



Board of Directors National Board Meeting General Agenda
Wednesday August 14th, 2019
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 | |
| | a. Roll call and Quorum Confirmation | President Glenda Mooney |
| | b. Appointment of Parliamentarian | Secretary Lauren Layman |
| | c. Roberts Rules for all Meeting | President Glenda Mooney |
| | d. Agenda Approval | Parliamentarian PNP Hendricks |
| | e. June 2019 General Meeting Minutes Approval | President Glenda Mooney |
| | f. Designation of Minutes Review Committee | President Glenda Mooney |
| | i. NVP 1 Patti Esswein | |
| | ii. President Elect Susan Kerr | |
| | iii. Secretary Lauren Laymen | |
| 2) | Welcome and Acknowledgement of Guest | President Glenda Mooney |
| 3) | Financial Reports | |
| | a. Monthly Financial Report July 2019 | Treasurer Nicole Shea |
| | b. 2019 – 2020 Budget and Guidelines approval | Treasurer Nicole Shea |
| | c. 990 | Treasurer Nicole Shea |
| 4) | 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. Leadership Programs | Open |
| | g. Nominating | To be filled by PNPAC |
| | h. Conference | Open |
| | i. Sponsorship | Open |
| | i. Publications | PNP Cathy Kantrowitz |
| | j. Education | Paul Johnson |
| | k. Technology | Open |
| | l. Ad-Hoc IML | Open |
| | Offer from The Mortgage Industry Foundation | President Glenda Mooney |



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|----|---|-------------------------|
| 5) | Unfinished Business | President Glenda Mooney |
| | a. AmBiz Media LLC Contract | President Glenda Mooney |
| | Ratify Motion phone vote | President Glenda Mooney |
| | Ratify Motion email for 2 nd attorney review | President Glenda Mooney |
| | Status of outstanding balances | President Glenda Mooney |
| | b. Question from PNPAC | President Glenda Mooney |
| 6) | New Business | President Glenda Mooney |
| | a. NAPMW Town Hall Meeting | President Glenda Mooney |
| | September 9th, 2019 4 PM CST | |
| 7) | Announcements | President Glenda Mooney |

Next Meeting: June Board of Directors Meeting
Wednesday September 11th, 2019

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

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- | | | |
|-----|------------------------------------|-------------------------|
| 8) | Recess to Executive Session | President Glenda Mooney |
| 9) | Reconvene | President Glenda Mooney |
| 10) | Adjournment | President Glenda Mooney |

NAPMW

PROFIT AND LOSS

July 2019

	TOTAL
Income	
Charter Donation	17.95
Donation	17,410.43
Membership Dues	1,560.00
Total Income	\$18,988.38
GROSS PROFIT	\$18,988.38
Expenses	
Bank Charges	82.48
Committee Leadership	79.99
Insurance	700.50
Management Fee	1,020.00
Total Expenses	\$1,882.97
NET OPERATING INCOME	\$17,105.41
NET INCOME	\$17,105.41

NAPMW

BALANCE SHEET

As of July 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of American - Checking	26,718.61
Cash on Hand	0.00
Funds for Institutions	0.00
Management Fee - Administration	45.00
Savings	0.00
Wells Fargo Checking	4,018.91
Total Bank Accounts	\$30,782.52
Other Current Assets	
Uncategorized Asset	502.61
Total Other Current Assets	\$502.61
Total Current Assets	\$31,285.13
TOTAL ASSETS	\$31,285.13
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	113,738.37
Retained Earnings	-70,272.37
Net Income	-12,180.87
Total Equity	\$31,285.13
TOTAL LIABILITIES AND EQUITY	\$31,285.13

FROM	Amount
Seattle Puget Sound	\$1,000.00
Hudson Valley	\$3,200.00
Charlotte	\$1,580.00
Spokane	\$1,614.00
Wenatchee Valley	\$8,500.00
Greater St Louis	\$250.00
San Joaquin	\$1,266.43
TOTAL	\$17,410.43



**NAPMW 2019-2020 BUDGET
REIMBURSEMENTS GUIDELINES & DEFINITIONS**

Reimbursement Requirement

NAPMW expense reimbursement requests and receipts must be presented to the National Treasurer within 45 days from the date of the billing. Expense requests and receipts may be scanned or original documents mailed. Request for reimbursements received more than 45-60 days past the actual expenditure must be approved by the National Board. Requests for reimbursement received more than 60 days past the actual expenditure will not be reimbursed except with the full approval of the National Board and a detailed written explanation of why the expense request was not made in a timely manner. The National Treasurer may approve any expense which falls within the approved time frame and National Budget. The expenses for the National Treasurer should be approved by the National President. Expenditures made outside of the approved National Budget must be approved by the National Board and a copy of the minutes should be attached to the approved expenditure.

All expenses must be submitted within the same fiscal year including National Conference Expenses.

All Board travel outside attendance at National Board Meetings is subject to approval by the President. To obtain the National President's approval, a Travel Request Expense Voucher must be completed and forwarded to the National President. Copies of anticipated expenditures should also be attached. If approved and actual expenses fall outside the approved voucher, a new expense voucher must be reviewed and approved. Board travel outside of approved expenses will become the responsibility of the Board Member. A completed final expense voucher should be forwarded to the National Treasurer along with original or scanned original receipts. National Board Travel may be limited by the National Board to keep the National Budget balanced.

All information required for issuance of a 1099 Form must be received by National Headquarters prior to their issuing a check for Annual Education Conference speakers honorarium or any other fees that required issuance of a 1099 form.

All exceptions to time frames set up above must be submitted in writing to the National Board of Directors for consideration and no reimbursement may be made unless the National Board has approved the request.

General Budget Guidelines

- 1. Budget Definitions apply to all expenditures of Association General Funds.**
- 2. Any unauthorized, disapproved or over-budget expenses will be borne by the remitter. Any increase in funding will not be retroactive or used to pay expenses already incurred.**
- 3. Exceptions to Budget Definitions must be approved by the National Board of Directors prior to the expense being incurred. Approved National Headquarters operating expenses are exempt from this provision.**
- 4. Coordinators and Committee Chairpersons must approve all committee expenses prior to submission to the National Treasurer.**
- 5. Reimbursement is required within 30 days for all funds not used in the manner for which they are requested and approved. Members will not be considered in good standing until the reimbursement is received by the National Headquarters.**
- 6. Transportation reimbursement will be reimbursed as follows and shall include costs for air travel, ground travel, parking and taxi/shuttles. All travel will be made by the most efficient and economical means available at the time of purchase. Ground travel will be reimburse by no more than the exact mileage at the maximum rate per mile allowed by the Internal Revenue Service, not to exceed approved airfare. Travel reservations should be made in advance to take advantage of all fare benefits offered by the airline(s) but should be made at least 21 days in advance of the proposed travel period.**
- 7. Travel expenses will be reimbursed as spent and approved. A per diem will be \$75.00. Expense items for travel less than \$10.00 do not require supporting documentation. (For example tips, cokes, vending machine snack items or meal items less than \$10.00)**
- 8. Lodging shall be reimbursed based on single occupancy with a maximum room rate of \$193.05 plus tax. Due to travel constraints one (1) day before in-person meetings and one (1) day after in-person meetings is included.**



Income/Gross Receipts:

Income Line Item	Budget Definitions - Income
2018 National Conference	Carry-over income – payment submitted after June 1.
2019 National Conference	Registration Income generated for 2019 event
Advertising	Anticipated income received from advertisers (website, newsletters & programs)
Charter Donations	Pass-through income for new charters-will go back to chartered association
Charter Fees	Anticipated income from newly chartered associations
Education	Anticipated income from educational events and webinars
Choose to Lead	Anticipated income from Choose to Lead Courses
Interest/Investment Accounts	Interest from checking, savings & investment account(s)
Membership Dues	Projected <u>net</u> dues from renewing and new members. Gross income from dues is used for 990 returns and Locals will be refunded their portion.
Miscellaneous Income	Anticipated funds not covered in other categories
Prior Year Income	Income generated in prior year but received in current year will become a part of current year's income.
Store Income	No income projected however some income may be received from items still in stock

Expenses/Disbursements

Expense Line item	Budget Definitions - Expenses
2019 National Educational Conference	Carryover expenses from 2018 National Educational Conference
2018 National Education Conference	Projected expenses for 2019 National Education Conference
Administrative/Management Expenses	Anticipated additional administrative expenses
IMPACT	Management Fee to be paid monthly
IMPACT	Miscellaneous administrative/travel expenses outside of standard contract.
Bank Charges	Anticipated expenses for bank charges including bank service charges & Blue Pay charges
Charter Expenses	Anticipated expenses for newly chartered associations including chartering officer travel expenses
Committee – Education	Anticipated expenses for Education Committee
Committee – Leadership Programs	Anticipated expenses for Leadership Programs Committee
Committee – Service and Resources	Anticipated expenses for Service and Resources Committee
Committee – Membership	Anticipated expenses for Membership Committee
Committee – Technology	Anticipated expenses for Technology Committee
Committee – Conference	Anticipated expenses for Conference Committee
Committee – Extension	Anticipated expenses for Extension Committee
Committee – Audit	Anticipated expenses for Audit Committee
Committee – By-Laws	Anticipated expenses for By-Laws Committee
Committee – Choose to Lead	Anticipated expenses for CTL Committee including leadership development/National Conference/LEAP program
Committee – Budget & Finance	Approved stipend for Budget & Finance
Committee – Nominating	Approved stipend for Nominating Committee
Dues to Local	Anticipated dues paid to Local Associations. This is a pass-through item. Income is shown as net income.
Gifts & Flowers	Anticipated expenses for National Gifts & Flowers
Insurance	Anticipated insurance expenses for NAPMW
Legal & Professional Expenses	Projected legal & professional services expenses such as Attorney, CPA & Bookkeeping

NAPMW 2018-2019 Budget Definitions & Guidelines

Membership Refund voided Auto Pay	Anticipated expenses for refund of Voided Auto Pay
Miscellaneous Expenses	Anticipated expenses for items not included in National Budget
Monthly Service Charge	Anticipated expenses for monthly service charges
National Board – Previous Year’s Expenses	Anticipated expenses for 2019-2020 Board Expenses not paid in 2019-2020 term
National Board – National Conference Expenses	Anticipated expenses paid for 2019-2020 National Board Members to attend the 2020 National Education Conference in 2020.
National Board – Conference Calls	Projected expenses for Board Conference Calls
National Board Expenses	Projected expenses for National Board Expenses outside of National Education Conference
National President Expenses	Anticipated National President Expenses not included in the National Board Conference Expenses
Office Supplies & Equipment	Projected expenses for Board Members and Administrative Office Supplies & Equipment
Postage	Anticipated postage & post office box expenses for National
Printing	Anticipated printing services for National
Prior Year Expenses	Anticipated expenses not paid in prior year
Reserves	Contingency fund for unanticipated future expenses
QuickBooks	Anticipated expenses for QuickBooks
Shipping	Anticipated expenses for overnight shipping to and from National.
Storage & Shredding	Projected expenses for off-site storage of National Records and shredding as required
Store Expense	Projected expenses for off-site storage of National Records and shredding as required
Taxes & License	Projected expenses for payment of taxes and license fees
Trophies & Awards	Expenses for awards presented by and/or for National President and/or NAPMW
Website	Projected fee for Your Membership
Webmaster Fee-monthly	Anticipated expenses for Webmaster



NAPMW BOARD OF DIRECTORS MEETING
July 17, 2019
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
Jodi Fisher, Impact..... Executive Director

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 4:03 pm Central Time.

2. Welcome and Acknowledgement of Guests

Guests

Jill Kinsman PNP	Candace Smith PNP	Cathy Kantrowitz PNP
Christine Pollard PNP	Mary Ellen Heathcoate PNP	Maureen McKovich PNP
Frances Rhinehardt PNP	Cathy Kantrowitz PNP	Laurel Knight-Keene PNP
Greg Whittaker	Angela Matteo	Tamara Brooks
Heather Guzman	Debbie Tofte	Judy Alderson
Shawn Moore	Kay Talley	Gwen Derry
Payton Kane	Mary Olsen	Angela Matteo
Wendy Robbins	Cathy Rixey	Connie Ingram

- a. **Roberts Rules:** Parliamentarian Hendricks went over the Rules of the Meeting in which business will be discussed for the July 17, 2019 Board of Directors General Meeting.
- b. **Agenda Approval:** The agenda filed as amended.
- c. **June 2019 Minutes Approval:** File as amended.
- d. **Designation of Minutes Review Committee:**
1. NVP 2 Mark Jennings
 2. Parliamentarian PNP Hendricks
 3. National Secretary Lauren Layman

3. **Financial Reports**

- a. **Monthly Financial Report June 2019:** National President Elect Kerr Reviewed Profit and Loss Summary.
- b. **Monthly Financial Report 2019:** Amended
- c. **Ratify Shipment Financial for Audit Email Vote:**

Motion presented by President Elect Susan Kerr:

"I move to pay the shipping expense for the 2018-2019 financial books to be sent to Atlanta member Kelly Byers for audit."

Motion seconded by NVP 2 Mark Jennings
Motion Carried

4. **COMMITTEE REPORTS:** Suspended until further notice.

5. **WORKS IN PROGRESS | UNFINISHED BUSINESS:** National President Mooney presented AmBiz Media interest in partnering with NAPMW for National Conference. Roberts Rule was used in a 20 time limit of Pro/Con format for the discussion opened to members on the call.

6. **New Business:** None

7. **ANNOUNCEMENTS:**

Next Meeting: June Board of Directors Meeting
Wednesday, August 14, 2019, 2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST;
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8. **Recessed:** recessed to Executive Session at 4:58 PM Central Standard Time.

9. **Reconvene:**

Motion presented by Treasurer Nicole Shea:

"I move we move all action items from Executive Session to General Session."

Motion seconded by President Elect Susan Kerr
Motion Carried

Motion presented by President Elect Susan Kerr:

"I move to approve the proposal from AmBiz Media and for the board to negotiate a final contract for the purpose of providing meeting space to hold the annual NAPMW business meeting."

Motion seconded by NVP 2 Mark Jennings
Motion Carried

10. **Adjourn:** President Glenda Mooney at 5:32 PM Central Standard Time

Lauren Layman
NAPMW National Secretary