

## 2024 ANNUAL MEETING & WORKSHOP

Mail this completed form with check  
Payable to NSAP and send to:  
NSAP c/o Lynna Gene Cook  
7251 Norris Lane, Lincoln NE 68516

Please Print:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Friday presentations include: credentialed presenters, handouts, meeting room, lunch, and snacks. Complimentary water and coffee.

**For special dietary needs, respond with payment.**

DEADLINE May 1, 2024 postmark for EARLY PRICING.

### THURSDAY CELEBRATION DINNER

\_\_\_\_\_ \$35.00 EARLY payment  
\_\_\_\_\_ \$45.00 after May 1, 2024

### FRIDAY WORKSHOP

\_\_\_\_\_ \$65.00 EARLY payment  
\_\_\_\_\_ \$75.00 after May 1, 2024

For more information, contact:

Lynna Gene Cook; Phone 402.430.5410

Email: [lqcook08@gmail.com](mailto:lqcook08@gmail.com)

### LOCATION:

Second Baptist Church  
525 N. 58<sup>th</sup> St  
Lincoln NE 68505



## Thursday - May 9, 2024

- 3:00 p.m. Pre-Annual NSAP Board of Directors Meeting
- 4:30 p.m. NSAP Annual Meeting
- 6:00 p.m. Celebration of Leaders Dinner  
Installation of Officers

## Friday - May 10, 2024

- 8:00 a.m. **SIGN-IN**  
Educational Materials Available
  - 8:15 a.m. **WELCOME & INTRODUCTIONS**
  - 8:30 - 10:00 a.m. **WORKSHOP I**  
We've Always Done It That Way!  
Managing Better Meetings  
Presenter: Lori Bucholz, PRP
  - 10:00 - 10:15 a.m. **BREAK**
  - 10:15 a.m.-12:15 p.m. **WORKSHOP II**  
Choosing the Right Motions!  
Presenter: Nancy Sylvester, PRP
  - 12:15 - 12:45 p.m. **LUNCH**
  - 12:45 - 2:15 p.m. **WORKSHOP III**  
Serving as a Parliamentarian  
Presenter: Lynna Gene Cook, PRP
  - 2:15 - 2:30 p.m. **BREAK**
  - 2:30 - 4:00 p.m. **WORKSHOP IV**  
Is this Ethical and Professional?  
Presenter: Sandy Olson, PRP
- OR**
- The Meeting Order Is ...  
Presenters: Lynna Gene Cook, PRP and  
Bonita Dickinson
- 4:00 p.m. **EVALUATION AND QUESTIONS**
  - 4:30 p.m. **POST ANNUAL BOARD OF DIRECTORS MEETING**



*Inspire, Encourage, Inform*



Nebraska State Association of Parliamentarians (NSAP) wish to inspire and encourage you to join us to become informed about how to run your meetings.

Open to anyone wanting to learn.  
CEUs available for credentialed members.

## May 9 and 10, 2024

3:00 p.m. to 8:00 p.m. / 8:00 a.m. to 4:00 p.m.

### LOCATION:

Second Baptist Church  
525 N. 58<sup>th</sup> St / Lincoln NE

### HOTEL AVAILABLE

Comfort Suites East

331 N. Cotner / Lincoln NE 68505

402-817-2456 / BOOK before April 8

<https://www.choicehotels.com/reservations/groups/VA23G9>

Rooms Available for May 8 check in and  
May 11 check out. **RATES:** \$119/night +tax  
Group Name: NSAP / Number: VA23G9  
No Smoking, Suite, 1 King Bed

**8:30-10:00 a.m. We've Always Done It That Way!  
Managing Better Meetings Lori Bucholz, PRP**

Abstract: Practice using motions, through skits, that emphasize the common problems in mismanaged meetings. Problem-solving with skits will be the basis for group interaction.

Performance Objectives:

Attendees will experience the importance of proper meeting preparation and problem-solving strategies. Focus will be on using proper motions, proper committee preparation, conflict resolutions and other commonalities.

**10:15 a.m.-12:15 p.m. Choosing the Right Motions! Nancy Sylvester, PRP**

Abstract: Learn how incidental motions can have a positive effect on your meeting through this interactive workshop with one of the nation's leading parliamentarians.

Performance Objective: To challenge the parliamentarian to use effectively selected incidental motions and provide the client with the necessary tools and scripted protocol.

**12:45-2:15 p.m. Serving as a Parliamentarian.  
Lynna Gene Cook, PRP**

Abstract: Using *Robert's Rules of Order Newly Revised*, 12th Edition, determines the answer to situations that happen in the normal meeting setting.

Performance Objective: To answer correctly with references parliamentary puzzles and work as a group to provide effective parliamentary references.

**Your Choice:**

**2:30-4:00 p.m. Is This Ethical and Professional?**

**Sandy Olson, PRP** (Professional Responsibility Credit)

Abstract: Determine the difference between fact and opinion as you test your abilities at using the Code for Professional Responsibility to process right from wrong.

Performance Objective: Using the Code for Professional Responsibility, NAP and AIP, the participant will determine which case and code, if any, specifically warrants submitting a complaint to the Professional Responsibility Committee.

**OR**

**2:30-4:00 p.m. The Meeting Order Is...**

**Lynna Gene Cook, PRP and Bonita Dickinson**

Abstract: Determine the order of agenda items and why they are provided in this order.

Performance Objective: Using RONR (12<sup>th</sup> Ed.), interactively demonstrate the correct order of agenda items.

**GREAT MEETINGS  
DON'T JUST HAPPEN...  
PARLIAMENTARY PROCEDURE  
THE GREAT EQUALIZER**

**Credentialed members remember to bring your NAP member number for the CEUs.**

**Lori Bucholz, Professional  
Registered Parliamentarian**

NSAP President, 2020-2024  
Previously NSAP Vice-President  
and Secretary



- American Quarter Horse Association, Executive Committee member. Only the fourth woman elected to the Executive Committee since the founding in 1941.
- On the Board of Directors for:
  - National Snaffle Bit Association
  - Omaha Equestrian Foundation
  - Plastilite Corporation
  - National Collegiate Equestrian Association
  - Omaha Equestrian Foundation
- Parliamentarian for the Nebraska Quarter Horse Association.
- Trustee for Carl & Caroline Swanson Foundation and American Quarter Horse Foundation

**Nancy Sylvester, PRP,  
MA, CPP-T**



- Master's Degree in Communication from the University of Michigan.
- Professor Emeritus of Speech at Rock Valley College where she taught for 31 years.
- Joined NAP in 1978, earned her PRP in 1980
- PRP, Certified Professional Parliamentarian
- Certified Teacher of Parliamentary Procedure
- Twice served as the National Parliamentarian for NAP, thus serving as the parliamentarians' parliamentarian.
- NAP Educational Foundation – has served as the President and is currently Vice-President.
- Author of the books:
  - *The Complete Idiot's Guide to Robert's Rules*
  - *The Guerilla's Guide to Robert's Rules*
- She has been recognized as a meeting expert in the New York Times, Successful Meetings Magazine and the book Mastering Meetings, written by the 3M Meeting Management Team.