

**National Association of Parliamentarians®
Board of Directors Regular Meeting
September 10, 2013**

Call to Order

President Ann Guiberson, PRP, called the regular meeting of the NAP Board of Directors to order at 7:30 a.m. Pacific Standard Time, on Tuesday, September 10, 2013, in Parlors B and C at the Hilton Portland and Executive Tower, 921 SW Sixth Avenue, Portland, Oregon 97204. The secretary was present.

Welcome

The president welcomed board members and guests.

Board Members Present

President Ann Guiberson, PRP; Vice-President Mary L. Randolph, PRP; Secretary Ann L. Rempel, PRP; Treasurer Evan A. Lemoine, PRP; Director-at-Large Steve Glanstein, PRP; Director-at-Large James N. Jones, PRP; Director-at-Large James H. Stewart, PRP; District Five Director Denise R. Irminger, PRP; and District Six Director Daniel A. Ivey-Soto, PRP

Nine voting members were present, and a quorum was established.

Advisers Present

Parliamentarian pro tem Nancy Sylvester, PRP, and NAP Executive Director Michael Chamberlain, MBA, CAE

Guests Present

Darlene T. Allen, Alice Bartelt, Dennis Clark, Lorenzo Cuesta, Nancy Dauster, Emma A. Faulk, Don Freese, Susan Glanstein, Greg Goodwiller, John Hohlbauch, Lyle Kleman, Deborah B. Laury, Larry Martin, Weldon Merritt, Sandra Olson, Daniel Rose, Nylanne Scheidegger, William E. Starkey, Donna Thompson, Maria Trujillo-Tough, Karen Watson, Kevin Wendt, and Sheryl C. Womble

Report of the President

The president's announced list of appointments not requiring board action and the September 9, 2013, board-approved appointments of standing committees are included on the distributed 2013-2015 Volunteer Leadership Team. (Attachment C) The duties of the appointed board liaisons to standing committees are included on "Board Liaisons." (Attachment D)

Ratification of Actions Taken by Incoming Board of Directors on September 9, 2013

The board adopted motions to ratify the following actions taken by the incoming board of directors in the post-election special board meeting held on September 9, 2013:

1. appointments of board committees (Attachment C)
2. board meeting schedule for 2013-2015 (Attachment B)
3. election of Thomas (Burke) Balch and K. Ann McCartney as members of the ethics committee for four-year terms ending in 2017
4. election of Jeanette N. Williams as chairman of the ethics committee for the 2013-2015 biennium.

Report of the Treasurer

After debate and amendment, the board adopted the substitute Chapter 3 for the NAP Policies and Procedures. (Attachment E)

Approval of Area Chairmen Appointees

Without objection, the board approved the following district director appointments of unchartered area chairmen:

- Alaska – District 7 – Sue T. Hull
- Iowa – District 5 – Maryann Frazer
- Wyoming – District 7 – Courtney Bohlender
- Nova Scotia – District 1 – Bernie J. White
- Saskatchewan – District 5 – Brent Thoma
- Japan – District 8 – Daniel Ross

Special Orders – Budget Approval

The board approved the substitute budget submitted by the budget and finance committee. (Attachment F)

Adjournment

The meeting adjourned at 7:42 a.m.

Ann L. Rempel, PRP
NAP Secretary

Minutes Approval Committee:

	September 16, 2013
James H. Stewart, PRP	Date approved

	September 16, 2013
Denise S. Irminger, PRP	Date approved

	September 16, 2013
Mary L. Randolph, PRP	Date approved

Attachment B National Association of Parliamentarians®
Board Meetings and Related Dates for the 2013-2015 Biennium

Event	Dates	Day/Time	Location
Post-Convention Board	September 9, 2013	Monday (3-4 p.m.)	Hilton, Portland, OR
Orientation and Committee Meetings	September 10, 2013	Tuesday (8-5)	Hilton, Portland, OR
Board Meeting	October 8, 2013	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	November 12, 2013	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	December 10, 2013	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	January 14, 2014	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	February 11, 2014	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Spring 2014 Board Meeting	March 7-9, 2014	Friday-(5-7) Friday (7:30-9:30) Saturday (9 am-5 pm) Sunday (8:30am-11:30 am)	Dinner and Board Meetings Oklahoma City Renaissance
Board Meeting	April 8, 2014	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	May 13, 2014	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	June 10, 2014	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	July 8, 2014	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Pre-NTC Board Meeting	August 6-8	Wed. 6-9:30 Thursday (9-5) Friday (8:30-11:30)	Dinner and Meeting Board Meeting Board Meeting Oklahoma City Renaissance
National Training Conference	August 8-10	Friday 1 p.m. through Sunday 11:30 am)	Oklahoma City Renaissance
Board Meeting	September 9, 2014	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	October 14, 2014	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
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Spring 2015 Board Meeting	March 6-8, 2015	Friday-(5-7) Friday (7:30-9:30) Saturday (9 am-5 pm) Sunday (8:30am-11:30 am)	Crystal Gateway Marriott Dinner and Board Meetings
Board Meeting	April 14, 2015	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	May 12, 2015	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	June 9, 2015	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	July 14, 2015	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Board Meeting	August 11, 2015	Tuesday (7:30-9:00 p.m. Eastern Time)	Web Conference
Pre-Convention Board Meeting	September 2-4	Wednesday (6-9:30) Thursday (8-5) Friday (8:30-11:30)	Board Dinner and Meetings Crystal Gateway Marriott
Convention	September 4-7, 2015		Crystal Gateway Marriott
Post-Convention	September 8-9	TBA	Crystal Gateway Marriott

ATTACHMENT C **NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**
2013-2015 VOLUNTEER LEADERSHIP TEAM

National Parliamentarian

Timothy Wynn, NP Editor, FL
Carol Henselder, Assistant Editor, NY

Parliamentary Research Committee

Josh Martin, Chairman, MN
Ann Homer, Assistant, NY
Ronald Stinson, Consultant, TX
Leonard Young, Parliamentarian, MO

NP Review Committee

John Rempel, Chairman, KS
Jonathan Jacobs, PA
Sharon Reed, MS

NAP e-Newsletter

Deborah Underwood, Editor, IL

Standing Committees

Bylaws Committee

Weldon Merritt, Chairman, WA
Rochester Baker, SC
Ella Carlson, TX
Edward Frazier, IN
Barbara Rosi, IL
Ann Rempel, KS, ex officio

Communications Committee:

Sheryl Womble, Chairman, TX
Lorenzo Cuesta, CA
Deborah Laury, FL
Julie Pioch, MI
Leigh Wintz, VA
Jim Stewart, CA, ex officio

Educational Resources Committee

Dennis Clark, Chairman, TX
Donna Thompson, CO
Nylanne Scheiddiger, TX
Janice Strand, NM

Online Courses Subcommittee

Kay Crews, Chairman, TX
Rebecca Rutz, MS

University of Wisconsin Course

Rollie Cox, WI

Webinar Subcommittee

Kevin Wendt, Chairman, MN
Kirk Overbey, TX
Jim Jones, IL, ex officio

Membership Ext. and Ret. Committee

Sandy Olson, CO, Chairman
William Starkey, NJ
Darlene Allen, DC
Nancy Dauster, FL
Joyce Brown-Watkins, MI
Denise Irminger, MO
Daniel Ivey-Soto, NM
Alice Bartelt, OR
John Hohlbauch, UT

Memb. and Reg. Examiners Committee

Larry Martin, Chairman, MO
Rachel Glanstein, HI
David Mezzera, CA
Gladys Reid, GA
Mary Remson, OH
Michael Wagner-Diggs, VA
Steve Glanstein, HI, ex officio

Professional Development Committee

Lyle Kleman, Chairman, IA
Carol Austin, FL
Marcella Morrison, IL
Dr. William Puette, HI
Ruth Ryan, KY
Mary Randolph, WA, ex officio

Youth Committee

Corwyn Hopke, Chairman, NE
Gloria Cofer, GA
Julie Palm, FL
Angela Reynolds, NE
Brandon Walters, AL
Evan Lemoine, CT, ex officio

ATTACHMENT C **NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**
2013-2015 VOLUNTEER LEADERSHIP TEAM

Special Committees

Education and Credentialing Committee

Eugene Bierbaum, Chairman, FL
Wanda Davis, DE
Ann Guiberson, FL
James Jones, IL
Ann Rempel, KS
Dan Seabold, NY
James Stewart, CA

Edit and Review

Laura LeGrand, Chairman, MS
Shirley Brodbeck, FL
Lori Finck, NY
TennieBee Hall, CA
Judy Edwards, MI
Lynna Gene Cook, NE

International Services Committee

Karen Watson, Chairman, NE
Daniel Ross, Japan
Kim See-Teo, Singapore
Susan Glanstein, HI
Don Frees, Canada

Financial Stability Committee

Chairman Evan Lemoine, PRP, CT
Rob James, AB
Nancy Watkins, FL

Board Committees

Budget and Finance

1. Evan Lemoine, Chairman
2. Steve Glanstein
3. Ann Guiberson

Minutes Approval Committee

1. Jim Stewart, Chairman
2. Mary Randolph
3. Denise Irminger

Personnel

1. Ann Guiberson, Chairman
2. Jim Jones
3. Evan Lemoine

Policies and Procedures Committee

1. Ann Rempel, Chairman
2. Daniel Ivey-Soto
3. Jim Jones

Pricing Committee

1. Evan Lemoine, Chairman
2. Denise Irminger
3. Mary Randolph

Advisers

Parliamentarian: Leonard M. Young, MO
Technology: Greg Goodwiller, MS
Website: Paul McClintock, WA
Legal: Jim Slaughter, NC
Partnerships: Maurice S. Henderson, MI

**ATTACHMENT C NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
2013-2015 VOLUNTEER LEADERSHIP TEAM**

Ethics Committee

Jeanette Williams, Chairman, MN (2015)
Lucy Anderson, TX – (2015)
Thomas “Burke” Balch, VA-(2017)
K. Ann McCartney (2017)

Leadership Conference

Nancy Sylvester, Coordinator, IL
Emma Faulk, Assistant Coord., AL

NAP Training Conference

August 8-9, 2014

Renaissance, Oklahoma City, OK

W. Craig Henry, Coordinator, OK
Mary Davidson, Assistant Coord, OK
Colette Trohan, Workshop Coord, MD
E. Marie Wilson, Asst. Workshop Coord, CT

Biennial Convention

September 4-7, 2015

Crystal Gateway Marriott, Arlington, VA

Rosalie Stroman, Coordinator, DC
Loretta Tillery, Assistant Coordinator DC
Susan Eads Role, Workshop Coord., DC
Wanda Sims, Asst. Workshop Coord., MD

Board Liaisons

Liaison's Duties

1. Focus on creating the future through implementation of the strategic plan.
2. Mentor the chairman.
3. Assist the chairman with web meetings (that means you have to learn the Adobe Connect software)
4. Assist in helping the committee to understand its role and how it fits in with the NAP strategic plan, the board and other committees.
5. Facilitate communication among other committees when applicable.
6. Communicate the big picture. Communicate NAP board and HQ information that impacts on the committee. OK to share everything that is not in executive session.
7. Communicate back to president and the board any problems, resources needed, and progress.
8. Be ready to be a resource person.
9. Participate as a member, if desired (although not mandatory as you will be ex officio.)

A liaison does not:

1. Take over the committee.
2. Dominate the meetings.
3. Criticize in public

Assignments:

Bylaws: Ann Rempel

Communications: James Stewart

Educational Resources: James Jones

Membership and Registration Examiners: Steve Glanstein

Professional Development: Mary Randolph

Youth: Evan Lemoine

CHAPTER 3 – FINANCIAL ADMINISTRATION

3.1 Independent Financial Review

The financial records of NAP shall be audited or reviewed annually and at other times as requested by the board of directors. All reports of the independent accountant shall be submitted to the board of directors for approval. The budget-finance committee shall be authorized to manage the engagement.

3.2 Budget

3.2.01 Budget Preparation

- A. The budget-finance committee shall develop an annual budget including anticipated revenue from dues payments, sales of educational materials, national events and courses, and other program and revenue sources. The proposed budget shall include account names and numbers. The board shall adopt a budget prior to beginning the fiscal year for which it is to take effect. In the year of the convention, the budget-finance committee shall submit a budget proposal for the incoming treasurer to submit to the post-convention board of directors.
- B. The budget shall include line items for ordinary and necessary expenses for members of the board of directors, standing and special committees, and district directors when conducting NAP business. Ordinary and necessary expenses include supplies, postage, telephone, and expenses incidental to travel subject to any limits established by the board or as established within the adopted budget.
- C. The budget shall include line items to cover travel expenses for board and committee meetings, district director travel, and NAP representatives to other organizations when authorized by the president.

3.2.02 Budget Line Overages

Budget line items may not be exceeded without the approval of the budget-finance committee. Any overage, anticipated or submitted, shall be called to the attention of the budget-finance committee and shall be paid by headquarters upon the authorization of the budget-finance committee, provided in writing to headquarters by the president or the treasurer.

3.3 Reimbursement Policies

3.3.01 Travel and Reimbursement Policies

Only travel that has been approved by the president or the board of directors shall be eligible for reimbursement. For approved travel, including board and committee meetings, , the following expenses shall be eligible for reimbursement for required attendees:

- A. Travel
 - (1) If by automobile, current business mileage rate allowed by the IRS, plus any toll fees and parking, provided the total does not exceed \$400.
 - (2) If travelling by other means, including plane and trains, actual cost of transportation not to exceed cost of \$400 (one coach class seat with a minimum 14-day advance purchase with one checked bag).

- (3) Cost of transportation to and from airport plus airport parking. The cost of car rental may be reimbursed up to the amount of shuttle transportation (or taxi if shuttle is unavailable) to and from the meeting facility unless otherwise approved by the president.
- (3) Round trip travel in accordance with letter A(1), A(2), and A(3) above for board members whose term of office expires during the convention.
- (4) One-half round trip travel in accordance with letter A(1), A(2), and A(3) above for new board members and office holders.
- (5) Travel reimbursement shall be made based upon actual expenses. If a member donates frequent flyer miles for otherwise reimbursable travel, only out-of-pocket taxes and fees paid on the ticket may be reimbursed.
- (6) Non-emergency ticket change fees will be reimbursed only when made to lower the total travel cost to NAP, for example when a significantly lower airfare from that of the original ticket becomes available. Expenses incurred due to an emergency requiring travel changes must be approved by the president.

B. Per Diem Rate

- (1) Per diem shall be \$90 and shall be paid only once per calendar day. Per diem is a reimbursement to help defray the cost of lodging, meals, and incidental expenses while away from home on NAP business.
- (2) Member and advisors of the board of directors and committee members shall be reimbursed at the per diem rate for each day actually in attendance at a board or committee meetings, not to include days in attendance at the NAP Convention or NAP Training Conference. An individual absent from 50% or more of a daily board meeting shall not receive per diem for that day unless the president excuses the member for good cause.
- (3) The chairman of a committee, if invited by the president to report to the board of directors, shall be reimbursed at the per diem rate for each day in attendance as required.
- (4) The president may approve additional per diem as follows: If arrival is required the day before a scheduled meeting due to time zone differences; if departure is delayed because of meeting times and transportation schedules; or if it results in a financial advantage to NAP because of fare benefits.

C. President's Travel Expenses

The president shall elect at the beginning of his or her term whether to be reimbursed using the per diem rate or actual expenses for travel, lodging and meals for the duration of his or her term.

3.3.02 Telephone Call Reimbursement

Board and committee members shall be reimbursed for international telephone calls only through purchasing a calling card. The cost of the calling card will

be reimbursed with proper receipt documentation. Members are required to use the NAP web service for board and committee meetings.

3.3.03 NAP Representation at District or Association Meetings

Round trip transportation from the official NAP Representative's home to the city of arrival shall be paid by NAP in accordance with 3.3.01A. All costs from arrival in the city until departure shall be paid by the host association or district, including transportation to and from the arrival city airport, lodging, and meals for the NAP Representative, if one was assigned, or the district director. (See policy 2.8.01E)

3.3.04 Requisition for Funds

A. A request for reimbursement shall be made on the official form provided by headquarters. The requisition and supporting documentation must be submitted to the executive director within either 60 days when the expense was incurred or 60 days after completion of the event for which the expenses were incurred. All expense reports must be submitted prior to November 15 of the fiscal year to qualify for reimbursement.

B. Reimbursements shall be signed by the requestor and approved by:

- (1) The committee chairman or district director, and either the president or treasurer for reimbursements exceeding \$250.
- (2) The committee chairman or district director, and the executive director for reimbursements less than \$250.
- (3) The vice-president or treasurer for reimbursements from the president.
- (4) The member requesting reimbursement and the president for situations not covered above. In all cases, the requestor and approver shall not be the same individual.

3.4 Events

3.4.01 National Events – Generally

A. All national events shall have a budget submitted to headquarters and the chairman of the budget-finance committee by the event coordinator and may include a request for funds for on-site expenses. National events include district conferences, the NAP convention, NAP Training Conference, NAP Leadership Conference, and courses offered by the Professional Development Committee. No later than 60 days after the conclusion of the event, an accounting of all income and expenses related to the event, all accompanying receipts, and remaining monies shall be submitted to headquarters.

B. Registration for all events shall be handled through headquarters. Expenses should be submitted directly to headquarters for payment. All out-of-pocket expenses may be submitted to headquarters for reimbursement to be charged to the line item of that event.

C. A refundable petty cash advance of \$200 shall be available for each national event to the event coordinator for on-site expenses.

D. The convention or training conference, and leadership conference budgets shall be adopted by the board by April 30 of the event year.

3.4.02 Future Convention and Training Conferences

The convention coordinator and training conference coordinator taking place in the following biennium shall be entitled to reimbursement in accordance with 3.3.01 for one facility selection trip. Per diem will be paid from the first facility visit through the last facility visit on this single trip. The president or his or her designee shall also attend this visit and be reimbursed the same as an event coordinator.

3.4.03 District Conferences

Each district budget shall include the travel and lodging expenses of the district director and the room expenses of the NAP representative in accordance with the policies stated in 3.3.01. The budget shall be submitted no later than 60 days prior to the first day of the meeting.

3.4.04 Convention and Training Conference Per Diem

The convention or training conference coordinator and assistant coordinator, if appointed, shall receive per diem from the beginning of NAP activities until the close of these activities. The workshop coordinator shall receive per diem from one day prior to and through completion of the workshops. A technical coordinator, if appointed, shall receive per diem for the actual days of the convention business meeting. A coordinator absent from 50% or more of daily required duties shall not receive per diem. The budget established for each event shall include this per diem, and the amount shall be the same as established in 3.3.01B.

3.4.05 Leadership Conference

The leadership conference coordinator and assistant coordinator, if appointed, shall be eligible for travel and per diem reimbursement in accordance with 3.3.01. The budget established for this event shall include these expenses.

3.5 Financial Governance

3.5.01 A minimum of \$25,000 of net assets shall be restricted as to use, except as authorized by the president and treasurer upon advice of the executive director.

3.5.02 The board of directors shall from time-to-time evaluate the planned giving program and areas members and the public may contribute. Gifts made which are restricted in use shall be honored if they meet the criteria of our planned giving program. Expenses restricted for use shall be considered used immediately once the restriction has been met.

3.5.03 Gifts to NAP in the form of investment securities shall be deposited to our brokerage account and sold by the treasurer within 90 days of receipt. The treasurer shall reinvest the proceeds in accordance with NAP's investment policy and inform the board of directors of this decision.

3.5.04 The budget-finance committee shall annually review the Form 990 tax return prior to filing to ensure accuracy and completeness. A copy of the return as filed will be electronically sent to all board members. The president, treasurer, and executive director shall all be authorized to sign tax returns of the association.

3.5.05 Conflict of Interest Policy for Governing Members

To protect this tax-exempt association, the conflict of interest policy in *Appendix ___* shall be in effect for board and committee members.

National Association of Parliamentarians®

Budget Proposal

December 2013 through November 2015

	FY13-14	FY14-15	TOTAL	<i>Adopted, Restated</i>	B-to-B	ACTUAL	B-to-A
			2013-15 Biennium	2011-13 Biennium	Difference	Dec '11 - Jul 13	Difference
Income							
3100 · MEMBERSHIP DUES							
3105 · DUES ANNUAL	240,000	228,000	468,000	489,000	(21,000)	402,680	86,320
3110 · DUES NEW & REINSTATED	25,000	25,000	50,000	70,000	(20,000)	41,133	28,867
	265,000	253,000	518,000	559,000	(41,000)	443,813	115,187
3200 · EDUCATIONAL MATERIAL SALES							
3205 · GROSS SALES	105,000	115,000	220,000	220,000	-	200,583	19,417
3405 · SALES POST/HANDLNG INCOME	18,000	18,000	36,000	32,000	4,000	32,766	(766)
	123,000	133,000	256,000	252,000	4,000	233,349	18,651
3300 · EVENTS AND COURSES							
3305 · REGISTRATION EXAM INCOME	8,250	8,250	16,500	16,000	500	15,125	875
3310 · PQ COURSE INCOME	5,000	5,000	10,000	10,000	-	10,465	(465)
3315 · NTC INCOME	80,000	-	80,000	70,000	10,000	80,634	(10,634)
3320 · LEADERSHIP CONF INCOME	4,500	4,500	9,000	8,000	1,000	8,250	(250)
3325 · CONVENTION INCOME	-	110,000	110,000	105,000	5,000	-	105,000
3328 · DISTRICT CONFERENCES	6,000	18,000	24,000	-	24,000	-	-
3330 · UW-ISC INCOME	4,000	4,000	8,000	8,500	(500)	7,750	750
3335 · TRAIN THE TRAINER INCOME	1,500	1,500	3,000	3,000	-	800	2,200
3340 · WEB BASED TRAINING INC	15,000	15,000	30,000	32,000	(2,000)	17,619	14,381
3345 · YOUTH RECOGNITION INC	500	500	1,000	1,000	-	360	640
3350 · PRC COURSE INCOME	4,000	4,000	8,000	8,500	(500)	7,500	1,000
	128,750	170,750	299,500	262,000	37,500	148,503	113,497
3400 · OTHER INCOME							
3410 · INVESTMENT INCOME	4,200	4,200	8,400	8,000	400	8,071	(71)
3415 · GRANTS & CONTRIBUTIONS	30,000	30,000	60,000	50,000	10,000	56,958	(6,958)
3420 · MISCELLANEOUS INCOME	4,000	4,000	8,000	8,000	-	12,413	(4,413)
	38,200	38,200	76,400	66,000	10,400	77,442	(11,442)
Total Income	554,950	594,950	1,149,900	1,139,000	10,900	903,107	235,893

National Association of Parliamentarians®

Budget Proposal

December 2013 through November 2015

	FY13-14	FY14-15	TOTAL	<i>Adopted, Restated</i>	B-to-B	ACTUAL	B-to-A
			2013-15 Biennium	2011-13 Biennium	Difference	Dec '11 - Jul 13	Difference
Expense							
4000 - BOARD AND LEADERSHIP							
4005 - PRESIDENT	5,000	5,000	10,000	16,000	(6,000)	5,774	10,226
4010 - VICE PRESIDENT	100	100	200	600	(400)	-	600
4020 - Board Members	150	150	300	100	200	92	8
4045 - BOARD OF DIRECTORS	16,000	16,000	32,000	21,710	10,290	30,574	(8,864)
4050 - OFFICER/REP TRAVEL	15,000	15,000	30,000	26,000	4,000	14,036	11,964
	<u>36,250</u>	<u>36,250</u>	<u>72,500</u>	<u>65,310</u>	<u>7,190</u>	<u>50,476</u>	<u>14,834</u>
4100 - COMMITTEES AND DISTRICTS							
4105 - Committee Desk Expenses	250	250	500	450	50	2,415	(1,965)
4145 - Committee Meetings	16,500	16,500	33,000	58,950	(25,950)	28,977	29,973
4150 - Event Facility Selection	500	500	1,000	1,500	(500)	100	1,400
4215 - EDITOR - NP	300	300	600	600	-	343	257
4160 - District Conferences	5,100	15,300	20,400	-	20,400	-	-
4165 - District Director Travel	6,000	6,000	12,000	16,000	(4,000)	8,292	7,708
	<u>28,650</u>	<u>38,850</u>	<u>67,500</u>	<u>77,500</u>	<u>(10,000)</u>	<u>40,127</u>	<u>37,373</u>
4200 - PUBLICATIONS & SALES							
4220 - COST OF MATERIALS SOLD	43,100	50,900	94,000	80,000	14,000	110,819	(30,819)
4225 - COST NON-INVENTORY ITEMS	-	-	-	1,700	(1,700)	900	800
4230 - INVENTORY ADJUSTMENT	-	-	-	1,300	(1,300)	8,607	(7,307)
4235 - SALES POST/HAND'L COST	18,000	18,000	36,000	37,000	(1,000)	31,503	5,497
	<u>61,100</u>	<u>68,900</u>	<u>130,000</u>	<u>120,000</u>	<u>10,000</u>	<u>151,829</u>	<u>(31,829)</u>
4300 - EVENTS, COURSES & EXAMS							
4305 - REGISTRATION EXAM COST	1,500	1,500	3,000	3,500	(500)	421	3,079
4310 - PQ COURSE COST	3,500	3,500	7,000	8,500	(1,500)	6,015	2,485
4315 - NTC COST	60,000	-	60,000	60,000	-	65,571	(5,571)
4320 - LEADERSHIP CONF COST	3,750	3,750	7,500	8,000	(500)	4,023	3,977
4325 - CONVENTION COST	-	90,000	90,000	90,000	-	-	90,000
4330 - UW-ISC COST	250	250	500	500	-	21	479
4335 - TRAIN THE TRAINER COST	1,200	1,200	2,400	3,000	(600)	-	3,000
4340 - WEB BASED TRAINING COST	5,000	5,000	10,000	8,000	2,000	-	8,000
4345 - PRC COURSE COST	3,500	3,500	7,000	6,500	500	5,894	606
	<u>78,700</u>	<u>108,700</u>	<u>187,400</u>	<u>188,000</u>	<u>(600)</u>	<u>81,945</u>	<u>106,055</u>

National Association of Parliamentarians®

Budget Proposal

December 2013 through November 2015

	FY13-14	FY14-15	TOTAL	Adopted, Restated	B-to-B	ACTUAL	B-to-A
			2013-15 Biennium	2011-13 Biennium	Difference	Dec '11 - Jul 13	Difference
4400 - MEMBERSHIP SERVICES							
4405 - PAYROLL EXPENSES	211,000	219,000	430,000	367,000	63,000	294,408	72,592
4410 - UTILITIES	5,000	5,000	10,000	10,000	-	8,434	1,566
4415 - BUILDING MAINTENANCE	8,000	8,000	16,000	20,000	(4,000)	13,264	6,736
4420 - TELEPHONE	3,000	3,000	6,000	6,000	-	5,014	986
4425 - SUPPLIES	3,250	3,250	6,500	6,500	-	6,198	302
4430 - EQUIPMENT MAINTENANCE	3,750	3,750	7,500	7,500	-	5,665	1,835
4435 - STAFF TRAVEL/MILEAGE	4,000	4,000	8,000	25,000	(17,000)	6,312	18,688
4440 - MEMBERSHIP MANUAL	16,000	-	16,000	20,000	(4,000)	23,968	(3,968)
4445 - INFORMATION TECHNOLOGY SERVICES	11,500	11,500	23,000	21,500	1,500	32,050	(10,550)
4450 - COMPLIMENTARY COPIES	-	-	-	500	(500)	366	134
4455 - POSTAGE/FREIGHT	6,000	6,000	12,000	19,000	(7,000)	8,969	10,031
4460 - HQ CAPITAL EQUIPMENT	5,000	5,000	10,000	10,000	-	2,000	8,000
4465 - BANK/CREDIT CARD CHARGES	8,500	8,500	17,000	23,500	(6,500)	15,484	8,016
4205 - NP PRINTING	23,000	23,000	46,000	45,400	600	34,761	10,639
4210 - NP MAILING	8,500	8,500	17,000	16,000	1,000	14,090	1,910
4470 - HQ MISCELLANEOUS EXPENSE	2,000	2,000	4,000	4,000	-	5,042	(1,042)
	318,500	310,500	629,000	601,900	27,100	476,025	125,875
4500 - GENERAL EXPENSES							
4505 - PRINTING	4,000	4,000	8,000	14,500	(6,500)	6,069	8,431
4510 - LEGAL AND AUDIT	10,000	7,000	17,000	17,000	-	22,100	(5,100)
4515 - INSURANCE	7,000	7,000	14,000	16,500	(2,500)	10,914	5,586
4520 - MARKETING	6,000	6,000	12,000	20,000	(8,000)	14,141	5,859
4525 - YOUTH SPONSORSHIP	2,000	2,500	4,500	4,500	-	1,901	2,599
4530 - YOUTH LIAISON EXPENSE	2,000	2,000	4,000	4,000	-	3,705	295
4535 - YOUTH INTERN EXPENSE	-	2,500	2,500	2,500	-	-	2,500
4540 - YOUTH RECOGNITION COST	750	750	1,500	1,500	-	675	825
4550 - MISCELLANEOUS EXPENSE	-	-	-	990	(990)	789	201
	31,750	31,750	63,500	81,490	(17,990)	60,294	21,196
Total Expense	554,950	594,950	1,149,900	1,139,000	10,900	860,696	278,304
Increase (Decrease) in Net Assets	-	-	-	-	-	42,411	(42,411)