

# AIP Communicator

April 2016



*“Ignorance is preferable to error; and he is less remote from the truth who believes nothing, than he who believes what is wrong.”*

*Notes on the State of Virginia (1781-5) Query 6*

*“April is Parliamentary Month”*

*In celebration of Thomas Jefferson’s birthday April 13, 1743.*



## PRESIDENT’S LETTER

by Kay Allison Crews, CP

Dear friends,

What a pleasure to travel to Ontario, California, for the concluding banquet of the West Coast Practicum and the Executive Committee and Board of Director’s Meetings the next morning! Seeing old friends and colleagues is always fun, and working for the advancement of our profession is a privilege.

The meeting of your Board of Directors was successful in many ways. The following actions were approved: Mary Remson, Jeanette Williams, and Lucy Anderson were appointed to a committee to consider sites for the 2017 Annual Session. If you are interested in hosting, or have some assistance to offer them, please let them know.

Colette Collier Trohan and her Bylaws and Standing Orders Committee are hard at work reviewing our governing documents. Members are encouraged to offer their suggestions for possible changes to our governing documents by March 31. Here is the language from the Standing Orders:

Standing Committee Duties: Bylaws and Standing Orders Committee. All proposals shall be submitted by March 31 and include the specific wording, rationale, financial implication, and signature of the maker. Your suggestions may be sent to [Bylaws@aipparl.org](mailto:Bylaws@aipparl.org).

Adam Hathaway is thinking about elevator speeches to promote parliamentary procedure in general, and AIP in particular. Send him your comments and suggested elevator speech at [Communications@aipparl.org](mailto:Communications@aipparl.org). (For those of you who don’t know the current lingo, an elevator speech is a 30-second pitch given in response to a basic question:

What is it you do? What is a parliamentarian? What is AIP? Etc. The idea is it should last about as long as a typical elevator ride.)

Kay Crews updated the Board on the work of the Printed Materials Fulfillment Subcommittee. See more about that in a separate column.

Carol Davis reported that the Parliamentary Journal has a new printer, and work is going well with the publication of the hard copies of the PJ. The new printer saves AIP about \$250/issue. Alison Wallis is hard at work preparing for the East Coast Practicum (more on this elsewhere in this issue!) and the Annual Session. Special fun is waiting for you in Albuquerque!

Craig Henry has accepted the appointment to serve as Coordinator for the Business Development Institute. His plans are wonderful, and your President is looking forward to attending!

Following the Board of Directors meeting, Ann Guiberson, Chairman of the Special Committee on Strategic Planning, led the Board members through a SWOT (Strengths/Weaknesses/Opportunities/Threats) analysis of AIP. The session was productive and informative.

Work is progressing for AIP on many fronts. This is an exciting time to be a part of our profession. I look forward to seeing you at the East Coast Practicum, or at the Annual Session!

Kay

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# CALENDAR OF EVENTS

Additional information regarding dates and registration will be available on the AIP website at <http://www.aiparl.org> as they become available.

## East Coast Practicum 2016

June 10, 2016 - June 12, 2016

Linthicum Heights, Maryland

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## Pre-Annual Session BOD Meeting

August 2, 2016

Albuquerque, New Mexico

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## Business Development Institute

August 3, 2016

Albuquerque, New Mexico

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## AIP Annual Session

August 4, 2016 - August 6, 2016

Albuquerque, New Mexico

*Hotel Albuquerque*

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## Post-Annual Session BOD Meeting

August 7, 2016

Albuquerque, New Mexico

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## Deadline Dates for the “Communicator”

May 1, 2016

June Issue

## UPDATE ON OLD FRIENDS!

Dick Weber (AIP President from 1997-1999) and his wife Marjorie have moved! Their new address is:

**Marjorie and Richard Weber**  
400 West Seventh St.  
North Manchester, Indiana 46962

As a result of the downsizing, they have reached out to AIP and Dick is donating his parliamentary library to us. Additionally, historical documents and files have been sent. Please send them a card thanking them for their generosity and wishing them well in their new home!

## AMERICAN INSTITUTE OF PARLIAMENTARIANS

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### EXECUTIVE COMMITTEE

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## EDITOR'S EXCHANGE

By Martha Haun

Happy Birthday, Thomas Jefferson!  
Two meaningful thoughts from  
Jefferson:

*“He who receives an idea  
from me receives instruction*

*himself without lessening mine; as he who  
lights his taper at mine, receives light without  
darkening me.”*

--Personal letter 13 Aug 1813

and

*“Nothing gives one person so great advantage  
over another, as to remain always cool and  
unruffled under all circumstances.”*

--Personal letter May 1816

These caught my attention as a parliamentarian! When we share our parliamentary knowledge, we only brighten the world without detracting from ourselves. When we remain calm, knowledgeable and articulate even when untying a Gordian knot, it gives the parliamentarian great advantage!

Happy springtime to you all! Looking forward to seeing you in Albuquerque as we rekindle our parliamentary flames and plan for the future!

Martha Haun, PRP, *Editor*

## ANNOUNCEMENT

The next Dahms workshop will be held November 4-6, 2016, in Bloomington, Minnesota, with Ann Rempel, CPP-T, PRP, serving again as the curriculum director. Michael Malamut, JD, CPP-T, PRP, (AIP Opinions Committee Chair) and Sarah Merkle, CPP, PRP, (AIP Ethics Committee Member) will serve as instructors. The 2016 theme is “Protecting Rights and Preventing Abuse of Power.” More information will be posted later on the Dahms Foundation website ([dahmsfoundation.org](http://dahmsfoundation.org)).

## Have you been to the AIP Bookstore lately?

Found under “**Bookstore**” link and the “**Purchase Through Amazon**” button, the bookstore has a new look and new products. Most exciting for AIP, many of our educational products are now available directly through Amazon! This means that it's easier and faster than ever to order materials for your practice, your study, and your exam preparations all in one place.

On the right hand side of the page, there are a series of categories, and in addition to the AIP educational materials that will come up first, there are links for Recommended Reading that will include parliamentary authorities, commentaries, guides, and other books of interest to members. A Digital Section (still being increased!) will

include items for your Kindle or other e-reader. Gavel items have items you might find useful or fun.

The last category is called AIP Member-Requested Items. If you are contemplating a larger purchase, send a link to [president@aipparl.org](mailto:president@aipparl.org). I will add the item to the store. If you come back and purchase the item through the store, AIP will receive a sales commission of 6% of the purchase price.

This does NOT increase your cost; it is a commission offered by Amazon for items in our stores. So let AIP know before you buy yourself that Kindle. Or a new printer. New sheets and towels for the kids apartment? Tell AIP! Help us increase our bottom line!

# WELCOME TO NEW MEMBERS OF AIP

Welcome to New Members of AIP. The following individuals joined AIP from October – December 2015.  
Be a supportive member and contact any that live near you.

**Rolf Asphaug**  
6764 S Detroit Cr  
Centennial, CO 80122

**Matthew Daigle**  
325657 Georgia Tech Station  
Atlanta, GA 30332

**Meghan Garber**  
8401 Old Courthouse Rd  
Arlington, VA 22182

**Christopher Marston**  
PO Box 26141  
Alexandria, VA 22313

**Mark Bair**  
6048 W Dry Creek Cr  
Highland, UT 84003

**Allie Ferko**  
PO Box 307  
Valdez, AK 99686

**Robert Komorn**  
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Houston, TX 77056

**Amy Whitfield**  
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Wake Forest, NC  
27587

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110 Shirley Ave  
Douglas, GA 31533

**Robert Gaddis**  
320 W Woodstock St  
Crystal Lake, IL 60014

**Lanette Littlejohn**  
15018 Irving  
Dolton, IL 60419

## CONGRATULATIONS TO MEMBERS WITH NEW CREDENTIALS

**Shannon Sun, CP**

## THANK YOU FOR YOUR CONTRIBUTIONS

**AIP's generous members have made contributions to the funds of their choice.  
We invite you to consider making one or more of these funds the recipient of  
your generosity.**

**John Baucum**

**Timothy Schwartz**

**Michelle Chapanian**

**Gerhard Seeberger**

**John Navins**

**Lee Snook**

**Mary Randolph**

**Joe Theobald**

# THE MEETING AS AN OPERATION

Meetings are very much like operations. They can even be as painful. But the results can be like a successful operation – a better existence. Let's look at a meeting as an operation.

**PRE-OP:** A good Pre-Op is very important for a successful operation. So, too, is a good Pre-Meeting. In the pre-meeting, you look at the issues that are going to come up and figure out your basic position concerning them. You also need to think of what can be done to improve and weaken the issues coming up. A good Pre-Op with your doctor does the same. In a Japanese hospital, you meet many of the players who will be at the operation. Do the same for your Pre-Meeting – meet and get to know who is going to be there. The more you know, the easier things will be.

**OPERATION:** For an operation, the first team to work is the anesthetic team. You need that for a meeting too! You need to put to sleep how you feel about the individuals and work only on the items. Everybody needs to consciously do that; it should not be left to chance. In the operation, the medical team puts aside feelings about each other and only works on the issue – curing the patient.

With a good Pre-Op, the operation takes care of itself; with a good Pre-Meeting, the meeting takes care of itself.

**IMMEDIATE POST OP:** This should only be a time for waking the patient. The same with a meeting – wake the organization back up slowly. If you wait for the organization to recover from the meeting before implementing ideas, it often goes smoother. Going fast can hurt.

**REHABILITATION:** This is the implementation stage after the meeting. The changes were made in the operation/meeting. Now they have to be carried out and strengthened for the organization to be successful. The operation/meeting is almost never enough by itself. Part of this can be painful in the short run, but leads to a healthier situation in the long run.

How else is a meeting like an operation? I will let you answer that.

Lawrence Cisar, CPP-T, RP, PhD



## SPOTLIGHT ON A BOARD MEMBER



Lucy Hicks Anderson, JD, PRP

Lucy H. Anderson, JD, PRP, is Secretary of the American Institute of Parliamentarians. She is President of the Flonnie Mae Larimer Unit of National Association of Parliamentarians and is a past president (2010-2011) of the Texas State Association of Parliamentarians.

Presenting workshops is her favorite parliamentary endeavor. She is currently an attorney at Anderson Bush Law Firm in Houston, Texas.

She is a certified mediator and has 25 plus years of business experience in financial planning, sales, marketing, and contract negotiations for a major chemical company.

Lucy has a beautiful smile that accompanies her tireless attitude! You seldom see her "off duty." She is usually gearing up for a

workshop, handling bylaws amendments, helping run a convention bookstore, teaching a unit lesson or brainstorming a new project.

She and husband Tophas Anderson are a strong team! Oh, be sure to ask to see pictures of their precious grandbaby!!

Martha Haun, *Editor*

# WEST COAST PRACTICUM

## And A Grand Time Was Had By All....

This was your editor's first trip to a West Coast Practicum! What a wonderful weekend! Kudos to Dollie McPartin and Mary Remson for their fine work with local arrangements and general logistics! Lovely rooms poolside (although it was a bit brisk for an actual dip!), a fantastic view of mountains laced with snow, friendly hotel staff and delicious food – for starters!

Then true to the curriculum described in the winter issue, Michael Swift and Sarah Merkle did a super job of covering a massive amount of material with

charm (Sarah) and humor (Michael). Ann Guiberson and Mary Remson were also key members of this educational team. We're among the best informed board members in the country!

Friday evening two shuttle buses full of Canadians and Americans hit the nearby mall for a feast and evening of fun and camaraderie. The pictures speak for themselves!

It's time to plan now for the East Coast Practicum!!!





# American Institute of Parliamentarians

East Coast Practicum

June 10 - 12, 2016

## *Serving Churches and Unincorporated Groups*

Conference Center at the Maritime Institute (CCMIT)

Linthicum, MD (Near Baltimore-Washington International Airport)

First Name	Last Name
Address	City
State	Zip
Telephone	Email
Emergency Contact	Contact Phone

(Please circle all that apply)

AIP member    NAP member    First Time Attendee    CP    CPP    CP-T    CPP-T    RP    PRP

**Cancellation Policy:** All cancellation requests must be in writing. Cancellation requests received before 5/20/16 will be subject to a \$50 cancellation fee. No refunds will be given for cancellations after 5/20/16. All fees must be paid in U.S. Currency.

<b>Registration fees</b> ( <i>Includes instruction, materials, lunch, breaks</i> )	Before 5/20	After 5/20
• AIP member	\$475	\$595
• Non member	\$550	\$695

Total Payment \_\_\_\_\_

**Method of payment:**    Check/Money order    American Express    Discover    Master Card    Visa  
(circle one)    *Please do not send cash through the mail.*

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Signature \_\_\_\_\_

<b>Register online at <a href="http://www.aipparl.org">www.aipparl.org</a></b>	<b>Send form to:</b> American Institute of Parliamentarians 618 Church St., St. 220 Nashville, TN 37219 888-664-0428
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*Lodging is not included in registration fees. Lodging can be arranged at CCMIT or other hotels.*

CCMIT	<i>Toll free reservation number:</i>	
692 Maritime Boulevard	866-900-3517	\$145 per night single
Linthicum Heights, MD 21090	<a href="mailto:reservations@ccmit.org">reservations@ccmit.org</a>	\$190 per night double
<a href="http://www.ccmit.org">www.ccmit.org</a>		

*Above rates also subject to taxes. Lodging rates include full breakfast and dinner daily, use of recreational facilities including indoor pool, fitness center, and game room, free parking, and complimentary shuttle to/from BWI and Amtrak station.*



# American Institute of Parliamentarians Education Foundation

Have you considered giving to the American Institute of Parliamentarians Education Foundation (AIPEF)? AIPEF is a not-for-profit 501(c) (3) private foundation entirely funded by members and friends of American Institute of Parliamentarians.

The AIPEF was established in 2002 for the purpose of supporting the advancement of parliamentary educational activities. All AIPEF donations and gifts are IRS tax deductible with recognition made in the Communicator. The AIP website is where most gifts are made. A typical donation is

made in the amount ranging from \$25 to \$1,000 usually made when renewing membership dues. Thank you for your past support. The current Trustees responsible for the management of the AIPEF in alphabetical order are Lucy Anderson, Sadie Boles, Kay Crews (ex-officio), Daniel Ivey-Soto, Robert Peskin, and Mary Remson.

Last year the foundation assisted approximately 8 students expand their knowledge of teaching parliamentary procedure by supporting the teacher's course given by AIP. Prior year considerations of the foundation

were to sponsoring a dental student's advanced learning of parliamentary procedure by attending a practicum or the Annual Session.

The trustees are interested in expanding its current fundraising activities beyond raffles at the Annual Sessions by joining with other associations interested in promoting and expanding all areas of parliamentary procedure. The Trustees of AIPEF invites you to attend its annual meeting typically held on Friday evening of AIP's Annual Session.

## LET'S DO THE TWIST!!

**Martha Haun, Ph.D., PRP**

Ideas wanted from teachers or students of parliamentary procedure with a new twist!! We're all familiar with lessons taught accompanied by a page or two of white paper with a topic outline on it—and sometimes accompanied by a fill in the blank or short answer quiz.

What is the most memorable class you have attended? Why is it special? What snappy approach do you have for learning/teaching? How diverse have your parliamentary classes been? How did teachers adjust for much age diversity in your classes? Educational/experience diversity? Any other significant diversity? Did you need to adapt your lesson plans to accommodate any of these differences? If so, what are examples of adapta-

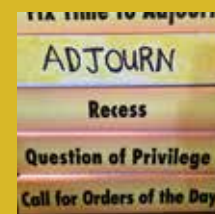
tions that you made? Do you have novel visual aids or approaches that you have developed for teaching your lessons? If so, write it up, take pictures and send to me.

Have you taught using current technologies? Skype? Webinars? Go To Meetings? What did you find to be the pros and cons of these??

The photos here (taken with my phone!) are of my cardboard blocks that were originally children's "bricks." They have been covered with the names of motions color printed with a laser printer. These can be scrambled in a variety of ways for drills and presiding exercises. Most of my lessons are for upper classmen at the University of Houston but at unit meetings most of the audience is older, employed, and not credentialed by either

AIP or NAP. So, creating and disposing of a variety of combinations is useful

Let's share some ideas that can reinforce learning and make it fun too!





# Member Services Committee Activities

**Robert M. Peskin, D.D.S Chair**

According to the Bylaws of the American Institute of Parliamentarians, the Member Services Committee is charged with "...develop[ing] and implement[ing] a program or programs for the recruitment and retention of members. The committee shall assist in the formation of new chapters and provide assistance to all chapters as requested." As Chair of the Committee, I am delighted to report about several initiatives that have recently been undertaken to address this vital responsibility.

## **American Student Dental Association National Leadership Conference**

In October, the AIP participated at the American Student Dental Association's (ASDA) National Leadership Conference (NLC) which took place in Chicago. This annual meeting provides leadership training to dental students across all years. This year, nearly 600 student leaders came together to:

- **Build relationships with leading dental organizations**
- **Develop leadership skills that they'll use throughout their dental careers**
- **Increase understanding of key issues in dentistry and dental education**

- **Attend sessions on chapter management, public speaking, personal finance, practice negotiations and more.**

AIP's presence at the Dental Expo on Friday evening, October 30th, provided a unique opportunity to interact one-on-one with many of the Conference attendees. Although some of the students had some familiarity with AIP and its many programs and publications, most were intrigued that such an organization even existed and could provide them with guidance in development of their leadership skills.

On Saturday, a session given by Dr. Gabriel Holdwick, entitled "How to Use Parliamentary Procedure at your Chapter" provided useful insight to the participants and highlighted the American Institute of Parliamentarians Standard Code of Parliamentary Procedure (AIPSC). The ASDA is a wonderful organization for AIP to partner with, and that partnership undoubtedly will provide many opportunities for young professionals to become familiarized with AIP's course offerings and publications.

## **Chapter Development at the American Dental Association Annual Meeting**

For several years, your chair has been organizing meetings of presiding

officers from many constituent dental societies within the American Dental Association (ADA) umbrella. This meeting has been taking place at the ADA's Annual Session and been attended by as many as 15-20 speakers of constituent dental society houses of delegates.

In the past we have had guest speakers, and have shared and contrasted our experiences in presiding over our variously constituted deliberative assemblies. This past November in Washington, DC, the process of organizing the group as a chapter of the American Institute of Parliamentarians was initiated. Several participants indicated a willingness to join forces to help draft a set of bylaws, appoint officers and formalizing the group.

Although the ADA meets but once a year, it is hoped that a second electronic meeting would satisfy the AIP Bylaws meeting requirements.



*Thomas Jefferson was America's first parliamentarian, writing Jefferson's Manual of Procedure, still in use in the Congress today.*



## American Institute of Parliamentarians

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AIP has two separate ways that we earn money from Amazon: through the **Amazon Smile** program and through items in the AIP bookstore at our website.

Items purchased through the bookstore pay us a higher rebate, but only if the item is actually listed in the bookstore. For that reason, some “gavel” items (*jewelry, clothes, and um, gavels*) are going into the AIP bookstore.

Put higher priced purchases and gifts into the AIP bookstore and purchase them through the bookstore for a higher donation to AIP. Anyone who would like to coordinate that type of activity need only contact President Kay Crews for help!

This is “free money” for AIP, and anyone who supports these programs is also supporting our professional organization!!!