

Virginia State Association of Parliamentarians  
Board of Directors Meeting Minutes

██████████  
Richmond, Virginia  
March 9, 2019



AGENDA

In Attendance were Margie Booker (VSAP President and Parliamentary Law Club of Richmond), Lynda Baer (Fredericksburg), Gladys Jordan (Parliamentary Law Club of Richmond), Yulanda Humphrey (Peninsula Unit), Rhiannon Liker (M Stanly Ryan), Beatrice Squire (NOVAMAGS), Cynthia Mayo (M. Stanley Ryan), Sala Powell-Dabney ( M. Stanley Ryan), and Cora Salzberg (VDEER).

The regular meeting of the Virginia State Association of Parliamentarians Unit Board of Directors was held on Saturday, March 9, 2019 at ██████████ Richmond, VA with Margie Booker, VSAP President being in the chair and the Cora Salzberg, Secretary, being present.

**CALL TO ORDER**

With a quorum being present, President Booker called the meeting to order at 11:20 AM with Board reciting the Pledge of Allegiance of America and the inspirational poem “Do More” read by President Booker.

**APPROVAL OF OCTOBER 27, 2018 VSAP BOARD OF DIRECTORS MINUTES**

The Board of Directors approved the October 27, 2018 Board of Directors’ Meeting Minutes as disseminated.

**REPORTS OF OFFICERS**

Officers reports are attached to the March 9, 2019 Board of Directors Meeting Minutes. See Attachments A through G.

President  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
Recording Secretary  
Treasurer  
Corresponding Secretary  
Historian

Margie Booker  
Lynda Baer  
Beatrice Squire  
Cora Salzberg  
Cynthia Mayo  
Donald Garrett  
Rhiannon Liker

**STANDING COMMITTEE REPORTS**

**Budget and Finance**

**Beatrice Squire**

**Bylaws**

In the absence of Chair Donald Garrett, President Booker encouraged VSAP members to submit amendments changes

Donald Garrett

**Youth Development**

Cora Salzberg presented an update of 2018 Youth Development Committee activities. See attachment G.

Cora Salzberg

**SPECIAL COMMITTEE REPORTS**

Information Technology  
Units and Clubs Reports-See attachments I-M

Donald Garrett

**NEW BUSINESS**

Nominating Committee, given by Cynthia Mayo, Nominating Committee Member -See attachment N

Cynthia Mayo

VSAP 62<sup>ST</sup> Annual Convention  
Convention Coordinator & Host Committee  
Program and Workshops Coordinator

Lynne Victorine  
Lynda Baer

**ANNOUNCEMENTS**

Meeting date: 62<sup>nd</sup> Convention

**ADJOURNMENT**

Meeting adjourned at 2:00 PM.

Cora Salzberg, VSAP Secretary: Cora Salzberg, PRP

Date: April 29, 2019

Margie Booker, VSAP President: \_\_\_\_\_

Date: \_\_\_\_\_

## **OFFICERS REPORTS**

**Attachment A**  
**President's Report**  
**Margie Booker, PNP**  
**Virginia State Association of Parliamentarians**  
**March 9, 2019**

Since the Board of Directors meeting in October, your President attended the District 2 Conference in Hot Springs, Virginia

During the M. Stanley Ryan Unit of Parliamentarians' December meeting, she had the pleasure of installing the newly elected officers for fiscal year 2019-2020.

She served as instructor of one of the Registered Parliamentarian' Study Series Sessions. Your President also served as moderator for two of these sessions.

She approved two more GOO grant for this fiscal year.

Margie Booker, PRP

President VSAP

**Attachment B**  
**1<sup>st</sup> Vice-President's Report**  
**Lynda Baer, PNP**

This officer has been working on the upcoming Conference in Roanoke. The theme will be chosen from "The Power of Parliamentary Procedure" or "The Power of Rules." Beatrice Squire has offered to present a program on "Protocol." Dr. Cynthia Mayo, PRP, and Margie Booker, PRP have offered to repeat their popular workshop from the Training Conference "Your Opinion Matters." Michael Wagner-Digges returns with his extremely popular "'RONR: It's in the Book - Where to Find It.'" One workshop is still needed.

Also, as the 2020 Conference has been scheduled for Fredericksburg, it has been fun to gather information on hotels in the area.

It was also a pleasure to teach a parliamentary workshop to high school seniors at a military academy in Richmond.

**Attachment C**  
**2<sup>nd</sup> Vice-President's Report**  
**Beatrice Squire**  
**Virginia State Association of the**  
**National Association of Parliamentarians**

**March 9, 2019**

The Second Vice President of the Virginia State Association of Parliamentarians (VSAP) has performed all duties as prescribed in the VSAP bylaws.

The Second Vice President is preparing to become credentialed, and has taken Parts II, III, IV and V of the Registration Examination. She looks forward to being an RP or PRP by the time of the 2019 NAP Convention in Las Vegas.

Additionally, she is a nominee for First Vice President of the Virginia State Association of Parliamentarians. In preparation for the potential position of First Vice President, the nominee will be soliciting information on drafting and preparing the VSAP budget and other info from the Treasurer and current First Vice President.

The Second Vice President attended the District II Conference at the Homestead, Hot Springs VA, in November 2018.

In her position as President of the NOVAMAGS Unit, the Second Vice President is a member of the planning committee for the 2020 VSAP Convention, and has been hard at work organizing, arranging and laying the groundwork for the convention.

**Attachment D**  
**Recording Secretary**  
**Cora Salzberg, PRP**  
**March 9, 2019**

**Update**

Approval of October 27, 2018 VSAP Board of Director's Meeting Minutes.

**Upcoming Duties**

- Record the minutes of the Association, the Board of Directors, and the Executive Committee;
- Send a copy of the minutes of the meetings of the Board of Directors and Executive Committee to members of those respective bodies within sixty (60) days following each meeting.
- Within sixty (60) days following each Annual Association Convention, send copies of the minutes of the convention to the Association officers. At the close of an administration, send copies of the minutes of the convention to the retiring and newly elected officers.



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Attachment F**  
**Corresponding Secretary's Report**  
Donald Garrett  
No report

**Attachment G**  
**Historian's Report**  
Rhiannon Liker  
No report

**STANDING COMMITTEES' REPORTS**  
**Attachment H**  
Budget and Finance  
Beatrice Squire  
No Report

**Attachment I**  
**Bylaws Committee**  
 Cynthia Mayo

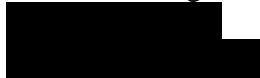
Bylaw, as Written	Changes recommended	As Adopted
Article V Section E. The Treasurer shall:  2. Except for the Association Convention Fund Account, be custodian of all funds of the Association	.Article V  Section E. <b>The Treasurer shall:</b> <b>2. Be custodian of all funds of the Association</b>	Section E. T <b>2. Be custodia</b>
<p style="text-align: center;"><b><u>Article VII</u></b>  <b>Meetings</b></p> Section 1 A. The Annual Association Convention The Annual Association Convention shall be held the first week in May, unless otherwise determined by the Executive Committee.	<p style="text-align: center;"><b><u>Article VII</u></b>  <b>Meetings</b></p> <b>Section I. A.</b> The Annual Association Convention shall be held the <b>last weekend in April</b> or the first week in May, unless otherwise determined by the Executive Committee	Section I A. The held the <b>last wee</b> otherwise determ

Standing Rule as Written

- The budget shall include a line item designated as the Convention Fund. A sum of four hundred dollars (\$400.00) shall be advanced annually from the Association to the Convention Arrangements Chairman to cover incidental costs of the annual convention of the Association. Checks for convention registration and meals shall be made payable to and deposited **VSAP account**. Any excess income realized from a convention shall be returned to the Association to be deposited in an account which shall accumulate and be allowed to accrue interest. Any amount over \$1,000.00 shall go into the General Fund. At no time would monies from the Convention Fund be used for any other purposes. When convention expenses exceed the advanced amount (\$400.00) additional monies may be requested, in writing, from this fund by the host unit, subject to the approval of the Executive Committee. The Convention Arrangements Chairman shall be responsible to the Treasurer of the Association at all times for all funds.

**Attachment J**  
**Youth Development Committee**  
**Cora Salzberg**  
 March 9, 2019

Ms. Margie Booker, PRP  
 President, Virginia State Association of Parliamentarians



Dear Mrs. Booker:

I write to request that the VSAP Board of Directors approve a budget for the newly adopted Youth Development Standing Committee. The proposed activities and proposed budget for the 2019-2020 include:

**PROJECT OBJECTIVE NO. 1.** To establish Youth Development Committee at each of the VSAP Units and the Parliamentary Law Club of Richmond. Each unit/club is asked to identify three volunteers to serve as judges for Parliamentary Procedure Youth Contests and/or coaches to assist advisers of youth leadership groups prepare for contests. VSAP YDC members will: (1) support the National Association of Parliamentarians' (NAP) Youth Committee in carrying out its goals; (2) promote partnerships with and increase participation in youth organizations; (3) provide training in coaching and judging youth competitions for VSAP Units and the Parliamentary Law Club; (4) assist youth organizations with providing effective instruction to their members; (5) develop and enhance leadership skills through the study and practice of parliamentary procedure; and (6) work cooperatively with the NAP Education Foundation.

**Activity 1.1-Recruiting and Training Judges for Parliamentary Procedure Contests**

- Recruitment letters are sent to VSAP Members in 12 Units and Parliamentary Club of Richmond via VSAP Website \$0.00
- Forty copies of NAP *Spotlight on Judging Parliamentary Procedure Contest Handbook (duplicate original document while waiting for NAP update)* \$10.00
- Three judges' travel (estimated) \*
  - Mileage, .54 per mile-(estimated 300 miles) \$162
  - One-night housing at \$140 @ for three judges\* \$420
  - Meals (dinner, breakfast and lunch) \$25 each for 6 judges \$75

**\*Sponsoring organization will be asked to provide housing if judges are requested to be on site before 9:00 AM and mileage if judges have to travel over 100 miles one way.**

**Subtotal \$657.00**

**Activity 1.2- Coaching and Training Workshops**

- Webinar *How to Prepare Students for Competition* \$00
- Parliamentary Procedure Lessons taught by six VSAP members \$20 each session* \$120
- Coaches travel to middle and senior highs and colleges \$100

**Subtotal \$220**



## **PROJECT OBJECTION NUMBER 2**

For the second year, the Virginia Dalton and Eloise Engledove Richmond (VDEER) Unit will conduct Parliamentary Procedure lessons to students in Virginia Commonwealth University (VCU) ASPIRE and VCU NAACP Chapter Programs. Two lessons (ASPIRE Program and NAACP chapter) are designed to teach these students how to conduct more efficient meetings and promote group civility. Lessons will be taught once a month for two hours, which are contained in *Robert's Rules of Order, Newly Revised In Brief* Book, students will learn strategies that enhance being good leaders and good followers. Finally, students will be encouraged to take the NAP Membership examination and join a local NAP/VSAP Unit.

### **Activity 1-College Parliamentary Procedure Classes at VCU**

Two Parliamentary Procedure classes at VCU for ASPIRE Student Leadership Program and NAACP Chapter.

-Two instructors paid \$20.00 each	\$40
-RONR in Brief, 16 copies** \$7 each	\$112
-Refreshments, \$4 each for 16 students**	\$ In-kind

**Subtotal** **\$152**

\*\*Estimated copies and students

## **PROJECT OBJECTIVE NUMBER 3**

Virginia Dalton and Eloise Engledove Richmond (VDEER) Unit of Parliamentarians and Richmond Public Schools (RPS) have formed a partnership, which will provide Parliamentary Procedure workshops and classes for students in Richmond Public Schools' leadership programs such as Future Business Leaders of American, Student Government Associations, Honor Society two sessions will be taught at Franklin Military Academy, Richmond Community, Armstrong High Schools or Martin Luther King Middle School. Four sixty-minute lessons at two sites will be conducted in during the spring semester (January-May, 2019) and limited to 30 students at each site. These lessons are designed to promote effective communication, enhance conflict resolutions skills, and show the importance of Parliamentary Procedure in conducting more productive and civil meetings.

### **Activity 1-Richmond Public Schools**

-Three planning and scheduling meetings	\$00
-Sixty (60) copies RONR in Brief at \$7 each	\$420
-Handbooks-60 student at \$5.00 each	In-kind
-Healthy Refreshments \$5.00@ at 12 sites for 90 students (RPS)	In-kind
-4 lessons taught by four VSAP Members at \$20 each	\$80

**Subtotal** **\$500**

**GRAND TOTAL** **\$2029.00**

Recommendation: I move that the President appoint a committee of three composed of Mary Loose Deviney, Sala Powell-Dabney and Yulanda Humphrey to write and submit a proposal to the NAP Educational Foundation for funding the 2019-2022 VSAP Youth Development Committee activities. The Committee will make a progress report at the VSAP 62<sup>nd</sup> Annual Convention in Roanoke, VA and a final proposal at the Fall 2019 VSAP Board of Directors Meeting.

**Attachment K**  
**SPECIAL COMMITTEE**  
Information Technology Donald Garrett  
No report

**UNIT/CLUB REPORTS**

**Attachment L**  
**M. Stanley Ryan**  
**Sala Powell Dabney, President**  
**March 9, 2019**

The M. Stanley Ryan Unit of Parliamentarians continues to hold meetings on the third Wednesday of each month, September through May. We meet at The United Methodist Conference Center on Staples Mill Road in Richmond, VA. Our business meetings are 6:30 PM to 7 PM with educational sessions from 7PM to 8:30 PM. Classes are led by pairs (Teams) of members who are assigned lessons for each month. Immediate past President, Marian Martin, PRP, presided January through December 2018.

Our unit suffered a great loss early September 2018 with the passing of Pat Ryan Ashlaw, daughter of our unit's founder and name sake. Pat's many years of participation and contributions warranted special ceremony. We dedicated our September meeting to Pat with member reflections and a slideshow, thus providing some closure. VSAP President Margie Booker, PRP, attended and presented a beautiful proclamation in Pat's memory.

A nominations committee presented a new slate of officers in October. Elections were held in November and the new officers were installed in December at our annual Holiday fellowship. VSAP President, Margie Booker, PRP. Performed the installations. The new officers for 2019 are Sala Powell-Dabney, President, Rhiannon Liker, 1<sup>st</sup> Vice President James Carney, 2<sup>nd</sup> Vice President and Aleatha Conway, Treasurer. Archer Dabney was installed as Secretary in January 2019.

The M. Stanley Ryan Unit currently has 46 members.

Membership breakdown:

Provisional Members	27
NAP	15
Registered	0
Professional Registered	3
PRP Retired	1

Goals of the year will continue to include encouraging members to prepare to take their next level NAP tests. We are especially working with our provisional members to take the first level exam to become National members. Three members participated in a review session presented by VSAP at Virginia Union University. All three passed the NAP exam. Other goals are to conduct workshops for Richmond community organizations and to provide support to our State and National Association of Parliamentarians.

M. Stanley Ryan Unit partnered with the Parliamentary Law Club for the “Grow Your Own” workshop held April 13<sup>th</sup> at First United Presbyterian Church, Richmond, VA. Our theme “The ABC’s of Effective Meetings” Our presenters were Margie Booker, PRP, VSAP President and Dr. Cynthia Mayo, PRP. The workshop was free to participants. There were 64 attendees. Members of both units worked well together to make it a success. Evaluation comments were very positive.

M. Stanley Ryan adopted John Marshall High School’s FBLA (Future Business Leaders of America) program. Members of our youth committee helped prepare their members for a Parliamentary procedures test. Five students competed February in the regional FBLA parliamentary competition. They won first place! This gave them the opportunity to compete Statewide in Reston, VA April 5<sup>th</sup> and 6<sup>th</sup>. The team came in fifth place, each receiving beautiful trophies. Brianna Hickman, of the team was elected regional FBLA president. James Carney of M. Stanley Ryan Unit, Advisor

Our immediate past President, Marian Martin, PRP served as Delegate for the 61<sup>st</sup> VSAP Convention and the 2018 NAP National Training Conference in Buffalo, NY. This President has presided at Unit meetings since January 2019, attended the first quarter Executive Board meeting, mentored and coached FBLA students in parliamentary procedure, served as a judge for youth organization contests and appointed to the Youth Develop Committee by the VSAP Executive Board.

**Attachment M**  
**Northern Virginia Marching and Gavel Society (NOVAMAG) Unit**  
**Virginia State Association of the National Association of Parliamentarians**  
**March 9, 2019**

The Northern Virginia Marching and Gavel Society (NOVAMAGS) Unit continues to remain steadfast, determined and committed to the study of parliamentary procedure.

NOVAMAGS usually meets the third or fourth Wednesday or Thursday of the month (depending on availability of a meeting room), at the Richard Byrd Library, 7250 Commerce Street, Springfield, VA 22150-3499, from September through June. NOVAMAGS does not meet in July and August. The next three regular meetings are Thursday, March 14, Wednesday, April 17, and Wednesday, May 15.

At each meeting the program focus on a segment of parliamentary procedure.

NOVAMAGS is happy to report that Steven J. Berke, its newest member, recently passed the registration exam. NOVAMAGS has 11 members. Two are professionally registered parliamentarians, one, a retired registered parliamentarian and one a registered parliamentarian. One member is studying for the Registration Examination and looking forward to being credential in the near future.

The NOVAMAGS President attended the District II Conference at the Homestead, Hot Springs VA, in November 2018.

NOVAMAGS members participate in organizations where they use their parliamentary or other skills to provide service to the community. The President or another NOVAMAGS member will present a workshop on parliamentary procedure on April 12, at the Future Business Leaders of America State Leadership Conference on Friday, April 12. The FBLA has several new chapters and their leaders have requested parliamentary procedure training. Further, later this month Donald Garrett is scheduled to participate in some youth parliamentary activities. Earlier this month, the President served as a judge for an FBLA speech contest, involving prepared and extemporaneous speeches.

The unit is proceeding with plans to present a workshop on "Grow Our Own," spearheaded by Donald Garrett.

The Northern Virginia units are hosting the 2020 VSAP Convention, with NOVAMAGS as the team leader.

At least three NOVAMAGS plan to attend the 2019 VSAP Convention.

**Attachment N**  
**Fredericksburg Parliamentary Unit**  
**President Lynda Bear, PRP**

The Fredericksburg Parliamentary Unit continues to meet on the first Tuesday evening of every month at the Fredericksburg Branch of the Library. Burke Balch, PRP, member, offers a program on Motions each month as well as give a 15-minute tutoring to provisional members at the close of each meeting.

Although a small Unit, members are especially interested in coming to VSAP and NAP events. The Buffalo Training Conference and the District II meetings were well attended. Plans are underway for our 2<sup>nd</sup> Workshop for the Public on March 31<sup>st</sup>. New officers will be elected in May.

The first purchase of our Unit is name badges that we will be wearing proudly in Roanoke for the VSAP Conference.

**Attachment O**  
**Virginia Peninsula Unit of Parliamentarians**  
**President Yulanda Humphreys**

The Virginia Peninsula Unit of the VSAP has had regular monthly meetings since September 2018 for the 2018-2019 year with the following officers; Yulanda Humphreys, President, August Owens, Vice President, Margaret Wilson, Secretary and Gloria Mercado, Treasurer. Most recently we held a holiday luncheon at the Olive Garden in Hampton with Michael Wagner-Diggs as guest speaker

followed by our annual ornament exchange. Members were impressed with the presentation and asked Mr. Wagner-Diggs to return.

The unit has met in January and February of 2019 and has planned to hold a workshop on April 13<sup>th</sup> opened to the public and for no fee but registration prior to the event. A copy of RONR, In Brief will be offered to attendees. Subject matter will be presented by members of the unit and a questions and answer period will close out the workshop.

The Nominating Committee, elected in January 2019, will present a slate of officers at the March meeting with election and installation to be held at the April luncheon meeting. Lynda Baer has agreed to come and install the new officers for the 2019-2020 year.

The Unit is also working to have a more accurate listing of members and contact information for all members of the unit. Provisional members of Peninsula Unit are being encouraged to take the membership exam to NAP and are looking forward to announcing those members at future VSAP Board meetings.

#### **Attachment P**

Virginia L. Dalton and Eloise Engledove Richmond Unit

March 9, 2019

Cora Salzberg, PhD, PRP

Between September 2018 and March 2019, the Virginia L. Dalton and Eloise Engledove Richmond Unit (VDEER) met the first Wednesday of each month from 6:00-7:30 PM even though the president was hospitalized in November and December. In addition to monthly meetings, unit members have been involved in Youth Development Committee events; namely, visiting Westminster Canterbury Senior Community to help unit president prepare and mail letters to Advisors/Sponsors of Youth Leadership Programs at middle and senior high schools and colleges informing them of the services of the Development Committee and soliciting judges for Youth Parliamentary Procedure contests.

In August 2018, the VDEER Unit president met with Mrs. Cheryl Burke, Member of the Richmond Public School Board and Mr. David Hudson, Principal of Franklin Military Academy to discuss the value of teaching parliamentary procedure classes. At a follow-up meeting in October, the RPS and VDEER representatives set a tentative schedule and identifying best students for classes. On January 29, 2019, Lynda Baer, PRP conducted a high energy, interactive and comprehensive workshop for 18 senior cadets. Lynda's enthusiasm and energy held the students' attention and motivated the youngsters to become fully involved. On February 5, 2019, Valarie Jones, PRP of the Parliamentary Law Club of Richmond conducted the second Franklin Military

Academy Parliamentary Procedure Workshop, which was well received by the youngsters. Each student was given a copy of *Robert's Rules of Order in Brief*. After each workshop students applauded presenters and stated how much they had learned.

A second Richmond Public School's Parliamentary Procedure workshops are scheduled at Armstrong High School in April 2019.

In September 2018, VDEER President met with Nannette Bailey, Coordinator of Virginia Commonwealth University's ASPIRE Leadership Program and NAACP Student Chapter to discuss conducting a VCU Parliamentary Procedure Workshop on February 9, 2019. Beatrice Squire and Donald Garrett, PRP were the designed instructors; however, due to a computer malfunction and university spring break, the class will be rescheduled in April 2019.

**Attachment Q  
Nominating Committee  
Report**

**For President, Lynda Baer**  
**For 1<sup>st</sup> Vice President**  
**For 2<sup>nd</sup> Vice President,**  
**For Recording Secretary, Rhiannon Liker**  
**For Treasurer, Vacant**

**Attachment R  
2020 Conference  
Donald Garrett**

Dear President Booker:

The VSAP Units in the Northern Virginia area have been hard at work making preparations for the 63<sup>rd</sup> Annual Convention of the Virginia State Association of Parliamentarians. We are seeking Executive Committee approval for the date and location of the 2020 Convention so that VSAP can reserve its spot at the meeting hotel.

**Date of Convention**

Article VII, Section 1a of the VSAP Bylaws states, "The Annual Association Convention shall be held the first week in May, unless otherwise determined by the Executive Committee." The VSAP Units in the Northern Virginia area are requesting that the Executive Committee approve **April 25-26, 2020** as the dates for the 63<sup>rd</sup> Annual Convention.

Preliminary conversations with some VSAP members have revealed that the first weekend in May is a popular time for meetings and banquets in many organizations. We believe that moving the Convention to the last weekend of April will increase attendance.

**Location of Convention**

The VSAP Units in Northern Virginia received proposals from numerous hotels in the Northern Virginia for hosting our 63<sup>rd</sup> Annual Convention. After ranking and reviewing the proposals, we

believe the **Hilton Garden Inn in Fredericksburg, Virginia** provides the best price and amenities to host the convention. Key highlights include:

- Estimated food, beverage, and meeting room rental cost at \$150 per person
- Special room rate pricing at \$109 per night
- A ballroom that can be divided into 2 meeting rooms
- Free parking and internet
- Two suite upgrades for VIP
- Easily accessible from Interstate 95
- Central location for all of Virginia

The finalist proposals are attached to this message for your review.

### **Recommendations**

We recommend that the VSAP Executive Committee:

- 1) Adopt a motion “that the 63rd VSAP Annual Convention occur on April 25 and April 26, 2020.”
- 2) Adopt a motion "that the Virginia State Association of Parliamentarians' 63rd Annual Convention be hosted at the Hilton Garden Inn, 1060 Hospitality Lane, Fredericksburg, Virginia 22401."

### **Conclusion**

Please do not hesitate to contact me if you have any questions. I am in the process of polling the Executive Committee to see when members would be available to have a telephone conference.

Sincerely yours,

Donald Garrett  
[REDACTED]

Warm regards,

Donald Garrett  
[REDACTED]

On Fri, Mar 8, 2019 at 8:46 PM [REDACTED] wrote:

...Hi everyone If you get a chance please review the attached bylaw amendment for the meeting tomorrow Remind everyone that advance Registration (\$145 is March 31) then the fee is \$155. Also the hotel \$129 cutoff date is April 3. Thanks Margie From: [REDACTED] To: [REDACTED] Sent: 2/25/2...