



Last Minute Meetings

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Donald Garrett, MPA, PRP – Principal

About the Firm

Last Minute Meetings (LMM) is a Virginia Limited Liability Company formed in August 2020 after its founder, Donald Garrett, consulted clients in parliamentary procedure and nonprofit management for over 9 years. Last Minute Meetings is based in Tysons Corner, Virginia and is certified by the Virginia Department of Small Business and Supplier Diversity as a Micro, Small, and Minority-Owned business.

Donald Garrett, the Principal of Last Minute Meetings, is a Professional Registered Parliamentarian, certified by the National Association of Parliamentarians as an expert in *Robert's Rules of Order*. Mr. Garrett has presented workshops in parliamentary procedure to Virginia governmental bodies and Native American governments and corporate entities. Mr. Garrett was featured in an *Elle Magazine* article on the parliamentary procedure used by the United States House of Representatives.

In addition to his parliamentary work, Mr. Garrett's academic background is in nonprofit management. He received his Master of Public Administration from George Mason University, and previously worked in fundraising. Mr. Garrett has consulted clients on establishing nonprofit organizations, creating bylaws and meeting regulatory and statutory requirements.

Clients of Last Minute Meetings have ranged from condominium associations and regional church bodies, to international professional accreditation nonprofits and governmental bodies. Last Minute Meetings has been recognized as an expert in virtual meeting proceedings in light of the COVID-19 pandemic, and has advised numerous groups on how to appropriately pivot to the virtual/hybrid meeting environment. LMM specializes in the administrative aspects of nonprofit corporation governance.

Below are a sample of past engagements undertaken by Last Minute Meetings. To protect privacy, the organizations' names are redacted. However, please contact us if you want a reference.

Professional Memberships

- Professional Registered Parliamentarian, National Association of Parliamentarians (2014-Present)
- Member, National Association of Parliamentarians (2009-Present)
- Board of Directors, Virginia State Association of Parliamentarians (2016-Present)
- Youth Judge and Mentor, Future Business Leaders of America (2012-Present)
- Member, GMU Schar School Alumni Student Support Committee (2016-Present)
- Member, Toastmasters International (2018-Present)
- Chief Election Officer, Fairfax County Office of Elections (2012-Present)

Sample of Relevant Engagements

- Recording Secretary, Housing Co-op in Washington, DC
Contractor that drafts official records and meeting minutes on behalf of the Secretary.
- Annual Meeting Consultant, State Educational Association (Virginia)
Advised a State-level organization on conducting its Annual Convention of 150+ delegates and guests virtually.
- Presiding Officer Coach, State Labor Union (Minnesota)
Provided one-on-one coaching and live meeting support to the President, whom was tasked with soliciting the group's consensus on controversial items of business before the National Convention.
- Parliamentarian, State Educational Association (Maryland)
Consultant to one of the oldest and largest child advocacy groups on the application of Robert's Rules of Order to its Board of Directors and Executive Committee Meetings, including drafting and reviewing the meeting minutes and advising the on a wholesale Bylaws and policy revision due to a restructuring.
- Bylaws Revision Consultant, Regional Church Archdiocese (Washington, DC)
Served as an expert consultant to a regional religious body to update the governing documents due to changes from the international parent organization.
- Election Judge, Condominium Association (Virginia)
Independently managed the unit owner check-in process to ascertain and verify the voting strength of meeting participants, and counted ballots for a contentious meeting regarding the removal of a Director.
- Impartial Presiding Officer, Local Religious Body (Virginia)
Professionally chaired a congregational meeting over a complicated topic.
- Corporate Secretary (North Carolina Nonstock Corporation)

Sample of Presentations and Workshops

- The Birth of America Through Parliamentary Eyes
2021 Presentation to the Northern Virginia Marching and Gavel Society
- Parliamentary Procedure 101
2021 Presentation to the City of Annapolis, Maryland
- Maxine Waters and the Making of a Meme
2020 Interview on US Congressional Procedure Featured in Elle Magazine
- Demonstration of Electronic Voting and Elections
2020 National Association of Parliamentarians Webinar
- Robert's Rules of Order for Tribal Governments
2020 Workshop for Falmouth Institute
- Parli Pro in Pop Culture
2019 National Association of Parliamentarians Convention
- Parliamentary Procedure for Virginia Condo. Associations and Public Bodies
2018 Presentation to Real Estate Firms
- #CloseFCPS: The Hashtag Heard 'Round the World
2015 George Mason University Interdisciplinary Graduate Student Conference