



Board of Directors Business Meeting Agenda
Wednesday, September 20, 2023

- 1) **Call to order**

a. Roll call and Quorum Confirmation
b. Agenda Approval
c. Business Meeting Minutes Approval
d. Designation of Minutes Review Committee
 - i. President-Elect -Jackie Weedin
 - ii. Director-Crystal Rustad
 - iii. Secretary Marilee Hakkinen
 - 2) **Welcome and Acknowledge PNPs, First-Timers, & Guests**

a. Email Attendance to: natsecretary@napmw.org
 - 3) **Unfinished Business**
 - 4) **Financial Reports**
 - 5) **Committee Chairs Reports**
 - 6) **New Business**
 - 7) **Announcements**
 - 8) **Recess to Executive Session**
- Next Board Meeting – Wednesday, October 18, 2023**

President Marie Guzman

Secretary Marilee Hakkinen

President Marie Guzman

President Marie Guzman

President Marie Guzman

President Marie Guzman

President Marie Guzman

Treasurer Ellie Wade

President Marie Guzman

Kelly Byers

AJ Crawford

PNP Frances Reinhardt

PNP Mary Ellen Heathcote

Lisa Burkand

President Elect Jackie Weedin

PNP Susan Kerr, PNP Mark Jennings

PNP Lauren Layman

President Guzman

President Guzman



NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING MINUTES

August 16, 2023

1. CALL TO ORDER

National Board Members Present

Marie Guzman..... National President
Jackie Weedin National President Elect (absent)
Annette Watkins. National Vice President
Ellie Wade..... National Treasurer
Marilee Hakkinen National Secretary
Shea McGowan..... National Director (absent)
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 meeting to order on August 16, 2023 at 2:09 pm Pacific Time. Following roll call a quorum was confirmed to President Guzman.
- B. **Agenda Approval :**
A motion was made by Crystal Rustad:
“I move to approve the agenda as presented”.
The motion was seconded by Marilee Hakkinen. Motion carried.
- C. **July 2023 Minutes:** filed as distributed.
- D. **Designation of Minutes Review Committee**
 - i. Director Crystal Rustad
 - ii. Vice President Annette Watkins
 - ii. Secretary Marilee Hakkinen

2. WELCOME AND ACKNOWLEDGMENT OF GUESTS

President Marie Guzman

Guests:

PNP Mary Ellen Heathcote	PNP Jill Kinsman	PNP Susan Kerr
PNP Mark Jennings	Bianca Barrientos	Dave Jackson
Kelly Byers	Patty Grissom	Rebecca Waddell
Cynthia Danzy		

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

3. UNFINISHED BUSINESS:

President Marie Guzman

A. Strategic Plan Update: Paula is working on the Gantt charts, which will be uploaded to the website under Member Resource Library as NAPMW Strategic Plan 2023-2025. The Gantt Chart should be continually updated showing when things will be done as we move forward. The information can be used for education by National and local associations. It will show where we are, where we left off and what needs to be finished. If you can't get into the Gantt chart please let Marie know.

4. FINANCIAL REPORT:

Treasurer Ellie Wade

a. Financial report has been filed for audit.

5. COMMITTEE REPORTS

President Marie Guzman

Going forward, all reports are to be sent directly to Cris Poole by the end of the month prior to the board meeting to ensure reports are included with the meeting packets distributed to the board and members.

a. Bylaws and Operating Procedures:

Kelly Byers

Report distributed.

b. Education and Leadership:

AJ Crawford

Nothing to report.

c. Ethics:

PNP Frances Reinhardt

Nothing to report.

d. Historian

PNP Mary Ellen Heathcote

Report distributed.

e. Internal Audit:

Lisa Burkard

Lisa is currently working on three internal audits at this time.

f. Membership and Extensions

President Elect Jackie Weedon

Annette reported that they are in the process of regrouping and working on member benefits and resources. Part of the membership dues would include added complimentary or discounted benefits.

g. National Annual Education Conference

PNP Susan Kerr, PNP Mark Jennings

The 2024 conference report distributed.

h. Nominating:

PNP Lauren Layman

Nothing to report.

6. NEW BUSINESS:

President Marie Guzman

a. Membership Challenge: The goal is to increase each local association's membership by one new member per month. The current numbers were provided and Marie will report the new membership numbers at next month's meeting. On September 20, 2023.

7. ANNOUNCEMENTS:

President Maire Guzman

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

8. RECESS TO EXECUTIVE SESSION:

President Marie Guzman

The meeting was recessed to Executive Session at 2:33 pm.

9. RECONVENE TO BUSINESS SESSION

President Marie Guzman

The meeting was reconvened to Business Session at 3:25 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

resident Marie Guzman

The meeting was adjourned by President Marie Guzman at 3:26 pm Pacific Time.

Marilee Hakkinen

2023-2034 NAPMW National Secretary



Date: September 12, 2023

To: NAPMW President and National Board

Committee: 60th Anniversary History

Committee Chair: PNP Mary Ellen Heathcote, GML, MML, CME, CMI

Overview: Goal is to collect significant information/articles to exhibit that will showcase our 60 Year History.

Successes: Have established a "Did You Know" feature for Newsletter.
Have sent request for assistance to all PNPAC Members.
Have sent request to Local Presidents for their participation.
Have established a sharing of information with Conference Committee.

Challenges: Still seeking items that were in storage facility.
Trying to find way to cover expenses needed for exhibits.

Next Steps: Follow up with all PNP's
Follow up with Local Presidents
Consider adding a Fashion Show to program.
Continuing to secure photos, articles, etc. from past members.
Focusing on how to best exhibit various items effectively.
Provide monthly PNP Focus starting for November Newsletter.



Date: September 11, 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.

Successes:

1. Currently, all the Speakers are in place, we are looking to add a session with an Economist to the line up and we've reached out to NAR on that.
2. Speaker and Sponsorship Agreements have been completed and approved.
3. The Committee is meeting with PNP Heathcote monthly to coordinate with the Historical Committee.
4. We already have THREE paid registrations and its only September.

Challenges:

1. Increased food costs over last year.

Next Steps:

1. Post information for registration on FB and LinkedIn.
2. Focus on Sponsorship opportunities.
3. Speaker topics will be finalized after the first of the year to insure they are timely and relevant to the market at the time of the conference.

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.**