

**ELECTRONIC ASSOCIATION OF PARLIAMENTARIANS
BOARD OF DIRECTORS REGULAR MEETING
March 27, 2019 AT 7PM CENTRAL TIME
MINUTES**

CALL TO ORDER

The regular meeting of the Electronic Association of Parliamentarians' Board of Directors was called to order at 7:06PM Central Time on March 27, 2019 by President Evan Lemoine, PRP via Zoom, with Secretary Thomas Holmes present. A quorum was present.

ADOPTION OF AGENDA

Without objection, the agenda previously distributed was adopted (Appendix A).

APPOINTMENT OF A MINUTES APPROVAL COMMITTEE

Without objection, a minutes approval committee was appointed consisting of David Whitaker, RP.

REPORTS OF OFFICERS

President Evan Lemoine, PRP gave an oral report outlining his vision for EAP and thanked those who agreed to serve on the board.

Vice-President Beth S. James reported that she is continuing to transition from her secretary and treasurer roles and has updated the bylaws and standing rules.

Secretary Thomas Holmes gave an oral report mentioning that the list of officers and current bylaws were updated with NAP.

Vice-President Beth S. James, PRP overviewed the treasurer's report distributed to the board (Appendix B).

APPOINTMENT OF PARLIAMENTARIAN

Without objection, Brandon Walters, PRP was appointed parliamentarian.

Without objection, the minutes approval committee's membership was modified to consist of Brandon Walters, PRP.

APPOINTMENT OF STANDING COMMITTEES

Without objection, Lucy Anderson, PRP (chair); Brenda Kennedy; Wendy Laufer-Rhodes; Weldon Merritt, PRP; and Kendra O'Toole were appointed to the Bylaws and Rules Committee. Brandon Walters, PRP was appointed to serve as the consultant.

Without objection, Dr. Ramona Marsalis-Hill, PRP (Chair); Robin Walthour; and David Whitaker, RP were appointed to the Education Committee. Beth Sapp James, PRP was appointed to serve as the consultant.

Without objection, Terri Woods-Campbell (Chair) and Dan Ross, RP were appointed to the Membership Committee. Thomas Holmes was appointed to serve as the consultant.

Secretary Thomas Holmes raised a parliamentary inquiry regarding whether consultants are being appointed members of the committee. President Lemoine responded that consultants are not committee members.

APPOINTMENT OF WEBMASTERS

Without objection, Evan Lemoine, PRP (Chief); Paul McClintock, PRP (Assistant); Wendy Laufer-Rhodes (Assistant); and Victoria Johnson (Assistant) were appointed as webmasters.

APPOINTMENT OF SPECIAL COMMITTEES

Without objection, Victoria Johnson (Chair), Valerie Lewis, and Kendra O'Toole were appointed to the financial review committee.

Without objection, a Unit Services Special Committee was appointed "to explore and recommend to the board of directors by September 2019 which services or benefits EAP could offer to supplement unit activities" with the following members: Beth S. James, PRP (Chair); Lucy Anderson, PRP; Kendra O'Toole; Thomas Holmes; Mary Grant, PRP; and Robin Walthour.

Without objection, a Technology Support Special Committee was appointed "to provide technical assistance to EAP including managing the website, EAP database, meeting technology, and social media channels" with the following members: Paul McClintock, PRP (Chair); Victoria Johnson; Wendy Laufer-Rhodes; and Evan Lemoine, PRP.

NEW BUSINESS

President Lemoine moved "to reimburse Evan Lemoine \$125 for the tile purchase in honor of the outgoing past president Weldon Merritt." The motion was unanimously adopted by roll call vote: Evan Lemoine – Yes, Beth S. James – Yes, Thomas Holmes – Yes.

Without objection, a motion was adopted to hold regular meetings every third Monday at 7PM CT.

A motion "that the treasurer be authorized to open a checking account with BB&T Bank provided there are no monthly fees" was assumed. The motion was unanimously adopted by roll call vote: Evan Lemoine – Yes, Beth S. James – Yes, Thomas Holmes – Yes.

ANNOUNCEMENTS

President Lemoine announced that the next meeting was April 15, 2019.

With no further business, the meeting was adjourned at 8:09 PM CT.

Respectfully submitted,
Thomas Holmes
EAP Secretary

Approved by the Minutes Approval Committee:

Brandon Walters, PRP

04/9/2019

APPENDIX A: AGENDA

**ELECTRONIC ASSOCIATION OF PARLIAMENTARIANS
BOARD OF DIRECTORS REGULAR MEETING
MARCH 27, 2019 / 7:00PM CT**

VIA ZOOM

Call to Order

Adoption of Agenda

Appointment of Minutes Approval Committee (Standing Rule 2C2)

Reports of Officers

Treasurer's Report (Standing Rule 2D5)

Appointment of Parliamentarian (Standing Rule 2A1c)

Appointment of Standing Committees (Bylaws Article VIII, Section 2 / Standing Rule 2A1a)

Appointment of Webmasters (Standing Rule 2A1d)

Appointment of Financial Review Special Committee (Standing Rule 5)

Appointment of Special Committees (Bylaws Article VIII, Section 4)

New Business

- Reimbursement of Outgoing President Gift
- Schedule of Future Board Meetings (Bylaws Article VII, Section 3A)

Announcements

Adjournment (Special Order: 8:15PM Central)

APPENDIX B: TREASURER'S REPORT

**ELECTRONIC ASSOCIATION OF PARLIAMENTARIANS
 TREASURER'S REPORT
 MARCH 27, 2019
 UNAUDITED**

STRIPE ACCOUNT

Beginning Balance as of 2/1/19 \$204.90

<u>Date</u>	<u>Type</u>	<u>Payee/Payer</u>	<u>Description</u>	<u>Amount</u>
Various	Credit	Various	2018-2019 Member Dues	\$130.00
Various	Credit	Various	2019 Event Registration	\$220.00
Various	Debit	Various	Processing Fees	\$ 23.31
02/21/19	Debit	Brandon Walters	Refund	\$ 12.00
03/18/19	Debit	Regina Guillory	Refund	\$ 20.00
03/01/19	Debit	JSC Federal Credit Union	Transfer	\$148.60
03/08/19	Debit	JSC Federal Credit Union	Transfer	\$ 92.00
03/15/19	Debit	JSC Federal Credit Union	Transfer	\$ 25.00
03/22/19	Debit	JSC Federal Credit Union	Transfer	\$224.58
Ending Balance 3/27/19				\$ 9.41

JSC Federal Credit Union – SAVINGS ACCOUNT

Beginning Balance as of 3/1/19 \$5.00

DEPOSITS

<u>Date</u>	<u>Method</u>	<u>Payer</u>	<u>Description</u>	<u>Amount</u>
-	-	-	-	-

EXPENDITURES/WITHDRAWALS/DEBITS

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
-	-	-	-	-

Savings Account Bank Statement – Ending Balance 3/27/19 \$5.00

OUTSTANDING DEBITS & CREDITS

<u>Date</u>	<u>Check No.</u>	<u>Payee/Payer</u>	<u>Description</u>	<u>Amount</u>
03/2019	Debit	Beth S. James	Opening Account	\$5.00*

Book Balance – Ending Balance 3/27/19 \$0.00

* Beth S. James used \$5 personal funds to open JSC Savings Account, money will be refunded upon account closing.

ELECTRONIC ASSOCIATION OF PARLIAMENTARIANS
TREASURER'S REPORT
MARCH 27, 2019
UNAUDITED

JSC Federal Credit Union – CHECKINGS ACCOUNT

Beginning Balance as of 3/1/19 \$2,401.85

DEPOSITS

<u>Date</u>	<u>Method</u>	<u>Payer</u>	<u>Description</u>	<u>Amount</u>
03/01/19	INTEREST	JSC Federal Credit Union	INTEREST	\$ 0.04
03/01/19	TRANSFER	Stripe	2018-2019 Member Dues	\$ 148.60
03/08/19	TRANSFER	Stripe	2018-2019 Member Dues	\$ 92.00
03/15/19	TRANSFER	Stripe	2018-2019 Member Dues	\$ 25.00
03/22/19	TRANSFER	Stripe	2018-2019 Member Dues	\$ 224.58
03/25/19	CHECK	NAP	2018-2019 Member Dues	\$ 252.00
03/25/19	CHECK	NAP	2018 Member Dues	\$ 17.00
03/27/19	CHECK	Amber Slaughter	2018 Member Dues	\$ 178.37
				\$ 937.59

EXPENDITURES/WITHDRAWALS/DEBITS

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
03/23/19	ONLINE	NAPEF	Donation for NAP Delegate	\$ 25.00
03/23/19	ONLINE	Amazon	eGift Cards for Presenters	\$ 120.00
03/21/19	ONLINE	Evan Lemoine	2018 Domain Name	\$ 40.00
03/19/19	301	NAP	Tile	\$ 125.00
				\$ 310.00

Checking Account Bank Statement – Ending Balance 3/27/19 \$3,029.44

OUTSTANDING DEBITS & CREDITS

<u>Date</u>	<u>Check No.</u>	<u>Payee/Payer</u>	<u>Description</u>	<u>Amount</u>
03/2019	Debit	Beth S. James	Opening Account	\$ 25.00**

Book Balance – Ending Balance 3/27/19 \$3,004.44

** Beth S. James used \$25 personal funds to open JSC Checking Account, money to be refunded upon account closing.

TOTAL Book Balance | 3/27/19 | \$3,013.85**

**Does not include the March EAP dues collected by NAP. Based on NAP 3/11/19 report & email regarding inclusion of Julia Price's dues in next check, payment sent in April to new treasurer is expected to be \$84.