Byers
 - c. Conference Open
 - d. Education & Leadership PNP Paula Berg
 - e. Ethics PNP Frances Reinhardt
 - f. Internal Audit Open
 - g. Local Associations Reporting NVP Annette Watkins
 - h. Member Benefits PNP Susan Kerr
 - i. Membership/Extension President Elect Marie Guzman
 - 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, February 15th 2:00pm PT, 3:00pm MT, 4:00pm CT, 5:00pm ET



NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING

November 16, 2022

ZOOM

BUSINESS SESSION MINUTES

CALL TO ORDER

National Board Members Present

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

a. **Roll Call and Quorum Confirmation:** Following roll call a quorum was confirmed to President Lauren Layman. With notice of the meeting having been duly given, President Layman called meeting to order at 2:00 pm Pacific Time.

- b. **October 2022 Agenda:** approved as amended
- c. **October 2022 Minutes:** approved as presented
- d. **Designation of Minutes Review Committee**
 - i. President Elect Marie Guzman
 - ii. Treasurer Ellie Wade
 - iii. Secretary Marilee Hakkinen

Parliamentarian and Administrator Present

Paula Berg, PNP Parliamentarian
Cris Poole Administrative Coordinator

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

Guests

Kelly Byers
Cynthia Danzy
Guests are to email attendance to natsecretary@napmw.org.

3. Unfinished Business **President Lauren Layman**
None

4. Financial Reports **Treasurer Ellie Wade**
Monthly Financial Report has been accepted as presented.

5. Administrative Report: **Cris Poole**
Nothing new to reports. Email local events/meeting notices to admin@napmw.org

6. Committee Reports **President Lauren Layman**

- a. **Ad Hoc Memorabilia** President Lauren Layman
Still being worked on
- b. **Bylaws and Operating Procedures:** Kelly Byers
Nothing new to report.
- c. **Conference:** Open
Open position. Nothing new to report.
- d. **Education and Leadership:** PNP Paula Berg
There is an interest in speakers on assumptions. If anyone has any leads or contacts let Paula know.
- e. **Ethics:** PNP Frances Reinhardt
Nothing new to report.
- f. **Internal Audit:** Open
Nothing new. Open position. Lauren will reach out to Kelly Byers.
- g. **Local Associations/Reporting:** NVP Annette Watkins
Continuing to work with local associations. Make sure treasurer reports and monthly minutes are emailed to admin@napme.org.
- h. **Member Benefits:** PNP Susan Kerr
CE class was held with 40 attendees but only three indicated NAPMW so very little income was generated.
- i. **Membership/Extensions:** President Elect Marie Guzman
Nothing new to report.
- j. **Nominating:** PNP Mark Jennings
Nothing new to report.
7. **New Business** President Lauren Layman
The slides during the meeting are very nice. Great job!
8. **Announcements** President Lauren Layman
There are two more CE classes coming up. We are working on contacting the locals.

Next NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING
The next Business Meeting will be held in January as the December meeting scheduled during Christmas week has been cancelled.

The Executive Board will still meet in December
Zoom Meeting to be sent out

9. **Recessed:** Meeting was not recessed as Executive Session has already been held.
10. **Adjourn:** the meeting was adjourned by President Lauren Layman at 3:01 PM Pacific Time.

Marilee Hakkinen
NAPMW National Secretary

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Profit and Loss

November 2022

	TOTAL
Income	
Membership Dues	1,030.00
Total Income	\$1,030.00
GROSS PROFIT	\$1,030.00
Expenses	
Dues to local	75.00
Management Fee	500.00
Monthly Service Fee	312.35
Website	63.87
Total Expenses	\$951.22
NET OPERATING INCOME	\$78.78
NET INCOME	\$78.78

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Balance Sheet Summary

As of November 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	53,609.11
Other Current Assets	-18,000.00
Total Current Assets	\$35,609.11
TOTAL ASSETS	\$35,609.11
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	3,131.44
Total Current Liabilities	\$3,131.44
Total Liabilities	\$3,131.44
Equity	32,477.67
TOTAL LIABILITIES AND EQUITY	\$35,609.11

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Profit and Loss

December 2022

	TOTAL
Income	
Membership Dues	330.00
Total Income	\$330.00
GROSS PROFIT	\$330.00
Expenses	
Monthly Service Fee	356.76
Uncategorized Expense	924.15
Website	63.87
Total Expenses	\$1,344.78
NET OPERATING INCOME	\$ -1,014.78
NET INCOME	\$ -1,014.78

NAPMW

Balance Sheet Summary

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	52,594.33
Other Current Assets	-18,000.00
Total Current Assets	\$34,594.33
TOTAL ASSETS	\$34,594.33
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	3,131.44
Total Current Liabilities	\$3,131.44
Total Liabilities	\$3,131.44
Equity	31,462.89
TOTAL LIABILITIES AND EQUITY	\$34,594.33