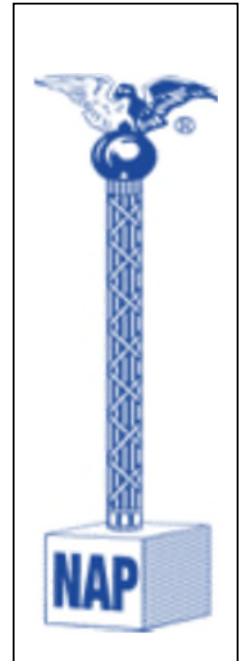


National Association of Parliamentarians®



Annual Book of Reports

NAP Virtual Training Conference
August 28-30, 2020

National Association of Parliamentarians®

2020 ANNUAL REPORT



Officer: Wanda M. Sims, PRP – Vice-President

Activities:

- Attended all regular and special meetings of the Board of Directors
- Served as the chair of the Membership Extension and Retention Committee and the Personnel Committee
- Served on the Budget and Finance Committee
- Attended all 5th Tuesday Town Hall meetings
- Attended with the President various committee meetings
- Attended the Leadership Connection Newsletter Committee meetings
- Attended 2020 National Training Conference meetings
- Attended various NAP webinars
- Attended virtual meetings and training sessions of various Associations and Units
- Attended the NAP and American Institute of Parliamentarians Joint meeting on ethics and professional standards
- Attended and presented an educational workshop for the Green Gavel Electronic Unit
- Attended the Electronic Association Annual Meeting
- Served on the NAP committee to replace the association management system
- Developed trivia questions for the NAP 90th Anniversary Virtual Party

Focus on Membership:

- Welcomed new members via phone call
- Served as the facilitator and/or co-facilitator for several PRC Webinars and observed others
- Co-presented a two-part NAP virtual workshops entitled “Getting Your Financial House in Order”
- Facilitated several virtual RP study sessions for aspiring Registered Parliamentarians
- Responded to member inquiries regarding filing the IRS Form 990N e-Postcard and other financial related matters
- Wrote an article for the Leadership Connection Newsletter
- Contacted members in Lesotho Africa regarding their NAP membership, creating a unit, and credentialing
- Administered the NAP membership exam

National Association of Parliamentarians®

NAP Secretary

Annual Report

July 26, 2020



Officer/ District Director: Kevin Connelly, PRP

Activities:

- Attended all meetings of the National Association of Parliamentarians (NAP) Board of Directors since the close of last NAP Convention.
- Prepared minutes of all of the meetings of the Board of Directors since the close of the last NAP Convention (note: minutes of meetings in July 2020 are pending).
- Prepared the Agenda Packets for the regular Board of Directors meetings of November 12, 2019, January 14, 2020, March 6-8, 2020, May 12, 2020 and July 14, 2020.
- Attended meetings of the three local parliamentary law units of which he is a member up until when the COVID 19 pandemic prevented in-person meetings, and presented education sessions in each.
- Attended all meetings of the NAP Youth Committee as board liaison.
- Attended all online NAP Board of Directors information sessions.
- Attended NAP webinars via AdobeConnect on January 29, February 29, March 27, April 17, April 24, and May 29, and moderated the NAP webinar via Zoom on *Electronic Voting and Elections Part 1 - Demonstrations of Electronic Voting and Elections* on May 28, 2020.
- Attended NAP Town Hall via AdobeConnect on March 31, 2020.
- Attended the NAP 90th Anniversary Virtual Party via Zoom on June 23, 2020.

Focus on Membership:

- Arranged NAP exams for several Future Business Leaders of America (FBLA) students, resulting in 4 new student NAP members.
- Arranged for two members of the FBLA to become members of the Electronic Association of Parliamentarians, and registered them for its Annual meeting on April 3-4, 2020.
- Serve as the Youth Committee Chairman of the Washington State Association of Parliamentarians.
- Assisted a youth member in preparation for national parliamentary exam of the Future Business Leaders of America (FBLA) and the NAP registered parliamentary exam.

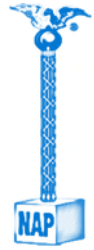
Outreach:

- Evaluated (judged) at a parliamentary procedure competition of a Regional FBLA conference.
- Coached two FBLA parliamentary procedure competition teams, holding weekly meetings by Zoom conferencing.
- Attended Washington Association of Parliamentarians Annual Meeting and Board of Directors meetings on June 6, 2020.
- Attended Zoom Orientation of HOSA-Future Health Professionals Parliamentary Procedure Competition Judges on June 12, 2020, and served as a judge for its parliamentary procedure competition at its Virtual International Leadership Conference in June, 2020.

National Association of Parliamentarians®

Officer

The 2020 Annual Report



Officer/ District Director: Carrie Dickson, NAP Treasurer

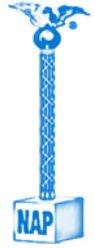
Activities:

- Attended all Board and Townhall meetings;
- Approved expense reports as needed;
- Prepared Monthly Financial Reports to Board;
- Visited NAP HQ (10/2/19 to 10/4/19)
 - Conducted the building inspection (interior and exterior) with the HQ Staff;
 - Met with the Audit Team from Keller and Owens;
 - Met with the Investment Advisor Andrea McMillin;
 - Developed the 2020 Draft Budget with Executive Director and Vice-President;
 - Reviewed Financial records with the Executive Director;
- Served as Chair of the Budget and Finance Committee:
 - Prepared and approved 2020 Proposed Budget and Financial Investment Plan; and
 - Reviewed and made recommendations regarding short and long-term investments, transfer of funds from accounts; funding requirements for Administrative Management System and telephone system;
- Served on the Pricing Committee:
 - Reviewed and approved requests to replenish NAP Bookstore items; and
 - Reviewed and approved pricing for RONR 12th Ed., RONRIB, and other items;
- Created Budget Request Form;
- Worked on Audit matters:
 - Attended Conference Calls with Auditor regarding Fraud Interview;
 - Reviewed and executed Audit Engagement Letters; and
 - Reviewed and reported on Audit Reports;
- Worked on Investment Matters:
 - Attended Conference Calls with Edward Jones regarding investment portfolio, additional investment opportunities and further investments for NAP;
 - Research regarding investment possibilities; and
 - Prepared NAP 2020 Investment Plan;
- Conducted Webinar for Committee Chairs Budget Requests;
- Attended information sessions on previous committee work:
 - Website;
 - Manuscript on Board Governance;
 - STARS;
 - Greater Governance;
 - University of Wisconsin Independent Study; and
 - International Services Committee
- Served as Moderator for Webinars – Getting Your Financial House in Order Parts I and II
- Attended Webinars:
 - Adam Hathaway: Will You Be Here in 10 Years;
 - David Whitaker: Electronic Meeting Platforms;
 - Lawrence Taylor: Electronic Meetings;
- Electronic Voting and Elections Parts I and II.

National Association of Parliamentarians®

Director-at-Large

July 27, 2020



Director-at-Large: Joyce Brown-Watkins

Activities:

- Attended all Board of Directors Regular, Special and Executive meetings;
- Served on and performed duties of the Minutes Approval Committee;
- Served as Chair of the Pricing Committee;
- Served as Board liaison to the Educational Resources Committee;
- Attended scheduled Town Hall meetings;
- Attended various webinars and served as Moderator for a webinar;
- Attended various Unit and Association meetings;
- Chaired a youth parliamentary procedure workshop;
- Served as a judge to Business Professionals of America and HOSA student organizations;
- Attended several Informational Session via Zoom;
- Attended preparation meeting for the National Training Conference;
- Accepted mentor assignment, request to present at unit meetings;
- Accepted appointment of Parliamentarian to Michigan Unit of Registered Parliamentarians; and
- Served as instructor and co-instructor Professional Renewal Course.

Focus on Membership:

- Consulted with mentee and others preparing to take the membership and Registered Parliamentarian exams; and
- Met via conference call with different organizations.

Outreach:

- Answered questions regarding parliamentary procedures with interested individuals; and
- Consulted with and answered questions posed by different organizations via telephone requests.

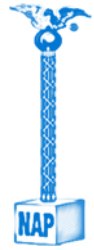
Other Information:

In regular contact with headquarters.

National Association of Parliamentarians®

Director-at-Large

Annual Report, August 2020



Director-at-Large: Adam L. Hathaway, PRP

Activities:

- Attended the two post-convention meetings in Las Vegas, September 2019
- Attended post-convention MERC meeting in Las Vegas, September 2019
- Attended Communication Committee, September 28, 2019
- Attended Board Personnel Committee, October 13, 2019
- Presented at the Albuquerque Parliamentary Unit, October 14, 2019
- Attended Information Session on the *Great Governance* Series, October 14, 2019
- Attended Fifth Tuesday Town Hall, October 29, 2019
- Attended International Committee Information Session, November 3, 2019
- Attended University of Wisconsin Information Session, November 10, 2019
- Attended the 2020 National Training Conference Committee Meeting, January 15, 2020
- Attended the Communications Committee Meeting, January 26, 2020
- Attended the 2020 National Training Conference Committee Meeting, February 5, 2020
- Attended the 2020 National Training Conference Committee Meeting, February 26, 2020
- Attended the NAP Board Meeting in Kansas City, Missouri, March 6-8, 2020
- Attended Web Redesign Meeting, March 16, 2020
- Attended the 2020 National Training Conference Committee Meeting, March 18, 2020
- Attended the Data Management Needs Meeting with Wes Trochlil, March 25, 2020
- Attended the NAP Town Hall, March 31, 2020
- Attended the NAP Town Hall Q&A Session, April 1, 2020
- Attended the Texas State Association NTC webinar, April 6, 2020
- Attended the New Mexico State Association Leadership meeting, April 10, 2020
- Attended the 2020 National Training Conference Committee Meeting, April 15, 2020
- Attended the NAP's "Electronic Meetings Platform" webinar presented by Dave Whitaker, April 17, 2020
- Attended the Louisiana Association of Parliamentarians "The Engaged Member" webinar presented by Alison Wallis, April 23, 2020
- Attended the NAP's "Electronic Meetings that Pass Parliamentary Muster" webinar presented by Lawrence Taylor, April 24, 2020
- Attended an NAP Board Information Session, May 3, 2020
- Attended the eNAP Unit regular meeting, May 11, 2020
- Attended the NAP Board of Directors Meeting, May 12, 2020
- Attended the New Mexico State Association of Parliamentarians Board Meeting, May 21, 2020
- Attended NAP's "Getting Your Financial House in Order, Part 2" webinar presented by Vice-President Wanda Sims and Latisha Corey, May 27, 2020
- Attended NAP's "Electronic Voting and Elections Part 1: Voting Options" webinar presented by Donald Garrett, May 28, 2020
- Served as moderator for NAP's "Electronic Voting and Elections Part 2: Methods of Absentee Voting: Analog and Digital" webinar presented by Brandon H. Walters, May 29, 2020
- Attended Green Gavel Electronic Meeting, June 7, 2020
- Attended eNAP Unit Meeting, June 9, 2020
- Attended Administrative Management System Vendor Demo, June 9, 2020
- Attended Administrative Management System Vendor Demo, June 10, 2020

- Attended the 2020 National Training Conference Committee Meeting, June 17, 2020
- Attended NAP's "Filling Blanks Intelligently Using Creativity and Logic" webinar presented by Jason Morgan, June 24, 2020
- Attended Administrative Management System Vendor Demo, June 26, 2020
- Attended the NAP Special Meeting of the Board of Directors, June 28, 2020
- Attended the NAP Town Hall, June 30, 2020
- Chaired the NAP Communications Committee, July 6, 2020
- Collaborated with Kevin Connelly, Cyndy Launchbaugh and CJ Cavin on the NAP Operational Policies and Procedurals Manual (NAPOPP) articles regarding the PRP Referral System
- Attended the 2020 National Training Conference Committee Meeting, July 10, 2020
- Attended the NAP Board of Directors Meeting, July 14, 2020
- Attended Green Gavel Electronic Unit Summer Study Hall, July 16, 2020
- Attended the Special Meeting of the NAP Board of Directors, July 20, 2020
- Attended the 2020 National Training Conference Committee Meeting, July 22, 2020
- Attended Green Gavel Electronic Unit Summer Study Hall, July 23, 2020
- Performed duties as a member of the Minutes Approval Committee.

Focus on Membership:

- Appointed Communications Committee Chair, March 2020
 - Submitted Communication Committee article to the *National Parliamentarian*
- NTC workshop proposal: "The Four Communications Styles" accepted
- Coached members in preparation for the registration exam

Outreach:

- Worked with several community organizations regarding best practices for electronic meetings and other training
- Mentored several individuals in taking the NAP membership exam
- Promoted New Mexico State Association of Parliamentarians Smart Meetings Conference, June 27, 2020, with clients and community organizations in order to promote parliamentarianism and new membership. This conference was held virtually. Eleven University of New Mexico Staff Councilors, for whom I am parliamentarian, registered.
- Taught "Performing Parliamentary Prowess" at the New Mexico State Association of Parliamentarians Smart Meetings Conference

National Association of Parliamentarians®

Director at Large

Annual Report for 2019-2020 July 26, 2020



Director-at-Large: Carl Nohr, Professional Registered Parliamentarian

Activities:

- Attended National Association of Parliamentarians (NAP) Board meetings in 2019 on August 13, September 8, November 12, and in 2020 on January 14, February 13, March 6-8, May 12, June 28, July 12, and July 14
- Attended NAP Board Information Sessions in 2019 on October 20, November 11, December 15, and in 2020 on June 15
- Attended NAP Town Halls in 2019 on October 29, and in 2020 on March 31 and June 30
- Attended District Seven meeting in 2020 on June 27
- Attended meetings of the NAP Pricing Committee in 2019 on October 9, and in 2020 on January 12, March 5, April 9, and April 20
- Attended meetings of the NAP Strategic Partners Committee in 2019 on October 20, December 12, and in 2020 on March 24, April 21, May 13, June 23, and July 21
- Attended meetings of the NAP International Services Committee (ISC) in 2019 on September 7, December 2, and in 2020 on January 27
- Chaired meetings of the NAP ISC in 2020 on June 1 and August 2
- Attended NAP Webinars in 2020 on May 28, 29, and June 24

Focus on Membership:

- Continued to serve as Secretary to the Alberta Association of Parliamentarians (AAP)
- Published articles in the National Parliamentarian Volume 81, No. 3 and 4
- Submitted article to the National Parliamentarian for consideration for Volume 82, No. 1

Outreach:

- Worked with local community college as a volunteer teaching classes on rules of order and recorded a webinar about electronic meetings for free distribution via You Tube
- Presented workshop to the Central Zone Medical Staff Association in 2020 on May 20
- Presented workshop to the AAP in 2020 on May 23

Other Information:

- Completed Professional Renewal Courses on Opinion Writing, Ethics, Teaching RONR, Script Writing and Presiding
- Continued to serve as Speaker of the Alberta Medical Association
- Attended Board and Governance Committee meetings as a Director of the Medicine Hat, Alberta and District Health Foundation
- Attended Board meetings as a Director, Vice Chair of the Board and Chair of the Governance Committee of the Canadian Medical Association
- Joined Electronic Association of Parliamentarians
- Continued to develop professional consultant Parliamentarian and Director services

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

2020 Annual Report



Committee: Budget and Finance Committee

Committee Chairman and Members: Carrie Dickson, NAP Treasurer and Chair; Darlene T. Allen, NAP President; Wanda M. Sims, NAP Vice-President; and Cyndy Launchbaugh, NAP Executive Director

Date of Last Meeting: July 11, 2020

Date of Next Meeting: Mid-August 2020

Projects Completed:

- Approved and recommended the proposed 2020 Budget to the Board of Directors;
- Approved and recommended the proposed Financial Plan to the Board of Directors;
- Approved and recommended investment of funds in Money Market Funds for short-term investments;
- Approved and recommended additional funds be invested with the current portfolio for long-term investments;
- Approved and recommended the transfer for funds from the Investment Money Market to the Operating Account; and
- Reviewed and confirmed short-term investment funds available for Administrative Management System needs.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

July 28, 2020



Committee: National Association of Parliamentarians Board of Directors Minutes Approval Committee

Committee Chairman and Members: Larry D. Martin, PRP, Chairman; Joyce Brown-Watkins, PRP; and Adam Hathaway, PRP

Date of Last Meeting: July 20, 2020

Date of Next Meeting: as needed

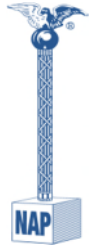
Projects Completed:

- Approved minutes for Sept.4, 8-9, 2019 NAP Board meeting
- Approved minutes for Sept.13, 2019 NAP Board special meeting
- Approved minutes for Nov.12, 2019 NAP Board meeting
- Approved minutes for Nov.26, 2019 NAP Board special meeting
- Approved minutes for Jan.14, 2020 NAP Board meeting
- Approved minutes for Feb.12, 2020 NAP Board special meeting
- Approved minutes for Mar.6-8, 2020 NAP Board meeting – three sessions
- Approved minutes for Mar.6, 2020 NAP Board Executive session
- Approved minutes for May 12, 2020 NAP Board meeting and Executive session
- Approved minutes for June 28, 2020 NAP Board special meeting
- Approved minutes for July 14, 2020 NAP Board meeting
- Approved minutes for July 20, 2020 NAP Board special meeting

Revised 05/18/2020

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

2020 ANNUAL REPORT



Committee: Personnel Committee

Committee Chairman and Members: Wanda M. Sims, PRP, Chairman

Members: Adam Hathaway, PRP; Margaret-Ann Howie, PRP; and Darlene T. Allen, PRP.

Date of Last Meeting: July 31, 2020

Date of Next Meeting: TBD

Projects Completed:

- Updated and renewed the Executive Director's contract

Current Projects/Activities Pending:

- Review/Update the Personnel Manual
- Develop a Contingency Plan for HQ to work remotely should another shutdown occur

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

Annual Report

July 26, 2020



Committee: Policies and Procedures Committee

Committee Chairman and Members: Kevin Connelly, PRP, chairman, Wanda Sims, PRP, Carl Nohr, PRP, and Darlene Allen (*ex officio*)

Date of Last Meeting: March 7, 2020

Date of Next Meeting: TBA

Projects Completed:

Summary of Amendments to the National Association of Parliamentarians Operational Policies and Procedures Manual (NAPOPP):

- Extended the time period of retaking the whole RP exam from six months to nine months
- Clarified that only members NAP or AIP credentials shall be listed in NAP publications.
- Updated language by renaming the Ethics Committee as the Professional Standards Committee, to be consistent with how it is now listed in the NAP Bylaws.
- Set the time period that a complaint may be submitted to the Professional Standards Committee at no more than 120 days of the alleged violation.
- Clarified requirements for monitoring the Registered Parliamentarian exams.
- Clarified that amendments to the NAPOPP may only be made to the Policies and Procedures Committee by NAP Board members or national committees.
- Set requirements and procedures for virtual monitoring of exams.
- Updated policy on the PRP Referral System.

Current Projects/Activities Pending:

Continual Review of NAPOPP Manual to update as necessary.

Proposed Action Items (motions):

None

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

July 24, 2020



Committee: Pricing

Committee Chairman and Members: Joyce Brown-Watkins, PRP, Carrie Dickson, PRP, and Carl Nohr, PRP

Date of Last Meeting: July 9, 2020

Date of Next Meeting: As needed

Projects Completed:

- Approved Inventory Reorder requests in January, April, May and July;
- Reviewed Webinar pricing;
- Approved pricing for inventory request;
- Approved pricing for *12th Edition of Robert's Rules of Order Newly Revised (RONR)*;
- Reviewed and accepted recommendation requests from Educational Resource Committee to make available to Chinese members, translated products being downloaded (pdf files) at no cost for international supplies;
- Approved pricing for *12th Edition RONR Deluxe* books;
- Approved Membership Manual (quantity and pricing); and
- Approved planned "Close Out" sale of items.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

Annual Report, August 2020



Committee: Communications Committee

Committee Chairman and Members: Chairman Adam Hathaway, PRP; CJ Cavin, PRP; Stanley Graiewski; Debra Henry, PRP; Wanda Nelson, PRP; and David Whitaker, PRP with invaluable assistance from Alex Blair from Headquarters

Date of Last Meeting: July 6, 2020

Date of Next Meeting: August 12, 2020

Projects Completed:

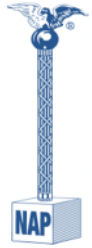
- Distributed webinars, meetings, and other activities on Facebook and email; projects completed by CJ Cavin and NAP office staff
- Distributed President Allen's *Parliamentary Law Month Proclamation* and Henry M. Robert III's memorial on Facebook and email; project completed by CJ Cavin and NAP office staff
- Created on-line fillable form, originated and completed by CJ Cavin, to request a communication committee liaison to assist in the coordination of communication and marketing initiatives for NAP, district, state association and unit committees, projects and events: <https://www.parliamentarians.org/communications-request-form/>
- Sent article by the Chairman to the *National Parliamentarian* to run in the May issue providing an overview of the committees duties and objectives

Current Projects/Activities Pending:

- CJ Cavin, with David Whitaker as backup, are providing liaison support to the National Training Conference 2020 Committee
- CJ Cavin will submit an article for the next issue of the *National Parliamentarian*, regarding how associations and units can best use social media, including guidelines on tools and best practices. Committee members will take turns providing articles for each issue
- Alex Blair is liaising with the Youth Committee regarding its request for a space on the NAP website dedicated to youth groups and student members
- Alex Blair is compiling the new Annual Media Calendar, which will contain annual events and celebrations that should be highlighted and promoted each year, with emphasis on distribution to the associations and units
- Wanda Nelson and Stanley Graiewski are reviewing the communication tools on the NAP website and offer recommendations for improvement and expansion
- Debra Henry is writing white paper on how NAP can best develop a comprehensive public relations campaign

COMMITTEE REPORT

July 18, 2020



Committee: Educational Resources Committee

Committee Chairman and Members:

Ruth S. Ryan, PRP, Chairman
Dennis G. Clark, PRP
Lorenzo R. Cuesta, PRP
Gretchen C. Denton, PRP
Mary Loose Deviney, PRP
Christina Lynn Emmert, PRP
Ryan Foor, RP
Bridget Flowers Green, PRP
Wanda L. Nelson, PRP
Lynda R. Schram
Joyce A. Brown-Watkins, PRP, Ex-officio
President Darlene T. Allen, PRP, Ex-officio

Date of Last Meeting: October 13, 2019

Date of Next Meeting: TBD

Projects Completed:

- In the name of the committee, Chairman Ruth Ryan applied for a grant from the Educational Foundation for the graphic design portion of the publication of materials updated to the 12th edition of *Robert's Rules of Order Newly Revised*.
- The Educational Foundation awarded to the National Association of Parliamentarians said grant in an amount up to \$27,500.

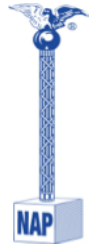
Current Projects/Activities Pending:

- Each committee member chose a manuscript from a list of priority items, including the *Pathways to Proficiency* series, *Pointers on Parliamentary Procedure*, and the *Pointers Workbook*.
- Alexandra Blair of NAP headquarters staff furnished copies of the above manuscripts to committee members who have begun editing/enhancing the manuscripts.
- Committee members will update the manuscripts to be in compliance with the 12th edition of *Robert's Rules of Order Newly Revised* following its publication.
- The committee's goal is to ensure that NAP materials are accurate, appealing, and published in a timely manner.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

ANNUAL COMMITTEE REPORT

September 2019 to August 2020



Committee: International Services Committee (ISC)

Committee Chairman and Members: At the beginning of the reporting period, Lori Lukinuk, PRP was the chair and Carl Nohr, PRP was the Board Liaison. On May 12, 2020, Carl Nohr was appointed as Chair. Lori Lukinuk remained on the ISC as a member. The other members of the ISC are Don Freese, PRP-R, Dan Ross, William Puette, PRP and Frances Rizo.

International Membership and Organization

The ISC tracks international membership. In November 2019, there were 197 NAP members outside the USA. This included 18 PRPs (all in Canada), and 29 RPs (17 in Canada, others in China, Malaysia, Philippines, Lesotho and Puerto Rico). In June 2020, the total number of NAP members was 178. The number of PRPs remained at 18, while RPs increased to 31. All eight NAP Districts contain a non-USA geographic area. There are five non-USA chartered NAP Associations, four in Canada and one in China.

Activities of the ISC

The activities of the ISC are described under each of the five responsibilities of the ISC per the NAP Bylaws.

- Advocate for NAP members who reside outside the United States by reviewing, supporting, and promoting services, goods, materials, and policies that contribute to their membership, credentialing, and inclusion in NAP;
The ISC engaged in supporting international members through education and credentialing examinations. The move to allow virtual attendance at education and training sessions, as well as the evolution in examination opportunities will benefit international members. The ISC is tracking the changes NAP is making in these areas to understand how international members can benefit from these changes. The ISC is engaging with NAP headquarters on modifications to the website that will benefit international members, including work on a page dedicated to international support.
- Assess NAP services, goods, materials, and policies focusing on reducing barriers specific to members who reside outside the United States;
Printed parliamentary materials are available from NAP for worldwide shipping. Increasing the number of electronic offerings for parliamentary materials is an area of active interest for the ISC.
- Identify issues of culture and language that affect the acceptance of NAP internationally;
The ISC tracked international legislation that may impact the membership opportunities in certain countries. Work on the development of a language bank will assist non-English speaking members.
- Explore and recommend strategies to increase NAP membership abroad;
The ISC collaborated with a District initiative to hold a meeting in an international location, with accompanying opportunities to increase membership. The possible availability of remote monitoring for examinations may also improve access to membership.
- Recommend and oversee the translation of English language parliamentary material into other languages.
The ISC completed several projects involving translations of parliamentary materials, the details of which are recorded in previous reports to the Board and membership.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

July 28, 2020



Committee: Membership and Registered Examiners Committee (MREC)

Committee Chairman and Members: Larry D. Martin, PRP, Interim Chairman; Betty Bell, RP; Kathy Boyer, PRP; Patricia Cauley, PRP; Ramona Jeffries, PRP; Mary Alice Oldfield, PRP; Linda Smallwood, PRP; Steven Walls, PRP; Doris Williams, PRP.

Date of Last Meeting: July 14, 2020

Date of Next Meeting: August 16, 2020

Projects Completed:

- Amended certifications on in-person monitoring for membership exams.
- Amended certifications on in-person monitoring for Registered Parliamentarian exams.
- Amended certifications on virtual monitoring for individual membership and Registered Parliamentarian exams.
- Submitted a National Association of Parliamentarians Operational Policies and Procedures (NAPOPP) amendment on virtual monitoring for individual membership and Registered Parliamentarian exams.
- Brought the notifications to applicants on their scores within the 10-day requirements.
- Graded 638 successful new member exams, of which 413 as online 40-question exams, 168 paper 40-question exams, 16 online 100-question exams, and 2 paper 100-question exams.
- Graded 447 RP exam parts, of which 375 successfully passed parts, 72 unsuccessful parts, resulting in 107 new Registered Parliamentarians (RP).

Current Projects/Activities Pending:

- Continue to grade membership and Registered Parliamentarian exams.
- Continue to send notifications to applicants as to their scores.
- Research any questions that may be in error on exams and study guides.
- Some members work with the MREC subcommittee investigating Remote Virtual Group exams.
- Review any proposals that come from the MREC subcommittee and recommend any potential changes to the NAP Board.
- Meet as needed via Zoom Video Conferencing to review requests on individual virtual membership or Registered Parliamentarian exams.

Other information:

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

July 28, 2020



Committee: Membership and Registered Parliamentarian Examiners Committee (MREC) Subcommittee on Remote Virtual Membership and Registered Parliamentarians (RP) Exams

Committee Chairman and Members: Larry D. Martin, PRP, Acting Chairman; Maurice Henderson, PRP; Steven Walls, PRP; Linda Smallwood, PRP; Latisha Corey; Abigail Hood; and Kelley Jones, PRP.

Date of Last Meeting: July 29, 2020

Date of Next Meeting: TBD

Projects Completed:

- Proposed the certification forms to MREC for use by individual in-person and virtual monitoring on membership and RP exams (adopted by MREC)
- Proposed the NAP Operational Policies and Procedures Manual to MREC for individual virtual monitoring on membership and RP exams (adopted by MREC and NAP Board)
- Proposed the certification forms to MREC for use in group remote virtual monitoring on membership and RP exams
- Proposed the NAP Operational Policies and Procedures Manual to MREC for group remote virtual monitoring on membership and RP exams

Current Projects/Activities Pending:

- Researching other companies that involve group remote monitoring/proctoring

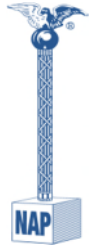
Proposed Action Items (motions):

- Sent group remote virtual monitoring to MREC for their action

Revised 05/18/2020

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

2020 ANNUAL REPORT



Committee: Membership Extension and Retention Committee (MERC)

Committee Chairman and Members: Wanda M. Sims, PRP, Chairman

Members: Robert Robinson, PRP; Cynthia Mayo, PRP; Carol Davis, PRP; Larry Martin, PRP; Robert Schuck, PRP; Valoree Althoff, PRP; Yvette Keesee, PRP; and Michael Peck, PRP.

Date of Last Meeting: June 23, 2020

Date of Next Meeting: August 28, 2020

Projects Completed:

- Updated the District Directors' Manual
- Identified members to serve on the Leadership Connection Newsletter Committee and provided oversight for publishing the Summer 2020 Edition

Current Projects/Activities Pending:

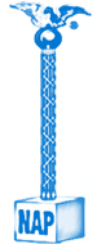
- The Circle of Excellence is an initiative aimed at helping NAP Units and Associations with improving their overall operation and leadership standards. The goal is to assist Units and Associations with developing a gold standard set of operating procedures and tools to help strengthen their organization in a number of critical areas while growing and developing their membership. Implementing best practices and novel approaches, units and associations will continuously evaluate and elevate their organization to a standard of excellence. Using the Circle of Excellence Tools, they will assess their operations and establish a benchmark for measuring improvement and progress towards goals they will develop in the areas of membership retention, outreach, education, leadership, internal and external communications, administrative policies and procedures, and meeting management. The Membership Retention Toolkit – Part 1 was featured in the Leadership Connection Newsletter in July.

Other information:

- Continue to provide guidance and support to Associations and Units regarding virtual meetings
- Continue to contact and welcome new NAP members monthly

Revised 05/18/2020

National Association of Parliamentarians®
District Three Director - Carol Johnson Davis, PRP



July 26, 2020

Officer/ District Director: Carol Johnson Davis, PRP

Activities:

- Participated in Membership Extension and Retention Committee meetings along with other District Directors
- Provided email communications to State Association Presidents encouraging member engagement, solicitation of new members, welcome to new members
- Served as workshop presenter throughout the District
- Encouraged State Association Presidents to provide virtual learning opportunities during the COVID-19 quarantine
- Served as reference for organizing new units
- Responded to numerous members requests for information about joining local units

Focus on Membership:

- Provided a welcome email to all new members of the District
- Encouraged State presidents to have their members renew of all annual memberships
- Monitored numerous Membership and RP examinations

Outreach:

- Offered partnership opportunities to civic organizations and municipalities throughout Georgia
- Provided training for two city councils
- Served as coach and resource for middle school Family, Career and Community Leaders of America parliamentary competitive teams
- Served as resource for developing new units

Proposed Action Items (motions): N/A

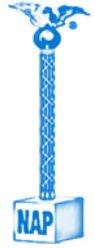
Other Information:

- Most states in the District (Tennessee, Florida, Alabama, South Carolina and North Carolina) postponed their annual meetings and other events due to the COVID-19 quarantine. The District 3 Director plans to participate in the rescheduled meetings to the extent possible. Georgia State Association conducted its meeting in February wherein the District 3 Director participated. Mississippi held its meeting electronically on May 16, 2020.

National Association of Parliamentarians®

District Five Director

July 28, 2020



District Director: Larry D. Martin, PRP

Activities:

- **Minnesota canceled their in-person 2020 annual meeting due to Covid-19 virus.**
- **Missouri canceled their in-person 2020 annual meeting due to Covid-19 virus.**
- **Nebraska canceled their in-person 2020 annual meeting due to Covid-19 virus.**
- **Many associations reverted to Conference Calls to meet, used Zoom Video Conferencing, or met in-person using the 6' social distancing.**
- **Some units have investigated changing bylaws to include electronic meetings.**

Focus on Membership:

- **Minnesota brought in 3 new NAP members.**
- **Nebraska brought in 3 new NAP members.**
- **Kansas brought in 1 new NAP member.**
- **Missouri brought in 17 new NAP members.**
- **Out of the District Five Associations, 1 Registered Parliamentarian was credentialed and 2 Professional Registered Parliamentarians were credentialed.**

Outreach:

- **The district received two newsletters during the beginning of the pandemic: October 2019 and March 2020, and received the NAP information as sent by the NAP headquarters to update the members on information of the National Training Conference.**

Other Information:

- **One Kansas member, Marjorie Vogel, will turn 100 years old on September 8, 2020. She has held the Kansas State Association of Parliamentarians as President 1987-1989 and Treasurer 1979, plus continues to serve as Courtesy Chairman for Missouri.**

National Association of Parliamentarians®

District Director Six Annual Report

July 14, 2020



District Six Director: Valoree Althoff, PRP

Activities:

- Wrote article for *National Parliamentarian* on “From Mission to Engagement: Promoting Parliamentary Procedure Through Educating the World”
- Wrote an article for the Leadership Connection newsletter about virtual membership education engagement
- Attended NAP virtual town hall meetings, Board meetings and various webinars. Participated on Membership Recruitment and Retention Committee and on Circle of Excellence subcommittee
- New Mexico Association virtual meeting June 27, 2020; Attended Arkansas Association visit March 6-8, 2020 to assist in revitalization
- Designing tile for District Six donation of 12 x 12 tile for the NAP Bridge to the Future Fund. Designing NAP member pin since the last one is no longer in stock
- Taught PRC Ethics module on May 7, 2020; and Presiding module June 13, 2020
- Attended multiple NAP NTC San Antonio planning meetings
- Hosted District Zoom meeting of Association Presidents and Vice-presidents held April 10, 2020
- Maintaining District Six newsletter/blog parlinews.com

Focus on Membership:

- Gave virtual membership exam prep course every Tuesday May 2020 (~15 attendees)
- Gave membership training in Arkansas
- Proctored membership exams for 4 new members to date
- Sent welcome letters to new members every month

Outreach:

- Taught two-hour basic parli course to 4-H San Juan County NM January 27, 2020 and donated 7 copies of *Robert's Rules of Order Newly Revised In Brief*
- Taught 7-hour basic parli course at San Juan Community College September 21, 2019

Proposed Action Items (motions):N/A

Other Information:

- The District leaders and key stakeholders planning District Event

Revised 05/18/2020

National Association of Parliamentarians®

District Director

2019-2020 Annual Report



Officer/ District Director: Yvette Keese, PRP, District Seven Director

Activities:

- Attended NAP Leadership Conference and served as delegate to 42nd Biennial Convention in Las Vegas, NV
- Attended all post-convention Membership Extension and Retention Committee (MERC) meetings and MERC Circle of Excellence subcommittee meetings
- Served as NAP Representative for the Oregon Association of Parliamentarians (OAP) Annual Meeting, presented NAP updates and a workshop entitled *Ethics: Our Pathway to Posterity*, and installed OAP newly elected officers in March 2020
- Attended virtual General Meeting of the Alberta Association of Parliamentarians in May 2020
- Attended virtual Educational Workshop of the Washington State Association of Parliamentarians and presented above ethics workshop in June 2020
- Presided over first virtual Annual Meeting of the Colorado Association of Parliamentarians (CAP); as District Seven Director, installed newly elected officers in June 2020

Focus on Membership:

- Contacted Colorado Association of Parliamentarian members and Idaho and Montana Members-at-Large whose memberships had expired and encouraged them to renew; reminded Alberta, British Columbia, Oregon, and Washington State association presidents to do the same
- Sent each new member a welcome letter and each newly credentialed member a congratulatory letter from the District Seven Director
- Published Winter 2019 and Summer 2020 District Seven Director Newsletter, *The Mountain Parliamentarian*
- Held “Zoom in June with the District Seven Director” informal gathering in June 2020 to share strategies for attracting new members, increasing the number of credentialed members, and enhancing members’ overall satisfaction (17 participants from all 5 Associations)
- Committed to hosting an informal District Seven Director Zoom meeting quarterly

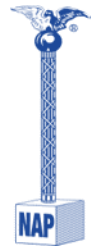
Outreach:

- Co-presenter for three virtual parliamentary procedure basics workshops sponsored by the Colorado Association of Parliamentarians Membership Retention and Recruitment Committee on three consecutive weekends in May 2020 (approximately 40 to 50 participants attended each workshop)
- Planning summer/fall workshops in Wyoming to recruit additional members (at least 4) to form a state association
- Received board approval to appoint a chairman of the unchartered state of Alaska who will monitor membership exams and help recruit additional members (at least 6) to form a state association
- Will present summer/fall virtual parliamentary procedure basics workshops for Alaska and Wyoming residents

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

National Parliamentarian REPORT

August 27, 2020



Committee Chairman and other members:

TennieBee M. Hall, editor; Betty Tunstall, PRP, assistant editor

NP Review Team: Dana Dickson, RP-R, Chair; Ferial Bishop, PRP; Ronald Dupart, RP

Q&A: Alison Wallis, PRP, editor; Ann Homer, PRP, assistant editor; Rachel Glanstein, PRP, consultant; Timothy Wynn, PRP, parliamentarian.

Projects Completed:

- Compiled a production schedule deadline chart for each issue of the biennium (editing, graphics, printing, mailing), with approval of the executive director and the graphics designer.
- Submitted edited articles for four issues of *National Parliamentarian*® to graphics on time. [Volume 81, No. 1, Fall 2019 (40 pages), Volume 81, No. 2, Winter 2020 (40 pages), Volume 81, No. 3, Spring 2020 (44 pages), and Volume 81, No. 4, Summer 2020 (44 pages)],

Current Projects/Activities in-progress/pending:

- Editing for *National Parliamentarian*®, Volume 82, No. 1, Fall 2020 is in process.

Other information:

- Regular email communication is maintained with individual team members. Technical articles are sent for review and editing suggestions; advice is sought regarding suitability of some non-technical articles; editing suggestions are sought on non-technical articles, as appropriate.
- Since late October 2019, the editor has requested articles via email from NAP members who were known writers, previous contributors, new acquaintances, and 2019 convention workshop presenters. Additional authors have submitted material for consideration.
- This first year, articles from twenty-two individual NAP authors have been used. Five members have submitted manuscripts for the first time. Five NAP committees have submitted articles for the Connections section of the magazine, advising members of the important work being done on their behalf by the committee.

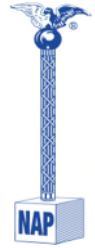
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

Date of Report

July 26, 2020

Alison Wallis, Editor, Question and Answer Team



Committee: Question and Answer Team

Committee Chairman and Members: Editor, Alison Wallis, JD, PRP, CP-T; Assistant Editor, Rachel Glanstein, PRP; Ann Homer, PRP, CPP-T, Tim Wynn, PRP, NAP Parliamentarian.

Meetings: The Question and Answer team is involved in parliamentary research and writing. Due to the mission of this committee, work is conducted as a committee of correspondence. Team members communicate by email and create, share, edit, and comment on answers to submitted questions or questions created for publication in the *National Parliamentarian*. All members of the team are not only credentialed but also actively serve clients, which assists in making the answers of great practical use as well as academically interesting.

Projects Completed:

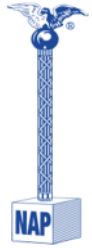
- At the beginning of the biennium, the team updated the working protocol of internal operating procedures.
- For the first issue of the biennium of the *National Parliamentarian*, a promotional piece for the *National Parliamentarian* was written to inform the membership of the opportunity to ask questions for individual use and for possible publication
- The editor has worked closely with the editor of the *National Parliamentarian*.
- The committee has met all deadlines for the column in the *National Parliamentarian*.
- Member-submitted questions have been assigned to a team member whose answer is then reviewed by all team members. After the review process has been completed, the members submitting questions have received answers.
- Questions and answers have been created by team members for the quarterly column. After the initial drafts have been submitted, the entire team has reviewed and commented, reaching an approved version.
- Three questions, with answers, for each issue of the *National Parliamentarian*, have been submitted in a timely manner to the editor of the *National Parliamentarian*.

Current Projects/Activities Pending:

- The team is currently engaged in answering questions submitted by members.
- The team is completing another set of three questions for the Question and Answer column.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

ANNUAL REPORT



Committee: Professional Development Committee

**Committee Chairman and Members: Mona Calhoun, Chairman,
Carol Austin, Leonora Branca, Sandra Cook, Henry Lawton and Larry Martin**

Date of Last Meeting: July 7, 2020

Date of Next Meeting: August 4, 2020

Projects Completed to date:

- Reviewed and revised all modules for Professional Qualifying Course (PQC) and Professional Renewal Course (PRC)
- Hosted PQC in February in NY
- Hosted 16 PRCs online modules
- Completed Virtual PQC and PRC Contingency Plan
- Completed RP Preparation Resource– Interactive Drills

Current Projects/Activities Pending:

- Host Virtual PQC and PRC August 24 – 27, 2020
- Schedule a Train the Trainer Session
- Schedule virtual PQCs or PRC before December 31, 2020
- Create new materials for all modules to align to 12th edition of RONR
- Update Professional Practices in Parliamentary Procedure Document in alignment with RONR

Other information:

RPs since September 2019: 165

Renewals – 12

New - 153

PRPs since September 2019: 72

Renewals – 28

New - 44

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

Annual Report

Theljewa Garrett, Chairman



Committee: Youth Committee

Committee Chairman and Members: Chairman, Theljewa Garrett, PRP

Members: Kevin Connelly PRP NAP Secretary, Kianna Bolante, and Sabine Eustache

Date: July 24, 2020

Projects Completed:

“NAP Keepers of the Democratic Process-Next Chapter” is the committee’s theme for the 2019-2021 biennium. From January 2020 to July 2020 the following projects were completed:

- Submitted work plan to the National President
- Added one student member to the Youth Committee
- Presented information to NAP Headquarters for the Youth Page on the national website
- Submitted an article to the NP editor for publication in the Summer 2020 issue
- Provided judges for the HOSA -Future Health Professionals 43rd Virtual International Leadership Conference. Judges viewed and scored 11-12 online parliamentary procedure team presentations. Director-at-Large Joyce Brown-Watkins PRP, Donald Garrett PRP, Janice Strand PRP-R, and Richard Hayes PRP assisted the committee with this project.
- Participated in the first virtual conference on June 24-26, 2020. NAP was among the 62 workshop presenters and sponsors during HOSA’s International Virtual Leadership Conference. The workshop titled “You’re Invited to Membership” consisted of a video presentation and handouts. The committee’s initial virtual entry was successful, receiving 4.4 out of 5 stars from the delegates. To view the video presentation, copy the link below:
<https://www.youtube.com/watch?v=NQp3Pv7bSSk&authuser=4>

Current Projects/Activities Pending:

- Youth Workshop/Activity during the 2020 Virtual National Training Conference
- Update the Youth Leadership Manual
- Finalize partnership agreements with two of NAP’s student organizations

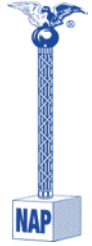
Other information:

- Congratulations to Kianna Bolante NAP Student Member and Youth Committee Member the 2020-2021 Future Business Leaders of America’s National Parliamentarian and the 2020-2021 WA State FBLA Parliamentarian.
- NAP-HOSA partnership agreement was executed on July 21, 2020, and will remain in effect until December 2022

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

July 31, 2020



Committee: Legal Resource Special Committee (LRSC)

Committee Chairman and Members:

Chair: Melanye Johnson, RP

Members:

Mark Moriarty, PRP

Kendra Riley, PRP

Jacqueline Roundtree, PRP

Vivian Walton-Small, PRP

Consultant: Susan Eads Role, PRP

Date of Last Meeting: June 11, 2020

Date of Next Meeting: N/A; on an as-needed basis.

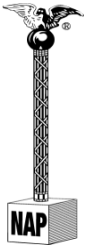
Projects Completed:

- Drafted the NAP Policy on Accommodations for Individuals with Disabilities.
- Reviewed service contracts.
- Reviewed partnership agreements.
- Drafted and reviewed content/copyright/publishing agreements.
- Drafted and reviewed assignment agreements.
- Drafted and reviewed non-disclosure agreements.
- Reviewed consent forms for minors.
- Reviewed hotel contract and provided negotiation tips.
- Drafted the NAP Guidance on Bylaws and Electronic Meetings for Nonprofits.
- Reviewed diversity/equity/inclusion proposals.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

August 27, 2020



Committee: 2020 Virtual Training Conference (NTC)

Committee Members: Lucy Anderson, NTC Coordinator; Sheryl Womble, Assistant NTC Coordinator; David Whitaker, NTC Workshops Coordinator; Lynda Baer, Assistant NTC Workshops Coordinator; Cyndy Launchbaugh, Executive Director; Darlene Allen, President, Ex Officio; Valoree Althoff; Alexandra Blair, Staff; Bennyfer Bridgewater; Mona Calhoun; Christopher J. Cavin; Freddie Colston; Donald Garrett; Stanley Graiewski; Vernon Gray; Tamara Harris; Adam Hathaway; Debra Henry; Cindy Hinckley; David Hurley; Tanya Johnson; Edward Moore; Wanda Sims, Vice President; Ronald Stinson; Deborah Underwood; Jeanette Williams; and Robert Williams.

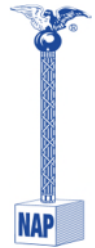
Projects Completed:

- Requested and received submissions of proposals for workshops
- Selected workshop presenters
- Completed ads and sponsorship forms; requested and received ads and sponsorships
- Requested letters from elected officials of host location when planning for an in-person NTC
- Requested and received letters from NAP officials
- Submitted budgets for approval by the NAP Board of Directors in February and in July
- Promoted a 90th Anniversary pin for an NTC fundraiser; later purposed as a registration incentive for the virtual conference
- Selected gift for workshop presenters
- Selected members to serve as monitors for each workshop
- Conducted webinar for Texas leadership—Texas Association Board and units
- Requested online mini video submissions
- Conducted survey for membership's views on onsite vs. virtual NTC
- Presented virtual NTC information during 5th Tuesday Town Hall in June
- Prepared high level draft of schedule including Leadership Conference, workshops, annual meeting, NAP Educational Foundation (NAPEF) meeting
- Received grant from NAPEF to support virtual meeting
- Selected virtual meeting platform, Open Water, to be used for NTC, Leadership Conference, PQC, PRC, and NAP and NAPEF annual meetings
- Continued the tradition of annual event photography and added a contest featuring photographs of members
- Planned for virtual social interaction via intermittent activities during the Conference
- Determined venue for 12th edition of RONR signing and reception as a NAP Fiesta (NIOSITA) in Villita Assembly Hall. Donations of \$20,000 were pledged. (In-person plans)
- Visited Hilton Palacio Del Rio Hotel in San Antonio, Texas, site of NTC (In-person plans)

Current Projects/Activities Pending: Activity	Target Completion Date
Final report to Board	September 30, 2020

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

2020 ANNUAL COMMITTEE REPORT



Committee: Organizational Effectiveness Committee

Committee Chairman and Members:

Donald Garrett, PRP, Chair (Virginia State Association)

Bennyfer Bridgewater, PRP (Texas State Association)

Tanya Johnson, PRP (New Mexico State Association)

Crystal Thomas, RP (Electronic Association)

Background:

The Organizational Effectiveness Committee (OEC) is a new special committee to the National Association of Parliamentarians (NAP). OEC is charged with internally reviewing and evaluating NAP's programs and efforts. In other words, OEC essentially serves as the white space within NAP organizational chart, assisting and advising other NAP program areas and committees on how to be their very best. This includes tasks such as doing research, conducting pilots, encouraging the capture of decision-making data, and much more.

Items Accomplished:

- **Surveys and Analytics:** OEC created, analyzed, and/or consulted on a variety of survey instruments, including the 2019 NAP Convention feedback survey, event surveys from the guidebook app, the 2020 National Training Conference (NTC) opinion survey, association annual meeting tracking survey, and a NAP Representative pulse survey.
- **Research:** In the onset of the COVID-19 pandemic, OEC took a proactive role to research the universe of capabilities for electronic conference software so that the NAP Board of Directors could make an informed decision *should* NAP transition to an electronic NTC. This research helped the staff quickly select a vendor once the Board approved the transition to an electronic NTC.
- **Piloting New Technology:** Due to a recent increased interest in NAP webinars and events, NAP would frequently reach its meeting room capacity. OEC worked with the Webinar and Meeting Support Committee to pilot other software vendors with higher capacity in order to offer NAP programs to more members.
- **Project and Change Management:** OEC has taken the project/change management role with supporting the transition to an electronic NTC. Recently, President Allen appointed, with Board approval, a Details Subcommittee consisting of David Perez Hurley (Texas State Association), Suzanne Walker (Virginia State Association), and Esther Heller, PRP (California State Association) to assist in these efforts. OEC has and will continue to engage stakeholders in order to ensure the 2020 NTC's success.

Future Goals:

- Upon the release of the 12th edition of *Robert's Rules of Order Newly Revised*, OEC intends to work with the Educational Resources Committee to coordinate any updates that are needed to educational materials sold from the NAP bookstore.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

ANNUAL COMMITTEE REPORT

July 27, 2020



Committee: Strategic Partnerships Special Committee

Committee Chairman and Members: Susan Eads Role, PRP, Chairman; Darlene T. Allen, PRP, Ex-Officio Member; Latisha Corey, Secretary; Abigail Lee Hood; Pamela W. Meyercord, PRP; and Carl Nohr, PRP, Board Liaison

Date of Last Meeting: July 21, 2020

Date of Next Meeting: September 22, 2020

Projects Completed:

- Development of consultation plan with relevant committees on draft partnership agreement goals in fulfillment of the NAP Strategic Plan
- Drafting of partnership agreements goals in fulfillment of the NAP Strategic Plan
- Development of committee's evaluation goal and amendment of committee goals and associated work plan tasks
- Development of proposals to Membership and Registration Examiners Committee Chairman Larry D. Martin and Youth Committee Chairman Theljewa Garrett addressing HOSA's request that NAP administer its membership examination remotely during HOSA's 2020 Virtual International Leadership Conference, Tuesday, June 23, 2020, to Saturday, June 27, 2020
- Meeting of General Federation of Women's Clubs (GFWC) International President Mary Ellen Brock, NAP President Allen, and Strategic Partnerships Special Committee Chairman Role to discuss a prospective partnership with GFWC
- Development of committee work plan
- Development committee goals
- Development of tables of critical information from written partnership agreements - member organizations, youth member organizations, educational organizations, and foundations
- Establishment of library of relevant documents in Dropbox
- Collection of written partnership agreements
- Development of committee meeting schedule and committee roster

Current Projects/Activities Pending:

- Develop goals for partnership agreements in fulfillment of the NAP Strategic Plan and in collaboration with other NAP committees
- Assess fair market value for services and/or products provided to and received from partners
- Research and identify partners that could fulfill goals for partnership agreements
- Develop templates for partnership agreements, with standardized terms and components

Proposed Action Items (motions): None currently

Other information: None

National Association of Parliamentarians®

COMMITTEE REPORT

July 29, 2020



Committee: Style, Editing, and Proofreading Committee (SEP)

Committee Chairman and Members: Lynna Gene Cook, PRP; Diane Blount; Traci Bransford-Marquis, Esq., RP; Sheryl C. Womble, PRP; and Darlene Allen, PRP, NAP President

Dates of Committee Meetings: February 16, 2020; April 14 through May 9, 2020; May 17, 2020, and July 19, 2020.

Date of next meeting: TBD

Projects Completed:

RECEIVED	REPORT		RETURNED WITH EDITS
July 18, 2020	Ruth Ryan	Educational Resources Committee	July 22, 2020
July 24, 2020	Theljewa Garrett	Youth Committee	July 27, 2020
July 25, 2020	Donald Garrett	Organizational Effectiveness Comm	July 29, 2020
July 26, 2020	Carl Nohr	International Services Committee Director-at-Large	July 29, 2020
July 26, 2020	TennieBee Hall	National Parliamentarian(NP) Editor	July 29, 2020
July 26, 2020	Alison Wallis	Editor, Question and Answer Team for NP	July 29, 2020
July 26, 2020	Joyce Brown-Watkins	Pricing Committee	July 29, 2020
July 26, 2020	Kevin Connelly	Secretary	July 29, 2020
July 27, 2020	Larry Martin	District Five Director Membership Registration and Examiners Committee	July 29, 2020
July 27, 2020	Carol Johnson Davis	District Three Director	July 29, 2020
July 27, 2020	Mona Calhoun	Professional Development Comm	July 29, 2020
July 27, 2020	Carrie Dickson	Budget and Finance Committee Treasurer	July 29, 2020
July 27, 2020	Joyce Brown-Watkins	Director-at-Large	July 29, 2020

July 27, 2020	Wanda Sims	Vice-President Personnel Committee Membership Extension and Retention Committee	July 29, 2020
July 27, 2020	Yvette Keesee	District Seven Director	July 29, 2020
July 27, 2020	Melanye Johnson	Legal Resources Special Comm	July 29, 2020
July 27, 2020	Kevin Connelly	Policies and Procedures Comm	July 29, 2020
July 27, 2020	Adam Hathaway	Director-at-Large Communications Committee	July 29, 2020
July 27, 2020	Susan Eads Role	Strategic Partnerships Special Comm	July 29, 2020
July 29, 2020	Darlene Allen	President's Greeting	July 29, 2020
July 29, 2020	David Whitaker	Workshop Coordinator Greeting	July 29, 2020
July 29, 2020	Deborah Underwood	Leadership Conference Coordinator	July 29, 2020
July 29, 2020	Lucy Hicks Anderson	2020 NAP Training Conference Coordinator	July 29, 2020

Reports were due July 27, 2020, for committee review. Response to author was due July 29, 2020. A note was included on all returned and corrected reports to send to Kevin Connelly ASAP, but no later than Friday, July 31, 2020.

July 29, 2020	Steve Britton	Bylaws Committee	July 31, 2020
July 29, 2020	Larry Martin	NAP Board Minutes Approval Com Membership and Registered Parliamentarian Examiners Committee – Subcommittee on Remote Virtual Membership and Registered Parliamentarians exams	July 31, 2020
July 30, 2020	Lucy Anderson, NTC Coordinator		July 31, 2020