



Board of Directors National Business Meeting Agenda

Wednesday, November 16, 2022

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

ZOOM

- 1) **Call to order**
 - a. Roll call and Quorum Confirmation 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. Treasurer Ellie Wade
 - iii. Secretary Marilee Hakkinen
- 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, December 21st 2:00pm PT, 3:00pm MT, 4:00pm CT, 5:00pm ET



NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING

OCTOBER 19, 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
Marilee Hakkinen National Secretary(excused)
Ellie Wade National Treasurer

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 2:02 pm Pacific Time.

- b. October Agenda:** approved as presented
- c. September 2022 Minutes:** approved as amended
- d. Designation of Minutes Review Committee**
 - i. President Elect Marie Guzman
 - ii. National Vice President Annette Watkins
 - iii. Treasurer Ellie Wade

Parliamentarian and Administrator Present

Paula Berg, PNP Parliamentarian
Cris Poole..... Administrative Coordinator

2. WELCOME AND ACKNOWLEDGEMENT OF GUESTS

Guests

PNP Jill Kinsman
Kelly Byers
Guests are to email attendance to natsecretary@napmw.org.

3. UNFINISHED BUSINESS: None

4. FINANCIAL REPORTS:

- a: Monthly Financial Report September 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 still working on obtaining the individual booklets that were made for each local for the 50th Anniversary.
- b. Bylaws and Operating Procedures:** **Kelly Byers**
All Bylaw changes were approved. Operating Procedures are being updated.
- 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**
Asking for suggestions on Education Classes. Ellie Wade suggested a class on Assumptions.
- e. Ethics:** **PNP Frances Reinhardt**
Nothing new
- f. Internal Audit:** **Open**
Nothing new. Open position
- g. Local Associations/Reporting:** **NVP Annette Watkins**
Working on setting up a monthly call
- h. Member Benefits:** **PNP Susan Kerr**
Scheduled 3 classes through Mortgage Educators. Classes to be held 11/16/22 starting at 9:00 Pacific time; 12/1/22 starting at 9:00 am Central Time; and 12/14/22 starting at 9:00 am Eastern time.
- i. Membership/Extensions:** **President Elect Marie Guzman**
Nothing.
- j. Nominating:** **PNP Mark Jennings**
Nothing new

7. NEW BUSINESS:

No new business

President Lauren Layman

8. ANNOUNCEMENTS:

President Lauren Layman
New Local – NAPMW Fresno – Waiting on Installation Dinner. Needing help with setting up checking account.

Next NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING

Wednesday, November 16 at 2 PM PT; 3 PM MT; 4 PM CT; 5 PM ET;
Zoom Meeting to be sent out

9. Recessed: recessed to Executive Session at 2:24 Pacific Time.

10. Reconvene: 3:17 PM Pacific Time

11. Adjourn: President Lauren Layman at 3:18 PM Pacific Time

Ellie Wade
NAPMW National Treasurer
Standing in for Marilee Hakkinen
National Secretary

NAPMW

Profit and Loss

October 2022

	TOTAL
Income	
Membership Dues	815.00
Total Income	\$815.00
GROSS PROFIT	\$815.00
Expenses	
Management Fee	500.00
Monthly Service Fee	297.04
Website	63.87
Total Expenses	\$860.91
NET OPERATING INCOME	\$ -45.91
NET INCOME	\$ -45.91

NAPMW

Balance Sheet Summary

As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	53,530.33
Other Current Assets	-18,000.00
Total Current Assets	\$35,530.33
TOTAL ASSETS	\$35,530.33
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	3,131.44
Total Current Liabilities	\$3,131.44
Total Liabilities	\$3,131.44
Equity	32,398.89
TOTAL LIABILITIES AND EQUITY	\$35,530.33