



Board of Directors National Board Meeting General Agenda
Wednesday April 8th, 2020

2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST

Call in Number (605) 313-5871, Access Code: 177606

- | | | |
|-----------|--|-------------------------------------|
| 1) | Call to order | President Glenda Mooney |
| | a. Roll call and Quorum Confirmation | Secretary Lauren Layman |
| | b. Roberts Rules for all Meeting | Parliamentarian PNP Kelly Hendricks |
| | c. Agenda Approval | President Glenda Mooney |
| | d. General Meeting Minutes Approval | President Glenda Mooney |
| | e. Designation of Minutes Review Committee | President Glenda Mooney |
| | i. NVP 2 Mark Jennings | |
| | ii. President Elect Susan Kerr | |
| | iii. Secretary Lauren Layman | |
| 2) | Welcome and Acknowledgement of Guest | President Glenda Mooney |
| 3) | Financial Reports | |
| | a. Monthly Financial Report | Treasurer Nicole Shea |
| 4) | Administrative Report | Heather Kramer |
| 5) | Committee Reports | |
| | a. Bylaws and Operating Procedures | Frances Reinhardt, PNP |
| | b. Extensions | Jill Kinsman, PNP |
| | i. Membership | Open |
| | c. Finance | Treasurer Nicole Shea |
| | d. Ethics | Christine Pollard, PNP |
| | e. Internal Audit | Cris Poole |
| | f. Nominating | Laurel Knight-Keane, PNP |
| | g. Conference | Jill Kinsman, PNP/Payton Kane |
| | h. Member Benefits | President Elect Susan Kerr |
| | i. Publications | PNP Cathy Kantrowitz |
| | i. Technology | Open |
| | j. Education | Paul Johnson |
| | i. Leadership | |



- | | | |
|----|--|-------------------------|
| 6) | Unfinished Business
a. Storage | President Glenda Mooney |
| 7) | New Business | President Glenda Mooney |
| 8) | Announcements | President Glenda Mooney |

Next Meeting: Board of Directors Meeting
Wednesday May 13th, 2020

2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST

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- | | | |
|-----|------------------------------------|-------------------------|
| 9) | Recess to Executive Session | President Glenda Mooney |
| 10) | Reconvene | President Glenda Mooney |
| 11) | Adjournment | President Glenda Mooney |



NAPMW BOARD OF DIRECTORS MEETING

March 11, 2020

GENERAL SESSION MINUTES

I. CALL TO ORDER

National Board Members Present

Glenda Mooney National President
Susan Kerr National President Elect
Nicole Shea National Treasurer
Lauren Layman National Secretary
Patti Esswein..... National Vice President Area 1
Mark Jennings..... National Vice President Area 2

Parliamentarian and Administrators Present

Kelly Hendricks PNP Parliamentarian
Heather Kramer, Impact..... Management Company

1. Call to order

- a. **Roll Call and Quorum Confirmation:** Following roll call a quorum was confirmed to President Glenda Mooney. With notice of the meeting having been duly given, President Mooney called meeting to order at 4:00 pm Central Time.

2. Welcome and Acknowledgement of Guests

Guests

Mary Ellen Heathcote, PNP	Jill Kinsman, PNP	Kelly Hendricks, PNP
Cris Poole	Heather Kramer	Kelly Byers

- a. **Roberts Rules:** Parliamentarian Hendricks went over the Rules of the Meeting in which business will be discussed for the March 11, 2020 Board of Directors General Meeting.
- b. **Agenda Approval:** The agenda is filed as amended.
- c. **February 2020 Minutes Approval:** File as amended.
- d. **Designation of Minutes Review Committee:**
 - 1. NVP 1 Patti Esswein
 - 2. National Treasurer Nicole Shea
 - 3. National Secretary Lauren Layman

3. Financial Reports

- a. **Monthly Financial Report February 2020:** National Treasurer Nicole Shea Reviewed monthly financial report. Financial Report Filed as Presented

4. **Administrative Report:** Heather Kramer reported about National Membership contest, newsletter and nominations.

5. **COMMITTEE REPORTS:**
 - a. **Bylaws and Operating Procedures:** No report.
 - b. **Extensions:** No report.
 - i. **Membership:** working on membership report. No numbers to present currently.
 - c. **Finance:** Nothing to add.
 - d. **Ethics:** Committee did not find any violations.
 - e. **Internal Audit:** No report.
 - f. **Nominating:** No report.
 - g. **Conference:** Working on conference flyers.
 - h. **Membership Benefits:**
 - i. **Publications:** No report.
 - i. **Technology:** Open position
 - j. **Education:** No Report
 - i. **Leadership: No Report**

6. **UNFINISHED BUSINESS:**
 - a. **Storage:** National President Glenda Mooney and National Secretary Lauren Layman will be emptying the storage unit and disposing of documents properly.

7. **New Business:**

Nothing new to discuss.

8. **ANNOUNCEMENTS:**

Next Meeting: February Board of Directors Meeting
Wednesday, April 8, 2020, 2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST;
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9. **Recessed:** recessed to Executive Session at 4:27 PM Central Standard Time.

10. **Reconvene:** 4:52 PM Central Standard Time

Motion presented by National Secretary Lauren Layman:

“I move that all motions be moved from Executive Session to the General Session on the March 11th 2020 National Board Call”

Motion second by NVP Area 1 Patti Eswein
Motion passed

Motion presented by President Elect Susan Kerr:

“I move. I move that the National Board extend the deadline for the receipt and audit of the NAPMW Oklahoma City Association's outstanding Secretary and Treasury items from 2/28/2020 to 3/31/2020. Currently NAPMW Oklahoma City is on Probation and scheduled to move into Suspension 2/28/2020”

Motion seconded by National Treasurer Nicole Shea
Motion Carried

11. Adjourn: President Glenda Mooney at 4:54 PM Central Standard Time

Lauren Layman
NAPMW National Secretary

NAPMW

PROFIT AND LOSS

February 2020

	TOTAL
Income	
Membership Dues	2,500.00
Misc Income	190.00
Total Income	\$2,690.00
GROSS PROFIT	\$2,690.00
Expenses	
Bank Charges	137.70
Dues to local	1,080.00
Legal & Professional Fees	300.00
Management Fee	1,639.44
National Board Conference Calls	79.99
Trophies/Awards/Supplies	59.54
Total Expenses	\$3,296.67
NET OPERATING INCOME	\$ -606.67
NET INCOME	\$ -606.67

NAPMW

BALANCE SHEET

As of March 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of American - Checking	38,480.57
Cash on Hand	0.00
Funds for Institutions	0.00
Savings	0.00
Wells Fargo Checking	0.00
Total Bank Accounts	\$38,480.57
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$38,480.57
TOTAL ASSETS	
\$38,480.57	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Revenue - Central NY	10,555.14
Total Other Current Liabilities	\$10,555.14
Total Current Liabilities	\$10,555.14
Total Liabilities	\$10,555.14
Equity	
Opening Balance Equity	113,738.37
Retained Earnings	-72,319.42
Net Income	-13,493.52
Total Equity	\$27,925.43
TOTAL LIABILITIES AND EQUITY	\$38,480.57

NAPMW
PROFIT AND LOSS
March 2020

	TOTAL
Income	
Membership Dues	1,755.00
Total Income	\$1,755.00
GROSS PROFIT	\$1,755.00
Expenses	
Bank Charges	75.42
Dues to local	560.00
Insurance	2,646.00
Management Fee	1,265.53
National Board Conference Calls	79.99
Storage	372.65
Website	159.98
Total Expenses	\$5,159.57
NET OPERATING INCOME	\$ -3,404.57
NET INCOME	\$ -3,404.57

Financial Summary 2019-2020	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	Totals
Income													
Advertising													\$0.00
Charter Donations		\$17.95											\$17.95
Charter Fees													\$0.00
Education													\$0.00
2020 Gala Registration													\$0.00
2020 National Conf Sponsorship													\$0.00
Membership Dues*550 at an average of 105	\$1,317.96	\$1,560.00	\$2,569.00	\$1,180.00	\$2,305.00	\$2,535.00	\$1,045.00	\$3,610.00	\$2,500.00	\$1,755.00			\$20,376.96
Local Donations toward 2018-2019 Loss	\$250.00	\$17,410.43	\$2,350.00										\$20,010.43
Prior Year Income													\$0.00
Store Income				\$112.00									\$112.00
Location Association Funds on Hold \$10,555.14													\$0.00
2019 Annual Conference Registration				\$150.00									\$150.00
Non Profit Income													\$0.00
Misc Income						\$3,000.00			\$190.00				\$3,190.00
Total Income	\$1,567.96	\$18,988.38	\$4,919.00	\$1,442.00	\$2,305.00	\$5,535.00	\$1,045.00	\$3,610.00	\$2,690.00	\$1,755.00	\$0.00	\$0.00	\$43,857.34
Expenses													Totals
Admin Expense-Natl *** On hold (Trip to Dallas)													\$0.00
IMPACT Management Fee	\$10,607.78	\$1,020.00	\$1,020.00	\$1,350.69	\$1,090.50	\$1,168.92	\$1,299.62	\$1,142.78	\$1,639.44	\$1,265.53			\$21,605.26
IMPACT Management Fee Misc Admin/Travel Expenses													\$0.00
Bank Fees	\$284.92	\$82.48	\$250.60	\$163.18	\$54.01	\$102.18	\$90.09	\$61.08	\$137.70	\$75.42			\$1,301.66
Charter Expenses													\$0.00
Committee - Education						\$4.95							\$4.95
Committee - Leadership programs													\$0.00
Committee - Finance & Budget													\$0.00
Committee - Nominating													\$0.00
Committee - Services & Resources													\$0.00
Committee-Membership													\$0.00
Committee-Technology													\$0.00
Committee-Audit	\$113.57												\$113.57
Committee-Conference													\$0.00
Committee-Extension													\$0.00
Committee--Bylaws													\$0.00
Dues to Local *550@average of \$35			\$1,324.00	\$530.00	\$665.00	\$700.00	\$585.00	\$385.00	\$1,080.00	\$560.00			\$5,829.00
Gifts & Flowers													\$0.00
Insurance		\$700.50		\$1,116.50						\$2,646.00			\$4,463.00
Legal & Professional Expenses			\$550.00		\$250.00				\$300.00				\$1,100.00
Miscellaneous Expenses													\$0.00
Monthly Service Charges													\$0.00
National Board Conference Calls/Webinar Fee	\$79.99	\$79.99	\$79.99	\$79.99	\$79.99	\$79.99	\$79.99	\$79.99	\$79.99	\$80.00			\$799.91
Natl Board--Conf Expenses													\$0.00
Natl President Expenses													\$0.00
Office Supplies & Equipment													\$0.00
Postage													\$0.00
Printing													\$0.00
Current Liability--Memphis Contract													\$0.00
Quickbooks					\$657.76								\$657.76
Reserves													\$0.00
Shipping													\$0.00
Storage & Shredding							\$159.00	\$159.00		\$372.65			\$690.65
Store Expense	\$270.59												\$270.59
Taxes & Licenses								\$220.00					\$220.00
Trophies/Awards									\$59.54				\$59.54
Website Wild Apricot										\$159.98			\$159.98
Webmaster Fee													\$0.00
	0	\$20,000.00											\$20,000.00
Total Expenses	\$31,356.85	\$1,882.97	\$3,224.59	\$3,240.36	\$2,797.26	\$2,056.04	\$2,213.70	\$2,047.85	\$3,296.67	\$5,159.58	\$0.00	\$0.00	\$57,275.87
Net Income													-\$13,418.53

BUDGET JUNE 2019-May 2020

Income	Budget	Revised Budget Jan	Actual YTD	Difference from MidYear
Advertising			\$0.00	\$0.00
Charter Donations		\$17.95	\$17.95	\$0.00
Charter Fees	\$ 2,500.00	\$0.00	\$0.00	\$0.00
Education	\$ 2,250.00	\$0.00	\$0.00	\$0.00
2020 Gala Registration		\$750.00	\$0.00	-\$750.00
2020 National Conf Sponsorship			\$0.00	\$0.00
Membership Dues*550 at an average of 105	\$ 57,750.00	\$42,750.00	\$20,376.96	-\$22,373.04
Local Donations toward 2018-2019 Loss	\$ 17,400.00	\$20,010.43	\$20,010.43	\$0.00
Prior Year Income			\$0.00	\$0.00
Store Income		\$112.00	\$112.00	\$0.00
Location Association Funds on Hold \$10,555.14			\$0.00	\$0.00
2019 Annual Conference Registration		\$150.00	\$150.00	\$0.00
Non Profit Income			\$0.00	\$0.00
Misc Income		\$3,000.00	\$3,190.00	\$190.00
Total Income	\$79,900.00	\$66,790.38	\$43,857.34	-\$22,933.04

Expenses

Admin Expense-Natl *** On hold (Trip to Dallas)	\$ 400.00	\$500.00	\$0.00	-\$500.00
IMPACT Management Fee	\$ 26,600.00	\$26,600.00	\$21,605.26	-\$4,994.74
IMPACT Management Fee Misc Admin/Travel Expenses	\$ 2,000.00	\$0.00	\$0.00	\$0.00
Bank Fees	\$ 1,315.00	\$1,800.00	\$1,301.66	-\$498.34
Charter Expenses	\$ 1,000.00	\$0.00	\$0.00	\$0.00
Committee - Education	\$ 1,000.00	\$500.00	\$4.95	-\$495.05
Committee - Leadership programs	\$ 50.00	\$500.00	\$0.00	-\$500.00
Committee - Finance & Budget	\$ 50.00	\$500.00	\$0.00	-\$500.00
Committee - Nominating	\$ 50.00	\$500.00	\$0.00	-\$500.00
Committee - Services & Resources	\$ -	\$0.00	\$0.00	\$0.00
Committee-Membership	\$ 350.00	\$500.00	\$0.00	-\$500.00
Committee-Technology	\$ 400.00	\$0.00	\$0.00	\$0.00
Committee-Audit	\$ 350.00	\$500.00	\$113.57	-\$386.43
Committee-Conference	\$ 350.00	\$500.00	\$0.00	-\$500.00
Committee-Extension	\$ 350.00	\$650.00	\$0.00	-\$650.00
Committee--Bylaws	\$ 350.00	\$500.00	\$0.00	-\$500.00
Dues to Loal *550@average of \$35	\$ 19,250.00	\$13,500.00	\$5,829.00	-\$7,671.00
Gifts & Flowers	\$ 230.00	\$230.00	\$0.00	-\$230.00
Insurance	\$ 2,800.00	\$2,700.00	\$4,463.00	\$1,763.00
Legal & Professional Expenses	\$ 1,000.00	\$2,500.00	\$1,100.00	-\$1,400.00
Miscellaneous Expenses	\$ 150.00	\$150.00	\$0.00	-\$150.00
Monthly Service Charges	\$ 367.61	\$0.00	\$0.00	\$0.00
National Board Conference Calls/Webinar Fee	\$ 500.00	\$960.00	\$799.91	-\$160.10
Natl Board--Conf Expenses	\$ -	\$7,000.00	\$0.00	-\$7,000.00
Natl President Expenses	\$ -	\$0.00	\$0.00	\$0.00
Office Supplies & Eduipment	\$ 100.00	\$100.00	\$0.00	-\$100.00
Postage	\$ 177.39	\$0.00	\$0.00	\$0.00
Printing	\$ 100.00	\$500.00	\$0.00	-\$500.00
Current Liability--Memphis Contract	\$ 14,000.00	\$0.00	\$0.00	\$0.00
Quickbooks	\$ 350.00	\$657.76	\$657.76	\$0.00
Reserves	\$ -	\$0.00	\$0.00	\$0.00
Shipping	\$ 100.00	\$222.03	\$0.00	-\$222.03
Storage & Shredding	\$ 460.00	\$1,750.00	\$690.65	-\$1,059.35
Store Expense	\$ 500.00	\$270.59	\$270.59	\$0.00
Taxes & Licenses	\$ 2,000.00	\$250.00	\$220.00	-\$30.00
Trophies/Awards	\$ 500.00	\$750.00	\$59.54	-\$690.46
Website Wild Apricot	\$ 1,700.00	\$1,700.00	\$159.98	-\$1,540.02
Webmaster Fee	\$ 1,000.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$79,900.00	\$66,790.38	\$37,275.87	-\$29,514.52

Tracking of Financials	June Dues paid 8/21/19	July	July Dues Paid 8/21/19	Aug	Aug Dues Paid 9/11/19	Sept	Sept Dues Paid 10/10/19	OCT	OCT Dues Paid 11/15/19	NOV	NOV Dues Paid 12/10/19	DEC	DEC Dues Paid 1/15/20	JAN	JAN Dues Paid 2/10/2020	Feb	Feb Dues Paid 3/10/2020	MAR	Mar Dues Paid	Treasurer	email
for June 2019 through May 2020																					
AREA 1 Patti Esswein																					
ATLANTA	30	X	60	X	95	X	60	X	60	X	30	X	0	X	0		30			Kelly Byers	kbyers@crescentmortgage.com
CHARLOTTE	0	X	0	X	0	X	0	X	0	X	0	X	0		0		0			Malone Jarvis	malone.jarvis@phmlans.com
GREATER NEW ORLEANS	35	X	0	X	0	X	0	X	0		0		0		35					Kelly Paliaro	kspaliaro@firstam.com
HOUSTON	30	X	25	X	0	X	30	X	0	X	0	X	0	X	30	X	0	X		Jackie Witter	jwitter@houseloan.com
HUDSON VALLEY	70	X	0	X	70	X	35	X	140	X	35	X	0	X	35		105			Caitlin Walsh	caitlin@brickbookkeeping.com
PHOENIX	30	X	120	X	0	X	0	X	60	X	120	X	0	X	90		90			Dave Jackson	davej@aflending.com
SAN ANTONIO	0	X	0	X	80	X	40	X	0	X		X	0	X	40	X	0			Paula Grigsby/crystal R	paula@tapfcu.coop crystal@tapfcu.com
SAN JOAQUIN VALLEY	25	X	75	X	50	X	25	X	0	X	225	X	50	X	305		150			Janet Joslin	janetj@centralvalleyins.com
AREA 2 MARK JENNINGS																					
ANCHORAGE	0	X	29	X	0	X	0	X	0	X	0		0		0		0			Katie Harman	kharman@fnbalaska.com
BAKERSFIELD	0	X	0	X	20	X	0	X	0	X	10		100		0		0			Nikkie Fowler	nfowler@creativemtg.biz
GREATER ST LOUIS	0	X	30	X	30	X	0	X	30	X	0	X	0	X	30	X	30	X		Eve Janis	janisee@aol.com
OKLAHOMA CITY	50	X	0	X	50	X	0	X	50	X	50	X	0	X	75		0			Shawn Moore	shawnmoore878@gmail.com
SEATTLE PUGET	35	X	0	X	70	X	0	X	0	X	35	X	0	X	0		0			Debbie Tofte	ectofte@aol.com
SPOKANE	0	X	0	X	0	X	0	X	30	X	30	X	30		90		30			Jeff Morgan	jmorga1@amfam.com
THE COLUMBIA RIVER	35	X	0	X	105	X	35	X	175	X	80	X	0	X	175		35			Angela Matteo	amatteo@evergreenhomeloans.com
WENATCHEE VALLEY	60	X	30	X	30	X	90	X	180	X	30	X	0	X	150	X	90			Crystal Darling	cdarling@nmtitlegroup.com



Date: April 3, 2020

To: President Mooney and National Board

Committee: Member Benefits

Committee Chair(s): President Elect Kerr

Overview: Our purpose is to work with vendors to provide services and tools for the members of the Association that will foster development and growth in both the professional and personal lives at a discounted rate.

Next steps:

- Continue to work to obtain value add services at a discounted rate for NAPMW Members.