# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Regular Meeting**

**Board of Directors**

**November 12, 2019**

 **Call to Order:**

President Darlene Allen, PRP, called the regular meeting of the NAP Board of Directors to order at 8:00 PM EST, on November 12, 2019. The meeting was held utilizing AdobeConnect.com.

# Welcome:

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

# Board Members Present:

# President Darlene Allen, PRP; Vice President Wanda Sims, PRP; Secretary Kevin Connelly, PRP; Treasurer Carrie Dickson, PRP; Director-at-Large Carl Nohr, PRP; Director-at-Large Adam Hathaway, PRP; and Director-at-Large Joyce Brown-Watkins.

# Advisers Present:

 NAP Executive Director Cyndy Launchbaugh, NAP Parliamentarian Timothy Wynn,

 PRP, Jeff Weston, AdobeConnect technological support; and Dave Whitaker, PRP;

 AdobeConnect technological support.

**Guests Present:**

Bennyfer Bridgewater, Jan Strand, Robert MacDonald, Ann Rempel, Valoree Althoff,

 Henry Lawton, Alison Wallis, Cindy Hinckley, Jodie Sanders, Weldon Merritt, Jeanette

 Williams, Mona Calhoun, Nancy Terpening, Lori Lukinuk, Thomas "Burke" Balch, and

 Don Freese.

#  Quorum:

 A quorum was established with seven voting members being present.

 **Report of the Minutes Approval Committee:**

 Minutes Approval Committee member Joyce Brown-Watkins reported that the minutes

 of the regular meeting of September 4, 2019, the regular meeting of September 8-9,

 2019, the executive session of September 9, 2019, and the special meeting of

 September 13, 2019, were approved by the committee.

 **Amendment of Previously Approved Board of Directors meeting minutes:**

 Without objection, the minutes of September 8-9 meeting was amended under

 Committee Appointments by striking “Bonnie” and inserting “Betty, striking “William

 Pierre,” and adding a clarifying statement noting that Carl Nohr was not appointed to

 the Budget and Finance Committee since the NAPOPP limits it to certain members.

 **Reports of Officers:**

 President Darlene Allen reported that 2020 budget would not be considered at this

 meeting but will be considered at a special meeting before the end of the fiscal year.

 Vice President Wanda Sims reported that she personally contacted 39 new members.

 **Report of the Executive Director:**

Executive Director Cyndy Launchbaugh reported at the 2019 Convention ran a deficit

 of $38,137, mainly due to high union labor costs and Federal Express shipping

 charges.

**Financial Report:**

Treasurer Carrie Dickson was experiencing technical problems and was unable to give the financial report, so Vice President Sims presented the report.

**Report of the Professional Development Committee (PDC):**

The PDC recommended that the NAPOPP 5.2.02 Professional Qualifying Course for Professional Registered Membership be amended by adding “Newly registered members shall use a year or more to gain the skills and experience needed to be ready to take the Professional Qualifying Course, prior to registering for the course.”

**Consideration of the PDC Recommendation:**

A motion to suspend the rules to allow the Board to take up consideration of the PDC’s recommendation was adopted without objection.

The motion to amend the NAPOPP by adding the words “Newly registered members shall use a year or more to gain the skills and experience needed to be ready to take the Professional Qualifying Course, prior to registering for the course” was adopted by a vote of 5 In Favor, and 0 Against.

**Appointment of 2021 NAP Convention Workshop Coordinator:**

President Allen appointed Henry Lawton, PRP as the 2021 NAP Convention Workshop Coordinator, and he was approved without objection.

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

Executive Director Launchbaugh gave a presentation of possible sites for the 2022 NAP Training Conference. It was moved that the 2022 NAP Training Conference be held in Albuquerque, NM. The motion was adopted by a vote of 6 in favor and 0 against.

**Appointment of 2022 NAP Training Conference Coordinators:**

President Allen appointed Tan Johnson, PRP, as the 2022 NAP Training Conference Coordinator and Barbara Posler, RP, as the 2022 NAP Training Conference Assistant Coordinator. The appointments were approved without objection.

**Ratification of Pop-Up Sale prices:**

A motion to ratify the decision to lower prices on the items of the Pop-Up Sale conducted on October 16, 2019 was approved without objection.

**Committee Appointments:**

President Allen made the following committee appointments, which were approved by the Board without objection:

Bylaws Committee: Dacia Robertson, RP and Robin Walthour

Communications Committee: Stanley Graiewski, Wanda Nelson, PRP; and Dave Whitaker, PRP.

Educational Resources: Dennis Clark, PRP; Mary Loose DeViney, PRP; Christina Emmert, PRP; Ryan Foor, (Resource), Bridget Green, PRP; Wanda Nelson, PRP; and Linda Schram

Townhall Subcommittee (MERC):Kathleen Daniel and Webinar and Meeting Support members.

Membership and Registered Examiners Committee: Cindy Hinckley, PRP; Ramona Jeffries, PRP; and Doris Williams, PRP.

MREC Test Questions Subcommittee: Joy Freeland, PRP.

NP Review Committee: Ferial Bishop, PRP.

Parliamentary Questions and Answers: Alison Wallis, PRP (Editor) Ann Homer, PRP (Assistant Editor), Rachel Glanstein, PRP (Consultant), and Timothy Wynn, PRP (Parliamentarian).

PDC Content Subcommittee: Mona Calhoun, PRP; Dennis Clark, PRP; Emma Faulk, PRP; and Linda Juteau, PRP.

University of Wisconsin – Parliamentary Procedure Course: Kay Crews, PRP.

Special Committee – Organizational Effectiveness: Bennyfer Bridgewater, PRP.

Special Committee – Strategic Partnerships: Pamela Meyercord, PRP; and Barbara Miller, PRP.

Special Committee – Style, Editing, and Proofreading (SEP): Florence Adibu and Diane Blount.

Webinar and Meeting Support: Henry Lawton, PRP; Aaron Taggert, PRP; Dave Whitaker, PRP; and Nicole van Woudenberg.

Special Committee – Development: Martha Beard, PRP; Crystal Lander, and Gina Scott (Consultant).

Special Assistants to the President: Tamara Harris, PRP; Dave Whitaker, PRP; and Joyce Henderson.

**Announcements:**

There will be a special meeting of the Board of Directors via AdobeConnect at 8 PM EST on November 26, 2019, for the approval of the 2020 budget.

The next scheduled regular meeting is on January 14, 2020. The next scheduled in-person meeting of the Board of Directors is scheduled for March 5-8, 2020.

**Adjournment**:

The meeting adjourned at 9:18 PM EST.

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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