



Board of Directors National Board Meeting General Agenda
Wednesday September 11th, 2019
2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST

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

- | | |
|---|--|
| <p>1) Call to order</p> <ul style="list-style-type: none"> a. Roll call and Quorum Confirmation b. Appointment of Parliamentarian c. Roberts Rules for all Meeting d. Agenda Approval e. August 2019 General Meeting Minutes Approval f. Designation of Minutes Review Committee <ul style="list-style-type: none"> i. NVP 2 Mark Jennings ii. National Treasurer Nicole Shea iii. Secretary Lauren Laymen | <p>President Glenda Mooney
 Secretary Lauren Layman
 President Glenda Mooney
 Parliamentarian PNP Kelly Hendricks
 President Glenda Mooney
 President Glenda Mooney
 President Glenda Mooney</p> |
| <p>2) Welcome and Acknowledgement of Guest</p> | <p>President Glenda Mooney</p> |
| <p>3) Financial Reports</p> <ul style="list-style-type: none"> a. Monthly Financial Report July & August 2019 b. 990 | <p>Treasurer Nicole Shea
 Treasurer Nicole Shea</p> |
| <p>4) Administrative Report</p> | <p>Heather Kramer</p> |
| <p>5) Committee Reports</p> <ul style="list-style-type: none"> a. Bylaws and Operating Procedures b. Extensions <ul style="list-style-type: none"> i. Membership c. Finance d. Ethics e. Internal Audit f. Nominating g. Conference h. Sponsorship <ul style="list-style-type: none"> i. Publications i. Technology j. Education <ul style="list-style-type: none"> i. Leadership k. Ad-Hoc IML <ul style="list-style-type: none"> Offer from The Mortgage Industry Foundation l. Ad-Hoc Advisory Committee to AmBiz Media | <p>Frances Reinhardt, PNP
 Jill Kinsman, PNP
 Open
 Treasurer Nicole Shea
 Christine Pollard, PNP
 Cris Poole
 To be filled by PNPAC
 Jill Kinsman, PNP/Payton Kane
 President Elect Susan Kerr
 PNP Cathy Kantrowitz
 Open
 Paul Johnson
 Open
 Open
 President Glenda Mooney
 Kelly Hendricks, PNP/Judy Alderson</p> |



- | | | |
|----|---|--|
| 6) | Unfinished Business
a. Contract with Sheraton Memphis | President Glenda Mooney |
| 7) | New Business
a. 2020 NAPMW Conference
b. Membership Benefits | President Glenda Mooney
President Glenda Mooney
President Elect Susan Kerr |
| 8) | Announcements | President Glenda Mooney |

Next Meeting: Board of Directors Meeting
Wednesday October 9th, 2019

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
August 14, 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 Rheinhardt PNP	Cathy Kantrowitz PNP	Laurel Knight-Keene PNP
Greg Whittaker	Angela Matteo	Dave Jackson
Heather Guzman	Cris Poole	Stacy Williams
Shawn Moore	Colleen Reilly	Payton Kane

- a. **Roberts Rules:** Parliamentarian Hendricks went over the Rules of the Meeting in which business will be discussed for the August 14, 2019 Board of Directors General Meeting.
- b. **Agenda Approval:** The agenda filed as amended.
- c. **July 2019 Minutes Approval:** File as amended.
- d. **Designation of Minutes Review Committee:**
1. NVP 1 Patti Esswein
 2. President Elect Susan Kerr
 3. National Secretary Lauren Layman

3. Financial Reports

- a. **Monthly Financial Report July 2019:** National Treasurer Nicole Shea Reviewed monthly financial report.
- b. **Monthly Financial Report 2019:** File next month with reports
- c. **990: Tabled to Finance Committee Report**

Motion presented by NVP 2 Mark Jennings:

"I move we accept the 2019 – 2020 Budget and Guidelines as presented."

Motion seconded by President Elect Susan Kerr
Motion Carried

4. COMMITTEE REPORTS:

- a. **Bylaws and Operating Procedures:** no report.
- b. **Extensions:** Jill Kinsman gave report on potential new locals.
 1. **Membership:** Open Position.
- c. **Finance:** 990.
- d. **Ethics:** No report.
- e. **Internal Audit:** Cris Poole gave report on locals up to date and what is needed.
- f. **Leadership Programs:** No report. Open Position.
- g. **Nominating:** To be filled by PNPAC.
- h. **Conference:** Jill Kinsman talked about future expectations and open position.
- i. **Sponsorship:** Open position.
 1. **Publications:** No report.
- j. **Education:** No report.
- k. **Technology:** Open position
- l. **Ad-Hoc IML:** Open Position

5. UNFINISHED BUSINESS:

- a. **AmBiz Media LLC Contract**

Ratify Motion on 7/22/2019 – Presented by NVP 2 Mark Jennings:

"I move we ratify the approval of AmBiz Contract made on 7/22/2019, Motion made by National Secretary Lauren Layman:

"I move NAPMW approves and signs the contract presented by AmBiz Media on July 22, 2019. Motion was seconded by NVP 1 Patti Esswein.

Motion seconded by NVP 1 Patti Esswein
Motion Carried

Ratify Motion on 7/31/2019 – Presented by NVP1 Patti Esswein:

"I move we Ratify Motion to have Mary Jo Weston review the AmBiz Contract and to pay for the services. Motion made by National Treasurer Nicole Shea:

"I move to have our attorney review the AmBiz contract and pay for her services." Motion seconded by National Secretary Lauren Layman on 7/31/2019.

Motion Seconded by National Secretary Lauren Layman
Motion Passes

6. **New Business:** NAPMW Town Hall Meeting, September 9, 2019 at 4:00 pm CST

7. ANNOUNCEMENTS:

Next Meeting: September Board of Directors Meeting

Wednesday, September 11, 2019, 2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST;
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8. **Recessed:** recessed to Executive Session at 4:47 PM Central Standard Time.
9. **Reconvene:**
10. **Adjourn:** President Glenda Mooney at 5:05 PM Central Standard Time

Lauren Layman
NAPMW National Secretary

NAPMW

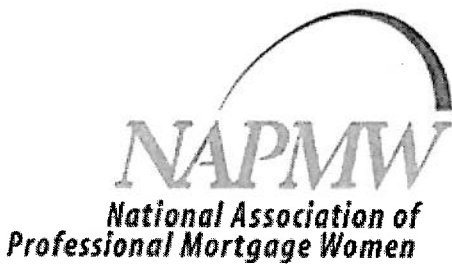
BALANCE SHEET

As of August 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of American - Checking	28,102.02
Cash on Hand	0.00
Funds for Institutions	0.00
Savings	0.00
Wells Fargo Checking	2,062.86
Total Bank Accounts	\$30,164.88
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$30,164.88
TOTAL ASSETS	\$30,164.88
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	113,738.37
Retained Earnings	-72,319.42
Net Income	-11,254.07
Total Equity	\$30,164.88
TOTAL LIABILITIES AND EQUITY	\$30,164.88

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
Committee Leadership	79.99
Dues to local	1,589.00
Legal & Professional Fees	550.00
Management Fee	1,020.00
Total Expenses	\$3,489.59
NET OPERATING INCOME	\$1,429.41
NET INCOME	\$1,429.41



SAMPLE EXPENSE VOUCHER/
CHECK REQUEST

National Association of
Professional Mortgage Women-_____

EXPENSE VOUCHER – CHECK REQUEST

Pay To: Simplicity Law \$ 550.00

Address (if to be mailed):
1525 Josephine St
Denver CO 80202

Receipts
Must always
be attached

Expenses are for: reviewing the contract signed w/ Ambiz

Charge to: <u>Budget Line Item Number or Committee Name:</u>	<u>Amount</u>
<u>Legal: Professional Expenses</u>	<u>550.00</u>

Requested by: Glenda Mooney Date: 8/18/19

Approved: Treasurer: [Signature]

President: Glenda Mooney - via email

Board Member: _____

Committee Chair: _____

- NOTE:
1. All Expense Vouchers/Check Requests must be approved by two officers, one of which may be the Treasurer.
 2. Committee expenses must be approved by Committee Chair
 3. President's Expenses must be approved by Pres. Elect or Vice Pres.
 4. Treasurer's Expenses must be approved by Pres. or another Board member

Allocated in Budget Yes or Expense approved by Board Yes _____
(copy of Board Minutes attached)

For Treasurer's Use only:

Date Paid: 8/19/19

Check #: via credit card

Nicole Shea

From: Nicole Shea <nattreasurer@napmw.org>
Sent: Monday, August 19, 2019 11:54 AM
To: Nicole Shea
Subject: Fwd: Contract questions -EXTERNAL
Attachments: NAPMW Bill for Services 8.14.19.pdf

Get [Outlook for iOS](#)

From: Glenda Mooney
Sent: Sunday, August 18, 2019 9:17:49 AM
To: Nicole Shea
Cc: Susan Kerr ; Patti Esswein ; Mark Jennings ; Lauren Layman ; Kelly Hendricks
Subject: FW: Contract questions
National Treasurer Shea
Please pay the attached bill from Mar Joe Weston. Thank you



Glenda Mooney
NAPMW President 2019 - 2020
Cell: 314-703-8714

From: Mary Joe Weston
Sent: Wednesday, August 14, 2019 12:17 PM
To: Glenda Mooney
Subject: Re: Contract questions

Glenda,

Pleasure speaking with you yesterday. I'm attaching my invoice for the contract review. Wishing NAPMW another successful year and a brighter future thanks to your leadership.

Have a great day!

Mary Joe

Mary Joe Weston, Esq.
Small Business Attorney
Simplicity Law, Inc.
800-561-6800
maryjoe@simplicitylaw.com

www.simplicitylaw.com

On Mon, Aug 12, 2019 at 10:01 PM Glenda Mooney <president@napmw.org> wrote:

Mary Joe,

Thank you for your review and information. Currently NAPMW has a management contract with Impact Services, which has no connection or ownership by Vincent Valvo. NAPMW and Agility Resources, owned by Mr. Valvo, severed relationships and contract over 18 months ago. AmBiz will only have the contract that we provided to you. AmBiz will not have any access to NAPMW management other than what NAPMW provides to AmBiz.

1. It is my understanding that the location of each conference will be dictated by the conferences AmBiz has available during April, May and beginning of June each year where their conferences are located
2. NAPMW have had Pres and Treasurer training online or conference calls before and we can do this again, I believe this is best to allow those that can't attend the opportunity to training

August 14, 2019

BILL



1525 Josephine Street
Denver, CO 80206 USA

SimplicityLaw.com
800 561-6800

BILL FOR SERVICES
Payment is due upon receipt

CLIENT:

NAPMW
National Association of Professional Mortgage Women
Attention: Glenda Mooney
President@napmw.org

AMOUNT OWED: \$550.00

DESCRIPTION OF SERVICES:

AmBiz Conference management and promotion contract review and client conference and advice regarding same.

If you have any questions or comments about our services, please call us at 1-800-561-6800

Please make check payable to Simplicity Law, Inc. and send it to the above address if payment via credit card has not been previously arranged. Payment is due upon receipt.

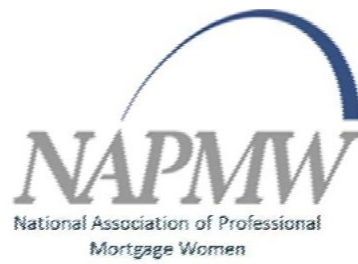
NAPMW

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
Savings	0.00
Wells Fargo Checking	2,076.86
Total Bank Accounts	\$28,795.47
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$28,795.47
TOTAL ASSETS	\$28,795.47
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	113,738.37
Retained Earnings	-72,259.42
Net Income	-12,683.48
Total Equity	\$28,795.47
TOTAL LIABILITIES AND EQUITY	\$28,795.47

Tracking of Financials	June	June Dues paid 8/21/19	July	July Dues Paid 8/21/19	Aug	Aug Dues Paid	Treasurer	email
for June 2019 through May 2020								
AREA 1 Patti Esswein								
ATLANTA	X	30	X	60			Kelly Byers	kbyers@crescentmortgage.com
CHARLOTTE		0		0			Malone Jarvis	malone.jarvis@phmloans.com
GREATER NEW ORLEANS		35		0			Kelly Paliaro	Kspaliaro@firstam.com
HOUSTON	X	30	X	25			Jackie Witter	jwitter@houseloan.com
HUDSON VALLEY		70		0			Caitlin Walsh	caitlin@brickbookkeeping.com
PHOENIX	X	30	X	120	X		Dave Jackson	dave@af lending.com
SAN ANTONIO	X	0	X	0			Paula Grigsby/crystal F	paula@tapfcu.coop crystal@tapfcu.com
SAN JOAQUIN VALLEY	X	25	X	75			Janet Joslin	janetj@centralvalleyins.com
AREA 2 MARK JENNINGS								
ANCHORAGE	X	0		29			Katie Harman	Kharman@fnbalaska.com
BAKERSFIELD		0		0			Nikkie Fowler	nfowler@creativemtg.biz
GREATER ST LOUIS	X	0		30			Eve Janis	janisee@aol.com
OKLAHOMA CITY		50		0			Shawn Moore	shawnmoore878@gmail.com
SEATTLE PUGET	X	35	X	0			Debbie Tofte	ectofte@aol.com
SPOKANE		0		0			Jeff Morgan	jmorga1@amfam.com
THE COLUMBIA RIVER		35		0			Kaylyn Dawley	kaylyndawley@gmail.com
WENATCHEE VALLEY		60		30			Crystal Darling	cdarling@nmttitlegroup.com



Date: August 31, 2019

To: NAPMW President and National Board

Committee: Administrative Management

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

Overview:

- Nothing new to report.

Challenges:

None noteworthy!



Date: 08/27/2019

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 08/22/2019.

Receiving positive feedback for relationship with AmBiz and negotiations with Hotel Monteleone.

Excitement building for naming of next year's Conference location.

Challenges: Getting Local Associations' new Board information to update National website.

Receiving updated Financial reports from Associations

Next steps: Get back to the business of the NAPMW which is to provide business, personal and leadership development to all members.

Grow membership.

CONQUER the Chaos



Are you wasting time looking for critical information in your office or on your computer? Kerry Thomas specializes in helping busy professionals manage their time, space, and information. Her Masters in Special Education gives her a unique perspective on how learning styles impact organization, time management and productivity. She can help find your strengths and build upon them so you can finally achieve the order you've been striving for.

If you are OVERWHELMED and do not have solid systems in place, this consultation is for you!

For \$250 you will get Productive Environment Scorecard, Learning Style assessment, a 30 min 1-1 recorded Zoom session, a follow-up gameplan, and 6 weeks of email support. (Valued at \$997)



www.ctcorganizing.com

434.260.0427

kerry@ctcorganizing.com

Call or email to schedule a FREE
Discovery Session



Hi Susan,

Thanks again for your time on the phone Friday. I'm excited to work with you and NAPMW to grow your membership base and educate your members!

Here are the details of the revenue opportunity for NAPMW promoting an educational webinar.

MySMARTblog will pay \$10 per registration and an additional \$10 (\$20 total) per live attendee to our one hour educational webinar training. This payment to your organization is not dependent on anyone purchasing our services. We are happy to offer a promotional payment simply for registration and attendance of the online event.

MySMARTblog will provide NAPMW with email invitation copy as well as custom tracking links that will automatically identify all invitations that you send as being registered on your behalf. We will also provide you with updated reports on the number of registrations leading up to the event as well as the attendee report immediately following the event.

MySMARTblog will provide all of the technology and systems to host and deliver the event. This includes registration pages, webinar event software, and email copy. We will also be available for no cost consultation on the best practices to ensure the highest turnout possible for your custom online training.

MySMARTblog will issue payment to NAPMW within 72 hours of the live webinar event.

Please let me know if you have any questions. Our promotional calendar is filling rapidly and we'd like to get a date set as soon as you are comfortable with this proposal.

Best,

Mikel Erdman
President
MySMARTblog.com
623-242-0163