

**Kalamazoo Parliamentary Law Unit
Meeting Minutes
May 19, 2022**

President Laurie Marshall called the meeting of the Kalamazoo Parliamentary Law Unit to order at 10:01 am on Thursday, February 17, 2022, at People's Church, 1758 North 10th Street, Kalamazoo, MI. The meeting was also held electronically by Zoom.

David Bukala led the members in the Pledge of Allegiance to the Flag of the United States of America.

Secretary Nancy Fody called the roll. Members present were David Bukala, Sheri Coulibaly, Barbara Davis, Patricia Dolan, Todd Ellis, Allison Hammond, Barbara Hemphill, Laurie Marshall, and Nancy Fody. A quorum was present. There were no guests.

The agenda was adopted with two additions.

The minutes of February 17, 2022 were approved with one correction.

Officer Reports

President: Report submitted.

Vice President: Vice President Ellis reported on his activities at MURP, the MSAP Nominating Committee and the MSAP Credentialing Committee for the Annual Meeting held in April. He also attended the Howard County, Maryland Zoom meeting.

Treasurer: Treasurer Julie Pioch received the financial records from Former Treasurer Allison Hammond. Treasurer Pioch needs to know who will be the co-signer on the Huntington checking account.

Secretary: Secretary Fody inquired if all members had paid their dues. Members are listed in the online Yearbook.

Immediate Past President: Barbara Hemphill no report

Standing Committee Reports

Bylaws: The November 2021 Bylaws Revision was submitted to NAP for approval. The NAP rejected the revision and suggested changes. Todd Ellis resubmitted the bylaws incorporating the changes whenever possible.

Communications: President Marshall will be publishing 3 electronic newsletters this year. The newsletter will be brief but contain hyperlinks to relevant articles. The newsletter can

be used to engage prospective members and workshop attendees. Links to personal information will not be available to non-members. Newsletters are to be sent to the MSAP president and recording secretary as a courtesy.

Education: Member Davis requested suggestions for learning lessons. President Marshall announced that the leadership webinars will continue and be held in July, August, September, and October 2022 and January, February, March, and April 2023. Specific information regarding topics is on page 7 of the updated Membership Yearbook. Member Ellis suggested a New Member Class for preparing for the NAP membership exam.

Financial: No report

Membership: The Updated Membership Yearbook was distributed via e-newsletter. President Marshall will email the Yearbook in booklet form if a member prefers to print it out.

Nominating: No report

Unfinished Business:

Records Update: Librarian Barbara Davis has minutes going back to 2005. She will upload them to the KPLU google drive. Editing of the KPLU google drive is restricted to president, secretary, and archivist. The google drive link will be sent out to members with the newsletter. Microsoft, Adobe, and Google have free electronic platforms (software/drives/aids) for non-profits. They require non-profit certification to use them.

Checking Account Co-signers: Member Davis moved that treasurer Julie Pioch and president Laurie Marshall be added to the checking account at Huntington Bank so that they have fiduciary responsibility over the bank account. Furthermore, Betty Weston and Allison Hammond shall be removed from the account. Seconded. The motion was adopted.

Technology: Member Davis inquired if the current arrangement for multi-platform meetings is working for attendees. Members attending on Zoom couldn't see all the in-person members, but felt the setup worked well. The Peoples Church has a larger room that has a larger screen and better Wi-Fi. However, it costs \$100 per meeting. For future meeting, a co-host should be designated so the president is not distracted with technology issues: credentials, screen sharing, muting, lowering hands etc.

New Business: In an effort to increase unit morale, President Marshall suggested reenergizing the unit with a garden party at her home. This would be a social gathering to include families held in August or September. The suggestion was enthusiastically received.

President Marshall suggested inviting the large number of At-Large MSAP members to our educational and general meeting. They could attend remotely. MSAP President Gretchen Denton has endorsed the idea. Member Richard Atwell has volunteered to reach out to

County Clerks, Townships, libraires, and school boards to interest their personnel and volunteers in our educational, as well as general meetings.

Announcements:

NAP Training Conference in Albuquerque, NM September 8-11, 2022.

KPLU General Meeting, Thursday, September 15, 2022, at the Peoples Church, 1758 North 10th Street, Kalamazoo, Michigan, and by Zoom.

Education Program: Chair Davis presented a lesson on electronic meetings. Suggestions for improving electronic meetings include having a co-host, sergeant-at-arms or membership chair assist with attendee log-ins, rehearsal, take a break hourly by recess without logging out, using the participant panel to monitor voting and raise hand function, using the chat for motions, a generic poll question for voting. Members should mute themselves and turn off video in large groups. Sample rules are in the RONR appendix.

Adjournment: 11:21 am

Nancy Fody, Secretary

Websites:

National Association of Parliamentarians - parliamentarians.org

Michigan State Association of Parliamentarians - michiganparliamentarian.org

Kalamazoo Parliamentary Law Unit – michiganparliamentarian.org