# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Special Meeting**

**Board of Directors**

**July 20, 2020**

**Call to Order:**

President Darlene Allen, PRP, called the special meeting of the NAP Board of Directors to order at 7:00 PM CDT, on July 20, 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 Joyce Brown-Watkins, PRP; Director-at-Large Adam Hathaway, 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.

Tamara Harris, PRP, technological support.

Leah Nolan, AdobeConnect technological support.

Crystal Thomas, AdobeConnect technological support.

Wes Trochil, Effective Database Management.

**Guests Present:**

Alison Wallis, Ann Rempel, and Larry Randle.

**Adoption of Agenda:**

The proposed agenda was adopted as distributed.

**Report of the Executive Director:**

Executive Director Launchbaugh reported on the search for an Association Management System (AMS). Five Requests for Proposal were sent out, and headquarters received two proposals back.

Without objection, Wes Trochil from Effective Database Management, the firm that NAP hired to assist with the selection of an association management system, was permitted to give a report on the process. He reported on the proposal from Member Suite Association Management Systems, and that the company has focused on association and member management for over ten years.

Director Hathaway, Vice President Sims, Executive Director Launchbaugh, Wes Trochil, and NAP staff worked together and narrowed down their AMS choice to the Member Suite platform.

**Motions Regarding the Choice of the Association Management System:**

It was moved that the Executive Director shall be authorized to purchase the Member Suite Association Management System at a cost not to exceed $53,000. The motion was adopted by a vote of 7 Yes, 0 No.

It was moved that the Executive Director shall be authorized to engage Wes Trochlil to serve as the project manager for the installation and implementation of the Member Suite Association Management System at a cost not to exceed $27,000. The motion was adopted by a vote of

7 Yes, 0 No.

It was moved that the Board authorize the transfer of $30,000 from the Unrestricted Money Market Mutual Fund to the checking account to be used to help cover the cost of the new Association Management System. The motion was adopted by a vote of 7 Yes, 0 No.

**Announcements:**

The next scheduled Board of Directors meeting will be held just prior to the NAP Training Conference, on Wednesday, August 26, 2020, 5:00 PM to 6:30 PM CDT.

**Adjournment:**

The meeting adjourned at 7:34 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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Adam Hathaway, PRP Date Approved

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Joyce Brown-Watkins, PRP Date Approved