

Virginia State Association of Parliamentarians Executive Committee
April 20, 2024, Regular Meeting Agenda
Doubletree by Hilton Charlottesville Promenade Ballroom | 8:30 am

President Garrett called the meeting to order at 8:32 a.m.

- 1) Approved the October 19, 2023, Regular Meeting Minutes
- 2) The Executive Committee ratified four email votes conducted between meetings:
 - a. Motion to withdraw all VSAP money currently held in certificates of deposit and reinvest \$13,500 in the 7-month promotional Certificate of Deposit with an interest rate of approximately 5% APY.
 - b. Motion to oppose HB 723 in the 2024 Regular Session of the Virginia General Assembly.
 - c. *Resolved*, That the Virginia State Association of Parliamentarians Executive Committee sets the following registration fees for the 2024 Annual Convention:
 - a) Full registration paid prior to March 20, 2024: \$165
 - b) Full registration paid after March 19, 2024: \$200
 - c) Meals only registration: \$135; and*Resolved*, That registrants to the 2024 Annual Convention paying by card shall be responsible for any processing fees.
 - d. Motion to charge \$20 to virtual attendees to attend the Sunday, April 21, 2024, keynote.
- 3) 2024 Convention Final Touches
The Executive Committee discussed and approved the following:
 - a. Proposed Bylaws Amendment: Amend Article VI, Section 4 of the VSAP Bylaws by 1) striking 'a majority' and inserting "at least four" and 2) adding 'For purposes of the preceding sentence, the Parliamentary Law Club and the Members at Large as a whole shall be deemed a unit.'
 - i. The quorum for meetings of the Association shall be fifteen (15) members representing ~~a majority~~ **at least four** of the units and two of whom shall be VSAP elected officers. ***For purposes of the preceding sentence, the Parliamentary Law Club and the Members at Large as a whole shall be deemed a unit.***
 - b. There was a brief discussion and review of the Executive Committee members' Roles and Responsibilities at the Convention.
- 4) 2025 Convention Brainstorming
 - a. President Garrett will draft a Request for Proposals to send to hotels in the Northern Virginia and Hampton Roads area.

5) 2023-2025 Membership Manual

- a. The Executive Committee approved a motion to provide the Membership Manual primarily electronically, but provide a two-week window for members to request a mailed copy.
- b. Second Vice President Flint will oversee the production of the Membership Manual.

The meeting adjourned at 9 a.m.

Jacqueline W. Roundtree,

Secretary

Attendees: Donald Garrett, Anne Dryden, Flint Lewis, Arlene Skinner, Sala Powell-Dabney, Donald Simpson, Vivian Minor, Valerie Jones