

Virginia State Association of Parliamentarians
62nd Annual Convention
Saturday, May 4, 2019
Hilton Garden Inn
4500 South Peak Boulevard
Roanoke, Virginia
9:30 AM

Present: VSAP President Margie Booker, PRP, (PLCRVU); VSAP First Vice President Lynda Baer, PRP (FPU); VSAP Second Vice President Beatrice Squire, RP,(NOVAMAGS), Marquitta Joyce, (RVU); Marilyn Whitaker, RVU); Lynne Victorine (RVU); Anita Wilson, (RVU); Leroy Worley, (RVU); Joyce Henderson, (CWU); Debra Henry, MD, PRP, (CWU); Jacqueline Roundtree, RP, (CWU); Alice Faye Williams, (CWU); Darlene Davis, (CUP); Deborah Fitzgerald, (CUP); Martha Rollins, (CUP); Michael Wagner-Diggs, PRP (CUP); Rhiannon Liker, (MSR); VSAP Treasurer Cynthia Mayo. PhD, PRP, (MSR); Marian Martin, PRP, (MSR) Sala Powell-Dabney, (MSR); Arlene Skinner, (MSR); Shirley Smith, (MSR); Vera Toney, (MSR); Steven Berke, RP (NOVAMAGS); Justine Baugham, (PLCRV); Gladys Jordan, (PLCRVU); Valarie Jones, Esq, PRP, (PLCRVU); Theo Jones, (PLCRVU); Nancy Parker, (PLCRVU); Edna Rodwell, (PLCRVU);); Shirley Higgs, (PLCRVU); Greta Thrasher, (PLCRVU); Alvin Thrasher,(PLCRVU); Charlotte Bailey, (SGUP); Mary Loose DeViney, PRP, (SGUP); Raymond Duke , PRP-R; Barbara Duke, (VPUP); Willie Wilson PhD, PRP (VPUP); VSAP Secretary Cora Salzberg, PhD, PRP, (VDEER) and Darlene Allen, PRP, NAP Vice President.

Opening Session of Convention

President Margie Booker, welcomed Convention delegates and guests and asked unanimous consent to allow Roanoke Vice Mayor Joseph Cobb to be the first speaker during the Welcoming remarks because he was scheduled to represent the Mayor at a memorial service this morning. There was no objection; the Vice Mayor was granted permission to speak before Lynne Victorine.

During Mr. Cobb's welcoming remarks, he praised the work of the Roanoke Valley Unit particularly during City Council meetings and other municipal business issues. In addition, Mr. Cobb reminisced regarding his exposure to Parliamentary Procedure from an early age and during his political endeavors. **See Mayor Sherman P. Lea forwarded remarks on page 7 of the program book.**

The ***American Legion Post 64 Presented the Colors*** and led VSAP attendees in the Pledge of Allegiance to the Flag of the United States of America and the National Anthem.

Beatrice Squire presented an inspirational. message.

During the introduction of Lynne Victorine, President of Roanoke Valley Unit, President Booker stated on behalf of the Board of Directors and VSAP Convention attendee's heartfelt gratitude to Roanoke Valley Unit for their hard work and commitment in the preparation of this convention.

During Welcoming remarks, Lynne Victorine, President, Roanoke Valley Unit recognized the members of Roanoke Valley Unit, welcomed convention attendees and encouraged them to call on RVU members if they have needs or assistance during the convention. **See page 4.**

Darlene Allen, PRP, NAP Vice President, congratulated VSAP Units/Club for their program and recruitment successes as well as the number of members who have earned the Registered

Parliamentarians and Professional Registered Parliamentarians Credentials. Darlene Allen encouraged VSAP Units /Club document and publish their activities.

President Booker called for **a five-minute recess** while waiting for Credentials Chair 's Report.

First Business Meeting

President, Margie Booker, PRP, welcomed VSAP attendees and called for the report of the Credentials Committee Chair, Valerie Jones. **See page 5.**

Report of Credentials

The first Credentials Report was presented by Valeria Jones, PRP. **See page 16.**

VSAP Past President	4
State Officers	3
Appointed Officers	1
Standing Committee Chairs	
Unit/Club Delegates	19
Alternate	6
Guests	
Number of Delegates Entitled to Vote	27
Number of Non-voting Members and Guests	9
Total in Attendance	36

The Credentials Committee Chair moved the adoption of the report as presented.

The First Credentials Report was adopted.

The Report of Standing Rules was presented by Marquitta Joyce. **See report on page 17.**

Marquitta Joyce moved the adoption of the Proposed Convention Standing Rules. President Booker reminded delegates that this requires a 2/3 vote in the affirmative. **The Standing Rules were adopted and will govern the proceedings of this convention.**

The Convention Program was presented by Lynda Baer, PRP, First Vice President who stated, "On behalf of the Program Committee, I move the adoption of the 62nd Virginia State Association of Parliamentarians Convention Program as printed with any necessary changes, as the official order of business."

President Booker advised the delegates that there is a correction that should be made to the Program Book as printed. Michael Wagner Diggs amended the motion by striking out the words "as printed with any necessary changes" and inserting the words "with corrections." President Booker stated, the amended motion if amended will read "On behalf of the Program Committee, I move the adoption of the 62nd Virginia State Association of Parliamentarians Convention Program with corrections as the official order of business."

President Booker reminded delegates that this will require a majority vote in the affirmative.

The amended motion was approved.

The **main motion as amended was approved See Page 23.**

Appointment of Minutes Approval Committee: President stated, “**Without objection, your president appoints Joyce Henderson, Chair, Steve Berke and Willie Watson as 62nd Convention Minutes Approval Committee.**” There were no objections, appointments were approved.

Appointment of Tellers Committee: President Booker stated, “**With no objection the Chair appoints Charlotte Bailey, Chair, Arlene Skinner, and Darlene Davis members of the Tellers Committee.**” There were no objections, appointments were approved.

Appointment of Timekeepers: President Booker stated, “**Without objection, the Chair appointed Rhiannon Liker and Edna Roswell as timekeepers.**” There were no objections, the appointments were approved.

Roll Call Presentation: Units and club were called as listed on **page 15.**

Memorial Service, presented by Gladys W. Jordan, “in Loving Memory of Diseased Members Henry Roberts, III and Patricia Ryan Ashlaw.

Report of Officers

The president stated, “The complete reports are printed and contained in the program booklet starting on page 20. If there is no objection, the reports will not be read.” There were no objections, reports were not read.

President-(page22)

First Vice President (page23)

Second Vice President Beatrice Squire (page 24)

Recording Secretary, Cora Salzberg (25)

Treasurer, Cynthia Mayo (26 & 46)

Auditor, Theo S. Jones stated the auditor reviewed the record of transactions from the Treasurer’s records, including Bank Statements, copies of cancelled and approved vouchers and found the records were in keeping with standard practice. Auditor *I moved the acceptance of the Auditor’s Report. **The Auditor’s report was adopted.***

Corresponding Secretary, Donald Garrett, **see page 27**

Report of the Executive Committee was presented by Cora Salzberg, which included the following highlights:

- 1) Executive Board approved May 3, 2018 Executive Board Meeting Minutes,
- 2) Lynda Baer moved VSAP give \$350.00 to NAP Bridge to the Future for a tile.
- 3) Elected Executive Board Members who will be Delegates and Alternates at the National Association of Parliamentarians Convention in Las Vegas.

Report of Standing Committees

Budget, Beatrice Squire, RP, proposed budget page 47 which **was adopted.**

Bylaws, Michel Wagner-Diggs, PRP, Amendments included in the March 2019 *Virginia Gaveletter*.

Education, Lynda Baer, PR Provided the workshops listed on page 28 of the program booklet.

Youth Development committee, Cora Salzberg, PRP. See pages 28-30

Reports of Special Committees

Technology Development, Donald Garrett **page 32**

Evaluation, Vera Toney encouraged delegates and guest to complete and return the evaluation form before leaving convention.

Report of Nominating Committee

Michael Wagner-Diggs, PRP stated the 2019-2021 nominees

For President, the Nominating Committee nominates Lynda Baer

For First Vice president the Nominating Committee nominates Beatrice Squire

For Second Vice President the Nominating Committee nominates Donald Garrett

For Treasurer, the Nominating Committee nominates Cynthia Mayo

For Secretary, the Nominating Committee nominates Rhiannon Liker

There were no nominations from the floor

Tellers Report

Charlotte Bailey, Chair of the Tellers Committee reported the following:

For the Office of President,

Number of votes cast **22**

Number Necessary for Election (majority) **12**

Lynda Baer received **22**

illegal votes **0**

For the Office of First Vice President,

Number of votes cast **22**

Number needed for a majority **12**

Beatrice Squire received **22**

illegal votes **0**

For the Office of Second Vice President

Number of votes cast **22**

Number necessary for election (majority) **12**

Donald Garrett received **21**

illegal votes **0**

For the Office of Secretary,

Number of votes cast **21**

Number necessary for election (majority) **11**

Rhiannon Liker received **21**

illegal votes **0**

For the Office of Treasurer,

Number of votes cast **21**

Number necessary for election (majority) **11**

Cynthia Mayo received **21**

illegal votes **0**

President's Report

For the Office of President,

Number of votes cast **22**

Number necessary for election (majority) **12**

Lynda Baer received **22**

illegal votes **0**

Lynda Baer is elected the 2019-2021 VSAP President.

For the office of First Vice President,

Number of votes cast **22**

Number needed for a majority **12**

Beatrice Squire: received **22**

illegal votes **0**

Beatrice Squire is elected the 2019-2021 VSAP First Vice President.

For the Office of Second Vice President

Number of votes casted **22**

Number needed for a majority **12**

Donald Garrett received **21**

illegal vote **1**

Donald Garrett is elected the 2019-2021 VSAP Second Vice President.

For the Office of Secretary,

Number of votes cast **21**

Number necessary for election (majority) **11**

Rhiannon Liker received **21**

Illegal votes **0**

Rhiannon Liker is elected the 2019-2021 VSAP Secretary.

For the Office of Treasurer,

Number of votes cast **21**

Number necessary for election (majority) **11**

Cynthia Mayo received **21**

illegal votes **0**

Cynthia Mayo is elected the 2019-2021 VSAP Treasurer.

Michael Wagner-Diggs stated with unanimous consent that the Tellers Committee be instructed to destroy ballots any time after 4:00 PM today. President Booker declared, "With no objection, Tellers Committee will be instructed to destroy the ballots at any time after 4:00 PM today." **There no objections; ballots will be destroyed any time after 4:00 PM today.**

Report of Special Initiatives, Growing Our Own (GOO) page 14

Chesapeake Unit of Parliamentarians
Catherine Wittman Unit
Parliamentary Law Club of Richmond Virginia
Virginia Peninsula Unit of Parliamentarians
VSAP Prepare to Lead the democratic Way

Workshop I

Entitled ***Not Necessarily Diamonds and Pearls or Sable and Champagne...***” was presented by Beatrice Squire, RP “Little Things Mean a Lot.” We are always on display. Learn good manners and proper etiquette can elevate and strengthen relationships with others, build self-confidence, and give you the winning edge.

LUNCH

Workshop II, Michael Wagner-Diggs, PRP “**RONR: It’s in the Book -Can you Find It?**” Reminiscent of Part 1 of the RP Exam, Michael presented a sentence from RONR and all tried to find the location.

Workshop III, Cynthia Mayo, PRP and Margie Booker, PRP conducted the “**Your Opinion Matters Workshop**” The workshop is designed to provide parliamentary questions, the steps and templates to writing or verbally giving parliamentary opinions.

Workshop IV, Darlene Allen, PRP, NAP Vice President, “**DON’T GET TRIPPED, USE A SCRIPT**” Workshop Advised conference attendees whether you’re giving a report or presiding officer, using a script helps to manage a meeting. Participants will become familiar with the “tinted pages” and produce scripts in response to various situations.

Announcements, President Booker reminded participants that there will be a pay bar in the lobby area.

Banquet: Entertainment provided by The William Penn Duo.

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 Sunday, May 5, 2019
 Hilton Garden Inn
 4500 South Peak Boulevard
 Roanoke, Virginia
 9:00 AM

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Workshop V “Starting an Electronic Unit of Parliamentarians” presented by Marian Martin, PRP “How to start an Electronic Unit of Parliamentarians” **See Page 18**

Second Business Meeting

Call to Order, Margie Booker called the Second Business Meeting to order at 9:00 AM

Credentials Report, Valerie Jones presented the second Credentials Report.

VSAP Past President	3
State Officers	3
Appointed Officers	1
Standing Committee Chairs	
Unit/Club Delegates	13
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Guests	
Number of Delegates Entitled to vote	20
Number of Non-voting Members and Guests	10
Total in Attendance	30

Report was adopted.

Reports of Unit and Club Presidents had no additions to completed reports contained in the program booklet. **See page 15** for Unit and Club Presidents’ Reports.

Catherine Wittman
 Chesapeake Unit of Parliamentarians (CUP)
 Fredericksburg Parliamentary Unit
 Grace Wilburn Unit
 Golden Gavel Unit
 M. Stanley Ryan Unite Parliamentarians
 Northern Virginia Marching and Gavel Society Unit (NOVAMAGS)
 Parliamentary Law Club of Richmond VA (PLC)
 Roanoke Valley Unit
 Virginia Alpha Unit of Registered Parliamentarians
 Virginia Dalton and Eloise Engledove Richmond Unit (VDEER)
 Virginia Peninsula Unit of Parliamentarians

Muriel Laliberte
 Martha Rollins
 Lynda Baer
 Joyce Eagles
 Nancy Parker
 Sala Powell Dabney
 Beatrice Squire
 Nancy Parker
 Lynne Victorine
 Cora Salzberg
 Cora Salzberg
 Yulanda Humphreys

Installation of 2019-2021 VSAP Officers

VSAP President, Lynda Baer, PRP,
 First Vice President, Beatrice Squire, RP
 Second Vice President, Donald Garrett, PRP
 Secretary, Rhiannon Liker
 Treasurer, Cynthia Mayo, PRP

Darlene Allen, PRP conducted the installation ceremony

New Business

Final Credentials Committee Report-No changes from the previous report.

Announcements

President Booker Awarded the Virginia State Association of Parliamentarians Board of Directors and Committee Chairs for two years consecutive years of service.

Presented a Certificate to the Catherine Wittman Unit and Muriel Laliberte, President ***IN RECOGNITION OF YOUR PARTICIPATION IN THE NEW MEMBERS RECRUITMENT ACTIVITY MAY 1, 2018 - APRIL 30, 2019***

Adjournment sine die

President Booker declared the Virginia State Association of Parliamentarians 62nd Annual Convention Adjourned at 11:30 AM.

<u><i>Cora Salzberg, PRP</i></u>	<u>June 4, 2019</u>
2017-2019 VSAP Secretary	Date

<u><i>Joyce Henderson</i></u>	<u>July 11, 2019</u>
2017-2019 VSAP, Chair	Date
Minutes Approval Committee	

<u><i>Willie R. Watson, PRP</i></u>	<u>June 27, 2019</u>	<u><i>Steven J. Berke, RP</i></u>	<u>June 27, 2019</u>
2017-2019 VSAP Member	Date	2017-2019 VSAP Member	Date
Minutes Approval Committee		Minutes Approval Committee	