



NAP LEADERSHIP CONFERENCE 2022

August 26-27, 2022
Virtual Meeting

ATTENTION
Association and
Unit Leaders



Program Guide

Learn everything you need to know
about being an association or unit leader in NAP.



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Welcome



Welcome to the 2022 Leadership Conference!

This year's program is designed to inspire, motivate, and empower you to Soar to New Heights as we all continue our journey from good to great!



Over the next two days we, we will cover several fundamental subjects such as your fiduciary and financial roles and responsibilities featuring Carl Nohr, PRP, and Evan Lemoine, PRP, respectively. Helen McFadden, PRP, will guide you on how to appropriately handle disciplinary issues that may arise outside the meeting. C.J. Cavin, PRP, will share valuable insights on conducting effective virtual and hybrid meetings. NAP headquarters staff led by Executive Director Cyndy Launchbaugh, will introduce you to the resources and services available to you at the national level.

Interactive listening sessions are the hallmark of Saturday's sessions. This is where you will share ideas on how to re-energize your meetings, your organizations, and yourselves. We will also discuss how to improve your member recruitment and retention efforts.

Thank you to all the talented presenters and facilitators who are participating in this program. More importantly, we thank each of you for your commitment to becoming stronger leaders and inspiring others to follow.

Enjoy the 2022 Leadership Conference!

Beverly Tatham, PRP
Tamara Harris, PRP
2022 NAP Leadership Conference Coordinators



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Conference Agenda

Friday, August 26, 2022

All times CDT

10:00 a.m. -10:30 a.m.	Welcome and Introductions by Leadership Conference Coordinators, Beverly Tatham, PRP; and Tamara Harris, PRP	Meet the members of the NAP Board of Directors and your District Directors.
10:30 a.m.-11:00 a.m.	NAP President Update <i>President Wanda Sims, PRP</i>	Learn about new initiatives designed for NAP's associations and units and how they will benefit our members.
11:00 a.m.-12:00 p.m.	Roles & Responsibilities: Fiduciary <i>Carl Nohr, PRP</i>	Examine the fiduciary responsibilities you have as leaders of your organization.
12:30 p.m.-1:30 p.m.	Roles & Responsibilities: Disciplinary <i>Helen McFadden, PRP</i>	How to deal with improper conduct that occurs outside of association and unit meetings. What you need to know as leaders to mitigate your organization's liability and ensure fairness to your members.
3:30 p.m.-4:30 p.m.	Hybrid Meetings and Best Practices <i>C.J. Cavin, PRP</i>	Hybrid meetings are our present and foreseeable future. We will discuss how to do them well regardless of the size of your association or unit.
4:30 p.m.-5:00 p.m.	Recap <i>Leadership Conference Coordinators</i>	



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Saturday, August 27, 2022

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10:00 a.m.-11:00 a.m.	Your NAP Connection <i>NAP Staff</i>	Get acquainted with the NAP staff and the services and resources they provide, including key dates and deliverables.
11:35 a.m.-12:50 p.m.	Member Retention and Recruitment <i>Thejewa Garrett, PRP</i>	Discuss strategies for recruiting and retaining members. Share your own experiences and ideas.
1:15 p.m.-2:30 p.m.	The Power of Mentoring <i>Darlene T. Allen, PRP</i>	Helping members navigate their NAP membership experience and their personal goals can make a difference. Explore how it could work in your association or unit.
2:55 p.m.-4:10 p.m.	Finding Balance: How to Avoid Meeting Boredom <i>Deborah Underwood, PRP;</i> <i>Freddie Colston, PRP</i>	Discuss how to create balance for your members that will energize them and the organization. Share ideas on how to be more engaging and creative when providing parliamentary education.
4:10p.m.-4:40 p.m.	Wrap Up <i>Adam Hathaway, PRP</i>	
4:40p.m.-5:00 p.m.	Closing and Final Remarks	



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Meet the Presenters



Darlene T. Allen, PRP, has been a member of NAP since 1998, and is a long-time practicing professional registered parliamentarian. She served as President of NAP 2019-2021. She currently is a member of the NAP Commission on Credentialing.



C.J. Cavin, PRP, is a licensed Oklahoma attorney and a credentialed parliamentarian. He also obtained the Certified Parliamentarian-Teacher credential from the American Institute of Parliamentarian. He is the full-time parliamentarian for the Oklahoma House of Representatives, the treasurer for the American Institute of Parliamentarians, treasurer for the American College of Parliamentary Lawyers; and president of the Oklahoma State Association of Parliamentarians.



Freddie Colston, PRP, became a member of NAP's Sartwell-Tunstall Unit in Washington, D.C. in 2002. Later the same year, he became the unit's president. He received his RP and PRP credentials in 2003. He served on the Committee of Timekeepers for four NAP Biennial Conventions and was chairman for two of those years.

Freddie is a Life Member of KAPPA ALPHA PSI Fraternity, Inc., where he currently serves as the Grand Parliamentarian and Provincial Parliamentarian. Freddie is a former member of the City Council for the Town of Forest Heights, MD. He stepped down to become the Chief Election Judge for the town of Forest Heights. He has served as parliamentarian for the Romance Writers of America, the Supreme Knights of Columbus, and the African Methodist Episcopal Church. He has presented workshops for various organizations in the Washington, D.C., Maryland, and Virginia areas.

Freddie has a BA degree in Arts from Grambling (College) State University and MA degree in communication from the University of the District of Columbia, Washington, D.C.



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Theljewa Garrett, PRP, is currently the National Association of Parliamentarian's Youth Committee chairman. She also serves as the president of the Pennsylvania Association of Parliamentarians, N.L. Carter Unit, and as parliamentarian for several community organizations.

Following her retirement in 2001, Theljewa returned to her passion-community service, where she spends many hours working to help bring change and encourage all persons to learn, grow, and thrive. Since 2018, Theljewa has served as chairman of the Ambler YMCA Community Outreach and Engagement Committee. On January 27, 2022, Theljewa began her term as chairman.



Helen T. McFadden, PRP is retired from the practice of law and concentrates her legal time in the formation and development of non-profit organizations. She has served as an attorney for the General Assembly of South Carolina, in which position she developed expertise in legislative parliamentary practice [1982-86]. She teaches parliamentary procedure to elected officials for the South Carolina County Association, South Carolina Municipal Association, and other governmental organizations in South Carolina. She has served the Democratic National Committee and its Convention as parliamentarian since

1996. She is a Professional Registered Parliamentarian with the National Association of Parliamentarians (NAP), a Certified Parliamentarian with the American Institute of Parliamentarians, a member of the American College of Parliamentary Lawyers, and a member of the Board of Directors of the American Institute of Parliamentarians (AIP 2019-2023). She served as a reader for the revision of the AIP Standard Code of Parliamentary Procedure.

She served as chair of the Board of Voter Registration in Williamsburg County from 1994 to 2014. Currently she serves as secretary to the Williamsburg County Election Commission [from 2014 to current]. She has represented many local governing bodies in voting rights matters.

She has previously served two terms on the AIP Board of Directors (during the 1990s) and as editor of the Parliamentary Journal. Within NAP she has served two terms as chair of the Ethics Committee for NAP and served as General Counsel to NAP, 2018-2019.

She has served on the Board of Directors of Vital Aging of Williamsburg County for 10 years, resigning in 2020; and on the Board of the Pee Dee Coalition Against Domestic Violence (currently) (8 years). She is active in the Kingstree Lions Club and the Rutledge Book Club in Lake City. She has been active in working to enhance the digital economy for economic development in Williamsburg County, helping to create The Digital Lane.



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Evan Lemoine, PRP, is currently the National Association of Parliamentarian's Youth Committee chairman. She also serves as the president of the Pennsylvania Association of Parliamentarians, N.L. Carter Unit, and as parliamentarian for several community organizations.

Following her retirement in 2001, Theljewa returned to her passion-community service, where she spends many hours working to help bring change and encourage all persons to learn, grow, and thrive.

Since 2018, Theljewa has served as chairman of the Ambler YMCA Community Outreach and Engagement Committee. On January 27, 2022, Theljewa began her term as chairman.



Carl Nohr, PRP, joined NAP in 2013 and became an RP in 2017 and a PRP in 2018. He has served as a Director at Large on the NAP Board of Directors since 2019. He is also credentialed as a corporate director through the Institute of Corporate Directors (ICD.D). He loves to help members get what they want done at meetings!



Deborah Underwood, PRP, is a Professional Registered Parliamentarian and the District Four Director. She was elected District Representative at the 43rd Biennial Convention which was held virtual in September 2011. She has held leadership roles on all levels of NAP. Deborah joined the National Association of Parliamentarians (NAP) as a member of the Marjan Suburban Parliamentary Unit in 2005. After bringing the Moraine Valley Unit back from the brink of dissolution in 2015, she became an affiliate member and continues to be active and recruits new members for both units. She is also a member of the Registered Parliamentarians of Illinois Unit. She has served as president of the Illinois State Association of Parliamentarians, assistant coordinator of NAP's 41st Biennial Convention in 2017, and as NAP Leadership Conference Coordinator. She is a Life member of ALPHA KAPPA ALPHA Sorority, Inc.



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Adam Hathaway, PRP, is serving his second two-year term on the National Association of Parliamentarians Board of Directors as a Director-at-Large. He is the parliamentarian as well as past president of the New Mexico State Association of Parliamentarians and past president of the Albuquerque Parliamentarian Unit. Adam teaches leadership and parliamentary procedure classes at the international, national, state, and local levels, both in person and virtually. His parliamentary clients include non-profit organizations; government agencies, boards, and committees; and a federal credit union. He holds a Master's Degree in Public Administration and a Bachelor's Degree in Organizational Communication.



NAP Headquarters Staff

Cynthia Launchbaugh, Executive Director, joined NAP's staff in December 2014 as the interim executive director. She became the permanent executive director in February 2015. Under Cyndy's leadership, the NAP headquarters staff have become integral to the delivery and management of member services and programs. They provide both strategic and administrative support to NAP's members and associations and units. Cyndy has more than 25 years of experience in managing membership associations.

Staff picture from left to right: Alexandra Blair, Marketing and Communications Manager; Susan Bradley, Fulfillment and Membership Assistant; Cheryl DeShon, Member Services Manager; Cynthia Launchbaugh, Executive Director, Wanda Sims, PRP, NAP President.