



**Evergreen Chapter - American Society for Public Administration
Board of Directors Annual Planning Meeting
MEETING MINUTES
Monday, November 26, 2012, 5:30 P.M.
Conference Call**

Participating: Steve Benowitz, Liz DuBois, Tammy Esteves, Caitlyn Jekel, Stephanie Schwenger, Doreen Swetkis, Frank Valdez, and Mary Van Verst

Not in Attendance: Sandra Archibald, David Broom, Lana Georges, and Andrew Hokenson

Call to Order

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

President's Report

Tammy was contacted by Aaron Nix via LinkedIn. He is interested in our chapter. Tammy also reported that she received sample surveys from other chapters. She intends to prepare a survey and send it to the chapter membership.

Secretary's Report

Mary announced that the minutes for our conference call meeting on September 24 had been distributed to the board members. Motions to approve the minutes were carried.

Treasurer's Report

Dave sent a report on our finances to Tammy in advance of the meeting. The status of our bank account is \$101.10 in savings, and \$5,044.63 in checking, for a total of \$5,145.73. Currently outstanding are two items: the student scholarship contribution from the Evans School (\$1,250 as reflected in Steve's summary); and reimbursement to Liz for conference related expenses as reflected in Steve's summary: \$1,023.30. After including these items, our checking account balance will be \$5,271.33.

Dave also noted that we have complied with ASPA's request for information regarding the IRS project. The consultant will be organizing ASPA's response on behalf of all chapters and sections to get the 501 © 3 status reinstated.

Membership Committee

Tammy reported that Lana is contacting LinkedIn members to invite them to join ASPA. She's interested in suggestions for "a hook" that will appeal to these followers who are mostly in local and state government. Steve noted that *The PA TIMES* will interest practitioners. *The Public Manager* will interest them, as well. He said we could also appeal to those who have recently graduated or are at a point in their career where they are managing and needing to find good people to hire.

Communications Committee

Stephanie reported that our membership has grown from 122 to 134. She's been doing a lot of postings. Other benefits of membership, she said, are opportunities for jobs in WA State.

Caitlyn reported that she is working on the website, and added that she got the log-in information squared away. She will meet with Doreen's husband about upgrades to make the site more appealing.

Tammy thanked Caitlyn, Stephanie, and Frank for their great work.

Old Business

Civility Conference: Steve reported that money was received from three sources to pay for student tickets. He thought the conference was an excellent event. The speakers all had good perspectives. Steve was disappointed in the attendance, however. He said that in the future we will have to advertise better and differently. He doesn't know if the drawback was the cost, or the 2 days, or something else.

Caitlyn and Stephanie may need help on posting all the documents; presentations and final summary, and final program on our website.

The planning committee agreed to write up a white paper on outcomes. Sandra had students who might be interested, perhaps as a Cap Stone project. Steve will talk with Sandra. He will also ask ASPA to publish the white paper, and work on an article for The PA TIMES.

Liz said she heard great comments about the conference. Cornell Clayton from Washington State University received rave reviews. People were impressed that we had Dan Evans and Sam Reed as presenters. It will be a good idea to get the speakers' versions of their presentations to post. Liz likes the idea of a white paper, prepared by a student. She will work with the committee to record lessons learned.

Steve remarked that in the future we'd do well to collaborate with other groups to keep the message in front of the general public. Sandra had told Steve she thought this was a good idea. Liz suggested we continue to partner with the Ruckelshaus Center. We might also look at the activities of the National Coalition for Dialogue & Deliberation (NCDD) to see what we could partner on. Steve wrapped up the discussion by saying it would be a good idea to continue with current connections, and add Cornell Clayton.

New Business

Awards/Mariner's Event: Doreen reported that the Mariner's are not playing much on the home field in May. The date settled on was Saturday, May 11, an early evening game. Doreen reserved the Ellis Pavilion for 50-100 people. The Mariner's will set up a website for ticket purchases. It will be advertised as the second, annual event. Discussion ensued about the cost of tickets. Similar to last year, we could sell \$15 tickets, from which we get \$4. We could have two price points for members or non-members. Tammy questioned about how the website could differentiate. Doreen will ask the Mariner's. She would like to form a small committee to work on the event in

areas such as awards, food, and cash bar. Some elements are board decisions, and some are committee decisions. Frank, Liz, and Caitlyn offered to work with Doreen as a committee. Tammy suggested that Aaron nix might want to help, as well. We can include the option of helping with this event in the chapter survey.

Liz recalled that a lot of the work had to do with soliciting award nominations. Doreen suggested that we may want to consider just one award.

Post-Election Event: This was left on the agenda just to close it out. Frank initially talked to people at SU who were interested, but then they seemed to lose interest.

Conflict of Interest Statement: The board unanimously approved adoption of the following statement:

Evergreen Chapter Conflict of Interest Policy Statement

We, the Directors of the Evergreen Chapter of the American Society for Public Administration, resolve that no member of the Board of Directors shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the director must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The President of the meeting is expected to make inquiry if such conflict appears to exist and the board member has not made it known.

January 22 Dinner Meeting: Steve reminded the board that we decided at our summer planning meeting to have a social gathering around the holidays. After some discussion, it was decided that we should look for a place that had a quiet room so that we could also conduct an in-person business meeting. Several restaurants in Tacoma were suggested. Doreen agreed to follow up with a call to the Lobster Shop immediately following this meeting, and would send us an e-mail of confirmation.

There was no additional new business.

Adjourn

We adjourned at 6:22 p.m. There will be no meeting in December. Happy holidays! Our next meeting will be Tuesday, January 22, 2013 in Tacoma. In the new year, from January through May, our meetings will be on the fourth Tuesday.

Minutes respectfully submitted by Mary Van Verst