

**Virginia State Association of Parliamentarians (VSAP)
Board of Director's Meeting Minutes
October 27, 2018**

In Attendance were Margie Booker (VSAP President and Parliamentary Law Club of Richmond), Mary Loose Deviney (Silver Gavel), Lynda Baer (Fredericksburg), Gladys Jordan (Parliamentary Law Club of Richmond), Michael Wagner-Diggs (Chesapeake Unit), Yulanda Humphrey (Peninsula Unit), Nancy Parker (Parliamentary Law Club of Richmond), Rhiannon Liker (M Stanly Ryan), Beatrice Squire (NOVAMAGS), Donald Garrett Jr. (NOVAMAGS), Cynthia Mayo (M. Stanley Ryan), Cora Salzberg (VDEER) and Donald Garrett Sr. (Guest)

The regular meeting of the Virginia State Association of Parliamentarians Unit was held on Saturday, October 27, 2018 at [REDACTED], Richmond, VA, Margie Booker, VSAP President being in the chair and the Cora Salzberg, Secretary, being present.

OPENING With a quorum being present, President Booker called the Meeting to Order at 11:30 AM with Board reciting the Pledge of Allegiance of America and an inspiration poem read by President Booker.

APPROVAL OF MAY 4, 2018 VSAP BOARD OF DIRECTORS EXECUTIVE MINUTES
The Board of Directors approved the May 5, 2018 Board of Directors' Minutes.

OFFICER REPORTS

Officers reports are attached to the October 27, 2018 Board of Directors Meeting Minutes. See Attachments B through F.

STANDING COMMITTEE REPORTS

Nomination Committee: Chair Michael Wagner Diggs: Solicited VSAP members to recommend or volunteer for office for the 2019-2021 Biennium See attachment G.

Bylaws: Chair Donald Garrett encouraged VSAP members to submit amendments changes

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

SPECIAL COMMITTEE REPORTS

Information Technology, Donald Garrett, presented the new VSAP logo and update of VSAP Webpage. See Attachment I

NEW BUSINESS

62ND VSAP Annual Conference

President Booker read the report submitted by Lynn Vicorine, President of the Roanoke Valley Unit and 63rd Convention Coordinator. See Attachment J

Program Workshops Lynda Baer, 62nd Convention Program and Workshop Coordinator solicited recommendations for program theme, topics and presenters. See Attachment K

Virginia Alpha Unit of Registered Parliamentarians Cora Salzberg Alpha Unit President provided an update of September and November unit meetings. See Attachment L.

ANNOUNCEMENTS

Next Meeting, March 2, 2019

ADJOURMENT

With no further business, the meeting was adjourned at 1:00 PM

Cora Salzberg
VSAP Recording Secretary

November 1, 2018
Date

Margie Booker
VSAP President

November 2018
Date

Attachment A

Virginia State Association of Parliamentarians
Executive Committee Meeting Minutes
May 5, 2018
8:30 a.m.-9:15 a.m.
Newport News Marriott at City Center
740 Town Center Drive, Port Two
Newport News, Virginia

The regular VSAP Executive Committee meeting was called to order by President Margie Booker at 8:30 a.m. Persons present included: Margie Booker, PRP, (President), Lynda Baer, PRP, (1st Vice President), Beatrice Squire (2nd Vice President), Cora Salzberg, PRP, (Secretary, Youth Development, Chair), Cynthia Mayo, PRP, (Treasurer), Donald Garrett, PRP, (Corresponding Secretary and Information Technology Chairman), Rhiannon Liker (Historian and Convention Timer) and Raymond Duke, PRP, (Parliamentarian, pro tem) who took the following actions:

OPENING CEREMONY-Board Members opened with the Pledge Allegiance to the Flag of the United States of America. All persons were welcomed by President Booker.

APPROVAL OF MINUTES-May , 2017 Executive Committee Meeting minutes were not available; therefore, were not disposed of at this meeting

REPORTS FROM OFFICERS, STANDING AND SPECIAL COMMITTEES.

OFFICERS' REPORTS

- Margie Booker, President, stated, "if there is no objection the officers' reports in 61ST VSAP Program Booklet will not be read. There was no objection, the reports were not read. Individuals did comment on their reports.
- Lynda Baer, First Vice-President, referred Executive Committee to report in the 61st VSAP Convention Program Booklet.
- Beatrice Squire, Second Vice President, informed Executive Committee that VSAP Directories will be distributed during the Convention. Members at large (MAL) will be mailed their copies. See report in the 61st VSAP Convention Program Booklet.
- Cora Salzberg, Recording Secretary reported that the at its February 24, 2018 meeting the Board of Directors approved the Recording Secretary will post minutes on the VSAP Webpage. After discussion, Lynda Baer moved *that We post minutes on the webpage only after they are approved by the Board. The motion was adopted.*
- Cynthia Mayo, Treasurer, no report other than what is in the Program Booklet, gave directions for receiving reimbursements and reported on her participation in the NAP Training session is spring.

- Donald Garrett, Corresponding Secretary, stated that he is designing a letterhead and referred Executive Committee member to see report in the 61st VSAP Convention Program.
- Rhiannon Liker, Historian, and Convention Timer gave a demonstration of the timer cards and encouraged attendees to see Historian’s report in the 61st VSAP Convention Program Booklet.
- Raymond Dukes, Parliamentarian pro tem, Thanked President Booker for appointing him Parliamentarian for the VSAP 61st Convention.

NEW BUSINESS

- Cynthia Mayo, reported that five units have participated in Growing Our Own Program and the *Presiding with Passion Program* has presented two workshops. Cynthia Mayo moved that VSAP Expand and continue the Growing Our Own and *Presiding with Passage Programs* by providing an additional \$5,000 from VSAP savings. **The motion was adopted.**
- Cora Salzberg, Youth Development Committee Chair, moved that the VSAP Youth Development Committee is listed as a Standing Committee along with its duties in the VSAP Bylaws. **The motion was adopted.**

ANNOUNCEMENTS

Executive Committee meeting had to leave the meeting space because another meeting was scheduled in the same space at same time.

ADJOURNMENT

The meeting was adjourned at 9:00 a.m.

Cora Salzberg
VSAP Recording Secretary

July 4, 2018
Date

Margie Booker
VSAP President

July 4, 2018
Date

OFFICERS AND COMMITTEE REPORTS

ATTACHMENT B:

Virginia State Association of Parliamentarians

President's Report

October 27, 218

Since the VSAP convention in May 2018, your president has done the following:

- Attended the National Association of Parliamentarian Training Conference in Buffalo, New York
- Co-facilitated a workshop “Your Opinion Matter” with Cynthia Mayo at the NAP training Conference.
- Served as proctor for two examinations for primary members, who are now NAP members in PLC.
- Distributed along with the editorial staff, two Virginia Gaveletters for June and September
- Attended M. Stanley Ryan Unit of Parliamentarians’ Celebration of Life for Patricia Ashlaw and provided a resolution.
- Provided a resolution for the death of Mary Loose DeViney’s husband John.
- Provided a workshop for Virginia Credit Union League.

Margie R. Booker, PRP

VSAP President

ATTACHMENT C

First-Vice President's Report

1st Vice President, Lynda Baer, reported that she attend the National Training Conference in Buffalo, New York. She presented a program at the Leadership Training and coordinated a Workshop of the NAP Association Relations Committee at the Conference.

ATTACHMENT D
Report of the
Second Vice President of the
Virginia State Association of the
National Association of Parliamentarians

October 2018

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

At the 2018 VSAP Convention, she distributed copies of the 2017-2019 Membership Directory to the Unit and Law Club Presidents for members in their unit or law club who were not present. Subsequently, she mailed copies of the directory to absent members who did not live in their presidents' immediate area or the president was not present at the convention.

The Second Vice President attended the 2018 National Association of Parliamentarians National Training Conference in September that was held in Buffalo, New York.

The Second Vice President has decided it is time to become credentialed and has begun studying for the Registration Examination. She plans to have the status of an RP or PRP by the time of the 2019 NAP Convention in Las Vegas.

ATTACHMENT E
Recording Secretary's Report
Virginia State Association of Parliamentarians
Board of Directors' Meeting
October 27, 2018-11:00 AM
[REDACTED]
Richmond, VA [REDACTED]

Your VSAP Recording Secretary recorded the proceedings of the VSAP Executive Board meeting and 61st VSAP meetings. The minutes were approved by the Minutes Approval Committee July 4, 2018 and posted on the VSAP Webpage August 2, 2018.
Cora Salzberg, PhD, PRP
VSAP Recording Secretary

ATTACHMENT F
Treasurers' Report

VIRGINIA STATE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ATTACHMENT G
Report of the VSAP Corresponding Secretary
Donald Garrett, PRP
October 27, 2018 VSAP Board Meeting

Items of Accomplishment

- Continued to maintain correspondence on behalf of the VSAP President.

- Responded to email inquires sent to info@VirginiaParliamentarians.org and the VSAP Facebook page (www.Facebook.com/VaSAP) within 24 hours. Since the 2018 VSAP Convention, VSAP received 2 inquires requesting a credentialed parliamentarian, 3 inquires about joining a local unit, and 1 inquiry about the District 2 Convention.

- Developed a draft VSAP letterhead for presentation to the October 2018 VSAP Board Meeting.

Recommendation

- The Corresponding Secretary seeks guidance on whether the proposed letterhead should be the official VSAP letterhead. The Corresponding Secretary has no recommendation on whether the proposed letterhead should be officially approved by motion, or should be unofficially used for a test phase.

Next Steps

- The Corresponding Secretary will send an annual notice to Units and Clubs reminding them to update NAP with any changes to their governing documents.

- Upon receiving notice of the 2019 NAP Convention, the Corresponding Secretary will send a message to VSAP Members polling whether they are interested in serving as a Member-At-Large delegate or for one of the delegate slots on behalf of VSAP.

STANDING COMMITTEE REPORTS

ATTACHMENT H

Nominating Committee Report

Virginia State Association of Parliamentarians
Board of Directors' Meeting
October 27, 2018-11:00 AM

Michael Wagner Diggs, Bylaws Committee Chair encouraged VSAP Board members to submit nominations for the VSAP 2019-2021 election of officers.

ATTACHMENT I

Youth Development Standing Committee Report

Virginia State Association of Parliamentarians
Board of Directors' Meeting
October 27, 2018-11:00 AM

On May 5, 2018, the 61st VSAP Convention unanimous voted to adopt the Youth Development Committee as a standing committee and its duties in the VSAP Bylaws.

Following the VSAP Convention, the Youth Development Standing Committee disseminated a letter to VSAP Members via the VSAP webpage soliciting volunteers to serve as judges and/or coaches for youth leadership organizations ~~who are~~ preparing for and participating in Youth Parliamentarian Procedure Contests. To date, the YDC requests units/club presidents to solicit three volunteers to serve as judges/coaches in the Tidewater, Central, Northern and Southwest Virginia Regions. Unit and Club Presidents are asked to include this information on their next meeting agenda soliciting three volunteers from their unit/club to serve as judges/coaches for student groups which have formal partnerships with the NAP (Attachment A).

Cora Salzberg, PhD, PRP

Chair, Youth Development Committee

ATTACHMENT J

Information Technology Committee Report

Information Technology Committee Report

Committee Chairman: Donald Garrett, PRP
October 27, 2018 VSAP Board Meeting

Items of Accomplishment

- Continued to maintain the VSAP website (www.VirginiaParliamentarians.org), the general VSAP email (info@VirginiaParliamentarians.org), and the VSAP Facebook page (www.Facebook.com/VaSAP).
- Since the 2018 Convention the following updates were made to the VSAP website:
 1. 2018 VSAP Convention Photo Gallery
 2. 2018 VSAP Convention Feedback Report

3. 2018 VSAP Convention Approved Minutes
4. June 2018 Gaveletter
5. September 2018 Gaveletter

- Since the 2018 Convention, 4 email blasts were sent to VSAP Members via MailChimp to our list of 189 subscribers. The 4 email blasts earned an average open rate of 46.8%. The email blasts continue to be an effective method

- The VSAP Facebook page has 69 likes, an increase of 1 since the 2018 VSAP Convention.

- The IT Committee Chairman piloted an instructional workshop for DC-area Parliamentarians on using PowerPoint presentations to teach parliamentary procedure. Taking the live feedback into consideration, he developed 1 script for an instructional video that will eventually be provided to VSAP members as a resource.

Next Steps

- The IT Committee will update the look and feel of the VSAP Facebook page.

- The IT Committee Chair will reach out to Unit and Club Presidents to update their web presence on the VSAP Website. For example, VSAP could host event RSVPs online for any units’ “Grown Your Own” initiatives on behalf of Units, lessening the administrative burden of event management.

- The Information Technology Committee Chair will work with the VSAP President on a budget amendment for the 2019 Convention’s consideration to ensure continued website and IT infrastructure hosting for VSAP.

SPECIAL COMMITTEE REPORTS

ATTACHMENT K

Virginia Alpha Unit of Registered Parliamentarians Report (VAURP)

Virginia State Association of Parliamentarians

Board of Directors’ Meeting

October 27, 2018-11:00 AM

The VAURP met May 4, 2018 prior to the 61st VSAP Convention and elected the following Officers: Cora Salzberg, PRP, President; Margie Booker, PRP, Vice-president; Cynthia Mayo, PRP, Secretary and Raymond Duke, PRP, Treasurer for the 2018-2019 Unit year. This is an off-unit year due to the resignation of Mary Swain, PRP-R, in 2017 and the death of LaVonne Ellis, PRP, in 2018.

The Executive Board met via conference call and suggested Alpha Unit meetings are held electronically and requested the Alpha Unit President investigate possibility of using the NAP’s Adobe Connect License for conducting Webinar electronic meetings. Cyndy Launchbaugh NAP

Executive Director, granted permission and directed the Alpha Unit work with Jeff Weston, Chair of the NAP Meeting and Webinar Support Committee. Following two Webinar Electronic Training Sessions, the Alpha Unit conducted its first electronic meetings September 22, 2018 from 11:00 AM to 12:15 PM. The Alpha Unit will meet electronically November 27, 2018 and March 23, 2019 from 11:00 AM and 1:00 PM. The final and annual dinner meeting will be held May 3, 2019 prior to the 62nd VSAP Convention.

There will be an additional training session Saturday, November 17, 2018 at 11:00 AM for new members and others Alpha Unit members.

Cora Salzberg, PhD, PRP President VAURP

New Business

UNIT REPORTS

Attachment L__

Report of the

Northern Virginia Marching and Gavel Society Unit of the
Virginia State Association of the
National Association of Parliamentarians

October 2018

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

NOVAMAGS generally meets the third or fourth Thursday of the month, at the Richard Byrd Library, 7250 Commerce Street, Springfield, VA 22150-3499, from September through June. It does not meet in July and August. The next regular meeting is November 15, 2018.

The program at each meeting includes a segment on the study of parliamentary procedure.

NOVAMAGS has 11 members. Two members are professionally registered parliamentarians, and one member is a retired registered parliamentarian.

Two members have completed parts of the Registration Examination and are looking forward to being an RP or PRP by the time of the 2019 NAP Convention in Las Vegas.

Steven J. Berke, NOVAMAGS' newest member, and the NOVAMAGS President attended the 2018 NAP National Training Convention, in Buffalo, New York.

The NOVAMAGS President plans to attend the District II Conference at the Homestead, Hot Springs VA, in November.

The Presidents of the Grace Welborn and NOVAMAGS Units have discussed having joint meetings this term to learn and grow from each other

NOVAMAGS members are active in organizations where they use their parliamentary skills. The President has two upcoming workshops to youth groups: One on parliamentary procedure in November and the other on etiquette in early 2019.

NOVAMAGS's annual holiday party is in December -- time and place to be decided.

Donald Garrett, VSAP Gaveletter Editor and Webmaster, continues to carry out his duties to ensure that members are timely aware of NAP activities. Additionally, Donald is spearheading a workshop on "Grown Our Own."

ATTACHMENT M
THE PENINSULA UNIT

The Peninsula unit has begun the 2018-2019 year despite Hurricane Michael 's attempt to set us back. Although we were unable to meet until the first part of October, we have established a syllabus for this year that includes guest speaker Michael Wagner-Diggs for our December luncheon meeting and Lynda Baer has agreed to install our officers following our election in April. Due to weather, our Fall Workshop was cancelled but a Spring Workshop was quickly planned for her public. The President has forwarded it information from NAP about credential changes and members are encouraged with the new setup Hoping to have a few names to add to our list of regular members by Spring, Peninsula Unit is averaging 7 in attendance.

Yulanda Humphreys, President

ATTACHMENT N
PARLIAMENTARY LAW CLUB OF RICHMOND
Parliamentary Law Club of Richmond, Virginia
Virginia State Association of Parliamentarians Executive Board Meeting Report
October 27, 2018

Since the beginning of this administrative-year, the Parliamentary Law Club of Richmond held its Executive Board meeting in August 2018 and its regular monthly meetings on the third Monday of September and October 2018.

Four (4) members of PLC passed the National Association of Parliamentarians Exam between April and August 2018 and became members of NAP. During the year, study sessions were available to members to encourage and assist them in preparation for taking the NAP Exam.

Six (6) members attended and assisted at the Virginia State Association of Parliamentarians in May, 2017 in Newport News, Virginia. One (1) member continues

to serve as the President of VSAP and one (1) member was elected to serve on the VSAP Nominating Committee.

One (1) members of the Parliamentary Law Club of Richmond attended the National Association of Parliamentarians Convention in Buffalo, New York in September 2018 and was a workshop presenter.

Three (3) members of PLC have expressed interest in working with the VSAP Youth Development Committee.

PLC of Richmond has four (4) members to serve on the Executive Board of the Virginia State Association of Parliamentarians during the current administration.

Members of the Parliamentary Law Club of Richmond have continued to assist community organizations with learning and implementing parliamentary procedure.

Nancy Parker, president

**ATTACHMENT O
FREDERICKSBURG PARLIAMENTARY UNIT**

1
Lynda Baer, President of the Fredericksburg Parliamentary Unit, reported that 5 members of the Unit attended the National Training Conference in Buffalo, the most of any Virginia Unit. The Unit has 12 members and will once again sponsor a Introductory Workshop for the public on Saturday, March 30, 2019. Member Burke Balch is leading a series of programs for the Unit on Motions.

Lynda Baer, PRP

President, Fredericksburg Parliamentary Unit

1st Vice President, Virginia State Association of Parliamentarians

**ATTACHMENT P
Silver Gavel Unit**

**Of the Virginia State Association of Parliamentarians
Of the National Association of Parliamentarians**

Charlotte Bailey, President

Mary Loose DeViney, Education Chairman

Report to Virginia State Association of Parliamentarians

Board Meeting

October 27, 2018

The Silver Gavel Unit held a planning session in the Spring.

Its members have served as parliamentarians for parliamentary, civic, fraternal, and political organizations.

Meetings will be planned for 2019

ATTACHMENT Q

VIRGINIA DALTON AND ELOISE ENGLEDOVE RICHMOND UNIT OF PARLIAMENTARIANS

The Virginia Lewis Dalton and Eloise Engledove Richmond Unit implemented its proposed workshop, *TOOLS FOR PROTECTING AND SERVING YOUR ORGANIZATION*, which is designed to help students in middle and senior high schools as well as college students use parliamentary Laws in meetings and operations. This initiative is supported by funds award from the *Growing Our Own Program*. These workshops were field tested during the spring semester. Initially, the VDEER Unit proposed to conduct workshops at Virginia Union University (VUU), Virginia Commonwealth University (VCU), Richmond Community High and Martin Luther King Middle Schools. However, the VDEER Unit conducted a series of three, two-hour workshops at VCU, taught by VSAP certified parliamentarians using Roberts Rules of Order Newly Revised In Brief (RONRIB) as its reference. A total of thirteen students attended sessions and all received a copy of RONRIB, refreshments and handouts.

Finally, I am in promising discussions with the Department of Education [State Specialist for the Virginia FBLA-PBL, Inc.](#)

