



National Association of Presidential  
Assistants in Higher Education

Annual Business Meeting

Saturday, January 25, 2025  
8:15 A.M. Eastern Standard Time  
Marriott Marquis  
Washington, D.C.



## **NAPAHE's Annual Business Meeting**

National Association of Presidential Assistants in Higher Education (NAPAHE)  
Saturday, January 25, 2025 at 8:15 AM EST to 9:00 AM EST  
Marriott Marquis Washington D.C. - Level M4 - Independence Ballroom

### **Agenda**

#### **I. Call to Order & Welcome**

Presenter: Michael Sass

#### **II. Approval of Minutes from January 20, 2024**

Presenter: Michael Sass

#### **III. Annual Business**

Presenter: Michael Sass

##### **A. Election of New Board Members**

The slate of candidates for board membership proposed by the Nominating Committee and recommended by the Board of Directors includes:

- Mia Casey, President's Executive Assistant at Baylor University;
- Stephanie Horner, Assistant to the Dean at The College of New Jersey;
- Brynne Pulver, Executive Assistant to the Vice Chancellor for Enrollment Management at the University of North Carolina Greensboro; and,
- Crystal Wilson, Administrative Director for the Office of the President at Teachers College, Columbia University.

*MOVED, that the NAPAHE membership approve the slate of candidates to the Board of Directors.*

##### **B. Re-Election of Second-Term Board Members**

The slate of current board members eligible for re-election who have accepted the invitation to serve a second 3-year term, as proposed by the Nominating Committee and recommended by the Board of Directors, includes:

- Lynette Arner
- Jana Seutter

*MOVED, that the NAPAHE membership approve the re-election of the candidates to a second term on the Board of Directors.*

##### **C. Re-Election of Honorary Board Member**

Honorary board member, Marc Schaeffer, is eligible for re-election for a second and final 3-year term, as permitted by the by-laws, and has been recommended by the Nominating Committee and Board of Directors for such re-election.

*MOVED, that the NAPAHE membership approve the re-election of Marc Schaeffer as Honorary Member of the Board of Directors.*

#### **D. Election of 2025-2026 Board Officers**

Pursuant to the proposal made by the Nominating Committee and recommended by the Board of Directors, in accordance with the current by-laws of the association, the slate of proposed 2025-2026 Board Officers is as follows:

- Rolanda Burney, Chair
- Lynette Arner, Chair-Elect
- Rowena Clukey, Secretary
- Tracy Labadie, Treasurer
- Michael Sass, Past-Chair

***MOVED**, that the NAPAHE membership approve the election of the 2025-2026 Slate of Officers as presented.*

#### **E. NAPAHE By-Law Amendments**

On November 13, 2024, the NAPAHE Board of Directors considered and approved a slate of By-Law Amendments.

**MOVED**, that by the recommendation of the Executive Committee and the endorsement of the Board of Directors, the NAPAHE membership approve the slate of amendments to the By-Laws for the Corporation as presented.

#### **IV. Board Chair's Report**

Presenter: Michael Sass

- Board Chair's Remarks
- Recognition of NAPAHE Board Members
- Recognition of Board Leadership
- Recognition of Board Members with Terms Ending
- Recognition of Conference Award & Grant Winners

#### **V. Treasurer's Report**

Presenter: Lynette Arner

#### **VI. Passing of the Gavel and Remarks**

Presenters: Michael Sass, Rolanda Burney

#### **VII. New Business**

Presenters: Michael Sass, Rolanda Burney

#### **VIII. Announcements**

Presenter: Stuart Schmidt

#### **IX. Adjournment**

Presenter: Rolanda Burney



The idea for gathering a few presidential assistants started with one PA, Pamela Transue, from the University of Washington, who began her outreach in 1987 to 24 other presidential assistants all around the country to find out if they had anything in common. Two years later, after several phone calls and conversations, the momentum began to build. Everyone she talked to was delighted to discover others who had many of the same satisfactions and difficulties with their positions as assistants to presidents or chancellors.

In the course of those conversations, considerable enthusiasm was expressed for the notion that they gather, perhaps in connection with a meeting of a national higher education association. A steering committee of five was formed – known as the “Gang of Five” who laid the foundation for the Association’s first annual meeting.

The Presidential Assistants in Higher Education (PAHE) first met in 1988 to discuss and address mutual concerns, common problems, and issues of immediate and long-term professional interest. The experience of the first two meetings of PAHE, under the auspices of the American Council on Education, clearly demonstrated the need for continuing the organization. The goals of NAPAHE today are similar to what they were in 1988.

In 1989, at the request of the Steering Committee for Presidential Assistants in Higher Education, the University of Pittsburgh, undertook a major national study of incumbent assistants to the president and/or chancellor. A survey was sent to 650 institutions, which yielded 414 usable responses.

Significant milestones followed with the adoption of Bylaws and Constitution in 1993, and later the application for tax-exempt status formalizing the status of the National Association of Presidential Assistants in Higher Education. NAPAHE then formalized its association with the American Council on Education. The membership had a voice in electing the Board and its officers. With the adoption of the constitution and bylaws, NAPAHE moved into a new era of existence. However, at the same time it attempted to maintain the informal collegiality that it had characterized in earlier years. NAPAHE was a relative newcomer within the higher education community.

The number of PAs attending the annual meeting grew steadily over the years. For example, in 1993 the number in attendance was approximately 70 – today it is over 300.

For a comprehensive understanding of the many dimensions of presidential assistants, and practical advice about several key features of the role, a book titled, *Other Duties as Assigned*, published in 2009 and edited by Mark P. Curchack, who retired from Arcadia University, is available through a number of online sources.



## **Board of Directors**

2024-2025

### **Executive Committee**

#### *Chair*

**Michael Sass**

Chief of Staff

University of Health Sciences & Pharmacy  
in St. Louis

#### *Chair-Elect / Nominating Committee Chair*

**Rolanda Burney**

Chief Administrative Officer to the Dean of the College of Arts and Sciences  
Emory University

#### *Secretary / Membership Committee Chair*

**Melissa Maszczak**

Senior Fellow and Director

Center for Leadership and Governance  
Thomas Edison State University

#### *Treasurer / Conference Planning Committee Chair*

**Lynette Arner**

Executive Assistant to the President and Assistant Secretary to the Board of Directors

#### *Past Chair (ex officio)*

**Michael Johnson**

University Chief of Staff  
University of Houston

#### *Executive Director (ex officio)*

**Stuart Schmidt**

NAPAHE



## **Directors**

Listed Alphabetically by Last Name

### *Communications Committee Chair*

#### **Michele Byerly**

Executive Assistant to the President  
Biola University

### *Board Member*

#### **Joanna Cleveland**

Vice President and General Counsel, Chief of Staff,  
and Board Secretary  
University of Puget Sound

### *Conference Planning Committee Vice-Chair*

#### **Rowena Clukey**

Executive Director of the Chancellor's Office  
University of Maine System

### *Professional Development Committee Chair*

#### **Eddie Cullinane**

Manager of Governance Affairs  
Babson College

### *Sponsorship Committee Chair*

#### **Heather Fehn**

Vice President, Chief of Staff & Secretary to the  
Board of Trustees  
The College of New Jersey

### *Board Member*

#### **Steve Frieder**

Senior Advisor to the President &  
Corporate Secretary  
Marquette University

### *Nominating Committee Vice-Chair*

#### **Tracy Labadie**

Associate Vice President for Collaboration,  
Compliance & Analytics  
Kalamazoo Valley Community College

### *Professional Development Committee Vice-Chair*

#### **Tykesha Myrick**

Chief of Staff  
Northern Virginia Community College

### *Board Member*

#### **Asma Raouf**

Executive Assistant to the President  
Northeastern Illinois University

### *Sponsorship Committee Vice-Chair*

#### **Sheri Sargent**

Chief of Staff & VP for Administrative Services  
Minnesota State University, Mankato

### *Honorary Board Member*

#### **Marc Schaeffer**

Retired, Chief of Staff to the President and  
Board of Trustees

### *Membership Committee Vice-Chair*

#### **Jana Seutter**

Senior Assistant, Office of the President  
St. Ambrose University

### *Board Member*

#### **Don-Terry Veal**

Vice President of State and Federal Relations and  
Chief of Staff  
Morgan State University

*Revised 7/1/2024, SJS*

# NAPAHE

Professionals Supporting Higher Education Leaders

<u>Year</u>	<u>Board Chair</u>	<u>Institution</u>	
2024	Michael Sass	University of Health Sciences and Pharmacy in St. Louis	
2023	Michael Johnson	University of Houston	
2022	Diane Fornieri	Molloy University	
2021	Don-Terry Veal	Morgan State University	
2020	Kai Swanson	Augustana College	
2019	Barbara Sandoval	Western Washington University	
2018	Kathryn Enke	College of Saint Benedict	
2017	Kim Durr	Southern Illinois University Edwardsville	
2016	Heather Fehn	The College of New Jersey	
2015	Monica Huffman	University of Central Missouri	
2014	Sydney Peterson	Utah State University	
2013	Phyllis Gregg	DePaul University	
2012	Max Allen	University of North Carolina-Wilmington	
2011	Blake Fry	University of Wisconsin-River Falls	Lifetime Member
2010	Kim Luse	Northern Kentucky University	
2009	Linda Ryan	Drake University	Lifetime Member
2008	Linda Ryan	Drake University	Lifetime Member
2007	Beth Brooks	The Colorado College	
2006	Cindy Baden	Hocking College	
2005	Mike McGreevey	Ithaca College	
2004	Emily Sinsabaugh	Edinboro University of Pennsylvania	
2003	Jeff Johnson	University of Puget Sound	
2002	James Dixon	University of North Carolina-Charlotte	
2001	Felita Williams	Georgia Perimeter College	
2000	Elizabeth ("Buff") Schoenfeld	Western Washington University	
1999	Pam Parsons	Bridgewater State College	
1998	Sylvia Payne	Indiana University-Purdue University	Lifetime Member
1997	Anthony Ross	Wichita State University	
1996	Mark Curchack	Beaver College	Lifetime Member
1995	Mark Curchack	Beaver College	Lifetime Member
1994	Roland Smith	University of Notre Dame	
1993	Mary Ann Shallberg	University of Houston-Clear Lake	
1992	Sam Baker	Southern College of Technology	NAPAHE Board of Directors
1991	Jane Buie	Loyola University	PAHE Steering Committee
1990	James Scally	University of Kansas	PAHE Steering Committee
1989	James Scally	University of Kansas	PAHE Steering Committee
1988	Pamela Transue	The University of Washington	PAHE Steering Committee
1987	Pamela Transue	The University of Washington	PAHE Steering Committee

**NAPAHE**  
**Annual Business Meeting Minutes**  
**January 20, 2024**  
**11:20 am EST**  
**Marriott Marquis Washington, DC**

**Members Present:**

Michael Johnson (Chair), Michael Sass (Chair-Elect), Melissa Maszczak (Secretary), Lynette Arner, Rolanda Burney, Rowena Clukey, Edward Cullinane, Heather Fehn, Tracy Labadie, Jana Seutter, Asma Raouf and Kai Swanson.

**Executive Director:** Stuart Schmidt

**Members Absent:** Claire Smith (Treasurer), Larisa Pfeiffer, Steve Frieder, Ken Knelly, Marc Schaeffer and Don-Terry Veal.

**I: Call to Order**

Chair Johnson called the meeting to order at 11:19 EST.

- Chair Johnson pointed out the history of NAPAHE, Board Chair History and committee reports provided in the materials.

**II: Consent Agenda**

- Approval of Minutes of April 14, 2023
- Committee Reports
- Election of Officers
  - Michael Sass, Chair
  - Rolanda Burney, Chair-Elect
  - Melissa Maszczak, Secretary
  - Lynette Arner, Treasurer
  - Michael Johnson, Past-Chair

Chair Johnson called for a motion to approve the consent agenda. **MOTION by Rowena Clukey to accept the consent agenda as presented. Seconded by Tracy Labadie; passed without objection.**

Chair Johnson expressed appreciation for the NAPAHE Board members and asked those in attendance to stand. He also presented the NAPAHE Distinguished Service Award to Diane Fornieri, for her significant and ongoing service, dedication, and passion for NAPAHE and furtherance of its mission.

**Recognition of NAPAHE Board Members:**

- Lynette Arner, Conference Planning Chair
- Rolanda Burney
- Rowena Clukey



- Eddie Cullinane
- Heather Fehn, Sponsorship Committee Chair
- Steve Frieder, Professional Development Committee Chair
- Mike Johnson
- Ken Knelly, Communications Committee Chair
- Tracy Labadie
- Melissa Maszczak
- Larisa Pfeiffer, Nominations Committee Chair
- Asma Raouf
- Michael Sass
- Marc Schaeffer (Honorary)
- Jana Seutter
- Claire Smith
- Kai Swanson
- Don-Terry Veal
- Stuart Schmidt (Executive Director)

#### **Recognition of Board Leadership**

- Mike Johnson, Board Chair
- Michael Sass, Chair-Elect
- Melissa Maszczak, Secretary
- Claire Smith, Treasurer

#### **Recognition of Conference Award Winner**

- Diane Fornieri

#### **III. Bylaws Revision**

- On November 2, 2023, the NAPAHE Board of Directors met and approved revising Article III Section 1.a. and Article IV Section 2. The bylaws revision permits Active and Associate members in good standing to be elected to the Board of Directors or as Officers of the Corporation, provided that Active Members compose a majority of the board and grants Associate Members of the Board of Directors the privilege to vote on such matters that come before the Board.

Chair Johnson called for a motion to approve the bylaws revision. **MOTION by Eddie Cullinane to approve the revised bylaws as presented, seconded by Jana Seutter, passed without objection.**

#### **IV. Slate of Candidates for Board Membership**

- Michele Byerly, Executive Assistant to the President at Biola University
- Joanna Cleveland, VP and General Counsel, Chief of Staff, and Board Secretary at the University of Puget Sound
- Tykesha Myrick, Chief of Staff at Northern Virginia Community College
- Sheri Sargent, Chief of Staff at Minnesota State University, Mankato

Chair Johnson called for a motion to approve the slate of candidates to Board membership.

**MOTION by Armando Robles to approve the slate of candidates listed above for Board membership, seconded by Gem Perkins, passed without objection.**

#### **V. Treasurer's Report**

Presenters: Lynette Arner

Checking Account balance as of 1/12/24: \$173,076.16

Investment Account balance as of 1/12/24: \$230,409.74

Lynette reported on the Mid-Year Budget and the NAPAHE 2024 Estimated Conference Budget included in the materials.

Chair Johnson called for a motion to approve the Mid-Year Budget. **MOTION by Tracy Labadie to approve the Mid-Year Budget, seconded by Diane Fornieri, passed without objection.**

#### **VI. Passing of the Gavel and Remarks**

Presenters: Chair Michael Johnson and Chair-Elect Michael Sass

Chair Johnson passed the gavel to Chair-Elect Michael Sass who provided remarks of appreciation for Michael Johnson's service as chair.

#### **IV. New Business**

Presenter: Chair Michael Sass

Chair Michael Sass called Michael Johnson and Kai Swanson to the stage to thank them for their service on the Board and present them with a parting gift.

#### **Recognition of Board Members with Terms Ending**

- Diane Fornieri
- Kai Swanson
- Jon Kucskar
- Claire Smith

#### **VI. Announcements**

Presenter: Chair Michael Sass

Chair Sass announced that we hope to continue our partnership with AAC&U for next year's conference.

#### **VII. Adjournment**

Chair Sass adjourned the meeting at 11:40 ET.

*Submitted by Melissa A. Maszczak*

## Slate of Candidates for Board Membership

The 2025-2026 slate of candidates for board membership proposed by the Nominating Committee and recommended by the Board of Directors includes:



**Mia Casey**  
Executive Assistant  
Baylor University (TX)



**Stephanie Horner**  
Assistant to the Dean  
The College of New Jersey



**Brynne Pulver**  
Executive Assistant to the Vice Chancellor for  
Enrollment Management  
University of North Carolina Greensboro



**Crystal Wilson**  
Administrative Director for the Office of the  
President  
Teachers College, Columbia University (NY)



## Proposed Changes to NAPAHE's By-Laws November 2024

### Proposed Amendment 1

#### Article III – Membership

##### Section 1.b. Associate Members

###### ORIGINAL WITH IN-LINE CHANGES

Associate membership status in the Corporation shall be open to any person who, at any time in the past, has held a position in the office of a chief executive officer of an institution of higher education or system of higher education, or who is currently the assistant to the chief executive officer of an educationally-related institution, or is the assistant to the chief academic officer of an institution of higher education or other senior leaders within the system of higher education, or who expresses interest in the profession of presidential assistant, provided that such persons have paid any applicable membership dues set by the Board of Directors. Associate members of the Corporation shall not have the power to vote, and shall not be included in quorum counts, ~~and shall not be eligible for election to the Board of Directors or as Officers of the Corporation.~~

###### PROPOSED FINAL

Associate membership status in the Corporation shall be open to any person who, at any time in the past, has held a position in the office of a chief executive officer of an institution of higher education or system of higher education, or who is currently the assistant to the chief executive officer of an educationally-related institution, or is the assistant to the chief academic officer of an institution of higher education or other senior leaders within the system of higher education, or who expresses interest in the profession of presidential assistant, provided that such persons have paid any applicable membership dues set by the Board of Directors. Associate members of the Corporation shall not have the power to vote and shall not be included in quorum counts.

###### RATIONALE FOR PROPOSED CHANGES

This amendment corrects Article III, Section 1.b. to align with the changes that were approved by the Membership at the 1/20/2024 Annual Meeting. This amendment matches the language included in Article IV, Section 2. Regarding the Number and Qualifications of Board Directors.



## Proposed Amendment 2

### Article IV – Board of Directors

#### Section 2. Number and Qualifications

##### ORIGINAL WITH IN-LINE CHANGES

The Board shall be composed of no fewer than thirteen (13) nor more than twenty-one (21) individuals, including the elected officers of the Corporation. Only Active and Associate Members in good standing are eligible for election to the Board of Directors or as Officers of the Corporation, provided that Active Members compose a majority of the board. Active and Associate Members of the Board of Directors shall have the power to vote on such matters that come before the Board. The slate of officers shall be prepared and publicized six (6) weeks in advance of the annual meeting and formally voted on at the annual meeting of the association's Board of Directors. Special consideration will be given to selection of the Chair-Elect in terms of number of years in the profession ~~of Presidential Assistant~~ and number of years on the Board, as well as leadership role on the Board. The Past Chair shall be an *ex officio* member of the Board and shall have no vote unless s/he is serving a current term while also serving as Past Chair. No decrease in the number of directors shall have the effect of shortening the term of any incumbent director.

##### PROPOSED FINAL

The Board shall be composed of no fewer than thirteen (13) nor more than twenty-one (21) individuals, including the elected officers of the Corporation. Only Active and Associate Members in good standing are eligible for election to the Board of Directors or as Officers of the Corporation, provided that Active Members compose a majority of the board. Active and Associate Members of the Board of Directors shall have the power to vote on such matters that come before the Board. The slate of officers shall be prepared and publicized six (6) weeks in advance of the annual meeting and formally voted on at the annual meeting of the association's Board of Directors. Special consideration will be given to selection of the Chair-Elect in terms of number of years in the profession and number of years on the Board, as well as leadership role on the Board. The Past Chair shall be an *ex officio* member of the Board and shall have no vote unless s/he is serving a current term while also serving as Past Chair. No decrease in the number of directors shall have the effect of shortening the term of any incumbent director.

##### RATIONALE FOR PROPOSED CHANGES

This amendment updates Article IV, Section 2. to omit the consideration of the number of years served as a Presidential Assistant as prerequisite for serving as the Chair-Elect and Chairperson of the Board. This amendment aligns the By-Laws with current practice and with the changes that were approved by the Membership at the 1/20/2024 Annual Meeting



## Proposed Amendment 3

### Article V – Officers and Administrative Staff

#### Section 7. Chair

##### ORIGINAL WITH IN-LINE CHANGES

The Chair shall be the chief executive officer of the Corporation and, subject to the overall guidance and supervision of the Board of Directors, give active direction and have control of the business and affairs of the Corporation. S/he may sign any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the Corporation; and in general, s/he shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board of Directors from time to time. The Chair shall also preside at the annual meeting of the Corporation and the Board of Directors. S/he shall also appoint all committees with the approval of a majority of the Board of Directors, shall serve as a voting member of the Executive Committee, and may serve as a non-voting *ex officio* member of all other committees.

##### PROPOSED FINAL

The Chair shall be the chief executive officer of the Corporation and, subject to the overall guidance and supervision of the Board of Directors, give active direction and have control of the business and affairs of the Corporation. S/he may sign any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the Corporation; and in general, s/he shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board of Directors from time to time. The Chair shall also preside at the annual meeting of the Corporation and the Board of Directors. S/he shall also appoint all committees with the approval of a majority of the Board of Directors, shall serve as a voting member of the Executive Committee, and may serve as a non-voting *ex officio* member of all other committees.

##### RATIONALE FOR PROPOSED CHANGES

This amendment corrects Article V. Section 7. to clarify that the Chair of the Board of Directors is a *voting* member, rather than a *non-voting ex officio* member, of the Executive Committee, in alignment with the powers and duties commonly performed by the Chair of a Board of Directors. This is reflected in the existing text of Article VI. Section 2. which outlines the powers and duties of the Executive Committee.



## **Non-Substantive Amendments**

The following amendments correct the organizational structure, section numbering, grammar, syntax, and punctuation for these By-Laws. No substantive changes to the content or spirit of the By-Laws are proposed in these amendments.

### **Proposed Amendment 4** **Article III – Membership**

#### **PROPOSED CHANGES**

- Add 0.5" Left Indentation to Section 1.a., 1.b., 1.c., 1.d., and 1.d. (repeat)
  - Correct repeated "1.d." to "1.e."
  - Remove erroneous period from "...who is a former member of the Board of Directors. who have served the Board of Directors with distinction..." in Section 1.d.
- 

### **Proposed Amendment 5** **Article IV – Board of Directors**

#### **PROPOSED CHANGES**

- Capitalize "Board" in the second sentence of Section 2.
  - Remove erroneous dash from "shall be eligible for-re-election to a second term" in Section 3.
  - Remove extra carriage return between Section 12. and Section 13.
  - Correct "presence" to "present" in Section 13.
- 

### **Proposed Amendment 6** **Article VI – Committees**

#### **PROPOSED CHANGES**

- Capitalize "Immediate Past Chair" in the first sentence of Section 2.
- 

### **Proposed Amendment 7** **Article IX – Indemnification and Insurance**

#### **PROPOSED CHANGES**

- Remove extra carriage return between Article IX and Article X

# NAPAHE

Professionals Supporting Higher Education Leaders

<b>NAPAHE Fiscal Year 2024-2025 Budget</b>			
	ACTUALS AS OF 12/31/2024		
		Approved FY25	FY To Date (12/31)
<b>INCOME</b>			
	Membership Dues	\$ 90,000.00	\$ 60,623.58
	Optional/Networking Activity Fees	\$ 3,000.00	\$ 855.00
	Sponsorships (Cash Only)	\$ 50,346.75	\$ 20,597.25
	Conference Registration/Income	\$ 185,800.00	\$ 2,650.00
	Misc. (Other Income)	\$ -	\$ -
	<b>TOTAL INCOME</b>	<b>\$ 329,146.75</b>	<b>\$ 84,725.83</b>
<b>EXPENSES</b>			
	Management Services	\$ 70,150.00	\$ 39,390.86
	External Services (NEW)	\$ 15,000.00	\$ 15,000.00
	Non-Profit Status Filing	\$ 294.00	\$ 219.00
	Accountant Fees / Taxes	\$ 3,185.00	\$ 630.00
	Insurance	\$ 2,136.00	\$ 1,678.75
	Membership	\$ 10,500.00	\$ 4,977.33
	Administrative Travel Expenses	\$ 3,150.00	\$ 521.88
	Board Meeting Catering/Room	\$ 3,000.00	\$ -
	Technology	\$ 12,747.18	\$ 10,169.10
	Administrative Business Expenses	\$ 5,860.00	\$ 3,036.29
	NAPAHE Conference Expenses	\$ 200,544.53	\$ 4,387.36
	Grants for Conference	\$ 2,000.00	\$ -
	Transfer to Investment	\$ 580.04	\$ -
	<b>TOTAL EXPENSES</b>	<b>\$ 329,146.75</b>	<b>\$ 80,010.57</b>
<b>TOTAL INCOME-EXPENSES</b>		<b>\$0.00</b>	<b>\$4,715.26</b>
	<b>External Services (Reserve Support)</b>	<b>\$ 30,000.00</b>	<b>\$ 18,400.00</b>
Checking 6/30/2024: \$137,818.60 As of 12/31/24: \$ 124,133.86			
Investment 6/30/2024: \$318,835.33 As of 12/31/24: \$ 329,588.26			



# NAPAHE2025 Conference Income & Expense Report (PRELIMINARY)

UPDATED 1/14/2025

## INCOME

### REGISTRATION (425)

REGISTRATION SUBTOTAL \$ 222,500.00

### SPONSORSHIPS

SPONSORSHIPS SUBTOTAL \$ 37,586.00

### NETWORKING ACTIVITY TICKETS

NA TICKETS SUBTOTAL \$ 1,100.00

### OTHER INCOME

OTHER INCOME SUBTOTAL \$ 55.00

**TOTAL INCOME \$ 261,241.00**

## EXPENSES

### A/V & SETUP

A/V & SETUP SUBTOTAL \$ 45,000.00

### FOOD & BEVERAGE

FOOD & BEVERAGE SUBTOTAL \$ 124,041.71

### NETWORKING ACTIVITIES

NETWORKING ACTIVITIES SUBTOTAL \$ 1,500.00

### CONFERENCE SUPPLIES

CONFERENCE SUPPLIES SUBTOTAL \$ 2,909.50

### OTHER CONFERENCE EXPENSES

OTHER CONF EXPENSES SUBTOTAL \$ 40,500.00

**TOTAL EXPENSES \$ 213,951.21**

**TOTAL INCOME-EXPENSES \$ 47,289.79**