

National Association of Parliamentarians®
Board of Directors Regular Meeting
March 7-9, 2014

Call to Order:

President Ann Guiberson, PRP, called the regular meeting of the NAP Board of Directors to order at 7:04 p.m. Central Standard Time, on Friday, March 7, 2014, in the Grand Avenue Room, Renaissance Hotel, 10 North Broadway Avenue, Oklahoma City, Oklahoma 73102. 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.

Adviser Present: NAP Executive Director Michael Chamberlain, MBA, CAE.

Guests Present: Jeanette N. Williams, PRP.

Adoption of the Agenda:

The agenda was adopted without objection. (Attachment A).

Report of the President:

President Guiberson reported on work with the educational resources committee, the professional development committee, and the education and credentialing special committee.

Report of the Treasurer:

Treasurer Lemoine distributed and discussed the February 28, 2014, Statement of Operations, Statement of Financial Position, and Schedule of Investment Performance. He also explained the new Expensify expense form.

Reports of Officers:

Vice-President Randolph submitted a written report to the board.

Adviser's Report:

Executive Director Chamberlain reported on the membership renewal campaign, the new headquarters telephone system that became effective on February 24, 2014, and the transition to Google apps.

The following motion was adopted:

That the reinstatement fee be set at zero until April 15, 2014.

Reports of Committees:Special Committee on Accessibility

The special committee on accessibility submitted its final report. The president announced that the committee was discharged.

Leadership Conference

The board adopted the following motion:

The fees for the 2014 Leadership Conference be set as follows: early bird fee of \$100 and a regular registration of \$130.

Board Liaison Reports:

Bylaws Committee Liaison Rempel reported that the bylaws committee has been busy reviewing unit and association bylaws, revising the model bylaws for units and associations, and preparing a website form for submission of amendments to NAP Bylaws.

Youth Committee Liaison Lemoine reported on work of the youth committee.

Educational Resources Committee Liaison Jones reported that the committee is very busy preparing new materials.

President Guiberson reported that the Membership and Registration Examiners Committee has been administering a large number of exams.

Unfinished Business and General Orders:

Pricing for NAP Webinars was briefly discussed.

New Business:YouTube Channel for NAP

By a vote of 7 in the affirmative and 2 in the negative, the following motion was adopted:

That the board authorize the president to continue to negotiate with DIA and bring their best offer back to the Board of Directors at a future meeting.

Referral List

The executive director explained the mechanics of the referral list.

NP Online

Without objection, the board approved publishing the *NP* online.

Site Selection for 2016 NAP Training Conference

The president reported to the board that Oasis Partners for site selection for 2016 and 2017 has not performed satisfactorily and that Oasis Partners is not an Illinois corporation.

Adjournment:

The meeting adjourned at 11:10 p.m. to meet again at 8:30 a.m. Saturday morning.

Call to Order:

President Guiberson called the meeting to order at 8:31 a.m. CST on Saturday, March 8, 2014, in the Grand Avenue Room of the Renaissance Hotel, 10 North Broadway Avenue, Oklahoma City, Oklahoma 73102. The secretary was present.

Board Members and Executive Director Present:

All board members and the executive director were present. A quorum was established.

Guests present:

Jeanette Williams and Craig Henry attended the morning session.

Site Selection for 2016 NAP Training Conference

Without objection, further discussion was postponed until after lunch.

State of the Association

The president led a discussion on work being undertaken by all committees in relation to the business plan.

NAP Training Conference (special order):

Craig Henry, PRP, coordinator of the 2014 NAP Training Conference (TC), presented plans for the 2014 NAP Training Conference to be held August 8-10, 2014, in Oklahoma City, Oklahoma.

After debate and amendment, the NAP Training Conference budget was adopted as follows (full details of budget on Attachment B):

Early-bird registration	\$295.00
Regular registration	\$325.00
On-site registration	\$350.00
One-day registration	\$180.00
Student member registration	\$145.00
Non-member registration (early)	\$350.00
Non-member registration (regular)	\$375.00
Non-member onsite registration	\$400.00

The board adopted the following motion:

That the early bird deadline be set at June 16, 2014, and the regular registration deadline be set at July 14, 2014.

State of the Association (continued):

Discussion of strategic questions resumed after the presentation on the NAP Training Conference. The president also led a discussion of the NAP finance structure, membership structure, retention, becoming member friendly, removing membership barriers, increasing public awareness, and the NAP communications structure.

State of the Administrative Office:

A discussion of administrative office was led by Executive Director Chamberlain. His presentation included information about continuing education for staff, process management, and infrastructure.

Recess for Site Tour and Lunch:

The board recessed for a tour of the Cox Convention Center where the NAP TC will be held and for lunch at 11:30 a.m.

Call to Order:

The meeting was called to order at 1:00 p.m. with all board members, the executive director, and Jeanette Williams present.

Review and Discussion:

Reading Reports

Board members reported on their assigned reading of articles on public awareness, membership, education, and finance.

Strategic Plan and Business Plan

The board discussed NAP's strategic and business plans.

Next Steps

The board discussed options for obtaining information from members and the role of district directors.

Adjournment:

The meeting adjourned at 4:44 p.m. to meet again on Sunday, March 9, 2014, at 8:45 a.m.

Call to Order:

President Guiberson called the meeting to order at 9:00 a.m. Central Daylight Saving Time on Sunday, March 9, 2014, in the Grand Avenue Room of the Renaissance Hotel, 10 North Broadway Avenue, Oklahoma City, Oklahoma 73102. The secretary was present.

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; and District Five Director Denise R. Irminger, PRP.

Absent: District 6 Director Daniel Ivey-Soto.

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

Adviser Present: NAP Executive Director Michael Chamberlain, MBA, CAE

Guests: None.

Site Selection for 2016 NAP Training Conference (continued)

Director Jim Jones declared that he had no conflict of interest in the matter of the contract with Oasis Partners.

The board adopted the following motion:

To contact Spark Easterling to come to a mutual agreement to cancel the contract with Oasis Partners and to appoint Jim Jones to facilitate the efforts to reach such mutual agreement to cancel.

YouTube Channel for NAP (continued)

By a vote of 1 in the affirmative and 7 in the negative, the following motion was lost:

To determine whether there is a conflict of interest with Director Jim Stewart regarding the Susan Leahy matter.

Board Member Present: Director Ivey-Soto joined the meeting at 9:40 a.m.

Guest: Jeanette N. Williams entered the meeting room at 9:49 a.m.

Other Motions:

The board adopted the following three motions:

To instruct the bylaws committee to prepare bylaw amendments to remove the RP/PRP requirement for the secretary and treasurer and to create five directors-at-large who do not have to be RPs or PRPs.

Request the bylaws committee to propose an amendment to the bylaws to provide for a two-term limit for the vice-president.

To refer to the bylaws committee to change “district director” to “district education coordinator,” to eliminate the requirement to serve on MERC, to eliminate the requirement for district conferences, and to eliminate the requirement for a district education coordinator to be credentialed.

Without objection, the board adopted the following motion:

To appoint Jim Stewart, Evan Lemoine, and Mary Randolph to a special committee on creating a fundraising plan and exploring capacity building grants.

Adjournment:

The meeting adjourned at 12:05 p.m.

Ann L. Rempel, PRP
NAP Secretary

Minutes Approval Committee::

James H. Stewart, PRP	March 19, 2014 Date approved
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Denise R. Irminger, PRP	March 19, 2014 Date approved
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Mary L. Randolph, PRP	March 19, 2014 Date approved
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ATTACHMENT A

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Board of Directors Meeting
March 7-9, 2014

1. Welcome Ann Guiberson
2. Adoption of the Agenda
3. Report of Minutes Approval Committee Jim Stewart
4. President's Report Ann Guiberson
5. Financial Report Evan Lemoine
 Financial Update
6. Reports of Officers
7. Advisor's Report Mike Chamberlain
8. Reports of Committees
 - a. Special Committee on Accessibility
 - b. Leadership Conference
 - c. NAP Training Conference (Saturday morning)
9. Reports of Board Committees
10. Unfinished Business and General Orders
 - a. Pricing for Webinars
11. New Business
 - a. You Tube Channel for NAP
 - b. Referral List
 - c. *National Parliamentarian*
 - d. Site selection 2016 NAP Training Conference
12. State of the Association
13. State of the Administrative Office
14. Review and discussion
 - a. Reading Reports
 - b. Strategic Plan
 - c. Business Plan
 - d. Next Steps
15. Board Evaluation
16. Wrap Up
17. Adjournment

