

APPROVED

**ELECTRONIC ASSOCIATION OF PARLIAMENTARIANS
BOARD OF DIRECTORS REGULAR QUARTERLY MEETING
FEBRUARY 08, 2018 AT 7:00PM CENTRAL TIME
MINUTES**

CALL TO ORDER

The quarterly regular meeting of the Electronic Association of Parliamentarians' Board of Directors was called to order at 7:14PM Central Time on February 8, 2018 by President Weldon Merritt, PRP via teleconference provided by FreeConferenceCall.com. The secretary, Beth S. James, PRP was present.

ATTENDANCE

A quorum was established based on a roll call as follows:

PRESENT (3): President Weldon Merritt, PRP, Vice President Evan Lemoine, PRP, Secretary Beth S. James, PRP

ABSENT (1): Treasurer Amber Slaughter

GUESTS & ADVISORS: Parliamentarian Paul McClintock, PRP

MINUTES APPROVAL COMMITTEE

Without objection, a minutes approval committee was appointed consisting of Evan Lemoine, PRP. The committee approved the minutes of the November 30, 2017 special meeting.

OFFICER REPORTS – *reference Appendix A*

President Weldon Merritt, PRP presented the President's Report.
Vice President Evan Lemoine, PRP presented the Vice President's Report.
Secretary Beth S. James, PRP presented the Secretary's Report.

NEW BUSINESS

Without objection, the time and technologies for the Annual Business Meeting and workshop(s) will be determined by Webmaster Evan Lemoine, PRP & Education Chair Lucy Anderson, PRP.

Registration fees, honorariums for presenters, and any other decisions regarding the Annual Business Meeting and workshop(s) will be discussed at the adjourned meeting on February 16, 2018 at 7:00PM Central Time.

Without objection, President Merritt adjourned the meeting at 8:00PM Central Time to meet on February 16, 2018 at 8:00PM Central Time via teleconference.

CALL TO ORDER

The February 8, 2018 adjourned meeting of the Electronic Association of Parliamentarians' Board of Directors was called to order at 7:00PM Central Time on February 16, 2018 by President Weldon Merritt, PRP via teleconference provided by FreeConferenceCall.com. The secretary, Beth S. James, PRP was present.

ATTENDANCE

A quorum was established based on a roll call as follows:

PRESENT (3): President Weldon Merritt, PRP, Vice President Evan Lemoine, PRP, Secretary Beth S. James, PRP

ABSENT (1): Treasurer Amber Slaughter

GUESTS & ADVISORS: Parliamentarian Paul McClintock, PRP, Education Chair Lucy Anderson, PRP

NEW BUSINESS

The time and technology for the Annual Business Meeting and workshop(s) were presented by Evan Lemoine, PRP.

Without objection, Education Chair Lucy Anderson, PRP responded to a question on workshop timetable.

Without objection, Parliamentarian Paul McClintock, PRP responded to a question on ability to manage Adobe Connect.

Without objection, the time and technology recommended by Evan Lemoine, PRP & Lucy Anderson, PRP with the adjusted start time on March 23, 2018 of 6:45PM Central Time was approved.

Without objection, the registration fee for the Annual Business Meeting will be \$10 for non-members, except presenters.

Without objection, a \$25 gift card to be given to each of the four Annual Business Meeting workshop presenters at the discretion of the Treasurer upon completion of the workshop, to be coordinated with the Education Chair.

Without objection, Beth S. James, PRP and Evan Lemoine, PRP will plan the Annual Meeting pre-meeting activities on March 23, 2018.

President Merritt discussed the status of the district appointment for EAP by the NAP Board.

The meeting was adjourned at 7:35PM Central Time.

*Elizabeth S. James, PRP
EAP Secretary*

Adopted by Minutes Approval Committee:

Evan Lemoine, PRP 3/6/2018

APPENDIX A

ELECTRONIC ASSOCIATION OF PARLIAMENTARIANS REGULAR BOARD MEETING FEBRUARY 8, 2018

REPORT OF THE PRESIDENT

To date, since EAP's chartering by NAP, the president has:

- Accepted the charter certificate issued by NAP (which he now retains in his possession). • Presided at a special meeting of the association on October 19, 2017, for the election of EAP' permanent officers.
- Presided at special meetings of the EAP Board of Directors on November 9, 2017, and November 30, 2017.
- Participated in a meeting of the EAP Bylaws and Rules Committee on January 20, 2018, and chaired a subcommittee to draft proposed amendments to the EAP bylaws and standing rules relating to EAP's acceptance of provisional members.
- Sent the resolution adopted by the EAP Board of Directors relating to EAP's district assignment to the NAP Board of Directors and the Membership Extension and Retention Committee (MERC).
- Received notice that at its February 6, 2018 meeting, the MERC adopted a recommendation to the NAP Board of Directors that EAP be assigned to the district in which a plurality of its primary members reside as of March 1, 2018.

Weldon L. Merritt, PRP
President

**ELECTRONIC ASSOCIATION OF PARLIAMENTARIANS
BOARD OF DIRECTORS REGULAR MEETING
VICE PRESIDENT'S REPORT**

As this is the first regular meeting of EAP board of directors since our organization, the vice president has:

- Purchased, designed, and maintained the EAP website – eparliamentarians.org;
- Assisted and provided personal insight to the president, secretary, and treasurer to foster a collaborative working relationship;
- Transitioned duties as the secretary pro tem to the secretary, treasurer, and membership committee;
- Served as a member of the education committee, the chief webmaster, and chairman of the financial review committee;
- Developed basic review procedures for the initial review performed by the financial review committee;
- Authored and promoted the EAP member survey to help facilitate in deciding the meeting schedule, workshop and meeting format, and topics of interest for the first annual meeting;
- Approved the minutes of the November 9 and November 30 special board meetings as the minutes approval committee;

**ELECTRONIC ASSOCIATION OF PARLIAMENTARIANS
 BOARD OF DIRECTORS QUARTERLY MEETING
 SECRETARY REPORT
 Beth Sapp James, PRP
 February 8, 2017**

CHARGE	WORK ACCOMPLISHED
<p>Officers will perform the duties prescribed for their offices in these bylaws, the special rules of order, the adopted parliamentary authority, and the standing rules, or as directed by a membership meeting or the board of directors</p>	<ul style="list-style-type: none"> ▪ Sent approved EAP committee appointments and charge to chairs & members (11/11/17) ▪ Sent agenda recommendations to President Merritt for all BOD meetings (11/9/17, 11/30/17, 2/8/18) ▪ Participated as an appointed member of the EAP Financial Committee ▪ Provided feedback as requested (i.e. survey, district recommendation) ▪ Created a membership ledger including committee appointments and distributed to the BOD ▪ Provided the membership ledger to the Membership Chair for on-going maintenance ▪ Worked with NAP headquarters, EAP BOD and Electronic Unit Presidents to correct member's association data ▪ Reviewed EAP site ▪ Submitted headshot and biography for posting on website
<p>Provide copies of the draft minutes of each membership or board meeting to the appropriate minutes approval Committee within fifteen days after adjournment of the meeting</p>	<ul style="list-style-type: none"> ▪ Submitted minutes to the approval committee 11/9/17 for the 11/9/17 EAP Board Special Meeting. ▪ Submitted minutes to the approval committee 12/2/17 for the 11/30/17 EAP Board Special Meeting
<p>Provide copies of all approved minutes to each member of the board of directors within fifteen days after the minutes have been approved by the minutes approval committee</p>	<p>Submitted approved minutes to the BOD (11/14/17, 12/8/17)</p>

CHARGE	WORK ACCOMPLISHED
Provide all notices to the membership required by the bylaws or these standing rules	<ul style="list-style-type: none"> ▪ Crafted & distributed a 90 Day advance Annual Meeting Notice to the EAP Membership. Included the request for bylaws and survey link. ▪ Crafted & distributed a reminder email to EAP Membership for Survey. <p><u>Preparation for Annual Meeting Call</u></p> <ul style="list-style-type: none"> ▪ Created/sent Annual meeting punch list to Board. ▪ Requested/received proposed bylaw amendments from the Bylaw Committee Chair. ▪ Requested education workshops and instructor bio's from Education Committee Chair
Submit a list of newly elected officers to NAP within thirty days after the election	Sent email, 11/8/17, to NAP headquarters of EAP officers elected on 10/19/17.
Submit the name of any officer appointed to fill a vacancy to NAP within thirty days after filling of the vacancy	N/A this quarter
Submit a copy of the amended bylaws to NAP within thirty days after adoption of any amendment	N/A this quarter
Turn over all records and materials pertaining to the secretary to the new secretary within thirty days after leaving office.	N/A this quarter

RECOMMENDATIONS

- 2019 Annual Meeting, appoint an Annual Meeting Chair to coordinate the event.
- **CHANGE 'and' to 'or' | Bylaws-ARTICLE VII-Section 3. Meetings. B.** Special meetings may be called by the president **and** must be called upon the written request of two members of the board of directors.