



Evergreen Chapter - American Society for Public Administration
Board of Directors Post-Holiday Gathering
MEETING MINUTES
Tuesday, April 23, 2013, 5:30 P.M.
Conference Call

Participating:, David Broom, Caitlyn Jekel, Stephanie Schwenger, Doreen Swetkis, Frank Valdez; and Mary Van Verst

Not in Attendance: Steve Benowitz, Liz DuBois, Tammy Esteves, Lana Georges, and Andy Hokenson

Call to Order

In Tammy's absence, Doreen called the meeting to order at 5:35 p.m.

Secretaries Report

The minutes from our last meeting were prepared and sent out by Mary. Motions were carried, and the minutes from March 26, 2013 conference call meeting were approved.

Old Business

Awards/Mariner's Event: Doreen reported that she went through the links on our website, which were all fine. Thank you to Caitlyn! J. Paul told Doreen that he was e-mailing the flyer about the game to contacts at the City of Seattle. He will not be able to attend the game. With less than three weeks until the game (May 11), Doreen encouraged the board to forward the flyer to others. We're hoping to get the numbers up to at least 100 tickets sold.

Stephanie reported that contacted a person who manages the City's Intranet; she posted the flyer to our LinkedIn Group; contacts at S.U. will let alums and faculty know; it's going onto the Evans School's Alum listserv, and the flyer is posted in Parrington Hall.

Regarding J. Paul's reception on May 8, Doreen reported that she sent a proposed budget to the board. She now has FX McRory's estimate of \$250, with tax and gratuity. She would like to get a final count closer to the date; she'll send out a note. Doreen's contact at the restaurant has offered to do a table set-up conducive to our group, at no extra charge.

Doreen said a deposit is due. Dave responded that since we're within the \$450 budgeted, we'll be fine issuing a deposit of 25%. A decision was made that Dave will take a check to the restaurant after getting the exact amount and the name of the contact from Doreen.

Frank submitted the final order at the trophy shop on Friday. He'll have proofs at the end of this week, and will get a final price on the plaque. The target date to deliver the plaque is the 26th.

Washington-Hyogo 50th Anniversary Planning: Mary informed the board that since our last meeting, St. Martin's University had offered to co-sponsor the public administration seminar on August 20th, offering space at no charge in the Worthington Conference Center. During the last board meeting, we had discussed possible locations for the joint ASPA/HAPSA seminar. Doreen had contacted the Mayor of Olympia, who indicated that arrangements for using City facilities might have to be more formal if there was a sister-state or sister-city involvement.

Mary reported that Governor Ido had recently expressed interest in coming to the beginning of the seminar to offer a welcome. Mary had since inquired if Senator Karen Fraser would be interested in providing an introduction of Governor Ido. Sen. Fraser, who is excited about the seminar, recently told Mary that we should spread the word about this seminar, thinking that the topic of disaster response would be of interest to many people, and that we should seek as many co-sponsors as possible.

At this time, our co-sponsors are St. Martin's (facility), the Dept. of Ecology – Washington Conservation Corps (presenters), The Hyogo Administrative Policy Studies Association ((HAPSA) – presenters), and the Hyogo Business & Cultural Center ((HBCC) - partner in the planning of the 50th anniversary festivities).

Dave asked if anyone on the call knew if Olympia had a blog about events. No one knew of one. Discussion ensued about getting the word out, and potential partnerships through the Cities of Olympia and Lacey. Dave commented that he and Mary can work through the larger planning committee, which includes sister-city representation, and the possibility of utilizing the Governor's protocol.

Mary mentioned that Sunday, Aug. 19, will be a big day for the celebration of the 50th sister-state anniversary, with entertainment and a ceremony under the Capitol dome, followed by a reception. All of these details are being worked out by sub-committees. There are also arrangements being made for Governor Ido that may be separate from the larger group activities. Dave recalled that the planning committee had previously talked about maybe having an event at the Japanese Garden in the Arboretum.

Mary last heard that the HBCC was looking into the possibility of the Hyogo Puppetry Company performing at the ceremony on the 19th, and possibly the evening before in Seattle if a suitable venue could be found. Stephanie suggested the Wing Luke Asian Art Museum or the Asian Art Museum at the North end of Capitol Hill in Seattle be considered.

Doreen remarked that she was sorry she would be out of town at that time in August. Caitlyn asked when there would be an agenda. She can post it on our website. Mary and Dave will keep Caitlyn and others posted on a final agenda when it is approved by the planning committee.

Stephanie remarked that she would be fully supportive of our chapter helping to with sponsorship of the seminar. Doreen asked if we would like to entertain a motion this evening with an approximate amount of support. Dave suggested we express support of the event, and for the chapter be involved in co-sponsorship, as we wait for more information from the planning committee. Frank and Caitlyn stated their approval of this idea.

Dave added that a range of support may be needed, as the St. Martin's site can hold 180 people, although we'd be happy to get 75. Mary and Dave will gather information to share with the board before the May meeting, if possible; and a motion to support the event can be made during the May meeting.

Treasurer's Report

Dave reported that there has been no change to our account. We have \$5,137.67 in checking, and \$101.12 in savings, for a total of \$5,238.79. Dave noted that since we are at or below the anticipated \$450 for J. Paul's honorarium event, we can anticipate a new balance of \$4,788.79. Doreen commented that we can also anticipate at least \$168 in ticket sales. In addition, Dave said a rebate of \$600 will come to us eventually from ASPA.

Next Meeting

Our next meeting will be Tuesday, May 28st, at 5:30 p.m. by conference call. While this is the last scheduled meeting for the year, we can decide then whether to have a call-in in June.

Adjourn

Doreen adjourned the meeting at 6:14 p.m.

Minutes respectfully submitted by Mary Van Verst