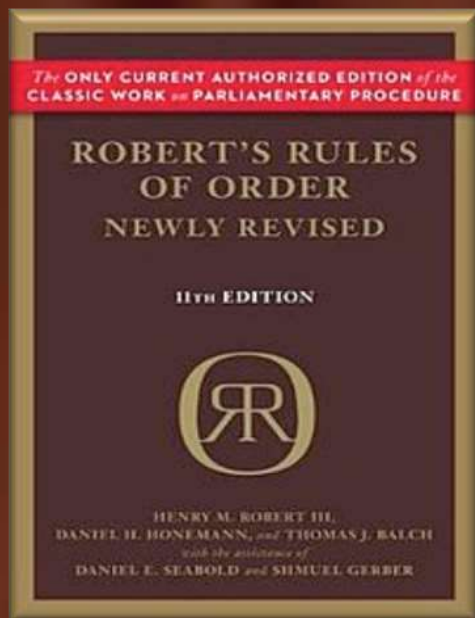


# Virginia State Association of Parliamentarians

## 62nd Annual Convention



“POWER of  
Parliamentary  
Procedure”



May 4-5, 2019  
Hilton Garden Inn  
4500 South Peak Boulevard  
Roanoke, Virginia 24018

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***Pledge of Allegiance to the Flag of the United States America***

I pledge allegiance to the Flag of the United States of America,  
and to the Republic for which it stands,  
one Nation under God, indivisible, with liberty and justice for all.



***America the Beautiful***

O beautiful for spacious skies,  
For amber waves of grain,  
For purple mountains majesties  
Above the fruited plain!  
America! America!  
God shed His grace on thee,  
And crown thy good with brotherhood  
From sea to shining sea.



## ***Welcome to Roanoke, VSAP!***

On behalf of the Roanoke Valley Unit, I would like to welcome you to The Star City of the South! I hope your brief stay with us will inspire you to return to Roanoke for a visit so that you will have time to enjoy all that our area has to offer.

From our extensive Roanoke River Greenway with its walking and biking trails, to the museums, craft breweries, and cultural offerings, we have something for everyone!

For now, though, if there is anything, we can do to make your stay more enjoyable, please ask! Our Unit's Chair for Convention, Marquitta Joyce, has put a lot of effort into the details that are now as shiny as that big neon star on Mill Mountain! We are very grateful to her and hope you'll let her know you noticed how her special touches have made the event so nice for you.

We hope that you have a great time at convention!

With best wishes,  
Lynne Victorine  
President  
Roanoke Valley Unit

## *Welcome from VSAP President*



Dear VSAP Members and Friends,

Welcome to the 62nd Annual Convention for the Virginian State Association of Parliamentarians. We are indeed excited that you have decided to spend a delightful and stimulating weekend with parliamentarians. Many of you have traveled a great distance to this undisputable beautiful Blue Ridge area.

The Roanoke Valley Unit under the dynamic leadership of President Lynne Victorine has worked diligently and tirelessly for many months planning this convention just for you. It is because of these energetic members; you will have one of the most amazing experiences of a life time. We are confident that you will find their generous welcome gratifying.

We encourage you to take advantage of the fantastic workshops. Although varied in subject, they offer excellent opportunities for maximizing your proficiency in parliamentary procedure. Under the theme, ***“Power of Parliamentary Procedure,”*** these informative workshops were designed especially for your educational benefit.

The 62nd Annual Convention offers the prefect occasion to make new acquaintances and renew relationships with those you have known for many years. It is also a great venue to learn what club and other units are doing to grow their membership; or simply to gather ideas for developing and promoting a NAP membership workshop using, “Growing Our Own” grant funds.

On behalf of the Board of Directors, I wish you an enjoyable and productive experience during this VSAP convention in this beautiful area appropriately called “The Star City” Roanoke, Virginia.

Margie R. Booker, PRP  
VSAP President

***Darlene T. Allen, PRP  
NAP Vice-President***



Darlene T. Allen, PRP, has been a member of NAP since 1998. She is a practicing professional registered parliamentarian currently serving as the NAP Vice-President.

Darlene is a past president of the District of Columbia Association of Parliamentarians, the Sartwell-Tunstall Unit, and the District of Columbia Registered Unit. She has served as the District Two Director (2011–2015) and Director-at-Large (2015–2017). Outside of NAP, Darlene has held various board and leadership positions in several community, state, and national organizations and associations. She is a member of the American Institute of Parliamentarians.





SHERMAN P. LEA, SR.  
Mayor

## CITY OF ROANOKE OFFICE OF THE MAYOR

215 CHURCH AVENUE, S.W., SUITE 452  
ROANOKE, VIRGINIA 24011-1594  
TELEPHONE: (540) 853-2444  
FAX: (540) 853-1145  
EMAIL: MAYOR@ROANOKEVA.GOV

April 19, 2019

### GREETINGS FROM THE MAYOR

The City of Roanoke is proud to host the Virginia State Association of Parliamentarians 62<sup>nd</sup> Annual Convention at The Hilton Garden Inn Hotel Roanoke. As Mayor of the City of Roanoke, I am honored that you have chosen to spend May 4 – 5, 2019, in our great region of the Commonwealth.

We welcome your interest in discovering the full range of travel opportunities that exist in our area and in sharing the many special pleasures that the Roanoke Valley can offer your guests and participants.

Roanoke is known as "The Star City!" Our "stardom" comes not only from the huge electric star on Mill Mountain, but from the fact that we believe people are "stars" in Roanoke. Throughout their stay, your delegation will be the "stars" because our citizens are truly hospitable, and they will welcome you and help you carry forward the goals of your fine organization. Our Visit Virginia's Blue Ridge/Visitor Information Center, our hotels and restaurants, our shops and marts, and our points of interest will cooperate to make your visit a great success.

Once again, I join with the citizens of this great Seven-Time All-America City in welcoming the Parliamentarians Association to the Roanoke area. I feel confident that all participants will enjoy a successful convention and will return to their respective communities with pleasant memories of their visit to "The Star City."

With best regards, I am

Sincerely,

Sherman P. Lea, Sr.  
Mayor

Seven Time All-America City Winner

## ***2017-2019 VSAP Board of Directors***

### ***Executive Committee***

President	Margie R. Booker, PRP
1st Vice President	Lynda J. Baer, PRP
2nd Vice President	Beatrice Squire, RP
Recording Secretary	Cora Salzberg, PRP
Treasurer	Cynthia R. Mayo, PRP

### ***Appointed Officers***

Corresponding Secretary	Donald Garrett, PRP
Editor, <i>Gaveletter</i>	Gladys W. Jordan
Historian	Rhiannon N. Liker
Parliamentarian (ex officio)	Mary Loose DeViney, PRP

### ***Standing Committee Chairman***

Budget and Finance	Beatrice Squire, RP
Bylaws	Michael Wagner-Diggs, PRP
Education	Lynda Baer, PRP
Publicity/Public Relations	Vivian A. Minor/Gladys W. Jordan
Youth Development	Cora Salzberg, PRP

### ***Special Committee***

Information Technology	Donald Garrett, PRP
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### *Units and Club Presidents*

1951	Virginia Peninsula Unit of Parliamentarians	Yulanda Humphreys
1951	Parliamentary Law Club of Richmond, VA (PLC)	Nancy Parker
1963	Roanoke Valley Unit	Lynne Victorine
1964	Grace Welborn Unit	Joyce Eagles
1975	M. Stanley Ryan Unit of Parliamentarians	Sala Powell-Dabney
1976	Virginia Alpha Unit of Registered Parliamentarians (VAURP)	Cora Salzberg, PRP
1977	Catherine Whittman Unit	Muriel Laliberte
1980	Virginia Dalton and Eloise Engledove Richmond Unit (VDEER)	Cora Salzberg, PRP
1981	Golden Gavel Unit	Peggy F. Moss
1983	Northern Virginia Marching and Gavel Society Unit (NOVAMAGS)	Beatrice Squire, RP
1991	Silver Gavel Unit of Parliamentarians	Charlotte Bailey
2004	Chesapeake Unit of Parliamentarians (CUP)	Martha Rollins
2016	Fredericksburg Parliamentary Unit	Lynda J. Baer, PRP

## *VSAP Past State Presidents*

Mrs. Donald D. Funk*	1957-1959
Mrs. James H. Adams*	1959-1960
Mrs. James H. Valentine*	1960-1962
Mrs. William J. Powers*	1962-1965
Mrs. Kenneth C. Gimbert*	1965-1967
Mr. Roy D. Whitlock*	1967-1969
Mrs. Norman L. Brown*	1969-1971
Mrs. Roy L. Webber*	1971-1973
Mrs. Giles C. Englelove*	1973-1975
Mrs. Russell M. Johnston*	1975-1977
Mrs. James C. Counts*	1977-1979
Mrs. J. York Welborn*	1979-1981
Mrs. Warren M. Smith*	1981-1981
Mrs. John R. Anderson*	1983-1985
Mr. Paul A. Jacobi*	1985-1987
Mrs. James R. Burton*	1987-1987
Miss Catherine J. Whittman*	1988-1989
Mrs. Mary H. Barber*	1989-1991
Mrs. M. Stanley Ryan *	1991-1993
Mrs. Lloyd C. Mostrom*	1993-1995
Ms. Evelyn M. Kane*	1995-1997
Ms. Mae Belle Coussens*	1997-1999
Mrs. James B. Roberts	1999-2001
Ms. Mae Belle Coussens*	2001-2003
Dr. Don Ayers	2003-2005
Ms. Laura N. Porter	2005-2007
Ms. Patricia Ryan Ashlaw *	2007-2009
Mrs. Mary Loose DeViney	2009-2011
Mr. Michael Wagner Diggs	2011-2013
Mr. Raymond Duke	2013-2015
Dr. Cynthia R. Mayo	2015-2017

\*Deceased

**2018-2019**  
***New Registered Parliamentarians***



**Northern Virginia Marching and Gavel Society Unit  
(NOVAMAGS)**

Steven J. Berke, RP  
Beatrice Squire, RP

**Fredericksburg Parliamentary Unit**

Karen Clemons, RP

## *Convention Schedule*

### **Friday, May 3, 2019**

4:00 p.m. - 6:00 p.m.

Registration

### **Saturday, May 4, 2019**

8:00 a.m. - 4:00 p.m.

Registration

8:30 a.m. - 9:15 a.m.

Executive Committee Meeting

9:30 a.m. - 11:15 a.m.

Opening Meeting of Convention

11:30 a.m. - 12:30 p.m.

Workshop I

12:45 p.m. - 1:30 p.m.

Lunch

1:45 p.m. - 2:45 p.m.

Workshop II

3:00 p.m. - 4:00 p.m.

Workshop III

4:15 p.m. - 5:15 p.m.

Workshop IV

6:15 p.m. - 6:50 p.m.

Reception at the Bar

(Drinks on your own)

7:00 p.m. - 9:30 p.m.

Banquet

### **Sunday, May 5, 2019**

8:00 a.m. - 9:00 a.m.

Registration

8:00 a.m. - 9:00 a.m.

Breakfast

9:00 a.m. - 10:15 a.m.

Workshop V

10:30 a.m. - 12 noon

Business Meeting

**Adjournment sine die**

## *Order of Business*

### **Saturday, May 4, 2019**

Registration	8:00 a.m. to 4:00 p.m.
Executive Committee Meeting	8:30 a.m. - 9:15 a.m.
Opening Session of Convention	9:30 a.m.
Welcome	Lynne M. Victorine, President Roanoke Valley Unit American Legion Post 64
Presentation of the Colors	
Pledge of Allegiance to the Flag of the United States of America	
America the Beautiful	Participants
Inspirational Message	Beatrice Squire, RP
Welcome	Margie R. Booker, PRP, President
Welcome	The Honorable Joseph L. Cobb Vice Mayor, City of Roanoke
	Darlene T. Allen, PRP
	NAP Vice President

### **First Business Meeting**

President	Margie R. Booker, PRP
Report of Credentials	Valarie Jones, PRP
Report on Standing Rules	Marquitta Joyce
Convention Program	Lynda Baer, PRP
Appointment of Minutes Approval Committee	
Appointment of Tellers	
Appointment of Timekeepers	
Roll Call Presentation	Units and Club
Memorial Service	Gladys W. Jordan

### **Report of Officers**

President	Margie R. Booker, PRP
First Vice President	Lynda Baer, PRP
Second Vice President	Beatrice Squire, RP
Recording Secretary	Cora Salzberg, PRP
Treasurer	Cynthia Mayo, PRP
Auditor	Theo S. Jones
Corresponding Secretary	Donald Garrett, PRP
Historian	Rhiannon Liker

### **Report of the Executive Committee**

Cora Salzberg, PRP

### **Reports of Standing Committees**

Budget	Beatrice Squire, RP
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## ***Order of Business – CONTINUED:***

Bylaws  
Education  
Youth Development Committee

Michael Wagner-Diggs, PRP  
Lynda Baer, PRP  
Cora Salzberg, PRP

### **Reports Special Committees**

Technology Development  
Evaluations

Donald Garrett, PRP  
Vera Toney

### **Report of Nominating Committee**

Michael Wagner-Diggs, PRP

### **Election of Delegates – NAP Convention**

#### **Report of Special Initiative**

Growing Our Own (GOO)

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**

11:30 a.m. -12:30 p.m.  
Beatrice Squire, RP  
“Not Necessarily Diamonds and Pearls or Sables  
and Champagne...”

### **LUNCH**

12:45 p.m. - 1:30 p.m.

### **Workshop II**

1:45 p.m. - 2:45 p.m.  
Michael Wagner-Diggs, PRP  
“RONR: It’s in the Book-Can You Find It?”

### **Workshop III**

3:00 p.m. - 4:00 p.m.  
Cynthia Mayo, PRP  
Margie Booker, PRP  
“Your Opinion Matters”

### **Workshop IV**

4:15 p.m. - 5:15 p.m.  
Darlene T. Allen, PRP, NAP Vice President  
“Don’t Get Tripped, Use a Script

### **Announcements**

### **Adjournment**

### **Reception at the Bar**

6:15 p.m. - 6:50 p.m. (Drinks on your Own)

### **Banquet**

7:00 p.m. - 9:30 p.m.  
The William Penn Duo



## ***Order of Business – CONTINUED:***

**Sunday, May 5, 2019**

Registration

8:00 a.m. - 9:00 a.m.

**Workshop V**

9:00 a.m. - 10:15 a.m.

Marion Martin, PRP

“Starting an Electronic Unit of Parliamentarians”

**Second Business Meeting**

10:30 a.m. - 12 noon

**Call to Order**

Margie R. Booker, PRP

**Credentials Report**

Valarie Jones, PRP

**Reports of Unit and Club Presidents**

Catherine Wittman Unit

Chesapeake Unit of Parliamentarians (CUP)

Fredericksburg Parliamentary Unit

Grace Welborn Unit

Golden Gavel Unit

M. Stanley Ryan Unit of Parliamentarians

Northern Virginia Marching and Gavel Society

Unit (NOVAMAGS)

Parliamentary Law Club of Richmond, VA (PLC)

Roanoke Valley Unit

Silver Gavel Unit of Parliamentarians

Virginia Alpha Unit of Registered Parliamentarians

Virginia Dalton and Eloise Engledove Richmond

Unit (VDEER)

Virginia Peninsula Unit of Parliamentarians

Muriel Laliberte

Martha Rollins

Lynda J. Baer, PRP

Joyce Eagles

Peggy F. Moss

Sala Powell-Dabney

Beatrice Squire, RP

Nancy Parker

Lynne Victorine

Charlotte Bailey

Cora Salzberg, PRP

Cora Salzberg, PRP

Yulanda Humphreys

**Installation of 2019-2021 VSAP Officers**

Darlene T. Allen, PRP

NAP Vice President

**New Business**

**Final Credentials Report**

Valarie Jones, PRP

**Announcements**

**Adjournment sine die**

## *Credentials and Registration Report*

	1ST	2ND	3RD	4TH	5TH
	DATE	DATE	DATE	DATE	DATE
VSAP Past Presidents					
State Officers					
Appointed Officer					
Standing Committee Chair					
Unit/Club Delegates					
Alternates					
Guests					
Number of delegates entitled to vote					
Numbers of non-voting members & guests					
Total in attendance					

## *Convention Standing Rules*

1. Delegates, alternates and members shall be required to wear the appropriate badge issued by the credentials committee upon registering for admission to the business meeting,
2. Delegates may be seated in an area designated by the convention committee if determined to be necessary for voting purposes.
3. A member registered as an alternate may, upon proper clearance by the credentials committee, be transferred from alternate to delegate.
4. Any member addressing the CHAIR shall stand, identify himself or herself by name, provide name of unit or club or, if a Member-at-Large, state MAL.
5. No member shall speak in debate more than twice on the same question, nor longer than two minutes at a time, without permission of the convention granted by majority vote without debate.
6. Main motions and amendments must be put in writing, signed by the maker, and delivered to the Recording Secretary.
7. The recording, videotaping, or any other means of capturing workshop presentations are prohibited, unless the presenter has granted prior permission.
8. All cell phones and/or other types of electronic devices shall be turned off or placed in the silent mode.
9. These rules may be suspended by a two-thirds vote of delegates.
10. Delegates will use voting cards for hand and rising votes.

## ***Workshops***

**Saturday, May 4, 2019**

***“Not Necessarily Diamonds and Pearls or Sables and Champagne...”***

Beatrice Squire, RP  
11:30 a.m. - 12:30 p.m.

Little things mean a lot. We are always on display. Learn how good manners and proper etiquette can elevate and strengthen relationships with others, build self-confidence, and give you the winning edge.

***“RONR: It's in the Book – Can You Find It?”***

Michael Wagner-Diggs, PRP  
1:45 p.m. - 2:45 p.m.

Once again Michael has graciously agreed to present his amusing, interactive and challenging program. Reminiscent of Part I of the RP Exam, he presents a sentence from RONR and all try to find the location.

***“Your Opinion Matters”***

Cynthia Mayo, PRP  
Margie Booker, PRP  
3:00 p.m. - 4:00 p.m.

This is a hands-on interactive workshop on writing and providing parliamentary opinions developed from questions or cases. The workshop is designed to provide parliamentary questions, the steps and templates to writing or verbally giving parliamentary opinions.

***“Don’t Get Tripped, Use a Script”***

Darlene T. Allen, PRP, NAP Vice President  
4:15 p.m. - 5:15 p.m.

Whether you’re giving a report or the presiding officer, using a script helps to manage a meeting. Participants will become familiar with “tinted pages” and produce scripts in response to various situations.

**Sunday, May 5, 2019**

***“Starting an Electronic Unit of Parliamentarians”***

Marion Martin, PRP  
9:00 a.m. - 10:15 a.m.

Learn how to start an electronic unit of parliamentarians based on the founding of the Marian J. Martin Blue and Gold Electronic Unit of Parliamentarians.

*In Loving Memory of  
Deceased Member*

Sunday, September 2, 2019

*Patricia Ryan Ashlaw*

27th President for VSAP

and

Family and Friends of  
VSAP



# ANNUAL *Reports*

# 2019



## *President*



*Margie R. Booker, PRP*

Since the 61st Annual Convention, your President has relished opportunities that this renowned association has afforded her. With heartfelt gratitude, she says, "Thank you." A summary of several salient activities that significantly augmented her parliamentary procedure proficiency are recounted below:

First, your president worked diligently to ensure that *The Virginia Gavelletter* was published timely for June, September and December 2018 and March 2019. She contributes the publication's success to a phenomenal team, Gladys Jordan, Editor, Vivian A. Minor and Dorothy Fuller, staff members.

During the NAP Leadership Conference in Buffalo, New York, your president co-facilitated with Cynthia Mayo, PRP, the workshop entitled, "Your Opinion Matters."

Your president held Board of Directors meetings in October 2018 and in March 2019. Both meetings were well attended and held in Richmond at the Olive Garden Restaurant.

On October 17, 2018, your president conducted a parliamentary procedure workshop for the Virginia Credit Union League during its Administrative Professional workshop series.

During November 2018, your president attended the District 2 Conference in Hot Springs, Virginia.

Your president served as presenter for two sessions of the Registered Parliamentarians Exam Online Study Course for January 15 and March 19, 2019. Her presentation was on Section II Motions and Related Items. She also served as moderator for two RP Study Series Sessions.

This year, VSAP created a new workshop called, "Prepare to Lead the Democratic Way," which is designed to prepare individuals to pass the NAP exam in one day. The 21 participants used NAP Membership Study Guide along with *Robert's Rules of Order Newly Revised In Brief, 2nd Edition*. The presenters were your president, Cynthia Mayo, PRP, and Valarie Jones, PRP. Because of its success, this workshop will be presented again on June 22, 2019.

At the Parliamentary Law Club of Richmond, Virginia and M. Stanley Ryan Unit of Parliamentarians combined workshop, your president and Cynthia Mayo, PRP, were presenters. In addition to parliamentary procedure being taught under the workshop title, "The ABC's of Effective Meetings," VSAP's "Presiding with Passion" was also introduced. Participants had an opportunity to use their skills to preside over a meeting portion starting with "New Business."

Your president is featured for her parliamentary procedure work in the publication, "Ivy Leaf," winter 2018/2019, Vol. 97, No.3 issue of Alpha Kappa Alpha Sorority, Incorporated. She was also featured in the Richmond Free Press, August 23-25, 2018, Vol. 27, No. 34 publication.

While serving as VSAP's President, she currently serves as Vice President of the Virginia Alpha Unit of Registered Parliamentarians where she is an affiliate member. She serves as parliamentarian for the Parliamentary Law Club of Richmond, Virginia and is the Immediate Past President.

Your VSAP President concludes this year with a wealth of experience and knowledge of parliamentary procedure after having devoted many hours of service to churches, sororities, social, civic and other community organizations.



### *First Vice President*



What a wonderful year this has been for VSAP. It has been a privilege and honor to represent VSAP in the position of 1<sup>st</sup> Vice President.

This officer attended the NAP Training in Buffalo, NY. As a member of the NAP Association Committee before the conference opened it was my pleasure to present at the Leadership Workshop. During the Conference it was fun to lead the Association Leaders in a question/dialogue workshop.

This was the year of the Biennial Meeting of District 2. Held at the Greenbrier, it was informative and wonderful to support Dr Cynthia Mayo, PRP, as she was elected the new District 2 Director.

It was a great opportunity to teach an Introduction to Parliamentary Procedure to Senior Cadets at a Military Academy in Richmond.

During the year this officer has attended all Board Meetings on behalf of this office as well as serving as the President of the Fredericksburg Parliamentary Unit.

This officer has also worked on this Conference by securing all the speakers of the workshops.

Many thanks to the leadership of President Margie Booker, PRP.

Lynda Baer, PRP  
First Vice President

## *Second Vice President*



The Second Vice President performed all duties as prescribed in the VSAP bylaws. Additionally, she participated in various outreach services in the community using her parliamentary knowledge and other skills and abilities. She served as a speech contest judge for the DC Future Business Leaders of America (FBLA) State Competitions, and presented a workshop on parliamentary procedure, assisted by Steven J. Berke, RP, at the FBLA State Leadership Conference.

The Second Vice President attended all VSAP board meetings and the District II Conference at the Homestead, Hot Springs VA, in November 2018. She plans to attend the 2019 NAP Convention in Las Vegas.

The Northern Virginia parliamentary units are hosting the 2020 VSAP Convention. In her position as President of the NOVAMAGS Unit, she is working with the other clubs in Northern Virginia to plan, organize, arrange, and lay the groundwork for the Convention.

In partnership with another NOVAMAGS member, the Second Vice President prepared a parliamentary procedures workshop for ASPIRE, Virginia Commonwealth University, earlier this calendar year. Due to circumstances beyond control of the ASPIRE coordinator, the workshop was not presented. Plans are to present the workshop in the fall.

The Second Vice President is studying to become credentialed. She has successfully taken Parts II, III, IV and V of the Registration Examination.

Beatrice Squire, RP  
Second Vice President



## *Recording Secretary*



During the 2018-2019 Unit/Club Year, proceedings for the VSAP Executive Board, Annual Convention, and Board of Directors (Fall 2018 and Spring 2019) were recorded. The 61st Annual Convention's minutes were approved on July 4, 2018 by the Convention Minutes Approval Committee and posted on the VSAP Webpage, August 2, 2018. Association minutes were approved by the VSAP President and posted on the VSAP Webpage within sixty (60) days following each meeting.

In addition to recording the various proceedings, all reports from the officers, committees, and Unit/Club were kept on file. The following records also were kept on file:

- official membership roll
- VSAP meetings' attendance
- list of existing committees
- membership of existing committees.

A very good working relationship was established with VSAP President Margie Booker who always made herself available and provided comprehensive guidance for chores that were foreign to me. President Booker's prompt responses and attention to details *have made mammoth chores manageable*. **Considerable gratitude is extended** to those who have promptly submitted their reports and to VSAP members who helped fill in the gaps and provided background information. *Many well wishes are sent to each of you.*

To all VSAP members, thank you for being there for the many times your help was requested. **Godspeed always!**

Cora S. Salzberg, PRP

## *Treasurer*



The treasurer received and deposited funds for the convention, special workshop, and funds from NAP.

She also wrote checks for budgetary items and special requests items. Checks were written based on signed vouchers and receipts.

The treasurer coordinated the RP web review sessions, and the membership session where 21 persons participated to become members.

Cynthia R. Mayo, PRP  
Treasurer



## *Corresponding Secretary*



It has been an honor to serve as your Corresponding Secretary! Since my appointment at the February 2018 VSAP Board of Directors Meeting, I executed the duties of the office in accordance with our Bylaws.

Items of accomplishment include:

- In conjunction with the IT Committee, conducted the general correspondence of the Association by keeping members up-to-date with VSAP and NAP updates through email blasts
- Notified units and clubs to certify any Bylaws changes with the NAP offices
- Served on the Nominating Committee for the 2019 Convention
- Led the procurement process in selecting a hotel for the 2020 Convention
- Drafted an unofficial letterhead for VSAP

The future of VSAP is very bright! We continue to shine as an example to other State Associations across NAP.

Donald Garrett, PRP

## ***Youth Development Committee***

At the September 2018, Executive Committee meeting in Williamsburg, VA, Cora Salzberg was asked to serve as Chair of the Youth Development Committee (YDC). Following that meeting, Beatrice Squire was asked to serve on the Youth Development Committee. Committee members suggested and sent letters to statewide directors and school-level sponsors/coaches of youth organizations that have formal partnerships with The National Association of Parliamentarians.

Realizing the inherent value in mirroring the National Association of Parliamentarians (NAP) Standing Committees, the YDC chair submitted a proposed amendment to the VSAP Bylaws. The amendment recommended that the VSAP Youth Development Committee be recognized as a Standing Committee in the VSAP Bylaws at the 61st VSAP Annual Convention. The proposed amendment was passed as a Standing Committee, but without funding. When funding for YDC members' travel expenses was requested, the VSAP President and Treasurer suggested that YDC develop a proposed budget, use the VSAP 2019 Secretary's allocations to reimburse mileage for traveling to youth contests, and seek external funding for conducting YDC activities during the 2019-2021 biennium.

Letters were disseminated during 2018-2019 to solicit two volunteers from each Unit/Club to serve as judges and/or coaches/instructors for Parliamentary Procedure classes. To date 13 Unit/Club members have volunteered to serve as judges; they include:

### **Catherine Wittman**

Debra Henry  
Venita Hawkins  
Anne Dryden  
George Chavis

### **Fredericksburg Parliamentary**

Karen Clemons

### **M. Stanley Ryan**

Rhiannon Liker  
Sala Powell-Dabney  
James Chavis

**Northern Virginia Marching & Gavel Society**

Beatrice Squire

Donald Garrett

**Virginia Peninsula Unit of Parliamentarians**

Yulanda Humphreys

**Parliamentary Law Club of Richmond**

Valarie Jones

**Virginia L. Dalton and Eloise Engeldove Richmond**

Cora Salzberg

The following YDC events were scheduled for 2018-2019:

- Future Farmers of America, March 2018, Harrisburg, VA
- [Health Occupations Students of America](#) (HOSA), March 15, 2019, Williamsburg, VA
- Family, Career and Community Leaders of America, April 5, 2019, Virginia Beach, VA.

Progress is being made in the development of the Youth Development Committee Proposal to the NAP Educational Foundation. The YDC proposal writing committee met April 20, 2019 via conference call to review the Education Foundation guidelines for youth and to establish proposal goals and strategies.

Cora Salzberg, PRP

Chair, Youth Development Committee

## ***Youth Development Committee Proposal Writing***

**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
(Twenty-six copies (24 unit/club members and two instructors) of NAP <i>Spotlight on Judging Parliamentary Procedure Contest Handbook</i> (duplicate original document while waiting for NAP update)	\$ 52.00
Twenty-four judges' travel (estimated) *	
-Mileage .54 per mile-(estimated 300 miles)	\$ 3,888.00
-One-night housing at \$140 @ for 24 judges (double occupancy) *	\$ 1,680.00
-Meals (dinner, breakfast and lunch) \$25 each for 24 judges	\$ 600.00
-Two Workshop Facilitators \$50 @	\$ 100.00
-Workshop materials*	\$ 50.00
<b>Subtotal</b>	<b>\$ 6,345.00</b>

### **Activity 1.2 – Coaches Training Workshop**

-Webinar: <i>How to Prepare Students for Competition</i>	\$ 0.00
-Parliamentary Procedure Lessons taught by five RPs/PRPs \$20 per session@ three sessions	\$ 300.00
-Coaches Travels to middle and senior highs and colleges; over 100 miles one way	\$ 100.00
<b>Subtotal</b>	<b>\$ 400.00</b>

## **PROJECT OBJECTIVE NO. 2**

The Youth Development Committee will conduct Parliamentary Procedure lessons to students in Virginia Commonwealth University (VCU) ASPIRE and VCU NAACP Chapter Programs. Six lessons (three for ASPIRE Program and three for NAACP chapter) are designed to teach these students how to conduct more efficient meetings and promote group civility. The six lessons will be taught once a month for 90 minutes, 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**

-Six 90-minute Parliamentary Procedure classes at VCU for ASPIRE Student Leadership Program and NAACP Chapter. Six instructors paid \$20.00 each	\$ 120.00
-RONR in Brief, 20 copies** \$7 each	\$ 140.00
-Refreshments, \$4 each for 20 students**	\$ 80.00
<b>Subtotal</b>	<b>\$ 340.00</b>

\*\*Estimated copies and students

## **PROJECT OBJECTIVE NO. 3**

The Youth Development Committee will form partnerships with Public Schools in Central, Tidewater, Northern, Southwest and Shenandoah Public schools, which will provide Parliamentary Procedure workshops and classes for students in these school districts leadership programs such as Future Business Leaders of American, Student Government Associations, Honor Society two sessions will be taught at schools in each district. Four sixty-minute lessons will be conducted each month 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 – Five public School Districts Richmond Public Schools**

-Five planning and scheduling meetings	\$ 0.00
-150 copies RONR in Brief at \$7 each	\$ 1,050.00
-Handbooks-150 students at \$5.00 each	\$ 750.00
-Healthy Refreshments \$5.00@ at 12 sites for 90 students (RPS) – In-kind	
-10 lessons taught by five VSAP RP/PRP Members at \$20 each	\$ 1,000.00
<b>Subtotal</b>	<b>\$ 2,800.00</b>
<b>GRAND TOTAL</b>	<b>\$ 9,885.00</b>

Youth Development Committee/Proposal Writing Committee  
Cora Salzberg, PRP, Chair  
Yulanda Humphreys  
Sala Powell-Dabney

## ***Information Technology Committee***

Since the adjournment of the 2018 Convention of the Virginia State Association of Parliamentarians (VSAP), your Information Technology Committee has been hard at work. The Committee continued to implement new IT capabilities for the Association. The following are accomplishments of note:

[www.VirginiaParliamentarians.org](http://www.VirginiaParliamentarians.org) was established as VSAP's website at the beginning of the 2017-2019 biennium. The website has been used as a central hub for VSAP information, including event announcements, hosting the *Gaveletter* newsletter, providing information on VSAP's units and clubs, and linking members to photo galleries and online webinar trainings.

The future of the VSAP website is bright! On several occasions through the biennium, prospective members have used the contact form to reach out for more information on joining a club or unit. Your IT Committee Chairman even served as an RP exam proctor for someone who reached out to VSAP through the website. VSAP should and must continue investing in its information technology capabilities.

During the biennium, the IT Committee also developed the capability for VSAP to send out newsletters/news blasts to all members via MailChimp. The twelve news blasts sent out from March 2018 through April 8, 2019 were opened approximately 1,000 times.

The IT Committee is still in the process of developing an introductory PowerPoint webinar so that VSAP Members can improve their instructional communication when tasked with teaching parliamentary procedure. The Committee anticipates being completed with this right before the start of the 2019 Convention.

Donald Garrett, PRP, Chairman

## *Catherine Wittman Unit*

The Catherine Wittman Unit has had a productive program year so far. There are 15 members who are NAP members. A majority of these members attend the meetings as their schedules allow. In addition, we have 2 “student” members of the unit who have not yet taken the NAP membership exam but will be in the near future.

Current officers for 2018-2019 are:

Muriel Laliberte, President  
Suzanne Walker, Vice President  
Mary White, Secretary  
Tommy Walker, Treasurer

Our meetings are held on the fourth Wednesday of each month except for the following months of December, February, July and August. During this term the unit is meeting at First Christian Church on King Street in Alexandria, Virginia.

The Unit Programs for 2018-19 are as follows:

- The September 2018 involved testing members knowledge on questions from recent NAP bulletins.
- The October 2018 training was **Tough Parliamentary Questions**.
- The November 2018 training topic was **Bring a Question Again Before the Assembly**.
- The January 2019 meeting covered **Amending Motions**.
- The March 2019 meeting was used to discuss final preparations for the Parliamentary Law Day event which was held on March 30. Besides free training offered by unit members during the day, attendees were offered a chance to take the NAP membership exam.
- **Parliamentary Law Day** held at the Franconia Governmental Center on Saturday, March 30 had an attendance of 37 persons with 19 taking the NAP Membership Exam after a day of training by several members of the unit.
- The April meeting is scheduled to be a **Jeopardy Quiz Bowl**.
- The May 2019 meeting will be the 3<sup>rd</sup> Annual **Chip Byers Memorial Lecture** held in honor of the late Chip Byers, a valued unit member, who passed away in April 2016.
- The June 2019 meeting will involve program wrap up time and Installation.

Please join us anytime you are in the Northern Virginia area.

Muriel Laliberte, Unit President



## *Chesapeake Unit of Parliamentarians*



In South Hampton Roads, we start each month with the practice of Parliamentary Procedure! We meet on the first Mondays at Chesapeake City Hall in the Human Resources Training Room on the 4th floor, 7:00 P.M. to 8:30 P.M. We start our meetings with “look-up questions” while members and guests are arriving. We hold a business meeting before the program. We thrive on instructional and interactive lessons at each meeting. Our annual meeting is held in November. We adjust for Monday holidays and do not meet in December.

We have participated every year in the VSAP grant program, “Growing Our Own.” Our major event this year was a Parliamentary Institute on Saturday, February 23, 2019, from 8:30 A.M. to 2:00 P.M., for community outreach and for our own members. This Institute, titled “Curbing the Chaos of Condo and Homeowners Meetings,” was led by Michael Wagner-Diggs. We provided copies of RONR-in-Brief, the NAP Basic Information Leaflet, and Chesapeake notepads. Robust coffee and nutritional specialties sustained the group. We also enjoyed a working lunch. We hope to welcome some provisional members.

We have 25 members in our Unit: twelve are primary members. Our topics for lessons have focused on conventions and what to expect as a delegate, a report on our observations as delegates to the state convention, the process of amending bylaws, and what RONR says about officers, especially the Secretary and Minutes. Starting in January, we have experimented with scripts and analyzed the dialogue through the prism of RONR.

Taking the cue from the National Association of Parliamentarians, we are celebrating Parliamentary Law month in the month of April. Our unit meetings are included in notices of regular community meetings.

Our officers for 2018-2019 are:

Martha Rollins, President  
Debra Jefferson-Fitzgerald, Vice President  
Sunny Smith, Secretary  
Barbara Carraway, Treasurer



## ***Fredericksburg Parliamentary Unit***

The Fredericksburg Unit now has 10 Primary Members and 6 Provisional Members.

Beginning with Unit elections last year, 2 new to the Board members were elected. Elections for 2019-2020 officers will be held in May. The Unit will elect a new President.

Burke Balch has been teaching a series of programs on Motions every month. Also, at the end of each meeting member Burke Balch is offering a 15-minute review class for Provisional Members studying for the Parliamentary Exam. One member has earned her RP status. The Yearbook has been published and has color pictures of every member.

Due to the request for this Conference each member now has a Unit nametag. In September, the Fredericksburg Unit had more members in attendance of any Unit from outside New York State!

The Unit also had excellent attendance at the District II meeting in November.

The second Workshop for the Unit was on Saturday, March 30, 2019 from 9:30 AM – 2:00 PM, at the Fredericksburg Library, 1201 Caroline Street, Fredericksburg, VA 22401. Copies of *Robert's Rules of Order, Newly Revised, In Brief* which were given to participants. This year participants could order lunch. We hope to gain more members from this and other endeavors.

For April is Parliamentary Law Month, members worked on getting a Proclamation from the Mayor of the City of Fredericksburg. Copies were printed and distributed to all members as well as attendees of the Workshop.

The support of the Fredericksburg Board and members has been a pleasure, honor and delight.

Lynda Baer, PRP, President



## *Grace Welborn Unit*

This has been a very slow year for the Grace Welborn Unit, chartered 55 years ago in 1964.

We have only met three times since last fall, not since November, 2018. We will be meeting on April 29 to discuss where we should go from here, including discussing winding down operations. What was once a robust unit with a dozen or more active members has not been able to maintain that membership.

One of our members, former District Director T. Page Johnson, now lives at least an hour and a half away on a good day's drive. We miss the leadership of Phyllis Roberts, Jean Mostrom, Dorothy Burton, Evelyn Kane and, especially, our namesake and founder Grace Welborn—all former VSAP Presidents.

Joyce Eagles

## ***M. Stanley Ryan Unit of Parliamentarians Unit***

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 7 PM 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 namesake. 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, 1st Vice President, James Carney, 2nd 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 – 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 “Growing Our Own” workshop held on April 13th at First United Presbyterian Church, Richmond, VA. Our theme was “The ABC’s of Effective Meetings,” and the 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, unit and club, 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 in February during the regional FBLA parliamentary competition. They won first place! This gave them the opportunity to compete statewide in Reston, VA on April 5th and 6th. 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 is the Advisor.

Our immediate past President, Marian Martin, PRP, served as delegate for the 61st 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 was appointed to the Youth Development Committee by the VSAP Executive Board.

Sala Powell- Dabney, President

## *Northern Virginia Marching and Gavel Society Unit*



The Northern Virginia Marching and Gavel Society (NOVAMAGS) Unit continues its steady course of learning, refining and practicing parliamentary procedure. One segment of each program focuses on study questions and/or information from the National Parliamentarian.

NOVAMAGS meets monthly from September through June, either the third or fourth Wednesday or Thursday (depending on availability of a meeting room), at Richard Byrd Library, 7250 Commerce Street, Springfield, Virginia.

NOVAMAGS's newest member, Steven J. Berke, became a registered parliamentarian in March. NOVAMAGS has 11 members. Two are professionally registered parliamentarians (RP), one, a retired registered parliamentarian, and one a registered parliamentarian. Another member is studying for the RP Examination and looks forward to becoming credentialed soon.

The NOVAMAGS President attended the District II Conference at the Homestead, Hot Springs Virginia, in November 2018. She plans to attend the 2019 NAP Convention in Las Vegas, Nevada, along with at least two other NOVAMAGS members.

The members use their parliamentary skills and knowledge in other fields to provide services to the community. For example, the President and Steven J. Berke presented a workshop on parliamentary procedure at the Future Business Leaders of America State Leadership Conference on April 12. The FBLA has several new chapters and their leaders requested parliamentary procedure training. In March, the President served as a speech contest judge for the DC FBLA State Competitions. Marlene Taggart served as the DC Daughters of the American Revolution State Parliamentarian, as well as parliamentarian at State Conferences and several State Boards of Management. Donald Garrett judged Parliamentary Procedure events for the Virginia FBLA, and continues to partner with the Fairfax County Council of PTAs for an annual workshop. NOVAMAGS welcomed guests from the Office of Clerk to the Prince William County Board of Supervisors. Other members serve as valuable resources in organizations where their parliamentary knowledge is essential to running effective meetings.

Two NOVAMAGS members are VSAP officers: Beatrice Squire, RP, Second Vice President and Donald Garrett, Corresponding Secretary and Editor of the *Virginia Gavelletter*. NOVAMAGS is proceeding with plans to present a workshop in the fall on "Growing Our Own," lead by Donald Garrett. The Northern Virginia units are hosting the 2020 VSAP Convention, with NOVAMAGS as team leader.

NOVAMAGS purchased a porcelain tile in loving memory of Barboura "Babs" G. Raesly, Evelyn W. Kane, and Gene P. Moore. The tile will be displayed on the walls of the remodeled NAP headquarters.

Beatrice Squire, RP, President

## *Parliamentary Law Club of Richmond, Virginia*



The Parliamentary Law Club of Richmond, Virginia meets monthly except for June, July and August. The Executive Board meets in August to plan for annual activities. The PLC flag along with the Flag of the United States of America are displayed and time is reserved for parliamentary procedure educational enrichment activities. We continued the theme for this administration: “Strengthening Within While Reaching Out.”

New officers for the 2018-2019 fiscal year were installed at our May meeting. Study Sessions conducted by PLC’s First Vice President, Edna Rodwell, are held on a regular basis to prepare provisional members to take the NAP Exam. Four members passed the NAP Exam and became NAP members. Currently, the PLC has 29 financial members. Three new members have joined this fiscal year. Two members of PLC have agreed to volunteer their time and service in training sessions with the VSAP Youth Development Committee.

Four PLC members, including the President, participated in the VSAP Executive Board meetings held in October 2018 and one member was present in March 2019 in Richmond, Virginia. Five members of PLC continue to serve on the Executive Board of the VSAP Board.

Six members of PLC attended the 61st VSAP Convention held at the City Point Center in Newport News, Virginia and five of them assisted in the convention’s program. Margie Booker serves as the VSAP President. Theo Jones served as the chairman of the Audit Committee, Valarie Jones served as chairman of the Credentials Committee, and Gladys Jordan led the Memorial Service. The PLC President presented an oral report, served as chairman of the VSAP Tellers Committee, and was elected and serves as a member of the VSAP Nominating Committee.

One member of the PLC, our own VSAP President, attended the National Association of Parliamentarians Training Conference in Buffalo, New York in September and also attended the District 2 Meeting in Hot Springs, Virginia in November.

Funds from the “*Growing Our Own*” grant have enabled the Parliamentary Law Club to partner with the M. Stanley Ryan Unit of Parliamentarians to conduct a joint Parliamentary Procedure Workshop on April 13, 2019. Diverse community organizations are invited to participate. Presenters for the workshop will be the President of VSAP, Mrs. Margie Booker, PRP and the Past President of VSAP, Dr. Cynthia Mayo, PhD, PRP.

Many PLC members assist community organizations on a regular basis in providing services to increase their knowledge of parliamentary procedure.

Nancy Parker, President

## *Roanoke Valley Unit*

Roanoke Valley Unit has enjoyed a good year. We are in the process of completing our study of motions, which was a two-year plan devised by Education Chair, Jackie Frith. Each month members presented programs that dealt with the varieties and intricacies of motions which has enhanced our understanding of this most complicated aspect of parliamentary procedure.

We welcomed members of a local garden club as guests who had a problem. During the “Parliamentary Clinic” time of our meeting, they presented the issues they faced. After brainstorming, questioning and discussing, the Unit gave them ideas and the framework of a plan. Our treasurer, Marlene Wine, has been their guide in this endeavor, and this past month they returned with some very good news: the problem has become a cohesive project that has been embraced by their organization.

The best news is that we gained two new members from that, and we are pleased to have them come along for the ride.

A point of pride for us is that one of our provisional members successfully completed the examination, and Marquitta Joyce is now a Primary Member. We are very proud of her, and hope that her success will encourage a few of our other provisional members to take the plunge.

We were especially pleased when Marquitta consented to be the Roanoke Valley Chair for the upcoming annual VSAP Convention. She spent the greater part of this year making arrangements at the local level to ensure that convention participants will have a great time, and feel welcome here in the Star City of the South. We hope that members of VSAP will notice the details that will make their experience a good one – those are *her* deft touches!

It took us a while, but our website is now a reality! We have already received queries by means of it! Visit us at [www.roanokeparliamentarians.org](http://www.roanokeparliamentarians.org)!

Our next major project will be a collaboration with the Roanoke City Public Libraries. The Department of Youth Services is the educational arm of the library system’s outreach programming, and we will be working with them to hold a series of parliamentary workshops at branch libraries in the four quadrants of the city. It is our hope that we will pull in youth participants, as well as community leaders.

My term as presiding officer is coming to a close and counting blessings in our Unit is easy. Each and every member of our group contributes in some fashion. Rarely does anyone ever say no. Anyone who thinks parliamentarians are a dull bunch needs to visit Roanoke Valley Unit on the second Friday of the month, September through May. Our end of the hall at the Salem United Methodist Church rings with laughter, and the warmth generated welcomes our new people with open arms, and treasures our long-time members.

Lynne M Victorine, President





## *Silver Gavel Unit*

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

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



Charlotte Bailey, President  
Mary Loose DeViney, Education Chairman





## *Virginia Alpha Unit of Registered Parliamentarians*

At the May 5, 2018, VAURP Annual Meeting, I was elected to complete the 2018-2019 presidential term after the past immediate President resigned. Margie Booker, PRP was elected to serve as the 2018-2019 Vice President; Cynthia Mayo, PRP, Unit Secretary; and Raymond Duke, PRP-R, Unit Treasurer. With the support of these officers, there has been a smooth transition.

Following the 61st VSAP Convention, the VAURP Executive Board met and recommended persons to recruit to serve as Committee Chairs for Audit; Bylaws; Education Programs; Membership; Editor-Point of Information; Public Relations; Yearbook; and Youth Involvement. The Executive Board also suggested that the President investigate the use of NAP's Adobe Connect License to conduct electronic meetings via Webinar. Cyndthia Launchbaugh, NAP Executive Director, granted permission and put the Unit in contact with Jeff Weston, Chair of the NAP Meeting and Webinar Support Committee. Jeff conducted three Adobe Connect Webinar Training Sessions for Alpha Unit members and facilitated the first VAURP Electronic Meeting on September 24, 2018. Donald Garret, S-PRP has been of great help as the Unit designed Bylaws and Special Rules of Order that must be included in the updated Bylaws.

The electronic meeting format has increased the number of Registered Parliamentarians who can participate in meetings without the challenges of traveling; time away from family; and expenses for gas and food. Alpha Unit meetings were scheduled for September 24, 2018, November 24, 2018; March 23, 2019; and May 3, 2019 prior to the VSAP Convention.

At the November 24, 2018, meeting the VAURP President placed the review of the amended bylaws on the agenda. However, there were no proposed amendments from the membership. Again, the Alpha Unit President placed review and voting on bylaw amendments on the March 23, 2019, agenda; three proposed amendments were received by the designated deadline.

Prior to and during the March 23, 2019, meeting there was an extensive list of bylaws' changes submitted by the Bylaws Committee, which were disseminated as required by the current bylaws. Unfortunately, there was insufficient time to complete the review and discussion of the proposed amendments. Therefore, it was recommended that the remaining proposed amendments be placed on the May 3, 2019 agenda.

During the March 23, 2019, VAURP meeting, the lesson *What It Entails to Be a Registered Parliamentarian* was presented via Webinar by Maurice Henderson, Past National President of the National Association of Parliamentarians.

The May 3, 2019, Alpha Unit Meeting was a dinner meeting, at which the final reports of officers and chairs were given. In addition, the election of officers took place; bylaws were amended; and the 2019-2021 budget was adopted.

Please keep in mind that the object of the VAURP is:

- To promote the study of parliamentary procedure and the educational programs of NAP at the local level;
- To provide advanced-level educational programs for registered parliamentarians;
- To provide members a forum for presenting parliamentary problems; and
- To serve as a resource for other NAP units, schools, or community organizations seeking educational programs on parliamentary procedure, advice on parliamentary problems, or the services of a professional parliamentarian.

This requires that all officers, chairs and members are committed to fulfilling the object of the Unit as listed in the unit bylaws and implement new programs and strategies as endorsed by the NAP.

In the years to come, my greatest hope and desire are that VAURP grows and lives up to the object of the organization.

Cora Salzberg, PRP  
President, VAURP

## ***Virginia L. Dalton and Eloise Engledove Richmond (VDEER) Unit***

In its work to continue and increase the growth of the VDEER Unit and NAP, the Unit has committed to focus its recruitment efforts on middle school, high school, and college students, as well as local and statewide professional and service organizations. At the September 2018, Executive Committee meeting, Cora Salzberg was asked to serve as Chair of the Youth Development Committee. This fits with VDEER's new focus on youth in Richmond Public Schools and two local universities in Richmond VA, *i.e.* Virginia Union University and Virginia Commonwealth University. The strategy of the VDEER Unit is to expose students to the advantages of using parliamentary procedures in their organizations and social settings to enhance meaningful, effective and civil meetings. This strategy also will increase the membership in the National Association of Parliamentarians (NAP).

The Virginia L. Dalton and Eloise Engledove Richmond Unit was scheduled to meet the first Wednesday of each month between September 2018 and May 2019. In addition to monthly meetings, Unit members have been involved in Youth Development Committee events, namely, mailing letters to Advisors/Sponsors of Youth Leadership Programs at middle and high schools and colleges, thereby informing them of the services provided by the Youth Development Committee as judges and instructors/coaches to help youth prepare for competitions.

In preparation for the 62nd Annual VSAP Convention, VDEER members participated in the design of the VDEER Unit flag, name tag and refinement of the VDEER Unit theme.

**BE A GOOD LEADER AND A GOOD FOLLOWER!**

By focusing on:

***Building Consensus*** - Reaching compromise and fair decisions.

***Using Conflict Resolution Skills*** - Focusing on issues and not people.

***Mastering Time Management*** - Getting more done in less time.

***Conducting Meaningful Meetings*** - *Doing the right thing, the right way.*

Cora Salzberg, PRP, President



## *Virginia Peninsula Unit of Parliamentarians*

Virginia Peninsula Unit has had a good year and looks forward to the new administration coming for another term of parliamentary excellence. Peninsula Unit has been averaging eight members at the monthly meetings and looks forward to continue growth and commitment to unit study in the future.

The Unit was excited to host, in December, Mr. Michael Wagner-Diggs, PRP, as a guest presenter at the Holiday Luncheon. His presentation was such a hit with members that many look forward to another visit and presentation from the fellow VSAP member.

In April, VSAP 1st Vice-President Lynda Baer attended the Spring Luncheon and installed the newly elected officers for the next biennium. They are Dr. Willie Watson, PRP- President, Yulanda Humphreys, Vice-President, Margaret Wilson, Secretary and Gloria Mercado, Treasurer. They will become active following the VSAP Annual Meeting in May 2019.

Peninsula Unit is encouraging their members to study and take the NAP membership exam and hopes to announce new NAP members soon.

Yulanda Humphreys  
President

# Financial Report

## Virginia State Association of Parliamentarians

### Fiscal Year Ended April 2019

<b>Beginning Balance May 2018</b>	<b>\$ 6,202.51</b>		
Deposits			
National Association of Parliamentarians	\$ 4,421.00		
Growing Our Own	\$ 3,000.00		
VSAP Workshop	\$ 2,200.00		
VSAP Convention	\$ 4,160.00		
Miscellaneous	\$ 7.00		
<b>Total Income</b>		<b>\$ 19,990.51</b>	
<b>Expenses</b>			
VSAP Convention 2018	\$ 4,208.00		
Growing Our Own	\$ 1,900.00		
Convention-National	\$ 1,975.00		
Printing/Postage	\$ 526.70		
VSAP Entertainment 2018	\$ 250.00		
Bonding Insurance	\$ 100.00		
Form 990	\$ 39.95		
Technology	\$ 116.05		
VSAP Workshop	\$ 2,400.00		
VSAP 2019 flags, pens, etc.	\$ 309.06		
District 2 Conference	\$ 500.00		
Portfolios, ads	\$ 744.18		
Mailings	\$ 209.49		
		<b>\$ 13,278.43</b>	
<b>Balance</b>		<b>\$ 6,712.08</b>	
<b>Savings</b>		<b>\$ 5,175.10</b>	
<b>Certificate of Deposit</b>		<b>\$ 14,500.07</b>	
<b>Total of all Funds</b>		<b>\$ 26,387.25</b>	

Virginia State Association of Parliamentarians  
Proposed Budget 2019-2021

	2019-2020	2020-2021	Total
<b>INCOME</b>			
Dues			
Unit and MAL	\$ 2,100.00	\$ 2,200.00	\$ 4,300.00
Members at large	\$ 650.00	\$ 650.00	\$ 1,300.00
Parliamentary Law Club	\$ 15.00	\$ 15.00	\$ 30.00
Total Dues	\$ 2,765.00	\$ 2,865.00	\$ 5,630.00
Interest on CDs	\$ 15.00	\$ 15.00	\$ 30.00
Workshops	\$ 4,400.00	\$ 4,400.00	\$ 8,800.00
State Convention Registration	\$ 6,000.00	\$ 6,000.00	\$ 12,000.00
Carry Forward	\$ 3,200.00	\$ 3,200.00	\$ 6,400.00
<b>TOTAL INCOME</b>	\$ 16,380.00	\$ 16,480.00	\$ 32,860.00
<b>EXPENSES</b>			
Administrative	\$ 250.00	\$ 250.00	\$ 500.00
Committees/Public Relations	\$ 300.00	\$ 300.00	\$ 600.00
Website Domain and Hosting	\$ 200.00	\$ 200.00	\$ 400.00
Contingency	\$ 350.00	\$ 350.00	\$ 700.00
NAP Delegates	\$ 800.00	\$ 800.00	\$ 1,600.00
NAP Foundation and other ads	\$ 125.00	\$ 125.00	\$ 250.00
NAP Foundation-future fund	\$ 150.00	\$ 150.00	\$ 300.00
Officers			
President	\$ 800.00	\$ 800.00	\$ 1,600.00
1st vice- president	\$ 400.00	\$ 400.00	\$ 800.00
2nd vice-president	\$ 200.00	\$ 200.00	\$ 400.00
Secretary	\$ 125.00	\$ 125.00	\$ 250.00
Treasurer	\$ 100.00	\$ 100.00	\$ 200.00
Treasurer Security Bond	\$ 100.00	\$ 100.00	\$ 200.00
Membership Directory	\$ 450.00	\$ -	\$ 450.00
The Virginia Gaveletter	\$ 150.00	\$ 150.00	\$ 300.00
Growing Our Own Workshops	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
State Convention Deposit	\$ 600.00	\$ 600.00	\$ 1,200.00
State Convention Expenses	\$ 4,500.00	\$ 4,500.00	\$ 9,000.00
Carryover	\$ 1,780.00	\$ 2,330.00	\$ 4,110.00
Total Budget	\$ 16,380.00	\$ 16,480.00	\$ 32,860.00

***VSAP Registration Participants***  
***May 4-5, 2019***

**Catherine Wittman Unit**

Joyce Henderson  
Debra Henry, MD, PRP  
Jacqueline Roundtree  
Faye Williams  
Larry Williams

**Chesapeake Unit of Parliamentarians**

Darlene Davis  
Deborah Fitzgerald  
Martha Rollins  
Michael Wagner-Diggs, PRP

**Fredericksburg Parliamentary Unit**

Lynda Baer, PRP

**M. Stanley Ryan Unit of Parliamentarians**

Rhiannon Liker  
Cynthia Mayo, PhD, PRP  
Marian Martin, PRP  
Sala Powell-Dabney  
Arlene Skinner  
Shirley Smith  
Vera Toney

**Northern VA Marching and Gavel Society Unit**

Steven Berke, RP  
Beatrice Squire, RP

**Parliamentary Law Club of Richmond, Virginia**

Justine Baugham  
Margie Booker, PRP  
Gladys Jordan  
Valarie Jones, Esq., PRP  
Theo Jones  
Nancy Parker  
Edna Rodwell

**Roanoke Valley Unit**

Marquitta Joyce  
Marilyn Whittaker  
Lynne Victorine  
Anita Wilson  
LeRoy Worley

**Silver Gavel Unit of Parliamentarians**

Charlotte Bailey  
Mary Loose DeViney, PRP

**VA Dalton Eloise Engledove Richmond Unit**

Cora Salzberg, PhD, PRP

**Virginia Peninsula Unit of Parliamentarian**

Raymond Duke, PRP-R  
Barbara Duke  
Willie Watson, PhD, PRP



## *Future Events*

### **NAP 42nd Biennial Convention**



Thursday, September 5 – Sunday, September 8, 2019  
Westgate Las Vegas  
Las Vegas, Nevada

### **VSAP 63rd Convention**



Saturday, April 25 – Sunday, April 26, 2020  
Hilton Garden Inn  
1060 Hospitality Lane  
Fredericksburg, Virginia 22401  
540.548.8822





**VSAP**

Virginia State Association of Parliamentarians



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