Kalamazoo Parliamentary Law Unit

Annual Meeting Minutes

# November 5, 2016

President Betty Weston called the annual meeting of the Kalamazoo Parliamentary Law Unit to order at 9:16 am on Saturday, November 5, 2016 at Disability Network Southwest Michigan, 517 E. Crosstown Parkway, Kalamazoo, MI. She led the members in the Pledge of Allegiance to the Flag of the United States of America.

Introduction of guest: President Weston welcomed and introduced Jennifer Young. Member Allison Hammond recently proctored the test for Jennifer to become a member of NAP.

Secretary McGowen called the roll with 9 members present: Janice Ballentine, David Bukala, Barbara Davis, Nancy Fody, Allison Hammond, Barbara Hemphill, Michele McGowen, Julie Pioch and Betty Weston. A quorum was present.

The agenda was approved.

The minutes from the September 22, 2016 meeting were approved as corrected.

**Officers Reports**

President Betty Weston submitted the President’s Report, which is attached.

Treasurer Allison Hammond reported that as of 10-14-16 the bank balance was $4,961.85. The yearly financial report will be completed by 11-30-16 and documents available given to auditor Barb Davis by 12-15-16. All KPLU member dues are paid except for Member Ayoub.

**Standing Committee Reports:**

Audit Report: Auditor Barbara Davis submitted the Auditor’s report, which is attached.

Library Report: Librarian Barbara Davis submitted the Librarian’s report, which is attached.

Bylaws Committee: Committee Chair Laurie Marshall submitted the Bylaws Committee report, which is attached.

Education Committee: Committee Chair Barbara Davis submitted the Education Committee report, which is attached.

Nominating Committee: Committee Chair Barbara Hemphill submitted the Nominating Committee report, which is attached.

Yearbook Committee: Committee Chair Pat Dolan submitted the Yearbook Committee report, which is attached.

President Weston reported that NAP has ordered another set of RONR tabs. Member Davis has submitted information for this order to the printer. To date, KPLU has sold 8 sets of tabs, with 100 packs in each set. Member Pioch suggested that we use the money in the treasury that we have earned from the sale of the RONR tabs to subsidize the registration costs of the MSAP Annual Meeting in Detroit for KPLU members in good standing. One of the presenters at the MSAP meeting is an author of the 11th edition of RONR.

**Special Committee Report**:

Website and 990 IRS Form Committee: Committee Chair Julie Pioch submitted the Website and 990 IRS Form report, which is attached.

**Special Orders**:

Elections 2017: Nominating Committee Chair Barbara Hemphill presented the slate of officers for 2017: President Betty Weston, Secretary Michele McGowen,Treasurer Allison Hammond, and Nominating Committee Chair for 2017 Laurie Marshall and member Betty Lee Ongley. **President Weston declared the slate elected as presented.**

**New Business:**

KPLU Meeting Dates 2017: Members discussed the specific dates for the 2017 meeting year as well as the location for the meetings. The group decided to hold two meetings on Saturdays and two on Thursdays so as to make it possible for the widest number of members to attend during the year. President Weston made separate motions that meetings be held on Saturday February 25, Thursday May 25, Thursday September 28 and Saturday November 4. **Each motion carried**. Member Pioch moved that all KPLU meetings for 2017 be held at People’s Church. **Motion carried**. Member Davis will make the meeting room reservations at People’s Church and have a contract and invoice sent to KPLU for payment.

Education Topic & Lessons 2017: Education Chair Barbara Davis led the group in a discussion of possible education topic themes for 2017. The group decided that the overarching theme would be Presiding and Handling Motions. The education year will begin with the basic steps in handling motions that presiders need to know. The education sessions will have groups working with scripts to practice handling motions, including handling amendments. The topic of the November 4th Annual Meeting education segment will be motions related to elections and nominations.

Committee Assignments: President Betty Weston presented the committee assignments for 2017, which is attached and included at the end of the minutes for reference. Member Julie Pioch was added to the Education Committee. The 990 IRS Form Committee responsibilities were transferred to Treasurer Hammond from Member Pioch.

Coffee and Treat schedule for 2017 was discussed: Barb Davis will provide coffee for all meetings. Treat schedule is: February 25, Barbara Hemphill; May 25, Nancy Fody; September 28, Michele McGowen; November 4th, David Bukala.

Member Hammond reported that she had a conversation with Thom Andrews from ONEPlace, a non-profit resource organization and that he was interested in a presentation from KPLU. Education Chair Davis will contact him and find out his specific topic interest and timeline for needing information for planning purposes.

Member Pioch moved that KPLU purchase 10 copies of Presidentially Speaking for the unit to use for the 2017 education sessions after Education Chair Davis reviews for suitability. **Motion carried**.

An Educational Lesson on Elections was presented by Member Davis.

The meeting adjourned at 11:05 am.

**2017 Meeting & Treat Schedule**

* Saturday, February 25, 2017 at 9:00 am at People’s Church. Treats: Barbara Hemphill
* Thursday, May 25, 2017 at 9:00 am at People’s Church. Treats: Nancy Fody
* Thursday, September 28, 2017 at 9:00 am at People’s Church. Treats: Michele McGowen
* Saturday, November 4, 2017 at 9:00 am at People’s Church. Treats: David Bukala

**Committee Assignments**

Standing Committees

Auditor: Barbara Davis

Bylaws: Laurie Marshall & Betty Lee Ongley

Education: Barbara Davis & Julie Pioch

Membership: KPLU members

Nominating: Laurie Marshall (2017 chair) & Betty Lee Ongley (2018 chair)

Membership Yearbook: David Bukala

Special Committees

Website: Julie Pioch

990 Allison Hammond

Approved 2-25-17