

**NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**  
**Minutes of the Regular Meeting**  
**Board of Directors**  
**July 14, 2020**

**Call to Order:**

President Darlene Allen, PRP, called the regular meeting of the NAP Board of Directors to order at 7:00 PM CDT, on July 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, PRP; 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 Leah Nolan, AdobeConnect technological support, Tamara Harris, AdobeConnect technological Support.

**Guests Present:**

Albert Coleman, Alison Wallis, Angela Foster, Ann Rempel, Arabella Walker, Barbara Elzey, Bennyfer Bridgewater, Betty J. Bell, Bev Przybylski, Beverly Tatham, Bob Williams, Brunhilda Williams-Curington, Carmella Watkins, Caroline Sedlacek, Cindy Lugan, Corliss Baker, David M. White, David Meigel, David Mezzera, David Perez Hurley, Deborah Underwood, Debra McAllister, Denise Irminger, Diana Duncan, Donald Garrett, Don Freese, Edwin Miles, Esther A. Heller, Ferial Bishop, Freddie L. Colston, Gerry Gunn, Gloria Cofer, Henry Lawton, Jan Strand, Janice Booker, Janice Bush, Jason V. Morgan, Jeanette Williams, Jeannine Hunte, Jill Martin, Jodie Sanders, Julia Price, Karen Price, Kay Allison Crews, Kelley Jones, Kelly Lucas, KiTani Lemieux, Larry Randle, Latisha Corey, Linda A. Juteau, Loretta Tillery, Lucy Anderson, Lynda Baer, Maria Dudley, Maria Trujillo-Tough, Mary E. Wiggins, Mary Q. Grant, Maurice S. Henderson, Michelyn Washington, Mona Calhoun, Nancy Terpening, Nona Fisher, Pamela Jane Dickerson, Patricia Kubistal, Prudence V. Henderson, Richard Brown, Rick Sydor, Robert Robinson, Rosemary Seghatoleslami, Ruth Young, Sandra Baker, Sheryl C. Womble, Stan Graiewski, Stephanie Frye, Susan Eads Role, Theljewa Garrett, Thomas Holmes, Tun Heang Ong, Vera

Minutes of the NAP Board of Directors regular meeting of July 14, 2020 – Approved

Chernecki, Vernon A. Gray, Vicki Houston, Vicki Walter, Wanda Berry Joseph, Wanda E. Brown, Weldon Merritt,

**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 May 12, 2020, the executive session of May 12, 2020, and the special meeting of June 28, 2020, were approved by the committee and distributed.

**Reports of Officers:**

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

**Report of the Executive Director:**

Executive Director Cyndy Launchbaugh reported the Board would need to meet to consider the proposals for, and the authorization of funding for the Association Management System (AMS).

E.D. Launchbaugh recommended Open Water as the vendor for operating the virtual NAP Training Conference, and recommended that the conference rotation schedule be suspended so that the board may approve San Antonio as the NTC site for the year 2024.

**Motions resulting from Executive Director's report and recommendations:**

It was moved that a special meeting shall be held on July 20, 2020 at 7 PM Central, for the purpose of considering the AMS funding request. The motion was adopted by a vote of 8 in favor and 0 against.

It was moved that OpenWater be contracted to produce the 2020 Virtual Training Conference. The motion was adopted by a vote of 8 in favor and 0 against.

It was moved to suspend the Conference site rotation schedule and hold the 2024 NTC in San Antonio, Texas. The motion was adopted by a vote of 8 in favor and 0 against.

It was moved to authorize the President to move forward with the 2024 NTC Contract. The motion was adopted by a vote of 8 in favor and 0 against.

**Financial Report:**

Treasurer Carrie Dickson presented the financial report.

**Report of the Policy and Procedures Committee:**

Policy and Procedures Committee Chairman Kevin Connelly submitted proposals to the NAP Operational Policies and Procedures (NAPOPP) Manual on behalf of the committee.

**Motions to amend the NAPOPP:**

It was moved to amend the NAPOPP, Section 2.8, by substituting with a new Section 2.8:

2.8 Professional Registered Parliamentarians Virtual Referral Directory (VRD)

2.8.01 Participation in the NAP Professional Directory shall be limited to professional registered members in good standing.

2.8.02 Participation Procedures:

A. PRPs who wish to participate in the VRD shall submit their information via the NAP website.

B. PRPs participating in the VRD agree to the following statement: "I give NAP permission to release said information. I acknowledge that I am responsible for the completeness and accuracy of all information submitted, including appropriate category selections on the submission form and that I may only list NAP credentials in this directory."

C. NAP Headquarters will review submissions to ensure that individual is a current member of NAP and holds the Professional Registered Parliamentarian credential.

D. NAP shall periodically review the VRD to remove any listing for individuals who have forfeited their NAP membership or who have not retained the PRP credential.

2.8.03 Referral Procedures:

A. The VRD shall be available on the NAP website.

B. The following statement shall be included on each page of the VRD: "The National Association of Parliamentarians® (NAP) provides this listing as a service to those who request assistance in locating a Professional Registered Parliamentarian®. NAP does not act as an agent for the parliamentarians listed and certifies that they met NAP's requirements to attain the designation of Professional Registered Parliamentarian®. If you wish to obtain the services of a Professional Registered Parliamentarian in the VRD, contact them directly. Terms of employment shall be negotiated between you and the parliamentarian."

The motion was adopted by a vote of 8 in favor and 0 against.

It was moved to amend the NAPOPP, Section 9.1.01 Primary Function, G., by striking out the words 'professional registered parliamentarian' and adding "Professional Registered Parliamentarians, (PRP).

The motion was adopted by a vote of 8 in favor and 0 against.

It was moved to amend the NAPOPP, APPENDIX E: NAP PARTNERSHIP

AGREEMENT OPTIONS (adopted March 1, 2013), 5., by substituting with a new “5. NAP partner organizations will utilize the NAP Virtual Referral Directory to secure Professional Registered Parliamentarians for their board or committee meetings as needed.”

**Report of the Membership Extension and Retention Committee (MERC):**

Vice-President Wanda Sims reported on the progress of the MERC. Its Leadership Connection newsletter will be coming out shortly. District 7 Director Yvette Keesee has recommended that Anthony April be appointed as the chairman of the uncharted state of Alaska.

It was moved that, pursuant to NAP Bylaws, Article IV, Section 4A, the NAP Board of Directors will approve District Seven Director Yvette Keesee’s appointment of Anthony April (member since May 20, 2016) as chairman of the uncharted state of Alaska, which has nine NAP members. The motion was adopted without objection.

**Report of the Joint Ethics Committee:**

Professional Standards Committee Chairman and Joint Ethics Committee member Weldon Merritt reported on the current progress of the Joint Ethics Committee of NAP and the American Institute of Parliamentarians, and presented the current proposed wording of the joint policy on ethics.

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

Virtual NAP Training Conference Committee Coordinator Lucy Anderson reported about progress on the 90<sup>th</sup> Anniversary Pin to be presented to attendees at the Conference, and discussed the tentative Conference schedule. Coordinator Anderson presented the Committee’s proposed budget recommendation for the 2020 Virtual NAP Training Conference.

It was moved that the proposed budget for the Virtual 2020 National Training Conference with registration fees as follows be adopted: \$129 Members, \$179 Non-Members, \$100 Students. Late fees of an additional \$20 will apply (except to student rate) beginning August 6th through August 27, 2020. The motion was adopted without objection.

**Report of the 2020 Virtual NAP Leadership Conference Committee:**

Virtual Leadership Conference Coordinator Deborah Underwood presented the Committee’s proposed revised budget recommendation for the 2020 Virtual Leadership Conference.

It was moved that the revision of the budget for the Virtual Leadership Conference with New registration fees as follows be adopted:

\$30 Members

\$50 Non-members

\$30 Students (Members)

\$50 Students (Non-members)

No late fees assessed, and the registration ends on Wednesday, August 19, 2020.

The motion was adopted without objection.

**Resignations:**

Without objection, the board accepted the resignations of the following members from committees or chairmanships:

Youth Committee – Roland Williams, PRP and Ryen Glynn, Student member  
Webinar and Meeting Support – Tamara Harris, PRP, Chairman (remains on committee)

**Appointments:**

Without objection, the board approved the appointment of the following members to committees or chairmanships:

Webinar and Meeting Support Committee - Leah Nolan as Chairman  
Details Subcommittee of OEC - David Perez Hurley, Esther Heller, PRP, and Suzanne Walker  
Assistant Workshop Coordinator for 2021 Biennial Convention - Leonora Branca, PRP  
MREC Remote Examination Monitoring Subcommittee – Maurice Henderson, PRP, Kathy Boyer, PRP, Latisha Corley, Abby Lee Hood, Kelley Jones, PRP, Linda Smallwood, PRP, Steven Walls, PRP, Larry Martin, PRP, Chairman

**Recission of Appointments:**

Without objection, the board approved the recission of appointments of the following members to committees:

Aaron Taggert, PRP, from the Webinar and Meeting Support Committee  
Karen Watson PRP, and Sandra Hyatt, PRP, from the MERC Leadership Connection Newsletter subcommittee

**Revocation of the Charter of the Colorado Professional Parliamentarian Research Unit:**

A motion that the Board revoke the Charter of the Colorado Professional Parliamentarian Research Unit was adopted by a vote of 7 in favor, 1 against.

**Announcements:**

President Allen reminded the Board of the Special Meeting of the NAP Board of Directors scheduled for July 20, 2020 at 7:00 PM CDT.

**Adjournment:**

The meeting adjourned at 8:36 PM CDT.

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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