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:
Provided by Secretary Teresa Stone

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 6:37 p.m CT.

Adoption of the Meeting Agenda (Attachment A - pgs 5-6):
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.

Attachments:
Amended September 7, 2015 Board Meeting Minutes (Attachment O - pgs 35-36)  
MAC Approved 10/13/2015 Adjourned Meeting Minutes (Attachment P - pgs 37-38)  
MAC Approved 10/13/2015 Regular Meeting Minutes (Attachment Q - pgs 39-42)

President’s Report  (Attachment B - pg 7):  
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: (Attachment C - pg 8)  
There was no addition to submitted report.

Secretary’s Report: (Attachment D - pg 9)  
There was no addition to submitted report

Treasurer’s Report  (Attachment E and F - pgs 10-14):  
The treasurer provided additional detail to submitted report concerning the NAP Budget to date. Treasurer will distribute updated version.

Director Reports:  (Attachment G - pg 15)  
Director Allen had no addition to submitted report.  
Director Wallis provided a verbal report.

District Director Representative Report:  (Attachment H pg 16)  
Director Brown-Watkins had no addition to submitted report.

Executive Director’s Report  (Attachment I - pg 17-18):  
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 (Attachment J - pg 19)  
   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 (Attachment K - pg 20-21):
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 (Attachment L - pg 23):
There was no addition to submitted report.

2) Education Cluster Coordinator: (Attachment M - pgs 24-25):
   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 (Attachment N - pg 26):
There was no addition to submitted written 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. (Attachment P - pgs 30-34).
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 will 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
AGENDA

I. Call to Order

II. Opening
   Inspiration

III. Roll Call

IV. Minutes Approval
   A. Amend 9/7/2015
      Bylaws: Strike Emma Faulk; insert Ron Avidesian (CA), Joe Theobold

V. Agenda Approval

VI. President’s Report
   A. NAP Travel
   B. Resignations/Appointments
      1. Professional Development Committee
         Resignation as chair: Marcella Morrison (IL)
         Temporary Chair: Sandra Olson (NB)
      2. Appointment
         Assistant Workshop Coordinator, 2017 Convention: Edna Arrington (MI)
         Assistant Leadership Conference Coordinator: Margie Booker (VA)
      3. Board Minutes Approval, Temporary
         Strike Kevin Connelly, Insert Joyce Brown Watkins
   C. NAPTC
      1. NTC Overview
      2. NTC Registration
      3. NTC Leadership Conference Registration

VII. NAP Board Reports
   A. Vice President (Written)
   B. Secretary (Written)
   C. Treasurer
   D. Director-at-Large
   E. Director-at-Large
   F. Director-at-Large
   G. District Director Representative
   H. District Director Representative
VIII. Executive Director’s Report

Cynthia Launchbaugh

IX. Board Committee Reports

A. NAP Website Bookstore (Written)  
   Alison Wallis

B. NAP Website Referral System (Written)  
   Ann Rempel

X. Committee Reports

A. Communications Committee (Written)  
   Julie Pioch

B. Education Coordinator (Written)  
   Daniel Seabold

C. Member coordinator (Written)  
   Jim Jones

XI. Unfinished Business

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

XII. New Business

XIII. Announcements

A. April Board meeting
   Dates: April 7-9, 2015
   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
   Note: Allow a minimum of 40-60 minutes from hotel to airport (Green cab)

B. Next Board meeting
   January 12, 2016 7:30 p.m. ET

XIV. Adjournment
December 8, 2015

A. NAP Travel
   1. Represented NAP at the Dahms Foundation Event in Kansas City
   2. Met with Executive Director Cyndy Launchbaugh and Wanda James while in Kansas City.
   3. Met with the NAPTC coordinators and Omni Staff in Denver

B. Correction to 9/7/2015 Minutes
   Bylaws: Strike Emma Faulk; insert Ron Avidesian (CA), Joe Theobold

C. Resignations/Appointments
   4. Professional Development Committee
      Resignation as chair: Marcella Morrison (IL)
      Temporary Chair: Sandra Olson (NB)
   5. Appointment
      Assistant Workshop Coordinator, 2017 Convention: Edna Arrington (MI)
      Assistant Leadership Conference Coordinator: Margie Booker (VA)
   6. Board Minutes Approval (Temporary)
      Strike Kevin Connelly, Insert Joyce Brown Watkins

Mary Randolph
NAP President
December 8, 2015

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

- Conducted November Membership Services Cluster leadership meeting.
- Attended December Membership Extension and Retention Committee meeting presided over by Joyce Brown-Watkins.
- Worked with district directors to assist members in maintaining their credentials by organizing two onsite recertification events and encouraging extension of time for qualified online participants.
- Attended two new member preparatory courses to support local recruitment campaigns.
- Organized Registered Parliamentarians exam study courses as part of membership campaign.
- Brought remarks at association new member training event.

James “Jim” Jones PRP
NAP Vice President
NAP BOARD OF DIRECTORS
Secretary's Report

Date: December 8, 2016

NAP Board of Directors Minutes
The BOD Meeting Minutes since the election of the sitting Board are up to date, approved and posted on the NAP Website. My thanks to the Minutes Approval Committee, Kevin Connelly PRP, Jim Jones PRP and Alison Wallis PRP - their assistance and minutes review has and will continue to be invaluable.

Motions Log:
I have reviewed all the NAP BOD Minutes from 2008 to the present in order to define a Motions Log of all substantive actions taken at each of the BOD meetings. I will continue to research the NAP archives for available Minutes prior to 2008.

NAP Operating Policies and Procedures Manual:
There has been no meeting of the NAPOPP Committee during this current Board term. There has been no notice of proposed amendments to the Manual for the Committee to review and Board to process. I have defined a separate log of all amendments to the NAPOPP Manual during the review of the past BOD Meeting Minutes. The NAPOPP Amendment Log is for chronological tracking when a section was added, removed, amended or revised.

NAP Standing Rules:
In addition I have defined an NAP SR Amendment Log, in order to track changes made to the document.

Teresa Stone PRP
NAP Secretary
National Association of Parliamentarians®
Board of Directors

Treasurer’s Report
December 8, 2015

Since the October meeting of the Board of Directors, the Treasurer:

- Attended the District of Columbia Association of Parliamentarians Parliamentary Law Day on October 24, 2015;

- Attended the Maryland Association of Parliamentarians Annual Meeting on November 14, 2015;

- Attended the Maryland Lawyers, Sartwell-Tunstall, and Hobson unit meetings;

- Conducted a one hour workshop on Basic Parliamentary Procedure for the Board of Directors of Chi Eta Phi Sorority, Inc., -- a professional nursing organization;

- Facilitated a study group for basic parliamentary procedure for prospective new members;

- Participated in the deliberations of the Board Special Committee on Personnel in October and November;

- Worked with the NAP 40th Biennial Convention Workshop Coordinator to complete all reporting associated with the convention;

- Attended the American Institute of Parliamentarians’ Dahms-Bierbaum workshop, October 30 through November 1, 2015, in Kansas City; and

- While attending the AIP Dahms-Bierbaum workshop, visited the NAP Headquarters along with President, Mary Randolph and met with the NAP Auditors.

Wanda M. Sims, PRP, Treasurer
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3105 · DUES ANNUAL</td>
<td>$236,782</td>
<td>$246,409</td>
<td>$234,185</td>
<td>$237,927</td>
<td>$230,245</td>
<td>$217,270</td>
<td>$12,975</td>
</tr>
<tr>
<td>3110 · DUES NEW &amp; REINSTATED</td>
<td>$40,188</td>
<td>$23,471</td>
<td>$27,487</td>
<td>$24,612</td>
<td>$24,612</td>
<td>$20,192</td>
<td>$1,955</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$276,970</td>
<td>$269,880</td>
<td>$261,672</td>
<td>$262,539</td>
<td>$248,482</td>
<td>$237,462</td>
<td>$11,020</td>
</tr>
<tr>
<td>3205 · GROSS SALES</td>
<td>$154,754</td>
<td>$119,749</td>
<td>$124,501</td>
<td>$108,535</td>
<td>$82,009</td>
<td>$93,449</td>
<td>$11,440</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$154,754</td>
<td>$119,749</td>
<td>$124,501</td>
<td>$108,535</td>
<td>$82,009</td>
<td>$93,449</td>
<td>$11,440</td>
</tr>
<tr>
<td>3305 · REGISTRATION EXAM INCOME</td>
<td>$11,815</td>
<td>$11,800</td>
<td>$5,050</td>
<td>$6,025</td>
<td>$9,125</td>
<td>$11,725</td>
<td>$2,600</td>
</tr>
<tr>
<td>3310 · PQ COURSE INCOME</td>
<td>$5,350</td>
<td>$8,215</td>
<td>$5,375</td>
<td>$3,875</td>
<td>$3,625</td>
<td>$3,625</td>
<td>$0</td>
</tr>
<tr>
<td>3315 · NTC INCOME</td>
<td>$80,634</td>
<td>$62,132</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3320 · LEADERSHIP CONF INCOME</td>
<td>$2,500</td>
<td>$4,175</td>
<td>$5,235</td>
<td>$3,850</td>
<td>$3,590</td>
<td>$3,570</td>
<td>$20</td>
</tr>
<tr>
<td>3325 · CONVENTION INCOME</td>
<td>$142,420</td>
<td>$106,196</td>
<td>$0</td>
<td>$163,329</td>
<td>$158,964</td>
<td>$4,365</td>
<td>$0</td>
</tr>
<tr>
<td>3328 · DISTRICT CONFERENCES</td>
<td>$10,288</td>
<td>$8,772</td>
<td>$2,215</td>
<td>$2,215</td>
<td>$2,215</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3330 · UW-ISC INCOME</td>
<td>$3,870</td>
<td>$5,470</td>
<td>$4,180</td>
<td>$7,760</td>
<td>$6,500</td>
<td>$4,040</td>
<td>$2,460</td>
</tr>
<tr>
<td>3340 · WEB BASED TRAINING INC</td>
<td>$13,704</td>
<td>$11,902</td>
<td>$11,512</td>
<td>$9,316</td>
<td>$5,901</td>
<td>$12,960</td>
<td>$7,059</td>
</tr>
<tr>
<td>3350 · PRC COURSE INCOME</td>
<td>$5,625</td>
<td>$5,250</td>
<td>$3,000</td>
<td>$12,675</td>
<td>$9,825</td>
<td>$13,675</td>
<td>$3,850</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$185,284</td>
<td>$127,446</td>
<td>$150,836</td>
<td>$114,405</td>
<td>$204,110</td>
<td>$210,774</td>
<td>$6,664</td>
</tr>
<tr>
<td>3405 · SALES POST/HANDLING INCOME</td>
<td>$18,229</td>
<td>$19,796</td>
<td>$17,584</td>
<td>$15,765</td>
<td>$9,500</td>
<td>$11,600</td>
<td>$2,100</td>
</tr>
<tr>
<td>3410 · INVESTMENT INCOME</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3415 · GRANTS &amp; CONTRIBUTIONS</td>
<td>$11,560</td>
<td>$35,305</td>
<td>$23,652</td>
<td>$20,773</td>
<td>$36,500</td>
<td>$31,251</td>
<td>$5,250</td>
</tr>
<tr>
<td>3420 · MISCELLANEOUS INCOME</td>
<td>$5,192</td>
<td>$10,270</td>
<td>$2,543</td>
<td>$2,398</td>
<td>$4,887</td>
<td>$6,287</td>
<td>$1,400</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$34,981</td>
<td>$65,371</td>
<td>$43,779</td>
<td>$38,936</td>
<td>$50,887</td>
<td>$49,137</td>
<td>$1,750</td>
</tr>
<tr>
<td>TOTAL INCOME</td>
<td>$651,989</td>
<td>$582,446</td>
<td>$580,788</td>
<td>$524,415</td>
<td>$585,488</td>
<td>$590,822</td>
<td>$5,334</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
<td>---------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>4005 · PRESIDENT</td>
<td>$8,888</td>
<td>$4,101</td>
<td>$4,386</td>
<td>$1,724</td>
<td>$2,200</td>
<td>$1,207</td>
<td></td>
</tr>
<tr>
<td>4045 · BOARD OF DIRECTORS</td>
<td>$34,183</td>
<td>$17,556</td>
<td>$21,312</td>
<td>$11,330</td>
<td>$10,581</td>
<td>$12,356</td>
<td></td>
</tr>
<tr>
<td>4050 · OFFICER/REP TRAVEL</td>
<td>$16,425</td>
<td>$6,206</td>
<td>$9,724</td>
<td>$5,327</td>
<td>$11,750</td>
<td>$13,853</td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$59,496</td>
<td>$27,863</td>
<td>$35,422</td>
<td>$18,381</td>
<td>$24,531</td>
<td>$27,415</td>
<td></td>
</tr>
<tr>
<td>4105 · COMMITTEE DESK EXPENSE</td>
<td>$2,285</td>
<td>$281</td>
<td>$48</td>
<td>$12</td>
<td>$155</td>
<td>$143</td>
<td></td>
</tr>
<tr>
<td>4145 · COMMITTEE MEETINGS</td>
<td>$43,572</td>
<td>$23,308</td>
<td>$11,664</td>
<td>$25,459</td>
<td>$10,410</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>4150 · EVENT FACILITY SELECT</td>
<td>$5,661</td>
<td>$1,500</td>
<td>$3,066</td>
<td>$1,171</td>
<td>$1,171</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>4160 · DISTRICT CONFERENCES</td>
<td>$44</td>
<td>$982</td>
<td>$772</td>
<td>$9,018</td>
<td>$2,766</td>
<td>$2,766</td>
<td></td>
</tr>
<tr>
<td>4165 · DISTRICT DIRECTOR TRAVEL</td>
<td>$7,719</td>
<td>$4,424</td>
<td>$3,948</td>
<td>$261</td>
<td>$2,158</td>
<td>$1,259</td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$56,996</td>
<td>$28,714</td>
<td>$17,884</td>
<td>$37,804</td>
<td>$16,505</td>
<td>$15,760</td>
<td></td>
</tr>
<tr>
<td>4205 · NP PRINTING</td>
<td>$18,946</td>
<td>$16,336</td>
<td>$25,225</td>
<td>$21,340</td>
<td>$16,420</td>
<td>$16,675</td>
<td></td>
</tr>
<tr>
<td>4210 · NP MAILING</td>
<td>$10,623</td>
<td>$5,919</td>
<td>$16,269</td>
<td>$7,103</td>
<td>$13,000</td>
<td>$13,272</td>
<td></td>
</tr>
<tr>
<td>4215 · EDITOR - NP</td>
<td>$305</td>
<td>$238</td>
<td>$549</td>
<td>$180</td>
<td>$110</td>
<td>$110</td>
<td></td>
</tr>
<tr>
<td>4220 · COST OF MATERIALS SOLD</td>
<td>$68,714</td>
<td>$59,260</td>
<td>$70,120</td>
<td>$49,765</td>
<td>$32,804</td>
<td>$41,967</td>
<td></td>
</tr>
<tr>
<td>4225 · COST NON-INVENTORY ITEMS</td>
<td>$1,277</td>
<td>$585</td>
<td>$315</td>
<td>$432</td>
<td>$171</td>
<td>$171</td>
<td></td>
</tr>
<tr>
<td>4230 · INVENTORY ADJUSTMENT</td>
<td>$1,717</td>
<td>$8,608</td>
<td>$850</td>
<td>$4,898</td>
<td>$514</td>
<td>$2,334</td>
<td></td>
</tr>
<tr>
<td>4235 · SALES POST/HAND'L COST</td>
<td>$20,923</td>
<td>$21,190</td>
<td>$19,939</td>
<td>$18,753</td>
<td>$16,401</td>
<td>$17,712</td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$122,505</td>
<td>$112,136</td>
<td>$133,267</td>
<td>$102,471</td>
<td>$79,420</td>
<td>$87,573</td>
<td></td>
</tr>
<tr>
<td>4305 · REGISTRATION EXAM COST</td>
<td>$421</td>
<td>$422</td>
<td>$887</td>
<td>$906</td>
<td>$1,088</td>
<td>$1,088</td>
<td></td>
</tr>
<tr>
<td>4310 · PQ COURSE COST</td>
<td>$4,993</td>
<td>$5,541</td>
<td>$2,344</td>
<td>$4,764</td>
<td>$1,708</td>
<td>$2,288</td>
<td></td>
</tr>
<tr>
<td>4315 · NTC COST</td>
<td>$65,571</td>
<td>$49,973</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>4320 · LEADERSHIP CONF COST</td>
<td>$3,267</td>
<td>$4,023</td>
<td>$4,268</td>
<td>$3,840</td>
<td>$2,320</td>
<td>$2,297</td>
<td></td>
</tr>
<tr>
<td>4325 · CONVENTION COST</td>
<td>$118,664</td>
<td>$88,989</td>
<td>$0</td>
<td>$145,984</td>
<td>$132,194</td>
<td>$13,790</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Amount 1</td>
<td>Amount 2</td>
<td>Amount 3</td>
<td>Amount 4</td>
<td>Amount 5</td>
<td>Amount 6</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>4340 - Web Based Training Cost</td>
<td>$2,020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4345 - PRC Course Cost</td>
<td></td>
<td>$6,138</td>
<td>$4,550</td>
<td>$3,386</td>
<td>$3,132</td>
<td>$1,825</td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td></td>
<td>$135,082</td>
<td>$80,106</td>
<td>$99,618</td>
<td>$64,296</td>
<td>$155,593</td>
<td></td>
</tr>
<tr>
<td>4405 - Payroll Expenses</td>
<td></td>
<td>$194,117</td>
<td>$175,950</td>
<td>$186,495</td>
<td>$200,821</td>
<td>$208,000</td>
<td></td>
</tr>
<tr>
<td>4410 - Utilities</td>
<td></td>
<td>$4,552</td>
<td>$4,738</td>
<td>$5,332</td>
<td>$5,482</td>
<td>$5,428</td>
<td></td>
</tr>
<tr>
<td>4415 - Building Maintenance</td>
<td></td>
<td>$10,308</td>
<td>$9,138</td>
<td>$5,543</td>
<td>$7,165</td>
<td>$5,201</td>
<td></td>
</tr>
<tr>
<td>4420 - Telephone</td>
<td></td>
<td>$5,427</td>
<td>$2,925</td>
<td>$3,137</td>
<td>$2,851</td>
<td>$3,895</td>
<td></td>
</tr>
<tr>
<td>4425 - Supplies</td>
<td></td>
<td>$4,710</td>
<td>$4,343</td>
<td>$3,325</td>
<td>$2,838</td>
<td>$3,300</td>
<td></td>
</tr>
<tr>
<td>4430 - Equipment Maintenance</td>
<td></td>
<td>$2,988</td>
<td>$3,102</td>
<td>$3,563</td>
<td>$3,579</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>4435 - Staff Travel/Mileage</td>
<td></td>
<td>$7,806</td>
<td>$7,080</td>
<td>$4,410</td>
<td>$5,454</td>
<td>$4,200</td>
<td></td>
</tr>
<tr>
<td>4438 - Staff Training</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>4440 - Membership Manual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$23,968</td>
<td></td>
</tr>
<tr>
<td>4445 - Information Technology Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$23,968</td>
<td></td>
</tr>
<tr>
<td>4445 - Information Technology Services</td>
<td></td>
<td>$6,116</td>
<td>$17,707</td>
<td>$16,737</td>
<td>$10,124</td>
<td>$16,750</td>
<td></td>
</tr>
<tr>
<td>4455 - Postage/Freight</td>
<td></td>
<td>$137</td>
<td>$6,117</td>
<td>$4,582</td>
<td>$5,499</td>
<td>$4,614</td>
<td></td>
</tr>
<tr>
<td>4460 - HQ Capital Equipment</td>
<td></td>
<td>$7,177</td>
<td>$2,000</td>
<td>$1,000</td>
<td>$7,006</td>
<td>$3,875</td>
<td></td>
</tr>
<tr>
<td>4465 - Bank/Credit Card Charges</td>
<td></td>
<td>$8,744</td>
<td>$8,560</td>
<td>$6,649</td>
<td>$12,095</td>
<td>$10,845</td>
<td></td>
</tr>
<tr>
<td>4470 - HQ Miscellaneous Expense</td>
<td></td>
<td>$3,807</td>
<td>$3,709</td>
<td>$1,501</td>
<td>$971</td>
<td>$6,500</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$255,889</td>
<td>$269,337</td>
<td>$242,274</td>
<td>$283,281</td>
<td>$280,286</td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$263,270</td>
<td></td>
</tr>
<tr>
<td>4505 - Printing</td>
<td></td>
<td>$9,089</td>
<td>$2,905</td>
<td>$4,856</td>
<td>$2,918</td>
<td>$5,173</td>
<td></td>
</tr>
<tr>
<td>4510 - Legal and Audit</td>
<td></td>
<td>$12,560</td>
<td>$14,880</td>
<td>$7,342</td>
<td>$8,490</td>
<td>$3,495</td>
<td></td>
</tr>
<tr>
<td>4515 - Insurance</td>
<td></td>
<td>$6,436</td>
<td>$6,401</td>
<td>$3,715</td>
<td>$6,364</td>
<td>$6,134</td>
<td></td>
</tr>
<tr>
<td>4520 - Marketing</td>
<td></td>
<td>$2,683</td>
<td>$3,915</td>
<td>$6,138</td>
<td>$3,449</td>
<td>$4,700</td>
<td></td>
</tr>
<tr>
<td>4525 - Youth Sponsorship</td>
<td></td>
<td>$9,000</td>
<td>$585</td>
<td>$2,036</td>
<td>$0</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>4530 - Youth Liaison Expense</td>
<td></td>
<td>$2,920</td>
<td>$3,705</td>
<td>$775</td>
<td>$3,567</td>
<td>$3,925</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$17,016</strong></td>
<td><strong>$17,016</strong></td>
<td><strong>$17,016</strong></td>
<td><strong>$17,016</strong></td>
<td><strong>$17,016</strong></td>
<td></td>
</tr>
<tr>
<td>Attachment F - pg 4</td>
<td>4535 · YOUTH INTERN EXPENSE</td>
<td>4540 · YOUTH RECOGNITION COST</td>
<td>4550 · MISCELLANEOUS EXPENSE</td>
<td>Sub-Total</td>
<td>TOTAL EXPENSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------</td>
<td>-----------</td>
<td>----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$935</td>
<td>$400</td>
<td>$1,396</td>
<td>$45,419</td>
<td>$675,387</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$675</td>
<td>$708</td>
<td>$33,774</td>
<td>$551,930</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$550</td>
<td>$591</td>
<td>$25,453</td>
<td>$553,918</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$590</td>
<td>$25,928</td>
<td>$532,161</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,636</td>
<td>$28,177</td>
<td>$584,512</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,586</td>
<td>$23,477</td>
<td>$556,363</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$50</td>
<td>$4,700</td>
<td>$28,149</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total | $45,419 | $33,774 | $25,453 | $25,928 | $28,177 | $23,477 | $4,700 |

TOTAL EXPENSES | $675,387 | $551,930 | $553,918 | $532,161 | $584,512 | $556,363 | $28,149 |
National Association of Parliamentarians®
Director-at-Large
Board of Directors Report

December 8, 2015

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

- Attended the District of Columbia Association of Parliamentarians Parliamentary Law Day (October 2015)
- Taught a 2-day basic parliamentary procedure course at the American Federation of Government Employees District 14 University (November 2015)
- Attended the Maryland Association of Parliamentarians Annual Meeting and gave the NAP update (see National Rep report)
- Hosted a working session with District of Columbia members covering the function and duties of the Minutes Approval Committee (November 2015)
- Participated in the deliberations of the Board Special Committee on the PRP Referral System (December 2015)

Darlene T. Allen, PRP
Director-at-Large
National Association of Parliamentarians®

Report of the NAP Representative
(District Directors will complete this form when in attendance when an NAP Representative is not in attendance)

Name of NAP Representative: Darlene T. Allen, PRP
Office: Director-at-Large
Association or District: Maryland Association of Parliamentarians
Date of Event: November 14, 2015

Business Meeting Attendance
Members: 22 Guests: 3 NAP Representative: 0 Total: 25

Were educational materials available for sale? Yes X No
Were other educational materials available for sale? Yes No X
Were the association bylaws amended? Yes X No
Was there a change in the association dues amount? Yes No X
If yes, indicate new dues amounts:
Regular: ______ MAL Student: ______ Student MAL: ______

If new officers were elected, list new officers:
President: Paul M. Bessel
Vice-President: Barbara Braswell
Secretary: Lorraine Johnson
Treasurer: John Stackpole, PRP
Directors: Michael Swift, PRP and Susan Nolte

Educational Workshops (names and presenters, check any you recommend for other NAP meetings or publication):

Michael Swift, PRP – “Reconsider the vote to ______”

Questions asked or feedback on strategic plan goals

Financial stability - Some members present were surprised to learn about the current financial position of NAP at the biennial convention.

Other Comments:
The meeting was well attended. In lieu of a Nat Rep, DAL Darlene T. Allen gave the NAP Update. NAP Treasurer, Wanda Sims was present and delivered the message that all members will be needed to help increase the membership in our organization.

Michael Swift, PRP, assisted by the very special guest, Valori (9-year old granddaughter), gave a very interesting and different way of focusing on the motion to reconsider the vote to ____. He incorporated his “stacking” model in the script. I would recommend this to be a workshop at the NAP TC.
Date: December 8, 2015
To: NAP Board of Directors
From: Cyndy Launchbaugh, NAP Executive Director
Re: Report of the Executive Director

2016 DUES RENEWALS
The first email announcement that the dues renewals were ready was sent December 3. It was also highlighted in the NAP Update that emailed December 6. The paper renewal invoices will be in the mail before December 11. In total, 3,303 renewal orders have been created (3,317 members minus 14 honorary and lifetime members).

Unfortunately we are running a full month behind schedule because of database system problems. Changes made in the software wreaked havoc with our renewals, due in part to how our dues are set up. This process was a nightmare, and that is putting it mildly. The support group had to help create manual dues renewals for more than one-third of our members. Extensive additional clean-up was required because the system picked up cancelled dues and inactive dues types. This is unacceptable for such a basic process!

This experience has prompted me to look at other membership management systems that would be more reliable and more effective in providing the data, accuracy, and access that our board, members, and affiliates need, require, and deserve. The system that leads the pack is iMIS, which is the most-used and one of the oldest (if not THE oldest) system on the market. The following features were most impressive:

- It uses dashboards that can be tailored to specific groups such as the board, district directors, and association presidents. It displays statistics and reports they want to see when they want to see them and in a very user-friendly manner. Thus, association presidents could log on to the NAP website and see how many members their association has, how many new members, etc. Furthermore, they could export that information to an Excel workbook. They wouldn’t have to contact staff.
- It has a certification module that would track the member’s renewal status, etc.; the member would see this information on his/her membership page. Unfortunately it does not link to the event registration and automatically update, staff would need to update the certification module.
- It has an advanced web content management site that would replace the need to have the WordPress site and the different site for the Online Store and Member Directory area.
You can create multiple directories that the members can update (staff can approve, if desired). Thus, a directory of PRPs could be created that would be much easier to use and to maintain by the user. It can accommodate multiple “entities”/companies on the accounting side. Thus, NAPEF product sales and donations would deposit into their accounts instead of passing through the NAP accounts, which would be much cleaner for both organizations.

It is an out-of-the-box cloud solution, much like net.FORUM, but it appears to be much more robust. On first blush, the amount of staff and volunteer time it would save related to requesting, generating, and reconciling membership reports is significant. The user experience doesn't even compare.

The problems with the current system have become so immense, that we’re approaching the point where we can’t afford NOT to change systems. Actually, I would suggest we’re not approaching it but have hit it. We have requested a proposal for iMIS and will share when all the details are available.

2014-2015 YEAR-END CLOSING & ACCOUNTING UPDATE

We are closing out the 2014-2015 fiscal year. We will have the final reports around December 15. In addition, we have opened a search for a new part-time bookkeeper. Sarah Nieft has been filling this role since her retirement from the executive director position. She has decided it’s time to enjoy that retirement full time; her last day with us will be December 22. She has offered to be available on an hourly basis in January to assist with transition if needed. We have put the word out through our auditors, other associations, Craig’s List, the Independence Square Merchants Association, our investment broker, and are posting an add on the Nonprofit Connect association website. We’re looking for someone who can work, on average, 10 hours a week.

OTHER HEADQUARTERS NEWS

As you may be aware, NAP’s Headquarters building recently suffered severe roof damage and some water damage to the interior walls and carpet. The weather finally cooperated and the new roof has been installed. Repairs to the interior will be done between Christmas and the New Year.

During the waiting period, a nasty leak in the bathroom drainage pipes resulted in damage to the basement bathrooms. That leak has been repaired and that damage (walls and flooring) will most likely be addressed during the break as well. We are waiting for the final word from the insurance company on that case.

We lucked out that the insurance will cover all the roof-related damage, except the deductible, of course. It will also pay for the damage caused by the pipe leak, but we are responsible for the actual pipe repair, which was about $700.

Finally, a reminder that Headquarters will be closed December 24 through January 3. Staff wishes all of you a wonderful, healthy holiday season!
### NAP Individual Members

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Current</th>
<th>Prior</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP Professional Registered Parliamentarian</td>
<td>272</td>
<td>273</td>
<td>-1</td>
</tr>
<tr>
<td>NAP Professional Registered Parliamentarian-Retired</td>
<td>91</td>
<td>92</td>
<td>-1</td>
</tr>
<tr>
<td>NAP Registered Parliamentarian</td>
<td>273</td>
<td>269</td>
<td>4</td>
</tr>
<tr>
<td>NAP Registered Parliamentarian-Retired</td>
<td>18</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>NAP Regular Member</td>
<td>2,491</td>
<td>2,495</td>
<td>-4</td>
</tr>
<tr>
<td>NAP Student Member</td>
<td>154</td>
<td>153</td>
<td>1</td>
</tr>
<tr>
<td>NAP Student Professional Registered Parliamentarian</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>NAP Student Registered Parliamentarian</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,307</strong></td>
<td><strong>3,308</strong></td>
<td><strong>-1</strong></td>
</tr>
</tbody>
</table>

### Other NAP Members

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Current</th>
<th>Prior</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP Honorary Membership</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>NAP Past National President</td>
<td>8</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>NAP Youth Groups</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>NAP Parliamentary Clubs</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>15</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
Report to the Board of Bookstore Review Committee

The special Bookstore Review Committee has been gravely worried by the emergency hospitalization of a valued member, Kevin Connelly. We have stayed informed on Kevin's condition and hope to welcome him back -- but not burden him with committee duties -- in the coming months.

The absence of Kevin has a very negative effect on the small committee's ability to finish large amounts of work. NAP President Mary Randolph has reminded the chairman that no special approval is required to add a board member as a committee member. Accordingly, the chairman will ask at the board meeting on December 8 if any members wish to volunteer for this working committee. If there are no volunteers, the chairman will seek a non-board member to join, subject to approval of the board.

Previously, the chairman divided the descriptions of written materials sold on the public area of the NAP site among the three principal committee members. The purpose was for each to review and revise the descriptions in this area, with all descriptions ultimately being revised.

The committee met November 8, 2015, at 6 pm central, in our specially created room: https://nap.adobeconnect.com/bookstore/. Present in the conference were committee members Alison Wallis, Kevin Connelly, Paul McClintock, and Mary Randolph, ex officio. Committee members Joyce Brown-Watkins and NAP employee Courtney Emory were not on the call but have spoken on the phone and emailed with the chairman several times after the meeting.

Alison and Kevin posted proposed changes to certain portions of the Bookstore Committee. President Mary Randolph informed the committee that the committee's suggested re-wording does not require specific board approval prior to instructing the staff to change the description of the items. Changes to descriptions will be made somewhat gradually.

To make group review of editorial changes easier, Paul McClintock set up a Google Docs location. In addition, members have posted documents to the adobe connect room. The members of the committee are listing special areas of concern for future discussion.

The chairman has communicated in detail with members of the Educational Resources Committee and the International Services committee. There are several probable recommendations to the board that will result.

The next committee meeting will be held via Adobe Connect, for December 6, at 6 pm central (7 Eastern and 4 Pacific). Board members are invited to participate.

Alison Wallis, Chairman, Bookstore Review Committee
Report of the special committee of the NAP Board on the PRP Referral System

The committee has conducted extensive searches on the NAP website for PRP referrals as would be done by a person seeking the services of a PRP.

Until recently, the instructions for Find a Parliamentarian on the website stated that one could enter a state name or zip code in the search field. However, zip codes led to a parliamentarian only if that parliamentarian’s own zip code was entered. Entering the zip code of a potential convention site yielded no results.

Entering a state name in the search field yields poor results. The entire name of the state will deliver different results from those that appear when the postal abbreviation for the state is entered. Entering the name of a state where no PRP is located produces names of PRPs located throughout the country.

Entering the name of a state does not produce all the PRPs in the system who are located within that state. Instead PRPs from other states, some far removed, will appear. One name appeared at the top of nearly every list produced despite that name being close to the end of the alphabet. Examples of searches: (1) a search for a PRP in the state of Washington did not produce the name of NAP President Mary Randolph; (2) a search for a PRP in Kansas did not produce Ann Rempel’s name, but the produced list included PRPs located in Oklahoma and Florida; (3) a search for a parliamentarian in Oklahoma produced a list including Ann Rempel. Similar incomplete results were produced for many other states entered in the search field.

One can scroll through all names in Find a Parliamentarian. However, the names of the PRPs in the system are not randomized and the same names always appear at the beginning of the list and those lower in the alphabet always appear in the same position.

Another consideration is that the e-mail addresses and telephone numbers of the PRPs in the system are exposed for web crawlers and spammers.

A review of the information posted for all PRPs who have submitted their information to NAP Headquarters revealed one RP had been included in the system. That has been corrected by the information being removed by headquarters staff.

A previous board approved this system with very little information provided about the way it would work and without sufficient notice for study and making an informed decision. The system seems to produce results based on wording used in the submitted bios. Therefore, a PRP whose bio lists attending a particular state university will appear in that university state’s list of PRPs. PRPs were not informed that searches would result in this kind of information. No standards were set for length of bios. Some PRPs submitted brief bios while some submitted lengthy resumes’.

The committee agrees that there should be a limit on the number of words in a bio that is posted. PRPs should be requested to update their information on a regular basis since some of the information found in the review is not current. PRPs should be asked to list the states in which they are willing to work. The page for Find a Parliamentarian should be less cluttered. It is confusing because the page also contains a field for searching the entire website.
In the prior system, a person looking for a parliamentarian contacted headquarters and was given a list of PRPs within the area specified by the consumer. Example: for the Kansas City metro area, the list contained the names of PRPs in both Missouri and Kansas. Other cities located in areas affecting PRPs in more than one state were handled in the same way.

The committee hasn’t been able to obtain information on how the current system is supposed to work, but the committee has determined (1) that the system doesn’t work well for a consumer looking for a PRP who wishes to receive NAP referrals, and (2) the current system is useless for many PRPs who would like to receive referrals -- with the exception of the one whose name appears at the top of almost every list produced by searches!

Ann Rempel, PRP
Darlene Allen, PRP
Kevin Wendt, PRP
Communications Committee (Cluster) Report to the NAP Board
December 2, 2015
Julie Pioch, Chair

• Committee/Cluster continuing to get organized. No committee leadership meeting held to date. Will convene in December.

• Held a conference call with Marketing & Public Relations committee chair Susan Eads Role ad Executive Director Launchbaugh October 30 to discuss NAP goals and new structure, “sub” committee roles, and timeline for marketing plan development.

• Marketing/PR committee meeting held November 17, 2015:

COMMUNICATIONS COMMITTEE
PUBLIC RELATIONS AND MARKETING SUBCOMMITTEE MEETING

MINUTES

Attendance: Pat Cook; Abby Lee Hood; Susan Eads Role, Chairman; and Brandon Walters

I. Election of Secretary (to draft brief meeting summaries)
Abby Lee volunteered to act as secretary.

II. Discussion of:
A. Subcommittee’s Duties and Responsibilities
Discussed organizational structure of communications cluster, key members of Communications Committee, upcoming meeting of Communications Committee, and responsibilities in creating a social media plan within a comprehensive communications plan.

B. Preparation of Experience Statements/Bios for Subcommittee’s Use
Discussed writing down individual background in communications and media and experience. Deadline: Tues., Dec. 15.

C. Development of Social Media Plan as Part of Comprehensive Communications Plan
Brandon mentioned that committees don’t communicate with each other. Mentioned need of cultivating online community and producing quality content, not just advertising product. “What do we want to accomplish? What is our goal?”
Report of Education Cluster

1. The Education Cluster last met on September 28, by phone. A report was sent to the president and vice-president shortly thereafter. I will attempt to schedule another meeting later this month or in early January.

2. Both PDC chair Marcella Morrison and VP Jim Jones expressed concern over low participation in PRC courses and modules, and questioned whether members understand the procedures to retain these credentials. To address these concerns, I have taken two steps.

   - I submitted a brief NP article, with editor Martha Haun’s assistance, explaining the CEU requirement for RPs and urging PRPs to register earlier for PRC modules.
   - I had a phone conversation with Executive Director Cyndy Launchbaugh to discuss her plan to market the credentialing courses. (Cyndy can explain the details of the plan.)

In addition, I make the following recommendations.

☐ To enable credentialed members to plan their path through PRC modules, the PDC should determine how many times each module will be offered through the year. This information should then be published to the members.

☐ The PDC should consider recommending that the board establish variable pricing of modules, so that those members who register early receive a discount.

☐ A brief survey should be sent to all PRC instructors who have taught a module during the past two years gauging the feasibility of opening PRC modules on a case-by-case basis to advanced RPs who are seeking continuing education units. (The PDC could then resort to this option as an alternative to canceling modules with low enrollment.) If—and only if—the survey results are positive, the PDC should be asked to consider adopting this policy.
3. In reply to a question of the vice-president The MERPE Committee Chairman has confirmed that old, superseded 100-question membership test remains available—in both English and Chinese language versions—and may be used for certain groups if necessary. We have noted that the NAP website contains many outdated references to the older exam. We had decided to wait on correcting those references until learning the status of a revision to the current test bank evidently undertaken by M Carling.

4. The ERC, which met on October 15 by phone, has been reviewing inventory to determine which items should remain available.

5. I am revising the curriculum for the “Member” level educational courses.

-Dan Seabold
December 8, 2015
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 chairs of the three committees meet every other month (beginning in November) on the first Tuesday. In the November meeting each committee discussed their annual goals and laid out what assistance they desired from other committees or clusters. Based on this meeting requests were forwarded to other cluster leaders.

The Membership Extension and Retention Committee met on December 1 with Joyce Brown Watkins, District Four Director, presiding. It continues to focus on assisting associations in holding new member events. The directors will also encourage association and units leaders to reach out to current members in order to encourage early renewals.

Several directors expressed appreciation over the extension that was provided to credentialed members in jeopardy of losing their PRP at the end of the year. The MERC encourages the Professional Development Committee and the board to ensure that appropriate steps are taken to reduce the chance of this situation repeating in future years by seeking to minimize the number of cancelled courses and increasing the level of communication with members who may be impacted.

A pressing issue for the International Committee is that it has not been possible for international members to purchase materials from the NAP website for the past few years. This presumably is tied to the board's decision regarding shipping fees. Phoning headquarters to make orders is not a viable option due to time zone considerations and (especially for our members in China) language issues. In general, many members outside the USA can read English well enough to order online, but cannot speak or understand spoken English well enough to order over the phone. Also, international phone charges to the United States are typically several times higher than for domestic members.

Another issue had been the lack of availability of translated versions of the new membership exam. The Membership and Registration Committee has approved the continued use of the translated 100 question exam for members impacted by the change.

The NAP Youth Committee has completed its list of goals for the next year. Since the local and regional youth contests are scheduled for early in 2016, it is looking to re-schedule a webinar on coaching parliamentary teams until next fall. The committee is working with the district directors to identify a youth coordinator in every association to facilitate finding judges for the competitions sponsored by our partner organizations. Monthly online meetings with the Youth Committee will resume in January 2016. A grant proposal has been submitted to the NAP Educational Foundation for funding to help carry out the 2016 Youth Day at National Training Conference in Denver.

James “Jim” Jones
Cluster Coordinator
The National Association of Parliamentarians® (NAP) 40th Biennial Convention, was convened at the Crystal Gateway Marriott Hotel in Arlington, Virginia, with events scheduled from September 2 through September 7. In addition to the business meetings, convention activities included:

- The Leadership Conference
- Dinner with Board of Directors
- PQC and PRC opportunities
- The NAP Educational Foundation Breakfast, Live Auction and Annual Meeting
- Membership and Registration Exams
- Youth Day
- Youth Day Luncheon
- Membership Awards Luncheon
- Education and Credentialing and Bylaws Forums
- Banquet Honoring NAP Past Presidents
- District Meetings
- Banquet Honoring the Parliamentarians of the U.S. Senate and House of Representatives
- Banquet and Installation of NAP Officers
- Reception Honoring New NAP Officers
- Educational Workshops
- Mastering the Business Meeting Workshop for the Public
- Wreath Laying Ceremony at the Grave Site of General Henry M. Robert at Arlington Cemetery (Due to the location, attendance was by invitation.)

The District of Columbia Association of Parliamentarians, along with members of the Maryland Association of Parliamentarians and the Virginia State Association of Parliamentarians, served as hosts for this convention.

Pre-Convention Planning

The invitation to the NAP 40th Biennial Convention was presented at the 39th Biennial Convention in 2013. A welcome to convention video was presented at the NTC in Oklahoma City in August 2014, and Save the Date note cards were distributed. Save the Date ads were submitted for publication in the First Quarter 2015 issue of the National Parliamentarian®.
A site visit to the Crystal Gateway Marriott Hotel with the NAP president and immediate past executive director was held on November 6, 2014. The visit included a meeting with the hotel’s event manager assigned to the NAP convention to review the convention schedule, requirements for meeting rooms, commitment for guest rooms, food and beverage options, special concessions to be provided by the hotel, and other matters related to the convention. In addition, there was a walk-through of the hotel to see the meeting space that would be utilized during the convention.

Although the NAP Operational Policies refers to the existence of a convention procedural manual containing guidelines for the conduct of conventions, this manual was not available to the 2015 convention team. It was our understanding that the manual could not be located, however, the following documents were provided: (1) a copy of the 2013 convention budget, including the actuals; (2) a copy of the 2013 convention profit and loss detail; and (3) a copy of the 2013 convention contract for technology and audio visuals. These documents were very helpful in preparing the proposed 2015 convention budget. In addition, we received a copy of the signed contract that NAP negotiated with the Crystal Gateway Marriott Hotel.

**Convention Budget**

The proposed convention budget was presented to the Board of Directors at its March 2015 meeting. Upon approval of the budget with the registration fees established, the convention registration materials were published in the Second Quarter 2015 issue of the *National Parliamentarian*.

**Committees**

The following local committees were appointed: Convention Budget and Finance; Decorations; Meal Events; Program Ads; Publicity/Communications; Registration; Signs and Posters; Special Events; and Vendors/Sales Tables.

In addition, a member was appointed to serve as the local liaison to the Youth Committee. We envisioned the role of this liaison to assist the Youth Committee in marketing Youth Day to youth organizations in the Washington, DC, Virginia, and Maryland area. Copies of the flyer received from the Youth Committee in July 2015 were sent to several youth organizations, but there was not enough time to publicize adequately the event locally.

Two members were appointed as local liaisons to the Mastering the Business Meeting Public Workshop. They served as hosts for the workshop, including checking in and registering workshop attendees when they arrived, introducing the presenters, handling logistics issues, assisting the presenters with the distribution of workshop materials, and in any other way as needed.

By August 2015, a detailed listing of the set-ups for each meeting room, including technology/AV, to be used during the convention was submitted to the events manager assigned to the convention. The guarantees for each meal event were also submitted.
During Convention

The hotel provided the convention team with access to its mobile app designed so that at any time during the convention we could communicate with hotel staff to either make a request or check on the status of a request already made. Requests could be for room temperature changes, water refills, more chairs, or anything that might have been required during the convention. This app was very convenient and easy to use.

Post-Convention

Registration Summary

- 426 Full
- 22 Two Day
- 8 Guests
- 16 Mastering the Business Meeting
- 94 First Timers
- 11 Youth Day

Convention Budget to Actual

A spreadsheet containing the budgeted revenues and expenditures and the actual revenues and expenditures is attached. Pending an audit of the convention financial records, totals as of November 2015 are:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$159,164</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$130,919</td>
</tr>
<tr>
<td>Net Surplus</td>
<td>$  28,245</td>
</tr>
</tbody>
</table>

Recommendations for Next Convention

- Visit the convention hotel early in 2016, to meet with hotel staff assigned to the 2017 convention. Having the meeting early in 2016 should allow the convention leadership to present the proposed convention budget to the Board of Directors for approval in early Fall 2016 so that the registration materials can be published in the First Quarter issue of the National Parliamentarian® and disseminated via the NAP website during the first quarter of 2017. The earlier registration information is available, the longer the period of time members will have to make travel plans.
- Appoint a technology committee to provide technology support to all meetings scheduled to be held during the convention (Board of Directors, business, NAP committees, etc.), the workshops, meal events, and any other event requiring technology support, e.g., Leadership Conference, Educational Foundation breakfast and auction, and professional development courses. The responsibilities of this committee should include testing LCD equipment and accessories, and setting up laptop computers in the meeting rooms. There needs to be a comprehensive coordination of all technology support required. The technology coordinator and committee for the 2015 convention were dedicated to the business meetings due to the requirements for those meetings.
- Develop a plan at least 120 days before the convention for shipping/transporting/storing convention materials.
- Utilize the reverse side of the convention name badges for meal, meal restriction, and special events information.
NAPTC REPORT TO NAP BOARD OF DIRECTORS  
December 8, 2015

General Summary:
Schedule:
The conference will start at 12:00 noon on Friday with an opening luncheon and business session.
Friday afternoon is devoted to the plenary session that will focus on the report of the Commission on Credentialing, how their work is based on the Body of Knowledge and the implications on the future credentialing process.
We can end the plenary session in plenty of time to reset the ballroom for the Foundation Event. I have not received any firm plans from the Foundation except that they do not want to hold the event where transportation will be needed.
Friday PM is reserved for the “Foundation Event.

Saturday is booked with workshops. There will be 5 workshops at each session. We are trying something new in 2016. After feedback from various members there will be varying lengths for different workshops.
Saturday am workshops will be 1 ¼ hours each for a total of 10 workshops.
Saturday afternoon workshops will be 1 hour each for a total of 15 workshops.
Saturday -- Dinner is on your own.

Sunday has 1 session of 5 workshops that are 1 ½ hours. These workshops will probably be targeted for advanced topics that are required for the Professional Qualifying or Professional Renewal Courses and can cover what each of these modules require to complete.
Sunday will conclude with a Round Table Session 1 1/2 hours for input on the strategic plan and a brief closing session.

There are a total of 30 workshops. We felt that some topics need more time than others and from input from “young” members who suggested 1 hr. we thought we would give varying times a try. Workshops covering modules for the PQC or PRC can easily take 1 ½ hours.

The plenary session on Friday will be planned and presented by the Commission on Credentialing.

Mary Randolph and Jim Jones will plan and facilitate the Sunday Round Table discussion on the strategic plan.
Mary, Dollie and I had a very productive two days, Nov. 16 and 17 in Denver/Broomfield at the Omni Hotel. We all feel the hotel meets our needs, is very nice, and seems great to work with. They have a wonderful pool area including food, a tap room also with food, and a great golf course. As you all know, it is not close to the airport nor are there restaurants close enough to walk. There is a shuttle to a shopping mall with restaurants that is close. We will be sure to include good directions for those renting a car and driving from the airport. I will let Mary tell you the route my GPS took us!!

A big challenge is PR!! I would like to promote the TC through the District Directors and Association Presidents with flyers they can distribute and hope they will give NAP a big boost in encouraging members to attend. We will also use NAP publications and media. Any suggestions are more than welcome!!

Attached:
Tentative budget
Schedule for TC
Updated hotel room schedule

Gayla Stone, NAPTC 2016 Coordinator
Considerations:
1. NAP Board approval.
2. Meal (food and beverage) minimum requirement with hotel --- $50,000.
3. Food/beverage includes pre and post conference meetings, snacks, box lunch on Sunday to go. If the Foundation holds their event in the hotel as indicated. It will count toward meal total.
4. **The following meals are included in the registration fee: 2 breakfast (Saturday and Sunday) and 2 lunches (Friday and Saturday).**
   a. To meet meal minimum we need to include meals as part of registration to insure an adequate number of members purchase meals.
   b. There are no restaurants within walking distance of the hotel. Lunch options within the hotel are limited. It would be very difficult to accommodate everyone for lunch in a reasonable time frame.

**INCOME:**

Registration Fees:
1. 200 attendees early registrations @ $480.00 ----------------------------- $96,000.00
2. 15 attendees late registrations @ $500.00 ----------------------------- 7,500.00
3. 3 on-site registrations @ $520.00 ----------------------------- 1,560.00

Vender Tables --- 5 @ $95.00 ------------------------------------------ 475.00

Program Ads – TBD – may or may not include in journal ------------------- ???

Meal Income additional – see breakout below -------------------------------- 2,380.00

Handout Book – based on 2014 number sold – 92 @ $15.00 ------------------------ 1,350.00

**TOTAL INCOME**------------------------------------------------------------- 109,265

Rationale:
1. Registrations: Registration is based on $315.00 registration fee and $165.00 meal cost for 2 breakfasts and two lunches.
2. Meal income:

   218 total attendees @ $165.00 = $35,970.00

   Additional meal income (Board dinner, Board continental breakfast, and Sunday Box lunch) - $2380.00

   Possible Foundation Event: 2014 figures -- $5,263.00

   Total meal income: $43,613. **This is $6,387.00 less than $50,000. Minimum.**
   Additional meal income could only come if Leadership conference, PQC, PRC courses, committees or Board had food served in their meeting rooms as a group.

3. **2012 budget report shows Leadership Conference with income of $4175. I was not aware that the Leadership Conference income was included in TC budget. Need to clarify.**
EXPENSES:

Committee Expenses:

1. Travel – 2 assistant coordinators from NV & TX ------------------------ $800.00
2. Per Diem --- 4 people @ $90/day x 4 days ------------------------ 1800.00
3. Travel/Hotel Nov. meeting x 2 (Dollie & Mary) x 2 days ----------- 800.00

Total Committee Expenses ------------------------------------------------- $3,400

Credit Card Processing Fee – based on 250 transactions @ 5% -------------- 3.400

Decorations -- tables, Head table ---------------------------------------- 1,500

AV Equipment --------------------------------------------------------------- 16,000

Registrants --------------------------------------------------------------- 7,000

Includes: badges, lanyards, tote bags, journal

Handout Book --- based on 100 – printing and shipping ------------------- 2,050

Thumb Drive --- based on 125 @ $6/each from NAP E.D. -------------------- 750

(2014 budget report shows thumb drives $1,062.26)

Gifts for Presenters --- certificates -------------------------------------- 100

Graphics & Signs ---------------------------------------------------------- 1,500

Guidebook ---------------------------------------------------------------- 1,700

Meal Expenses ------------------------------------------------------------- 50,000

Miscellaneous –package handling/hotel, etc. -------------------------------- 1,500

Printing including youth day, & printing not included in other categories --- 1,500

Program ??????? if separate from journal --------------------------------- 4,000

Shipping ---- journals, programs, etc. ----------------------------------- 1,000

TOTAL TENTATIVE EXPENSES ------------------------------------------------- 95,400

Unanswered Questions:

Disability Compliance ??? Request for deaf interpreter. Waiting to see whether NAP is responsible for cost of providing.

Estimate from AV Company – have not received. Hopefully, by conference call.

AV estimate is based on: $500/day/room

Wednesday: 8/24 ------------------------ 4 rooms
  (Prof. Course, BOD, Leadership Conf, BOD Dinner)
Thursday: 8/25 ------------------------ 5 rooms
  Prof. Course, BOD, Ldship Conf, Committees x 2)
Friday: 8/26 ------------------------ 9 rooms
  Prof. Course, BOD, Ldship Conf, Committees x 5, Lunch/Business Meeting, Plenary Session)
  May not need AV in committees
Saturday: 8/27 ------------------------ 5 rooms
  Workshops 5 am & pm
Sunday: 8/28 ------------------------ 9 rooms
  5 am workshops, general meeting/strategic planning work session, committees x 3
Monday: 8/29 ------------------------ 3 rooms
  Committees x 3 --- may not need
Tuesday: 8/30 ------------------------ 3 rooms
  Committees x 3 – may not need

Question: Will there be a post Prof Course? Possible additional need for 1 room.
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. Ron Avedisian, Joe Theobold
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 Collins
6) **Membership and Registration 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).

Teresa Stone, PRP NAP Secretary

**Minutes Approval Committee:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Connelly PRP</td>
<td>September 24, 2015</td>
</tr>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Alison Wallis PRP</td>
<td>September 24, 2015</td>
</tr>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Jones PRP</td>
<td>September 24, 2015</td>
</tr>
<tr>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>
Call to Order: President Mary Randolph called the re-convened NAP Board meeting of 9/8/2015 to order at 5:34 p.m. (CDT) on Tuesday, October 13, 2015. The meeting was held using AdobeConnect.com.

Welcome:
The president welcomed board members, advisers and guests.

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 Ann Rempel, PRP; Director-at-Large Alison Wallis, PRP, District Four Director Joyce Brown-Watkins, PRP; and District Seven Director Kevin Connelly, PRP.

Advisers Present:
Parliamentarian Roger Hanshaw, PRP and Executive Director Cyndy Launchbaugh.

Quorum:
Nine voting members present; quorum established.

Guests:
Burke Balch, Paul Bessel, Barbara Braswell, Richard Brown, Carrie Dickson, Rhonda Clark, Greg Goodwiller, Denise Irminger, Evan Lemoine, Weldon Merritt, David Mezzera, Rosemary Seghatoleslami, Jan Strand.

Presentation of NAP 2016 Proposed Budget:
President Randolph called on Treasurer Sims to submit the proposed 2016 NAP Budget to the Board of Directors, as required by NAP Bylaws, Article VII, Section 2. Treasurer Sims presented an overview of the proposed Budget, and a line item by line item explanation of the potential income and expenses. Board members asked questions and commented through-out the presentation.

Motion:
After discussion, the following motion was adopted by a vote of 8-0: we (the Board) adopt the proposed budget as presented.
Announcement:
The president announced that following the adjournment of this meeting, the Regular NAP Board meeting would begin at 7:00 pm (CDT)

Adjournment:
With no further business to come before the Adjourned meeting, the meeting was adjourned at 6:48 pm (CDT).

Teresa Stone, PRP
NAP Secretary

Minutes Approval Committee:

10/24/2015
Jim Jones PRP Date approved

10/24/2015
Alison Wallis, PRP Date approved

10/24/2015
Kevin Connelly, PRP Date approved
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:

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)

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).

Teresa Stone,
PRP NAP
Secretary

__________________________
10/24/2015____________________
Jim Jones PRP                                                      Date Approved

__________________________
10/24/2015
Alison Wallis, PRP                                                      Date approved

__________________________
10/24/2015
Kevin Connelly, PRP                                                      Date approved: