NAP ASAP 2022 Annual Meeting – Run of Show

All times MST/Arizona, am/pm shown.

ID	Short Sample Title	Date/Time	Duration

- ☐ DONE – Get Business Meeting Agenda, any script available from Mary
- ☐ COMPLETE– Prepare POLL for 003/Workshop 2/Louise
- ☐ COMPLETE – Reset office space for **1 Guest**
- ☐ DONE – Obtain list of attendees from Marsha (and who can vote)
- ☐ DONE – Set up Election Runner – login using AAFU account
- ☐ COMPLETE – Set main profile picture to ASAP

- ☐ COMPLETE – Prepare Election Runner from "Credentialing Report" and Nominating Committee

- ☐ ASK: Recording?? YES___ NO___ DETAILS→
- ☐ Daily Setup
  - o RodeCaster to Mic and Speakers
  - o Audio for MP3 is on RodeCaster!!
- ☐ Wrap-up
  - o Check recordings; trim & publish

Day 1 – Saturday – ASAP 2022 Annual Meeting

ID	Short Sample Title	Date/Time	Duration
000	Pre-Set	8/20/2022 8:15am	0:15

- ☐ Original Sound On
- ☐ Sync Time: PC, Wall, Desk, BLUE→EDT
- ☐ Zoom1:
  - o Open YouLean, verify operation, half-screen
  - o Login as attendee, set ASAP Profile Picture, "Zoom Monitor" as Display Name
- ☐ Preload PowerPoints into PPT input
- ☐ Preload Night Flag for Pledge
- ☐ Set up Timer App
- ☐ Open Bylaws in Acrobat:
  - o "\\DropBox\ASAP Bylaws 2021-2022 docx.pdf"
- ☐ Set up Timer (Zoom App)

Email Alert   Resend Registration/Login Info   8/20/2022 6:30am

Zoom.US → Resend registration confirmations

101   Welcome   8/20/2022 8:30am   0:30

Chair: ASAP President, Mary Smith

Meeting Room open for early arrivers, greetings, announcements, technical support.

- ☐ vMix Fullscreen toggled ON
- ☐ Prep for Flag Video:
    - o Output Slide 101
    - o Zoom Share Screen → vMix Screen 1
    - o Preview Flag
- ☐ Check attendees have proper Display Names set
- ☐ **Prepare** to Spotlight Mary Smith

102   Business Meeting – Call to Order   8/20/2022 9:00am   1:45

Chair: ASAP President, Mary Smith

- ☐ **Spotlight** Mary
- ☐ Press **Next Session** – Slide 102 Call to Order

103   Pledge of Allegiance

Led by Brenda Hoover

- ☐ **Spotlight** Brenda
- ☐ Press **Next Session** – Slide 103 Pledge [Pause]
- ☐ **Fade** to Flag Movie
- ☐ (When Pledge Complete) **Fade** back to Session

104   Inspirational Message

Presenter: Brenda Hoover

- ☐ **Spotlight** Brenda
- ☐ Press **Next Session** – Slide 104 Inspiration

105   Welcome and Introductions

Presenter: Mary Smith

- ☐ **Spotlight** Mary
- ☐ Press **Next Session** – Slide 105 Welcome/Introductions

106   Report of the Credentials Committee

Presenter: Amy Morris

- ☐ **Spotlight** Amy
- ☐ Press **Next Session** – Slide 106 Credentials Cmte

107   Report of the Annual Meeting Rules

Presenter: Sally Spalding

- ☐ **Spotlight** Sally
- ☐ Press **Next Session** – Slide 107 Annual Meeting Rules Cmte

108   Report of the Annual Meeting Program Committee

Presenter: Mary Smith

☐ **Spotlight** Mary

☐ Press **Next Session** – Slide 108 Annual Meeting Program Cmte

109   Adoption of the Annual Meeting Agenda

Chair: Mary Smith

☐ **Spotlight** Mary

☐ Press **Next Session** – Slide 109 Adoption of Agenda

110   Appointment of Tellers and Timekeepers

Chair, Mary Smith

Appointee: Robert Brulee

☐ **Spotlight** Mary

☐ Press **Next Session** – Slide 110 Tellers/Timekeepers

111   Reports of Officers

☐ **Spotlight** Mary

☐ Press **Next Session** – Slide 111 Reports of Officers

President

☐ Keep Spotlight on Mary; prepare to add and remove others…

Vice President (Also Chair of Finance and Education committees)

☐ **Add Spotlight** on VP; **Remove Spotlight** when done

Secretary

☐ **Add Spotlight** on Secretary; **Remove Spotlight** when done

Treasurer

☐ **Add Spotlight** on Marsha Rose; **Remove Spotlight** when done

112   Reports of Committee Chairs

☐ Press **Next Session** – Slide 112 Reports of Committee Chairs

☐ **Add Spotlight** on speakers as needed; **Remove Spotlight** when done

List committees:

Article IV Section 3: Nominating Committee

Article IX Section 1:

- *Annual Meeting*
- *Bylaws*
- *Education*
- *Finance*
- *Membership*
- *Publicity*
- *Technology*
- *Youth.*

113   Reports of Unit Presidents

☐ Press **Next Session** – Slide 113 Reports of Unit Presidents

☐ **Add Spotlight** on speakers as needed; **Remove Spotlight** when done

List Units/Presidents

114   Special Orders: Report of the Nominating Committee

Presenter: Janet Baines

☐ Press **Next Session** – Slide 114 Report of Nominating Cmte

115   Special Orders: Election of Officers

Chair, Mary Smith, PRP

☐ Press **Next Session** – Slide 115 Election of Officers

☐ Call up Election Runner
- https://app.electionrunner.com/election/222222/

☐ Any new voters registered?

☐ Any voters on the roster who are not in attendance?

☐ **Add any additional nominees**

☐ **Verify candidates with President**

☐ When called for by the President:
- Launch Election
- Open duration? Wait for President to CLOSE ELECTION
- View and announce results
- Print record?

116   Special Orders: Election of Delegates

Chair, Mary Smith, PRP

☐ Press **Next Session** – Slide 116 Election of Delegates

Six Delegates for Association

☐ Call up Election Runner
- https://app.electionrunner.com/election/222223

☐ Any new voters registered?

☐ Any voters on the roster who are not in attendance?

☐ **Add nominees**

☐ **Verify candidates with President**

☐ When called for by the President:
- Launch Election
- Open duration? Wait for President to CLOSE ELECTION
- View and announce results
- Print record?

Delegates for MAL – 1 per 5 or portion thereof

☐ Call up Election Runner
- https://app.electionrunner.com/election/222224

☐ Any new voters registered?

☐ Any voters on the roster who are not in attendance?

- ☐ **Add nominees**
- ☐ **Verify candidates with President**
- ☐ When called for by the President:
  - o Launch Election
  - o Open duration? Wait for President to CLOSE ELECTION
  - o View and announce results
  - o Print record?

Post-Election Wrap-up

- ☐ Any last words from President Smith

117 NAP Greeting

NAP President Wendy Samuels
- ☐ Press **Next Session** – Slide 117 NAP Greeting
- ☐ **Add Spotlight** Wendy; when ready, **Remove Spotlight** Mary
- ☐ Slide following?

118 District 8 Greetings

District 8 Director Mark Cupps
- ☐ Press **Next Session** – Slide 118 D8 Greeting
- ☐ **Add Spotlight** Mary
- ☐ **Add Spotlight** Mark Cupps; **Remove Spotlight** Wendy Samuels; when ready, **Remove Spotlight** Mary

119 Remembrance "Silent Gavel" – Claire Stein

Chair, Mary Smith, PRP
- ☐ Press **Next Session** – Slide 119 D8 Greeting
- ☐ **REPLACE Spotlight** Mary
- ☐ Ready to present Clara Sams slide:
  "C:\Users\ray\OneDrive\Organizations\NAP\ASAP\Annual Meeting 2022\Assets\Clara Sams.pptx"

120 Workshop 2 – Louise Masterson   8/20/2022 10:45am 1:00

Title: The Audacious and Powerful One: What One Member Can Do
Presenter: Louise Masterson
Handout… when??

- ☐ **Add Spotlight** Louise Masterson; when ready, **Remove Spotlight** Mary
- ☐ Press **Next Session** – Slide 120 Workshop 1
- ☐ Slide following
- ☐ Ready to show poll? 6 separate polls…
- ☐ CHAT: Send the PDF file:
  - o "C:\Users\ray\OneDrive\Organizations\NAP\ASAP\Annual Meeting 2022\Assets\Louise-Characteristics - Single Member Motions-08-2022.pdf"
- ☐ At end… **Add Spotlight** Mary

121 Lunch   8/20/2022 11:45am 0:45
- ☐ Press **Next Session** – Slide 121 Lunch

Monitor social time…

122   Workshop 2 – Danny Middleton   8/20/2022 12:30am 1:30

Title: A Baker's Dozen (Debunking 13 Myths of Parliamentary Law)
Presenter: Danny Middleton

- □ Press **Next Session** – Slide 122 Workshop 2
- □ **Spotlight** Mary; when ready, **Add Spotlight** Danny
- □ When ready, **REMOVE Spotlight** Mary
- □ Slide following
- □ At end… **Add Spotlight** Mary

123   Break   8/20/2022 2:00pm 0:15

- □ **Remove Spotlight** Danny; when ready, **Remove Spotlight** Mary
- □ Press **Next Session** – Slide 123 Workshop 2

Social Activities?

124   New Business   8/20/2022 2:15pm 0:45

Chair, Mary Smith, PRP

- □ Press **Next Session** – Slide 124 Business Meeting – New Business
- □ **Spotlight** Mary

Agenda? None given.

125   Workshop 3 – Updates from NAP   8/20/2022 3:00pm 1:00

Presenter: NAP President, Wendy Samuels, PRP

- □ Press **Next Session** – Slide 125 Updates from NAP
- □ **Add Spotlight** Wendy; when ready, **Remove Spotlight** Mary
- □ Slides following?
- □ At end… **Add Spotlight** Mary

126   Installation of Officers   8/20/2022 4:00pm 1:00

Installation by Wendy Samuels, PRP

- □ Press **Next Session** – Slide 126 Installation of Officers
- □ Prepare to show Wendy's Slides if needed
  - ○ "C:\Users\ray\OneDrive\Organizations\NAP\ASAP\Annual Meeting 2022\Assets\AZ Butterfly Installation 8-20-2022Final.pptx"
- □ **Add Spotlights** to all CURRENT officers:
  - ○ President: Mary Smith
  - ○ Vice President: Janice Johns
  - ○ Secretary: Sally Spalding
  - ○ Treasurer: Marsha Rose
- □ When done: REMOVE SPOTLIGHT from Mary, Janice, Sally, and Marsha (to get proper order)
- □ Add Spotlights for Incoming Officers: (CORRECT TO REFLECT ELECTION RESULTS)
  - ○ President: James Black
  - ○ Vice President: Don Brothers
  - ○ Secretary: Karl Fowler

- o   Treasurer: Marsha Rose

127	Adjournment	8/20/2022 4:30pm	0:15

Moderator: New President
- ☐   Press **Next Session** – Slide 127 Adjournment
- ☐   **REPLACE Spotlight** James Black (new president)

Discussion, wrap-up, announcements

128	Zoom Meeting Closed	8/20/2022 4:45pm	EOD