



Board of Directors National Business Meeting Agenda

Wednesday, October 19, 2022

2 PM PT; 3 PM MT; 4 PM CT; 5 PM ET

ZOOM

- 1) **Call to order**
 - a. Roll call and Quorum Confirmation Treasurer Ellie Wade for Secretary Marilee Hakkinen
 - b. Agenda Approval President Lauren Layman
 - c. Business Meeting Minutes Approval President Lauren Layman
 - d. Designation of Minutes Review Committee President Lauren Layman
 - i. President Elect Marie Guzman
 - ii. National Vice President Annette Watkins
 - iii. Treasurer Ellie Wade
- 2) **Welcome and Acknowledgement of Guests** President Lauren Layman
 - a. Email Attendance to: natsecretary@napmw.org
- 3) **Unfinished Business** President Lauren Layman
- 4) **Financial Reports**
 - a. Monthly Financial Report Treasurer Ellie Wade
- 5) **Administrative Report** Cris Poole
 - a. Email local events/meeting notices to admin@napmw.org
- 6) **Committee Reports**
 - a. Ad Hoc Memorabilia President Lauren Layman
 - b. Bylaws and Operating Procedures Kelly Byers
 - c. Conference Open
 - d. Education & Leadership PNP Paula Berg
 - e. Ethics PNP Frances Reinhardt
 - f. Internal Audit Open
 - g. Local Associations Reporting NVP Annette Watkins
 - h. Member Benefits PNP Susan Kerr
 - i. Membership/Extension President Elect Marie Guzman
 - j. Nominating PNP Mark Jennings
- 7) **New Business** President Lauren Layman
- 8) **Announcements** President Lauren Layman
- 9) **Recess to Executive Session** President Lauren Layman

Next Board Meeting via Zoom

Wednesday, November 16th 2:00pm PT, 3:00pm MT, 4:00pm CT, 5:00pm ET



NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING

SEPTEMBER 21, 2022

ZOOM

BUSINESS SESSION MINUTES

I. CALL TO ORDER

National Board Members Present

Lauren Layman National President
Marie Guzman National President Elect
Annette Watkins National Vice President (excused)
Ellie Wade National Treasurer
Marilee Hakkinen National Secretary

a. Roll Call and Quorum Confirmation: Following roll call a quorum was confirmed to President Lauren Layman. With notice of the meeting having been duly given, President Layman called meeting to order at 2:01 pm Pacific Time.

b. September 2022 Agenda: approved as presented

c. August 2022 Minutes: approved as amended

d. Designation of Minutes Review Committee

- i. President Elect Marie Guzman
- ii. Treasurer Ellie Wade
- iii. Secretary Marilee Hakkinen

Parliamentarian and Administrator Present

Paula Berg, PNP Parliamentarian
Cris Poole Administrative Coordinator

2. WELCOME AND ACKNOWLEDGEMENT OF GUESTS

Guests

Mary Helen Heathcote, PNP
Kelly Byers Deborah Poland
Dave Jackson Cynthia Danzy
Guests are to email attendance to natsecretary@napmw.org.

3. UNFINISHED BUSINESS: None

4. FINANCIAL REPORTS:

a: Monthly Financial Report August 2022: Treasurer Ellie Wade

All reports will be uploaded to the website. Monthly Financial Report has been filed as presented.

b: Reports from Locals: no updates from locals

5. ADMINISTRATIVE REPORT: Cris Poole

a. Email local events/meeting notices to admin@napmw.org so all meeting notices can be uploaded to the website

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6. COMMITTEE REPORTS:

- a. Ad Hoc Memorabilia:** **President Lauren Layman**
We are working on cleaning out storage unit. Email President Layman at the NAPMW address to let her know what you might be looking for. Mary Helen Heathcote is interested in obtaining the individual booklets that were made for each local for the 50th Anniversary.
- b. Bylaws and Operating Procedures:** **Kelly Byers**
Reminder to vote on Proposed Bylaws changes. Polls close on October 7th. Make sure your locals have voted. Operating Procedures are being worked on.
- c. Conference:** **Open**
Unknown venue. We will work with AMBIZ on the night of the dinner awards meal
- d. Education and Leadership:** **PNP Paula Berg**
Nothing new
- e. Ethics:** **PNP Frances Reinhardt**
Nothing new
- f. Internal Audit:** **Open**
Nothing new. Open position
- g. Local Associations/Reporting:** **NVP Annette Watkins**
Continuing to work with local associations
- h. Member Benefits:** **PNP Susan Kerr**
Reaching out to mortgage educators
- i. Membership/Extensions:** **President Elect Marie Guzman**
Motion made by Marie Guzman:
- “I move to approve a new local association to be known as NAPMW Fresno.”
Patty Grissom, President
Aldiva Rubalcava, Vice President
Naomi Belcher, Secretary
Peggy Taylor, Treasurer
Lizette Hurtado, Director
Carolyn Scott, Advisory Chair
- No second is needed as motion is coming out of committee. Motion carries.
Cris Poole to send out Installation Ceremony package to NAPMW Fresno President.
- j. Nominating:** **PNP Mark Jennings**
Nothing new

- 7. NEW BUSINESS:** **President Lauren Layman**
No new business

- 8. ANNOUNCEMENTS:** **President Lauren Layman**

Next NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING

Wednesday, October 19th at 2 PM PT; 3 PM MT; 4 PM CT; 5 PM ET;
Zoom Meeting to be sent out

Mary Ellen Heathcote, PNP has 24 articles she wrote for previous newsletters we can use.

- 9. Recessed:** recessed to Executive Session at 2:22 Pacific Time.

- 10. Reconvene:** 2:59 PM Pacific Time

- 11. Adjourn:** President Lauren Layman at 3:01 PM Pacific Time
Marilee Hakkinen
NAPMW National Secretary

NAPMW

Profit and Loss

September 2022

	TOTAL
Income	
Membership Dues	1,745.00
Total Income	\$1,745.00
GROSS PROFIT	\$1,745.00
Expenses	
Legal & Professional Fees	25.00
Management Fee	500.00
Monthly Service Fee	277.63
Website	63.87
Total Expenses	\$866.50
NET OPERATING INCOME	\$878.50
NET INCOME	\$878.50

NAPMW

Balance Sheet Summary

As of September 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	53,576.24
Other Current Assets	-18,000.00
Total Current Assets	\$35,576.24
TOTAL ASSETS	\$35,576.24
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	3,131.44
Total Current Liabilities	\$3,131.44
Total Liabilities	\$3,131.44
Equity	32,444.80
TOTAL LIABILITIES AND EQUITY	\$35,576.24