

Virginia State Association of Parliamentarians
Board of Directors Meeting Minutes
November 5, 2023

A regular meeting of the Virginia State Association of Parliamentarians (VSAP) Board of Directors was held on November 5, 2023, via Zoom (<https://zoom.us>). The meeting was called to order at 4pm, President Donald Garrett presiding and Recording Secretary Jackie Roundtree being present.

Attendees: Donald Garrett, Jackie Roundtree, Flint Lewis, Anne Dryden, Michael Wagoner - Diggs, Steve Berke, Arlene Skinner, Donna Simpson, Bonnie Atwood, Mary Loose, Gloria Mercado, Chris Marston, Angela Wilson, Sala Powell Dabney, and George Chavis.

Units Represented:

M. Stanley Ryan—Sala Powell Dabney
Parliamentary Law Club of Richmond – Bonnie Atwood
Catherine Wittman Unit—George Chavis
NOVAMAGS—Chris Marston
Chesapeake Unit—Michael Wagner-Diggs
Virginia Alpha Unit—Steve Berke
Virginia Peninsula Unit—Gloria Mercado
Silver Gavel Unit—Mary Loose
Fredericksburg—Angela Wilson

By unanimous consent, President Garrett appointed Donald Garrett, Steve Berke, and Jackie Roundtree to the Minutes Approval Committee for this meeting.

President's Report

President Garrett provided updates from the 2023 Biennial NAP Convention regarding the Commission on Credentialing and the requirements for renewals for RP and PRP. He also discussed the requirements for unit's obtaining CEUs for their educational presentations.

President Garrett also provided a report of the Executive Committee and its actions. The dates for the 2024 VSAP Convention is April 20 and 21, 2024 at the Double Tree Hotel, Charlottesville, VA.

Mr. Garrett said he is reaching out to Monticello to seek a public guest lecturer on Thomas Jefferson Parliamentary Procedure

- He also mentioned the Silent Gavels, thus far: Dr. Cora Salzburg and Gladys Jordan.
- Members of the VDEER Unit are working to keep the club alive by extending their geographic focus to include Virginia Beach, VA.
- Scheduling a webinar with a GMU professor on the topic of civic decline
- The 2nd Vice President is working on the membership manual.

- The VSAP Newsletter, The Gavel, will be out by early December.
- VSAP is looking for members to chair the Lifetime Achievement Award and the Membership Committee. Flint volunteered to help with membership since one of his duties is to produce the Membership Manual.

Treasurer's Report

- Reported on the voucher approval process. All vouchers must be approved by the President before coming to her for disbursement. The forms were displayed for the participants to view.
- Reviewed the financial status of the organization.
- The Grow Our Own Initiative has funding and she urged Units to apply for the \$350 grant that can be used for public activities such as Parliamentary Law Day training.

Unit Reports

1. M. Stanley Ryan—Sala Powell Dabney

2. Parliamentary Law Club—Bonnie Atwood

The Club members require training in Zoom. President Garrett agreed to provide the training at an agreed upon date.

3. Silver Gavel Unit—Mary Loose

The Club is meeting and working to grow its membership.

4. Catherine Wittman Unit—George Chavis

The Club provided training to the Health Occupational Student Association (HOSA) at Alexandria City High School. He inquired whether VSAP can assist in purchasing *RONR in Brief* for the 70 students. President Garrett recommended that CWU check with the NAPEF for assistance. NAPEF has a program for such a need as this. Announced that CWU is now an electronic unit with some members from out of state. He also said the unit is working on establishing a cohort to study for the RP exam.

5. NOVAMAGS- Chris Marston

Discussed the unit's membership concerns and would like to increase membership. President Garrett recommended that the unit outreach to Members at Large (MAL) in VSAP and invite them to unit events such as holiday get togethers.

6. Chesapeake Unit- Michael Wagoner-Diggs

The unit is meeting using a hybrid format and may move to electronic meetings. The unit's goal this year is to increase membership by 25 percent and support a youth organization.

7. Fredericksburg, VA Unit—Gloria Wilson

The Unit is meeting virtually and using a number of training options including the Quiz Bundles.

8. Peninsula Unit—Gloria Mercado

The unit is meeting using a hybrid format. It has several major goals for this year including, increasing awareness of the unit in the area, increasing membership and providing training for beginners and advance level participants interested in RONR.

9. Virginia Alpha Unit—Donna Simpson

The unit is an electronic unit and meets four (4) times each year. They are reviving their Q& A portion of their quarterly programs.

New Business

Discussion of amendments to the VSAP Bylaws: Proposals to amend the VSAP Bylaws need to be sent in by December 31, 2023.

The meeting adjourned at 5:28 pm.

Approved by the Minutes Approval Committee on February 25, 2024:

Donald Garrett