



**Board of Directors National Board Meeting General Agenda**  
**Wednesday March 11th, 2020**  
**2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST**

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

- |  |   |
|--|---|
| <p><b>1) Call to order</b></p> <ul style="list-style-type: none"> <li>a. Roll call and Quorum Confirmation</li> <li>b. Roberts Rules for all Meeting</li> <li>c. Agenda Approval</li> <li>d. General Meeting Minutes Approval</li> <li>e. Designation of Minutes Review Committee             <ul style="list-style-type: none"> <li>i. NVP 1 Patti Esswein</li> <li>ii. Treasurer Nicole Shea</li> <li>iii. Secretary Lauren Layman</li> </ul> </li> </ul>  | <p>President Glenda Mooney<br/>         Secretary Lauren Layman<br/>         Parliamentarian PNP Kelly Hendricks<br/>         President Glenda Mooney<br/>         President Glenda Mooney<br/>         President Glenda Mooney</p>   |
| <p><b>2) Welcome and Acknowledgement of Guest</b></p>  | <p>President Glenda Mooney</p>  |
| <p><b>3) Financial Reports</b></p> <ul style="list-style-type: none"> <li>a. Monthly Financial Report</li> </ul>   | <p>Treasurer Nicole Shea</p>  |
| <p><b>4) Administrative Report</b></p>   | <p>Heather Kramer</p>   |
| <p><b>5) Committee Reports</b></p> <ul style="list-style-type: none"> <li>a. Bylaws and Operating Procedures</li> <li>b. Extensions             <ul style="list-style-type: none"> <li>i. Membership</li> </ul> </li> <li>c. Finance</li> <li>d. Ethics</li> <li>e. Internal Audit</li> <li>f. Nominating</li> <li>g. Conference</li> <li>h. Member Benefits             <ul style="list-style-type: none"> <li>i. Publications</li> </ul> </li> <li>i. Technology</li> <li>j. Education             <ul style="list-style-type: none"> <li>a. Ratify email vote 1/28/2020</li> <li>i. Leadership</li> </ul> </li> </ul> | <p>Frances Reinhardt, PNP<br/>         Jill Kinsman, PNP<br/>         Open<br/>         Treasurer Nicole Shea<br/>         Christine Pollard, PNP<br/>         Cris Poole<br/>         To be filled by PNPAC<br/>         Jill Kinsman, PNP/Payton Kane<br/>         President Elect Susan Kerr<br/>         PNP Cathy Kantrowitz<br/>         Open<br/>         Paul Johnson<br/> <br/>         Open</p> |



- |    |  |                         |
|----|--|-------------------------|
| 6) | <b>Unfinished Business</b><br>a. Storage | President Glenda Mooney |
| 7) | <b>New Business</b>                      | President Glenda Mooney |
| 8) | <b>Announcements</b>                     | President Glenda Mooney |

**Next Meeting: Board of Directors Meeting**

**Wednesday April 8<sup>th</sup>, 2020**

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

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

- |     |                                    |                         |
|-----|------------------------------------|-------------------------|
| 9)  | <b>Recess to Executive Session</b> | President Glenda Mooney |
| 10) | <b>Reconvene</b>                   | President Glenda Mooney |
| 11) | <b>Adjournment</b>                 | President Glenda Mooney |



NAPMW BOARD OF DIRECTORS MEETING

February 12, 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.....(Excused)..... 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	Katherine Venters, PNP	Kelly Hendricks PNP
Jill Kinsman PNP	Maureen McKovich, PNP	Cris Poole
Heather Kramer	Carol Clark	

- a. **Roberts Rules:** Parliamentarian Hendricks went over the Rules of the Meeting in which business will be discussed for the February 12, 2020 Board of Directors General Meeting.
- b. **Agenda Approval:** The agenda is filed as amended.
- c. **January 2020 Minutes Approval:** File as amended.
- d. **Designation of Minutes Review Committee:**
  - 1. NVP 2 Mark Jennings
  - 2. President Elect Susan Kerr
  - 3. National Secretary Lauren Layman

**3. Financial Reports**

- a. **Monthly Financial Report January 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, nominations and webinar.

5. **COMMITTEE REPORTS:**

- a. **Bylaws and Operating Procedures:** No report.
- b. **Extensions:** No report.
  - 1. **Membership:** Working on Contest that will run from January 30, 2020 through May 30, 2020. First place and second place for each local with the most increase in membership during that time wins two tickets to the Gala Dinner at Conference.
- c. **Finance:**

**Motion Presented by National Treasurer Nicole Shea:**

“I move that the Board approve the revised Mid-Year Budget as presented.”

No Second needed since motion is made by committee.

Motion Carried

- d. **Ethics:** Nothing new to report. Will give an update when committee reviews the findings.
- e. **Internal Audit:** Missing items from 5 locals. Working with them to get resolved.
- f. **Nominating:** Open positions: President Elect, NVP Area 1 and National Treasurer. Nominations can be submitted on through February 2020.
- g. **Conference:** Jill Kinsman discussed the conference and Gala Theme. Working on Flyers/landing site, Optional Event and Silent Auction for the Conference with Peyton Kane.
- h. **Membership Benefits:**

**Motion Presented by President Elect Susan Kerr:**

“I move to have the attached flier approved to be distributed at National, AmBiz Conferences and Local events to potential new members..”

No Second needed since motion is made by committee.

Motion Carried

- 1. **Publications:** No report.
- i. **Technology:** Open position
- j. **Education:** Ratify Email Vote on 1/28/2020

**Motion Presented by Mark Jennings:**

“I move to ratify the email vote from January 28, 2020, for the contract referenced to Johnson Leadership made by President Elect, Susan Kerr, “I move that the National Board approve the attached contract for signature.”

Seconded by National Treasurer Nicole Shea.

Motion Carried

i. **Leadership: No Report**

6. **UNFINISHED BUSINESS:**

- a. **Storage:** Discussion to eliminate costs on storage unit. Mary Ellen Heathcote, PNP inquired about PNPAC funds approved to pay storage unit for 2019 – 2020, but storage unit would not allow payment beyond December 2019.

7. **New Business:**

- a. 2019 – 2020 National Board Officers term date.

**Motion Presented by President Elect Susan Kerr:**

“I move that the 2019-2020 National Board of Directors remain in place with full powers from June 1-June 11, 2020 to cover the time period between the year-end on May 31st and induction of the incoming 2020-2021 National Board of Directors.”

Second by National Secretary Lauren Layman.

Motion Carried

8. **ANNOUNCEMENTS:**

**Next Meeting: February Board of Directors Meeting**

Wednesday, March 11, 2020, 2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST;  
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9. **Recessed:** recessed to Executive Session at 4:45 PM Central Standard Time.

10. **Reconvene:** 5:31 PM Central Standard Time

11. **Adjourn:** President Glenda Mooney at 5:33 PM Central Standard Time

Lauren Layman  
NAPMW National Secretary

# NAPMW

## BALANCE SHEET

As of February 29, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank of American - Checking	42,185.14
Cash on Hand	0.00
Funds for Institutions	0.00
Savings	0.00
Wells Fargo Checking	0.00
<b>Total Bank Accounts</b>	<b>\$42,185.14</b>
Other Current Assets	
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$42,185.14</b>
<b>TOTAL ASSETS</b>	
<b>\$42,185.14</b>	
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Revenue - Central NY	10,555.14
<b>Total Other Current Liabilities</b>	<b>\$10,555.14</b>
<b>Total Current Liabilities</b>	<b>\$10,555.14</b>
<b>Total Liabilities</b>	<b>\$10,555.14</b>
Equity	
Opening Balance Equity	113,738.37
Retained Earnings	-72,319.42
Net Income	-9,788.95
<b>Total Equity</b>	<b>\$31,630.00</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$42,185.14</b>

**NAPMW**  
**PROFIT AND LOSS**  
February 2020

	TOTAL
Income	
Membership Dues	2,500.00
Misc Income	190.00
<b>Total Income</b>	<b>\$2,690.00</b>
GROSS PROFIT	<b>\$2,690.00</b>
Expenses	
Bank Charges	137.70
Dues to local	1,080.00
Management Fee	1,639.44
National Board Conference Calls	79.99
Trophies/Awards/Supplies	59.54
<b>Total Expenses</b>	<b>\$2,996.67</b>
NET OPERATING INCOME	<b>\$ -306.67</b>
NET INCOME	<b>\$ -306.67</b>

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



**BUDGET JUNE 2019-May 2020**

<b>Income</b>	<b>Budget</b>	<b>Revised Budget Jan</b>	<b>Actual YTD</b>	<b>Difference from MidYear</b>
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	\$18,621.96	-\$24,128.04
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
<b>Total Income</b>	<b>\$79,900.00</b>	<b>\$66,790.38</b>	<b>\$42,102.34</b>	<b>-\$24,688.04</b>

**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	\$20,339.73	-\$6,260.27
IMPACT Management Fee Misc Admin/Travel Expenses	\$ 2,000.00	\$0.00	\$0.00	\$0.00
Bank Fees	\$ 1,315.00	\$1,800.00	\$1,226.24	-\$573.76
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	\$5,269.00	-\$8,231.00
Gifts & Flowers	\$ 230.00	\$230.00	\$0.00	-\$230.00
Insurance	\$ 2,800.00	\$2,700.00	\$1,817.00	-\$883.00
Legal & Professional Expenses	\$ 1,000.00	\$2,500.00	\$800.00	-\$1,700.00
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	\$719.91	-\$240.09
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	\$318.00	-\$1,432.00
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	\$0.00	-\$1,700.00
Webmaster Fee	\$ 1,000.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>	<b>\$79,900.00</b>	<b>\$66,790.38</b>	<b>\$31,816.29</b>	<b>-\$34,974.09</b>



Date: February 29, 2020

To: NAPMW President and National Board

Committee: Administrative Management

Committee Chair(s): Heather Kramer and Jill Miller, Executive Administrators

Overview:

- Awards pages set up on the website.
- Membership Campaign emails/leaderboard weekly.
- 2nd Take it and Go 2020 webinar set up and completed.
- CML reminders going out once a week.
- Gala ticket info gathered, will be adding to website month of March.

Challenges:

None noteworthy.



Date: February 27, 2020  
To: NAPMW President and National Board  
Committee: Internal Audit Committee  
Committee Chair: Cris Poole

Overview:

- The 2018-2019 Local Association Internal Audit Committee Reports are being turned in but we are still missing the confirmation of completion by five local associations. That includes one local internal audit that is being completed by my committee. Several reminders have been sent and the National Vice Presidents are helping to get these turned in. I have been helping National Treasurer Shea in collecting the other required local treasury items and loading them into online storage.

Successes:

- All local associations IRS 990 e-postcards have been filed with the IRS.
- Eleven local associations have completed their 2018-2019 audits
- All local Treasurers have received an email of missing items needing to be turned in so there is no disruption in receiving their dues checks.

Challenges:

- Even though the National Vice Presidents and National Treasurer are helping, we can't seem to get certain locals to complete their 2018-2019 audits.

Next Steps:

- Complete the local audit assigned to my committee.



**Date:** February 29, 2020

**To:** President Mooney and National Board

**Committee:** Education & Leadership Committee

**Committee Chair(s):** Paul Johnson

**Overview:** Providing leadership and industry education opportunities for our members, to assist in personal and professional growth for all.

**Challenges:** CML Enrollment

**Successes:** 2nd "Take It & G 2020" call. Good attendance.

Continued CML promotion through email.

**Next steps:** Continued promotion of CML. Prep for convention.