



**Evergreen Chapter - American Society for Public Administration  
Board of Directors Annual Planning Meeting  
MEETING MINUTES  
Monday, September 24, 2012, 5:30 P.M.  
Conference Call**

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

Not in Attendance: Sandra Archibald, Liz DuBois, Lana Georges

Call to Order

Tammy called the meeting to order at 5:31 p.m.

President's Report

Tammy sent an e-mail reminder about the upcoming conference and offer to groups of students. She has recently received sample surveys from other chapters which will help her develop one for our chapter. Tammy reiterated the good news that J. Paul sent the board about the selection of Seattle for the national conference in 2016.

Secretary's Report

Mary announced that the minutes for our in-person meeting on August 27 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 \$4,790.97 in savings, for a total of \$6,023.52. He added that from his perspective as Treasurer, the conference is weighing on his mind. Dave is hoping that more people will sign up to attend.

At the national level, ASPA has hired a consultant to help the society be more in line with IRS requirements, in regards to chapters. Dave said that at this time, it's hazy about what the requirements are.

Membership Committee

Tammy reported that Lana will begin doing membership work. Dave stated that there is currently no process in place by the national office to inform chapters of new members. The PA TIMES listing is the exception. He can guide Lana on how to use the rosters available from ASPA. He added that it could be a part-time job to keep up the e-mail lists accurate.

Communications Committee

Caitlyn reported that she had added new links to the chapter's website. She stated that a question had arisen about a preview that comes up when you go to the site via Facebook.

Stephanie can offer her help with that. Caitlyn also came upon a comment that someone had left on the website about being interested in getting more involved. She's not sure who is receiving the comments, perhaps it is Dorian. Stephanie will ask Dorian about one of the current committee members getting administrator status and about Word Press, and will contact the student who left the comment, inviting her to join us on LinkedIn. Stephanie will coordinate with Lana to streamline process of contacting new members.

As Caitlyn has worked on the theme and adding the logo to the site, she has realized that she needs more assistance with HTML work. Doreen suggested that Caitlyn contact her husband, who is willing to help.

Stephanie encouraged the board to blast relevant groups and networks/listservs with relevant chapter information such as the conference this month.

#### Old Business

**Civility Conference:** Steve reported that it has been a head-spinning week in getting ready for the conference. The bad news is that we have only 15 people signed up to attend; six of those are a group sale, so it's less income. Michael Kern thinks people are waiting for the detailed agenda to make a decision. The detailed agenda will be out tomorrow, and should go on our website. It's the one that will be sent to the chapter members and to the national ASPA office.

A contribution has been made for 50 students to attend. The Evans School and the Ruckelshaus Center provided \$1,250 each, and an anonymous pledge of \$1,000 was made.

Doreen said she will see both cohorts of TESC MPA students on Thursday (first class). She would like guidance on what to tell them. Steve said he would send it out to all of us. Doreen will appreciate having until Friday to notify Steve of students' interest. She will send an e-mail to them tomorrow.

Tammy has notified the Troy students. Frank said he posted info on the Seattle U. MPA Facebook page.

The issue of lunch for students was discussed, as was the question of whether to serve lunch on the second day, since a recent decision had been made to make the second day a half day, ending at 12:30. Dave suggested that lunch be made available or refund some money for those who had anticipated lunch when registering. The group decided the best idea would be to serve lunch at 11:15 for the final discussion. Steve said that Michael would favor this idea.

Steve asked Dave to review the budget once more. Dave said it would be important to have 50 students show up so that we could get the scholarship money. If we can get 28 paid customers, we'd end up okay. We're \$500 into it now. We're approaching \$2,000 of our chapter dollars. Tammy requested that we wait until Friday to see where we're at, and request a vote if necessary to spend more of our funds. Steve mentioned

that we'd need to find out if there is a cancellation fee for the facility. He'll get in touch with Liz.

Tammy acknowledged Steve's hard work. She asked that we reach out to get more people to come out for this conference.

**ASPA's 75<sup>th</sup> Anniversary Stories Project:** Tammy said there would be information to report at our next meeting.

#### New Business

**Awards/Mariner's Event:** Doreen hopes to have a full report for the November meeting.

**Post-Election Event:** Frank is seeking guidance on pursuing this event. Caitlyn said she'd be happy to talk with Frank. Dave will look for a previous program. Caitlyn recalled that J. Paul had said that City Club could partner with us. Dave said that City Club would help promote. Steve will contact J. Paul about City Club's support of our conference.

Stephanie asked if anyone has contact with the Seattle Management Association. Steve's understanding was that we'd promote each other's events. However, SMA's response was that they'd only do it they can be a co-sponsor. Tammy said we'll need to have a conversation with J. Paul. A decision may need to be made by e-mail.

There was no additional business.

#### Adjourn

We adjourned at 6:30 p.m. Our next meeting will be November 26, 2012 by conference call.

*Minutes respectfully submitted by Mary Van Verst*