

Virginia State Association of Parliamentarians (VSAP)
2025 Annual Convention Minutes

Saturday, May 3, 2025

Holiday Inn

Newport News, VA

The 68th Annual Convention of the Virginia State Association of Parliamentarians (VSAP) opened on May 3, 2025, at 9:30 a.m. with an inspiration that was excerpted from a 2015 Commencement Speech by Denzel Washington, entitled “*Fall Forward*”. This was followed by the singing of the National Anthem. VSAP President Donald Garrett, PRP led the Pledge of Allegiance. Greetings were given by Mr. Cleon Long, Newport News City Councilmember.

The first business meeting of the Virginia State Association of Parliamentarians (VSAP) was presided over by President Donald Garrett, PRP with Secretary Jacqueline W. Roundtree, PRP recording the minutes.

The First Report of the Credentials Committee, which was given by Steve Berke, PRP-R, was adopted as follows:

Credentials Committee Report as of May 3, 2025, at 10:15 AM

- *VSAP Past Presidents: 2*
- *Elected Officers: 3*
- *Appointed Officers: 3*
- *Standing Committee Chairs: 1*
- *Unit/Club Delegates: 15*
- *Member at Large Delegates: 0*
- *Number of Delegates Entitled to Vote: 25*
- *Alternates: 3*
- *Guests: 1*
- *Total in Attendance: 29*
- *Number of Units/Clubs Represented: 8*

Sala Powell-Dabney presented the Standing Rules, which were included on page 20 of the Convention Program book. They were Adopted.

Vivian Minor presented the Program, which was included on pages 17-18 of the Convention Program book. The Program was adopted with the following modification: Substitute Workshop II with the following: “It’s in the Book-Where to Find It” presented by Michael Wagner-Diggs, PRP.

Appointment of Convention Committees

President Garrett announced the following appointments:

- Minutes Approval Committee: The VSAP Executive Committee
- Credentials Committee: Steve Berke, PRP-R
- Standing Rules Committee: Sala Powell-Dabney

- Program Committee: Valarie Jones, PRP and Vivian Minor
- Audit Committee: Alicia Campbell and Cynthia Mayo, PRP
- Convention Tellers: Chris Marston, RP and George Chavis
- Hospitality Committee: Flint Lewis, RP
- Memorial Service Committee: Beatrice Squire, PRP
- Convention Intern: Victoria Garrett

Roll Call

Conducted a roll call of units and clubs

Audit

On behalf of the Audit Committee, Alicia Campbell moved the adoption of the audit committee report. Adopted by voice vote.

Report of the Budget Committee (Page 33-34)

Second Vice President Flint Lewis, RP moved to postpone this report until new business tomorrow. The motion to postpone was adopted.

Second Vice President Flint Lewis, RP gave notice of the following bylaws amendment: Amend Article X, Section 2 A by striking “concurrent with the term of office of the elected officers” and inserting “beginning December 1 following the convention.”

2023-2025 VSAP History (Pages 30-32)

Chris Marston, RP moved to adopt the 2023-2025 VSAP History. It was adopted with the following amendment: Insert in the appropriate place, “*VSAP was pleased to gain the addition of a new unit. The NOVA Gavel Unit of Parliamentarians, based in Loudoun County, Virginia, was chartered on August 14, 2024.*”

Board of Directors Election

The following were elected by acclamation:

- President: Donald Garrett, PRP
- First Vice President: Jacqueline Roundtree, PRP
- Second Vice President: Chris Marston, RP
- Recording Secretary: Donna Simpson, PRP
- Treasurer: Cynthia Mayo, PRP

Election of NAP Convention Delegates

The following were elected by voice vote:

Donald Garrett, PRP; Jacqueline Roundtree, PRP; Chris Marston, RP; Joyce Henderson, RP; James Carney; Vera Toney, RP; Alicia Campbell; Larry Williams; Michael Wagner-Diggs, PRP; Beatrice Squire, PRP; Terri Cochran; Darlene Davis, RP; Jacqueline Wells; Willie Watson, PRP; Margie Booker, PRP; Cynthia Mayo, PRP; Marian Martin, PRP; Rhiannon Liker; Arlene Skinner, RP; Shirley Smith; Steve Hicks, PRP; Steve Berke, PRP-R; Mary Loose DeViney, PRP; Muriel Laliberte; Vanessa Jackson; and Lynda Baer, PRP-R.

Workshops

The Convention featured four workshops as described below:

- Workshop I- “The Art of the Vote: Mastering Nominations and Election Procedures”. Presented by Mary Loose DeViney, PRP.
- Workshop II- “It’s in the Book-Where to Find It.” Presented by Michael Wagner-Diggs, PRP.
- Workshop III- “Misused, Confused, and Abused”. Presented by Beatrice Squire, PRP.
- Workshop IV- “Putting Your Best Script Forward.” Presented by Chris Marston, RP.

Adjournment

After a group photo, the meeting adjourned at 4:45 pm.

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Prior to the meeting being called to order, Donald Garrett, PRP presented “*Beyond Robert’s Rules: Finding Laws That Govern Your Meetings.*”

The second business meeting of the 68th Convention was called to order at 11 a.m. with President Donald Garrett, PRP presiding.

The Second Report of the Credentials Committee, which was given by Steve Berke, PRP-R, was adopted as follows:

Credentials Committee Report as of May 4, 2025, at 10:29 AM

- *VSAP Past Presidents: 3*
- *Elected Officers: 3*
- *Appointed Officers: 3*
- *Standing Committee Chairs: 1*
- *Unit/Club Delegates: 19*
- *Member at Large Delegates: 0*
- *Number of Delegates Entitled to Vote: 29*
- *Alternates: 2*
- *Guests: 2*
- *Total in Attendance: 32*
- *Number of Units/Clubs Represented: 8*

New Business

Bylaws Amendment

Flint Lewis, RP moved to amend Article X, Section 2 A by striking “concurrent with the term of office of the elected officers” and inserting “beginning December 1 following the convention.”

Adopted 23 yeses, 0 noes.

Amended Article X, Section 2A: *The Budget Committee, consisting of three (3) members, one (1) of whom shall be the Treasurer, shall prepare and submit a budget for adopting at the annual convention in odd-numbered years, a biennial budget which shall cover the period beginning December 1 following the convention.*

Budget Committee Report

The motion of Flint Lewis, RP, made on behalf of the Budget Committee, to adopt the extension budget from May 1, 2025, through November 30, 2025, was adopted by voice vote.

Flint Lewis, RP moved to adopt the FY 2026 and 2027 budgets. The budgets were adopted by voice vote after discussion.

Installation of Officers

Beatrice Squire installed new officers. The VSAP officers are:

- President: Donald Garrett, PRP
- First Vice President: Jacqueline Roundtree, PRP
- Second Vice President: Chris Marston, RP
- Recording Secretary: Donna Simpson, PRP
- Treasurer: Cynthia Mayo, PRP

The Convention Adjourned *sine die* at 11:21 am.

Jacqueline Roundtree