# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Regular Meeting**

**Board of Directors**

**January 12, 2021**

**Call to Order:**

President Darlene Allen, PRP, called the regular meeting of the NAP Board of Directors to order at 7:00 PM CST, on January 12, 2021. The meeting was held via Zoom Conferencing.

# 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; District 4 Director Robert Schuck, PRP; and District 5 Director Larry Martin, PRP.

# Advisers Present:

NAP Executive Director Cyndy Launchbaugh; NAP Parliamentarian Timothy Wynn,

PRP; Dave Whitaker, PRP, Zoom technological support; and Leah Patrice Nolan,

Zoom technological support.

**Guests Present:**

Ann Rempel, Bennyfer Bridgewater, Bob Williams, Cindy Hinckley, Corliss Baker, Ferial Bishop, Gail Knapp, Henry Lawton, Jeanette Williams, Jody Sanders, Laura LeGrand, Lori Lukinuk, Mona Calhoun, Nancy Terpening, Rosalie H. Stroman, Rose Acerra, Ruth Young, Steve Britton, Susan Eads Role, Twylah L. Jenkins, Theljewa Garrett, Theresa Staples, Weldon Merritt, and Yvette G. Keesee.

# Quorum:

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

**Adoption of Agenda:**

The agenda was adopted without objection.

**Report of the Minutes Approval Committee:**

Minutes Approval Committee Chairman Larry Martin reported that the minutes

of the regular meeting of November 10, 2020, the executive session of November 10,

2020, and the special meeting of November 22, 2020, were approved by the

committee and distributed.

**Board Members Additions to Written Reports:**

Treasurer Dickson reported that since the last NAP Board of Directors meeting, she

has performed all of her duties as treasurer.

**Report of the Executive Director:**

Executive Director Cyndy Launchbaugh reported that at the year’s end, NAP’s

membership was 4,545, an increase of 532 over the previous year. This included

1,022 new members, a record for the Association.

The initial membership renewal email was sent out on November 24, 2020, with a

follow-up paper invoice mailed on December 18, 2020. The delay in the mailing of

membership renewal notices was due to the staff needing to literally create the

renewal letters for each member. Because of the delay, E.D. Launchbaugh

recommended that the Board set the reinstatement fee that goes into effect March 1 to

$0 for the month of March.

The implementation of the new Association Management System is in its final stages,

with the staff focusing on verifying the data conversion, customizing the dues structure

to accommodate the varying association dues, and configuring the certification module

so credentialed members can track their renewal progress.

Time has been blocked off in the next few weeks for the staff training, at which time

they will be ensuring the basic functionality of the system and adding any missing

information.

**Motion to set the Reinstatement Fee in March 2021 to $0:**

It was moved that the Board set the reinstatement fee to “$0.00” for the month of March

2021. The motion was adopted by a vote of 9 in favor and 0 against.

**Financial Report:**

Treasurer Carrie Dickson gave the financial report. NAP’s total account value as of

November 30, 2020 was $1,065,015.71, compared to $633.251.75 at the same time

the previous year.

**Report of the Communications Committee:**

Communications Committee Chairman Adam Hathaway congratulated the committee,

and thanked them and the NAP headquarters staff for their hard work.

**Report of the International Services Committee:**

International Services Committee Chairman Carl Nohr expressed his excitement

and appreciation for the committee’s work in completing the first set of web pages.

The ISC webpage on the NAP website is now up and running.

**Report of the Professional Development Committee:**

Professional Development Committee Chair Mona Calhoun stated that the committee

has accomplished quite a lot of work, including hosting the first virtual Professional

Qualifying Courses in conjunction with the first virtual NAP Training Conference. She

commended the committee, as well as Alexandra Blair, for their work.

**Report of the Youth Committee:**

Youth Committee Chairman Theljewa Garrett thanked the NAP President and the staff

at NAP headquarters for their assistance and stated that exciting activities from the

committee will be coming up shortly.

**Report of the 2021 NAP Biennial Convention Committee:**

2021 NAP Biennial Convention Committee Coordinator Corliss Baker reported that the

committee continued to work toward both in-person and virtual options for the

2021 Convention.

**Report of the Registered Parliamentarian Education Committee:**

Registered Parliamentarian Education Committee Chairman Gail Knapp reported that

committee was meeting on a weekly basis since its beginning, with each member

charged with creating a draft for one topic in each lesson. The lessons for Step One,

Parts 1 and 2 are being finalized.

**Resignations:**

Without objection, the board accepted the resignation of Lori Lukinuk from the

Webinar and Meeting Support Committee.

**Appointment of Committee Members:**

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

Cindy Hinckley, PRP, Membership and Registration Examiners Committee

Tracy Simons, Webinar and Meeting Support Committee

Traci Marquis, PRP, Legal Resources Committee

**Election of Commission on Credentialing member:**

Without objection, Jeanette Williams, PRP, was elected to fill the vacant position on the

Commission on Credentialing.

**Announcements:**

President Allen reminded the attendees that the next scheduled regular NAP Board of

Directors meeting is on March 9, 2021.

**Executive Session:**

Without objection, the Board entered into Executive Session at 7:37 PM CST.

**Rise Out from Executive Session:**

**T**he board rose out of Executive Session at 8:38 PM CST.

**Adjournment:**

The meeting adjourned at 8:39 PM CST.

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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