Call to Order:
President Mary Randolph, Professional Registered Parliamentarian (PRP) called the regular meeting of the NAP Board of Directors to order at 6:30pm Central Daylight Time (CDT), June 13, 2017. The meeting was held utilizing AdobeConnect.com.

Welcome
The president welcomed board members, guests and advisors.

Board Members Present:
President Mary Randolph, PRP; VP Jim 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.

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

Advisers Present:
NAP Executive Director Cyndy Launchbaugh.
NAP Parliamentarian, Roger Hanshaw, PRP.
AdobeConnect technological support, Greg Goodwiller, PRP.

Guests:
Paul Bessel; Ferial Bishop; Barbara Braswell; Frank Fitzgerald; Thomas Holmes; James Lawson; Lori Lukinuk; Larry Martin; Weldon Merritt; Barbara Miller; Eli Mina; Karen Wright Sanders; Rosemary Seghatoleslami; Jan Strand; Rosalie Stroman; Vivian Vincent; Brandon Walters; and Jeannette Williams.

Report of Minutes Approval Committee:
Chair Wallis reported that the minutes of the NAP Board of Directors’ Regular meeting held May 7, 2017 were approved, and are posted on the NAP Website.

Adoption of the Meeting Agenda:
Without objection, the meeting agenda was adopted as amended.
Officer Reports:

A. President’s Report:
The president submitted a written report. In addition, the following items were brought forward for discussion and/or consideration:

1. Convention:
The president reminded the board and guests:
   a. that July 15 is the close of the Early Bird NAP Convention registration discount.
   b. that board members are expected to attend the board dinner.
   c. that the board should plan on attending the Gala, in order to be introduced.

2. Member Survey:
The president reminded the Board members to complete the member survey by the end of week and send to Headquarters (HQ). The board, prior to surveying the NAP membership, is serving as the beta group.

3. End of Year Reports:
The president reminded the board and committee chairs that August 1 is the final date for submission of end of year reports in order to be included on the convention thumb drive. The form for submission can be found on the website, and when completed to send to HQ.

B. Vice-President’s Report:
There was no addition to the submitted written report.

C. Secretary’s Report:
There was no addition to the submitted written report.

D. Treasurer’s Report:
1. Officer Report: There was no addition to the submitted written report.
2. Treasurer’s Report: Treasurer Sims reviewed the Year to Date NAP budget from December 2016, to May 2017.

Director Reports:

A. Director Allen – A verbal addition to the submitted written report concerned her attendance at the International Services Committee (ISC), per Adobe Connect. The Director was invited to speak to the requirements for recertification of Registered Parliamentarians (RPs) and PRPs.

B. Director Rempel – There was no addition to the submitted written report.

C. Director Wallis – The Director reported that she taught a module for PRPs, signed up for teaching modules in 2018, taught lessons at her local unit, prepared for an NAP Convention workshop, distributed the new NAP brochure to clients, and participated in American College of Parliamentary Lawyers meeting.

D. District Director Representative Connelly – There was no addition to the submitted written report.
E. District Director Representative Brown-Watkins- A verbal addition

to the submitted written report concerned her attendance at the Michigan
Unit of Registered Parliamentarians Annual Institute.

Executive Director – There was no addition to the submitted written
report.

Board Committee Report:
In reference to the written report, Chair Stone, moved the following motion
on behalf of the Policy and Procedure Committee, that was adopted
without objection:

to amend the NAP Operational Policies and Procedures (NAPOP) Manual Chapter 9, 9.1.05, by adding a new “O” that would read,

_In the due course of business, NAP will have access to credit card
information provided by its members and customers. NAP will
protect this information by using the Payment Card Industry
Data Security Standard (PCI DSS) - compliant vendors or credit
card processing and by implementing appropriate procedures for
protecting said information retained in records at NAP._

Board Special Committee Reports:
1. NAP Website Bookstore Committee – Chair Connelly submitted a
written report. President Randolph informed the Board that after
research, no action can be taken to improve the website until the new
Association Management System (AMS) is in place. The President
acknowledged the committee members, Kevin Connelly, Joyce
Brown-Watkins and Alison Wallis and the importance of their work in
rewriting the description of materials, which assists members and
customers in determining their order. Having provided the committee’s
final report, without objection the committee was discharged.

2. Website Referral Committee – Chair Rempel embedded the report
in her Director’s report. New referral format is online and PRPs have
been requested to submit new information profiles, as the projected
go-live date is July 1.

Cluster Coordinator Reports:
A. Communications: No report submitted.

1. Written Reports submitted by Susan Eads Role:
   a. Public Relations and Marketing Strategic Planning; and
   b. Public Relations and Marketing Sub-Committee.

B. National Parliamentarian (NP): The summer edition is in the final
   editing stage and will be mailed in early July.

C. Education: No report submitted.

1. Professional Development Committee (PDC)- Chair Allen
   provided a verbal report, and will be holding a retreat the weekend
   of June 17, at individual member expense.
2. President Randolph reported that there has been a major increase in membership exams being taken. The Membership and Registration Examiners Committee is reviewing new approaches for administering the exams.

D. Membership: Jim Jones- No addition to the submitted report.
   1. Monthly meetings are being held of the ISC, with China requesting more study materials be translated into Chinese.
   2. Youth Committee: Several Youth partners are holding their conventions, and NAP has provided display tables, workshops and judges for the parliamentary competitions. At this time, six interns are expected to attend the NAP Convention.

Unfinished Business:

1. Investments:
   Discussion was held at the March NAP Board meeting on the need to move funds to investments, however a motion was not introduced at that time. Therefore, on behalf of the Budget and Finance Committee, the Treasurer moved the following motion which was adopted without objection, that,
   
   *the Board authorize the Budget and Finance Committee to move $200,000 from the NAP Checking Account to investments as outlined in the Investment Policy.*

2. 2020 NAP Training Conference (NTC) Location:
   There was discussion of locations for the 2020 NTC.

New Business:

Discussion on the need for an updated NAP computer system and defining an NAP Technology Special Committee (TSC) concluded with the adoption of the following motion by a vote of 8-0, that,

*the Board authorize the president to create a committee to explore strategies for replacing and integrating to the extent possible NAP management systems: Association Management Systems (AMS), Learning Management Systems (LMS) and Financial Management Systems (FMS).*

Announcements:

A. The next NAP board meeting is scheduled to be held per Adobe-Connect Tuesday July 11, 2017, at 6:30 pm CDT.

B. The first Board of Directors’ meeting to be held on-site prior to the opening of the NAP Convention will be all day Thursday, September 7, 2017.

Adjournment:

With no further business to come before the Board, the meeting was adjourned at 7:50 pm CDT.
Minutes Approval Committee:

_________________________       June 25, 2017
Chair Alison Wallis, PRP       Date Approved

_________________________       June 25, 2017
Jim Jones, PRP       Date Approved

_________________________       June 25, 2017
Kevin Connelly, PRP       Date Approved