



NAPMW BOARD OF DIRECTORS MEETING
May 17, 2015
GENERAL SESSION MINUTES

I. **CALL TO ORDER**

National Board Members Present

Kelly Hendricks National President
Nikki Bell National President Elect
Judy Alderson..... National Treasurer
Windee Falla National Secretary
Cathy Kantrowitz, CME National Vice President
Laurel Knight National Vice President

Parliamentarian and Administrators Present

Frances Reinhardt, GML, Past National President Parliamentarian
Vince Valvo, Agility Resources Administrator

A. Roll Call and Quorum Confirmation: Following roll call a quorum was confirmed by President Kelly Hendricks. With notice of the meeting having been duly given, President Hendricks called meeting to order at 11:30am.

B. Welcome and Acknowledgement of Guests

Guests

Jill Kinsman, Past National President NAPMW Seattle Puget Sound
Jeanne Evans, CME
Candace Smith, PNP, CMI, CME

C. Agenda Approval: The agenda was approved.

D. The April 8th General Session Minutes: Minutes were approved and shall be filed as presented.

E. Designation of Minutes Review Committee:

- I. National Secretary Windee Falla
- II. Parliamentarian Frances Reinhardt, GML
- III. NVP Cathy Kantrowitz, CME

II. **Parliamentary Procedures and Board Protocol:** Frances Reinhardt explained proper NAPMW board protocol to new board and guests, such as how to make a proper motion and addressing the board.

III. **New Business**

A. **Appointment of President Elect Nikki Bell**

Motion by NVP Cathy Kantrowitz: “ I move to ratify from the Executive Session held May 16, 2015 the appointment of Nikki Bell, NAPMW Atlanta, to the position of President Elect for the 2015-2016 year, be approved. Motion Seconded. Motion Carried.

IV. **Financial Reports:**

A. **Profit and Loss Balance Sheet:** Jeanne Evans, Finance Administrator reported the Conference Budget and profit & loss. The April financials were not yet available, but will be provided at June Board Meeting.

B. **2015-2016 Budget:** President Hendricks presented the proposed budget for next year addressing specific line items of question such as administrative changes and expense line items.

**Motion by National Treasurer Judy Alderson: "I move to approve the 2015-2016 proposed National Budget as amended."
Motion Seconded. Motion Carried.**

C. **2015-2016 Budgetary Guidelines:** President Hendricks discussed guidelines for the 2015-2016 year.

**Motion by Laurel Knight: "I move that the Budgetary Guidelines for the 2015-2016 budget be approved as presented"
Motion Seconded. Motion Carried**

D. **NAPMW Bank Accounts:** President Hendricks discussed the transition of accounts for all locals and regions requiring either a NVP or National Treasurer to be signer on accounts. The discussion of changing NAPMW bank accounts to make the account accessible to all regions.

**Motion by National Treasurer Judy Alderson: "I move that Past National President Christine Pollard be removed from the NAPMW bank accounts held at Wells Fargo.
Motion Seconded. Motion Carried.**

**Motion by National Secretary Windee Falla: "I move that President Kelly Hendricks and National Treasurer Judy Alderson be added to the NAPMW bank accounts held at Wells Fargo.
Motion Seconded. Motion Carried.**

**Motion by National Vice President Laurel Knight: "I move that an account be opened at Bank of America, using the funds from the closure of FFI Account and that National President Kelly Hendricks, National Treasurer Judy Alderson and Finance Committee Chair Jeanne Evans be listed as authorized signers on account."
Motion Seconded. Motion Carried.**

**Motion by National Secretary Windee Falla: "I move that National President Kelly Hendricks, National Treasurer Judy Alderson and National Vice President Laurel Knight be added to the Northwest Region Bank Account."
Motion Seconded. Motion Carried.**

**Motion by National President Elect Nikki Bell: "I move that National President Kelly Hendricks, National Treasurer Judy Alderson and National Vice President Cathy Kantrowitz be added to the Western Region Bank Account"
Motion Seconded. Motion Carried.**

Motion by National President Elect Nikki Bell: "I move that National President Kelly Hendricks, National Treasurer Judy Alderson and National Vice President Cathy Kantrowitz be added to the Eastern Region Bank Account"
Motion Seconded. Motion Carried.

Motion by National President Elect Nikki Bell: "I move that National President Kelly Hendricks, National Treasurer Judy Alderson and National Vice President Laurel Knight be added to the Central Region Bank Account"
Motion Seconded. Motion Carried.

V. **ADMINISTRATIVE TEAM REPORTS**

A. **Agility Resources:** National Administrator Vince Valvo discussed the contract termination of our website on July 31 and transition of site in June and July would only be fine tuning of data. If any changes are required they will be presented to the board. President Hendricks recommended Candace Smith remain as a NAPMW administrator to the website account. Partners in Progress, Corporate Ad Hoc Chair and Agility Resources will work together regarding sponsorships of NAPMW.

VI. **WORKS IN PROGRESS | UNFINISHED BUSINESS**

- A. **2015 Conference:** Final data was not presented but will be ready by June Board Meeting.
- B. **2016 Conference:** May 1, 2 and 3rd at Luxor in Las Vegas, NV, Lyman King is conference chair. Schedule would be Monday sessions and Tuesday Evening Installation. Discussion of possible change of dates as a conflict consists with the Texas Mortgage Bankers Conference which is being held on the same dates. This conflict would reduce attendance and possibly affect sponsorship and speakers. Conference chair Lyman King and Administrator Vince Valvo will be looking into alternate dates.
- C. **Ultimate Mortgage Expo:** June 22nd-possible membership drive
- D. **Mortgage Star Conference:** November 18th Park City Utah-possible membership drive
- E. **Scottsman Guide Residential Edition:** Administrator Vince Valdo with follow up with President Hendricks on this advertising opportunity.

VII. **COMMITTEE REPORTS:**

A. **Bylaws and Operating Procedures:** President Hendricks discussed moving forward with one member one vote and Katheryn Farrell will be working on how this vote will move forward. Suspension of Bylaws on extensions as well as on regions. Suggestions of how to market the information regarding extensions.

B. **Education:**

General Education: Nothing new to report.

Choose To Lead: National Vice Presidents will utilize some of this information in LEAP.

LEAP: Committee will add Christine Stallings, Agility Resources and NVP's.

Program was introduced at National Conference in Herndon, VA.

- a. This program will aid our members both professionally and personally. Ongoing training in this program will occur online and with individual time over a period of nine months with special recognition at the following year's conference. Should be ready by September. Candace Smith suggested utilizing a component in our website "Digital Chalk" for the LEAP program.

****at 12:55pm Candace Smith became acting Parliamentarian****

- b. Content for LEAP program has already been created.

at 12:58 pm Frances Reinhardt returned as Parliamentarian

- c. The LEAP program will have mastermind study of 3 components
 - d. All of the National Board to take LEAP program

 - C. **Potential Extensions:** President Hendricks discussed possible new associations of Salt Lake City, Fresno, Danville, Southern Virginia, Maui, Huntsville, and Charlotte. President Hendricks will determine the status of each and what procedures are necessary for each.

 - D. **Financial Administrator:** Report filed. Nothing new to report.

 - E. **Membership:** Jill Kinsman, PNP, will be working to reconnect with local membership chairs.

 - F. **Education Conference:** Conference Chair, Lyman King will work with Agility Resources to find new dates for 2016 conference.

 - G. **Credentials:** Nothing to report.

 - H. **Ethics:** Nothing to report.

 - I. **Internal Audit:** Nothing to report.

 - J. **Services and Resources:** Barb Soeteber will serve as Committee Chair

 - K. **National Archives:** Hulene Works, PNP will serve as Committee Chair

 - L. **Nominating:** Christine Pollard, PNP will serve as Committee Chair

 - M. **Marketing & Publicity:** National President Elect Nikki Bell to work with Agility Resources

 - N. **IML:** Nothing to report.

 - O. **Technology and Communication Administrator:** Technology Chair Candace Smith will update records and emails on line and ideas for webinar trainings on NAPMW site.

 - P. **Awards:** Nothing to report.

 - Q. **Partners in Progress:** Committee Chair is needed. Discussion of how PIP works and how it can be redefined.
- VIII. **OTHER BUSINESS:**
- A. **Monthly Reports due by 3rd of every month**
 - B. **Monthly Board Schedule was presented and discussed.**
 - C. **In Person Meeting was presented and discussed to be held in St. Louis, MO.**
- Motion by NVP Cathy Kantrowitz: "I move the contract with the Hilton St. Louis Airport Hotel, for the in person board planning session, to be held January 14th-17th, 2016 be approved."**
Motion Seconded. Motion Carried.
- IX. **ANNOUNCEMENTS:** Next board meeting will be June 10th at 4:00 cst.

- X. **RECESS TO EXECUTIVE SESSION:** President Hendricks recessed the board to Executive Session at 1:22 p.m. est.
- XI. **RECONVENE TO GENERAL SESSION:** President Hendricks reconvened the meeting back to general session at 2:19 p.m. est.

Motion by President Elect Bell: “I move we bring all action items approved in the Executive Session forward to the General Session.”
Motion Seconded. Motion Carried.

EXECUTIVE SESSION MOTIONS:

Motion by NVP Laurel Knight: “I move that the National Board refund the registration fee of \$450 minus a \$75 processing fee to NAPMW Spokane member Crissy White due a death in the family.”
Motion Seconded. Motion Carried

Motion by NVP Cathy Kantrowitz: “I move that all action items approved in the executive session teleconference call on May 1st 2015 be brought forward to the general session.”
Motion Seconded. Motion Carried.

- XII. **ADJOURNMENT:** Having no other business, President Hendricks adjourned the meeting at 2:19pm est.

Windee Falla
NAPMW National Secretary