



NAPMW BOARD OF DIRECTORS MEETING
Wednesday December 12, 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

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 14:05 PST

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

C. Welcome and Acknowledgement of Guests
Guests in Attendance:

PNP Candace Smith

Susan Kerr	Cris Poole	Shawn Moore
Lauren Layman	David Harpster	Juli Doyle
Kari Olsen	Dave Jackson	

D. Agenda Approval: November 14, 2018 Agenda Approved as amended

E. November 14, 2018 General Meeting Minutes: Minutes not received by board – will review in January

F. Designation of Minutes Review Committee:

1. Parliamentarian Robin Hart
2. NVP 2 Tobi Libbra
3. National Secretary Jaclyn Weedin

2. Financial Reports

A. Monthly Financial Reports – Nicole Shea

1. Review of Account balances
2. 3 locals remaining behind on reporting
 1. Charlotte
 2. San Antonio
 3. Columbia River

Motion from National Treasurer Nicole Shea, move to begin having Impact issue checks for all approved National Board Expenses directly from QuickBooks.

Motion seconded by National Secretary Jaclyn Weedin
Motion Passes

3. Administrative Report

- A. IMPACT – Heather (Administrator/IMPACT)**
 - 1. **Newsletter has been updated with current members spotlight**
 - 2. **Sent out 2020 Conference Survey, and last minute renewal emails**
 - 1. **Followed up with Local Presidents on all returned emails**
 - 3. **Facebook has been updated with National Conference and National Membership Drive Campaign “Grow and Go”**

4. COMMITTEE REPORTS:

- A. Bylaws and Operating Procedures: PNP Jill Kinsmen – No Report**
- B. Extensions: Anthony Miller & Heather**
 - 1. **Requested support from Impact**
 - 1. **Dallas**
 - 2. **Las Vegas**
 - 3. **San Francisco**
 - 4. **Virginia Beach**
 - 5. **Salt Lake City**
 - 6. **Greater Florida – New Local Set Up**
- C. Finance: Nicole Shea**

No additional Report
- D. Ethics: Cris Pollard**

Nothing to report at this time
- E. Internal Audit: Cris Poole**

Nothing in addition to report
Local Audits Due by 12/31/18
- F. Leadership Programs: PNP Candace Smith**
 - 1. **Completed 5th leadership recording**
 - 2. **6th to be recorded this Friday on retaining membership**
 - 3. **AIB (association in a box) was distributed and uploaded**
 - 4. **Possibly put together AD-HOC committee and explore more cost effective training opportunities. President Laurel Knight-Keane request Candace Smith, Tobi Libbra and Heather Kramer to work together on Web Development**
 - 5. **Reminder that DigiChalk Series is mandatory for National Board positions**
- G. Nominating: Cathy Kantrowitz, PNP**

Absent no report
- H. Conference: NVP 1 Tobi Libbra**
 - 1. **Sponsorship is looking great**
 - 2. **NMLS Registration Link for knowledge coop – will be adding link to web after registration**
 - 3. **Registration needs to be marketed heavily**
- I. Publicity and Marketing: Still Open and needing to fill – Please make contact if interested**
- J. Membership: Mark Jennings**
 - 1. **Reminder of Grow and Go Campaign**
 - 1. **Weekly flyer to go out weekly from Heather to drive competition and updates. New member is defined as someone who has not been a member for the last 12 months.**

- K. Sponsorships: Kari Parker Absent
- L. Education: PNP Jill Kinsman Absent
- M. Technology: PNP Candace Smith
- N. Ad-Hoc IML: Nothing to report at this time

5. Unfinished Business –

- A. Final review of National treasury outstanding checks – Checks in question were during a time when fraud was experienced and an account was closed. Confirmed all checks have been re-issued and cleared from the new account.

6. New Business:

- A. New Florida Local will be under NVP2 Mark Jennings
- B. Motion presented and discussed in Executive Session. Motion brought forward to General Session Minutes for Association Knowledge.

Motion made by NVP Tobi Libbra to enter agreement with clothing company Armoire to allow joint marketing efforts and a booth space at National in exchange for \$50 per member sign up to their monthly membership.

Motion Seconded by Nicole Shea

Motion passes

7. Announcements:

Next Meeting:

December Board of Directors Meeting

Wednesday January 9, 2019

2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST

Call in Number (213) 929-4232 Access Code: 692-626-314

Pre-registration required: <http://www.napmw.org/events/EventDetails.aspx?id=1098599>

- 8. Recess to Executive Session 14:49 PST
- 9. Reconvened to General Session 16:09 PST
- 11. Meeting adjourned 16:13 PST

Jaclyn Weedon
NAPMW National Secretary