NATIONAL ASSOCIATION OF
PARLIAMENTARIANS®
(NAP)
Board of Directors
Minutes of the Regular Meeting
February 13, 2018

Call to Order:
President Jim Jones, PRP, called the regular meeting of the NAP Board of Directors to order at 8:01 pm Eastern Standard Time (EST), on February 13, 2018. The meeting was held utilizing AdobeConnect.com.

Welcome
The president welcomed board members, guests and advisers.

Board Members Present:
President Jim Jones, PRP; Vice-President Darlene Allen, PRP; Secretary Kevin Connelly, PRP; Treasurer Wanda Sims, PRP; Director-at-Large Joyce Brown-Watkins, PRP; Director-at-Large Ann Rempel, PRP; Director-at-Large Alison Wallis, PRP; District Two Director Roger Hanshaw, PRP; and District Five Director Larry Martin, PRP.

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

Advisers Present:
NAP Executive Director Cyndy Launchbaugh;
Jeff Weston, AdobeConnect technological support;
Aaron Taggart, PRP, AdobeConnect technological support;
Lori Lukinuk, PRP, AdobeConnect technological support.
James H. Stewart, PRP, parliamentarian.

Guests:
Minutes Approval:
Minutes Approval Committee chairman Larry Martin reported that the minutes of the regular meeting of November 14, 2017, the special meeting of December 19, 2017, and the executive session minutes of November 14, 2017 were approved.

President’s Report:
President Jones submitted a written report and supplemented it with the following additions:

1. He attended the memorial service of Lorraine Buckley, a past president of NAP, on January 17, 2018. He would like to thank Dr. Leonard Young and Denise Irminger for attending.
2. The Town Hall event via AdobeConnect went well, with 130 members attending. He would like to thank all those who attended. The next Town Hall will be on May 29, 2018.
3. The first Great Governance event will take place at St. Thomas University Law School on March 1, 2018.

Financial Reports:
Treasurer Wanda Sims gave a financial report for Fiscal Year 2017, noting that there was a surplus of $50,504. On behalf of the Finance and Finance Committee, it was moved to amend the 2018 Budget originally adopted on November 14, 2017 by:

- Striking $4,500 and inserting $5,250 for Expense line item 4455 – Postage/Freight; and
- Striking $3,500 and inserting $4,500 for Expense line item 4505 Printing; and
- Striking $4,000 and inserting $14,000 for Expense line item 4510 Legal and Audit; and
- Striking $5,000 and inserting $6,500 for Expense line item 4520 Marketing.

The motion to amend the budget was adopted by a vote of 7 Yes, and 0 No.

Treasurer Sims also reported the NAP building and property was appraised at $145,000. The land consisted of ¼ acre, and the building area 2656 square feet above ground and 1600 square feet below ground.
Executive Director’s Report:
Executive Director Cyndy Launchbaugh gave highlights from her written report and also stated that the total membership as of February 10, 2018 was 3491. This number also included those members who had not renewed yet. As of this date, eighty-two percent of the previous year’s members had renewed.

E.D. Launchbaugh presented a PowerPoint presentation for the cities and hotels for the 2020 NAP Training Conference.

It was moved that the Board of Directors rescind the motion to hold the Spring Board meeting in May 2018 in St. Louis, MO. The motion was adopted by a vote of 6 Yes, and 0 No.

It was moved that the Board select San Antonio, TX, as the site of the NAP Training Conference and enter into negotiations with the Westin Riverwalk and the Hilton Palicio del Rio for the best financial package possible. The motion was adopted by a vote of 7 Yes and 0 No.

After informal consideration of what parameters the Board of Directors desired in the hotel agreement, it was moved that the Board authorize the president, treasurer, and Executive Director to select the hotel for the 2020 NAP Training Conference. The motion was adopted by a vote of 7 Yes and 0 No.

Officer and Director Reports:
Vice President Allen, addition to her written report, added that she and the Executive Director were working on a partnership with the National Parent and Teachers Association, and that negotiations were ongoing.

There were no additions to the written reports of Secretary Connelly, Treasurer Sims, Director-at-Large Brown-Watkins, Director-at-Large Rempel, and Director-at-Large Wallis.

District Two Director Hanshaw reported that an email blast went out from NAP headquarters announcing the Good Governance Event taking place at the St. Thomas School of Law on March 1.

In addition to his written report, District Five Director Martin stated that he attended the viewing of Past President Lorraine Buckley and that the Missouri State Association of Parliamentarians made a donation in her name.

Strategic Thought:
Director at Large Brown-Watkins provided the Strategic Thought for the meeting, What do you see in NAP 5 years from now, and what can we do to enhance NAP?
Assignment of the Electronic Association of Parliamentarians to a District:
It was moved that the Board of Directors adopt the recommendation of the Membership Extension and Retention Committee that the Electronic Association of Parliamentarians be assigned to the district in which a plurality of its primary members reside as of March 1, 2018. By a vote of 8 Yes and 0 No, the motion was postponed until the Spring meeting of the Board of Directors.

Procedure for Monitoring NAP membership Exams:
The motion to adopt the Membership and Registration Examiners Committee’s recommendations regarding the elimination of monitors for the membership exam was postponed to next meeting without objection.

Committee Appointments and Resignations:
Without objection, the Board approved the appointments of the following members to the respective committees:

- David Whitaker (NC) - Association Relations
- Beverly Tathum (NY) – 2018 Assistant NTC Coordinator
- Frances Rizo (TX) – International Committee
- Bruce Bergman (CA) – Online Education
- Gregory Carlson – Online Education
- Sheryl Womble (TX) – Online Education

Without objection, the Board accepted the resignations of the following members from the respective committees:

- Ann Homer – 2018 Assistant NTC Coordinator
- Lyle Kleman – Education Resources
- Matthew Schafer - Online Education

Committee Spotlight:
Jason Abellada from the Technology Cluster addressed the Board Regarding the NAP Google Analytics Report.

Announcements:
President Jones announced the following:
The next board meeting via AdobeConnect was scheduled for Tuesday, May 9, 2018, at 8 PM EDT.
The next webinar, How to Keep Them Coming, will take place on March 20, 2018, at 8 PM EDT.
There will be a Social Media blitz promoting April as Parliamentary Law Month.
Inclusion of Non-Board members in Executive Session:
Without objection, the board approved the attendance of parliamentarian James Stewart and AdobeConnect technological support person Jeff Weston in the scheduled Executive Session.

Recess for Executive Session:
The regular NAP Board meeting was recessed at 9:57 PM in order to enter Executive Session.

The Board rose out of Executive Session at 10:02 PM, at which time the regular NAP Board meeting was reconvened.

Adjournment:
With no further business to come before the Board, the regular meeting was adjourned at 10:03 PM.

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Kevin Connelly, PRP
NAP Secretary

Minutes Approval Committee:
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Chair Larry Martin, PRP
Date Approved

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Alison Wallis, PRP
Date Approved

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Joyce Brown-Watkins, PRP
Date Approved