



NAPMW BOARD OF DIRECTORS MEETING  
April 12, 2017  
GENERAL SESSION MINUTES

**I. CALL TO ORDER**

**National Board Members Present**

Cathy Kantrowitz, CME ..... National President  
Laurel Knight ..... National President Elect  
Judy Alderson..... National Treasurer  
Glenda Mooney ..... National Secretary  
TBD ..... National Vice President  
Susan Kerr ..... National Vice President

**Parliamentarian and Administrators Present**

Lynne Spark ..... Parliamentarian  
Vince Valvo, Agility Resources ..... Executive Director

**A. Roll Call and Quorum Confirmation:** Following roll call a quorum was confirmed to President Cathy Kantrowitz, CME. With notice of the meeting having been duly given, President Kantrowitz called meeting to order at 9:29 am MST

**B. Welcome and Acknowledgement of Guests**

**Guests**

Jill Kinsman PNP Seattle Puget Sound                      Gina Wall Oklahoma City  
Alyssa Ritchie Seattle Puget Sound                      Lorin Jurgensen Seattle Puget Sound

**C. Agenda Approval:** The agenda filed as amended

**D. The March 15, 2017 General Meeting Minutes:** Minutes will be filed as presented

**E. Designation of Minutes Review Committee:**

- I.** National Secretary Glenda Mooney
- II.** National Vice President Susan Karr
- III.** National President Elect Laurel Knight

**II. Financial Reports**

**A. Monthly Financial Reports:** report filed as presented

**B. Update of Bank Signors:** PNP Hendricks is removed from NAPMW National financial accounts and President Kantrowitz has been added. Saving account balance has been moved to the checking account. American Express deposited are currently deposited into Wells Fargo,

**III. ADMINISTRATIVE TEAM REPORTS**

**A. Agility Resources:** President Kantrowitz requested information from Agility Resources on other providers for our account receivables to allow all credit cards deposits be in Bank of America to allow all National accounts be at Bank of America.

**IV. COMMITTEE REPORTS:**

- A. Bylaws and Operating Procedures:** Commination to go to all locals informing them the model of the Operating Procedures and By Laws for Locals to use are available at [www.NAPMW.org](http://www.NAPMW.org). New Affiliation Agreement will be presented next month to the board for approval.
- B. Extensions:** National President Elect Knight will be chair.
- C. Finance:** Due by August 2017 from each local is the up to date signature cards, if no change this is to be commutated to the National Treasurer.
- D. Ethics:** No report
- E. Internal Audit:** No report
- F. Leadership Programs:** No report
- G. Nominating:** PNP Christine Pollard will be chair

**V. WORKS IN PROGRESS | UNFINISHED BUSINESS:** None

**VI. New Business:**

- a. Approval of Financial Management Handbook Updates:**  
[Motion by National President Elect Knight "I move the Financial Management Handbook Updates be approved."](#)  
[Seconded by National Treasurer Judy Alderson](#)  
**Motion Carried**
- b. Approval of Secretary Handbook Updates:**  
[Motion by National Vice Kerr "I move the Secretary Handbook Updates be approved."](#)  
[Seconded by National President Elect Knight](#)  
**Motion Carried**
- c. Conference Advisory Committee:** Lynne Sparks will be chair. President Kantrowitz requested Agility Resources to work with Lynne Sparks on 2018 dates. Current concern is the dates for 2018 Annual Conference is set for the end of month.
- d. Extensions Checklist:**  
[Motion by National President Elect Knight "I move the Extension Checklist be approved."](#)  
[Seconded by National Vice President Kerr](#)  
**Motion Carried**
- e. Olympia Merger:** Vice President Kerr to work with locals Olympia and The Columbia River for their merger.
- f. Budget:** Review of Proposed 2018 National Budget, President Kantrowitz requested further review and changes to be represented at a later date.

**VII. ANNOUNCEMENTS:**

**VIII. ADJOURNMENT:** Having no other business, President Kantrowitz adjourned the meeting at 10:44 am MST.

Glenda Mooney  
NAPMW National Secretary