

**Virginia State Association of Parliamentarians Board Meeting**  
**Meeting Minutes**  
**Sunday, October 5, 2025**

The regular meeting of the Virginia State Association of Parliamentarians Board meeting was called to order by President Donald Garrett, PRP at 5:32 pm. The secretary, Donna Simpson, PRP was present. Members present included:

Alicia Campbell	Ceresh Perry, RP
Marsha Meekins Cheatham	Sala Powell-Dabney
Karen Clemons, RP	Jackie Roundtree, PRP
Chris Marston, RP	Shirley L. Smith
Dr. Jackquiline May, PhD, PRP	Beatrice Squire, PRP
Dr. Cynthia Mayo, PhD, PRP	Michael Wagner-Diggs, PRP
Vivian A. Minor	Lawrence Williams
April Myers	Angela Chance Wilson
Susan Norwood	

**Announcements**

If your unit wishes to propose an amendment to the VSAP Bylaws, please send it to the Chair by December 31, 2025.

The Chair appointed Donald Garrett, PRP, Donna Simpson, PRP, and Karen Clemons to the Minutes Approval Committee.

NAP searching for an Executive Director. Wanda Sims, PRP serving as interim.

**Presidents Report**

The Chair presented the VSAP Officer and appointments for the 2025-2027 Biennium:

**VSAP Officers**

- 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
- Corresponding Secretary: Ceresh Perry, RP
- Editor: Vivian Minor
- Historian: Sala Powell Dabney
- Parliamentarian: Jackquiline May, PRP

**Committee Appointments for the 2025-2027 Biennium:**

- Budget: Chris Marston, RP (Chair) and Cynthia Mayo, PRP
- Bylaws: Jackqueline May, PRP (Chair)
- Education: Jacqueline Roundtree, PRP (Chair)
- Lifetime Achievement Award: Susan Norwood (Chair); Duane Boone; and Muriel Laliberte
- Membership: Beatrice Squire, PRP (Chair); Ceres Perry, RP; and Donna Simpson, PRP
- Publicity: Vivian Minor (Chair)
- Youth Development: Karen Clemons, RP (Chair)
- Information Technology: Donald Garrett, PRP (Chair)

**VSAP Members Serving in NAP Positions**

- Member of the NAP Commission on Credentialing: Michael Wagner-Diggs, PRP
- Member of the NAP Communications Committee: Donald Garrett, PRP

**VSAP highlights at the NAP Convention**

- 1<sup>st</sup> place - Most new units (NOVA Gavel Unit of Parliamentarians)
- 2<sup>nd</sup> place - Greatest % of membership retention
- 3<sup>rd</sup> place - Education
  - Chair advised units to keep documentation of educational offerings (e.g., sign in sheet, flyer)

**Treasurer reported as follows:**

Beginning balance (May 2025)	\$13,254.71
Revenue	\$ 331.03
Expenses	\$ 0
Ending balance (September 2025)	<u>\$13,585.74</u>
Savings	\$ 3,180.01
CD	<u>\$15,316.83</u>
Total	\$32,082.58

**Budget Report**

Presented budget for the remainder of 2025 and Fiscals Years 2026 and 2027. Both were approved.

Growing Our Own grants up to \$350.00 available to units for additional resources for retaining /obtaining membership.

Send email to Chair explaining the amount and purpose for the money via the voucher process.

Chair updated units of the Executive Committee meeting held September 28, 2025.

**Clubs/Unit**

Clubs/Units provided 2025 – 2026 goals for their clubs. Common themes were increase membership numbers/engage current members, conduct educational workshops, preparing workshops for April Parliamentary Law month and collaboration between units.

Editor in Chief Vivian Minor ([minorvcps@verizon.net](mailto:minorvcps@verizon.net)) is requesting that Unit/Club Presidents send her by the end of the week a few sentences regarding unit/clubs goals for the year. This information will be incorporated into the newsletter.

No new business.

Meeting adjourned at 6:47 pm.

*Donna E. Simpson*

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Donna E. Simpson, PRP  
Secretary, Virginia State Association of Parliamentarians

Minutes Approval Committee:  
Donald Garrett, PRP  
Donna Simpson, PRP  
Karen Clemons

Approval Date: October 9, 2025