

Virginia State Association of Parliamentarians
Executive Committee Meeting Minutes
June 19, 2023

The regular meeting of the Virginia State Association of Parliamentarians (VSAP) executive committee was called to order on June 19, 2023, at 9:30 am via Zoom. The presiding officer, Donald Garrett, PRP, and the secretary, Jacqueline W. Roundtree, PRP, were present.

Approval of Minutes

Minutes of the April 29, 2023, Executive Committee Meeting were approved.
Minutes of the April 2023 VSAP Annual Meeting were approved.

Appointments

President Garrett nominated, and the Executive Committee confirmed, the following appointments for 2023-2025:

- Corresponding Secretary: Anne Dryden
- Editor: Vivian Minor
- Historian: Sala Powell-Dabney
- Parliamentarian: Donna Simpson, PRP

President Garrett announced the following committee appointments:

- Flint Lewis, RP, 2nd VP, Chair of the Budget Committee
- Mary Loose DeViney, PRP, Chair of the Bylaws Committee
- Valarie Jones, 1st VP, PRP, Chair of the Education Committee
- Vivian Minor, Chair of the Publicity Committee
- Steve Hicks, PRP, Chair of the Youth Development Committee

President's Priorities

President Garrett previewed the Plan of Work template to the executive committee which will be sent out later for aiding in tracking the duties and goals of the Board of Directors.

Review of 2023 Convention Financials

Treasurer Skinner reviewed the receipts and expenses of last month's Annual Meeting. Treasurer Skinner also presented the Voucher Process: All vouchers must be accompanied by receipts, approved by the President before being processed and paid by the Treasurer.

2024 VSAP Convention Initial Discussion

The President will reach out to the University of Virginia regarding the use of its facilities in Charlottesville, VA for VSAP's 2024 Convention.

Plans for the 2023 NAP Convention

The executive committee approved a motion "*to purchase a VSAP ad for the 2023 NAP Convention*" by voice vote.

Mentors for the Chesterfield/Petersburg Electronic Unit

Valarie Jones and Sala Powell-Dabney will serve as mentors to the unit.

Executive Committee Meetings

Executive Committee meetings will be held on Sunday evenings, approximately quarterly.

Adjournment

The meeting adjourned at 10:22 a.m.

Jacqueline W. Roundtree, Secretary

Attendees: Donald Garrett, Valarie Jones, Flint Lewis, Anne Dryden, Sala Powell-Dabney,
Arlene Skinner, Jacqueline Roundtree

Approved: _____ initials and date