



NAPMW BOARD OF DIRECTORS MEETING
Wednesday August 8, 2018
GENERAL SESSION MINUTES

1. CALL TO ORDER

National Board Members Present

Laurel Knight-Keane National President
Glenda Mooney National President Elect
Nicole Shea National Treasurer
Jaclyn Weedin National Secretary
Mark Jennings National Vice President
Tobi Libbra National Vice President

Parliamentarian and Administrators Present

Jill Kinsman sitting in for Robin Hart (Parliamentarian)
Heather Kramer (Administrator/IMPACT)

A. Roll Call and Quorum Confirmation: Following roll call a quorum was confirmed to President Laurel Knight-Keane. With notice of the meeting having been duly given, President Knight-Keane called meeting to order at 14:01 PST

B. Board meeting procedures – Reviewed and stated by Parliamentarian Hart

C. Welcome and Acknowledgement of Guests
Guests in Attendance:

PNP Jill Kinsman	PNP Candace Smith	PNP Christine Pollard
PNP Kelly Hendricks	PNP Lucy Calier	PNP Cathy Kantrowitz
PNP Hulene Works	PNP Liz-Roberts-Fajardo	PNP Laurie Abshier
PNP Mary Ellen Heathcote	PNP Maureen Mckovich	

Anthony Miller	Mary Reynolds	Cathy Rixey
Susan Kerr	Angela Sontag	Cris Poole
Dave Jackson	Ellie Wade	Jack Scanlon
Lauren Layman	Mary Ann Arbogast	Payton Kane
Kari Olsen		

D. Agenda Approval: August 8, 2018 Agenda Approved with change of (e.) July 11, 2018 Minute Review

E. The July 11, 2018 General Meeting Minutes: Approved as submitted

H. Designation of Minutes Review Committee:

1. National Secretary Nicole Shea
2. NVP 1 Tobi Libbra
3. Secretary Jaclyn Weedin

2. Financial Reports

A. Monthly Financial Reports – Nicole Shea

1. Wells Fargo Account Signature cards have been signed and mailed to President Knight-Keane – will be added to the accounts soon
2. Needing to reach out to Past National Treasurer Judy Alderson for assistance
 - a. Currently Researching Non-Cashed Checks to determine who should be reimbursed. Some checks were sent out via Bill Pay through Bank of America Online Banking. Quick-books is not matching with other check numbers
 - b. Operating Procedures State the following:
 - 1) Article **III. FINANCES AND FISCAL PROCEDURES**
 - (a) M. Checks not cashed - Funds for checks written by NAPMW made payable to a Local Association or individual member that are not cashed within **180 days** of original date written will revert back to the National Treasury.

3. Administrative Report

- A. IMPACT – Heather (Administrator/IMPACT)**

4. COMMITTEE REPORTS:

A. Bylaws and Operating Procedures: PNP Jill Kinsmen

1. Ready for the bylaws to be posted to the website
2. Operating Procedures
3. Requesting that Local Presidents prepare to send current By-Laws and Operating Procedures for review and approval

B. Extensions: Anthony Miller

Report submitted for review and included in today's Agenda and Reports

C. Finance: Nicole Shea

No additional Report

D. Ethics:

Nothing to report at this time

E. Internal Audit: Cris Poole

Nothing to report at this time

F. Leadership Programs: PNP Candace Smith

1. National Website has been updated with Leadership and Links to the AIB
2. Monthly Webinars Now Available to members
3. Leadership Webinar disbursed to NVP's and asking to add to the monthly newsletter
4. Digital chalk 2nd Webinar up and running - Need encouragement for participation
5. Pending Approval for the 3rd
6. Membership Expiration & Current Membership reports sent out and should be out on a regular basis moving forward

G. Nominating:

Nothing to report at this time

H. Conference: NVP 1 Tobi Libbra

1. Meeting Schedule next week for conference committee to finalize numbers and speakers
2. Discussion on 2019 Conference dates and expected cost of attendance and hotel. Please see NAPMW & Conference website for specific details

I. Services and Resources: No Report

J. Publicity and Marketing: Still Open and needing to fill – Please make contact if interested

K. Membership: Nothing to report at this time

1. NVP 2 Mark Jennings posed question to waive the \$20 Membership Fee for submitting a paper application to join - to be tabled to Executive Session for further research and discussion

L. Sponsorships: Nothing to report at this time

M. Education: PNP Jill Kinsman

1. Will be putting together Education Email Thread to ALL Local Education Chairs for successful sharing of ideas – requesting Local Presidents to email current Education Chair Contacts to Jill.Kinsman@usbank.com
- N. **Technology: PNP Candace Smith**
 1. August 18th Training Meeting for National Board
 2. Need a Tab Added to National Website for the Conference
 - a. Current tab has been added under For Members – request to move to a separate Tab so it is clear for Non-Members/Sponsors as well
 - b. “Pins” mailed to all Local Presidents
- O. **Ad-Hoc IML:**
 1. Is there a list of Past IML Graduates – PNP compiled a list that may be in the cloud – Requesting to be added to the National Website
 2. Member Profile should have the designation next to their name unless fallen off and re-joined may be missing it
5. **Unfinished Business**
 - A. By-Law Changes – Results of voting provided
6. **New Business: Ratify Board Email Votes** President Laurel Knight-Keane
 - A. Technology Motion –

Motion by President Elect Glenda Mooney to ratify the Email Motion put forward by PNP Candice Smith to pay \$32.78 towards extending our Go Daddy Service to allow the National Secretary Email to have access to storage option within the Go Daddy System. The National Secretary will act as Librarian for all documentation stored on behalf of the National Association have access to the storage as directed by the by-laws. Funds to be allocated from the National Admin Expense Line Item

Motion Seconded by NVP2 Mark Jennings

Motion Passed

- B. RFP for NMLS class at the 2019 Conference

Motion Presented by NVP Mark Jennings to Ratify Email motion presented by President Elect Glenda Mooney to Request For Proposals (RFP) from other NMLS Class Providers for the 2019 National Conference

Motion Seconded by National Secretary Jaclyn Weedin

Motion Passed

- C. Accept Hotel Monteleone for 2019 National Education Conference

Motion by President Elect Glenda Mooney to Ratify the Email motion presented by NVP1 Tobi Libbra to accept the Hotel Contract as presented.

Motion Seconded by National Secretary Jaclyn Weedin

Motion Passed

7. **Announcements:**

Next Meeting:

September Board of Directors Meeting

Saturday September 15, 2018

In Person Mid-Year (Minute will be available for review on Website following the meeting)

At President Laurel Knight-Keane Residence

8. **Recess to Executive Session 15:26 PST**

9. Reconvened to General Session 16:41 PST
11. Meeting adjourned 16:42 PST

Jaclyn Weedon
NAPMW National Secretary