# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Regular Meeting**

**Board of Directors**

**November 10, 2020**

 **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 November 10, 2020. 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, RP; 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 Nolan,

 Zoom technological support.

**Guests Present:**

Ann Rempel, Barbara Elzey, Bob Williams, Carmella Watkins, Carole Brinkley, Cheryl K. Johnson, Corliss Baker, Cynthia J. Mills, Daniel Ige, Deborah Underwood, Debra Henry, Donald Garrett, Ferial Bishop, Gail E. Lover, Gail Knapp, Jan Strand, Jane Shovlin, Janice Bush, Jeanette Williams, Karen Price, Lane Pierce, Lucy Anderson, Mary Grant, Maurice S. Henderson, Nancy Terpening, Patricia Koch, Rosalie H. Stroman, Stephen Wall, Steve Britton, Theljewa Garrett, Theresa Staples, Thomas Balch, and Weldon Merritt.

#  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 September 8, 2020, and the executive session of September

 8, 2020 were approved by the committee and distributed.

 **Board Members Additions to Written Reports:**

The following board members gave additions to their written reports:

 Vice-President Sims met with the audit team, the Treasurer, and the Executive Director

 to review the audit of the 2018 books. She also virtually monitored several

 membership exams.

 Treasurer Dickson reported that she met with the audit team, Vice President Sims,

 and the Executive Director to review the audit of the 2018 books.

 Director-at-Large Brown-Watkins reported that she virtually monitored membership

 exams over the previous weekend.

 **Report of** **District 4 Director Representative Robert Schuck:**

District 4 Director Representative Robert Schuck reported that he helped prepare two

 people for the NAP membership exam; both passed the exam for membership.

 **Report of the Executive Director:**

Executive Director Cyndy Launchbaugh reported that currently the total number of

 members in NAP was 4,316, which was an 11% increase over the number at the same

 time last year. The ability to monitor membership exams virtually was a contributing

 factor to the significant increase in membership, particularly in the month of October.

 There will be a delay in the mailing of membership renewal notices due to the staff

 needing to literally create the renewal letters for each member.

 The implementation of the new Association Management System is well underway,

 with an expectation that the final data conversion and system training will take place

 in the second week of January 2021.

 **Financial Report:**

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

 the end of September was $947,420.95. The net profit from the Virtual NAP Training

 Conference was $96,373.26; the net profit from the Virtual Leadership Conference

 was $10,640, and the net profit from the Train the Trainer Course was $1750.

 **Report of the Budget and Finance Committee:**

 Budget and Finance Committee chairman Carrie Dickson presented the proposed

 budget for the year December 1, 2020 to November 30, 2021. The proposed budget

 was adopted without objection. (See adopted budget in Attachment).

 It was moved that the following allocations be made in the 2021 fiscal year:

 Building Project Fund $40,000

 Technology Project Fund $30,000

 Educational Development Project Fund $35,000

 The motion was adopted without objection.

 **Report of the Pricing Committee:**

 Pricing Committee Chairman Joyce Brown-Watkins gave the report of the Pricing

 Committee. It was moved to amend the Registered Parliamentarian Exam fees to be

 as follows:

 Legacy Exam, five parts taken in one session: $200

 Legacy Exam, taken in several sessions: Part I $25; Parts II, III, IV, and V $50 each

 New RP Process (Three Steps with Multiple Parts): $200,

 with the proviso that the new fees shall go into effect on January 1, 2021.

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

 **Report of the Communications Committee:**

 Communications Committee Chairman Adam Hathaway reported that the committee

 adopted the public relations plan completed by committee member Dr. Debra Henry.

 He congratulated the committee, including Alexandra Blair and all the NAP

 headquarters staff on their hard work.

 **Report of the International Services Committee:**

 International Services Committee Chairman Carl Nohr expressed his appreciation for

 all the committee members for their work on the committee.

 **Report of the Membership and Registration Examiners Committee:**

 Membership and Registration Examiners Committee Chairman Larry Martin

 congratulated all the committee members for creating the procedures to the

 NAPOPP Manual for the virtual monitoring of exams.

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

In addition to her written report**,** 2020 Virtual NAP Training Conference Coordinator

 Lucy Anderson thanked the members of the committee for their work on the

 Conference.

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

In addition to her written report, 2020 Virtual NAP Leadership Conference Coordinator

 Deborah Underwood thanked the members of the committee for their work on the

 Conference.

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

In addition to her written report, 2021 NAP Biennial Convention Committee Coordinator

 Corliss Baker reported that the Committee was moving forward in planning for an in-

 person convention.

 **Resignations:**

 Without objection, the board accepted the resignations of the following members from

 committees:

 Sharon Kelly-Person, Bylaws Committee

 Gail Knapp, The Commission on Credentialing

 **Appointment of Committee and Subcommittee Members and Chairmen:**

 Without objection, the board approved the appointment of the following members as

 Committee chairman or members:

 Patricia A. Cauley, PRP, Chairman, Membership and Registration Examiners

 Committee

 Larry Martin, PRP - Board Liaison, Membership and Registration Examiners Committee

 Kelley Jones, PRP – Professional Development Committee

 Shawn Paine, RP – Webinar and Meeting Support

 Isatu Kanu-James, PRP - Webinar and Meeting Support

 Jennifer Okolo – Youth Committee

 Gloria Cofer, PRP and Jacquelyn Anthony - Assistants for the 2021 National Biennial

 Convention Coordinators.

 **Appointment of NEW RP Process Member Preparation Committee:**

 The President has authorized a Special Committee for the New Registered

 Parliamentarian Process Member Preparation and has appointed the following

 individuals to the committee: Gail Knapp, PRP, Mary Remson, PRP, Dave Mezzera,

 PRP, and Steve Glanstein, PRP.  The appointments were approved without objection.

 **Announcements:**

 President Allen reminded the attendees that there are upcoming free webinars

 available to the members on November 16, November 19, and November 20, 2020.

 The next scheduled regular NAP Board of Directors meeting is on January 12, 2021.

 **Executive Session:**

 Without objection, the Board entered into Executive Session at 8:02 PM CST.

 **Rise Out from Executive Session:**

 **T**he board rose out of Executive Session at 9:11 PM CST.

 **Adjournment:**

 The meeting adjourned at 9:11 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

Attachment A: Adopted 2021 Operating Budget December 1, 2020 to November 30, 2021

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Approved 2020** | **Projected YTD** | **Proposed 2021** |
| **INCOME** | **Dec '19 - Nov '20** | **Dec '19-Nov '20** | **Dec '20-Nov '21** |
| **3105 · DUES ANNUAL** | $321,850 | $299,610 | $314,415 |
| **3110 · DUES NEW & REINSTATED** |   | $61,300 | $38,189 |
| **Sub-Total** | **$321,850** | **$360,910** | **$352,604** |
|   |   |   |   |
| **3205 · GROSS SALES** | $125,000 | $137,750 | $125,000 |
| **Sub-Total** | **$125,000** | **$137,750** | **$125,000** |
|   |   |   |   |
| **3305 · REGISTRATION EXAM INCOME** | $32,000 | $41,000 | $32,000 |
| **3310 · PQ COURSE INCOME** | $16,800 | $17,500 | $17,500 |
| **3330 · UW-ISC INCOME** | $15,000 | $15,000 | $15,000 |
| **3340 · WEB BASED TRAINING INC** | $15,000 | $20,400 | $15,000 |
| **3350 · PRC COURSE INCOME** | $10,150 | $12,200 | $12,000 |
| **Sub-Total** | **$88,950** | **$107,850** | **$93,250** |
|   |   |   |   |
| **3405 · SALES POST/HANDLNG INCOME** | $13,000 | $31,683 | $28,750 |
| **3415 · GRANTS & CONTRIBUTIONS** | $6,100 | $3,121 | $3,500 |
| **3420 · MISCELLANEOUS INCOME** | $8,000 | $8,000 | $3,000 |
| **3425 · NAPEF MANAGEMENT FEE** | $4,000 | $4,000 | $4,000 |
| **Sub-Total** | **$31,100** | **$46,804** | **$39,250** |
|   |   |   |   |
| **TOTAL INCOME** | **$566,900** | **$653,314** | **$610,104** |

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSES** | **Approved 2020** | **Projected YTD** | **Proposed 2021** |
|   | **Dec '19 - Nov '20** | **Dec '19-Nov '20** | **Dec '20-Nov '21** |
| 4005 · PRESIDENT | $5,000 | $1,000 | $5,000 |
| 4020 · BOARD MEMBERS | $2,000 | $0 | $0 |
| 4045 · BOARD OF DIRECTORS | $18,000 | $10,868 | $22,000 |
| 4050 · OFFICER/REP TRAVEL | $5,000 | $365 | $5,000 |
| **Sub-Total** | **$30,000** | **$12,233** | **$32,000** |
|   |   |   |   |
| 4105 · COMMITTEE DESK EXPENSE | $300 | $0 | $250 |
| 4145 · COMMITTEE TRAVEL | $4,800 | $0 | $1,300 |
| 4150 · EVENT FACILITY SELECT | $3,000 | $0 | $3,000 |
| 4165 · DISTRICT DIRECTOR TRAVEL | $12,000 | $3,000 | $12,000 |
| **Sub-Total** | **$20,100** | **$3,000** | **$16,550** |
|   |   |   |   |
| 4205 · NP PRINTING | $18,000 | $21,000 | $24,000 |
| 4210 · NP MAILING | $15,000 | $11,400 | $12,500 |
| 4215 · EDITOR - NP | $150 | $0 | $0 |
| 4220 · COST OF MATERIALS SOLD | $55,000 | $55,000 | $55,000 |
| 4225 · COST NON-INVENTORY ITEMS | $500 | $200 | $500 |
| 4230 · INVENTORY ADJUSTMENT | $750 | $2,000 | $1,000 |
| 4235 · SALES POST/HAND'L COST | $13,000 | $27,550 | $27,550 |
| **Sub-Total** | **$102,400** | **$117,150** | **$120,550** |
|   |   |   |   |
| 4305A - MEMBERSHIP EXAM COST |   | $200 | $200 |
| 4305 · REGISTRATION EXAM COST | $1,350 | $400 | $500 |
| 4310 · PQ COURSE COST | $14,000 | $3,800 | $4,000 |
| 4340 · WEB BASED TRAINING COST | $5,000 | $6,700 | $6,700 |
| 4345 · PRC COURSE COST | $1,800 | $0 | $1,800 |
| **Sub-Total** | **$22,150** | **$11,100** | **$13,200** |

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| --- | --- | --- | --- |
| **EXPENSES** | **Approved 2020** | **Projected YTD** | **Proposed 2021** |
| 4405 · PAYROLL EXPENSES | $262,000 | $250,000 | $288,000 |
| 4410 · UTILITIES | $6,800 | $5,000 | $6,000 |
| 4415 · BUILDING MAINTENANCE | $12,000 | $12,000 | $6,000 |
| 4420 · TELEPHONE | $4,000 | $7,900 | $7,000 |
| 4425 · SUPPLIES | $3,500 | $2,400 | $3,500 |
| 4430 · EQUIPMENT MAINTENANCE | $5,000 | $2,200 | $3,000 |
| 4435 · STAFF TRAVEL/MILEAGE | $7,000 | $0 | $7,000 |
| 4438 · STAFF TRAINING | $1,500 | $500 | $1,000 |
| 4440 · MEMBERSHIP MANUAL | $0 | $0 | $0 |
| 4445 · INFORMATION TECH SVRCS | $12,000 | $14,000 | $23,000 |
| 4455 · POSTAGE/FREIGHT | $5,200 | $4,000 | $4,000 |
| 4460 · HQ CAPITAL EQUIPMENT | $4,000 | $2,500 | $3,000 |
| 4465 · BANK/CREDIT CARD CHARGES | $16,000 | $19,599 | $18,303 |
| 4470 · HQ MISCELLANEOUS EXPENSE | $5,000 | $4,000 | $4,000 |
| **Sub-Total** | **$344,000** | **$324,099** | **$373,803** |
|   |   |   |   |
| 4505 · PRINTING | $5,000 | $4,000 | $5,000 |
| 4510 · LEGAL AND AUDIT | $15,000 | $15,000 | $15,000 |
| 4515 · INSURANCE | $5,500 | $5,500 | $5,500 |
| 4520 · MARKETING | $7,000 | $5,000 | $5,000 |
| 4525 · YOUTH SPONSORSHIP | $0 | $0 | $0 |
| 4530 · YOUTH LIAISON EXPENSE | $1,000 | $0 | $2,500 |
| 4535 · YOUTH INTERN EXPENSE | $0 | $0 | $0 |
| 4540 · YOUTH RECOGNITION COST **Awards and Recognition costs** | $250 | $0 | $1,800 |
| 4550 · MISCELLANEOUS EXPENSE | $2,500 | $2,000 | $2,000 |
| **Sub-Total** | **$36,250** | **$31,500** | **$36,800** |
|   |   |   |   |
| **TOTAL EXPENSES** | **$554,900** | **$499,082** | **$592,903** |
|   |   |   |   |
| **TOTAL INCOME** | **$566,900** | **$653,314** | **$610,104** |
|   |   |   |   |
| **Operating Budget Deficit/Surplus** | **$12,000** | **$154,231** | **$17,201** |