# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Regular Meeting**

**Board of Directors**

**January 14, 2020**

**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 January 14, 2020. 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; Director-at-Large Joyce Brown-Watkins, District 4 Director Robert Schuck, RP; 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; and Tamara Harris,

PRP, AdobeConnect technological support.

**Guests Present:**

Alfie Lewis, Alison Wallis, Bob Williams, Jeanette Williams, Brandon Walters, Cynthia Jean Mills, Carole Brinkley, Cindy Hinckley, Debra West, Diana Duncan, Donna Simpson, Dyanne Glass, Eli Mina, Etherlind Baylor, Gina Chavez, Glenda Elie, Henry Lawton, Jason Haughn, Jeannine Hunte, Jodie Sanders, Joshua Franklin, Joy Foster, Juanita Lewis, Junita Carn, Lori Lukinuk, Lucy Anderson, Mary Wiggins, Melanye Johnson, Nancy Terpening, Patricia Anne Renau, Rachelle Dickerson, Richard Brown, Robert Robinson, Sabine Eustache, Sandra Baker, Sandra Hyatt, Shawn Anthony, Sheryl Allen, Sheryl Womble, Stan Graiewski, Taniqua Hunter, Tanya Crockett, Theljewa Garrett, Valorie Althoff, Wanda Berry Joseph, Wanda Brown

# Quorum:

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

**Adoption of Agenda:**

The agenda was approved without objection.

**Report of the Minutes Approval Committee:**

Minutes Approval Committee Chairman Larry Martin reported that the minutes

of the regular meeting of November 12, 2019, and the special meeting of

November 26, 2019, were approved by the committee and distributed.

**Reports of Officers:**

There were no additions to the written reports of the board members.

**Report of the Executive Director:**

Executive Director Cyndy Launchbaugh reported that the rate of membership renewals

was better than usual.

**Financial Report:**

Treasurer Carrie Dickson presented the financial report, including a presentation on the NAP Financial Plan.

**Motion on Special Projects in Financial Plan:**

It was moved that the board move forward with the funding of the special projects that are part of the Financial Plan, namely: 1. Building Fund in the amount of $25,000; 2. Technology Fund in the amount of $30,000; and 3. Educational Development in the amount of $30,000, and that any discretionary funds be placed into Money Market or other similar higher interest earning account until such time as the Board directs their transfer into the investment funds. The motion was adopted without objection.

**Communications Committee Report:**

On behalf of the Communications Committee, Adam Hathaway reported the following:

Member CJ Cavin has provided social media content, in conjunction with the President and office staff including the recognition of Henry M. Robert III’s passing and the promotion of this meeting.

Additionally, Member Dave Whitaker and Member CJ Cavin have been investigating production on a monthly podcast for NAP addressing some aspect of parliamentary procedure, NAP or highlighting a product or service that NAP offers. They conducted a trial podcast to test operations

Member CJ Cavin created a request form that can be filled out online, in order to promote and increase ease and accessibility of requests for assistance from the committee and to provide a log of such. This form will be submitted for approval. In the meantime, all committee chairs are invited and encouraged to contact the Communications Committee for assistance in promoting their events.

The Communications Committee will meet on Sunday, Jan 26, 2020, at 5pm MST.

**Report of the 2020 NAP Training Conference Committee:**

The 2020 NAP Training Conference Coordinator Lucy Anderson presented the proposed budget for the Conference.

**Adoption of the 2020 NAP Training Conference Budget and Registration Fees:**

It was moved to adopt the proposed NAP Training Conference Budget, including the registration fees of $430 for Early Bird, $450 Regular, and $470 On-Site. The Budget and fees were adopted without objection. (See Attachment A: Budget with registration fees).

**Resignations:**

Without objection, the board accepted the resignations of the following members from committees and subcommittees:

Ann Rempel Professional Development Committee (PDC) and PDC Content Committee

Barbara Miller Strategic Partnership Special Committee

Robert Schuck Youth Committee and Webinar Support Committee

**Rescission of Appointments:**

Without objection, the board rescinded the appointment of Edythe Challenger as

Chairman of the Communications Committee and Florence Adibu of the Style, Editing, and Proofreading (SEP) Special Committee.

**Appointment of Committee and subcommittee members and chairmen:**

Without objection, the board approved the appointment of the following members as committee and subcommittee chairmen and members:

Leonora Branca, PRP Profession Development Committee (PDC)

Sandy Olson, PRP PDC Content Subcommittee

Adam Hathaway, PRP Communications Committee chairman

Abby Lee Hood Strategic Partnerships Special Committee

Theljewa Garrett, PRP Youth Committee Chairman

Melanye Johnson, RP Legal Resources Special Committee Chairman

Mark Moriarty, PRP Legal Resources Special Committee

Kendra Riley, PRP Legal Resources Special Committee

Jacqueline Roundtree, PRP Legal Resources Special Committee

Vivian Walton-Smalls, PRP Legal Resources Special Committee

Susan Eads Role, PRP Legal Resources Special Committee Consultant

Deborah Underwood MERC Leadership Connection Subcommittee Newsletter Editor

Maria Trujillo MERC Leadership Connection Subcommittee Newsletter Assistant Editor

Sandra Hyatt MERC Leadership Connection Subcommittee

Karen Watson MERC Leadership Connection Subcommittee

Tanya Johnson MERC Leadership Connection Subcommittee

Vivian Vincent MERC Leadership Connection Subcommittee

Cindy Hinckley NAP Training Conference 2020 Ad Chairman

**Announcements:**

President Allen reminded the board members to encourage associations to submit bids to NAP headquarters for the 2023 NAP Convention and the 2024 NAP Training Conference.

The next scheduled regular meeting is the in-person meeting of the Board of Directors taking place March 5-8, 2020.

**Executive Session:**

Without objection, the Board entered into Executive Session at 9:00 PM.

**Rise from Executive Session and Adjournment:**

The board rose out of Executive Session and adjourned at 10:13 PM EST.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kevin Connelly, PRP

NAP Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Larry Martin, PRP Date Approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joyce Brown Watkins, PRP Date Approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adam Hathaway, PRP Date Approved

**Attachment A – Approved NAP Training Conference Budget & Registration Fees**



