

NEBRASKA STATE ASSOCIATION OF PARLIAMENTARIANS
Pre-Annual Meeting of NSAP Members, Board of Directors Meeting
May 9th, 2024 3:00p.m.
Second Baptist Church, 525 N. 58th, Lincoln, NE 68521

WELCOME

CALL TO ORDER

ROLL CALL

SPECIAL COMMITTEE TO APPROVE MINUTES

Bonita Dickinson and Cindy Lukan

MINUTES

February 3, 2024 (Attachment #2)

OFFICER REPORTS

President-Lori Bucholz (Attachment #3 & #4)

Vice President-John Heineman

Secretary-Lynna Gene Cook (Attachment #5)

Treasurer-Nylanne Scheidegger (Attachment #6-#9)

Editor-Amy Bolling

Webmaster-Elizabeth Butler

STANDING COMMITTEE REPORTS

Annual Meeting-Lori Bucholz

Auditing-Elizabeth Butler

Awards-John Heineman/Sandy Olson (Attachment #10)

Bylaws-Lynna Gene Cook

Education-Sandy Olson

Finance-Nylanne Scheidegger/Chris Marks (Attachments #11 &12)

Marketing and Publicity-Cindy Lukan (Attachment #13)

Membership-Nylanne Scheidegger (Attachment #14)

Nominating-Bonita Dickinson

UNIT REPORTS

Box Butte
Grand Island (Attachment #15)
Star City
Omaha

NEW BUSINESS

ANNOUNCEMENTS

NSAP Newsletter assignments:

1. Included in **EACH** issue:
 - a. Message from the president
 - b. NAP website address, phone number-Amy Bolling
 - c. NSAP website address-Amy Bolling
 - d. Names and contact information of BOD-Lynna Gene Cook
 - e. Information about NSAP Awards-John Heineman
 - f. New members-Lynna Gene Cook, Nylanne Scheidegger
 - g. Calendar of events
 - h. Report of board actions-Lynna Gene Cook
 - i. NAPEF information-Sandy Olson
 - j. Unit Activities-Unit Presidents
 - k. Articles, games, etc.

2. Additional information included in the **SPRING** issue:
 - a. Call to annual meeting and registration form
 - b. Schedule of annual meeting, workshops, presenters bios-Sandy Olson
 - c. Proposed bylaw and/or standing rules amendments-Lynna Gene Cook
 - d. Officer candidate resumes (even-numbered years)
 - e. Information about NAP events (Convention in odd-numbered years, Training Conference in even numbered years)

3. Additional information included in the **SUMMER** issue:
 - a. NSAP history report in even-numbered years
 - b. Annual meeting minutes
 - c. Information from annual meeting and workshop
 - d. Award recipients and pictures
 - e. Standing Rules

4. Additional information included in the **FALL** issue:
 - a. Information from NAP Convention (odd-numbered years)
 - b. Information from NAP Training Conference (even-numbered years)
 - c. Audit report-Elizabeth Butler
 - d. Information for annual meeting and workshop

NEXT BOARD MEETING

ADJOURN

February 3, 2024
Spring NSAP Board of Directors Meeting Minutes

The Spring Nebraska State Association of Parliamentarians (NSAP) Board of Directors (BOD) meeting was called to order on Saturday, February 3, 2024, at 12:28 p.m. at Second Baptist Church, 525 No 58th Street in Lincoln, Nebraska, the president being in the chair and the secretary being present.

Roll was called and the president declared a quorum was present.

The Pledge of Allegiance to the flag of the United States of America was recited.

OFFICERS PRESENT

Lori Bucholz, President and Annual Meeting
John Heineman, Vice-President and Awards
Lynna Gene Cook, Secretary and Bylaws
Nylanne Scheidegger, Treasurer, Membership, and Parliamentarian

OFFICER ABSENT

Elizabeth Butler - Webmaster and Auditing

COMMITTEE CHAIRMEN PRESENT

Sandy Olson - Education (via phone)
Chris Marks - Finance
Cindy Lujan - Marketing and Publicity
Bonita Dickinson - Nominating (via phone)

UNIT PRESIDENTS PRESENT

Sandy Olson - Grand Island (via phone)
Chris Marks - Lincoln Star City

UNIT PRESIDENTS ABSENT

Kim Hoelsing - Omaha
Sheila Schmeits - Box Butte

Without objection, the president appointed Sandy Olson and Chris Marks to a special committee to approve the minutes.

The approved minutes of the September 23, 2023, Board of Directors were distributed via email with the call to meeting.

A note from Lloyd Goodson, Samantha, and Amy was read thanking the BOD for their recognition of Sue Goodson by sending a memorial to the NAP Educational Foundation.

The treasurer gave the NSAP financial report. The balance as of February 2, 2024, was \$23,321.05. The treasurer stated the certificate of deposit which matured December 14, 2023, was rolled over for 10 months with an annual rate of 5.16% and a yield of 5.25%. The 990N has been filed.

The Spring NSAP Newsletter publication date of April 1, 2024, with articles due to the president by March 25, 2024, was adopted by unanimous consent. A motion to give a \$50.00 bank gift card to Editor Amy Bolling in appreciation of three (3) years of NSAP Newsletter publication was adopted by unanimous consent. The secretary was requested to purchase the gift card to be reimbursed the \$50.00 and the \$3.00 handling charge.

The president announced the NSAP website had been updated. The secretary was requested to send a note thanking Elizabeth Butler for keeping the website updated in a timely manner.

The proposed Bylaws and Standing Rules amendments were reviewed. The proposed amendments will be sent to the president and editor and will be included in the Spring Newsletter.

Without objection, the motion to amend the Procedure Manual by adding “3. shall give thank you recognition to presenters, as appropriate.” to the list of duties of the Annual Meeting Committee was adopted. The updated manual will be sent to the BOD.

The Education Committee reviewed the 2024 annual meeting and workshop schedule, topics, and presenters. The motion to ratify the BOD decision to raise the fees to \$35.00 for dinner (Thursday) and \$65.00 for the workshop (Friday) for a total of \$100.00 was adopted by unanimous consent.

NAP Educational Foundation (NAPEF) President Sandy Olson shared information about two (2) activities sponsored by NAPEF.

- Parliamentarians of the Caribbean Cruise - November 9 through 16, 2024
- River boat cruise and dinner at the NAP Training Conference in San Antonio - September 7, 2024

Marketing and Publicity Chair Cindy Lukan distributed the 2024 Annual Meeting and Workshop brochure. The workshop will offer 6.5 CEU credits, including 1.5 CEU for Professional Responsibility, for credentialed members. Sandy Olson was requested to send the information to President Bucholz who will send to the NAP calendar and District Directors. Cindy Lukan was requested to send the brochure to NSAP members. Members were encouraged to share the brochures with organizations and individuals “far and wide.”

The motion to give a donation of \$50.00 to Second Baptist Church for building use was adopted by unanimous consent.

ANNOUNCEMENTS

The Spring NSAP Newsletter publication date is April 1, 2024. Articles of Arial 12 font, one page are due to the president no later than March 25, 2024. The president asked members to check the agenda for assigned articles.

Next Board of Directors meetings

- May 9, 2024 Pre-Annual Meeting Board Meeting 3:00 until 4:00 p.m. Second Baptist Church 525 North 58th Street , Lincoln, Nebraska
- May 10, 2024 Post-Annual Meeting Board Meeting 4:30 p.m. Second Baptist Church 525 North 58th Street, Lincoln, Nebraska

The meeting adjourned at 1:53 p.m.

/s Lynna Gene Cook
Lynna Gene Cook, PRP
Secretary

SPECIAL COMMITTEE TO APPROVE THE MINUTES

/s Sandy Olson February 10, 2024 /s Chris Marks February 11, 2024
Sandy Olson Chris Marks

NSAP BUDGET - 2023-24, 2024-25

	FY 2023-24 budget as amended 9/23/23 (12/1/23-11/30/24)	FY 2023-24 actuals (as of 4/22/24)	FY 2024-25 PROPOSED budget (12/1/24-11/30/25)	Note
OPERATING BUDGET				
INCOME				
Dues	\$ 800.00	\$ 780.00	\$ 800.00	SR 3.1 \$20 per member
Annual meeting/workshop (see breakout below)	\$ 800.00	\$ 1,064.15	\$ 800.00	
Educational Sales	\$ 100.00	\$ -	\$ 50.00	More realistic
General fund	\$ 100.00	\$ -	\$ 100.00	
TOTAL OPERATING INCOME	\$ 1,800.00	\$ 1,844.15	\$ 1,800.00	
EXPENSES				
Travel to BOD meetings	\$ 100.00	\$ -	\$ 100.00	SR 3.8 20c/mile
NAP Leadership Conference	\$ 150.00	\$ -	\$ 150.00	SR 3.4 \$50 x 3 members
NAP Convention/NTC	\$ 600.00	\$ -	\$ 600.00	SR 3.5/3.6 \$100 x 6 members
NAPEF Donation	\$ 30.00	\$ -	\$ 30.00	SR 2.1 memorial
Youth Sponsorship	\$ 150.00	\$ -	\$ 150.00	
Marketing & Publicity	\$ 20.00	\$ -	\$ 20.00	
Website	\$ 18.00	\$ -	\$ 18.00	\$17.99 every year
Awards	\$ 100.00	\$ -	\$ 100.00	
NAP representative/guest presenter	\$ 500.00	\$ 363.79	\$ 500.00	SR 3.9
President's Pin (even year)	\$ 50.00	\$ -	\$ 50.00	
Sales tax	\$ -	\$ -	\$ -	
Auditing			\$ 20.00	Proposing additional line item
Contingency	\$ 48.00	\$ 53.00	\$ 48.00	\$53 for editor appreciation gift; BOD Sep. 2023
TOTAL OPERATING EXPENSES	\$ 1,766.00	\$ 416.79	\$ 1,786.00	
NET OPERATING (INCOME - EXPENSES)	\$ 34.00	\$ 1,427.36	\$ 14.00	
ANNUAL MEETING/WORKSHOP				
INCOME				
Registration	\$ 1,300.00	\$ 1,165.00	\$ 1,300.00	
Raffle/auctions	\$ 300.00	\$ -	\$ 300.00	
Educational sales	\$ 300.00	\$ -	\$ 300.00	
TOTAL INCOME	\$ 1,900.00	\$ 1,165.00	\$ 1,900.00	
EXPENSES				
Food	\$ 500.00	\$ 50.85	\$ 500.00	
Meeting space	\$ 250.00	\$ 50.00	\$ 250.00	Q: Since annual meeting and workshop are for all members, should this line be in operating budget?
NAP consignment	\$ 250.00	\$ -	\$ 250.00	
Printing	\$ 100.00	\$ -	\$ 100.00	
TOTAL EXPENSES	\$ 1,100.00	\$ 100.85	\$ 1,100.00	
NET ANNUAL MEETING/WORKSHOP	\$ 800.00	\$ 1,064.15	\$ 800.00	



Nebraska State Association of Parliamentarians

AWARDS COMMITTEE REPORT

Date of Report: May 9, 2024 (NSAP BOD meeting)

NSAP Awards Committee Report – Spring 2024

The NSAP Awards Committee received seven award forms for the STAR award and one nomination for the Hall of Fame.

Forms will be evaluated and awards will be presented at the annual meeting.

John Heineman - Chair

NEBRASKA STATE ASSOCIATION OF PARLIAMENTARIANS
HISTORY OF THE 2022-2024 BIENNIUM

Theme: Inspire, Encourage, Inform

Elected Officers:

- President-Lori Bucholz, PRP
- Vice President-John Heineman, RP
- Secretary-Lynna Gene Cook, PRP
- Treasurer-Nylanne Scheidegger, PRP

Appointed Officers:

- NSAP Newsletter-Amy Bohling
- Parliamentarian-Nylanne Scheidegger, PRP
- Webmaster-Elizabeth Butler

Committee Chairman Appointments:

- Annual Meeting-Lori Bucholz, PRP
- Auditing-Elizabeth Butler
- Awards-John Heineman, RP
- Bylaws-Lynna Gene Cook, PRP
- Education-Sandy Olson, PRP
- Finance-Chris Marks
- Marketing and Publicity-Cindy Lujan
- Membership-Nylanne Scheidegger, PRP
- Nominating-Bonita Dickinson

Unit Presidents:

- Box Butte-Sheila Schmeits
- Grand Island-Sandy Olson, PRP
- Omaha-Kim Hoelsing; Caroline Sedlacek, RP, elected February 2024
- Star City-Chris Marks

Nominating Committee (elected)

- Chair-Bonita Dickinson
- Cindy Lujan
- Sandy Olson, PRP

New Members

Mary Dupuis
Joe Hagerty
Kim Jansa
Tina Nelson
Cheryl Oleyar, RP
Vicki Ozenbaugh
Peter White

New Credential Members

2023

Ryan Foor, PRP

Jim Carrol, RP
John Heineman, RP
Jim Schulz, RP

Silent Gavel

Doris Steele, April 2023 (a \$100 donation to the NAPEF was made in her honor from NSAP)
Sue Goodson, May 2023 (a \$100 donation to the NAPEF was made in her honor from NSAP)

2022 Annual Meeting, Celebration of Leaders dinner, and Workshop

May 13th and 14th, 2022

Workshop topics: "Let's See Your Minutes," facilitator, Sandy Olson, PRP and Lynna Gene Cook, PRP;
"What Voting Procedure is Best for Your Organization?" facilitator, Nylanne Scheidegger, PRP; "What
Would YOU Think?" facilitator, Lynna Gene Cook, PRP

Silent auction and raffle of materials was held.

There were fourteen attendees, including eleven NSAP voting members

Location: Best Western Plus Hotel, 2201 Wildcat Circle, Lincoln, NE

2023 NSAP Annual Meeting, Celebration of Leaders dinner, and Workshop

May 4th and 5th, 2023

Workshop topics: "Basics of Presiding," facilitator, National Association of Parliamentarians
President, Wanda Sims, PRP; "Script Writing," facilitator, Wanda Sims, PRP; "Presiding with
Ease-Presiding Lab, Interactive with Script and Peer Evaluation," facilitator, Lynna Gene Cook,
PRP; "Strategies in Presiding/Interactive," facilitator, Sandy Olson, PRP

Elected delegates to the NAP 44th Biennial Convention

Silent auction and life auction of materials was held.

There were twenty-two attendees, including twelve NSAP voting members.

Cyndy Launchbaugh, NAP Executive Director was also in attendance.

Location: Second Baptist Church, 525 N. 58th St., Lincoln, NE

Regular Board of Directors Meetings

- May 13 & 14, 2022-Pre and Post-Annual meetings, Best Western Plus, Lincoln, NE
- September 24, 2022-Trackside Bar and Grill, Waverly, NE
- February 4, 2023, Second Baptist Church, Lincoln, NE
- May 4 & 5, 2023-Pre-Annual and Post-Annual meetings. Second Baptist Church, Lincoln, NE
- September 23, 2023, La Carreta Restaurant, Seward, NE
- February 3, 2024, Second Baptist Church, Lincoln, NE

Board Actions

May 13 & 14, 2022

Ratified email vote to allow Sandy Olson, PRP, to sell "The Presidents Guidebook" for \$10.00 each;
books were donated to Grand Island Leadership Tomorrow group

With regret, accepted the resignation of Cody McCain as NSAP Webmaster

Adopted by unanimous consent that personal contact information will not be available to the public; state
president and unit presidents contact information will be available

Adopted 2020-2022 History Report

Adopted 2022-2023 budget

Adopted May 5 & 6, 2023 at the Second Baptist Church, Lincoln, NE for the annual meeting and
workshop

- Election results announced for 2022-2024 Biennium:
President-Lori Bucholz, PRP
- Vice President-John Heineman

- Secretary-Lynna Gene Cook, PRP
- Treasurer-Nylanne Scheidegger, PRP
- Nominating Committee: Bonita Dickinson-Chair; Sandy Olson PRP; Cindy Lujan

September 24, 2022

Nebraska Parliamentarians Hall of Fame award present to Lori Bucholz, PRP

Adopted motion to strike Parliamentarian of the Year Award and insert a new Star Award in the NSAP Award Program

Adopted June 1, 2021-May 31, 2022 audit report

Recognized Nylanne Scheidegger for excellent work as the NSAP treasurer

Recognized Bonita Dickinson as a new life member of the NAP Educational Foundation

Adopted amended 2022-2023 budget

Adopted that the NSAP Board of Directors endorse NAP bylaws amendments to strike "Commission on Credentialing" in Article III and insert the standing committees responsible for credentialing; strike all provisos and Article XI

Adopted May 4 and 5, 2023 at the Second Baptist Church, Lincoln, NE for the annual meeting and workshop

Adopted proposed annual meeting and workshop schedule for May 4 and 5, 2023

Approved requesting NAP representative, Tim Wynn, as guest presenter

February 11, 2023

Adopted registration fees for the 2023 annual meeting and workshop: early-bird registration postmarked April 25, 2023-Thursday=\$40.00, Friday=\$60.00, both days=\$90.00. Postmarked after April 25, 2023-Thursday=\$40.00, Friday=\$70.00, both days=\$110.00

Announced the Awards Committee set April 15, 2023 as due date for award sheets

Adopted amended motion to place \$7500.00 in a 10 month Certificate of Deposit at the Exchange Bank in Grand Island, NE for 4.1%

Adopted motion to give \$50.00 to Second Baptist Church for facility use

Recognized Cindy Lujan for designing and redesigning registration brochures for the May 4 and 5 annual meeting and workshop

Adopted expenses for National Association of Parliamentarians president, Wanda Sims, PRP, be paid from the general budget, including a recognition gift for the president and NAP Executive Director, Cyndy Launchbaugh

Recommend adoption of proposed Bylaws and Standing Rules amendments

Continued making plans and organizing events for the annual meeting and workshop

2023 990N form was filed

May 4 and 5, 2023

Adopted proposed 2023-2024 budget

All elected and appointed positions remain the same

Proposed dates for the 2024 annual meeting and workshop are May 2/3, or May 4/5 or May 9/10

Venue for the 2024 annual meeting and workshop will be Second Baptist Church, Lincoln, NE

September 23, 2023

Approved Nebraska state annual dues to remain at \$20.00

Adopted the 2024 proposed annual meeting and workshop schedule

Appointed Bonita Dickinson to organize the silent auction for the annual meeting and workshop

Announced the NSAP website has been updated

Adopted audit report for June 1, 2022 through May 31, 2023

Approved payments by the treasurer since June 1, 2023

Adopted and bridge budget from June 1, 2023 through November 30, 2023

Adopted the treasurer be directed to roll over the Certificate of Deposit that matures December 14, 2023, for 10 or 12 months, based on interest rates

Adopted May 9 and 10, 2024 for the annual meeting and workshop

Adopted venue for 2024 annual meeting and workshop at Second Baptist Church, 535 N. 58th, Lincoln, NE

February 3, 2024

Recommended adoption of proposed Bylaws and Standing Rules amendments

Adopted a motion to send a \$50.00 bank gift card to Editor, Amy Bohling, in appreciation and thanks for professional-looking NSAP Newsletters
Ratified the Board decision to set fees of \$35.00 for May 9, 2024 dinner and \$65.00 for May 10, 2024 workshop
Announced the NSAP website has been updated
Announced the Awards Committee set April 15, 2024 as due date for award sheets

Thanked Education Chairman for submitting paperwork to the NAP Credentialing Commission, so credentialed members can receive 6.5 CEU credits for participating in the workshop May 10, 2024
Directed Marketing and Publicity Chair to send the 2024 brochure to all NSAP members
Adopted a motion to give a donation of \$50.00 to Second Baptist Church for building use
2024 990N form was filed
Announced the Certificate of Deposit which matured December 14, 2023, was rolled over for 10 months with an annual rate of 5.16% and a yield of 5.25%
Announced the Spring NSAP Newsletter publication date April 1, 2024; articles due to the president no later than March 25, 2024

Filed 990N in February 2023 and February 2024

Newsletter Publication Dates

April 9, 2022-Spring 2022
August 8, 2022-Summer 2022
November 1, 2022-Fall 2022
April 10, 2023-Spring 2023
August 22, 2023-Summer 2023
November 23, 2023-Fall 2023
April 6, 2024-Spring 2024

NSAP Website

Elizabeth Butler, NSAP Website Chair, updated and improved the NSAP website.
The NSAP President responded to email requests for information regarding NSAP and Unit events and availability of parliamentarians.
Forwarded requests to appropriate NSAP members.

Unit Activities

Box Butte-No reports received from unit president. No activities or meetings reported.
Grand Island-Summary 2023: Held workshop on conducting Business in Small Board; Elected officers for 2023-2024, President-Sandy Olson, PRP; Vice-President, Lynna Gene Cook, PRP; Secretary-Treasurer-Nylanne Scheidegger, PRP
The unit encourages the study of parliamentary procedure using various professional resources.
Lincoln, Star City-Summary: Held regular bimonthly meetings; held regular bimonthly study sessions (except December); held programs (as part of scheduled meetings and study sessions) on various topics; Two members, John Heineman and Jim Schultz, received RP certification.
Officers elected, January 2023: Secretary-Cindy Luga, Treasurer-Jim Schultz
Officers elected, January 2022: President-Chris Marks, Vice President-Lynna Gene Cook
Omaha-Annual meeting held, December 2022: officers elected: President-Kimberly Hoelsing, Treasurer-Christine Nikunen
Elections held February 2024: President-Caroline Sedlacek, RP; Vice President-open; Secretary-Jamesena Moore; Treasurer-Lori Bucholz, PRP

Awards 2022

Service

Nancy Sylvester, PRP-45 years
Patricia Rosenthal-40 years
Nylanne Scheidegger, PRP-35 years
Bonita Dickinson-25 years
Linda Shaw-20 years
Tom Havelka, PRP-5 years
John Heineman-5 years

Performance

Lincoln Star City

Recruitment

Omaha, Nebraska Parliamentarian Unit

Parliamentarian of the Year

Karen Watson, PRP

Awards 2023

Service

Jan Falk, PRP-R-50 years
Sue Goodson-40 years
Bev Traub-40 years
Doris Steele-35 years
Polly Goecke, RP-30 years
Caroline Sedlacek, RP-30 years

Performance

Lincoln Star City Unit

Recruitment

Omaha, Nebraska Parliamentarian Unit

Star Awards

Lynna Gene Cook, PRP; John Heineman, RP; Cindy Lujan; Sandy Olson, PRP; Karen Watson, PRP

NSAP Special Recognition

Cindy Lujan

Nebraska Parliamentarian Hall of Fame Inductee

Lori Bucholz, PRP

National Offices and Committees

Lynna Gene Cook, PRP-NAP Chair of the Style, Editing and Proofreading Committee; "National Parliamentarian" publication, Review Committee; Professional Development Committee
Sandy Olson, PRP-NAP Education Foundation, President
Donna Thompson, PRP, Professional Development Committee

NATIONAL ASSOCIATION OF PARLIMENTARIANS ®

September 2022, NAP Training Conference, Albuquerque, NM. (also available virtually)
May 2023, NAP President, Wanda Sims, PRP and Executive Director, Cyndy Launchbaugh, attend NSAP annual meeting and workshop
September 2023, NAP Biennium Convention, Atlanta, GA. Officers elected: President-Alison Wallis, PRP; Vice President-Carl Nohr, PRP; Secretary-Mona Calhoun, PRP; Treasurer-Robert Schuck, PRP
October 2022 and October 2023, NSAP President confirmed with NAP that NSAP dues were \$20.00
Beginning with Fall 2023, NSAP Newsletters distributed to NAP President Alison Wallis, PRP; NAP executive Director, Cyndy Launchbaugh; NAP National Parliamentarian Editor, Traci Bransford-Marquis, PRP; and NAP District 5 Director, Laura Meade, PRP

As of May 13, 2022 there are 45 NSAP members.



Nebraska State Association of Parliamentarians

COMMITTEE REPORT

May 2024

Name of Committee: Education

Committee Chairman and Members: Sandy Olson, PRP; Lynna Gene Cook, PRP, Lori Bucholz, PRP

Date of Last Meeting: December 2023

Date of Next Meeting: May 2024

Projects Completed: Program for annual workshop and CEUs approved

Current Projects/Activities Pending:

Inspire, Encourage, Inform

8:00 a.m. Registration

8:15 a.m. Welcome and Introductions

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.

10:15-12:15 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.

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, determine the answer to situations that happen in the normal meeting setting.

2:15-2:30 p.m. BREAK

Choice of Groups:

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.

2:30-4:00 p.m. What is the Order of My Meeting Items? Lynna Gene Cook, PRP and Bonita Dickinson

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

4:00-4:15 p.m. Evaluation and Questions

Nebraska State Association of Parliamentarians

Report of the Grand Island Unit

May 2024

The unit encourages the study of parliamentary procedure using various professional resources. Many of these resources are shared at each meeting. Steve Small's *Wording Manual*, Viola Brannen's *I've Been Elected Now What?*, *Conventions A to Z*, and *A President's Guidebook* are several of the resources recommended for members. The unit encourages attendance by other NSAP members. Edith Abbott Memorial Library has been the meeting place for the unit meetings. A schedule of meetings for the summer of 2024 will include topics that allow the attendee to practice solving parliamentary situations. Proposed is the establishment of an electronic unit for the Grand Island area and beyond.

Sandy Olson, PRP
Grand Island Unit President

Nebraska State Association of Parliamentarians

ANNUAL COMMITTEE REPORT

April 22, 2024



Name of Committee: Marketing and Publicity

Committee Chairman and Members: Cindy Lujan, Chair

Projects Completed:

Compiled a flyer for the NSAP Annual Meeting and Workshop being held on May 9 and 10, 2024. Made sure it was distributed and sent to the Neighborhood Extra in Lincoln NE. Sent to area newspapers as well.

Compiled "Celebration of Leaders" program with provided information.

Information was given to the webmaster for update on the website.

Attended NSAP Board meetings.

Current Projects/Activities Pending:

After the Annual Meeting and Workshop, send articles and pictures to Neighborhood Extra for publishing.

Other information:

Star City Area Unit of Parliamentarians:

Secretary position: Took notes to write up draft minutes for each meeting, sent to officers for possible correction and then sent to members. Sent monthly "Call to Meeting" notices with agenda, draft minutes and treasurer report. Any other information as needed or directed by the president.

Assisting John Heinemann, newly appointed treasurer, with learning the treasurer system. Scheduled appointment with financial institution in order to update signature card.

Marketing and Publicity Chair: sent monthly notices to the Neighborhood Extra concerning our meetings and study session.

American Legion Auxiliary:

Alexandria NE Unit #194 – was re-elected as President. Compile Agenda and Script for meetings. Preside at Zoom meetings.

Re-Elected President of District 11 at the March 23, 2024, meeting. Prepared agenda and script for every meeting. Assisted on the Constitution, Bylaws, and Standing Rules updates presented at the March 23, 2024, District 11 Convention. Prepared and printed programs and schedules for the Fall Round-Up held in October 2023 and for the Convention held on March 23, 2024. Visited five of the six counties for meetings and several unit towns for meetings. Member of the Department Executive Committee. Wrote proposed amendments to the Constitution and Bylaws. These will be voted on at the June 2024 Convention.



Nebraska State Association of Parliamentarians

OFFICER REPORT

Date of Report

4-11-2024

Officer: Treasurer

Activities:

Maintaining financial records
Endeavoring to collect 2024 dues
Depositing annual meeting checks

Focus on Membership:

Outreach:

Proposed Action Items (motions):

Other information:

MEMBERSHIP CHAIRMAN

Apr 11, 2024

NAP		NSAP	
Member-at-Large	10	Members-at-Large	10
Omaha Unit	9	Omaha Unit	8*
Star City	8	Star City	11 (+provisionals)
Grand Island	2	Grand Island	2
Total	29	Affiliate	3
		Total	34

NSAP Membership list is provided with the following information:

1. NAP recognizes only primary members.
2. Linda Shaw has paid NAP dues but no NSAP dues; therefore not counted.
3. Three Omaha provisional members have not paid NSAP dues; therefore, not counted.
4. Names appear on membership list with "NO \$" designated.

NSAP MEMBERSHIP LIST as of Apr 1, 2024

NAME	CLASS	UNIT	ADDRESS	PHONE	E-MAIL
Bors, Linda J.	MAL		9542 Ruggles St, Omaha ,68134-3831	402 571 0847	linda.bors@cox.net
Bucholz, Lori S., PRP	Primary	Omaha	1649 N. 264 th , Waterloo 68069-6201	402 319 2490	FSBUCHOLZ@msn.com
Butler, Elizabeth K.	Primary	Omaha	11745 S.111 th St. Papillion 68046-5500	402.290.0128	butler.eliza@hotmail.com
Carroll, James Allen, RP	Primary	Omaha	6802 Burt Street Omaha 68132-2632	402.981.7520	jamcarro@outlook.com
Cook, Lynna Gene, PRP	Primary	Star City	7251 Norris Lane, Lincoln 68516-2519	402 420 4620	lgcook08@gmail.com
Dickinson, Bonita Belle	MAL		1710 19 th Avenue, #42, Sidney 69162-2180	308 254 3095	bbdickin@gmail.com
Foor, Ryan, PRP	MAL		2463 Hawthorn St, Seward, 68434-3300	402 471 5030	Ryan.foor@nebraska.gov
Goecke, Polly J. RP	Primary	Omaha	12848 Eagle Run Dr, Omaha, 68164-4229	402 493 8550	pjgoecke@gmail.com
Hagerty IV, Joe	Primary	Star City	16005 S. Hwy. 50 Springfield, NE 68059-4789	402.669.3438	joseph.hagerty.4@gmail.com
Havelka, Tom PRP	Primary	Star City	1221 10 th St, Columbus, 68601-5329	402 276 6601	guest@megavision.com
Heineman, John, RP	Primary	Star City	1412 E Street, Lincoln 68508-3330	402.416.2326	ringojohn@aol.com
Hoelsing, (Pulliam)Kimberly	Primary	Omaha	11018 S175th St, Omaha 68136-2161	5308481460	kimberly.hoelsing@cityofomaha.org
Knuth, Jaci, RP-R	MAL		333 E. Vermont St, Villa Park, IL 60181-2267	630.688.7725	jaci@delpiere.com
Lugan, Cynthia K	Primary	Star City	2433 D St. #4 Lincoln, 68502-1880	402 310 8951	clugan@hotmail.com
Marks, Christopher S.	Primary	Star City	6820 Bernese Blvd, Lincoln, 68516-4606	402 472 9339	csmarks.organ@gmail.com
Nikunen, Christine Winship	Primary	Omaha	623 N. 164 th Circle, Omaha, 68118-2530	402 496 0833	cnikunen@gmail.com
Oleyar, Cheryl, RP	MAL	Affiliate	1362 Hillcrest Ave Colorado Springs, CO 80909-3622	719 314 9901	c.oleyar@comcast.net
Olson, Sandra K., PRP	Primary	G.I.	825 SE 5 th Pl Cape Coral, FL 33990-2883	308 380 6017	olson.sandy@gmail.com
Reichenberg, Loa LeAnn	MAL		930 Melton St Cheyenne, WY 82009-4714	641 373 0470	leannreichenberg@yahoo.com
Scheidegger, Nylanne PRP	Primary	G.I.	3516 Laredo Lane, Hastings, 68901-2590	210 378 8870	nylanne@charter.net
Schmeits, Sheila A.	Primary	Box Butte	1220 Laramie Avenue, Alliance, 69301-2538	308 762 2084	sschmeits@hotmail.com
Schultz, Jim, RP	Primary	Star City	2000 SW 50 th St Lincoln 68522-8712	402.580.2761	jschultz@neb.rr.com
Sedlacek, Caroline G, RP	MAL		8141 Farnam Dr Apt 423, Omaha, 68114-4467	402 493 4444 X103	csedlacek@cox.net
Sedlacek, Judith A	Primary	Omaha	8628 Broadmoor Drive, Omaha, 68114-4243	402 391 9648	jhude@earthlink.net
Shaw, Linda L NO\$	Primary	Omaha	1512 S 56 th Street, Omaha 68106-2202	402 558 5208	elshaw@earthlink.net
Sylvester, Nancy, PRP	MAL	Affiliate	6472 Shiloh Close Rockford, IL 61107-2663	815.877.5290	nancy@nancysylvester.com
Tiedeman, Michael Adam	Primary	Star City	101 Summerset Dr Papillion, NE 68133-2822	402.880.4344	tiedeman12@live.com
Thompson, Donna J, PRP	MAL	Affiliate	2668 East Geddes Place, Centennial, CO 80122-1727	303.378.5473	madprez1027@yahoo.com
Traub, Beverly	Primary	Omaha	5108 Underwood Ave, Omaha, 68132-2238	402 556 3711	bevtraub@msn.com
Watson, Karen G. PRP	MAL		3033 Orwell Street, Lincoln, 68516-2763	402 310 6946	karenwatsonlincolng@gmail.com
West, John	MAL		2019 N 185 th St, Elkhorn 68022-7123	707.829.9342	jdavidwest@aol.com
West Julie	MAL		2019 N 185 th St, Elkhorn 68022-7123	707.829.9342	julieawest@aol.com
White, Peter T, RP	MAL		2902 Ave B Scottsbluff, 63961	208.530.0076	theagteacher@gmail.com
Boltz, Gina	PROV	Star City	6112 NW 2 nd Circle, #378 Lincoln 68521-4450	402.601.3405	G_boltz@hotmail.com
Clawson, Craig NO\$	PROV	Omaha	302 S. 53 rd St, Omaha 68132-3446	402 677 4628	craig@clawsoncpas.com
Ferneau, Tom	PROV	Star City	4615 S. 43th St, Lincoln, 68518	402.432.9423	tef685080@windstream.net
Garcia, Roger NO\$	PROV	Omaha	2109 Vinton St. Apt 18 Omaha 68108	402.714.7387	roger@garciaconsultingne.com
Hanshaw, Gayle	PROV	Star City	6101 Aubree Ave Lincoln 68516	402 570 8623	vghanshaw@aol.com
Moore, Jamesena NO\$	PROV	Omaha	1703 Brenda D. Bellevue 68005-2222		jamesena@aol.com



Nebraska State Association of Parliamentarians

OFFICER REPORT

Date of Report: May 9, 2024 (NSAP BOD meeting)

Officer: President, Lori Bucholz, PRP

Activities:

Attended the workshop on “Avoiding Board Snafus” via Zoom, April 10, 2024 (CEU’s obtained)

Continues to assist with publication of the NSAP Newsletter by writing articles and organizing materials for inclusion and distributes to NSAP members

Focus on Membership:

Corresponded with NSAP members regarding the NSAP Annual Meeting and Workshops, multiple times

Answers inquiries from the NSAP website

Corresponds with District Five Director, and other D5 presidents, as necessary

Continues to correspond with NSAP BOD/NSAP membership

Elected treasurer of the ONPU

Outreach:

Elected to the Executive Committee, American Quarter Horse Association (AQHA is a 230,000-member association, the Executive Committee (EC) is a five-member board responsible for actions taken between conventions and any other important items. I am only the fourth woman elected to the EC.)

Member of Nominations/Credentials Committee, American Quarter Horse Association

Member of the Animal Welfare Commission, American Quarter Horse Association

Member of the Affiliate Advisory Board, American Quarter Horse Association

Parliamentarian for the Nebraska Quarter Horse Association

National Snaffle Bit Association, Board of Directors

Proposed Action Items (motions):



Nebraska State Association of Parliamentarians

SECRETARY May 9, 2024

Officer: Lynna Gene Cook, PRP

Activities:

- wrote minutes for all Nebraska State Association of Parliamentarians (NSAP) Board of Directors (BOD) meetings during the biennium
- wrote articles for *NSAP Newsletters* “Board Actions”
- edited *NSAP Newsletters*
- prepared proposed bylaws and standing rules amendments for 2024 NSAP annual meeting
- made arrangements for hotel, venue, food, decorations, signs, etc. for May 9 and 10, 2024, annual meeting and workshop
- received registrations for May 9 and 10; notified participants of receipt
- facilitated *Presiding With Ease* learning labs at the annual workshop
- served as vice-president and a member Star City Program Committee
- presented educational programs June 26, October 23, 2023 and January 22, 2024 for Star City
- served as parliamentarian for the Delta Kappa Gamma (DKG) Nebraska State BOD meetings
- served as parliamentarian and consultant for the DKG state rules committee for amendments to the state bylaws; prepared proposed amendments for the state meeting in April
- consulted with DKG Nebraska State secretary and president in completion of Nebraska state BOD minutes and state convention minutes
- served as parliamentarian for DKG Zeta Chapter meetings
- continued to serve as a member of the National Parliamentarian (NP) review Committee

Focus on Membership:

- worked with Star City president to encourage provisional members to take the NAP membership exam
- assisted a member in studying for the Registered Parliamentarian exam

NSAP LEDGER
May 31, 2023 – May 31, 2024
Xxxxxxx1086 General Meeting Account

• **Indicates IN BALANCE**

- **CD 225794 \$7,500.00 matured on 12.14.23 for \$7,760.96**
- **\$7,760.96 will mature on 10.14.24 annual rate of 5.16% with a yield of 5.25%.**

DATE	DEPOSITS	EXPENSE	BALANCE	COMMENTS
05.31.23			\$21,577.64*May	Audited Balance
06.08.23		15.00	\$21,562.64*Jun	Susan Goodson NAPEF memorial
07.03.23		10.55		Butler – postage to return financial records
07.19.23	1,646.95		\$23,199.04*Jul	transfer from 7338 annual meeting account
08.31.23		17.99	\$23,181.05*Aug	Elizabeth Butler for website
09.23.23		200.00	\$22,981.05*Sep	John Heineman, Sandy Olson NAP convention
10.25.23		100.00	\$22,881.05*Oct	Lynna Gene Cook NAP convention
11.30.23			\$22,881.05*Nov	
12.01.23	80.00			dues-Heineman, C. Sedlacek, Watson,Thompson
12.27.23	260.00		\$23,221.05*Dec	NAP – 240; Sylvester – 20
01.31.24			\$23,221.05*Jan	
02.02.24	100.00			NAP Cook, Knuth, Marks, Scheidegger ,White
02.03.24		53.00		appreciation to editor
02.03.24		50.00		2nd Baptist Church for meeting use
02.13.24	20.00			Cheryl Oleyar – state affiliate
02.17.24		363.79		Lynna Gene Cook - air fare for speaker
02.26.24	140.00		\$23,014.26*Feb	NAP-Bucholz, Goecke, Nikunen, Reichenberg, Schmeits, Sedlacek, Traub
03.18.24	40.00		\$23,054.26*Mar	NAP check for Hagerty & Tiedeman
04.01.24	60.00			Star City- Prov. Boltz, Hanshaw, Ferneau

NSAP LEDGER
May 31, 2023 – May 31, 2024
xxxxxxx7338 Annual Meeting Account

• **Indicates IN BALANCE**

DATE	DEPOSITS	EXPENSE	BALANCE	COMMENTS
05.31.23			\$2,405.95*May	Audited Balance
06.07.23		259.00	\$2,146.95*Jun	NAP consignment material
07.19.23		1,646.95	500.00*Jul	transfer to xx1086 general account
08.31.23			500.00*Aug	
09.29.23			500.00*Sep	
10.31.23			500.00*Oct	
11.30.23			500.00*Nov	
12.29.24			500.00*Dec	
01.31.24			500.090*Jan	
02.17.24		50.85		Lynna Gene Cook – annual mtg snacks
02.19.24	165.00		614.15*Feb	Foor-100; Grotrian-65
03.11.24	500.00		1,114.15*Mar	Cook, Thompson, Heineman, Dickinson, Scheidegger