



COLORADO PARLIAMENTARIAN

Official Publication of the Colorado Association of Parliamentarians

Volume XXXI, Number 1
Donna Thompson PRP, President, Editor in Chief
www.orgsites.com/co/parliamentarians-co

Summer 2008
Mary Bahde, PRP, Editor pro-tem
Pat Simpson, RP, Web Master

SUMMER INSTITUTE
Guest Presenter
SANDRA KAY OLSON, PRP
Secretary, NAP
July 18-19, 2008
JUNIOR LEAGUE OF DENVER BLDG.
6300 E. YALE
DENVER
CO

AGENDA

FRIDAY, JULY 18, 2008

3:00 P.M. REGISTRATION

3:30 P.M.

WELCOME AND INTRODUCTIONS
INSTRUCTION

5:30 P.M. – 7:00 P.M. DINNER (ON YOUR OWN)

7:00 P.M. – 9:00 P.M.

INSTRUCTION

SATURDAY, JULY 19, 2008

8:30 A.M. - COFFEE

9:00 A.M. – 11:45 A.M.

INSTRUCTION

11:45 A.M - 1:00 P.M. LUNCH (ON YOUR OWN)

1:00 P.M. – 3:00 P.M.

INSTRUCTION

CLOSING

SUMMER INSTITUTE BYLAWS – BYLAWS – BYLAWS

National Association secretary, Sandy Olson, has divided the many facets of creating and using bylaws into nine areas:

1. Team building for the foundation--
2. Drafting the structure—
3. Adopting the plans---
4. Implementing the plans—
5. Changing the walls—
6. Reconstructing the leaks—
7. Tuning the results—
8. Interpreting the finished product—
9. Viewing the results of positive action—

Whether you are a registered parliamentarian, a professional registered parliamentarian, a regular member, provisional member or just someone seeking an understanding of bylaws **this is the place of be on July 18th and 19th**. (cont'd on page3 – Summer Institute)

What's Inside

President's Corner	2
Masthead	2
Summer Institute continued	3
New Registered members	3
New Member	3
New Provisionals	3
Officers and Committee	
Chairmen	4
Study Units	4
History	5
Board Planning Summary	6
Board of Directors Action	6
Summer Institute reservation	
form	7
Calendar	8

PRESIDENT'S CORNER

To fellow CAP members:

Greetings, this is the first edition of the **Colorado Parliamentarian** (CP) for the 2008-2009 term. I hope everyone is having a nice summer. This year has promises of being an exciting year for CAP.

The 2007-2008 term was brought to a close at an adjourned membership meeting on May 10th. Thankfully, we had a quorum present and we were able to conduct the annual elections and process the proposed amendments to the bylaws and standing rules. The results of the election can be found elsewhere in this issue or on the CAP website. You will receive an updated copy of the bylaws and standing rules in your 2008-2009 CAP Yearbook.

When you receive your copy of the Yearbook, please review your information for any possible errors. Report any errors to the Yearbook editor and the corrections will be included in future CPs.

The Summer Institute will be held on July 18 and 19, 2008 at the Junior League of Denver Headquarters, 6300 East Yale Avenue, Denver, Colorado. Sandra K. Olson, PRP from Grand Island, Nebraska will present twenty-four hours of instructions on bylaws. Sandra is a very knowledgeable and dynamic instructor. I know this will be a very informative lesson and I encourage the members to attend. There will be two - \$100.00 scholarships awarded to CAP members at 1:15 p.m. on July 19th. The members must be present to win and will be required to write an article about the institute for the fall issue of the CP.

The National Training Conference (NTC) will be held in Virginia Beach, Virginia September 12-14, 2008. The purpose of the NTC is to provide parliamentary and leadership education to NAP members. The registration forms can be found in the newest (Second Quarter) **National Parliamentarian**.

The annual Leadership Conference, formerly the Conference of Presidents will be held just prior to the NTC. According to NAP bylaw Article X, Section 1 – Colorado is eligible to send two of its officers and one additional attendee. The stated purpose of the Leadership Conference is to provide education, orientation, networking, and the sharing of experiences with members from other associations.

The dues for National Association of Parliamentarians (NAP) members are located on page 26 of the NAP 2007-2009 Membership Manual and the dues CAP members will be found in the new yearbook. To get the best bang for your dues buck, each member should attend all CAP membership meetings, educational classes or workshops, as well as your unit meetings. Attendance at these meetings allows each member to learn more about parliamentary procedures and develop leadership skills. Please review the bylaws to determine what rights and privileges you have as a unit member, member at large, and as a provisional member of CAP. Also read the "Member Information Guide" section in the back of your Yearbook as it contains valuable information concerning the rights and privileges of CAP membership. When members are active in their units and CAP, CAP is a stronger organization.

In closing, I look forward to seeing many CAP members' bright and shiny faces at CAP meetings and educational functions throughout this year.

Donna J. Thompson, PRP
CAP President



The *Colorado Parliamentarian* is the official publication of the Colorado Association of Parliamentarians. The **CP** is published quarterly. Statements of opinion are not necessarily endorsed by the Association.

Subscription rate is \$5.00 per year. Send check, payable to CAP, along with name and address to the Editor

Editor-in-Chief –Donna Thompson, PRP, President

Editor pro-tem—Mary Bahde, prp

***Fall Parliamentarian* DEADLINE September 15, 2008**

E-mail articles to bahdem50@yahoo.com.
303-798-3171

Snail mail address: 2880 W Riverwalk Unit A
Littleton, CO 80123

(Summer Institute cont'd from page 1)

Presenter **Sandy Olson**, Professional Registered Parliamentarian, has presented workshops throughout the nation on leadership and parliamentary topics. A NAP member for nearly twenty years she currently serves as NAP Secretary and is a life member of the NAP Educational Foundation. Sandy, a past president of the Nebraska State Association of Parliamentarians, also held the positions of Bylaws Chairman and Education Chairman. She served two terms as NAP District Five Director. She has received numerous awards during her thirty-seven year career as an educator and coach. Her 2003-2004 FBLA parliamentary procedure team placed first in the nation.

Two - \$100.00 scholarships will be awarded to CAP members at 1:15 p.m. on July 19th. The members must be present to win and will be required to write an article about the institute for the fall issue of the CP.

Bring your Robert's Rules of Order Newly Revised, 10th edition (RONR) and your copy of the Pathways to Proficiency manual "What does it say in the Bylaws?" NAP educational materials will be available for purchase including these two publications. The cost for the "What does it say in the Bylaws?" manual is \$25.00. The cost of RONR depends on the style you choose.

Don't miss this opportunity to train with this highly qualified presenter. A reservation form is on page 7 of this bulletin.

Member Education Committee

CONGRATULATIONS

LOLA FEHR and **JANIE LICHTFUSS** members of the Greely Unit and **MARY MILLS**, member of the Colorado Springs unit on becoming registered..



WELCOME NEW MEMBERS

WELCOME NEW PROVISIONAL UNIT MEMBER

Loretta Richardson
681 S Fulton Street
Denver, CO 80247-1924
303-344-8728
loretta681@aol.com
GAMMA

Gale Crafton
P. O. Box 606
Evergreen, CO 80237
303-374-5596
gcrafton@performancesciences.com

Carol White
13150 East 48th Avenue
Denver, CO 80239
303-371-4450
e_c_white@msn.com
GAMMA

IN MEMORY-- Corrina Mathews, long time CAP member and granddaughter of Henry M. Robert, passed away at the age of 105 on June 3. Corrina dedicated her life to her family and her love of parliamentary law. A more complete account of her life can be accessed at guest book online at www.legacy.com.

OFFICERS AND STANDING COMMITTEE CHAIRMEN 2007-2008

President	Donna Thompson, PRP	Communications	Charlotte Hubbs
Vice President	Charles Hefton		Editor
Secretary	Dorothy White	Pat Simpson	Web Master & Public Rel.
Treasurer	Gloette Hess, PRP	Member Education	Pat Simpson, RP
Assistant Treasurer	Linda Gerwatowski	Membership	Cheryl Oleyar
Historian	Cathy Ables	Planning & Development	Charles Hefton
Parliamentarian	Mary E Bahde, PRP	Public Education	Gayla Stone, PRP
Budget and Finance	Gloette Hess, PRP	Supplies	Mary Bahde, PRP
Bylaws	Cathy Darnell	Youth	Lola Fehr, RP

SPECIAL COMMITTEE CHAIRMEN

Audit	Cathy Ables and Alice Ragona, PRP
Yearbook	Donna Thompson, PRP
Nominating	Cheryl Oleyar

PARLIAMENTARY STUDY UNITS

The study units offer informal study of parliamentary procedures in small groups allowing for maximum participation. Learning in all study units is hands-on and led by qualified knowledgeable instructors.

Boulder Unit

4th Monday – 7:00 P.M.
Masonic Lodge, Boulder
Ella Travis
303-494-9229
etravis1@comcast.net

Colorado Springs Unit

4th Tuesday – 9:30 A.M.
Falcon Police Station
7850 Goddard St., Colorado Springs,
Linda Gerwatowski, 719-593-1203
lgerwatowski@comcast.net

Colorado Beta Gaveliers Unit

2nd Tuesday – 10:15 A.M.
Englewood Public Library
1000 Englewood Parkway, Englewood
Charlotte Hubbs, President – 303-660-9220
cmhubbs@yahoo.com

Greeley Unit

3rd Monday – 11:00 A.M. to 12:30 P.M.
Cache Bank & Trust
4601 W 20th St., Greeley
Janie Lichtfuss, RP – 970-587-4030
janiekip@earthlink.net

Colorado Gamma Gaveliers Unit

3rd Tuesday – 9:30 A.M.
Denver District 2 Police Station
39th and Holly, Denver, CO
Dorothy White, President – 303-568-9113
Whited703@aol.com

Professional Parliamentary Research Unit

5^h Tuesday or Thursday – 11:00 A.M.
Village Inn West, Castle Rock
Gayla Stone, PRP – 303-422-2152
gaylastone@comcast.net

Colorado Omega Gaveliers Unit

3rd Monday – 7:00 P.M.
Leyden Chiles Wickersham American Legion Post 1,
5400 East Yale Avenue, Denver,
Patricia K. Simpson – 303-641-0834
psimpson@loweenterprises.com

MEMORIALS

Beta Gaveliers made a donation to the Youth Scholarship Fund in memory for former member **Marian Pickens**.

The Greeley Unit made a donation to the Endowment Fund in memory of **Virginia Hicks**.

HISTORY – 2007—2008

On May 1, 2007, the following people assumed office: President Donna J. Thompson, PRP, Vice President Charles Hefton, Secretary Dorothy White, Treasurer Glo Hess, PRP, Assistant Treasurer Cheryl Oleyar, Historian Elmer Bachenberg, and Parliamentarian Mary Bahde. Standing committee chairmen included Budget Glo Hess PRP, Bylaws Phyllis Wicklund, Communications Corrina Scarbrough, Member Education Mary Bahde PRP, Membership Linda Gerwatowski, Planning and Development Charles Hefton, Public Education Gayla Stone PRP, Public Relations Barbara Hasbrouck PRP, Supplies Linda Gerwatowski, and Youth Cathy Ables. Specially appointed committee chairmen were Auditor Esther Russell, RPRP and Yearbook Donna Thompson, PRP. The unit presidents were Boulder Joyce Teter PRP, Beta Charlotte Hubbs, Gamma Annette Harris, Omega Patricia Simpson, Greeley Janie Lichtfuss, RP, and PPRU Gayla Stone, PRP.

The theme for 2007-2008 was “Opening the Doors to the Future” Door #1 – Membership, Door #2 – Member Education, and Door #3 – Public Education.

On May 19, 2007 at Family Worship Center in Centennial, Colorado, 10 CAP officers and committee chairmen attended for training and to develop goals and plans for CAP for 2007-2008. The draft Manual of Procedure was reviewed.

Board of Directors meetings were held on June 22 2007, September 15 2007, December 1, 2007, and March 6, 2008. Meredith Goldin, a graduate student at the Nonprofit Management Program, School of Public Affairs, attended the guest at the December 1, 2007 meeting. She was present to observe parliamentary procedure in action at a board meeting.

The annual Summer Institute was held at the Junior League of Denver headquarters on June 22 and 23, 2007. Nancy Sylvester provided a two day seminar on parliamentary procedure. Twenty-six CAP members and one non-member attended this seminar.

Conference of Presidents and NAP biennial convention in Omaha, Nebraska – On September 26 and 27, 2007, President Donna Thompson, Vice President Charles Hefton, and Secretary Dorothy White attended the Conference. Six delegates represented CAP at NAP convention –Donna Thompson, Charles Hefton, Debra Finegold, Glo Hess, MaryAnne Tebedo, and Dorothy Roberts.

Membership Meetings – The fall membership meeting was held on October 20, 2007 at LCW – Post 1. A quorum was not present. Reports requiring no action were received and the educational program was enjoyed by the members who did attend. The annual membership meeting was held on April 19, 2008 at the Clarion Hotel, I-25 and Bijou, Colorado Springs, Colorado. Special guests included Bob Dolan, PRP, NAP Treasurer, and Peggy Long, PRP, NAP DISTRICT Seven Director.

Prepared by Donna J. Thompson, PRP
CAP President

IN MEMORIUM

Members Barbara Hasbrouck, PRP and Betty Kirkley passed away during the 2007-2008 term.



BOARD OF DIRECTORS PLANNING MEETING

On June 7 ten members of the 2008-2009 Board of Directors gathered at the College Hill Library in Westminster to discuss and plan for the term. Two Power Point presentations, one by Member Education Chairman, Pat Simpson, RP and a second by Vice President and Chairman of Planning and Development.

The first "Using Technology to Enhance Member Education" explored adapting technology to the times and needs of organizations, its use to develop new market perceptions, change perceptions, educate and train members. Challenges to be considered in making education accessible were time, distance, expense, interest. The flexible formats available solve many of the problems faced that deal with time, distance and geographically separated individuals. Using a more robust website technology for reaching the public and better serving the membership was discussed. Such a website would also include a source for archiving lessons, sharing of presentations between units, and a link to other resources.

The use of a Yahoo Group discussion list similar to the Parliamentary One list started many years ago for registered and professional registered members to ask and answer questions and exchange opinions on problems was discussed. This would be for CAP members and administered by the webmaster. Such a list would be less intimidating than using Parliamentary One list.

The second presentation focused on obtaining and retaining members. Using NAP president Deford's theme "The Bridge to Possibilities" The reasons people give for not crossing the bridge to membership were discussed. These included:

- I don't have time.
- I don't know how to get involved.
- I don't want to get into a long-term commitment.
- I don't believe in the cause or purpose of the project.
- I used to volunteer, but got burned out.
- I don't want that much responsibility
- I don't like the people (or a person) already involved.
- I did volunteer once, and I did not even get a thank you.
- No one ever contacted me about volunteering.
- I'm not sure I have the knowledge or skill

To overcome these reasons an analysis of what is needed and wanted as well as a personal and organizational inventory be conducted to determine how to create an atmosphere conducive to a high level of involvement:

Suggestions for making the journey across the bridge to membership were:

- Don't plan your next vacation on this trip
- Not all passengers are good drivers
- Use good manners- Please & Thank You
- Never be:
 - Demanding
 - Demeaning
 - Dogmatic
 - Domineering

Implementing the ideas suggested by these two presentations will be the focus of the 2008-2009 term

BOARD OF DIRECTORS ACTION

Following the Planning Meeting, the Board of Directors met. Three motions of note were adopted.

1. The webmaster was authorized to investigate all of the components necessary to change the website address to something that is user friendly and report these findings at the July 18 Board of Directors meeting.
2. The webmaster was given approval to contact members to see if they would like to opt into a Yahoo Parliamentary Discussion Group.
3. The following goals were adopted:
 - Bridge #1 – Membership
 - Involve five MALs in CAP activities
 - Involve five inactive unit members in CAP activities
 - Increase net membership by 5%
 - Bridge # 2 – Member Education
 - Continue to present three educational offerings to fall membership meeting, annual spring meeting, and summer institute
 - Insert educational offerings in each issue of the *Colorado Parliamentarian*
 - Establish a method of electronic training via email or internet
 - Bridge #3 – Public Education
 - To consider presenting at least three public education seminars
Greeley area, Denver metro region , Colorado Springs

Keep this section for your records.

Deadline: Must be postmarked by July 10, 2008

REGISTRATION SUMMER INSTITUTE

Junior League of Denver Building
6300 E. Yale

(Institute limited to 36)

“BYLAWS – BYLAWS - BYLAWS”

July 18-19, 2008

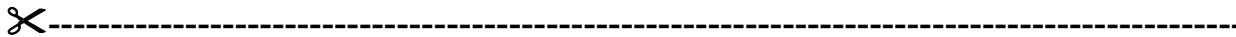
Friday, 3:00 p.m. to 9:00 p.m.

Saturday, 8:30 a.m. to 3:00 p.m.

TOTAL _____

(After July 10, contact Mary Bahde, 303-798-3171, email bahdem50@yahoo.com

BRING YOUR PATHWAYS TO PROFICIENCY “WHAT DOES IT SAY IN THE BYLAWS?” MANUAL AND ROBERT’S RULES OF ORDER NEWLY REVISED, 10TH EDITION



ADVANCE RESERVATION FORM

CAP SUMMER INSTITUTE

July 18-19, 2008

DEADLINE: Must be postmarked by July 10, 2008

Name: _____

Member _____ Non-member _____

Address: _____

Phone: _____

Email : _____

Organization/Unit: _____ Title: _____

Advance Registration fee: Member - \$65.00 \$ _____

Non-member - \$80.00 \$ _____

On site: Member - \$80.00

Non-member - \$95.00

Bylaws Manual - \$25.00 \$ _____

TOTAL ENCLOSED \$ _____

Make check payable to CAP and mail with this form to:
Linda Gerwatowski, Assistant Treasurer, CAP
1445 Big Valley Drive
Colorado Springs, CO 80909

Check here to reserve your copy of Pathways to Proficiency “What Does It Say In the Bylaws?”
Cost \$25.00.

One name per form – form may be duplicated.

CALENDAR

June 10

Colorado Parliamentarian deadline

Oct. 13, 2008

Colorado Parliamentarian deadline

July 18, 2008

Second Board of Directors Meeting

Nov. 13, 2008 9:30 a.m. - 1:00 p.m.

Membership meeting--Education only

July 18-19, 2008

Summer Institute

Feb 12, 2009

Third Board of Directors Meeting

April 23, 2009

Annual Meeting

Sept. 12-14, 2008

National Training Conference.
Virginia Beach, Virginia

May 22-24, 2009

District Seven Conference—
Colorado



FIRST CLASS