



NAPMW BOARD OF DIRECTORS MEETING
Wednesday November 14, 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 (Absent)

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 Jill Kinsman	PNP Candace Smith	PNP Cathy Kantrowitz	PNP Carol Clark
Susan Kerr	Angela Sontag	Cris Poole	
Lauren Layman	Mary Ann Arbogast	Juli J Doyle	
Kari Olsen	Della Lowery	Shawn Moore	

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

E. October 10, 2018 General Meeting Minutes: Approved as amended

F. Designation of Minutes Review Committee:

1. National Secretary Nicole Shea
2. NVP 1 Mark Jennings
3. Secretary Jaclyn Weedin

2. Financial Reports

A. Monthly Financial Reports – Nicole Shea

1. Wells Fargo Account has been updated with Authorized Signers
2. 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.

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(b) Requesting that further research be done on checks dated within 180 days from May 2017 and back 180 days to be re-written.

3. Administrative Report

- A. IMPACT – Heather (Administrator/IMPACT)**
1. **Updated conference website with Speaker Bios**
 2. **Newsletter added Conference Insight Section**
 3. **Added Contest for Discount on Conference**
 4. **Facebook to be updated moving forward now that Impact has access to account**
 1. **Current Administrators on FB page are: Myself, Rolanda Legg, Laurel Knight and Tobi Libbra. I would make the recommendation to add Heather, Glenda and remove Rolanda. I would further recommend to create an Event Page to post and link the current page and to the event page on FB.**

Motion from Candice Smith, PNP. I move to update administrators on FB page to include Glenda Mooney and Impact Admin. And remove Rolanda Legg.

Motion Passes

2.

4. COMMITTEE REPORTS:

- A. Bylaws and Operating Procedures: PNP Jill Kinsmen**
1. **Dues being held for 3 months when in struggling - Locating in By-Laws**
- B. Extensions: Anthony Miller -**
1. **Requested support from Impact**
 1. **Dallas**
 2. **Las Vegas**
 3. **San Francisco**
 4. **Virginia Beach**
 5. **Salt Lake City**
- 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. **Need additional effort with DigiChalk Courses being taken**
- G. Nominating: Cathy Kantrowitz, PNP**
Nothing to report at this time
- H. Conference: NVP 1 Tobi Libbra/ Robin Hart**
1. **Services and Resources: No Report**
- I. Publicity and Marketing: Still Open and needing to fill – Please make contact if interested**
- J. Membership: Mark Jennings**
1. **Request update on proposed Membership Drive and approval to continue –**
 1. **President Laurel Knight request implementation by December 1**
- K. Sponsorships: Nothing to report at this time**
- L. Education: PNP Jill Kinsman**
- M. Technology: PNP Candace Smith**
- N. Ad-Hoc IML: Nothing to report at this time**

5. Unfinished Business – None at this time

6. New Business:

None at this time

7. Announcements:

Next Meeting:

December Board of Directors Meeting

Wednesday December 12, 2018

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 14:50 PST

9. Reconvened to General Session 16:37 PST

11. Meeting adjourned 16:39 PST

Jaclyn Weedin
NAPMW National Secretary