



## BOARD OF DIRECTORS MEETING

**Monday, November 25, 2013**

Attending: Evan Lemoine, Kendra O'Toole, Jeffrey Cox

The meeting was called to order at 7:14 PM by President Evan Lemoine with Jeffrey Cox recording.

**Approval of previous executive minutes** are postponed until the next meeting due to absence of the Secretary.

**Operating Policies and Procedures** were presented by President Evan Lemoine. The membership will need to adopt them for various committees. The rules were suspended to vote on the entire document en bloc. The Operating Procedures and Policies were adopted unanimously.

### **Officer Reports**

**The President** attended New Jersey State Association of Parliamentarians meeting. There will be a District One Training Conference in New Jersey. President appointed all members previously mentioned as appointed. NEAP Education Committee had a successful meeting yesterday. The Education Committee may meet in person at sometime in the future.

**The Treasurer** reported that the finances are in order; no financial requests as of this date.

### **Committee Reports**

PROGRAM: Made contact with other members. No other actions reported.

BYLAWS: Appointed; no action yet.

EDUCATION: Report previously made

MEMBERSHIP: Members: Executive Board with Chris Brittain of Connecticut. Two additional members may be appointed.

AUDIT: No action.

**The 2014 Budget** was adopted as presented. A copy is attached to these minutes.

**A motion to reimburse** Evan Lemoine \$7.13 for organizational costs in excess of \$500 grant was adopted.

The meeting adjourned at 8:04 p.m.

<b>New England Association of Parliamentarians</b>	
<b>Budget Proposal Adopted</b>	
	<b>12/1/13 - 11/30/14</b>
<b>Income</b>	
<b>4000 Membership Dues</b>	
4005 Primary and MAL	1,275.00
4010 Affiliate and Provisional	75.00
Total 4000 Membership Dues	<b>\$1,350.00</b>
<b>4100 Events and Courses</b>	
4105 Webinars	450.00
4110 Meeting and Conferences	1,000.00
Total 4100 Events and Courses	<b>\$1,450.00</b>
<b>4200 Educational Materials</b>	
4205 Sales	250.00
4210 Cost of Goods Sold	(230.00)
Total 4200 Educational Materials	<b>\$20.00</b>
<b>Total Income</b>	<b>\$2,820.00</b>
<b>Expenses</b>	
<b>5000 Board and Leadership</b>	
5005 President	500.00
5010 Vice President	50.00
5015 Secretary	25.00
5020 Treasurer	25.00
5025 Parliamentarian	25.00
5030 NAP Representation	600.00
Total 5000 Board and Leadership	<b>\$1,225.00</b>
<b>5100 Committees</b>	
5105 Program	10.00
5110 Bylaws	10.00
5115 Education	10.00
5120 Membership	10.00
5125 Audit	10.00
5130 Nominating	10.00
Total 5100 Committees	<b>\$60.00</b>
<b>5200 Meeting and Conferences</b>	800.00
<b>5300 Membership Services</b>	
5305 Postage and Handling	200.00
5310 Accounting Fees	0.00
5315 Legal Fees	0.00
5320 Office Supplies	75.00
5325 Printing/Mailings	220.00
5330 Credit Card Processing Fees	60.00
5332 Bank Fees	30.00
5335 Website and Technology	100.00
Total 5300 Membership Services	<b>\$685.00</b>
<b>Total Expenses</b>	<b>\$2,770.00</b>
<b>Change in Net Assets</b>	<b>\$50.00</b>