

Book of Reports 2013-2014



**CREATE
THE FUTURE**

WHY I BELONG TO NAP



www.parliamentarians.org



EDUCATION

NAP's focus is on learning and applying parliamentary procedure to promote fair, civil, and open decision making. From online courses to webinars to books, CDs, and handy pamphlets, you have an array of self-study options along with learning opportunities in groups of all sizes.



CREDENTIALS

Beyond learning the basics of parliamentary law, NAP offers credibility for members who want to serve others professionally through a multi-level credentialing program. NAP's strong code of ethics promotes the highest level of professional service.



NETWORKING

Problem solve, share tips, programs, and ideas, and build referrals with an extensive network of NAP members who are experts in parliamentary law. Connect online or in person in units and conferences.



INFORMATION

You'll be challenged by thought-provoking articles, and challenging questions and answers in the *National Parliamentarian* magazine. The e-newsletter, the *NAP Newsflash*, keeps you up to date and in touch with current events. The website, www.parliamentarians.org has all the resources you need available around the clock.



RESOURCES

A wealth of supplies for members, teachers, and students are available in the NAP store, readily accessible through the website or by phone. You'll have access to parliamentary professionals all over the world through the online directory or the NAP Membership Manual. Awards and youth programs encourage ever-expanding growth in learning parliamentary law.

I Belong to NAP Because...



"Interacting with individuals who enjoy studying parliamentary procedure expands my knowledge so that I can teach others and guide organizations to hold meetings that are fair to all members." -Lori Lang Finck

"The best way to learn is to learn from each other and NAP creates the best opportunities to share knowledge and practice skills."

-Kevin Wendt, PRP



"Having the skills to run, participate in, and understand meetings is critical for success, especially in the business world. NAP provides me opportunities to refine my skills and a credential to back up my knowledge when I assist others." -Angela Reynolds, RP

"NAP's networking opportunities allow me to learn from other parliamentarians who serve many types of organizations. It's fascinating to hear about their challenges and it helps me determine ways to serve my clients better." -Evan Lemoine, PRP





Report of the President

Since the close of the convention September 2013, your president has lead NAP in implementing the strategic plan and creating the future by the following activities:

The biennium began with a leadership team orientation right after the close of the convention. The orientation included roles and responsibilities of the board and committees, risk management, and a briefing on implementing the strategic plan. Most of the NAP committees held their first meeting following the orientation.

One of the challenges NAP faced was to ensure that members have access to the web conference system, Adobe Connect, used to conduct board meetings. During the 2013-2014 year, board meetings were held monthly, except in March. It is a pleasure to report there are regularly a dozen or more members who listen in to the meetings without problem.

For the past year, your president's major focus has been on education development in two areas:

a. For the education and credentialing special committee your president worked on setting up and hosting a series of web meetings to gain member feedback on developing a body of knowledge. It was very gratifying to have so many members participate and express their interest and opinions. Once the webinars were complete, your president helped to create the all-member surveys that were conducted in June. She also presented a first draft of the report to the assembly on the referred motion.

b. For the professional development committee, your president joined in on the work to create new modules with a focus on education rather than testing. She served as the online administrator to test each of the new modules in the online setting and served as host for the first five online classes given in the new module format. In addition she assisted with the web training for train the trainers on the new web format.

Your president has also be privileged to teach the PRC course, both the two-day course, two modules in classroom style, and one module online.

Besides developing education for members and teaching classes, your president has attended many committee meetings both in-person and on the web, judged a HOSA parliamentary contest, and worked with our wonderful NAP Training Conference team. Your president represented NAP and presented workshops in Florida, British Columbia, Washington State, and Colorado as well as attended the Dahms-Bierbaum Workshop.

There are a lot of administrative details, telephone calls, and emails that make up the life of an NAP president along with the interesting and engaging activities described above. They all go together to make service to NAP a thing of joy and a great privilege. Your president welcomes the opportunity to hear from members and sincerely looks forward to receiving your thoughtful comments on creating the future for the members of NAP

***Ann Guiberson
President***



Report of the Vice President

Committees and Obligations:

- Liaison to the Professional Development Committee
- NAP Board Minutes Approval Committee
- Budget and Finance Committee
- Pricing Committee
- Fund Raising Committee

Events and Meetings Attended:

This member attended the NAP Board Meetings on the following dates:

- In-Person Post Convention September 9, 2013
- Meetings held by video conference: October 8, 2013; November 12, 2013; January 14, 2014; February 11, 2014; April 8, 2014; May 13, 2014; June 10, 2014
- In-person meeting March 7-8, 2014

This member had the privilege of representing NAP and presented workshops at the following events:

- Florida Association of Parliamentarians May 2, 2014
- Oregon Association of Parliamentarians March 14, 2014
- District II Conference June 21, 2014

This member had the privilege of presenting NAP welcome at the following events:

- American Association of Parliamentarians East Coast Practicum June, 2014
- American Association of Parliamentarians Annual Session July 2014

Projects:

This member has been working with the Professional Development Committee (PDC) as an active participant in creating and presenting modules to create and develop educational modules for the Professional Qualifying Course (PQC) and Professional Renewal Courses (PRP). The committee has a long term project to refine the concept into a valuable resource for member's education opportunity.

Actions:

This member will continue to support the NAP organization and put her time into programs that will serve the membership.

***Mary L. Randolph, PRP
NAP Vice President***



Report of the Secretary

Events/Meetings Attended

The secretary has attended the NAP Board meetings held in September 2013 in Portland, Oregon, and in March 2014 in Oklahoma City. She has also attended all board meetings, with the exception of the June 2014 meeting, held using AdobeConnect.com.

The secretary attended the November 2013 weekend meeting, held in Kansas City, Missouri, of the special committee on education and credentialing.

In April 2014, the secretary served as the NAP Representative to the District of Columbia Association's annual meeting where she gave the NAP update, installed officers, and presented a workshop.

The secretary serves as the education committee chairman for the Kansas Association and has attended all KSAP Board meetings held between September 2013 and August 2014. The secretary is also president of the Wichita Sunflower Unit of NAP.

Projects Completed

The secretary has written minutes for meetings of the board of directors.

As chairman of the board policies and procedures committee, the secretary has updated the NAP Operational Policies and Procedures each time the board amended the document.

Projects/Activities in Progress

The secretary serves as the board liaison to the NAP Bylaws Committee and attends meetings of that committee.

Projects/Activities in Planning Stage

The secretary will attend the board meeting held prior to the NAP Training Conference in Oklahoma City and will write the minutes for that meeting and the minutes of the annual meeting.

The secretary will serve as the NAP Representative to the Illinois Association's annual meeting in August 2014.

As board liaison, the secretary will work with the bylaws committee, as requested, in preparing amendments to be considered at the 2015 biennial convention.

***Ann Rempel, PRP
Secretary***

Report of the Treasurer

Events/Meetings Attended

Since September 2013, the treasurer has attended and participated in:

- all monthly board of directors meetings
- all meetings of the Personnel Committee
- correspondence of the Special Committee on Fundraising
- all Youth Committee meetings (October and December 2013; January, March, and May 2014)
- both Special Committee on Accessibility meetings (November 2013 and February 2014)
- the New Jersey Association meeting as the NAP Representative (November 2, 2013)
- the District One meeting as the NAP Representative (May 16-17, 2014)
- the George Demeter Unit in Boston, MA to provide an NAP update (May 3, 2014)
- the Phi Beta Lambda conference in Nashville, TN as the Youth Committee liaison to judge parliamentary procedure competitive events (June 24-27, 2014)

Additionally, the treasurer has chaired or led correspondence with the following committees:

- Special Committee on Financial Stability (November 2013)
- Budget and Finance Committee
- Pricing Committee

Projects Completed

- Reviewed and send the association's monthly financial statements to the board of directors
- Examined the District One, District Five, NAP Leadership Conference, and NAP Training Conference budgets using the *National Event Budget* template created in order to ensure financially sound event pricing was in place
- Regularly communicate with Executive Director and Bookkeeper on NAP financial results
- Discussed investment performance with our Edward Jones advisor and any recommended fund changes for consideration by the board
- Met with David Lundgren & Co., our independent CPA, to discuss NAP's control environment
- Assisted the NAP President and Executive Director in researching steps necessary to apply for a group exemption
- Actively work with NAP's youth partner organization FBLA-PBL and their partnership agreement
- Presenting a workshop at the NAP Training Conference for Youth Day on parliamentary leadership and at the NAP Leadership Conference on association's finances
- Presented workshops at the District One and New Jersey Association meetings

Projects/Activities in Progress

- Developing an *Investment Policy Statement* for the board to consider to allow for more strategic alignment over the purpose and use of investment funds
- Reviewing our *Planned Giving Program* to consider changing our marketing approach and funding categories to renewed focus and purpose of the program
- Drafting a budget for 2014-15 for review by the Budget and Finance Committee

Your treasurer continues to ensure that NAP has sound financial practices in place and that the financial implications of all matters are considered before a decision is reached.

***Evan A. Lemoine, CPA, PRP
Treasurer***



Report of the Director At Large, Steve Glanstein, PRP

1. Liaison Work (Membership and Registration Committee)
 - a. Receiving RP examination errors from several individuals.
 - b. Previous committee meeting did not have a quorum.
 - c. Will meet with chair Larry Martin at NTC to discuss committee achievements for the upcoming year.
2. Professional Development
 - a. Developed Ethics Module for the Professional Development Committee
 - b. Taught Ethics Module in February online
 - c. Taught Ethics Module in May for the Nebraska State Association of Parliamentarians
 - d. Assisted Sandra Olson to teach Presiding Module in May for the Nebraska State Association of Parliamentarians
3. Meetings with Hawaii State Association of Parliamentarians Board of Directors
4. Testified several times in the Hawaii Legislature for the HSAP Legislative Action Committee on items important to parliamentarians in the state. Was able to get 2 bills signed into law and 1 enacted without the governor's signature.
5. Contacted several delinquent members in Hawaii and they have renewed.

Steve Glanstein, PRP
Director-at-large

Report of the Director-at-Large, James N. Jones, PRP

Events/Meetings Attended

Since the September board meeting in Portland the following events and meetings have been attended:

- Eight NAP board conference calls
- One personnel committee call
- Two meetings of Special Task Force on Education & Credentialing
- District of Columbia State Convention
- Indiana State Convention
- McCaskill Unit meeting– DC
- Sartwell Unit meeting - DC

Projects Completed

<i>Task Description</i>	<i>Person Responsible</i>	<i>Projected Completion Date</i>
<ul style="list-style-type: none"> Review and update NAPOPP Taught IAP RP course 	Policy & Procedures Committee Illinois Association of Parliamentarians Executive Director	Ongoing Nov 2013 July 2014
<ul style="list-style-type: none"> Facilitate agreement regarding external consultant 		

Projects/Activities in Progress

Indicate any projects or activities currently in progress. Indicate when the project is expected to be completed. If desired, a plan of work can be included and set-up in the following format:

<i>Task Description</i>	<i>Person Responsible</i>	<i>Projected Completion Date</i>
<ul style="list-style-type: none"> Evaluate ED Set 2014-15 goals for ED Serve as Nat'l Representative Serve as Board Liaison 	Personnel Committee Personnel Committee Georgia Association Educational Resources Committee	August 2014 September 2014 January 2015 Ongoing

Jim Jones
Director-at-Large



Report of Director at Large, James H. Stewart, PRP

Attended all but one on-line board meetings. Attended March face to face board meeting in Oklahoma City.

Completed white paper on NAP restructuring plan for presentation to Board.
Served as liaison to Communications Committee.

For other activities, see report of Special Committee on Education and Credentialing.

James H. Stewart, PRP
Director at Large

Report of the Executive Director

Events/Meetings Attended

- Dahms-Bierbaum Workshop in Kansas City
- Special Committee on Education and Credentialing Meeting in Kansas City
- NAP 2014 Training Conference Planning Meeting in Oklahoma City
- NAP Board of Directors meeting in Oklahoma City
- District 5 Conference in Overland Park, KS
- NAP 2016 Training Conference Site Inspection in Denver with VP Mary Randolph
- NAP Board of Directors meeting, NAP Leadership Conference, and NAP Training Conference in Oklahoma City

Projects Completed

- Public Awareness - NAP Website: The new NAP website was launched at the 39th Biennial Convention. We continue to add and build content on the site based on the feedback received from users and site analytics. We implemented Google Analytics in October to gather information about who visits our website and what are they trying to accomplish during the visit. We had 22,418 users on our site from October 2013 through June 2014, with users spending an average of four minutes on the site. The three primary areas people visit on the site are: Learning Opportunities - for education on parliamentary procedure; Parliamentary Basics - providing a very basic overview of parliamentary procedure; Documents - which includes the NAP Governing Documents, resources for members, associations, and units. We also added a page on the website dedicated to the NAP Training Conference with information about all aspects of the NTC.
- Membership - Membership Renewal Campaign: I worked with the NAP President and MERC to execute the 2014 membership renewal campaign. This included developing various communications around the theme of “Why I Belong to NAP”. The number of members who forfeited their membership in 2014 was 421, which was the fourth lowest number of forfeitures in the past ten years. The biennial NAP Membership Manual was mailed to all NAP Members in April and a monthly addendum of reinstated and new members is published in the NAP Newsflash.
- Education: I worked with the Chairman of the Special Committee on Education and Credentialing and President Guiberson on several items for the special committee including: logistics for in-person meeting in November, announcements and registrations for webinars, and the selection of a consultant to assist with review and analysis of a job analysis survey. We assisted the Educational Resources Committee to publish updates to the Parliamentary Playbook - Script Writing and Nola’s Daily Doses and are currently producing updated motion script cards for sale.
- Financial Stability: Introduced planning tools for district directors to use when planning district conferences, including setting up online registration through NAP Headquarters and centralized bill payment for conference expenses. We continue to maintain fiscal discipline and reported a slight surplus for the fiscal year ending November 30, 2013 and are in line with the current year’s budget.
- Headquarters Operations:
 - Telephone system replaced, including an upgrade in our voice mail capability
 - Conversion to Google Apps for nonprofit organizations

- Staff Training - Customer Service, Computer Applications, Communication Skills
- Standard Operating Procedures developed
- Staff Job Descriptions updated
- Staff benefit package revised and enhanced with a lower cost to NAP

Projects/Activities in Progress

The following are a few of the projects that we are working on at NAP Headquarters::

<i>Task Description</i>	<i>Person Responsible</i>	<i>Projected Completion Date</i>
Public Awareness: SCORE Business Scan - This project will help identify the critical gaps between the NAP Strategic Plan and our current operations.	Executive Director	September 2014
Education: Offer pre-recorded webinars for sale as “on-demand” learning opportunities	Executive Director (These are the webinars produced earlier in the year by the Webinar Subcommittee of the ERC)	September 2014
Membership: Development of membership recruitment materials and outline of 2015 Dues Renewal Communication Plan	Executive Director in consultation with MERC and President Guiberson	October 2014
Financial Stability: Developing several non-dues revenue streams including: Adobe Connect for associations, rental program for Audience Response System (voting keypads) and sale of pre-recorded webinars.	Executive Director in consultation with Budget & Finance Committee and Pricing Committee	August 2014

The NAP Headquarters staff is dedicated to providing exceptional service to our members and potential members in everything we do. We will continue to explore ways to be the best stewards of NAP resources by being effective and efficient in our day to day work supporting NAP members, their clients and the public that relies on them.

Mike Chamberlain, MBA, CAE
Executive Director



Report of the Parliamentarian

Events/Meetings Attended

The parliamentarian has attended board meetings with the exception of the post-convention and March 2014 meetings and served as the National rep for the Missouri State Association of Parliamentarians annual meeting.

Projects Completed

The parliamentarian has consulted with the president on several issues and served as an advisor to the Bylaws Committee and the Parliamentary Research Committee.

Projects/Activities in Planning Stage

Indicate any projects or activities planned but not yet begun. You may use the table format as follows:

<i>Task Description</i>	<i>Projected Beginning Date</i>
Review president's script for Convention 2015	January 2015

***Dr. Leonard M. Young, PRP
Parliamentarian***



Report of the District One Director

The District One Director attended the District One Training Conference held on May 16-17, 2014 at the Holiday Inn, 105 Davidson Avenue, Somerset, New Jersey.

As a member of the NAP Membership Extension and Retention Committee this District Director attended the Post Convention Leadership Team Meeting in Portland, Oregon. He also attended Membership Extension and Retention Committee Meetings on October 29, 2013, January 7, 2014, and April 14, 2014 via telephone conference calls.

During the NAP Membership renewal period this District Director was in contact with each association president and unit president from District One. Delinquent members were contacted by telephone, email and USPS mail by this District Director and their respective association president or unit president. The membership in District One stands at 390 members.

The District One Training Conference was planned by this District Director with the assistance of Dorothy Cohen, Education Chairman, and President of the Cranford Unit of Parliamentarians. The District One Training Conference was attended by 23 members of District One; each attendee received 4 CEU's for the training conference. The following workshops were presented:

- E. Marie Wilson, PRP – Marie presented a workshop on “The Gang’s All Here!” But is that enough? A look at the basics and eccentricities of quorum requirements; Evan Lemoine, PRP – Evan serves as NAP Treasurer.
- Evan Lemoine is also the President of the New England Association of Parliamentarians. Evan presented a workshop on “Strategic Disasters and Dysfunctions”. Leading organizations in the twenty-first century requires competent leaders, basic organization, clearly defined roles and empowered members. Discover some tips and tricks to bring life back to your organization;
- Joan H. Corbisiero, PRP – Joan presented a workshop on “Election Selection”. A consideration of the effects that different approaches to the nomination process have on elections, along with a review of election procedures; and
- Dan Karlan – Dan presented a workshop on “Learning through Action: Teaching Parliamentary Procedure by Doing Parliamentary Procedure”. Teaching is absorbed more effectively when it is accompanied by doing. Dan has developed a scripted meeting with running commentary, which can be used by groups of various sizes, to reveal how parliamentary procedure actually works in practice, a seasoned Toastmaster, Dan will present an excerpt from the script, and then discuss its evolution and possible future, as well as ways of using it to teach the fundamentals to groups.

The District One Director is currently planning the 2015 District One Biennial Conference which is planned for the June/July time frame. A hotel has not been selected or a date established for the event.

***William E. Starkey, PRP
District One Director***

Report of the District Two Director

Events/Meetings Attended

- National Association of Parliamentarians® 39th Biennial Convention in Portland Oregon.
- NAP® Board of Directors Adobe Connect meetings.
- Membership Extension and Retention meetings, 9/10/2013, 10/29/2013, and 1/7/2014.
- Unit meetings for Sartwell, DC Registered, Prince George's County, Hobson, McCaskill, and Virginia Alpha Registered
- District of Columbia Association of Parliamentarians Parliamentary Law Day, 10/25/2013.
- Maryland Association of Parliamentarians 51st Annual Meeting, 11/16/2013.
- District of Columbia Association of Parliamentarians Membership Event, 2/22/2014.
- District of Columbia Association of Parliamentarians 45th Annual Convention, 3/15/2014.
- Virginia State Association of Parliamentarians 57th Annual Convention, 5/3-5/4/2014.
- Kentucky Association of Parliamentarians Annual Convention, 5/10/2014

Projects Completed

- Attended District of Columbia "Board Chairs meeting with Mayor Vincent Gray." Parliamentary procedure workshop was conducted by Susan Eads Role, PRP, and Wanda M. Sims, PRP, 9/26/2013.
- Conducted a parliamentary procedure workshop for the International Brotherhood of Electrical Workers, 9/28/2013.
- Created and distributed monthly *District Two New Brief* e-newsletter, 10/21/2013.
- Prepared and distributed *The District Two Resolution* newsletter working with Teresa Sidewater, Editor, and Sandra Cook, Assistant Editor, 11/22/2013.
- Facilitated a series of registered parliamentarian® prep sessions for members interested in achieving registered parliamentarian® status with DC area PRPs, 1/29-6/28/2014.
- Conducted a parliamentary procedure workshop for the American Federation of Government Employees, 2/8/2014.
- Solicited the help of unit and state association presidents to provide outreach to members whose membership had lapsed.
- Conducted a parliamentary procedure workshop for Rho Mu Omega Chapter, Alpha Kappa Alpha Sorority, Inc., 3/31/2014.
- Served as a parliamentary judge for the Chapter Team Event of the National Technology Student Association Conference, 6/30/2014.
- Conducted a parliamentary procedure workshop for the Human Rights Committee, American Federation of Government Employees, 7/15/2014.

Projects/Activities in Progress

<i>Task Description</i>	<i>Person Responsible</i>	<i>Projected Completion Date</i>
Prepare and distribute the District Two Resolution newsletter	District Director, Editor and Assistant Editor	July 31, 2014
Plan and Execute District Two Conference	District Director and Conference Chairman	October 3, 2014

Darlene T. Allen, PRP
District Two Director



Report of the District Three Director

Events Attended by District Three Director

Your District Three Director attended three annual meetings, Georgia, North Carolina and Florida. Letters have gone out twice to the other states expressing my desire to help with any questions, projects and date of their annual unit. I also have asked that I would like to be invited to their annual meeting to teach and talk about NAP.

Projects Completed

Two newsletters have been sent to all members with a third going out later this summer when we hope to get more pictures and news.

New Unit

South Carolina has a brand new unit which they hope will be active this fall. There are three current members one PRP, one RP and one more current member. Two new students will be studying for the membership exam. The study group has voted to go forward with the organization and will be called the **Low County Unit.**

***Nancy S. Dauster, PRP
District Three Director***



Report of the District Four Director

- Published two newsletters to the district four members.
- Served as judge for the Michigan Business Professionals of America – Parliamentary Procedure Team Event; BPA National Leadership Conference
- Administered membership exam to students attending the BPA National Leadership Conference – 4 students passed the exam and are new members
- Attended Indiana State Parliamentary Unit annual meeting in Speedway, IN bringing greetings from NAP
- Brought greetings to the Michigan Unit of Registered Parliamentarians at their Annual Meeting and installed newly elected officers
- Co-presented, with Julie Pioch, a lesson on Disciplinary Procedures at the Michigan State Association of Parliamentarians as well as giving an NAP update
- Brought greetings and presented a workshop at the Detroit Unit Annual Meeting
- Attended a conference call meeting for district directors hosted by Sandy Olson
- Received many requests for parliamentary assistance and/or information and referred those requesting to the appropriate state association president

***Joyce Brown-Watkins, PRP
District Four Director***



Report of the District Five Director

Elected at the 2012 District Five Conference, Omaha, NE. this District Director's term began following the September 2013 NAP Convention, Portland, OR.

- Prepared District Five *News Connection* newsletter, November 2013 and May 2014, for NAP Connect to distribute to District Five's members.
- Serves on the Membership Extension Retention Committee (MERC).
- Attended all MERC electronic Committee Meetings.
- Promoted the PEER Award to District Five Membership.
- Contacted District Five Association Presidents on membership dues renewal.
- Contacted all District Five members who had not renewed reminding them of the benefits of membership, encouraging them to pay their dues, or if not renewing, inquiring as to why they were not renewing.
- Coordinated arrangements for the District Five Conference, hosted by the Kansas Association of Parliamentarians, June 20-22, 2014, at the DoubleTree Hotel, Overland Park, KS.
- Invited and encouraged District Five Members to attend the District Five Conference and the NAP Training Conference.
- Congratulated new RPs and PRPs on their achievement in certification.
- Attended several local unit meetings presenting programs and conducting installation ceremonies.
- Developing and promoting new members to unit and association offices.

Elected by District Directors as one of the two District Representatives, 2013-2015 NAP Board of Directors.

- Attended all but one of the electronic NAP Board Meetings: October 10 and November 12, 2013; January 14, February 11, April 8, and May 13, 2014.
- Attended the in-person March 7-9, 2014 NAP Board Meeting onsite at the Renaissance Hotel, Oklahoma City, OK.
- Serves on the NAP Board of Directors Minutes Approval Committee.
- Serves on the NAP Pricing Committee.

***Denise R. Irminger, PRP
District Five Director***



Report of the District Seven Director

Events/Meetings Attended: This officer attended the annual meetings of the Association of British Columbia, the Oregon Association and the Washington Association. This officer also judged the Oregon FLBA parliamentary procedure contest.

Projects/Activities in Progress:

Task Description	Person Responsible	Projected Completion Date
District 7 Conference	Alice Bartelt and Mike Healey	April 26, 2015

Projects/Activities in Planning State:

Task Description	Projected Beginning Date
Do a workshop at the FBLA fall 2014 workshop	August 1, 2014

***Bartelt, Alice PRP
District 7 Director***

Report of the Bylaws Committee

Events/Meetings Attended

The Bylaws Committee held one teleconference meeting on December 10, 2013. All other committee business has been conducted by e-mail.

Projects Completed

- The Bylaws Committee has reviewed and approved the bylaws of one new unit, the Arizona Omicron Unit, which has now been chartered.
- To facilitate periodic review of association and unit bylaws, as required by the *NAP Operational Policies and Procedures Manual*, the Bylaws Committee has requested that NAP Headquarters forward copies of all association and unit bylaws as they are received.
- The Bylaws Committee prepared a message, distributed by e-mail to all association and unit presidents, reminding the recipients of the requirement to have current bylaws on file with NAP, and listing some of the more common areas of non-compliance with NAP requirements.
- The committee has received and reviewed the bylaws of eleven associations and 23 units. Based on the reviews, the chairman has sent letters to five of the associations and eleven of the units, notifying them of conflicts with NAP requirements. One association and two units subsequently submitted amended bylaws that resolved the noted conflicts. No other responses have been received.
- The Bylaws Committee prepared a Call for Amendments, published in the June issue of the *National Parliamentarian* and also in the June and July Newsflashes, detailing the requirements for submitting proposed bylaws amendments for consideration at the 2015 biennial convention. The committee also created an on-line form as the preferred method for submitting amendments, with the link to the form being included in the Call for Amendments.

Projects/Activities in Progress

- Revise sample association, unit, and youth group bylaws and checklists to bring them up to date and ensure they are consistent with the current NAP Bylaws.
- Draft proposed bylaws amendments requested by the NAP Board of Directors and the President.
- Draft amendments to be proposed by the Bylaws Committee itself.
- Continue review of association and unit bylaws as they are received.

Projects/Activities in Planning Stage

The only Bylaws Committee activity still in the planning stage is the processing of proposed amendments (additional to those referred to above) for the 2015 biennial convention. The starting date for this activity will be the date the first proposed amendment is received, and the activity will continue until all adopted amendments are properly incorporated into the NAP Bylaws.

Weldon L. Merritt, PRP, Chairman
Rochester A. Baker, Sr., PRP
Ella Carlson, PRP
Helen Popovich, PRP
Barbara J. Rosi, PRP
Ann Rempel, PRP, ex officio

Report of the Communication Committee

Events/Meetings Attended

September 10, 2013, Communication Committee onsite meeting, Portland Oregon
 November 7, 2013, Communication Committee meeting via teleconference
 November 12, 2013, Communication Committee meeting via teleconference
 November 25, 2013, Communication Sub-Committee meeting with SCORE via teleconference
 December 10, 2013, NAP Board Meeting Adobe Connect
 March 11, 2014, NAP Board Meeting Adobe Connect
 May 13, 2014, NAP Board Meeting Adobe Connect
 June 10, 2014, NAP Board Meeting Adobe Connect
 August 8-10, 2014 National Training Conference, Oklahoma City, Oklahoma

Projects Completed

The committee decided that the membership survey questions will be placed on hold until the results of the SCORE analysis; and, the current NAP Style Guide will be used until the rebranding.

Projects/Activities in Progress

The committee has committed to fulfilling the following strategies by October 30, 2014: (1) Create a branding program; (2) Increase the number of registered and professional registered parliamentarians; (3) Increase retention rates; and (4) Increase participation and volunteer engagement. The committee has secured the services of the SCORE Association “Counselors to America’s Small Business” a nonprofit association comprised of 13,000+ volunteer business counselors throughout the U.S. and its territories. SCORE members are trained to serve as counselors, advisors and mentors. These services are offered at no fee, as a community service. Mike Chamberlain has met with the Kansas City SCORE Business Resource Center representatives. They discussed the Business Scan process and other services provided by SCORE. Mr. Chamberlain shared information with them regarding the NAP Mission, Vision and Strategic Plan and various aspects of our current operations. To be more strategic in our activities, they also discussed areas where SCORE could improve the work that already has been done. They agreed that the Business Scan process would take place after NAP’s membership renewal and audit activities. The project manager from SCORE and Mr. Chamberlain held a kick-off meeting the week of May 12 -15. SCORE is now proceeding with their work and have been in communication regarding additional information. Committee member Lorenzo Cuesta, PRP has actively updated Facebook with regular postings of NAP’s activities. He will be conducting a workshop at the NTC in Oklahoma City, OK.

Projects/Activities in Planning Stage

<i>Task Description</i>	<i>Projected Beginning Date</i>
Develop more volunteer opportunities based on interests and skills	After results of SCORE Scan
Assess members’ strengths, interests and abilities	After results of SCORE Scan
Identify areas for non-certified member participation	After results of SCORE Scan

Sheryl C. Womble, RP
Communication Chairman

Report of the Educational Resources Committee

Events/Meetings Attended

The Chairman has attended the following meetings/events:

- NAP Biennial Convention – Portland, Oregon – September 2013
- Will attend the NAP Leadership Conference and National Training Conference in Oklahoma City in August 2014
- Also attended the Texas State Association of Parliamentarians State Convention in Huntsville, Texas in May, 2014 and the funeral of the father of former NAP President, Ron Stinson, in Castroville, Texas in June

The ERC met on the following dates:

- Initial meeting at the post-convention training in Portland – September 2013
- The committee also met via teleconference on the following dates
 1. January 4, 2014
 2. March 30, 2014
 3. May 18, 2014

Projects Completed

- Motion script cards, a new product, was completed by member Donna Thompson, PRP and approved by the committee.
- Nola's Doses was revised to come into line with the 11th Edition of RONR. The committee agreed to allow the Illinois Registered Unit of Parliamentarians to do the revision and then their work was reviewed by the ERC and the Edit & Review Committee prior to submission for republication.
- The following Webinars were held:

02/19/14 - Sandy Olson - Bylaws Bridge Building
03/12/14 - Kay Crews - Parliamentary Toolkit
03/18/14 - Richard Hayes - Committee of the Whole
04/28/14 - Darleen Harens - Agendas and Order of Business
- The committee suggested continuation of the University of Wisconsin On-Line Course with the resignation of ERC member Rollie Cox, PRP due to his retirement. ERC member Kay Crews, PRP has agreed to take on the position as of August 2014.
- The committee reviewed and revised the *Pathways to Proficiency – Guide to Script Writing* – to bring it in line with the 11th Edition of RONR.
- The committee suggested that that *Robert's Rules of Order Newly Revised in Brief* be made available in spiral bound format.
- The committee reviewed the *A-B-C's of Parliamentary Procedure* and authorized its republication.

Projects/Activities in Progress

<i>Task Description</i>	<i>Person Responsible</i>	<i>Projected Completion Date</i>
A new product – Scripts for the Ranking Motions – by Nylanne Scheidegger, PRP has been approved and completed. The work is being reviewed and revised by the committee.	Dennis Clark, Chairman Becky Rutz Nylanne Scheidegger	August or September 2014
A new product – Parliamentary Procedure for Faith Based Organizations by Frances Jackson is being developed with input from the committee	Dennis Clark, Chairman	Fall 2014
A new product – Spotlight on Disciplinary Procedures is being developed by Dennis Clark, PRP	Dennis Clark, Chairman	September 2014
Webinars: Aug - Dennis Clark - Disciplinary Procedures Sept - Dr. Dan Seabold - What an Assembly may not do Oct – Mary Remson- Governing Documents Nov - Craig Henry - Topic TBD	Kevin Wendt, PRP	on going
A new product – Role of the Presiding Officer by Dr. Martha Haun, PRP and Dennis Clark, PRP is being developed	Dennis Clark, Chairman Dr. Martha Haun, PRP	Late fall 2014
A new product – a DVD which will display how a presiding officer handles unruly members and contentious meetings is being developed by Dennis Clark, PRP	Dennis Clark, Chairman	Early 2015
Review of Mini-lessons on Parliamentary Procedure for revisions and brought into line with RONR 11 th Edition	Dennis Clark, Chairman	Unsure – we have been unable to locate an electronic copy of these lessons and only have hard copies.



Projects/Activities in Planning Stage

<i>Task Description</i>	<i>Projected Beginning Date</i>
Video of correct procedures used by various youth teams (i.e. FBLA, HOSA, FCCLA, etc.); possible webinar for youth group participants – Jan Strand, PRP	Fall 2014
Works on the following topics: It has been suggested that we investigate the viability of a publication on federal/state statutes which relate to parliamentary procedure that the professional parliamentarian needs to be aware of; also Sponsoring a parli. pro. team – the Essentials (for sponsors of HOSA, FBLA, etc.)	Unknown

***Dennis Clark, PRP
Chairman***

Report of the Ethics Committee

Complaints Received

The committee has received two complaints against professional registered parliamentarians since the beginning of the biennium. One was completed and the other is in progress.

Workshop

In accordance with the NAP Standing Rules, the committee will present a workshop at the NAP TC.

Jeanette N. Williams, PRP
Lucy Anderson, PRP
Thomas “Burke Balch, PRP
K. Ann McCartney, PRP

Report of the Membership and Registered Parliamentary Examiners Committee

Events/Meetings Attended

The Chairman met with NAP President Ann Guiberson, who outlined potential directions that the Membership and Registered Parliamentary Examiners Committee (MERPE) might wish to take within the coming two years. The committee itself met via conference call on two occasions, one of them failing to obtain a quorum. The direction the committee should be taking was discussed and tasks were assigned. In addition, the Chairman was able to attend as a guest many of the NAP Board of Director meetings via Adobe Connect

Projects Completed

The MERPE Committee's basic responsibilities involve receiving membership applications, creating exams, and distributing them to monitors, whether in paper form or the on-line exam. If the exams were completed by paper form, the examiners receive the completed exams, grade them, and make contact with the applicant and Chairman about their results. Completing the same process for Registered Parliamentary exams is slightly more intensive due to the five parts of the exam, versus the one exam for membership. These are charted on a spreadsheet to ensure that the exams, grading, and notifications are in a timely manner, plus to ensure any retakes are completed using different exams than the first attempt. It appears that on-line exams are taking a front row as the exam method of choice in both membership and RP.

Projects/Activities in Progress

Several items of discussion were placed before the committee to research, consider, and make any proposed changes. Considering the labor intensive work involved in disseminating and grading exams, the completion of these tasks have seemed to taken a back seat.

<i>Task Description</i>	<i>Person(s) Responsible</i>	<i>Projected Completion Date</i>
Review the bank of questions from the Membership Exam in relation to using the RONR-In-Brief. Review and simplify the membership exam.	Standing Committee Members Remson and Reid.	First projected mid-April 2014

<i>Task Description</i>	<i>Person(s) Responsible</i>	<i>Projected Completion Date</i>
Review the RP Exam to create a chapter-by-chapter study guide. Organize the 1200 questions in a similar study guide.	Standing Committee Members Mezzera and Glanstein	Projected mid-April 2014

<i>Task Description</i>	<i>Person(s) Responsible</i>	<i>Projected Completion Date</i>
Investigate any possibilities of the 5-part RP exam; Recommend changes to make the RP exam more user-friendly	Standing Committee Members Glanstein and Wagner-Diggs	Projected mid-April 2014

<i>Task Description</i>	<i>Person(s) Responsible</i>	<i>Projected Completion Date</i>
Investigate use of Flash Cards as study materials	Standing Committee Members Reid and Martin	After completion of the previous tasks.

After the succeeding conference call, a suggestion was entertained that we combine the work to Review the RP Exam for creating a chapter-by-chapter study guide with Investigating the need for the 5-part involving the RP Exam. This discussion brought about a rewritten task as follows.

<i>Task Description</i>	<i>Person(s) Responsible</i>	<i>Projected Completion Date</i>
Examine the need to have 5-part exams held at one time, the possibilities of extended exams over a period of time.	Standing Committee Members Mezzera, Wagner-Diggs, and Glanstein	By April 2015

It is the hope of the committee that we might make more progress over the next several months on these tasks, while continuing with the steady influx of new members' exams and Registered Parliamentarians exams.

Larry D. Martin, PRP
Chairman, Membership and Registered Parliamentarians Examiners

Report of the Membership Extension and Retention Committee

The Committee promoted the following goals for 2013-2015:

1. Hold district public workshops
2. Involve our NAP partnerships in district activities
3. Increase membership by at least 5 percent
4. Follow-up on forfeiture lists and make contact with these members sending them an invitation to rejoin NAP.

“Why I Belong to NAP” is the slogan promoting the engagement of NAP members in the many events planned. Current membership totals as of June 2014 are 3246 in comparison to 3262 in June 2013.

Directors were encouraged to send out three district newsletters to the district members on or around November 15, 2013, April 15, and July 15, 2014 by way of Constant Contact and mailed to those not able to receive email. The district directors will send their PDF copies of the newsletters to headquarters for circulation. The Membership Chairman will send out three newsletters a year to all NAP members summarizing the committee goals and giving up dates on current activities. Newsletters were distributed in January and April from the Chairman.

Each director will create and distribute a new member welcome letter, an invitation letter and also a retention letter for previous members. The directors have received a forfeiture list and followed up with phone calls and emails. The Committee has created an exit survey with four questions which was placed on survey monkey and monitored by Chairman Olson.

A two-year PEER Award has been developed to enhance the engagement of NAP members encouraging them to actively participate in NAP events. Awards will be given at the Training Conference and again at the Biennial Convention. Twenty-seven applications for the PEER Award were received by July 1, 2014.

Public workshops are being planned by all districts. District Conferences will be renamed as NAP regional events to encourage more participation by all NAP members.

The directors plan to spotlight more of their members in their newsletters and other NAP publications which hopefully will encourage more participation and engagement.

District Conference schedule:

- Northeast—May 16-17, 2015 at the Holiday Inn, Somerset, New Jersey
- Capital--October 3-5, 2014, Hilton Washington DC North Gaithersburg
- Southern—to be announced
- Great Lakes--April 10-12, 2015, to be announced place, with Michigan Association meeting
- Great Plains--June 20-22, 2014 Overland Park, KS including one module
- Red River Connection—April 17-19, 2015 in Albuquerque, NM with New Mexico Association
- Northwest—April 23-25, 2015, Puget Sound with Washington Association meeting
- Rocky Mountain-Asia Pacific—July 23-25, 2015 Las Vegas, NV, South Point Hotel and Casino

***Sandra K. Olson, PRP, Membership Extension Retention Chairman
William Starkey, PRP, District One; Darlene Allen, PRP, District Two; Nancy Dauster, PRP,
District Three; Joyce Brown-Watkins, PRP, District Four; Denise Irminger, PRP, District
Five; Daniel Ivey-Soto, PRP, District Six; Alice Bartelt, PRP, District Seven; John Hohlbauch,
PRP, District Eight***

Report of the Professional Development Committee

Events/Meetings Attended

The Professional Development Committee (PDC) met immediately following the NAP Convention in Portland, Oregon, in September 2013. Subsequently, the PDC met monthly via Adobe Connect, with the exception of December 2013, when the committee met for a weekend in Tampa, Florida.

During this past year, your committee conducted two two-day Professional Courses – Professional Renewal in Colorado in December 2013, and Professional Qualifying in North Carolina in January 2014.

In addition, your committee hosted several online and classroom modules for professional renewal.

Projects Completed

A major effort of the PDC has been to develop, test and implement modules for PRP credential renewal. In that regard the committee, with help from many NAP members, developed and offered the following modules, either online or in a classroom setting:

- Doing Business as a Professional Parliamentarian (geared to the practicing PRP)
- Ethics
- Governing Documents
- Serving as a Meeting Parliamentarian
- Serving as a Presiding Officer
- Teaching Parliamentary Procedure
- Writing Parliamentary Opinions

Your committee has completed development of another PRP renewal module, Script Writing, and that material, in modified form, will be offered at the Professional Renewal Course following the NAP Training Conference and at the Professional Qualifying Course immediately prior to the conference in Oklahoma City.

Further, your committee has rewritten the former Research and Writing area for the Professional Qualifying Course: it now is Research: Introduction to Writing Parliamentary Opinions, which will be part of the Professional Qualifying Course immediately prior to the NAP Training Conference in Oklahoma City.

In addition to the modules themselves, your committee has approved performance standards for each of the modules, the standards being based on the objectives for each module.

Another major task completed was to establish new requirements for successful completion of the PQC and PRC. PQC requirements include

- Doing Business as a Professional Parliamentarian (geared to the practicing PRP)
- Ethics
- Governing Documents
- Research: Introduction to Writing Parliamentary Opinions
- Script Writing
- Serving as a Meeting Parliamentarian
- Teaching Parliamentary Procedure

PRC requirements include successful completion of five required modules/areas of study:

- Ethics
- Governing Documents
- Serving as a Meeting Parliamentarian
- Writing Parliamentary Opinions
- Understanding the Current Edition of RONR (under development, see below).

PRC renewal also includes the successful completion of two electives from among the following:

- Doing Business as a Professional Parliamentarian (geared to the practicing PRP)
- Research and Writing (advanced, see below)
- Script Writing
- Serving as a Presiding Officer
- Teaching Parliamentary Procedure

Projects/Activities in Progress

Your committee has drafted the module “Understanding the Current Edition of RONR” and will offer a simplified version as part of the afore-mentioned Professional Renewal Course. The committee has not yet tested this particular module online or in a classroom at this time.

Your committee also is working on an advanced “Research and Writing” module, geared toward professional writing. This is in the beginning stages.

Projects/Activities in Planning Stage

At its meeting following the 2014 Training Conference your committee will begin the task of rewriting the Student Manual for Professional Courses. Much of the manual already has been rewritten and/or updated by the authors of the modules and your committee, but the task now will be to combine work already completed and make other necessary changes.

Other committee tasks during the next year will include establishing a schedule for offering modules online; possible development of more elective modules for PRP renewal; adjusting already-completed modules, based on feedback and usage so far; continuing to recommend updates to the NAP Operations, Policy, and Procedures Manual; and other items that fall under the purview of the PDC.

*Lyle A Kleman, PRP
Chairman*



Report of the Youth Committee

Events/Meetings Attended

The Youth Committee held meetings via Adobe Connect on October 30, 2013; December 3, 2013; January 29, 2014; March 5, 2014; and May 7, 2014. Additionally, committee members attended youth partner conferences in Nashville (FBLA/PBL), San Antonio (FCCLA), and Orlando (HOSA). A youth committee member was not present at SkillsUSA in Kansas City or BPA in Indianapolis, but arrangements were made between the committee and the respective organization to ensure their needs were met. An in-person youth committee meeting has been called for August 8, 2014 in Oklahoma City, which will coincide with the National Training Conference.

Projects Completed

The committee has carried out tasks set forth under our partnership agreements with our youth partner organizations, including visits to their national conventions. As part of that work, youth committee members organized judges, served as judges, or both, for their assigned organization's parliamentary procedure competition. Some of the organizations allowed youth committee members to present workshops, present awards during the organization's award ceremonies, and allowed space at their expositions to allow NAP more exposure during their conferences. This has been completed for the 2014 year and the committee will continue to work with partner organizations to find more ways to market NAP to our partner organization members over the next year.

Projects/Activities in Progress

Youth committee members have been engaged in preparation for and promotion of Youth Day at NTC. Two members of the committee, chairman Brandon Walters and ex-officio member Evan Lemoine, will lead Youth Day workshops at NTC. The committee has already started work on Youth Day at NLC.

Projects/Activities in Planning Stage

The committee is currently planning ways to promote the value of membership to youth and young professionals, including planning additional educational offerings, producing better communication channels, and establishing a model for units and associations to use during Youth Month in an effort to reach out to our target demographic. An additional topic for upcoming action: one of NAP's youth partners, SkillsUSA, is moving their organization's conference next year to Louisville, Kentucky, where few PRPs or RPs reside. The committee has been made aware of the situation and is will work to ensure there are enough judges for our partner organization's conference.

***Brandon H. Walters, RP
NAP Youth Committee Chairman***

Report of the NP Editor

Since taking office in September 2013, the NP Editor has compiled 3 issues of the National Parliamentarian. The NP Editor has worked with the designer, Val Sablin, to create a new look for the magazine which incorporates fresh and consistent formatting aimed at generating an inviting feel and a pleasing experience for the reader.

The NP Editor has instituted several new features in the National Parliamentarian, with the goal of engaging readers across the many skills levels of parliamentary procedure. The new features include the following:

Motion Spotlight—Focusing on the attributes and uses of one particular parliamentary motion for each issue.

Parliamentary Language—Highlighting and examining the unique dialect of parliamentary law.

Mystery Motion—Testing the readers' skills at identifying specific parliamentary motions from a description of characteristics, ranging from easy to intermediate to difficult.

Words from the Pros—A glimpse into the world of the professional parliamentarian, presented in an interview-style format with advice and recollections from industry professionals.

Quick Quiz—A fun refresher on both the basics and the finer points of parliamentary procedure.

Two Minutes of Procedure—A brief lesson on a specific area of parliamentary law.

Parliamentary Myths—Dispelling common fallacies of parliamentary procedure.

What's Wrong—A challenge for readers to sharpen their real-world skills by spotting the parliamentary blunders in simulated meeting scenarios.

The NP Editor has sought and received articles from the fertile parliamentary minds of NAP's members, and relies on Carol A. Henselder, RP, and the NP Review Committee (John Rempel, PRP; Jonathan M. Jacobs, PRP; and Sharon Reed, PRP) for guidance on article content.

***Tim Wynn, PRP
NP Editor***

Report of the Parliamentary Research Editor

Events/Meetings Attended

The Parliamentary Research Committee does not hold meetings and conducts its correspondence by e-mail. As an individual, I have attended quarterly meetings of the Minnesota State Association of Parliamentarians (MSAP) Board of Directors and the annual convention of MSAP, as well as meetings in even-numbered months for the Electronic Unit of NAP (eNAP). I have mentioned my work as the Parliamentary Research Editor at several of these meetings and encouraged members to submit questions.

Projects Completed

With the committee's input, I have written answers to four questions for each issue of the *National Parliamentarian* published this year. The questions have been selected from the following sources: questions left over from the previous Parliamentary Research Committee's work, questions submitted to me or other members of the committee by members of NAP, questions referred to me by NAP Headquarters received from NAP members, and questions submitted to the official *Robert's Rules of Order* forum. The last source is used to fill in gaps when I am unable to complete a full set of questions based solely on questions submitted by NAP members. This was first done for two of the questions in the latest issue. I write the first drafts of the answers and adapt the answers as needed based on committee input. So far, there has not been any disagreement on the answers, and suggested edits from the committee members are generally for the sake of clarity.

Additionally, I occasionally receive phone calls or e-mails from NAP members who are in need of more immediate assistance with regard to a particular problem they are facing in an organization. I have promptly replied to these requests and assisted to the best of my ability.

Projects/Activities in Progress

There are no projects or activities currently in progress. The last issue of NAP was recently completed.

Projects/Activities in Planning Stage

The next project would be the questions and answers for the next issue of NAP, which I hope to have completed and sent to the NP editor by September 2. As usual, I anticipate that I will prepare the first drafts and submit them to the committee for comments.

***Josh Martin, PRP
Parliamentary Research Editor***

Report of the Webmaster

Events/Meetings Attended

- I met with Mike Chamberlain at the 2013 NAP Convention.
- I met with Ann Guiberson at the 2014 Washington State Association of Parliamentarians Annual Meeting.

Projects Completed

- Mike Chamberlain launched the new web site at the 2013 NAP Convention.
- Lists of committee members are now on the login site (Avecetra).

Projects/Activities in Progress

<i>Task Description</i>	<i>Person Responsible</i>	<i>Projected Completion Date</i>
Assist state associations in setting up websites	Webmaster	12/31/2014
Improve international shipping on the website	Executive Director	To be determined
Provide website translation	Executive Director	To be determined

Projects/Activities in Planning Stage

<i>Task Description</i>	<i>Projected Beginning Date</i>
Assist units in setting up websites	01/01/2015

***Paul McClintock, PRP
Webmaster***

Report of the 2015 Convention Coordinator

Events/Meetings Attended

- National Association of Parliamentarians® 39th Biennial Convention, September 6-9, 2013, Portland, Oregon
- Maryland Association of Parliamentarians 51st Annual Meeting, November 16, 2013, Severna Park, Maryland
- District of Columbia Association of Parliamentarians 45th Annual Convention, March 15, 2014, Washington, DC

Projects Completed

- Invitation to the NAP 40th Biennial Convention was presented by the Coordinator to the delegates and guests attending the 39th Biennial Convention. The invitation included a video with a message from the Mayor of the District of Columbia and selected sights and sounds of the Washington, DC metropolitan area. Information cards describing the Crystal Gateway Marriott Hotel in Arlington, Virginia, site of the 2015 convention, were distributed.
- The Coordinator, Assistant Coordinator, Loretta Tillery, Workshop Coordinator Susan Eads Role, and Assistant Workshop Coordinator Wanda Sims reviewed the responsibilities of their positions as outlined in the NAP Operational Policies and Procedures. Also reviewed were documents and reports regarding the planning for the workshops for the 2013 convention held in Portland, Oregon and documents and reports regarding the 2011 convention held in St. Petersburg, Florida.

Projects/Activities in Progress

- Calls to Volunteer on the subcommittees for the 2015 convention local arrangements committee have been sent to the members of the District of Columbia, Kentucky, Maryland, Virginia, and West Virginia associations. Responses from members are still being received.
- A follow-up invitation will be presented at the National Training Conference in August 2014.

Projects/Activities in Planning Stage

- Budget to be presented to the Board of Directors in March 2015
- Finalizing the local arrangements subcommittees

*Rosalie H. Stroman, PRP
2015 Convention Coordinator*



Report of the 2014 NAP Training Conference Coordinators

Welcome to Oklahoma City! By the time you read this report, almost all of the preparations will have been made and the Training Conference (TC) will begin in a few days. The Renaissance Hotel had one staff change for our event, but they have been extremely responsive during the preparation period. Multiple communications have been sent out from headquarters and two video invitations. The twitter hashtag **#NatlParl2014** has been established and a few tweets have been observed. Again, we are using the guidebook mobile app which has all of the info regarding the conference, the training and the speakers.

Attached is a schedule of events and classes that were put together for the conference. The Tech 201 is a follow-up to the Tech 101 session held in Atlanta in 2010. My how things have changed. Thanks to Colette Trohan and Marie Wilson for assembling a great staff of instructors for a diverse curriculum.

As of the date of this report we have 192 registrants (two of which are youth members) for the TC. Volunteers from District 6 have been recruited to staff registration and be prepared for meal functions/decorations/etc.

I hope you have a great “Welcome to the Future” Training Conference here in Oklahoma City.

***W. Craig Henry PRP, CPP-T
2014 Training Conference Coordinator***

***Patricia Hudson
2014 Assistant Training Conference Coordinator***



Report of the Special Committee on Education and Credentialing

Committee: James H. Stewart, PRP, Chair, Ann Guiberson, PRP, Ex Officio, Wanda Davis, PRP, James Jones, PRP, Sandy Olson, PRP, Ann Rempel, PRP, Dan Seabold, PRP, Mike Chamberlin, Staff Advisor and Support

I had the privilege of being appointed Chair of the Special Committee upon the resignation of Dr. Gene Bierbaum, PRP.

The Committee met face to face at the Convention in Portland in September, 2013 where the initial step of creating a body of knowledge was agreed to. The committee also conducted Mega Sessions with the convention attendees to gather knowledge of parliamentary activities and issues of the members.

The Committee met face to face in Kansas City in November 2013. We had a presentation from Applied Measurement Professionals (AMP), Inc. a company that creates and administers credentialing programs for business and non-profit clients. The committee then worked the remainder of the weekend on the draft body of knowledge. The committee also requested funding from the NAP Educational Foundation, which was subsequently granted.

The committee tested that draft with the members through a series of webinar meetings during February 2014. A total of 70 members participated in a total of 8 webinars. The results led to some shifting around of questions and a few additions and deletions.

In March of 2014, at the request of Gene Bierbaum, Sandra Olsen was appointed to the committee as vice chair. In May, Gene Bierbaum resigned as from the committee and James Stewart was appointed as Chair.

During March and April, Ann Guiberson completed the survey questions and formatted them to Survey Monkey. During April and May, Mike Chamberlin got proposals from AMP and Greg Tolleson, AlphaNumerix Consulting. It was decided to hire Greg Tolleson to advise on the survey design and layout, and for him to do the analytical analysis when the survey was done.

The survey was completed in mid-June and analysis will be presented as part of the mega session at the Oklahoma NTC.

The Committee is planning face to face meetings in November 2014 and April 2015 as well as teleconferences as needed and a robust and ongoing email exchange.

***James H. Stewart, PRP
Chairman***



Report of the Edit and Review Committee

Events/Meetings Attended

The Edit and Review Committee has not met face-to-face from September 2013 through August 2014. Committee members attending the Oklahoma City Conference are planning to meet to review the year's work and discuss the work of the next year.

Projects Completed

The Edit and Review Committee has edited several items at the request of Mike Chamberlain and Dennis Clark. Items edited were:

- monthly Newsflash that is sent to the membership,
- Pathways to Proficiency: Parliamentary Playbook – Script Writing,
- 2013-2015 Membership Directory, and
- Nola's Daily Doses.

Projects/Activities in Progress

There are no activities or projects in progress as of July 8, 2014.

Projects/Activities in Planning Stage

The committee reviews and edits materials sent by other committees. At this time, the committee is unaware of further projects.

***Lynna Gene Cook, PRP
Edit and Review Committee***

Report of the Special Committee on Financial Stability

Events/Meetings Attended

The committee met in November 2013 and all members were present. The committee has corresponded electronically since the September 2013 board meeting.

Tasks Completed or Reviewed

The committee has been tasked with reviewing the NAP strategic plan as it relates to the goal of ensuring NAP has more financial resources to carry out its vision. The committee has reviewed the strategic plan and has also been educated more on the way NAP conducts its operations.

The committee does not believe it has the specific ability to influence or get involved in the following components of the strategic plan, namely:

- Creating additional web-based courses designed for the public
- Restructuring NAP's current educational offering at events
- Developing a specific track of workshops for the public to attend at national events

While NAP is offering additional webinars, these aren't necessarily courses that are designed or actively marketed to the public. The restructuring of the educational offerings is a duty best left to either the Special Committee on Education and Credentialing. The board should also encourage the training conference and convention workshop coordinators seek to make a specific track of workshops available for the public to attend, and a marketing plan should be in place to get those in the surrounding area to attend.

The committee, through the chairman, has been educating associations on the need for standardizing and simplifying the dues collection process, which has largely been limited to associations in District One. The chairman does include this in NAP updates and will be emphasizing it during a presentation at the NAP Leadership Conference and again during the NAP Training Conference.

Projects/Activities in Progress

The committee will need to continue holding meetings to ensure the priority items can be further reviewed for implementation by the board. To this extent, the committee will:

- Evaluate the financial impact of district conferences, giving consideration to district conferences which have recently used the newly adopted *National Event Budget* template
- Review any amendments to the *Planned Giving* program as part of NAP's desire to fund raise and as part of a larger fundraising program
- Identify funding opportunities to support NAP's effort to provide educational training

Evan A. Lemoine, CPA, PRP
Chairman

International Services Special Committee (ISSC)

The International Services Special Committee was appointed September 2013 subsequent to the NAP Biennial Convention in Portland, Oregon 2013 by President Ann Guiberson. After NAP Board approval of ISSC's submitted business plan, a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis was completed regarding international issues faced by NAP.

Monthly 'SKYPE' meetings are used by members to communicate in fulfilling ISSC's charge to:

1. Explore international areas (at least one) for potential growth of NAP members,
2. Assess existing NAP services that contribute to NAP growth of members residing outside US,
3. Leverage NAP members residing outside US to be able to recruit fellow compatriots to NAP,
4. Explore possible partnership between NAP and organizations inside and outside the US, working with national organizations that already have international affiliates, and
5. Develop and implement a plan of the work of ISSC, thus creating a 'blue print' for duplication.

One of the first acts of the ISSC was to request that its information be put on the 'public side' of the NAP website *[see below]* in order to: 1) inform NAP members of the existence of the ISSC, and 2) be visible to any individual, especially those living outside the US, who may be prospective members, or potential customers/clients.

International Services The International Services Committee researches cultural and language issues affecting membership meetings, training, and the delivery of parliamentary services within inter-national markets. They are also tasked with investigating viable market entry strategies to increase NAP membership abroad. If you would like information on becoming a NAP member, receiving parliamentary procedure training, or if you are able to assist this committee with your specialized cultural knowledge or language skills, please contact the committee's chairman.

Web Address: (<http://www.parliamentarians.org/?s=international>)

The ISSC has begun follow up on international requests and referrals from NAP Headquarters including:

1. Request from NAP member to establish NAP Division within China
2. Request to have NAP membership exam (300 Question Membership Test) translated into Chinese
3. Request from Russian individual seeking to establish contact with NAP, et al.

NAP Executive Director Mike Chamberlain was instrumental in providing ISSC with 'trends of inter-national contact' that NAP receives directly by staff in office or from the website. This prompted ISSC to analyze the flow of incoming and outgoing communication with individuals living outside the US result-ing in two 'issues' on which ISSC will make recommendations to the Board August 2014.

Four sub-committees have formed, each addressing a different aspect of the charge for ISSC, as follows:

1. Intellectual Sharing is investigating copyright laws in both the US and abroad.
2. Published Materials is identifying current/potential materials in languages other than English. ISSC has discovered parliamentary materials published in Japanese. Currently, two ISSC members have produced parliamentary materials in two languages other than English: a manual of parliamentary procedure was translated in Hawaiian and a pamphlet was produced in Spanish and Japanese.
3. Cultural Awareness is reviewing current NAP material (culturally based in the US) to identify the 'barriers' international members encounter as they try to participate in NAP programs. In addition, barriers of time, travel, distance, and resources are predominant for general involvement or participation with NAP. These barriers are magnified if the international member desires to serve or be involved with NAP at the district or on the national level. Therefore, regarding marketing, material production and distribution, and organization policies, ISSC will send recommendations to the Board with the goal to stress more 'inclusiveness' to members living outside the US. The ISSC is evaluating internal and external communication channels between international members and NAP HQ/Leadership.
4. Marketing Partnerships is continuing to explore potential partnerships with other organizations as begun under the last administration. Furthermore, ISSC is investigating possibilities to work with other organizations: a) within the US using or having the potential to use parliamentary procedures, and b) with those organizations that have affiliates outside the US using or having the potential to use parliamentary procedures.

This past year, the ISSC work has been very interesting and exciting! The ISSC is looking into the method by which NAP welcomes new members. A vision is developing of an information exchange (perhaps a web-based group or news blast) with international members. International membership continues to grow. Recently, NAP has received 20 new members from Nova Scotia. A request for mentoring came from a member in Africa. *[Note: ISSC is very glad to have this member appointed to its committee.]*

While the potential for international membership growth is increasing, that opportunity comes with the need for more cultural diversity within NAP while maintaining the standard for parliamentary procedure. The ISSC is a work in progress!

If *You* have any ideas that could help the International Services Special Committee, then please contact the ISSC. Your input is valuable. Please contact the ISSC chair and join us!

Karen Watson, PRP
Chair, International Services Special Committee

END NOTES:

1. Members of the International Services Special Committee are: Chair Karen Watson, PRP, USA-Nebraska; Lorenzo Cuesta, PRP, USA-California; Don Freese, PRP, Canada; Susan Glanstein, USA-Hawaii ; Molulela Monyake, Africa; Dr. William Puette, PRP, USA-Hawaii; Daniel Ross, Japan; Maria Trujillo-Tough, USA-California.

Report of the Budget and Finance Committee

Events/Meetings Attended

The budget and finance committee has met electronically since the September 2013 board meeting. The committee will continue to seek ways to implement sound financial policies which create efficiencies in our operations.

Projects Completed

- Secured bids from three CPA firms in the Kansas City, MO for audited financial statements, for which David Lundgren & Co. was recommended and adopted by the board
- Recommended the board continue to use Halbhuber & Cook, P.C for tax return preparation
- Reviewed monthly financial information prior to distribution to the board of directors
- Ensured that the Executive Director was implementing the conflict of interest policy
- Recommended pricing for NAP's webinars based on the estimated duration of the webinar after researching other continuing education providers

Projects/Activities in Progress

- Survey committee chairmen and NAP officers, board members and district directors for feedback relating to financial goals prior to adopting a new budget
- Develop a budget for 2014-15 fiscal year based on requests and available resources for presentation to the board
- Evaluate our financial results monthly to ensure our actual results are in line with our adopted budget
- Monitor NAP's investment performance periodically with the Treasurer to determine whether other investment choices should be considered based on the advice of the Edward Jones advisor
- Work with Executive Director in determining the appropriate pricing for rental of keypads
- Review our existing avenues for fundraising for additional recommendations to the board

Action Items

None.

Evan A. Lemoine, CPA, PRP
Chairman

Report of the Pricing Committee

Events/Meetings Attended

The pricing committee has met electronically since the September 2013 board meeting. The committee will continue to ensure we offer competitively priced educational materials to our members and the public.

Projects Completed / Actions Taken

- Approved a 10% discount on educational materials be offered as part of the agreement with the National PTA
- Approved pricing of recorded webinars available on-demand at the same price as live webinars for a period of 90 days following the live webinar
- Approved an annual webinar package be made available to NAP members that includes live/recorded webinars at a fee of \$275/year.
- Approved for Parliamentary Law Month the following bundles: *NP History*; *Old Glory*; *RONR In Practice*; *Parliamentary Starter Package*. Also approved the pricing of these bundles including the Parliamentary Law Month sale prices
- Approved member / non-member pricing and order quantity for *Pathways to Proficiency: Parliamentary Playbook - A Guide to Script Writing* (revised for Eleventh Edition)
- Approved member / non-member pricing for *Nola's Daily Doses* (revised for Eleventh Edition)

Projects/Activities in Progress

- Evaluate all existing inventory items for consideration of items to bundle together, providing guidance to shoppers who may otherwise be overwhelmed of our inventory items and what items to purchase
- Continuously review member and non-member pricing of educational materials
- Continue to seek ways to reduce the amount of educational material inventory as a means of enhancing cash flows without adding substantial unit cost for printing
- Continue to encourage the publication and offering of educational materials in electronic formats

Action Items

None.

***Evan A. Lemoine, CPA, PRP
Chairman***

Report of the NAP Educational Foundation

Nap's vision "to provide parliamentary leadership to the world" can be achieved with proactive leadership, strong communication and continuous cooperation with all members and officers of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® and the nap educational foundation. The following activities identify the actions of the nap educational foundation during the months following the September 2013 board of directors meeting and NAP Educational Foundation board of trustees' meeting:

- Amended the bylaws and standing rules;
- Provided articles for the *National Parliamentarian*;
- Updated an independent NAPEF website;
- Provided support for the Youth Day 2014;
- Provided funding for the NAP special committee on education and credentialing;
- Initiated the plans for the 2014 foundation dinner and entertainment;
- Initiated the plans for the 2014 recognition activity for life contributors;
- Initiated the plans for the 2015 riverboat cruise and educational offering in Europe;
- Initiated the plans for a new fundraising campaign process;
- Authorized the payment of \$12,500 to NAP for the development of educational materials;
- Authorized the payment of \$1,200 to NAP for management fee;
- Continued a contributor campaign for continued support for the NAP educational foundation and NAP activities with annual contributions totaling \$26,001.20;
- Developed an improved strategy for investments with the assistance of trusted Edward Jones brokers with a total assets currently of \$622,312.53;
- Developed new fundraising support categories for contributors;
- Initiated confidence-building activities to benefit both NAPEF and NAP;
- Initiated new methods of selection of NAPEF trustees;
- Elected a new trustee and life contributor, Ronald Stinson to complete the term of Ann Guiberson; and re-elected Nancy Sylvester, Ron Stinson, and Sandy Olson to new terms;
- Authorized the preparation of statement of financial position report;
- Revised the process for foundation trustee selection;
- Recruited 671 foundation contributors; contributors by level: diamond-sapphire=1; diamond=2; ruby=5; sapphire=6; life=90.

As president, I have led the charge you have entrusted to your leadership team. We have held eight meetings via teleconference during this last year. We have prepared a plan to promote future fundraising and also encourage effective communication between the foundation and NAP. Now our efforts at strategic planning should provide a variety of fundraising efforts, detail in creative investment opportunities, and more effective communication with our contributors. Thank you for your continued support.

Sandra K. Olson, PRP, NAP Educational Foundation President
Nancy Sylvester, PRP, Vice President; Ann Guiberson, PRP, Secretary; Dr. Leonard Young, PRP, Treasurer; Ron Stinson, PRP, Trustee; Mary Randolph, PRP, Trustee; Gwen Brown, PRP, Trustee



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Passau to Budapest ✦ 8-day cruise of 4 countries with 6 guided tours

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DAY DESTINATION ACTIVITIES

1	Passau	Embark your Viking ship, free time
2	Passau	Walking tour, free time
3	Linz & Salzburg	Full-day excursion to Salzburg, a UNESCO Site, with walking tour featuring Mozart's birthplace
4	Melk Danube River Krems	Benedictine abbey tour with library & frescoes Cruising the Wachau Valley, a UNESCO Site Afternoon free time to stroll the cobbled streets

DAY DESTINATION ACTIVITIES

5	Vienna	Panoramic city tour featuring the Ringstrasse & St. Stephan's Cathedral; afternoon at leisure; optional classical concert
6	Bratislava	City tour through Slovakia's capital
7	Budapest	City tour of "Buda" & "Pest" including a stop at Heroe's Square, Fisherman's Bastion and St. Matthias Church
8	Budapest	Disembark your Viking ship

NAP FOUNDATION EUROPE RIVER CRUISE April 26, 2015 (Cruise route is Budapest to Passau)

A wonderful 8-day cruise on the Danube River with fellow parliamentarians. The NAP Foundation will benefit with the more parliamentarians who join this vacation!

Cruise fees per person (based on double occupancy) are:

Standard cabin (E) = \$2356 per person

Standard cabin (D) = \$2456 per person

French Balcony (C) = \$2956 per person

French Balcony (B) = \$3056 per person

French Balcony (A) = \$3256 per person

Every cabin as either a window or balcony - NO Inside cabins on board.

DEPOSIT \$625.00 per person (\$1250.00 for two) by check.

\$100 per person is non-refundable via Viking

\$125 per person to NAP Foundation non-refundable

Air fares, pre-cruise and post-cruise hotels, transfers, & insurance is available

Contact: Larry D. Martin, agent
816-550-4429 cell
Larry@tvilstore.com

Great Value!
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- 8-day cruise with river-view stateroom
- 6 guided tours with audio headsets
- All onboard meals featuring regional specialties and including Welcome Cocktail Reception & Dinner and Captain's Farewell Dinner
- Culture CurriculumSM: Enjoy musical entertainment highlighting Austrian & Hungarian classics; attend lectures on Mozart & Viennese coffee houses; learn some German words; find out how Austrians make apple strudel
- All port charges



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2015 Danube Waltz

Passau to Budapest ✦ 8-day cruise of 4 countries with 6 guided tours

2015 NAP FOUNDATION EUROPE RIVER CRUISE

Airfares: Arrangements can be made to fly to Budapest and from Passau.

Pre-cruising or Post-cruising Accommodations: Consider arriving a day early to stay in a great hotel in Budapest before boarding the Viking River Ship and/or stay one or two days after the river cruise in Passau or Munich if desired.

Travel Protection Insurance: A group travel protection plan is offered and can be purchased near the final payment date to protect your investment.

Transfers: Arrangements for transfers are available to the ship upon arrival to Budapest, from the ship to airport upon arriving in Passau, or from any hotel to and from the ship/airport. No plan is too difficult to make happen.

Gratuities: While tipping is not included in the price, recommended tips for the on-board staff is \$12 Euros per day/per person; Program Director is \$2 Euros per person/per day; City Guide in cash \$2 Euros per person; Coach driver in cash \$1 Euro per person.

FINAL PAYMENT due December 18, 2014. This payment can be made by major credit card or by check. If the final payment is made by check, a reduction of approximately 2% will be deducted by Viking River Cruises on the net amount (before taxes).

NOTE: A passport is mandatory for this trip being valid for at least six-months after you arrive back home.

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Terms & Conditions: On all sail dates the discount is per stateroom based on double occupancy. Single supplement savings are off applicable rates. Cruise fares listed are cruise only in U.S. dollars, per person, based on double occupancy. Cruise fares listed are valid for U.S. and Canadian residents only. Cruise ship fuel surcharge may apply. All fares and offers are for new bookings only, are subject to availability, may not be combinable with other offers except Past Guest Travel Credit and Referral Rewards Credit, are capacity controlled and may be withdrawn at any time without prior notice. Fares are based upon published full brochure fares; all cruise fares are cruise only, and do not include pre-paid charges, optional facilities and service fees, and personal charges, as defined in the terms and conditions of the Passenger Ticket Contract which may be viewed at www.vikingrivercruises.com. Viking reserves the right to correct errors or omissions and to change any and all fares, fees and surcharges at any time. Additional terms and conditions may apply.



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