



**Evergreen Chapter - American Society for Public Administration  
Board of Directors Annual Planning Meeting  
MEETING MINUTES  
Monday, August 27, 2012  
Conference Call**

Participating: Steve Benowitz, David Broom, Tammy Esteves, Lana Georges, Andrew Hokenson, Caitlyn Jeckel, Stephanie Schwenger, Doreen Swetkis, Frank Valdez, and Mary Van Verst

Not in Attendance: Sandra Archibald, Liz DuBois

Call to Order

Tammy called the meeting to order at 5:34 p.m.

President's Report

Tammy announced that she is planning to develop a survey for chapter members. This Thursday Tammy will be meeting with John Collins and Lindsay Ohab of Seattle University, to discuss options for them, and S.U. students, to be involved in our chapter.

Secretary's Report

Mary announced that the minutes for our in-person meeting on July 14 had been distributed to the board members. Motions to approve the minutes were carried.

Treasurer's Report

Dave reported that our bank account has \$1,232.55 in checking, and \$4,790.75 in savings, for a total of \$6,023.30. Included in this is a set-aside of \$500 for the conference in October, a decision that was approved at our last meeting.

Membership Committee

Dave reported that we have 109 Evergreen Chapter members on our current roster. Members need to let the national office know when they have changes in their contact information. He noted that about ½ dozen of the e-mail addresses on the roster were incorrectly entered. Dave sent a letter to each of these members by US mail, with instructions on how to make the correction. Tammy asked about accessing the roster, and Dave said that she could, as long as she had a log-in and password.

Communications Committee

Doreen announced that she would be stepping down as Chair, and that the new Chair would be Frank, Caitlyn, or Stephanie. As a follow up to the last meeting, Doreen looked at the yearly fee that our chapter paid for the website, and determined that it was reasonable. Dave remarked the bill had come by way of Dorian for the web server. He paid, and we reimbursed him.

Caitlyn reported that the committee had met, as described in an e-mail Doreen sent on August 24. Caitlyn will serve as the manager of the website. She plans to add the roster of the board to the site. Frank said that he would update the jobs page by the end of the week. Stephanie encouraged us all to check the LinkedIn page weekly, if possible. We can receive updates by e-mail in digest form, either daily or weekly. Stephanie added that if Tammy writes a letter to the membership, she would be happy to send it out.

#### Old Business

**Civility Conference:** Steve updated the board on several items. We have speakers lined up. The media panel is still being formed. Moderators have been secured for four panels. Liz will be taking care of facility issues. Steve has contacts he will follow-up with for fund-raising. He said that J. Paul may have a group that will make a cash contribution. If anyone has a person or group in mind that might make a cash contribution, please let Steve know. At this time, only three tickets have been sold, each to board members. Steve asks that we purchase tickets and share the information with those we know. He received a call from Cheryle Broom, who was interested in a group of tickets. By the end of the week, Steve will send an update to the chapter membership.

Dave commented that we will know our net revenue from the ticket sales, however it's a bit fuzzy because of the percentage that Brown Paper Tickets takes. Steve said that the cut-off for Brown Paper Tickets, which can be changed, is 150, plus 22 speakers. It was noted that TESC and S.U. have made contributions for the event.

Steve reported that he attended an interesting event at the Ruckelhaus Center. Michael Kern, the director, made some comments about the conference. Bill Ruckelshaus also commented on his upcoming participation. Steve has also spoken with ASPA's Executive Director, Toni Samuel, about the conference. He plans to write a short article for The Bridge.

Frank will post the event on S.U.'s MPA Facebook page. Doreen said that she posted an announcement on the TESC listserv. She remarked that the lack of activity is probably because school has not started yet. A new cohort is arriving, and the pitch for ASPA will not be made until Sept. 22. Doreen has the announcement posted on her door, but students have to walk by to see it. She asked Steve and all to not give up hope that there will be a good turn-out.

**ASPA's 75<sup>th</sup> Anniversary Stories Project:** Tammy announced that there will be a webinar on Sept. 19 at 1:00 EST (10:00 our time) about the Stories Project process. A goal is to create videos about 4 minutes long, edited from 10-15 minutes of video.

#### New Business

**Awards Event and Mariner's Event:** Doreen spoke with J. Paul about these events, and he is sharing his Mariner's contacts with her. The night of the game cannot be picked yet; we need to wait for the schedule to be announced. We are looking at a reception with awards, "short and sweet," prior to the game. This will be a good

opportunity for students and others to network and fulfill a mission of keeping the conversation going.

**Other New Business:** Tammy is interested in starting a quarterly newsletter. As part of the first newsletter, she would like to promote involvement of the chapter membership as volunteers with various events, so that the board is not doing all the work. She invites the board to send her suggestions for involvement of other members with activities.

Tammy brought up an idea of having regional chapter meetings with a speaker, rotating to cluster areas such as Seattle, Tacoma-Lakewood, and Olympia. Doreen said she liked the idea and suggested we look at Winter and Spring or Spring and Summer. She asked that we don't do anything in November. Caitlyn offered that the beginning of a quarter would be better than the end. Doreen and others suggested that the beginning of April would be a good time for such a meeting.

Dave commented that John Collins, whom Tammy had mentioned in her earlier report, is a former Evergreen Chapter president. It might be wise for us to consider him for an ASPA anniversary story project.

Lana suggested that comments about the Evergreen Chapter could be posted on the national ASPA website. Stephanie said she can post these on our behalf. Steve will be dealing with ASPA about The Bridge. Dave suggests that Steve push for coverage of the conference on the front page of the ASPA website.

#### Adjourn

We adjourned at 6:20 p.m. Our next meeting will be September 24, 2012.

*Minutes respectfully submitted by Mary Van Verst*