



## Board of Directors Business Meeting Agenda

Wednesday, January 17, 2024

- 1) **Call to order**

a. Roll call and Quorum Confirmation	<b>President Guzman</b>
b. Agenda Approval	Secretary Marilee Hakkinen
c. Business Meeting Minutes Approval	President Guzman
d. Designation of Minutes Review Committee	President Guzman
i. Treasurer-Ellie Wade	
ii. Director-Shae McGowan	
iii. Secretary Marilee Hakkinen	
  
- 2) Welcome and Acknowledge PNPs, First-Timers, & Guests      President Guzman
  - a. Email Attendance to: [natsecretary@napmw.org](mailto:natsecretary@napmw.org)
  
- 3) Unfinished Business      President Guzman
  - a. Membership Challenge update– numbers for December
  
- 4) Financial Reports
  - a. Monthly Financial Report      Treasurer Ellie Wade
  
- 5) Committee Chairs Reports      President Guzman
  - a. Bylaws and Operating Procedures      Kelly Byers
  - b. Education & Leadership      AJ Crawford
  - c. Ethics      PNP Frances Reinhardt
  - d. Historian      PNP Mary Ellen Heathcote
  - e. Internal Audit      Lisa Burkand
  - f. Membership & Extension      President Elect Jackie Weedin
  - g. National Annual Education Conference      PNP Susan Kerr, PNP Mark Jennings
  - h. Nominating      PNP Lauren Layman
  
- 6) New Business      President Guzman
  
- 7) Announcements      President Guzman

**Next Board Meeting – Wednesday, February 21, 2024**
  
- 8) Recess to Executive Session



**NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING MINUTES**

**December 19, 2023**

**1. CALL TO ORDER**

**National Board Members Present**

Marie Guzman..... National President  
Jackie Weedin ..... National President Elect  
Annette Watkins. .... National Vice President  
Ellie Wade..... National Treasurer  
Marilee Hakkinen ..... National Secretary  
Shea McGowan..... National Director  
Crystal Rustad ..... National Director

**Parliamentarian and Administrators Present**

Paula Berg, PNP.....Parliamentarian  
Cris Poole.....Administrative Coordinator (absent)

- A. Roll Call and Quorum Confirmation:** President Marie Guzman called the meeting to order on December 19, 2023 at 2:01 pm Pacific Time. Following roll call a quorum was confirmed to President Marie Guzman.
- B. Agenda Approval:**  
A motion was made by Annette Watkins:  
    **“I move to approve the agenda as presented”.**  
The motion was seconded by Jackie Weedin. Motion carried.
- C. November 15, 2023 minutes:** Approved as distributed.
- D. Designation of Minutes Review Committee**
  - 1. President Elect Jackie Weedin
  - 2. Director Shea McGowan
  - 3. Secretary Marilee Hakkinen

**2. WELCOME AND ACKNOWLEDGMENT OF GUESTS**

**President Marie Guzman**

**Guests:**

PNP Susan Kerr	PNP Jenifer Walton	A J Crawford
Dave Jackson	Kelly Byers	

Guests are to email attendance to [natsecretary@napmw.org](mailto:natsecretary@napmw.org) to include their name and local association.

**3. UNFINISHED BUSINESS:**

**President Marie Guzman**

**A. Membership Challenge Update:** **Cris Poole** by email  
**November:** For November we would like to congratulate NAPMW Hudson Valley for meeting President Guzman's challenge of adding at least one new member.

**4. FINANCIAL REPORT:** **Treasurer Ellie Wade**  
**A.** Financial report has been filed for audit as submitted.

**5. COMMITTEE REPORTS** **President Marie Guzman**  
**A. Bylaws and Operating Procedures:** **Kelly Byers**

Report has been submitted. Kelly Byers has not heard from Bakersfield, Hudson Valley, Phoenix and San Joaquin associations regarding acceptance of changes to Operating Procedures to bring all locals in compliance. Marie wants to make sure that all associations have looked at them. Most associations have accepted the changes as presented.

**B. Education and Leadership:** **AJ Crawford**  
Good Progress is being made in trying to educate members on Bylaws. The first contest questions were sent out on social media for two months and responses are coming in. After the first of the year, contest questions will deal with education for the convention and will include what is coming up, what we have to do and continuing education on the Bylaws and Operating Procedures.

**C. Ethics:** **PNP Frances Reinhardt**  
Nothing to report.

**D. Historian** **PNP Mary Ellen Heathcote**  
Nothing to report.

**E. Internal Audit:** **Lisa Burkard**  
Nothing to report.

**fF Membership and Extensions** **President Elect Jackie Weedin**  
Nothing new to report. Their team is in place. Kickstart in January to get things going and ready for the Conference and Annual Meeting.

**G. National Annual Education Conference** **PNP Susan Kerr, PNP Mark Jennings**  
The 2024 conference report distributed. Early Bird Registrations will expire on January 31, 2024. Susan is handling a request to extend the room block in small increments but not overbook.

**H. Nominating:** **PNP Lauren Layman**  
Nothing to report.

**6. NEW BUSINESS:** **President Marie Guzman**  
No new business presented.

**7. ANNOUNCEMENTS:** **President Marie Guzman**  
**The Next NAPMW NATIONAL BOARD OF DIRECTORS BUSINESS MEETING is scheduled for**  
**Wednesday January 17, 2024, at 2:00 pm PT, 3:00 pm MT, 4:00 pm CT, 5:00 pm ET.**

**8. RECESS TO EXECUTIVE SESSION:**

**President Marie Guzman**

The meeting was recessed to Executive Session at 2:20 pm PT.

**9. RECONVENE TO BUSINESS SESSION**

**President Marie Guzman**

The meeting was reconvened to Business Session at 3:14 pm Pacific Time.

A motion was made by Marilee Hakkinen,

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

The motion was seconded by Elie Wade. Motion carried.

**15. ADJOURNMENT**

**President Marie Guzman**

The meeting was adjourned by President Marie Guzman at 3:14 pm Pacific Time.

**Marilee Hakkinen**

**2023-2034 NAPMW National Secretary**



FOR THE PERIOD ENDING:

December 31, 2023

CASH BALANCE AS OF: November 30, 2023 \$ 10,774.84

MEMBERSHIPS:

	RECEIPTS	AMT	YTD	BUDGET
100	Bank Interest	\$ 11.14	\$ 121.54	\$ 163.00
200	Dues	\$ 340.00	\$ 7,150.00	\$ 13,565.00
300	Education	\$ -	\$ -	\$ 5,110.00
400	National Conference	\$ 670.00	\$ 1,495.00	\$ 31,425.00
500	Prior Year Nat'l Conf received 2023-2024	\$ -	\$ 5,871.25	\$ 5,872.00
600	Prior Year Nat'l Conf received 2022-2023	\$ -	\$ -	\$ 11,135.00
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	<b>TOTAL RECEIPTS</b>	\$ 1,021.14	\$ 14,637.79	\$ 67,270.00

	DISBURSEMENTS	AMT	YTD	BUDGET
101	Administration Services	\$ 750.00	\$ 5,000.00	\$ 9,000.00
201	Constant Contact	\$ 57.33	\$ 393.60	\$ 691.00
301	Credit Card Processing Fees	\$ 28.33	\$ 529.56	\$ 602.00
401	Dues to Locals	\$ (145.00)	\$ 2,865.00	\$ 2,510.00
501	GoDaddy	\$ 30.83	\$ 324.12	\$ 912.00
550	Historial	\$ -	\$ -	\$ 200.00
601	Insurance	\$ 158.23	\$ 704.59	\$ 1,300.00
701	Legal	\$ -	\$ -	\$ 30.00
801	National Conference	\$ -	\$ 6,728.46	\$ 30,690.00
901	Postage	\$ -	\$ -	\$ 50.00
951	Prior Year Nat'l Conf paid in 2023-2024	\$ -	\$ 14,045.21	\$ 14,024.00
952	Prior Year Nat'l Conf paid in 2022-2023	\$ -	\$ -	\$ 3,565.00
1001	Taxes and Licenses	\$ -	\$ 25.00	\$ 45.00
1101	Trophies/Awards	\$ -	\$ -	\$ 606.00
1201	Wild Apricot-Website	\$ 240.00	\$ 1,680.00	\$ 2,880.00
1301	Zoom	\$ -	\$ -	\$ 165.00
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	<b>TOTAL DISBURSEMENTS</b>	\$ 1,119.72	\$ 32,295.54	\$ 67,270.00

CASH BALANCE AS OF: December 31, 2023 \$ 10,676.26

ADDITIONAL ACCOUNT BALANCES		\$ 10,676.26
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Date: January 9, 2024  
To: NAPMW President and National Board  
Committee: Bylaws and Operating Procedures  
Committee Chair: Kelly Byers

I have sent to the President the revised model by-laws and a marked up copy of the local's bylaws to all of the local associations except for Oklahoma City. Here is the status for each local.

Atlanta- they voted and the members approved the changes.

Bakerfield- email was sent 10/31/2023. A follow up email was sent 11/10/2023 and 11/27/2023. An email was sent 12/11/2023 suggesting that they accept the changes in accordance with Section 16.4. Email sent 1/9/2024 to the board with revised bylaws to bring the local bylaws into conformity with the National Bylaws and asked that the revised bylaws be distributed to the members.

#### 16.4 **Compliance**

Changes required to bring these Bylaws into conformity with the National Bylaws shall be made without the necessity of a vote of this Association.

Fresno- They want to accept the changes in accordance with Section 16.4. 1/9/2024 sent revised bylaws and asked that the bylaws be distributed to the members.

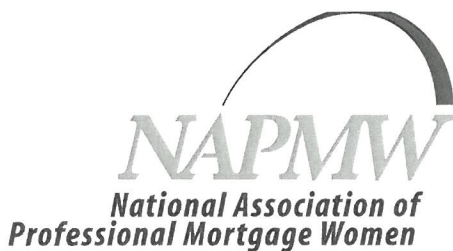
Hudson Valley- email was sent 11/10/2023 and a follow up email was sent 11/27/2023. An email was sent 12/11/2023 suggesting that they accept the changes in accordance with Section 16.4. Email sent 1/9/2024 to the board with revised bylaws to bring the local bylaws into conformity with the National Bylaws and asked that the revised bylaws be distributed to the members. Email from Cathy Kantrowitz accepting changes.

Phoenix- email was sent 11/10/2023 and a follow up email was sent 11/27/2023. An email was sent 12/11/2023 suggesting that they accept the changes in accordance with Section 16.4. Email sent 1/9/2024 to the board with revised bylaws to bring the local bylaws into conformity with the National Bylaws and asked that the revised bylaws be distributed to the members.

San Joaquin Valley- email was sent 11/10/2023 and a follow up email was sent 11/27/2023. An email was sent 12/11/2023 suggesting that they accept the changes in accordance with Section 16.4. Email sent 1/9/2024 to the board with revised bylaws to bring the local bylaws into conformity with the National Bylaws and asked that the revised bylaws be distributed to the members.

Seattle Puget Sound- The President was traveling and will review after 12/10/2023. An email was sent 12/11/2023 suggesting that they accept the changes in accordance with Section 16.4. 1/9/2024 sent an email to follow up with revised bylaws. They have accepted the revised bylaws.

The Columbia River- I spoke to the President on 11/28/2023. She said that they revised their bylaws earlier this year. She emailed the Parliamentarian requesting that she send me the new bylaws. A follow up email was sent 12/11/2023. 1/9/2024 follow up email was sent with clean copy of bylaws. They have a meeting on 1/15/2024 to vote on the revised bylaw changes.



## Internal Audit Committee Procedures Form

NAPMW National

Period Audited: June 2022 through May 2023

The following is a list of procedures that the Audit Committee should perform. As each function is performed, a check should be placed beside the function.

Any exceptions and/or missing documents to the items should be shown at the end of the report and corrected by the outgoing Treasurer prior to the completion of the Internal Audit Committee Report.

1. Verify that properly approved Expense Voucher - Check Request exist for all checks written, that receipt is attached and that receipt totals match the amount on the Expense Voucher - Check Request. Authorization for each voucher should agree with the Budget Signing Authority Form.
2. Using the Expense Voucher - Check Request, verify that each check amount and item have been entered in and agree with the entry in the check register or computer spreadsheet report.
3. Verify that bank account balance on month end Treasurer's Report (normally shown on the Statement of Financial Position) agrees with month-end balances on check register, check stubs, computer spreadsheet report and bank reconciliations.
4. Verify that monthly Treasurer's Reports (Statement of Financial Activity and Statement of Financial Position) were prepared.
5. Verify that bank reconciliations have been performed. Verify each reconciliation and that the items have cleared by comparing canceled checks to check register or computer-generated check register/spreadsheet report.
6. Determine that checks were written in sequential number order corresponding with date written.
7. Verify that any items not included in the budget have a copy of the Board minutes attached to the Expense Voucher - Check Request approving payment.
8. Compare amount of funds deposited as indicated on the bank statements with check register/computer spreadsheet report, written deposit slip and month-end Treasurer's financial report. This is a very important audit verification that confirms funds received were deposited.



Missing Documents: 1. NAPMw Recon Statements  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

Exceptions found:  
1. (\$6.33) short on NAPMw Register vs. Bank Statement  
2. Register ends on 3/31/23 however Audit ends 5/31/23  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

Recommendations of the Audit Committee:  
1. submit monthly Recon statements  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

AUDIT COMMITTEE MEMBERS:      DATE: 11-14-23

Lisa Burkard (Mulaul)  
Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

January 4, 2023

This is what I found out about the bank reconciliation and the difference between the Bank Statement and the balance of \$6.33 in response to the November 14, 2023, audit conducted by National Audit Chair Lisa Burkard.

We may have had the capability of doing the bank reconciliation in QuickBooks, but I was never asked for these nor told to do them. We no longer have access to QuickBooks, so we are not able to go back and get these. So that everyone is aware, we now do the bank reconciliation each month in our new program.

I went back and looked at March and found the \$6.33. The beginning balance was off by that amount. It should have been \$16,325.77. But it looks like the beginning balance was off that amount all the way back to June. I would have to find the reports for the previous fiscal year to see how far this goes back. I am guessing this has something to do with the fact that we changed bank accounts, from BoA to TIAA (now EverBank) and then changed from QuickBooks to the new program. Again, we are now balanced and balance each month.

In conclusion, there is really no way for us to go back and do Recon Statements since we no longer have access to QuickBooks (and are no longer able to link the BoA or the TIAA accounts to it), and, as far as the \$6.33 is concerned, it would be a very tedious and time-consuming task at this point. Everything is now balanced in our new treasury program, so we are good from 6/1/23 on.

I hope this answers any questions concerning the audit.

Thank you,  
Ellie Wade  
NAPMW National Treasurer  
2022-2024



Date: January 8, 2024

To: NAPMW President and National Board

Committee: National Education Conference Committee

Committee Co-Chairs: PNP Mark Jennings and PNP Susan Kerr

Committee Members: Cris Poole, Michelle Stanfield, Dave Jackson, and Melisa Marguia

Overview: This committee will support the President and National Board by planning the 2024 National Education Conference and Meeting and will provide updates on the status of the National Education Conference monthly.

Successes:

1. As of this morning, we already have **18** registrations and we're still a little four months away from the Conference!!! **THANK YOU to The Columbia River and Phoenix Local Associations for having the two highest totals in Early Bird Registrations!** Currently we have 9 full registrations from The Columbia River, 4 full registrations from Phoenix, 3 full registrations from PNPAC, 1 full registration from SJV, and 1 full registration from Fresno. **\*\* Reminder Early Bird Registration will be ending January 31<sup>st</sup>.**

Challenges:

1. Sponsorship funds.

Next Steps:

1. Continue to post more information on the website, including the link for the room block.
2. Continue to post sponsorship information on the website and send it out to National and Local Boards.
3. We will begin having monthly meetings with PNP Heathcote again to ensure that the Conference Committee and Historical Committee are on the same page, and we can provide the best possible experience for our members.

**As a reminder the conference committee is not responsible for the items below.**

- **Providing the Installation Promissory Note**
- **Purchasing the Awards**
- **Choosing the Installation Officer(s)**
- **Writing the Installation script(s)**
- **Providing Trainers for the NAPMW Training i.e. Presidents, Treasurers, etc.**