

**NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**  
**Board of Directors**  
**Regular Meeting**  
**October 13, 2015**

**Call to Order:**

President Mary Randolph called the regular meeting of the NAP Board of Directors to order at 7:04 pm (CDT) on Tuesday, October 13, 2015. The meeting was held using AdobeConnect.com.

**Inspiration:**

Provided by Director Darlene Allen

**Welcome:**

The president welcomed board members, advisers and guests.

**Board Members Present:**

Roll call per AdobeConnect: President Mary Randolph, PRP, Vice-President James Jones, PRP, Secretary Teresa Stone, PRP, Treasurer Wanda Sims, PRP, Director-at-Large Darlene Allen, PRP, Director-at-Large Alison Wallis, PRP, Director-at-Large Ann Rempel, PRP, District Five Director Joyce Brown-Watkins, PRP, and District Seven Director Kevin Connelly, PRP.

**Advisers Present:**

Parliamentarian Roger Hanshaw, PRP and NAP Executive Director Cyndy Launchbaugh

**Guests:**

Burke Balch, Paul Bessel, Barbara Braswell, Richard Brown, Rhonda Clark, Jennie Curry, Carrie Dickson, Steve Glanstein, Greg Goodwiller, Denise Irminger, Tanya Johnson, Evan Lemoine, David Mezzera, Rosemary Seghatoleslami, Jan Strand, Loretta Tillery, Karen Watson.

**Quorum:**

Nine voting members being present, a quorum was established.

**Minutes Approval:**

The president reported that the minutes of the September 7, 2015 NAP Board Meeting was approved by the Minutes Approval Committee. (Attachment B).

**Adoption of the Agenda:**

Without objection, the Agenda was adopted as amended. (Attachment A).

### President's Report:

- A. The president presented Board meeting protocols to be utilized during her administration, including using first names and not titles and that all Board members are equal in power.
- B. The president reported on her official visit to NAP Headquarters along with the Vice-President and Treasurer.
- C. The president detailed the new schedule of the NP publication. A new distribution cycle beginning with Volume 1 in December 2015 will be in better alignment with the new administration, as it would no longer be tied to a calendar year. Administrative goals, reports and information will be received by the membership in a more timely manner.
- D. The president reported the smugmug photo site no longer requires a password. The site is the location of the pictures of the 2015 Convention.
- E. The president discussed having an NAP Twitter account. The manager of the account would be member Abigail Hood. Without objection, the board approved setting up an NAP Twitter account.
- F. Without objection the board approved the resignations/appointments of the following entities:
  1. Commission on Credentialing:
    - Resignation - Wanda Davis
    - Replacement - Maurice Henderson
  2. Ethics Committee
    - Connie Deford (MI) Ethic Committee 4 yr term
  3. 2017 Convention Assistant Coordinator
    - Resignation - Assistant Coordinator - Barbara Rosi
    - Replacement - Deborah Underwood (IL) - Assist Coordinator  
(moved from Asst Convention Workshop to Assistant Convention Coordinator)
  4. Board Finance and Pricing Committee
    - Resignation - Jim Jones
    - Appointment - Ann Rempel
  5. Assistant NP Editor: Dana Dickson (UT)
  6. Edit Committee: Bev Prysbylski (OR)
  7. NP Research Committee: Steve Britton (MI)
  8. Youth Committee: Richard Hayes (TX)
  9. PDC: Sandy Olson (NB), Mona Calhoun (DC)
  10. Membership/Registration Committee: Lorenzo Cuesta (CA)            I
  11. International Committee; Baofeng Ma (China/OH)
  12. Special Board Committees:
    - a. NAP Website Bookstore Committee
      - Alison Wallis, Chair
      - Kevin Connelly
      - Joyce Brown-Watkins
      - Paul McClintock, consultant

- b. Referral System Committee  
 Ann Rempel, Chair  
 Darlene Allen  
 Teresa Stone  
 Kevin Wendt, consultant

**Vice-President:**

A written report was submitted prior to the board meeting concerning Membership Cluster (Attachment H),

**Treasurer's Report:**

The treasurer discussed the approval of the NAP 2016 Budget. (Attachment C)

**Secretary:**

No communications received since the September 8, 2015 board meeting.

**Executive Director's Report:**

The Executive Director provided additional details to her written report sent to board members prior to the meeting. (Attachment D)

**Committee Reports:**

**NAP Website Bookstore Special Board Committee:**

Chair Alison Wallis, added details to her written report, stated the first meeting has been held to define the tasks and responsibilities of the members. Membership includes Kevin Connelly, Joyce Brown-Watkins and Paul McClintock, consultant. Alison invited all board members to attend the next meeting, November 8, 2015 6pm CT per AdobeConnect. (Attachment E)

**Communications Cluster Coordinator Report:**

Per written report, Coordinator Julie Pioch, stated a meeting will be scheduled for later in October. (Attachment F)

**Education Cluster Coordinator Report:**

Coordinator Daniel Seabold submitted a written report to the board prior to the meeting. (Attachment G)

**Membership Services Cluster Coordinator Report:**

Coordinator Jim Jones added details to his written report concerning initial meetings being held, and goal setting by each of the Cluster Committees. (Attachment H)

**New Business:**

**Motion:**

By an affirmative vote of 8-0, the following pending motion was postponed until the next board meeting:

***Any member desiring a hard copy Membership Manual may order one through the bookstore for an amount equal to the cost plus shipping.***

**Motion:**

After discussion, and the president informing the board that she will obtain the passage rates of the RP exam, the following motion was adopted without objection:

***The National Association of Parliamentarians Board of Directors authorizes the Commission on Credentialing submitting a grant application to the NAP Educational Foundation in the amount of \$7,700.***

**Announcement:**

The president will announce the need for a November board meeting. If so determined, the meeting will be held November 10, 2015, 6:30pm CT (7:30pm ET, 4:30pm PT) per AdobeConnect.

**Adjournment:**

Without objection, the board meeting adjourned at 8:06pm (CDT).

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Teresa Stone,  
PRP NAP  
Secretary

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	10/24/2015
Jim Jones PRP	Date Approved

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	10/24/2015
Alison Wallis, PRP	Date approved

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	10/24/2015
Kevin Connelly, PRP	Date approved

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## ATTACHMENT A

## NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

Board of Directors Regular Meeting

October 13, 2015

## Agenda

- |      |   |                |
|------|---|----------------|
| I.   | Call to Order   | Mary Randolph  |
|      | Inspiration   | Darlene Allen  |
| II.  | Roll Call   | Teresa Stone   |
|      | Welcome of guests   | Mary Randolph  |
| III. | Minutes approval  | Kevin Connelly |
| IV . | President's Report  | Mary Randolph  |
|      | A. Meeting protocol   |                |
|      | B. President, Vice President and Treasurer headquarters visit                               |                |
|      | C. NP publication schedule change   |                |
|      | D. Jeanette Williams - Smugbug Photo Site   |                |
|      | a. Convention photos available  |                |
|      | b. Removed password from Smugbug photo viewing site.<br>"keep search engines out" activated |                |
|      | E. Special Board Committees Appointments  |                |
|      | a. Appointments   |                |
|      | Bookstore   |                |
|      | Alison Wallis, Chair  |                |
|      | Kevin Connelly  |                |
|      | Joyce Brown-Watkins   |                |
|      | Paul McClintock, consultant   |                |
|      | Referral System   |                |
|      | Ann Rempel, Chair   |                |
|      | Darlene Allen   |                |
|      | Teresa Stone  |                |
|      | Kevin Wendt, consultant   |                |
| F.   | Resignations/Appointments   |                |
|      | 1. Elected positions  |                |
|      | a. Commission -   |                |
|      | Resignation - Wanda Davis   |                |

## Replacement - Maurice Henderson

- b. Ethics Committee
        - Connie Deford (MI) Ethic Committee 4 yr term)
    - 2. Resignations/Appointments
      - a. 2017 Convention -
        - Resignation - Assistant Coordinator - Barbara Rosi
        - Replacement - Deborah Underwood (IL) - Assist Coordinator  
(moved from Asst Convention Workshop to Assistant  
Convention Coordinator)
      - b. Board Finance and Pricing Committee
        - Resignation - Jim Jones
        - Appointment - Ann Rempel
    - 3. Committees Appointments  
Committees
      - Dana Dickson (UT) Assistant NP Editor
      - Beverly Przybylski (OR) Edit Committee
      - Steve Britton (MI) NP Research
      - Richard Hayes (TX) Youth
      - Sandy Olson (NB) PDC
      - Mona Calhoun (DC) PDC
- V. Treasurer's Report Wanda Sims
- VI. Board Reports
- A. NAP Website bookstore Alison Wallis
- VII. Committee Reports
- A. Communications Coordinator Julie Pioch
  - B. Education Coordinator Dan Seabold  
Written report
  - C. Member Coordinator Jim Jones
  - D. Technology Coordinator Greg Goodwiller
- VIII. New Business
- IX. Announcements
- A. Next board meeting - November 10, 2015
- X. Adjourn

**Attachment B****NATIONAL ASSOCIATION OF PARLIAMENTARIANS®****Board of Directors Regular Meeting****September 7, 2015****Call to Order:**

President Mary Randolph called the regular meeting of the NAP Board of Directors to order at 3:43 pm EDT on Monday, September 7, 2015. The meeting was held at the Marriott Gateway Hotel, Fairfax Room, in Arlington, Virginia.

**Welcome:** President Randolph welcomed board members, advisers and guests.

**Board Members Present:** President Mary Randolph PRP, Vice-President Jim Jones PRP, Secretary Teresa Stone PRP, Treasurer Wanda Sims PRP, Director Darlene Allen PRP, Director Ann Rempel PRP, Director Alison Wallis PRP, Director Joyce Brown-Watkins PRP, and Director Kevin Connelly PRP.

**Advisers Present:** Parliamentarian Roger Hanshaw, PRP and NAP Executive Director Cynthia Launchbaugh.

**Guests:** Gene Bierbaum, Burke Balch, District Eight Director Carrie Dickson, District Five Director Denise Irminger, John Rempel, M Carling, Rhonda Clark-Randle

**Quorum:** With nine voting members present, a quorum was established.

**Adoption of the Agenda:** Without objection, the agenda was adopted.

**Appointments to the Commission on Credentialing:**

According to newly adopted NAP Bylaw Article X, Commission on Credentialing, there shall be six members. Without objection the following individuals were elected:

1. Burke Balch PRP – 3 year term
2. Eugene Bierbaum, PRP – 3 year term
3. Wanda Davis, PRP – 1 year term
4. Gail Knapp, PRP – 2 year term
5. Joy Myers, PRP – 1 year term
6. Rosalie Stroman, PRP – 2 year term

The Chair will be elected by the Commission.

**Appointment to NAP Committees:** Without objection, the following appointments were made:

- 1) **Ethics Committee:** K. Ann McCartney, Chair; Member: Chris Dickey, 4 year term.
- 2) **Bylaws Committee:** Weldon Merritt, Chair; Members: Ruth Ryan, Lucy Anderson, Richard Brown, Emma Faulk.

- 3) **Communications and Public Marketing Committee:** Julie Pioch, Chair;  
Members: Brandon Walters, Mike Peck, Susan Eads Role
- 4) **NP:** Martha Haun, Editor; Assistant Editor: Dana Dickson
  - a. Review Committee: Betty Tunstall, Chair; Members: Dennis Clark, Beverly Przybylski
  - b. Parliamentary Research Committee: Jonathan Jacobs Chair; Members: Steve Britton, Roger Hanshaw
- 5) **Education and Resources:** David Mezzara, Chair; Members: Eleanor "Coco" Siewert, Carrie Dickson, Azella Collin
- 6) **Examiners Committee:** Larry Martin Chair; Emma Faulk, Patricia Getchell, Lorraine Talbot
- 7) Professional Development Committee: Marcella Morrison Chair; Sheryl Womble
- 8) **District Directors:** VP Jim Jones, Chair
- 9) **International Committee:** M Carling, Chair; Members: Lori Lukinuk, Daniel Ross, Don Freese
- 10) **Youth Committee:** Janice Strand, Chair; Member: Laura Meade, Kendra O'Toole, John "Kirk" Overbey
- 11) **Technology Committee:** Greg Goodwiller, Chair; Members: Web: Kevin Wendt, Web Master: Paul McClintock; Assistants: Jeff Weston, Steven Cook, Lori Lukinuk, Bethany Prykucki
- 12) **Leadership Conference 2017:** Cynthia Mayo, Chair  
*Previously Appointed:*  
National Training Conference 2016: NTC Coordinator, Gayla Stone; NTC Assistance Coordinator, Dollie McPartlin  
NAP Convention 2017: Convention Coordinator, Marcella Morrison; Assistant Convention Coordinator, Cynthia Bell. Workshop Coordinator: Mary Remson; Assistance Workshop Coordinator: Debra Underwood;

**Announcements:** The Board of Directors is to report to Salon 4 at 5:30pm in order for formal pictures to be taken before the Installation Banquet.

The president announced that the next NAP Board meeting will be held beginning at 9:00 am EDT September 8, 2015. A Board orientation will be held prior to the Business Meeting.

**Adjournment:** Without objection, the meeting was adjourned at 4:14pm (EDT).

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Teresa Stone, PRP NAP Secretary



## Attachment C

**National Association of Parliamentarians®**  
**2016 Budget**  
**Adopted October 13, 2015**

**INCOME**

3105 DUES ANNUAL	\$241,027
3110 DUES NEW & REINSTATED	(
3205 GROSS SALES	\$60,000
3305 REGISTRATION EXAM INCOME	\$9,000
3310 PQ COURSE INCOME	\$3,500
3315 NTC INCOME	\$70,000
3320 LEADERSHIP CONF INCOME	\$3,850
3325 CONVENTION INCOME	\$0
3328 DISTRICT CONFERENCES	\$0
3330 UW ISC INCOME	\$5,600
3340 WEB BASED TRAINING INC	\$7,000
3350 PRC COURSE INCOME	\$8,500
3405 SALES POST/HANDLNG INCOME	\$7,200
3410 INVESTMENT INCOME	\$0
3415 GRANTS & CONTRIBUTIONS	\$25,000
3420 MISCELLANEOUS INCOME	\$5,500

**TOTAL INCOME****\$446,177****EXPENSES**

4005 PRESIDENT	\$4,260
4045 BOARD OF DIRECTORS	\$6,000
4050 OFFICER/REP TRAVEL	\$6,000
4105 COMMITTEE DESK EXPENSE	\$50
4145 COMMITTEE MEETINGS	\$0
4150 EVENT FACILITY SELECT	\$1,500
4160 DISTRICT CONFERENCES	\$0
4165 DISTRICT DIRECTOR TRAVEL	\$2,180
4205 NP PRINTING	\$18,000
4210 NP MAILING	\$13,000
4215 EDITOR NP	\$275
4220 COST OF MATERIALS SOLD	\$24,000
4225 COST NON INVENTORY ITEMS	\$200
4230 INVENTORY ADJUSTMENT	\$500
4235 SALES POST/HAND'L COST	\$12,000
4305 REGISTRATION EXAM COST	\$1,200
4310 PQ COURSE COST	\$900
4315 NTC COST	\$57,000
4320 LEADERSHIP CONF COST	\$3,850



4325 CONVENTION COST	\$0
4340 WEB BASED TRAINING COST	\$2,500
4345 PRC COURSE COST	\$3,500
4405 PAYROLL EXPENSES	\$205,000
4410 UTILITIES	\$5,450
4415 BUILDING MAINTENANCE	\$5,000
4420 TELEPHONE	\$3,650
4425 SUPPLIES	\$3,500
4430 EQUIPMENT MAINTENANCE	\$3,700
4435 STAFF TRAVEL/MILEAGE	\$4,700
4438 STAFF TRAINING	\$1,500
4440 MEMBERSHIP MANUAL	\$0
4445 INFORMATION TECHNOLOGY SERVICES	\$13,500
4455 POSTAGE/FREIGHT	\$4,200
4460 HQ CAPITAL EQUIPMENT	\$4,212
4465 BANK/CREDIT CARD CHARGES	\$11,500
4470 HQ MISCELLANEOUS'EXPENSE	\$2,500
4505 PRINTING	\$3,000
4510 LEGAL AND AUDIT	\$4,500
4515 INSURANCE	\$6,200
4520 MARKETING	\$3,000
4525 YOUTH SPONSORSHIP	\$1,000
4530 YOUTH LIAISON EXPENSE	\$2,000
4535 YOUTH INTERN EXPENSE	\$0
4540 YOUTH RECOGNITION COST	\$150
4550 MISCELLANEOUS EXPENSE	\$1,000

<b>TOTAL EXPENSES</b>	<b>\$446,177</b>
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## Attachment D

**Date:** October 13, 2015  
**To:** NAP Board of Directors  
**From:** **Cyndy Launchbaugh, NAP Executive Director**  
**Re:** Report of the Executive Director

### NAP 40th BIENNIAL CONVENTION

By the conclusion of the 2015 convention, 448 people had registered for the event. The final bills are still being gathered, reviewed and prepared for payment. The final accounting will be reflected in the October financials. We anticipate a surplus of about \$16,000 based on what we know right now; this is almost half of the surplus that was budgeted. The good news is that we did cover our minimum food and beverage or was at least close enough to not be penalized. What may be skewing the numbers is the printing of the materials for the Business Meeting, specifically the bylaws amendment booklet and the Special Committee's report. It's unclear where these expenses have historically been captured.

The wrap-up of the convention was the main focus of the monthly newsletter formerly known as Newsflash (we felt *NAP Update* was more appropriate to the contents), which emailed last week.

### NAP 2016 TRAINING CONFERENCE

Planning is underway for the 2016 training conference to be held August 26-28 at the Omni Interlocken Resort in Broomfield, CO, slightly northwest of Denver. Gayla Storm is the convention coordinator and Dollie McPartlin is her assistant coordinator. They and President Mary Randolph will meet with the Omni staff in mid-November.

### STRATEGIC OBJECTIVES

**Public Awareness:** We made positive strides into building awareness within the association executive market. This was the target audience for the public workshop "Mastering the Business Meeting: A Skill-Building Workshop for Association Executives" held prior to the convention. We promoted the workshop to about 3,000 executives in the D.C. area and ended up with 12 attendees, an average return for a cold audience, meaning one that we haven't before tapped. The participants represented a wide variety of nonprofit association and provided extremely positive feedback in the post-evaluation. Kay Crews, PRP, and Kirk Overbey, PRP, conducted the day-long workshop using *In Brief* as their text (a copy of which was included in their registration fee); they both received excellent ratings.

The most encouraging part is that all the participants stated they would recommend the workshop to others and there was a request that it be done regionally. This very much fits into both the strategic plan and our educational direction as outlined by the Body of Knowledge. Kay and Kirk have stated they would be willing to continue with the workshop, so we'll run the numbers and also run it by Dan Siebold, education cluster coordinator, and Dave Mazzera, chair of the Education Resources Committee to see what we can do.

This is a small step, but a very important one because it's working with a prime audience and we had a strong response to our promotions, even though the turnout was small. It verifies there is opportunity here.

## Attachment E

### Report to the Board of Bookstore Review Committee

Following appointment as chair on September 30, the chairman scheduled the committee's initial meeting. The committee meeting was held on Oct. 4, 2015, at 6 pm central, via Adobe Connect. Present were committee members Alison Wallis, Joyce Watkins, Kevin Connelly, Paul McClintock, and NAP President Mary Randolph, ex officio.

The committee reviewed the charge to make recommendations to the board to: (1) make the online bookstore more user-friendly for the general consumer, (2) put some descriptions on each item so members will know what they are buying, and (3) make recommendations to clean up the format.

Following welcome, the committee reviewed the charge. The plan of work on the three goals was reviewed. Highlights include:

Alison, within the week, will contact staff with certain specific questions from the committee;

Joyce, Kevin, and Alison, within a month, will divide the 4 plus pages of merchandise, each taking 1.5 pages worth of material to revise, then the revisions will be shared between members for further discussion. After these items are reviewed by committee members, remaining items will be addressed in the same manner;

Paul as webmaster will be advised on all technical concerns and he and/or staff will advise on potential costs and feasibility of desired changes;

questions may be asked or recommendations made to the Finance and Educational Resources committees as the committee proceeds;

all committee members will share emails on items of concern relative to Goals 1 and 3, with specific action to be determined at a future meeting.

The committee set the next meeting, to be held via Adobe Connect, for November 8, at 6 pm central (7 Eastern and 4 Pacific). Board members are invited to attend and to share concerns in any manner desired.

Alison Wallis  
Chairman, Bookstore Review Committee

**Attachment F**

Report of Communications

A meeting will be scheduled for Late October.

Julie Pioch  
Cluster Coordinator

**Attachment G****RETAINING YOUR CREDENTIAL**

Every Registered Parliamentarian and Professional Registered Parliamentarian has six years in which to complete certain requirements needed to retain his or her credential. RPs must complete twenty hours of continuing education by attending (or teaching) workshops offered by the NAP at the national, district, association, or unit level, or by the AIP or other organizations.

PRPs must complete the professional renewal course (PRC -- either in-person or online -- and earn one-hundred-fifty points in activities such as serving as a parliamentarian, teaching, and working with youth groups. Full instructions for renewing your credential can be found on the NAP's website at <http://www.parliamentarians.org/documents/#MemberResources>.

Too many parliamentarians wait until the final year of their six-year period to begin taking classes and reporting their parliamentary activities, and too many end up losing their credentials. Please don't let this happen to you.

Through our very hard-working Professional Development Committee, the NAP has been offering PRC modules online, so you no longer have to attend your PRC in person if you prefer not to. As Educational Coordinator this biennium, I will work with the educational committees and NAP headquarters to schedule webinars and modules further in advance and to market them more effectively so that they get the enrollment they need. Please help us plan by registering as early as you can.

You don't need to lose your credential. Start early, plan ahead, and please let me know how I can help you.

Daniel Seabold  
Education Cluster Coordinator

**Attachment H**

National Association of Parliamentarians  
Membership Services Cluster

October 13 2015

The Membership Services Cluster is comprised of the following committees:

- Membership Extension and Retention Committee
- International Committee
- Youth Committee

The MERC is comprised of the elected district directors. The International and Youth committees are chaired by M Carling and Jan Strand respectively.

The goal of this cluster is to provide services to NAP members at all levels and in all areas while increasing our membership through strong retention efforts and targeted recruitment. Additionally, the cluster will collaborate to offer quality educational opportunities within our various areas of influence.

The Youth Committee held its initial meeting on September 30<sup>th</sup> and has begun reviewing its youth partnership agreements and developing its plan of work for the upcoming biennium.

The MERC held its first meeting on October 6<sup>th</sup> and will meet every other month during the biennium. The directors are setting annual goals both for the committee and for their individual districts over the next year.

The International Committee will meet next month to discuss its short term priorities.

While each committee has its own focus, we are all expected to work together to meet the membership needs of the organization.

James "Jim" Jones  
Membership Services Cluster Coordinator