



**Evergreen Chapter - American Society for Public Administration
Board of Directors Meeting
Conference Call
MEETING MINUTES
Tuesday, November 12, 2013, 6:00 PM**

Participating: Steve Benowitz, David Broom, Liz DuBois, Tammy Esteves, Amy Gould, Caitlyn Jekel, Stephanie Schwenger, Mark Sullivan, and Mary Van Verst

Not in Attendance: Katja Bishop, Mark Chubb, Aaron Nix, Laura Ocha, and Frank Valdez

Call to Order

Tammy called the meeting to order at 6:03 p.m.

President's Report

Tammy said she had no formal report. Tammy will reach out to Laura after board members noticed that she has not been participating in meetings since being elected to the board.

Secretary's Report

Mary reported that she sent out the October 8 minutes, and there were no suggested edits or additions. Tammy and Amy offered motions, and the October 8, 2013 minutes were approved.

Treasurer's Report

Dave submitted our Chapter Financial Report for 2012-2013 to the national ASPA office. Assuming our reporting will be considered satisfactory, the national office will release our chapter rebate, probably in February. He mentioned that most chapters are on a January start date of their fiscal year, whereas we begin in July.

Dave reported that we have \$5,035.57 in our checking account, and \$101.14 in savings.

Communications Committee

Caitlyn reported that we experienced a website problem, but it is back up now. Our server did an upgrade, which temporarily froze our pages. This increases our need to transfer to another server. Stephanie had nothing new to add to this committee report.

Program Committee

Quarterly Events

Olympia area –November 9 River Walk (Amy/Caitlyn/Mark): Amy reported that the event was successfully held last Saturday at Tumwater Falls Park. About 30 people attended; 14 were students from her class. Mark added that it was a good event; people were engaged. He reminded the board that this was not a revenue event. Caitlyn said that she reached out to potential new members. Mary commented that this

was an exciting, no-pressure opportunity to invite people outside of our chapter to enjoy an educational and social event. Mary offered to work with the organizers to help them prepare an article for the *PA TIMES*.

Federal Way/Tacoma – early February (Mark/Katja): Mark reported that he is looking into nonprofits in Tacoma, with a potential focus on veteran transition, for an event in early February. The planning is in discussion stage.

Seattle -- April (Liz): Liz reported that she has received good ideas; she will brainstorm about something fun and free, and will talk with Frank about planning something. Mark suggested that we double up a career event with another one of our plans. Liz agreed that piggy-backing would be good. Tammy added that one event could be a precursor to offer invitation to the next event.

Old Business

Survey

Tammy reported that she has received only 14 completed surveys so far. She will send a reminder on LinkedIn and to the chapter.

ASPA Conference in Seattle, 2016

Tammy has been in contact with Judy Miller at ASPA national. They want us to take the lead in getting a committee formed, and line up a venue for the reception. Tammy asked the board to consider changing our December 10 holiday gathering to include a planning meeting for the conference. She prefers a potluck over a restaurant, and would welcome suggestions for a private, quiet space. Board members agreed to this idea.

Regarding the venue for the reception and fund-raising, Tammy said that the event needs to be self-supporting. The host chapter is responsible for covering all the costs. Average attendance at previous conferences has been 500-700 people. Tammy has learned that the Dallas chapter did a lot of fundraising, about \$52,000. They stood firm to hold left-over money.

Amy suggested we consider approaching the Bill and Melinda Gates Foundation. She has a contact there. Amy remarked that they have a gorgeous campus across from EMP, and near the base of the Monorail. Tammy added that we can also plan mobile events, which could be to our advantage if we want something that doesn't work out as a main venue.

Mark reported that he talked with J. Paul about financial support, who suggested we will need a tri-sector focus. Particularly at the Gates Foundation, there were a lot of opportunities for space and fundraising, Mark added.

Tammy remarked that the theme has not yet been determined, but we can build or develop sub-events if it works out that the national committee wants to go in another direction. The challenge is a balance between ASPA National and the Host Committee. It would probably be in our chapter's best interest to stay firm, and organize into smaller committees.

The dates of the conference have been set for March 18-22, 2016.

Stephanie asked what the registration fees are used for. Tammy said that it's mainly for technology, AV equipment, for example. She added that we will not see a penny of the registration fees. Steve said that he had been wondering about this, as well. He believes that if there are fees in excess of the expenses, they should go back to the chapter.

Dave offered a historical perspective, saying that at the last Seattle-based ASPA conference, the reception was at Blake Island, and the fee was added to the registration. Tammy said that ASPA no longer allows us to add fees to the registration. Dave then suggested that all the board members make a list of 3 or 4 people with deep pockets.

Civics Program

Steve reported that he has not heard back from Web Hutchins. He said the question remaining is whether the chapter should get involved in this topic, regardless of what Web Hutchins is doing. Dave remarked that someone could draft a letter of support to be signed by Tammy, but Steve thought it would be better to do more research before we put our name on something. Steve invited more conversation, if there is a proposal to the board.

Student Representatives

Tammy has not heard of any suggestions yet for student representatives. Students could be good additions to the board for special projects. Tammy will share an information sheet with the board about student representatives.

New Business

ASPA Evergreen/Seattle 2016 fundraising shirts

Tammy wanted to table this discussion until December 10.

Adjourn

Tammy adjourned the meeting at 6:42 p.m. Our next meeting will be from 6:00-8:00 p.m. on Tuesday, December 10 at a location to be determined.

Minutes respectfully submitted by Mary Van Verst