



Board of Directors National Board Meeting General Agenda
Wednesday January 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. Treasurer Nicole Shea | |
| | 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 | To be filled by PNPAC |
| | 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 | Open |



- | | | |
|----|---|-------------------------|
| 6) | Unfinished Business
a. Ratify email vote 12/30/19 | President Glenda Mooney |
| 7) | New Business | President Glenda Mooney |
| 8) | Announcements | President Glenda Mooney |

Next Meeting: Board of Directors Meeting
Wednesday February 12th, 2020

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

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

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



NAPMW BOARD OF DIRECTORS MEETING

December 11, 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
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 Heathcoate, PNP Cathy Kantrowitz, PNP
Jill Kinsman PNP Cris Poole
Kelly Byers

- a. **Roberts Rules:** Parliamentarian Hendricks went over the Rules of the Meeting in which business will be discussed for the December 11, 2019 Board of Directors General Meeting.
- b. **Agenda Approval:** The agenda filed as amended.
- c. **November 2019 Minutes Approval:** File as presented.
- d. **Designation of Minutes Review Committee:**
 - 1. NVP 1 Patti Esswein
 - 2. National President Elect Susan Kerr
 - 3. National Secretary Lauren Layman

3. Financial Reports

- a. **Monthly Financial Report November 2019:** National Treasurer Nicole Shea Reviewed monthly financial report. There was discussion about Education Income Line Item and bills due in January 2020. Financial Report Filed as Presented

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4. **Administrative Report:** Heather Kramer did not have anything to add to the report, but did give an update about a newsletter.

5. **COMMITTEE REPORTS:**

- a. **Bylaws and Operating Procedures:** No report.
- b. **Extensions:** No report.
 1. **Membership:** Working on Contest and co-chair Open Position.
- c. **Finance:** Nothing New to Report.
- d. **Ethics:** No report.
- e. **Internal Audit:** Missing items from 8 locals. Working with them to get resolved.
- f. **Nominating:** No Report. Laurel Knight-Keene to Chair.
- 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:** Discussed a few programs for NAPMW Members.
 1. **Publications:** No report.
- i. **Technology:** Open position
- j. **Education:** No report.
 - i. **Leadership:** Filed as Presented

6. **UNFINISHED BUSINESS:**

No unfinished business to discuss.

7. **New Business:**

- a. Life Storage: Bill due 1/1/2020. Discussed amount due for entire year and amount budgeted. Discussion to look at ways to reduce costs to preserve the history items in storage and ways/costs to clean storage unit. National Treasurer to pay budgeted amount.
- b. AmBiz 2020 Conferences: Link will be added to our site for the 2020 Conferences for members to be able to find information.

8. **ANNOUNCEMENTS:**

Next Meeting: December Board of Directors Meeting
Wednesday, January 8, 2020, 2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST;
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NVP Area 1 Monthly Presidents Call
Thursday, December 12, 2019 at 3:00 PM CST

NVP Area 2 Monthly Presidents Call
Wednesday, December 18, 2019 at 2:00 PM PST

9. **Recessed:** recessed to Executive Session at 4:38 PM Central Standard Time.

10. **Reconvene:** 5:45 PM Central Standard Time

Motion presented by National Secretary Lauren Layman:

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

Motion seconded by NVP 2 Mark Jennings
Motion Carried

Motion presented by Treasurer Nicole Shea:

"I move we move NAPMW to close out Wells Fargo Bank Account and deposit funds into NAPMW Bank of America Account."

Motion seconded by National Secretary Lauren Layman
Motion Carried

Motion presented by NVP1 Patti Esswein:

"I move to approve the CML Education Class presented by Paul Johnson."

Motion Seconded by National Secretary Lauren Layman
Motion Carried

Motion presented by National Secretary Lauren Layman:

"I move to reimburse PNP Pollard \$400.00 for funds being held from Central New York for previously approved funds that were not paid out."

Motion Seconded by VP 2 Mark Jennings
Motion Carried

11. Adjourn: President Glenda Mooney at 5:50 PM Central Standard Time

Lauren Layman
NAPMW National Secretary

NAPMW

BALANCE SHEET

As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of American - Checking	41,004.66
Cash on Hand	0.00
Funds for Institutions	0.00
Savings	0.00
Wells Fargo Checking	0.00
Total Bank Accounts	\$41,004.66
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$41,004.66
TOTAL ASSETS	\$41,004.66
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	113,738.37
Retained Earnings	-72,319.42
Net Income	-414.29
Total Equity	\$41,004.66
TOTAL LIABILITIES AND EQUITY	\$41,004.66

NAPMW
PROFIT AND LOSS
December 2019

	TOTAL
Income	
Local Association Funds on Hold	-400.00
Membership Dues	1,045.00
Total Income	\$645.00
GROSS PROFIT	\$645.00
Expenses	
Bank Charges	90.09
Dues to local	585.00
Management Fee	1,299.62
National Board Conference Calls	79.99
Storage	159.00
Total Expenses	\$2,213.70
NET OPERATING INCOME	\$ -1,568.70
NET INCOME	\$ -1,568.70

BUDGET JUNE 2019-May 2020

Income	Budget	Revised Budget Dec	Actual YTD	Difference
Advertising			\$0.00	\$0.00
Charter Donations			\$17.95	-\$17.95
Charter Fees	\$ 2,500.00		\$0.00	\$2,500.00
Education	\$ 2,250.00		\$0.00	\$2,250.00
Choose to Lead			\$0.00	\$0.00
Interest			\$0.00	\$0.00
Membership Dues*550 at an average of 105	\$ 57,750.00		\$12,511.96	\$45,238.04
Local Donations toward 2018-2019 Loss	\$ 17,400.00		\$20,010.43	-\$2,610.43
Prior Year Income			\$0.00	\$0.00
Store Income			\$112.00	-\$112.00
Location Association Funds on Hold			\$10,555.14	-\$10,555.14
2019 Annual Conference Registration			\$150.00	-\$150.00
Non Profit Income			\$0.00	\$0.00
Misc Income			\$3,000.00	-\$3,000.00
Total Income	\$79,900.00		\$46,357.48	\$33,542.52

Expenses

Admin Expense-Natl *** On hold (Trip to Dallas)	\$ 400.00		\$0.00	\$400.00
IMPACT Management Fee	\$ 26,600.00		\$17,557.51	\$9,042.49
IMPACT Management Fee Misc Admin/Travel Expenses	\$ 2,000.00		\$0.00	\$2,000.00
Bank Fees	\$ 1,315.00		\$1,027.46	\$287.54
Charter Expenses	\$ 1,000.00		\$0.00	\$1,000.00
Committee - Education	\$ 1,000.00		\$4.95	\$995.05
Committee - Leadership programs	\$ 50.00		\$0.00	\$50.00
Committee - Finance & Budget	\$ 50.00		\$0.00	\$50.00
Committee - Nominating	\$ 50.00		\$0.00	\$50.00
Committee - Services & Resources	\$ -		\$0.00	\$0.00
Committee-Membership	\$ 350.00		\$0.00	\$350.00
Committee-Technology	\$ 400.00		\$0.00	\$400.00
Committee-Audit	\$ 350.00		\$113.57	\$236.43
Committee-Conference	\$ 350.00		\$0.00	\$350.00
Committee-Extension	\$ 350.00		\$0.00	\$350.00
Committee--Bylaws	\$ 350.00		\$0.00	\$350.00
Dues to Loal *550@average of \$35	\$ 19,250.00		\$3,804.00	\$15,446.00
Gifts & Flowers	\$ 230.00		\$0.00	\$230.00
Insurance	\$ 2,800.00		\$1,817.00	\$983.00
Legal & Professional Expenses	\$ 1,000.00		\$800.00	\$200.00
Miscellaneous Expenses	\$ 150.00		\$0.00	\$150.00
Monthly Service Charges	\$ 367.61		\$0.00	\$367.61
National Board Conference Calls/Webinar Fee	\$ 500.00		\$559.93	-\$59.93
Natl Board--Conf Expenses	\$ -		\$0.00	\$0.00
Natl Board Expenses	\$ -		\$0.00	\$0.00
Office Supplies & Eduipment	\$ 100.00		\$0.00	\$100.00
Postage	\$ 177.39		\$0.00	\$177.39
Printing	\$ 100.00		\$0.00	\$100.00
Current Liability--Memphis Contract	\$ 14,000.00		\$0.00	\$14,000.00
Quickbooks	\$ 350.00		\$657.76	-\$307.76
Reserves	\$ -		\$0.00	\$0.00
Shipping	\$ 100.00		\$0.00	\$100.00
Storage & Shredding	\$ 460.00		\$159.00	\$301.00
Store Expense	\$ 500.00		\$270.59	\$229.41
Taxes & Licenses	\$ 2,000.00		\$0.00	\$2,000.00
Trophies/Awards	\$ 500.00		\$0.00	\$500.00
Website Wild Apricot	\$ 1,700.00		\$0.00	\$1,700.00
Webmaster Fee	\$ 1,000.00		\$0.00	\$1,000.00
2019 National conf Expense	\$ -		\$20,000.00	-\$20,000.00
Total Expenses	\$79,900.00		\$46,771.77	\$33,128.23

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
Choose to Lead													\$0.00
Interest													\$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						\$12,511.96
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				\$10,955.14			-\$400.00						\$10,555.14
2019 Annual Conference Registration				\$150.00									\$150.00
Non Profit Income													\$0.00
Misc Income						\$3,000.00							\$3,000.00
Total Income	\$1,567.96	\$18,988.38	\$4,919.00	\$12,397.14	\$2,305.00	\$5,535.00	\$645.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,357.48
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						\$17,557.51
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						\$1,027.46
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 Loal *550@average of \$35			\$1,324.00	\$530.00	\$665.00	\$700.00	\$585.00						\$3,804.00
Gifts & Flowers													\$0.00
Insurance		\$700.50		\$1,116.50									\$1,817.00
Legal & Professional Expenses			\$550.00		\$250.00								\$800.00
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						\$559.93
Natl Board--Conf Expenses													\$0.00
Natl Board Expenses													\$0.00
Office Supplies & Edupment													\$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
Store Expense	\$270.59												\$270.59
Taxes & Licenses													\$0.00
Trophies/Awards													\$0.00
Website Wild Apricot													\$0.00
Webmaster Fee													\$0.00
2019 National conf Expense	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,771.77
Net Income													-\$414.29

NAPMW

PROFIT AND LOSS

November 2019

	TOTAL
Income	
Membership Dues	2,535.00
Misc Income	3,000.00
Total Income	\$5,535.00
GROSS PROFIT	\$5,535.00
Expenses	
Bank Charges	102.18
Committee Education	4.95
Dues to local	700.00
Management Fee	1,168.92
National Board Conference Calls	79.99
Total Expenses	\$2,056.04
NET OPERATING INCOME	\$3,478.96
NET INCOME	\$3,478.96

NAPMW
PROFIT AND LOSS
October 2019

	TOTAL
Income	
Membership Dues	2,305.00
Total Income	\$2,305.00
GROSS PROFIT	\$2,305.00
Expenses	
Bank Charges	54.01
Dues to local	665.00
Legal & Professional Fees	250.00
Management Fee	1,090.50
National Board Conference Calls	79.99
QuickBooks	657.76
Total Expenses	\$2,797.26
NET OPERATING INCOME	\$ -492.26
NET INCOME	\$ -492.26

NAPMW
PROFIT AND LOSS
September 2019

	TOTAL
Income	
2019 Annual Conference Registration	150.00
Local Association Funds on Hold	10,955.14
Membership Dues	1,180.00
Sales of Product Income	112.00
Total Income	\$12,397.14
GROSS PROFIT	\$12,397.14
Expenses	
Bank Charges	163.18
Dues to local	530.00
Insurance	1,116.50
Management Fee	1,350.69
National Board Conference Calls	79.99
Total Expenses	\$3,240.36
NET OPERATING INCOME	\$9,156.78
NET INCOME	\$9,156.78

NAPMW
PROFIT AND LOSS
August 2019

	TOTAL
Income	
Donation	2,350.00
Membership Dues	2,569.00
Total Income	\$4,919.00
GROSS PROFIT	\$4,919.00
Expenses	
Bank Charges	250.60
Dues to local	1,324.00
Legal & Professional Fees	550.00
Management Fee	1,020.00
National Board Conference Calls	79.99
Total Expenses	\$3,224.59
NET OPERATING INCOME	\$1,694.41
NET INCOME	\$1,694.41

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
Insurance	700.50
Management Fee	1,020.00
National Board Conference Calls	79.99
Total Expenses	\$1,882.97
NET OPERATING INCOME	\$17,105.41
NET INCOME	\$17,105.41

NAPMW
PROFIT AND LOSS
June 2019

	TOTAL
Income	
Donation	250.00
Membership Dues	1,317.96
Total Income	\$1,567.96
GROSS PROFIT	\$1,567.96
Expenses	
2019 National Conference Expense	20,000.00
Bank Charges	284.92
Internal Audit Expenses	113.57
Management Fee	10,607.78
National Board Conference Calls	79.99
Store Expenses	270.59
Total Expenses	\$31,356.85
NET OPERATING INCOME	\$ -29,788.89
NET INCOME	\$ -29,788.89



Date: 12/31/2019

To: NAPMW President and National Board

Committee: NVP Area 2

Committee Chair(s): Mark Jennings

Overview: Represent designated NAPMW Area 2 Locals

Successes: Held Area 2 Local Presidents' monthly conference call on 12/18/2019.

Promoted 2020 Educational Conference June 9-11 in Memphis, discussed theme of "NAPMW Salutes the Golden Age of Hollywood", Gala expense, room rates, possible Graceland excursion

Promoted Local association access to Wild Apricot

All Area 2 Associations except one are up-to-date on Financial and meeting minutes reports.

Challenges:

Renewing Memberships on the local level, having to get Heather at Impact involved too often

Next steps: Promote 2020 Educational Conference in Memphis

Grow membership.

TO: NAPMW National Board

FROM: Ethics Committee

DATE: January 3, 2020

The ethics committee has received an alleged violation. Once the committee completes its review and makes a determination they will submit a report the Executive Board.

Respectfully submitted,

Christine Pollard, PNP
Ethics Committee Chair



Date: December 31, 2019
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 eight local association. That includes two inactive locals. 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:

- It is challenging to get all the required documents we need from the locals. Some Treasurers are new and still not sure what exactly is needed.

Next Steps:

- Review for a second time all the current Treasurer requirements. This includes both the audit procedures and the monthly/yearly treasury documents needing to be submitted to see if we can make this less time consuming while still protecting our IRS 501 (c) (6) tax exempt status and keeping our association fiscally responsible.