# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Regular Meeting – Session One**

**Board of Directors**

**September 8, 2019**

**Call to Order:**

President Darlene Allen called the regular meeting of the NAP Board of Directors to order at 1:30 PM, Sunday, September 8, 2019. The meeting was held at the Westgate Las Vegas Resort & Casino in Las Vegas, NV.

**Welcome:**

The president welcomed the board and members and thanked them for attending.

# Board Members Present:

# President Darlene Allen; Vice President Wanda Sims, PRP; Secretary Kevin Connelly, PRP; Treasurer Carrie Dickson, PRP; Director-at-Large Joyce Brown-Watkins, PRP; Director-at-Large Adam Hathaway, PRP; Director-at-Large Carl Nohr, PRP; and District Five Director Representative Larry Martin, PRP. District Four Director Robert Schuck, RP, was present and participated via AdobeConnect.

# Advisers Present:

NAP Executive Director Cyndy Launchbaugh,

NAP staff member Alexandra Blair (Membership Marketing & Communications).

NAP Parliamentarian Tim Wynn, PRP (appointed at this meeting).

**Guests Present:**

Don Freese, Dave Whitaker, Lori Lukinuk, Karen Watson, Scott Winning, Daniel Ross, Leona Willis, Beverly Tatham, Bob Hall, TennieBee Hall, Tannis Nelson, Lynda Schram, Joyce Henderson, Nilda Rivera, Valoree Althoff, Yvette Keesee, Dollie McPartlin, Robin Waltour, Dacia Robertsonn, Linda Sarfaraz, Betty C. Andrews, Marian Martin, Jeanette Williams, Dorothy Blake, Rob Robinson, Susan Glanstein, Tina Crockett, Gricelda Chavez, Sandra Hyatt, and Mary Wiggins.

# Appointment of Parliamentarian:

# President Allen appointed Tim Wynn as the parliamentarian for the 2019-2021 biennium.

# Quorum:

 A quorum was established with all nine voting members being present.

**Approval of Agenda:**

The proposed agenda was adopted without objection.

**Appointment of the Minutes Approval Committee:**

President Allen appointed the following members to the Board of Directors Minutes Approval Committee: Chairman Larry Martin, and members Adam Hathaway and Joyce Brown-Watkins.

**President’s Declaration of Expenses:**

President Allen declared that she has opted to be reimbursed using the actual expenses for travel, lodging and meals for the duration of her term.

**Demonstration of Use of AdobeConnect:**

Jeff Weston, the past Webinar and Meeting Support chairman, demonstrated the use of the AdobeConnect conferencing software currently being used for online meetings of the Board of Directors.

**Demonstration of Ticket Processing:**

Jeff Weston gave a presentation of how event ticketing software might be used to track requests of members.

**Appointment of Legal Liaison:**

President Allen appoint Melanye Johnson as the Board Legal Liaison.

**Appointments of Board Committees:**

President Allen appointed the following members to NAP Board Committees:

Policies and Procedures Committee: Kevin Connelly, Chairman, and members Carl Nohr and Wanda Sims.

Budget and Finance Committee: Carrie Dickson, Chairman, and members Wanda Sims and Carl Nohr. (Note: Carl Nohr was incorrectly appointed to this committee; the National Association of Parliamentarians Operational Policies and Procedures Manual limits the committee’s membership to the President, Vice President, Treasurer and Executive Director as ex officio member, so Director at Large Nohr is not a member of this committee).

**Election of Professional Standards Committee Members:**

President Allen nominated Tannis Nelson, PRP, and Jason Morgan, PRP, as members of the Professional Standards Committee, and both were elected by the Board of Directors without objection.

**Election of Professional Standards Committee Chairman:**

President Allen nominated Weldon Merritt, PRP as the chairman of the Professional Standards Committee and he was elected by the Board of Directors without objection.

**Schedule of NAP Board of Directors meetings:**

Without objection, the Board of Directors set its schedule for regular meetings to be the second Tuesday of every other month, starting in November 2019.

**Dates for the In-Person Meeting of the Board of Directors:**

Without objection, the Board of Directors selected the dates for its in-person meeting to be March 5-8, 2020.

**Site for the 2022 NAP Training Conference discussed:**

The board briefly discussed the site of the 2022 NAP Training Conference. The site will be considered at the next regular meeting in November.

**Explanation of the NAP Expense Report form:**

Vice President Wanda Sims explained how the board members should use the NAP Expense Report form to seek reimbursement of board member related expenses.

**Approval of the Annual Meeting Minutes of the 2018 NAP Training Conference:**

As directed and authorized by the membership of the 2019 NAP Convention, the Board of Directors approved the proposed minutes of the NAP Annual Meeting at the NAP Training Conference in Buffalo, NY.

**Rescission of the Workshop Coordinators for the 2021 NAP Convention:**

Without objection, the appointments of the Workshop Coordinator and Assistant Workshop Coordinator for the 2021 NAP Convention were rescinded. The secretary was directed to send a letter to them notifying them of the Board’s decision and thanking them for their willingness to serve.

**Adjournment**: The meeting adjourned at 2:47 PM to reconvene on Monday, September 9, 2019 at 8 AM.

# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Regular Meeting – Session Two**

**Board of Directors**

**September 9, 2019**

**Call to Order:**

President Darlene Allen reconvened the regular meeting of the NAP Board of Directors to order at 8:05 PM, Monday, September 9, 2019. The meeting was held In

Ballroom E, at the Westgate Las Vegas Resort & Casino in Las Vegas, NV.

# Board Members Present:

# President Darlene Allen, PRP; Vice President Wanda Sims, PRP; Secretary Kevin Connelly, PRP; Treasurer Carrie Dickson, PRP; Director-at-Large Joyce Brown-Watkins, PRP; and District Five Director Representative Larry Martin, PRP. Director-at-Large Carl Nohr, PRP; Director-at-Large Adam Hathaway, PRP; and District Four Director Representative Robert Schuck, RP; were present via Zoom meeting.

# Advisers Present:

NAP Executive Director Cyndy Launchbaugh.

NAP Parliamentarian Tim Wynn, PRP.

**Guests Present:**

Mary Wiggins, Joyce Henderson, and Sandra Hyatt.

**Treasurer’s Report:**

Treasurer Dickson reported that she met with immediate past treasurer Wanda Sims and the Executive Director and discussed planning an on-site meeting at NAP headquarters to meet with the financial counselors and the auditors, and to draft the next budget.

**Appointment of Webmaster:**

President Allen appointed Kirby Glad, PRP, as the NAP Webmaster.

**Appointment of Committee chairman and Committee members:**

President Allen made the following appointments, which were confirmed by the NAP Board of Directors without objection:

*National Parliamentarian* Editor: TennieBee Hall.

*National Parliamentarian* Assistant Editor: Betty Tunstall, PRP

*National Parliamentarian* Review Committee: Dana Dickson, RP-R (chairman); Ronald Dupart, RP; Ferial Bishop, PRP.

Bylaws Committee: Steven Britton, PRP (chairman); Steven Cook, PRP; Lorraine Talbot, PRP.

Communications Committee: Edythe Challenger (chairman); C.J. Cavin, Debra Henry.

International Services Committee: Lori Lukinuk, PRP (chairman); Don Freese, PRP; Daniel Ross; Frances Rizo; William Puette, PRP.

Membership and Registration Examiners Committee – Jessica Christopher, PRP (chairman); Patricia Cauley, PRP; Linda Smallwood, PRP.

Personnel Committee: Wanda Sims, PRP; Adam Hathaway, PRP; Margaret-Ann Howie, PRP.

Professional Development Committee: Mona Calhoun, PRP (chairman), Ann Rempel.

Leadership Conference 2020-2021: Deborah Underwood, RP (coordinator) and Freddie Colston, PRP (assistant coordinator)

**Reimbursement for Unused Airline Ticket:**

It was moved that Kevin Connelly be reimbursed $205.86 for the airline fare not used to attend that FCCLA (Family, Career and Community Leaders of America) National Leadership Conference. The motion was adopted without objection.

**Authorization for Non-Board members to attend the Executive Session:**

Without objection, the Board authorized the following Non-Board members to attend the upcoming Board Executive Session meeting:

Commission on Credentialing members (Thomas Balch, Frances Jackson, James Stewart, Gail Knapp, Greg Goodwiller, and Rosalie Stroman).

Membership and Registration Examiners Committee Chairman Jessica Christopher. Parliamentarian Tim Wynn.

**Motion to go into Executive Session:**

Without objection, the Board of Directors adopted a motion to reconvene into Executive Session after recessing until the members of the Commission on Credentialing arrived.

**Recess:**

The meeting recessed at 8:16 AM.

 **Rise out of Executive Session:**

The meeting rose out of executive session at 10:07 AM.

**Authorization for Director Martin to represent NAP at Chamber of Commerce:**

Without objection, the board authorized District 5 Director Representative Larry Martin to continue to represent NAP at the Independence, MO Chamber of Commerce.

**Announcements:**

President Allen announced that the Board of Directors members should expect a special meeting to be called by the end of the current week, most likely on Friday, September 13, 2019 for approving additional committee appointments.

**Adjournment:**

With no further business to come before the Board, the meeting adjourned at 10:11 AM.

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Kevin Connelly, PRP

NAP Secretary

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 Chair Larry Martin, PRP Date Approved

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Joyce Brown Watkins PRP Date Approved

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Adam Hathaway, PRP Date Approved