

**THE NEW MEXICO STATE ASSOCIATION OF PARLIAMENTARIANS**  
an affiliate of the National Association of Parliamentarians ®

**2021 Annual Meeting and Workshop**  
**Live Virtual through Zoom**  
**April 10, 2021**

**Member Registration Form**  
**Deadline April 7, 2021**

NAME.....PHONE.....

E-MAIL.....

ADDRESS.....

CITY, STATE, AND ZIP CODE.....

Member registration fee:..... @ \$30.00 \$\_\_\_\_\_

Late fee postmarked after April 7..... @ \$40.00 \$\_\_\_\_\_

**Total enclosed..... \$\_\_\_\_\_**

**Please check your course preference:**

Saturday, 8:30- 9:30 a.m.

\_\_\_ Parliamentarian 2.0. Adam Hathaway, PRP

\_\_\_ Virtual Meeting Technology. C.J. Cavin, JD, PRP

Saturday, 9:40-10:40 a.m.

\_\_\_ Scratching the Surface: an Overview of RONR Changes. Valoree Althoff, PRP

\_\_\_ Voting in the Virtual Platform. Stephen A. Balke

Saturday, 10:50 – 11:50 a.m.

\_\_\_ In-Depth Review: Changes in RONR, 12th Edition. Tanya "Tan" Johnson, PRP

\_\_\_ Meeting in the Age of Pandemic. Daniel Ivey-Soto, JD, PRP

**Make checks payable to NMSAP**

Mail to: Mark Apodaca, PRP 1911 Camino Lumbre, Santa Fe, NM 87505

Or **REGISTER ONLINE:** [NMSAP.org](http://NMSAP.org)

**Parliamentary Websites**

[www.nmsap.org](http://www.nmsap.org) | [www.abqparl.org](http://www.abqparl.org) | [www.sfparl.org](http://www.sfparl.org)  
[www.parliamentarians.org](http://www.parliamentarians.org) | [www.parlinews.com](http://www.parlinews.com)

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**NMSAP Workshop and Annual Meeting**  
Preliminary Program NMSAP

**Saturday, April 10, 2021**

- 8:00 - 8:30 am      Registration
- 8:30 - 9:30 am      *Parliamentarian 2.0*  
Adam Hathaway, PRP
- Virtual Meeting Technology*  
C.J. Cavin, JD, PRP
- 9:40 - 10:40 am     *Scratching the Surface: an Overview of RONR Changes*  
Valoree Althoff, PRP
- Voting in the Virtual Platform*  
Stephen Balke
- 10:50 - 11:50 pm    *In-Depth Review: Changes in RONR, 12th Edition*  
Tanya "Tan" Johnson, PRP
- Meetings in the Age of Pandemic*  
Daniel Ivey-Soto, JD, PRP

NMSAP Annual Meeting and board meeting will follow after a short lunch recess.

NAP Educational Materials can be purchased directly from NAP at [parliamentarians.org](http://parliamentarians.org)



## THE NEW MEXICO STATE ASSOCIATION OF PARLIAMENTARIANS

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### WORKSHOPS and PRESENTERS

April 10, 2021



#### **"Parliamentarian 2.0"** Adam Hathaway, PRP

In the same way parliamentarians are traditionally expected to advise on meeting proceedings, convention operations, and procedural strategies, parliamentarians of today are expected to be equally conversant with these same concepts in a virtual setting. Attendees will learn best practices for preparing themselves and their organizations for meeting in the virtual world.

**Adam Hathaway, Professional Registered Parliamentarian**, is the Parliamentarian as well as Immediate Past President of the New Mexico State Association of Parliamentarians. He is also a past president of the Albuquerque Parliamentarian Unit. In September of 2019, Adam was elected to the National Association of Parliamentarians Board of Directors as a Director-at-Large for a two-year term. He also serves as Chief Executive Officer of the Masonic Charities Foundation of New Mexico and is a Past Grand Master of Masons in New Mexico. Adam has taught leadership and parliamentary procedure classes at the national, state and local levels, both in person and virtually. His parliamentary clients include non-profit organizations; government agencies, boards and committees; and a federal credit union. He holds a Master's Degree in Public Administration and a Bachelor's Degree in Organizational Communication.



#### **"Virtual Meeting Technology"** C.J. Cavin, JD, PRP

Virtual meetings are here to stay and having a professional image while working with clients and organizations is a must. This workshop will discuss the technology and equipment you need to look your best during your next virtual meeting!

**C.J. Cavin, JD, PRP, CP-T** is a licensed Oklahoma attorney. He obtained the Certified Parliamentarian Teacher credential from the American Institute of Parliamentarians and the Professional Registered Parliamentarian credential from the National Association of Parliamentarians. He is a full time parliamentarian for the Oklahoma House of Representatives, and serves as the treasurer for both the American Institute of Parliamentarians and the American College of Parliamentary Lawyers. C.J. also serves as President of the Oklahoma State Association of Parliamentarians.



#### **"Scratching the Surface: an Overview of the Changes in RONR"**

by Valoree Althoff, PRP

The 12th edition made some dramatic changes in formatting and structure. We will highlight the main changes you need to know before getting into the fine details.

**Valoree Althoff, MHA, BSDH, PRP, CP-T** is currently serving as president of the New Mexico State Association of Parliamentarians. She is active in the National Association of Parliamentarians where she serves as District 6 Director and a

Trainer. She also serves on the Board of Directors for the American Institute of Parliamentarians, Editor of *The Communicator*, East Coast Practicum Curriculum Director, and Teacher. Valoree has her Bachelor's degree in Dental Hygiene and a Master's degree in Healthcare Administration from UNM.



**"Voting in the Virtual Platform"** by Stephen A. Balke

Voting electronically has its challenges and restrictions. Learn how to do this successfully within your organizations rules.

**Stephen Balke** has thirty years' experience assisting business with technology applications. As Adjunct Faculty at the University of New Mexico he taught courses and developed custom curricula for several UNM departments and clients. As a Parliamentarian, Stephen works with several non-profit organizations as a member and in leadership and staff roles.



**"In-Depth Review: Changes in RONR, 12th Edition"**

by Tanya "Tan" Johnson, PRP

Are you still referencing the 11th edition of RONR? This workshop will highlight the most notable motion changes in which the 12th edition differs from the 11th.

**Tanya "Tan" Johnson, MPA, DTM, PRP** is a member of the Albuquerque Parliamentarian Unit, (APU) since 2012 and Green Gavel Electronic Unit (GGEU) since 2019. She is a past president of the APU, Alpha Kappa Alpha Sorority, Inc, Iota Xi Omega Chapter and Early Birds Toastmasters. Johnson currently service as the Secretary for APU, and the New Mexico State Association of Parliamentarians, (NMSAP). She also serves on the National Association of Parliamentarian (NAP), Organization and Effectiveness Committee. Johnson earned the Distinguished Toastmaster (DTM) status in 2013. This is the highest educational award in Toastmasters. Johnson is a Supervisory, Human Resources Specialist for the Accountability, Compliance, and Evaluation Team at the USDA Forest Service. Johnson earned the status of Professional Registered Parliamentarian, (PRP) in 2019.



**"Meetings in the Age of Pandemic"** by Daniel Ivey-Soto, JD, PRP

Did your organization have to make difficult decisions during the pandemic in order to maintain functioning? Learn some tips to get you back on track.

**Daniel Ivey-Soto, JD, PRP, CP** is a New Mexico State Senator, serving the people of the 15<sup>th</sup> District in the near northeast heights of Albuquerque. He is a Past-president of the New Mexico State Association of Parliamentarians. Daniel is also the Executive Director of Vandelay Solutions, providing technical assistance and training to the New Mexico's County Clerks. He served as a member of the Bylaws Revision Committee of the National Association of Parliamentarians, charged with re-designing the structure of the largest organization of parliamentarians in the world.

