



Board of Directors National Business Meeting Agenda Wednesday, August 17, 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
 - b. Reports from Locals Treasurer Ellie Wade

- 5) **Administrative Report** Cris Poole

- 6) **Committee Reports**
 - a. Ad Hoc Memorabilia President Lauren Layman
 - b. Membership/Extensions President Elect Marie Guzman
 - c. Finance Treasurer Ellie Wade
 - d. Ethics PNP Frances Reinhardt
 - e. Internal Audit Open
 - f. Nominating PNP Mark Jennings
 - g. Conference Open
 - h. Member Benefits PNP Susan Kerr
 - i. Education & Leadership PNP Paula Berg
 - j. Bylaws and Operating Procedures Kelly Byers

- 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, September 21st 2:00pm PT, 3:00pm MT, 4:00pm CT, 5:00pm ET



NAPMW BOARD OF DIRECTORS MEETING

July 20, 2022

ZOOM

BUSINESS MEETING MINUTES

I. CALL TO ORDER

National Board Members Present

Lauren Layman National President
 Vacant Position National President Elect
 Ellie Wade National Treasurer
 Vacant Position National Secretary
 Marie Guzman National Vice President

1. Call to order

- a. **Roll Call and Quorum Confirmation:** President Layman appointed Ellie Wade as acting Secretary for the July Business Meeting. 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 4:02 PM Central Time. Paula Berg, PNP is Parliamentarian and present for the meeting.
- b. **July Agenda Approval:** The agenda is to be filed as presented.
- c. **May 2022 Minutes Approval:** File as presented.
- d. **Designation of Minutes Review Committee:**
 - 1. NVP Marie Guzman
 - 2. National Treasurer Ellie Wade

2. Welcome and Acknowledgement of Guests

Guests

Mary Ellen Heathcote, PNP	Paula Berg, PNP	Cathy Kantrowitz, PNP
Angela Matteo	Debra Poland	Marilee Hakkinen

3. Unfinished Business **President Lauren Layman**
No unfinished business to discuss

4. Financial Reports **Treasurer Ellie Wade**

- a. **Monthly Financial Report May & June 2022:** National Treasurer Ellie Wade gave a brief overview and will have a full report posted to the website after the meeting.
- b. **Reports from locals** – working on getting updated reports from locals.

5. COMMITTEE REPORTS:

- a. **Bylaws and Operating Procedures:** Kelly Byers to Chair – Nothing to report.
- b. **Extensions:** Open Position.
 - i. **Membership:** Written report provided by NVP Marie Guzman.
- c. **Finance:** Treasurer Wade is sending funds to locals for membership.

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- d. **Ethics:** Nothing to report.
- e. **Internal Audit:** Nothing to report.
- f. **Nominating:** Nothing to report.
- g. **Conference:** Open Position.
- h. **Membership Benefits:** Susan Kerr – Nothing to report.
- i. **Education and Leadership:** Nothing further to report.
- j. **Ad Hoc - Memorabilia:** President Layman requested to know what people are looking for. Most items in storage were old documents that were shredded due to sensitive information and stale dates.

6. **New BUSINESS:**

No new business to discuss

7. **ANNOUNCEMENTS:**

- a. Annual Conference Recap: President Layman thanked everyone for attending the annual conference and Dinner Gala.

Next Meeting: Board of Directors Meeting

Wednesday, August 17, 2 PM PDT; 3 PM MDT; 4 PM CDT; 5 PM EDT;
Zoom Meeting to be sent out

8. **Recessed:** recessed to Executive Session at 4:25 PM CDT Central Daylight Time.

9. **Reconvene:** 4:58 PM CDT Central Daylight Time

Motion Made by Treasurer Ellie Wade

“I move to ratify all business conducted in Executive Session.”

**Motion Seconded by National Vice President Marie Guzman
Motion Carries**

10. **Adjourn:** President Lauren Layman at 5:04 PM CDT - Central Daylight Time

**Respectfully Presented
Ellie Wade, National Treasurer
Acting NAPMW National Secretary for Business Meeting July 20, 2022**

NAPMW

Profit and Loss

July 2022

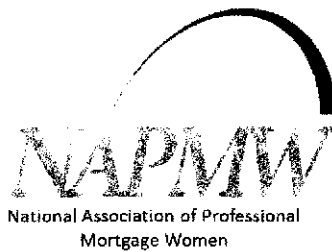
	TOTAL
Income	
Membership Dues	-985.00
Total Income	\$ -985.00
GROSS PROFIT	\$ -985.00
Expenses	
Constant Contact	49.62
Monthly Service Fee	190.00
Website	63.87
Total Expenses	\$303.49
NET OPERATING INCOME	\$ -1,288.49
NET INCOME	\$ -1,288.49

NAPMW

Balance Sheet Summary

As of July 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	52,635.73
Other Current Assets	-18,000.00
Total Current Assets	\$34,635.73
TOTAL ASSETS	\$34,635.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	3,131.44
Total Current Liabilities	\$3,131.44
Total Liabilities	\$3,131.44
Equity	31,504.29
TOTAL LIABILITIES AND EQUITY	\$34,635.73



Date: August 16, 2022

To: NAPMW President and National Board

Committee: Membership

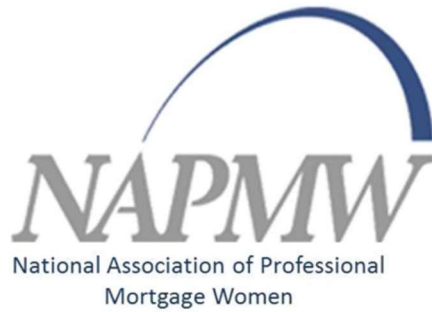
Committee Chair(s): Marie Guzman

Overview: NAPW has 197 members. This includes 7 members that have renewed, but not paid the renewal yet and does NOT include 3 new members that have signed up, but have NOT paid their dues yet.

Successes: Getting membership reports out to locals to retain memberships that are upcoming renewals. These reports include expired members. This allows the locals to reach out to expired members to try to get them to rejoin.

Challenges: The biggest challenge is updated information for members and locals to get information out to try and retain or help a local grow. NVP Annette Watkins has been instrumental in reaching out and getting contact information.

Next steps: Continue to work with NVP Watkins for updated information and sending reports to retain members.



Date: August 17, 2022

To: NAPMW President and National Board

Committee: Education and Leadership

Committee Chair: PNP Paula Berg

Overview: The committee is pleased to report it has received several inquiries from potential speakers who would like the Board to consider having Educational Workshops available to NAPMW members. Various topics include:

- *Mortgage Fraud Prevention
- *Your Personal Brand: Own Your Impact

In addition, the committee has received a list of various topics and key speakers from National Vice President Watkins to be reviewed for possible Educational Events.

The committee would also like to schedule an upcoming Leadership Workshop for 2022 for newly elected Local Presidents and National Board Officers to attend.

Next Steps: *Obtain more information from potential speakers including list of workshop objectives, bios of speakers and possible fees.

*The committee is recommending assistance from the National Board with coordinating scheduling of the Leadership Workshop.