

**Mid-Michigan Unit of the
National Association of Parliamentarians
Annual Meeting Minutes
5/8/2025**

The annual meeting of the Mid-Michigan Unit of the National Association of Parliamentarians was convened by Zoom on Thursday, May 8, 2025, at 6:41 P.M. President Erica Shifflet-Chilla and Carol Prahinski as secretary were present.

Attendance: Erica Shifflet-Chilla, Tom DeMeritt, Carol Prahinski, Jerry Preston, and Karyn Spencer-Kia.

President's Annual Report

- Members DeMeritt and Stubbs worked with our President to create a webinar. Two guests attended; it went well. She plans to present again in the future with the objective of adding members.
- If a member would like to share information on the unit website, please contact President Shifflet-Chilla.

Secretary's Annual Report (appended).

Treasurer's Annual Report (appended).

Treasurer's Monthly Report – The Secretary created an error in the report appended to the agenda. The ledger report will be sent with the meeting minutes as a separate document.

Committee Reports

Membership and Publicity – Included with the President's report

Bylaws and Rules – Report appended

Audit – Report appended.

Special Order

According to NAP, our unit is permitted to have two delegates for the Convention. Members Prahinski and Spencer-Kia's names were nominated. No nominations from the floor were made. **Election:** The Unit voted to have Members Prahinski and Spencer-Kia as the delegates for the NAP 2025 Convention.

General Order

Motion: Member Prahinski moved that the Unit form a Minutes Review Committee to adopt and/or correct the minutes from today's regular and adjourned meetings within the next two months. The motion was adopted.

President Shifflet-Chilla appointed Members DeMeritt and Shifflet-Chilla to the Minutes Review Committee.

New Business

Motion: Member Prahinski moved that the Unit spend up to \$100 on flowers for Edna Arrington's funeral. The motion was adopted.

The meeting adjourned May 8, 2025, at 7:01P.M.

Carol Prahinski

Carol Prahinski, Secretary

Adopted as corrected 9/11/2025 CP

Mid-Michigan Minutes meeting 5 8 25

Secretary Prahinski, PRP

For MMU:

- Completed two-year term as Secretary, as of May 2025.
- Since September, created 12 agendas for eight scheduled meetings.
- And will have created 12 sets of minutes (which includes adjourned minutes).
- Completed the presentation of all bylaws and rules proposals created by the Bylaw and Rules Committee (2023-2025).
- Prepared two educational presentations for MMU:
 - Filling Blanks: A, B, or C? (February 2025)
 - Notice This! (April 2025)

Michigan Impact:

- Secretary for MSAP, completed term in April 2025.
 - Education Committee member
- Secretary for MURP
- Treasurer for C Division Advanced Speakers, Toastmasters (Lansing)

National Impact:

- Earned her Professional Registered Parliamentarian Credential.
- Presented several educational presentations (outside of MMU):
 - Speech: Secretary's Snags and Snafus at NAP Fall Conference
 - Speech: Secretary's Snags and Snafus at DC Association of Parliamentarians
 - Speech: Notice This! at Central Florida Parliamentary Unit
 - Speech: Filling Blanks: A, B, or C? at District 2 Conference
 - Practicum: Filling Blanks: A, B, or C? at District 2 Conference
- Scheduled Presentations (outside of MMU) include:
 - Speech: Secretary Wizard at NAP Spring Conference
 - Speech: Filling Blanks: A, B, or C? at the MURP Summer Retreat
 - Practicum: Filling Blanks: A, B, or C? at the MURP Summer Retreat
 - Speech: Notice This! at NAP Fall Convention
- Wrote and submitted two articles to *The National Parliamentarian*: Notice This! And Notice This, Too!
- Parliamentarian for:
 - A national medical association (and conducted a bylaw review)
 - District 62 Toastmasters International (Michigan)
 - Key West Garden Club (conducted a bylaw review)
 - Key West Writers Guild
 - Monroe Emergency Response Corps. (and Bylaws Chair)
 - Old Island Restoration Foundation (conducted a bylaw review)

Carol Prahinski, PhD, DTM, PRP

Mid-Michigan Unit
National Association of Parliamentarians

Treasurer's Report for the Year Ending November 30, 2024

Balance on hand December 1, 2023 \$1,372.88

Receipts

| | |
|----------------|-------------------|
| Members' Dues | <u>\$140.00</u> |
| Total Receipts | <u>\$140.00</u> |
| Total | <u>\$1,512.88</u> |

Disbursements

| | |
|---------------------|-------------------|
| Web Hosting | \$115.00 |
| Flowers | <u>\$100.00</u> |
| Total Disbursements | <u>\$215.00</u> |
| Total | <u>\$1,297.88</u> |

Balance on hand November 30, 2024 \$1,297.88

Jerry Preston, Treasurer

Audited and found correct.

Auditing Committee

Bylaws and Rules Committee

This year, we continued our productivity in ensuring that our bylaws minimize the risk for our organization, make sense, eliminate duplication, guide leaders and members, and fit with RONR, the State of Michigan laws, and NAP governing documents.

On November 14, 2024, the Committee Chair Prahinski presented three motions and the conforming amendment motion for adoption. With minor amendments, the motions were adopted.

On November 14, 2024, Committee Member Spencer-Kia presented a motion with blanks to guide the committee with how to organize the Unit's Rules. After filling in the blank, the motion was adopted.

On January 9, 2025, Committee Member Spencer-Kia presented nine motions to amend the Unit's Standing Rules. With some amendments, the motions were adopted.

On May 8, 2025, Committee Chair Prahinski presented three motions and the conforming amendment motion for adoption. Decisions were not yet made at the time of this report's submission.

The Chair gives recognition and thanks to Members Spencer-Kia, Susan Schneberger, and Carolyn Stubbs.

Carol Prahinski, PhD, DTM, PRP

Chairperson

REPORT OF THE 2024 AUDIT COMMITTEE MID-MICHIGAN UNIT
For the year ending 11/30/2024

The Mid-Michigan Unit (MMU), audit committee met on March 28, 2025, at 6 PM.

At this meeting MMU Treasurer Jerry Preston presented to the committee his financial Mid-Michigan unit records for the last fiscal year ending 11/30/2024.

Upon examination, it was found that the records kept were accurate, clear and met current accepted accounting standards. Except for a few scribe type errors in the final report, we found the books to be balanced, compliant, and an accurate reflection of the status of the Mid-Michigan unit for the year ending 11/30/2024.

The annual Form 990N has been filed with the IRS on a timely basis. Although, it is noted that the name of the Unit has not been officially changed to the Mid-Michigan Unit with the IRS at this time.

The committee would like to commend the treasurer for doing a fine job over the past year and sincerely hopes he will continue in this capacity.

2024 Audit Committee members:

Tom DeMeritt, PRP, Chairperson
Carolyn Stubbs, PRP
Susan Schneberger, RP
and guest Katie DeMeritt