
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Minutes
Board of Directors
Regular Meeting
January 12, 2016

Call to Order:

President Mary Randolph called the regular meeting of the NAP Board of Directors to order at 6:30 pm CT, Tuesday, January 12, 2016. The meeting was held utilizing AdobeConnect.com.

Inspiration:

Provided by Director Alison Wallis

Welcome:

The president welcomed board members, guests, and advisers.

Board Members Present:

President Mary Randolph, 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, and District Seven Director Kevin Connelly PRP.

Board Member Absent:

Excused: District Four Director Joyce Brown-Watkins, PRP
Vice-President James Jones, PRP

Advisers Present:

Parliamentarian Roger Hanshaw, PRP, and NAP Executive Director Cyndy Launchbaugh

Guests:

Paul Bessel, Barbara Braswell, Ferial Bishop, M Carling, Rhonda Clark-Randle, Carrie Dickson, Emma Faulk, Steve Glanstein, Adam Hathaway, Denis R. Irminger, Baofeng Ma, Larry Martin, Weldon Merritt, David Mezzera, Eli Mina, Sandy Olson, Rosemary Seghatoleslami, Greg Smith, Jan Strand, Adrienne Sutton, Vera Toney, Ron Vero, Karen Watson, and Jeanette Williams.

Quorum:

Seven voting members being present, a quorum was established.

Adoption of the Meeting Agenda: (Attachment A – pgs. 5-7)

Without objection, the Meeting Agenda was adopted as presented.

Report of Minutes Approval Committee: (Attachment B - 12/8/2016 Minutes pgs. 8-11)

Chair Wallis welcomed Director Kevin Connelly back to the Committee and noted the December 8, 2015 minutes had been approved and posted.

President's Report:

The following oral report were provided:

1. **Meeting Protocol.** President Randolph reminded attendees of meeting protocol, including free and open debate and that all Board members are equal team members.
2. **Resignations/Appointment.** The president announced the resignation of Sharon Reed (MS) from the NP Parliamentary Research Committee and the appointment of George Mervosh (PA). Without objection from the Board, the resignation and appointment were approved.
3. **National Association of Parliamentarians Educational Foundation (NAPEF) Bylaws Amendment.** The president announced the adoption at the 1/4/2016 NAPEF meeting, of an amendment to the NAPEF Bylaws, Article VI Board of Trustees, as follows:
 - B. **Non- elected.** The president of the National Association of Parliamentarians shall be an ex-officio nonvoting trustee who will serve as liaison between NAP and the Foundation.
4. **NP Publication.** The president announced that the spring NP was on schedule, and if articles are being submitted they must be received by February 1.

Board Member Reports: (Attachment C - pgs. 12-19)

Vice-President's Report:

There was no addition to submitted report.

Secretary's Report:

There was no addition to submitted report.

Treasurer's Report:

The treasurer provided additional detail to submitted report concerning the NAP Budget to date.

Director Reports:

Director Allen had no addition to submitted report.

Director Rempel had no addition to submitted report.

Director Connelly thanked everyone for their prayers and best wishes during his illness and continuing recovery.

Executive Director's Report: (Attachment D - pgs. 20-21):

Due to difficulties with microphone, oral communication was difficult. The NAP ED's updated full report is attached, including fund raising data. The ED's verbal report was provided later in the meeting.

NAP Board Committees Report: (Attachment E - pg. 22)

Policy Committee Report: The following motion was adopted by the Board at the 12/8/2015 NAP Board meeting to: *refer the recommendations from the 2015 NAP Biennial Convention Committee to the Board's Policy and Procedure Committee.* Committee Chair Stone, on behalf of the Committee moved that the *NAP Board of Directors refer the recommendations from the 2015 Convention Committee to the 2017 Convention Committee.* Adopted without objection recommendations to be referred.

Board Special Committee Reports: (Attachment F - pgs. 23-24)

1) NAP Website Bookstore Committee:

Chair Wallis had no addition to submitted report.

2) NAP Website Referral System Committee:

Chair Rempel had no addition to submitted report.

Cluster Coordinator Reports: (Attachment G - pgs. 25-26)

1) Communications Cluster Coordinator:

There was no addition to submitted report.

2) Education Cluster Coordinator:

No report.

3) Membership Services Cluster Coordinator:

There was no addition to submitted report.

Unfinished Business:

No unfinished business to address.

New Business:

The Board discussed the 2016 NTC registration fee for a non-member.

The following motion was made: ***To set the non-member price as \$350 for the early bird and \$400 for on-site.***

The following amendment was made: ***To substitute fees for the 2016 NTC non-member to: early bird \$530; regular \$550 and on-site \$570.***

The following motion was then made: ***to postpone the motion until the next Board meeting.*** Adopted. The motion concerning the non-member registration fee to be addressed at the next NAP Board meeting.

By general consent, discussion on the Leadership Conference registration fee was postponed to the next Board meeting

2016 President's Focus – R.I.S.E.S. (Attachment H- pgs 27-30)

President discussed theme, goals and vision for NAP, including the following:

- a. who "we" are – focused members of NAP
- b. work to be done by committees
- c. policy and position set by the Board

Announcements:

- a. The President announced the next Board meeting will be held 2/9/2016 at 6:30pm per AdobeConnect.com. If there is no business to warrant holding the meeting, it will be cancelled.
- b. The in-person Board meeting and strategic planning session will be held April 7-9, 2016 at the Denver/Broomfield Omni Hotel, Denver Colorado. The board is to notify the NAP ED of arrival and departure dates for hotel reservations to be made by February 19, 2016

Adjournment:

Without objection, the board meeting adjourned at 7:48 pm (CT).

Teresa Stone, PRP
NAP Secretary

Chair Alison Wallis, PRP 1/17/2016
Date Approved

Jim Jones PRP Date Approved

Kevin Connelly, PRP 1/17/2016
Date Approved

Minutes approved by majority vote.

Attachment A. 1/12/2016 Agenda

**NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Board of Directors Regular Meeting
January 12, 2016**

AGENDA

- | | | |
|------|---|-------------------------------|
| I. | Call to Order | Mary Randolph |
| II. | Opening
Inspiration | Alison Wallis |
| III. | Roll Call
Welcome | Teresa Stone
Mary Randolph |
| IV. | Minutes Approval | Alison Wallis |
| V. | Agenda Approval | Alison Wallis |
| VI. | Officer Reports | |
| | A. President's Report | Mary Randolph |
| | 1. Meeting Protocol | |
| | 2. Resignations/Appointments | |
| | a. Resignation from NP Research Committee - Sharon Reed (MS) | |
| | b. Appointment to NP Research Committee - George Mervosh (PA) | |
| | 3. NAPEF bylaw amendment adopted January 4, 2016 | |
| | B. Non-elected. The president of the National Association of Parliamentarians® shall be an <u>ex-officio, nonvoting, trustee</u> who will serve as liaison between NAP and the Foundation. | |
| | 4. National Parliamentarian | |
| | a. Winter issue. Vol. 77, No 2 | |
| | b. Articles/ Questions | |
| | B. Vice President | Jim Jones
Teresa Stone |
| | C. Secretary | |
| | D. Treasurer (financial report) | Wanda Sims |

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- VII. NAP Board Reports
 - A. Director-at-Large Darlene Allen
 - B. Director-at-Large Ann Rempel
 - C. Director-at-Large Alison Wallis
 - D. District Director Representative Kevin Connelly
 - E. District Director Representative Joyce Brown Watkins
 - VIII. Executive Director's Report Cynthia Launchbaugh
 - IX. NAP Board Committee Reports
 - A. Policy Committee Teresa Stone
 Motion: To refer the recommendations from the 2015 Convention
 Committee to the 2017 Convention Committee.
 - X. Board Special Committees Reports
 - A. NAP Website Bookstore Alison Wallis
 - B. NAP Website Referral System Ann Rempel
 - XI. Coordinator Reports
 - A. Communications Committee Julie Pioch
 - B. Education Coordinator Daniel Seabold
Jim Jones
 - C. Member coordinator
 - XII. Unfinished Business
(none)
 - XIII. New Business
 - A. NTC Registration Fee Gayla Stone
 Non-member registration Fee Cynthia Mayo
 - B. Leadership Conference Registration

XIV. 2016 President's Focus - R.I.S.E.S.
Handouts

Mary Randolph

XV. Announcements

A. Next Board meeting

February 9, 2016 7:30 p.m. ET (Tentative)

Reminder: Make reservations with the Omni Hotel, Denver Colorado for April 7-9, 2016.

B. April Board meeting

Dates: April 7-9, 2015

Location: Omni Hotel, Denver (Broomfield), Colorado

Reservations by February 19, 2016

A block of rooms has been reserved. Please confirm arrival/departure with Cyndy.

Note: Allow a minimum of 40-60 minutes from hotel to airport (Green cab)

XVI. Adjournment

ATTACHMENT B. 12/8/2016 Minutes

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Minutes
Board of Directors
Regular Meeting
December 8, 2015

Call to Order:

President Mary Randolph called the regular meeting of the NAP Board of Directors to order at 6:32 pm CT, Tuesday, December 8, 2015. The meeting was held utilizing AdobeConnect.com.

Inspiration:

Teresa Stone

Provided by Secretary

Welcome:

The president welcomed board members and advisers.

Board Members Present:

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, and District Four Director Joyce Brown-Watkins, PRP

Board Member Absent:

Excused: District Seven Director Kevin Connelly, PRP.

Advisers Present:

Parliamentarian Roger Hanshaw, PRP and NAP Executive Director Cyndy Launchbaugh

Guests:

Burke Balch, Ferial Bishop, Barbara Braswell, M Carling, Rhonda Clark, Carrie Dickson, Steve Glanstein, Susan Glanstein, Tony Gray, Martha Haun, Denise Irminger, Nicole Learson, Baofeng Ma, Larry Martin, Weldon Merritt, David Mezzera, Eli Mina, Sandy Olson, Nancy Sylvester, Rosemary Seghatoleslami, Gayla Stone, Jan Strand, Loretta Tillery, and Karen Watson.

Quorum:

Eight voting members being present, a quorum was established.

Presider:

Without objection, President Randolph, due to laryngitis, assigned the role of presider to VP Jones at 6:37p.m CT.

Adoption of the Meeting Agenda:

Without objection, the Meeting Agenda was adopted as amended to include the 2016 NAP Biennial Convention Committee Report after the Coordinator's Report.

Report of Minutes Approval Committee:

Director Wallis reported that President Randolph appointed her Chair of the MAC. President Randolph also appointed Joyce Brown-Watkins as a member of the Committee.

President's Report:

There was no addition to submitted report.

Resignations/Appointments:

Without objection, the following resignations and appointments were approved:

- 1) Professional Development Committee:
Resignation as chair: Marcella Morrison (IL)
Temporary Chair: Sandra Olson (NB)
- 2) Appointments:
Assistant Workshop Coordinator, 2017 Convention: Edna Arrington (MI)
Assistant Leadership Conference Coordinator: Margie Booker (VA)

NAP Board Reports:

Vice-President's Report:

There was no addition to submitted report.

Secretary's Report:

There was no addition to submitted report

Treasurer's Report:

The treasurer provided additional detail to submitted report concerning the NAP Budget to date. Treasurer will distribute updated version.

Director Reports:

Director Allen had no addition to submitted report.
Director Wallis provided a verbal report.

District Director Representative Report:

Director Brown-Watkins had no addition to submitted report.

Executive Director's Report:

The Executive Director provided additional detail to her submitted written report, concerning RFPs for a replacement NAP membership management system. Discussion ensued on choices of new system and tracking of pass/fail rate of the membership exam. ED will forward the proposal received from iMIS (Integrated Management Information System) to the Finance Committee for initial review.

Board Special Committee Reports:

1) NAP Website Bookstore Committee:

Chair Wallis, provided additional detail to submitted report concerning workload of the Committee due to the excused absence of Director Connelly. Without objection, the following motion was adopted:

That *Nylanne Scheidegger PRP and Carol Schilansky RP* be approved to serve on the *Bookstore Review Committee*.

2) NAP Website Referral System Committee:

Chair Rempel provided additional detail to submitted report that instruction on the use of the referral system, should be included on the website in accordance with the NAPOPP Manual.

Cluster Coordinator Reports:

1) Communications Cluster Coordinator:

There was no addition to submitted report.

2) Education Cluster Coordinator:

a) the following motion was approved by a vote of 8-0:

That, the NAP board of directors ratify the Professional Development Committee's decision to grant a one-time, two-month extension for members who require no more than three modules to complete their 2015 professional renewal requirement subject to procedures adopted by the committee.

b) The following motion was approved by a vote of 8-0:

that, the NAP board of Directors ratify the Membership and Registration Committee's decision to allow approved members to continue to use the 100 question membership exam for applicants subject to procedures adopted by the committee.

3) Membership Services Cluster Coordinator:

There was no addition to submitted written report.

2015 NAP Biennial Convention Committee Report:

Without objection, the following motion was adopted:

to, refer the recommendations from the 2015 NAP Biennial Convention committee to the board's Policy and Procedures Committee.

Unfinished Business:

Postponed Motion from October, 2015 Board Meeting:

The following postponed motion was introduced to the Board,
that, any member desiring a hard copy Membership Manual may order one through the bookstore for an amount equal to the cost plus shipping.

After amendment to insert the words, *a spiral-bound* before the word "hard," the following motion was adopted by a vote of 6-2:

that, any member desiring a spiral-bound hard copy Membership Manual may order one through the bookstore for an amount equal to the cost plus shipping.

Follow-up Motion: The following motion was not adopted by a vote of 4-4:

that, the president announce in the next update and on the website that there is no free Membership Manual and that it may be purchased at cost plus shipping.

Chair Jones noted that the President is not precluded from making an announcement concerning the Membership Manual.

New Business:

Without objection, Chair Jones called on Gayla Stone to provide report on the 2016 NAP Training Conference concerning schedule, workshops, handout book, meals, and registration fees.

After discussion, the following motion was adopted by a vote of 5-3:
that, *the 2016 NTC registration fees be set as recommended by the NTC Conference Committee.*

NTC Registration fees will be as follows:
Early Registration fee.....\$480.00
Late Registration fee.....\$500.00
On-site Registration fee.....\$520.00

After discussion, the following motion was adopted by a vote of 8-0:
that, *the 2016 NTC Leadership Conference registration fee be set at \$95.*

Meeting Time Extended:

Without objection the following motion was adopted
that, *the time of the meeting adjournment be postponed by ten minutes.*

Announcements:

The Chair reminded the Board of the in-person meeting to be held April 7-9, 2016 at the Denver/Broomfield Omni Hotel, Denver Colorado, with the following tentative schedule:

- Thursday 4/7 - Board Dinner 6:00 p.m.
- Friday 4/8 - 9:00 a.m. to 5:00 p.m. Strategic Planning; dinner on own
- Saturday 4/9 - 9:00 a.m. to 5:00 p.m. Board Meeting; Dinner on own
- Sunday 9:00 a.m. to 11 a.m. Board Meeting
- Reservations by February 19, 2016
- Note: Allow a minimum of 40-60 minutes from hotel to airport

The Chair announced that the next board meeting would be held January 12, 2016, 6:30p.m. CT (7:30p.m. ET, 4:30p.m. PT) per AdobeConnect.

Adjournment:

Without objection, the board meeting adjourned at 8:40p.m. (CT).

Teresa Stone, PRP
NAP Secretary

12/14/2015

Chair Alison Wallis, PRP

Date Approved

12/14/2015

Jim Jones PRP

Date approved

12/14/2015

Joyce Brown-Watkins, PRP

Date approved

Attachment C. Board Member Reports

National Association of Parliamentarians Vice President Report

January 12, 2016

The Vice President participated in the following activities since the last board meeting:

- Conducted January Membership Services Cluster leadership meeting on January 5.
- Distributed membership information to district directors based on Headquarters data.
- Participated in weekly staff call on January 6

James "Jim" Jones PRP
NAP Vice President

National Association of Parliamentarians
Secretary's Report

Date: **January 12, 2016**

NAP Board of Directors Minutes

The BOD Meeting Minutes are up to date, approved and posted on the NAP Website. My thanks to the Minutes Approval Committee, Chair Alison Wallis, Jim Jones PRP and particularly to Joyce Brown-Watkins PRP, who replaced Kevin Connelly PRP during his recent illness. The committee's meticulous commitment to detail has been extremely assistive.

Motions Log:

I am continuing to build the Motions Log document chronologically and will continue to research the NAP archives for available Minutes prior to 2008.

Correspondence:

There has been no correspondence since the last NAP Board meeting.

Teresa Stone PRP
NAP Secretary

**National Association of Parliamentarians
Treasurer's Report**

Wanda Sims PRP

INCOME	Biennial	NTC	Adopted Budget
	Dec '14 - Nov '15	Dec '15 - Nov '16	Dec '15 - Nov '16
3105 · DUES ANNUAL	\$217,270	\$17,654	\$241,027.00
3110 · DUES NEW & REINSTATED	\$20,192	\$1,258	
Sub-Total	\$237,462	\$18,912	\$241,027
3205 · GROSS SALES	\$93,449	\$3,462	\$60,000.00
Sub-Total	\$93,449	\$3,462	\$60,000
3305 · REGISTRATION EXAM INCOME	\$11,725	\$700	\$9,000.00
3310 · PQC COURSE INCOME	\$3,625		\$3,500.00
3315 · NTC INCOME	\$0	\$100	\$70,000.00
3320 · LEADERSHIP CONF INCOME	\$3,570		\$3,850.00
3325 · CONVENTION INCOME	\$158,964		\$0.00
3328 · DISTRICT CONFERENCES	\$2,215		\$0.00
3330 · UW-ISC INCOME	\$4,040		\$5,600.00
3335 Train The Trainer	\$0		\$0.00
3340 · WEB BASED TRAINING INC	\$12,960		\$7,000.00
3350 · PRC COURSE INCOME	\$13,675	\$250	\$8,500.00
Sub-Total	\$210,774	\$1,050	\$107,450
3405 · SALES POST/HANDLNG INCOME	\$11,600	\$826	\$7,200.00
3410 · INVESTMENT INCOME	\$0		\$0.00
3415 · GRANTS & CONTRIBUTIONS	\$31,251	\$2,015	\$25,000.00
3420 · MISCELLANEOUS INCOME	\$6,287	\$31,143	\$5,500.00
Sub-Total	\$49,137	\$33,984	\$37,700
TOTAL INCOME	\$590,822	\$57,407	\$446,177

EXPENSES	Biennial	NTC	Adopted Budget
	Dec '14 - Nov '15	Dec '15 - Nov '16	Dec '15 - Nov '16
4005 · PRESIDENT	\$1,207		\$4,260
4045 · BOARD OF DIRECTORS	\$12,355		\$6,000
4050 · OFFICER/REP TRAVEL	\$13,853		\$6,000
Sub-Total	\$27,415	\$0	\$16,260
4105 · COMMITTEE DESK EXPENSE	\$155		\$50
4145 · COMMITTEE MEETINGS	\$10,410		\$0
4150 · EVENT FACILITY SELECT	\$1,171		\$1,500
4160 · DISTRICT CONFERENCES	\$2,766		\$0
4165 · DISTRICT DIRECTOR TRAVEL	\$1,259		\$2,180
Sub-Total	\$15,760	\$0	\$3,730
4205 · NP PRINTING	\$16,675	\$234	\$18,000
4210 · NP MAILING	\$13,272	\$252	\$13,000
4215 · EDITOR - NP	\$110		\$275
4220 · COST OF MATERIALS SOLD	\$41,967		\$24,000
4225 · COST NON-INVENTORY ITEMS	\$171		\$200
4230 · INVENTORY ADJUSTMENT	\$2,334		\$500
4235 · SALES POST/HAND'L COST	\$17,712	\$687	\$12,000
Sub-Total	\$87,573	\$1,173	\$67,975
4305 · REGISTRATION EXAM COST	\$1,088		\$1,200
4310 · PQ COURSE COST	\$2,288		\$900
4315 NTC	\$0		\$57,000
4320 · LEADERSHIP CONF COST	\$2,297		\$3,850
4325 · CONVENTION COST	\$132,194		\$0
4330 UW-ISC	\$0		
4335 TRAIN THE TRAINER	\$0		
4340 · WEB BASED TRAINING COST	\$825	\$210	\$2,500
4345 · PRC COURSE COST	\$1,825	\$171	\$3,500
Sub-Total	\$138,867	\$381	\$68,925
4405 · PAYROLL EXPENSES	\$201,365	\$14,781	\$205,000
4410 · UTILITIES	\$5,769	\$460	\$5,450
4415 · BUILDING MAINTENANCE	\$6,829	\$22,451	\$5,000
4420 · TELEPHONE	\$3,942		\$3,650
4425 · SUPPLIES	\$3,962		\$3,500
4430 · EQUIPMENT MAINTENANCE	\$4,206		\$3,700
4435 · STAFF TRAVEL/MILEAGE	\$5,166	\$59	\$4,700
4438 · STAFF TRAINING	\$50		\$1,500
4440 · MEMBERSHIP MANUAL	\$1,178	\$0	\$0
4445 · INFORMATION TECHNOLOGY SERVICES	\$12,640	\$261	\$13,500
4455 · POSTAGE/FREIGHT	\$3,614	\$1,700	\$4,200

4460 · HQ CAPITAL EQUIPMENT	\$1,387		\$4,212
4465 · BANK/CREDIT CARD CHARGES	\$8,408		\$11,500
4470 · HQ MISCELLANEOUS EXPENSE	\$4,754	\$75	\$2,500
Sub-Total	\$263,270	\$39,787	\$268,4
4505 · PRINTING	\$4,173	\$1,246	\$3,000
4510 · LEGAL AND AUDIT	\$3,495		\$4,500
4515 · INSURANCE	\$6,980	\$546	\$6,200
4520 · MARKETING	\$1,613		\$3,000
4525 · YOUTH SPONSORSHIP	\$350		\$1,000
4530 · YOUTH LIAISON EXPENSE	\$3,375		\$2,000
4535 · YOUTH INTERN EXPENSE	\$1,906		\$0
4540 · YOUTH RECOGNITION COST			\$150
4550 · MISCELLANEOUS EXPENSE	\$1,586		\$1,000
Sub-Total	\$23,477	\$1,792	\$20,8
TOTAL EXPENSES	\$556,363	\$43,132	\$446,1

National Association of Parliamentarians®

Director-at-Large

Board of Directors Report

January 5, 2016

Since the December meeting of the Board of Directors, DAL Allen has:

- Served as a co-instructor for the Philadelphia PRC (December 2015)
- Participated in the deliberations of the Board Special Committee on the PRP Referral System (January 2016)

Darlene T. Allen, PRP

Director-at-Large

Report to Board of Directors for 1/12/17 Meeting

Director-at-Large Ann Rempel

- Attended a conference call meeting of the board pricing committee
- Attended a conference call meeting of the special committee on the PRP Referral System (Find a Parliamentarian)

Report of District Director Representative to the NAP Board

January 12, 2016

Since the last meeting of the Board this member:

- Attended the Michigan State Association of Parliamentarians quarterly meeting;
- Attended the monthly meetings of several units in Michigan;
- Contacted District Four members whose credentials are due to expire encouraging them to begin or complete the process for renewal;
- Encouraged District Four members to begin planning toward credential renewals;
- Surveyed district members who may want to renew via in person as opposed to on-line;
- Communicated with District Four Association and Unit Presidents regarding the following
 - Summary of MERC meeting
 - Credential expiration notice
 - NAP Board update
 - Request for meeting information to plan Director's visits
- Attended and chaired December MERC meeting;
- Participated in the review of Board Minutes;
- Conferred with Rosemary regarding updating District Director Manual;
- Submitted summary recommendations to Bookstore Committee Chair Alison Wallis and awaiting next step;
- Requested information from headquarters for preparation of a NAP Board update to members when visiting and representing the Board;
- Forwarded request for parliamentary services to appropriate states; and
- Accepted Ohio State Association of Parliamentarians request to attend their annual meeting;

Joyce A. Brown-Watkins
District Four Director

Attachment D. ED Report

NATIONAL ASSOCIATION OF PARLIAMENTARIANS

Date: January 12, 2016 (updated report)

To: NAP Board of Directors

From: Cyndy Launchbaugh, NAP Executive Director

Re: Report of the Executive Director

The following charts show the weekly and monthly breakdown of the renewal responses as of January 12. Please note there was an error in the January 8 reporting of the number of students who had renewed. The monthly breakdown is further broken down by member type and includes a 2015 comparative chart.

2016 DUES RENEWALS

Dues renewals have been very strong given the fact that we went out a month later than last year.

Although our numbers are lower than last year, the percentage of members who have renewed is very close to last year, when the first announcement went out the first week in November. As of January 9, 55% of our members had renewed compared to 57% as of January 12 last year; it is highly possible that by January 12 this year we will be at 57% as well. I will provide an update during the Board meeting.

The following charts show the weekly and monthly breakdown of the renewal responses. The monthly breakdown is further broken down by member type and includes a 2015 comparative chart.

2016 RENEWAL TRACKING: Weekly Breakdown (as of 1/9/2016)

DATE	QTY	NOTES
11/1/2015 - 12/2/2015	29	Unsolicited Renewals
12/2/2015 - 12/9/2015	294	Dues Email #1 (12/2); Dec. Update 12/4)
12/9/2015 - 12/16/2015	187	Dues Email #2 (12/15); Paper Dues Mailed (12/10)
12/16/2015 - 12/24/2015	552	
12/24/2015 - 12/31/2015	87	
12/31/2015 - 1/6/2016	506	
1/6/2016 - 1/14/2016	150	As of 1/9/2016; Jan Update (1/11); Dues Email #3 (1/13)
1/14/2016 - 1/21/2016		Paper Dues #2 Mailed (1/20)
1/21/2016 - 1/28/2016		
1/28/2016 - 2/4/2016		Dues Email #4 (2/3)
2/4/2016 - 2/11/2016		
2/11/2016 - 2/18/2016		
2/18/2016 - 2/25/2016		Robo Call (2/22)
2/25/2016 - 3/2/2016		End of renewal period; unpaid members become inactive
3/2/2016 - 3/9/2016		Drop Notice + survey (3/6)

2016 RENEWAL TRACKING: Monthly Breakdown

2016 Membership Renewal Statistics Report (as of 1/12/2016)							
Member Type	Total Invoiced	Nov-15	Dec-15	Jan-16	Total Renewed	Total Unpaid	% Renewed
R	2486	15	823	562	1,400	1,086	56%
PRP	265	5	149	52	206	59	78%
PRP-R	97		41	23	64	33	66%
RP	279	3	116	68	187	92	67%
RP-R	21	1	10	6	17	4	81%
SM	149	1	17	12	30	119	20%
SPRP	3		1		1	2	33%
SRP	5		3		3	2	60%
Total	3305	25	1,160	723	1,908	1,397	58%

2015 Membership Renewal Statistics Report (as of 1/13/2015)							
Member Type	Total Invoiced	Nov-14	Dec-14	Jan-15	Total Renewed	Total Unpaid	% Renewed
R	2904	429	978	240	1647	1257	57%
PRP	292	106	94	27	227	65	78%
PRP-R	120	17	45	10	72	48	60%
RP	304	59	118	39	216	88	71%
RP-R	23		9	7	16	7	70%
SM	226	13	21	8	42	184	19%
SPRP	3		1	1	2	1	67%
SRP	5	1			1	4	20%
Total	3877	625	1266	332	2223	165	57%

Current Fundraising Results:

Tech Fund (capital equipment) - \$1,642,50

Unrestricted Fund - \$5,135.50

Building Fund - \$3,183

OTHER HEADQUARTERS NEWS

I have been interviewing candidates for the part-time bookkeeping/financial administration position we have open. Sarah Nieft had filled this need for us following her retirement as executive director until December 22. I expect to have someone on board within a couple of weeks.

Our offices are in a bit of disorder because we're still recovering from the roof and plumbing issues we experienced in November. Everything should be back to normal in another couple of weeks. The insurance settlement is allowing us to give the main offices a much needed face lift – in this case, new paint. Painting the old paneling has made a huge difference in making the space brighter and bigger looking. If you're in the area be sure to stop by and visit.

Attachment E. Board Committee Report

**NATIONAL ASSOCIATION OF PARLIAMENTARIANS
Report of the NAPOPP Manual Committee to the NAP Board of Directors
January 12, 2016**

Motion referred to the Committee at the 12/8/2015 Board Meeting: Without objection, the following motion was adopted to:

refer the recommendations from the 2015 NAP Biennial Convention committee to the board's Policy and Procedures Committee

The Committee, without objection, approved the following motion to be introduced at the January 12, 2016 Board Meeting that, the NAP Board of Directors refer the recommendations from the 2015 Convention Committee to the 2017 Convention Committee.

A conference call meeting will be called by the chair prior to the next NAP Board meeting, in order to discuss the NAPOPP Manual in general, and specifically, the possibility of identifying and/or separating policy from procedure for ease of reference and use.

**Teresa Stone
Chair, NAPOPP Manual Committee**

Attachment F. Board Special Committees

Report to the Board Bookstore Review Committee January 5, 2016

As noted at the last board meeting, the special Bookstore Review Committee was impaired in its work by the illness of Kevin Connelly. The good news is that the board in December approved as committee members Carol Schilansky, RP, of New York, and Nylanne Scheidegger, PRP, of Nebraska. These members join Mary Randolph, ex officio, Paul McClintock, technical advisor, Courtney Emory, business office, Joyce Watkins Brown, and Alison Wallis in serving on this committee.

Joyce, Carol, Nylanne, and Alison are reviewing and editing the descriptions of written materials sold on the public area of the NAP site. The plan of work has been updated to reflect the new members and to track completed tasks. The charge to the committee has been shared. The committee members continue to note suggestions for improvement anywhere within the website's bookstore. An Adobe Connect meeting will be scheduled in the near future.

Due to the holiday season, travel, and family obligations of all working members of the committee, the month of December has not been a time of heavy work. The new year, however, will bring a rebirth of energy for the task.

Alison Wallis, Chairman,
Bookstore Review Committee

Report of Special Committee on PRP Referral System (Find a Parliamentarian)

Members of the special committee have continued to review the Find a Parliamentarian part of the NAP website, have exchanged information by e-mail, and then met by conference call on January 4, 2016. The committee is continuing to gather information about the website referral system and is studying how the service can be made more useful and more equitable for all participants. The committee is compiling recommendations for the new website that is to be created.

Ann Rempel

Darlene Allen

Kevin Wendt

Mary Randolph, ex officio

Attachment F. Cluster Coordinator Reports

Communications Coordinator

January 12, 2016

No report at this time.

Julie Pioch

NAP Membership Services Cluster

January 12, 2016

The Membership Services Cluster is comprised of the following committees:

- Membership Extension and Retention Committee (MERC)
- 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 Cluster leaders met on January 5, 2016 by Adobe Connect.

International Committee:

- Translation of the RP exam into Chinese is done and will be sent to Larry Martin as Chair of the Membership Registration Committee and Daniel Seabold for final approval.
- Committee would like to receive permission to utilize a translated version of the 1200 question database for study purposes. They will work with Chairman Martin in this area.
- A Chinese entity is interested in a partnership similar to the Wisconsin University course where they will offer a course to students who will then become members. The committee will contact the Partnership Committee chairman and Education cluster head to follow up on this possibility.

There were 173 international members as of July 2015.

Youth Committee:

- A committee meeting will be scheduled in January.
- The goal is to have each committee member versed on working with a youth partnership and coordinating judges for the National Leadership Conference of each organization.
- There will be a Youth Day at the NTC. A Youth Day Liaison is being established to coordinate with the NTC Committee. Coordinator Gayla Stone is working with a coalition of student college leaders in Colorado that will be invited to participate. A proposal was submitted to the Foundation and a grant was authorized for the Youth Day.
- Past President Maurice Henderson will assist Daniel Foster in establishing an FFA youth partnership.
- When a new youth webinar is scheduled, David Mezzera, Chair of the ERC will be contacted.
- Prior to the end of the renewal period, the Youth Committee will work with headquarters to contact youth members who have not renewed.

There are currently 144 Youth members. 5 RP's and 3 PRP's.

Membership Extension & Retention Committee:

- A committee meeting will be held on February 2, 2016. Denise Irminger (District 5) will preside.
- The district directors will be receiving listings of members who have not renewed by January 28th so that they can assist the association leadership in making personal contacts.

Attachment H.

President's RISES Vision

DIVISION	RESPECT	INTEGRITY	SERVICES	EXCELLENCE	STEWARDSHIP
<p>Communication</p>	<p>-Focus on how NAP's history has impacted the Association: - NP articles on History - Provide an historical anecdote in each monthly update</p>	<p>-Create a public relations program that reflects a high standard of conduct -Emphasize the the Joint AIP/ NAP Code of Ethics</p>	<p>-Respond to communications in a timely manner -Keep members informed of activities within the Association -Provide information for the NAP Update -Provide membership manual for download -Develop a public relations program for NAP that will promote the standards of NAP</p>	<p>-Provide accurate and well-edited materials in publications -Use both written and electronic forms of communications to members and the public -Increase communications between committees and members -Seek ways to promote benefits membership</p>	<p>-Provide timely information within budget -Encourage member donations to NAP funds -Encourage grants, sponsorships, and other forms of support for NAP events</p>

Education	<ul style="list-style-type: none"> -Develop CD and/or downloadable articles concerning, for example: <ul style="list-style-type: none"> - History of NAP - History of the Mace - Past NPs - NAP Leaders -Keep all materials relevant and current Maintain accessible Archives 	<ul style="list-style-type: none"> -Review all parliamentary programs for ethical standards -Follow through on commitment to provide educational info as requested -Be accountable for accuracy of information provided concerning educational materials 	<ul style="list-style-type: none"> -Provide assistance to find and access educational resources - Review all materials for any ethical conflicts -Provide materials to members that assist in professional growth. -Develop materials to assist all levels of parliamentary education -Develop and promote programs to assist members in meeting individual goals 	<ul style="list-style-type: none"> -Build quality education resources in areas that will help members grow in their parliamentary knowledge -Seek input from grassroots members as to their needs -Encourage members to set goals and become lifelong learners through progressive educational programs - Encourage members to grow professionally through credentialing 	<ul style="list-style-type: none"> -Provide access to credential or education programs and exams upon application of qualified member(s) -Provide reasonably priced educational materials through webinars, modules, course materials -Develop quality bookstore items for sale
Membership	<ul style="list-style-type: none"> -Honor both long-term and new members -Promote Parliamentary Month 	<ul style="list-style-type: none"> -Be honest in all activities, interaction with units, associations, and individual members. -Provide accurate information to members, find the answer if not readily known -Respond to member's concerns with understanding and concern 	<ul style="list-style-type: none"> - Recognize events and special occasions of members, units and associations -Extend invitations to help associations where needed -Assist members in promoting unit and association memberships -Keep members up-to-date through regular communications and newsletters 	<ul style="list-style-type: none"> -Seek ways to provide service to members -Provide information on resources available -Seek ways to promote and expand membership involvement at all levels of the organization 	<ul style="list-style-type: none"> -Promote the sale of bookstore items for education -Be accountable for District Directors expenses and funding used in service to associations
Technology	<ul style="list-style-type: none"> -Website development section about NAP history -Build an exemplary web-site for use by both the public and members 	<ul style="list-style-type: none"> -Review website for ethical issues -For meetings, be prepared and sign in at the appointed time. 	<ul style="list-style-type: none"> -Provide services to board and committees as requested -Provide assistance to members on issues encountered online -Provide technical assistance for 	<ul style="list-style-type: none"> -Assist members in accessing and using electronic media for meeting and educational programs -Provide orientation on the use of electronic meeting format -Create a 	<ul style="list-style-type: none"> -Manage the NAP website within budget - Research and encourage technological advancement as the budget permits

			meetings, the NTC, and the NAP Conventions -Provide clear access instructions, and information on how to locate materials on the NAP bookstore	useful, valued NAP website	
Board of Directors	-Rep visits: include Association history in the . Update -Include NAP history in installations	-Prepare before the meetings in order to make informed decisions -focus on your fiduciary responsibility to the Association when making decisions -Fully participate in board meeting and discussions on an issue. - Do not have "hallway" meetings - bring concerns forward to the Board - Actively participate in executive sessions and keep <u>all</u> discussion confidential that is not officially released for public use -Accept the decision of the board on actions taken inside and outside the Board meeting -Take responsibility for decision-making and vote -The Board is a strong team, working for NAP	-Provide member access to non-executive board meetings and encourage attendance -Be honest and ethical in all board activities -Make a concerted effort to seek input from unit, MAL and association members concerning NAP.	-Provide a five year strategic plan to provide goals and guidelines for continued growth and development of the Association -Obtain member input before finalizing the strategic plan -Be accountable to NAP members for actions taken	-Be prudent in requests for reimbursement for expenses -Provide receipts and voucher forms in a timely manner -The Treasurer shall report monthly to the NAP Board of Directors and provide current financial information - Be forward thinking and make tough financial decisions for the future of the NAP.

<p>President</p>	<ul style="list-style-type: none"> -Include history in workshops, reports, and activities - Use history as the starting point for building toward the future -Remember past history, assists in the future. 	<ul style="list-style-type: none"> -Provide a sounding post for member concerns -Don't talk behind the back about members -Put ethics as a high standard to be followed both personally and as an officer -Make Committee and other appointments without concern for age, creed, race, gender, disability, health status, life style, nationality or religious affiliation -Provide for open board meetings and encouraging member attendance as guests 	<ul style="list-style-type: none"> -Provide support for members at all levels - Attempt to make balanced Committee appointments across the country and internationally. - Provide information and services to members in a timely manner - Respond to member requests and concerns in a timely manner 	<ul style="list-style-type: none"> -Provide enhanced training to leaders at all levels - Be accountable for decisions and actions -Promote communications with grassroots members 	<ul style="list-style-type: none"> -Be prudent in all expenses charged to NAP -Be financially informed by approving requested expenses if within the established budget line. If outside a budgeted line-item, request further information in order to make an informed decision. -Be open with members about the financial status of the Association -Be fiscally conservative
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