



Board of Directors Business Meeting Agenda

Wednesday, August 16, 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. Director -Shea McGowan
 - ii. Vice-President-Annette Watkins
 - iii. Secretary Marilee Hakkinen

President Marie Guzman
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President Marie Guzman
- 2) Welcome and Acknowledge PNPs, First-Timers, & Guests
a. Email Attendance to: natsecretary@napmw.org

President Marie Guzman
- 3) Unfinished Business
a. Strategic Plan update
President Marie Guzman
- 4) Financial Reports
a. Monthly Financial Report
Treasurer Ellie Wade
- 5) Committee Chairs Reports
President Marie Guzman
 - a. Bylaws and Operating Procedures
 - b. Education & Leadership
 - c. Ethics
 - d. Historian
 - e. Internal Audit
 - f. Membership & Extension
 - g. National Annual Education Conference
 - h. Nominating

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
- 6) New Business
a. Membership Challenge
President Guzman
- 7) Announcements
President Guzman
Next Board Meeting – Wednesday, September 20, 2023
- 8) Recess to Executive Session



NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING MINUTES
THURSDAY, JULY 19, 2023

1. CALL TO ORDER

National Board Members Present

Marie Guzman..... National President
Jackie Weedin National President Elect
Annette Watkins. National Vice President (absent)
Ellie Wade..... National Treasurer
Marilee Hakkinen National Secretary
Shea McGowan..... 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 July 19, 2023 at 2:08 pm Pacific Time. Following roll call a quorum was confirmed to President Guzman.
- B. **Agenda Approval :**
A motion was made by Ellie Wade: **“I move to approve the agenda as presented”**.
The motion was seconded by Marilee Hakkinen. Motion carried.
- C. **June 2023 Minutes:** filed as presented.
- D. **Designation of Minutes Review Committee**
 - i. President Elect Jackie Weedin
 - ii. Treasurer Ellie Wade
 - ii. Secretary Marilee Hakkinen

2. WELCOME AND ACKNOWLEDGMENT OF GUESTS

President Marie Guzman

Guests:

PNP Mary Ellen Heathcote
PNP Susan Kerr
AJ Crawford
Lisa Burkard
Dave Jackson

PNP Frances Reinhardt
PNP Lauren Layman
Laura Dimmer
Bianca Barrientos
Kelly Byers

PNP Jill Kinsman
PNP Mark Jennings
Crystal Rustad
Amy Gibson

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

3. UNFINISHED BUSINESS:

President Marie Guzman

- A. Update Bank Account Signatures: Ellie will call the bank by the end of the week to see what is required. Signors will be Marie Guzman, Ellie Wade and Marilee Hakkinen.
- b. A recap of The Planning Session held at the NAPMW Annual National Education Conference and Meeting on June 16, 2023 was presented by PNP Paula Berg. The power point will be uploaded to the website.

4. FINANCIAL REPORT:

Treasurer Ellie Wade

- a. Financial report has been filed for audit. The individual expense report will be discussed later in the meeting.
- b. The 2023-2024 budget was presented. A motion was made by Ellie Wade:
 "I move to approve the budget presented for 2023-2024."
The motion was seconded by Jackie Weedin. Motion carried as presented.

5. COMMITTEE REPORTS

President Marie Guzman

a. Bylaws and Operating Procedures:

Kelly Byers

Local Bylaws and Operating Procedures have not been received from all associations. Upon receipt they will be reviewed for compliance, approved and then uploaded to online storage. The National Bylaws and Operating Procedures will be updated as deemed necessary within a deadline of six months.

b. Education and Leadership:

AJ Crawford

A team is being assembled including Nora Guerra, Jen Walton, Ellie Wade and Jessica Waddell to help with tasks to help the association grow. Their tasks include putting together a proposal with suggestions for a survey, possible electronic President and Treasurer training classes. Their timeline is the end of month for meeting and implementing suggested tasks.

c. Ethics:

PNP Frances Reinhardt

The Committee usually has 5 members; as issues come up and sent to the ethics committee, Frances will reach out and get members to come together to review and resolve the issues. Each board member is to look up the Board and Member Code of Ethics, sign and send them to Frances Reinhardt. Frances will then send to Marilee Hakkinen.

d. Historian

PNP Mary Ellen Heathcote

Report distributed in preparation for 60th Anniversary next year.

e. Internal Audit:

Lisa Burkard

Nothing to report at this time.

f. Membership and Extensions

President Elect Jackie Weedin

Jackie is putting together list of companies that can help market our association and include discounts for members and put together different things for education. Their deadline is closer to September.

g. National Annual Education Conference

PNP Susan Kerr, PNP Mark Jennings

The 2023 conference report distributed.

h. Nominating:

Nothing at this point.

PNP Lauren Layman

6. NEW BUSINESS:

President Marie Guzman

a. Appointment of Director Positions

President Marie Guzman

The Chair appointed Crystal Rustad to the National Board Director position. Welcome to the Board Crystal! Crystal will be helping Annette Watkins with things going out to the locals and helping any other groups that need help in contacting and working with locals.

b. Conference 2024 Budget

PNP Susan Kerr

PNP Susan Kerr presented the Conference 2024 Budget for approval and thanked Dave Jackson for his help in securing venue at Tapatio Hills Hilton in Phoenix.

A motion was made by Ellie Wade:

“I move that we approve the budget as presented for the 2024 Education Conference.”

Marilee Hakkinen seconded the motion. Motion carried. PNP Susan Kerr was thanked and instructed to move forward with the hotel and submit a copy of the contract to President Marie Guzman for review and signature.

7. ANNOUNCEMENTS:

President Maire Guzman

**The Next NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING is scheduled for
Wednesday August 16, 2023 at 2:00pm PT, 3:00pm MT, 4:00pm CT, 5:00pm ET.**

8. RECESS TO EXECUTIVE SESSION:

President Marie Guzman

The meeting was recessed to Executive Session at 2:52 pm.

9. RECONVENE TO BUSINESS SESSION

President Marie Guzman

The meeting was reconvened to Business Session at 3:29 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 Jackie Weedon. Motion carried.

15. ADJOURNMENT

President Marie Guzman

The meeting was adjourned by President Marie Guzman at 3:30 pm Pacific Time.

Marilee Hakkinen

2023-2034 NAPMW National Secretary



Date: August 16, 2023
To: NAPMW President and National Board
Committee: Bylaws and Operating Procedures
Committee Chair: Kelly Byers

I have submitted updates the model Bylaws and Operating Procedures. It was determined that the updates do not need board approval. The revised model bylaws and operating procedures will be posted to the NAPMW website. I will then review each of the local's bylaws and operating procedures and compare them to the new model. If the existing local bylaws and operating procedures don't require major changes, I would suggest we leave them as is. Either way, I will contact the local Presidents and send the bylaws and operating procedures that we have on file and confirm they are the most current. I will send the new model bylaws and operating procedures and point out what changes should be made, if any. The new local bylaws and operating procedures will be sent to the admin for filing. I expect that this process will take until December 31, 2023.



Date: August 11, 2023

To: NAPMW President and National Board

Committee: 60th Anniversary History

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

Overview: Am reviewing and inventorying all items received from the storage location.

In process of involving all Past National Presidents to engage them in providing information about their year as President.

Successes: Developed a plan to share information on all social media sites as well as Website and our Newsletter.

Cataloged items and developed plan for exhibiting them.

Challenges: Getting all possible material that was removed from storage to determine if beneficial to exhibit.

Next Steps: Coordinating with Conference Chairs as to planning.

Contacting PNPs to ask for information.

Securing pricing for a Welcome banner

Connecting with Phoenix President to establish relationship so she can assist if info needed locally.



Date: August 16, 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. Location identified.
2. Contract Signed.
3. Revised budget ready for vote.
4. Theme and Sponsorship Levels in place.

Challenges:

1. Increased food costs over last year.

Next Steps:

1. Post more information on the website, including the link for the room block.
2. Create written speaker agreements.
3. Post sponsorship information on the website and send it out to National and Local Boards.
4. We have begun reaching out to speakers for the education sessions.

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.**