# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Special Meeting**

**Board of Directors**

**November 26, 2019**

**Call to Order:**

President Darlene Allen, PRP, called the special meeting of the NAP Board of Directors to order at 8:00 PM EST, on November 26, 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 Joyce Brown-Watkins, PRP; Director-at-Large Adam Hathaway, PRP; Director-at-Large Carl Nohr, PRP; and District 5 Director Larry Martin, PRP.

**Advisers Present:**

NAP Executive Director Cyndy Launchbaugh.

NAP Parliamentarian Timothy Wynn, PRP.

Dave Whitaker, PRP, AdobeConnect technological support.

**Guests Present:**

Melanye Johnson, Stan Graiewski, Cindy Hinckley, Jaqueline Ward, Jodie Sanders, Lori Lukinuk, Nancy Terpening, Thomas “Burke” Balch, Wesley Lee, Tamara Harris, and Sandra Rice.

**Adoption of Agenda:**

The proposed agenda was adopted as distributed.

**Presentation of Financial Plan:**

Treasurer Carrie Dickson gave a presentation on NAP’s Financial Plan for the biennium.

**Report of the Budget and Finance Committee and Presentation of Proposed 2020-2021 Budget:**

Treasurer Dickson gave the report of the Budget and Finance Committee and presented the proposed NAP budget for the fiscal year 2019-2020.

A motion to approve the proposed budget was adopted by a vote of 7 in Favor, and 0 opposed (see attached approved budget - Attachment A).

**Presentation on Association Management Software:**

Executive Director Cyndy Launchbaugh presented a report on Association Management Systems and NAP’s need to update its current system.

**Report of the Pricing Committee:**

Treasurer Dickson provided some background on the committee’s recommendation that the fee for particular webinars be conditionally waived on a temporary basis.

It was moved that the fee for some particular webinars shall be set at zero dollars for members from December 1, 2019 through March 31, 2020, to be selected by the president. The motion was adopted by a vote of 7 in Favor, and 0 Opposed.

**Adjournment:**

The meeting adjourned at 8:47 EST.

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Kevin Connelly, PRP

NAP Secretary

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 Chair Larry Martin, PRP Date Approved

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 Adam Hathaway, PRP Date Approved

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Joyce Brown Watkins, PRP Date Approved

Attachment A – Approved NAP Budget for 2019-2020

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Approved** **2019** | **Projected** | **Proposed** **2020** |
|  | **Dec** **'18** **-** **Nov** **'19** | **Dec** **'18** **-** **Nov** **'19** | **Dec** **'19** **-** **Nov** **'20** |
| **3105** **·** **DUES** **ANNUAL** | $321,852 | $261,331 | $321,850 |
| **3110** **·** **DUES** **NEW** **&** **REINSTATED** |  | $52,473 |  |
| **Sub-Total** | **$321,852** | **$313,804** | **$321,850** |
|  |  |  |  |
| **3205** **·** **GROSS** **SALES** | $100,000 | $101,500 | **$125,000** |
| **Sub-Total** | **$100,000** | **$101,500** | **$125,000** |
|  |  |  |  |
| **3305** **·** **REGISTRATION** **EXAM** **INCOME** | $22,000 | $48,750 | **$32,000** |
| **3310** **·** **PQ** **COURSE** **INCOME** | $10,000 | $24,150 | **$16,800** |
| **3315** **·** **NTC** **INCOME** | $0 | $0 | $0 |
| **3320** **·** **LEADERSHIP** **CONF** **INCOME** | $0 | $0 | $0 |
| **3325** **·** **CONVENTION** **INCOME** | $0 | $0 | $0 |
| **3328** **·** **DISTRICT** **CONFERENCES** | $0 | $0 | $0 |
| **3330** **·** **UW-ISC** **INCOME** | $12,000 | $11,000 | $15,000 |
| **3335** **·** **TRAIN** **THE** **TRAINER** |  | $0 | $0 |
| **3340** **·** **WEB** **BASED** **TRAINING** **INC** | $15,000 | $28,750 | $15,000 |
| **3350** **·** **PRC** **COURSE** **INCOME** | $7,250 | $6,650 | $10,150 |
| **Sub-Total** | **$66,250** | **$119,300** | **$88,950** |
|  |  |  |  |
| **3405** **·** **SALES** **POST/HANDLNG** | $14,000 | $13,195 | $13,000 |
| **3415** **·** **GRANTS** **&** **CONTRIBUTIONS** | $5,000 | $7,900 | $6,100 |
| **3420** **·** **MISCELLANEOUS** **INCOME** | $11,000 | $13,345 | **$8,000** |
| **3425** **·** **NAPEF** **MANAGEMENT** **FEE** | $3,000 | $3,000 | $4,000 |
| **Sub-Total** | **$30,000** | **$34,440** | **$27,100** |
|  |  |  |  |
| **TOTAL** **INCOME** | **$518,102** | **$569,044** | **$562,900** |
|  |  |  |  |
| **EXPENSES** | **Approved** **2019** | **Projected** | **Proposed** **2020** |
|  | **Dec** **'18** **-** **Nov** **'19** | **Dec** **'18** **-** **Nov** **'19** | **Dec** **'19** **-** **Nov** **'20** |
| 4005 · PRESIDENT | $5,000 | $5,000 | $5,000 |
| 4020 · BOARD MEMBERS | $0 | $1,600 | $2,000 |
| 4045 · BOARD OF DIRECTORS | $17,500 | $7,000 | $18,000 |
| 4050 · OFFICER/REP TRAVEL | $7,500 | $4,504 | $5,000 |
| **Sub-Total** | **$30,000** | **$18,104** | **$30,000** |
|  |  |  |  |
| 4105 · COMMITTEE DESK EXPENSE | $1,000 | $200 | **$300** |
| 4145 · COMMITTEE TRAVEL | $19,000 | $23,025 | **$4,800** |
| 4150 · EVENT FACILITY SELECT | $3,000 | $2,241 | $3,000 |
| 4160 · DISTRICT CONFERENCES | $0 | $0 | $0 |
| 4165 · DISTRICT DIRECTOR TRAVEL | $12,000 | $5,000 | $12,000 |
| **Sub-Total** | **$35,000** | **$30,466** | **$20,100** |
|  |  |  |  |
| 4205 · NP PRINTING | $18,000 | $18,500 | $18,000 |
| 4210 · NP MAILING | $15,000 | $14,150 | $15,000 |
| 4215 · EDITOR - NP | $150 | $60 | $150 |
| 4220 · COST OF MATERIALS SOLD | $52,000 | $59,000 | $55,000 |
| 4225 · COST NON-INVENTORY ITEMS | $500 | $550 | $500 |
| 4230 · INVENTORY ADJUSTMENT | $750 | $2,700 | $750 |
| 4235 · SALES POST/HAND'L COST | $13,000 | $13,500 | $13,000 |
| **Sub-Total** | **$99,400** | **$108,460** | **$102,400** |
|  |  |  |  |
| 4305 · REGISTRATION EXAM COST | $1,200 | $1,350 | $1,350 |
| 4310 · PQ COURSE COST | $7,200 | $16,600 | **$14,000** |
| 4315 · NTC COST | $0 | $0 | $0 |
| 4320 · LEADERSHIP CONF COST | $0 | $0 | $0 |
| 4325 · CONVENTION COST | $0 | $0 | $0 |
| 4330 UW-ISC COST | $0 | $500 | $0 |
| 4340 · WEB BASED TRAINING COST | $7,000 | $11,000 | **$5,000** |
| 4345 · PRC COURSE COST | $2,000 | $3,000 | $1,800 |
| **Sub-Total** | **$17,400** | **$32,450** | **$22,150** |
|  |  |  |  |
| 4405 · PAYROLL EXPENSES | **$233,500** | **$220,000** | **$259,000** |
| 4410 · UTILITIES | $6,800 | $6,000 | $6,800 |
| 4415 · BUILDING MAINTENANCE | $10,000 | $23,000 | $12,000 |
| 4420 · TELEPHONE | $4,500 | $5,800 | $4,000 |
| 4425 · SUPPLIES | $3,500 | $4,000 | $3,500 |
| 4430 · EQUIPMENT MAINTENANCE | $3,700 | $4,900 | **$5,000** |
| 4435 · STAFF TRAVEL/MILEAGE | $5,200 | $6,961 | **$7,000** |
| 4438 · STAFF TRAINING | $1,500 | $780 | $1,500 |
| 4440 · MEMBERSHIP MANUAL | $0 | $0 | $0 |
| 4445 · INFORMATION TECH SVRCS | $16,000 | $11,500 | **$12,000** |
| 4455 · POSTAGE/FREIGHT | $5,100 | $5,000 | $5,200 |
| 4460 · HQ CAPITAL EQUIPMENT | $4,000 | $2,280 | $4,000 |
| 4465 · BANK/CREDIT CARD CHARGES | $13,000 | $15,962 | $16,000 |
| 4470 · HQ MISCELLANEOUS EXPENSE | $3,000 | $4,600 | $5,000 |
| **Sub-Total** | **$309,800** | **$310,783** | **$341,000** |
|  |  |  |  |
| 4505 · PRINTING | $4,000 | $6,000 | $5,000 |
| 4510 · LEGAL AND AUDIT | $15,000 | $15,000 | $15,000 |
| 4515 · INSURANCE | $5,000 | $5,000 | $5,500 |
| 4520 · MARKETING | $7,000 | $6,200 | $7,000 |
| 4525 · YOUTH SPONSORSHIP | $0 | $0 | $0 |
| 4530 · YOUTH LIAISON EXPENSE | $2,500 | $206 | $1,000 |
| 4535 · YOUTH INTERN EXPENSE | $5,700 | $125 | $0 |
| 4540 · YOUTH RECOGNITION COST | $250 | $220 | $250 |
| 4550 · MISCELLANEOUS EXPENSE | $1,500 | $5,200 | $2,500 |
| **Sub-Total** | **$40,950** | **$37,951** | **$36,250** |
|  |  |  |  |
| **TOTAL** **EXPENSES** | **$532,550** | **$538,214** | **$551,900** |
|  |  |  |  |
| **Surplus/Deficit** | **$14,448** | **$30,830** | **$11,000** |