

Evergreen Chapter - American Society for Public Administration
Board of Directors Meeting
Conference Call
MEETING MINUTES
Tuesday, March 11, 2014, 6:00pm

Participating: Steve Benowitz, Katja Bishop, Mark Chubb, Tammy Esteves, Amy Gould, Casey Larkin, Aaron Nix, Laura Ochoa, Stephanie Schwenger, Mark Sullivan, and Mary Van Verst

Not in Attendance: Liz DuBois, Caitlyn Jekel, and Frank Valdez

Call to Order

Tammy called the meeting to order at 6:05 pm.

President's Report

Tammy reported that we are starting to move forward on the 2016 national ASPA conference, which we'll talk about later in the meeting. She also sent a message to board members about establishing a common drive for us to access through Google.

Secretary's Report

Mary thanked Katja for taking the minutes at the in-person meeting on February 12. The minutes were sent to the board members for review, and revised several times. Mary acknowledged one more correction needed. Motions were offered and carried to approve the Feb. 12 minutes with the correction Mary will make.

Treasurer's Report

Dave reported that we have \$5,267.19 in our chapter's checking account, and \$101.15 in savings.

Communications Committee

Stephanie reported that we have 278 LinkedIn members currently, which is a 200 person improvement over 1 and ½ years ago. We've seen some great postings, especially with Mark Sullivan doing the job postings. Mark Chubb asked if there had been any outreach to non ASPA members with an invitation to join. He remarked that the job postings are of interest and that people should be aware that the postings are being provided to them by the chapter. Stephanie said that new members receive an automatic welcome message, asking them to please sign up to become a member of the Evergreen Chapter. Mark C. thought that a personal reach-out, in addition, may be beneficial, and there could be division of labor on this. Dave informed everyone that he had just asked to get rosters from the national office on a more regular basis. He added that our rebate this year was smaller than in the past, indicating a membership decline. Tammy said that she would get the most current roster to Stephanie.

Program Committee

Mariners/Awards – Mary (Liz/Frank):

Since Liz and Frank were not able to be on the call, Tammy will send out a doodle to set aside time to talk with them.

Career Fair (Amy/Mark S.):

The date of May 19 has been set for the career fair, from 4-7 p.m., hosted by Northeastern University on Lake Union in Seattle. The target number of employers is 30-40. They will be charged a nominal fee of \$50. Partnerships for the event include The Evergreen State College, The Evans Schools, Seattle University, and Northeastern. Registration for students and participating employers will be via our chapter website. The Evans School is creating a flyer, and will provide outreach to local non-profits.

A table will be set up for ASPA and for the National Urban Fellows Public Service Leadership Diversity Initiative.

Amy remarked that it has been exciting to see how the partners are working together; the schools collaborating and building bridges. Caitlyn is working on getting a registration form on our website; it is expected that this will increase the traffic on the website.

The chapter will be the custodian of the money. Mark will need our tax ID number for this purpose. Mark mentioned that this event will be bereft of “bells and whistles” such as workshops. The committee decided to keep it simple this year as it is the first time in a number of years that the chapter has organized a career fair.

Dave mentioned that our chapter has an established PayPal account that can be used. Mark said that Caitlyn will need that information. Dave asked that someone prepare a budget. Mark replied that refreshments were likely to be the only budget item.

Dave also offered that we have a list of employers from the last career fair in 2008, if that would be helpful. Mark felt that things have changed enough that the former list may not be as relevant as it once was. Dave remarked that judging from the job postings on LinkedIn, there should be a lot of employers interested in participating. Mark commented on the types of degrees required in many of the recent job postings. He hopes that the career fair will help make the MPA degree more prominent. Tammy added that there is also an increasing number of undergraduate public administration degrees available.

National Public Service Week (Mark C.)

Mark reported that Public Service Week will be tied to the Mariners/Awards event. Mark S. added, for our information, that the Secretary of State's Office will not be hosting an event this year.

ASPA 2016 Seattle (Tammy)

Tammy reported that the Evans School will be taking an active role. J. Paul has looked at the

Museum of Flight. Caitlyn looked at the Pike Place Market. Aaron said that he has inquiries in at the Experience Music Project and The Aquarium. Amy reported that she reached out to the Gates Foundation, which does not rent out space, and the Chihuly Garden of Art, but dropped the latter after receiving feedback on the venue. Dave asked if anyone had inquired at the Museum of History and Industry. Tammy said that Frank would be checking there. Tammy asked Amy if a visit to the Gates Foundation could be arranged. Amy replied that it could, through the Visitor Center. The tour lasts 60 minutes and can take 40 people at a time. Dave suggested we offer the Gates Foundation tour as a mobile workshop. Tammy thought that Troy University might be interested in co-hosting.

Old Business

IRS Update (Dave):

Dave asked that board members refer to an e-mail he sent just prior to this meeting, in which he provided a detailed summary of the IRS issue for our chapter. He added that we may have additional information in the coming month.

Secretary's note: please locate Dave's message under the subject of "Re: Revised Minutes for February 12, 2014" sent by Dave on March 11, 2014 at 5:30 pm to Steve Benowitz, with a copy to other members of the board.

Student Representatives:

Amy introduced Casey Larkin, our new student representative from TESC. Casey has already been busy, working on the "Ask Letter" for the kickoff of fundraising for the 2016 conference. [Thank you, Casey, and welcome!]

We have an application from Mariah A. Bell Stuart, whom Tammy will appoint as a student representative from Northeastern. In addition, as soon as Amy receives a resume and letter of intent from Leslie Harris from Seattle University, Tammy can appoint her, as well.

Student representative typically serve for a year (as opposed to two-year terms of elected board members). Given where we are in our program year (it ends at the end of June), the new student representatives can expect to serve until June 30, 2015.

New Business

Nominating Committee:

At Tammy's request, Dave gave a summary of what to expect regarding the nomination process for the board for the next program year. The process is outlined in our by-laws. Our president should appoint a chair for the nominating committee. The chair selects (usually by request) members for the committee. The committee solicits nominations from the chapter membership. A slate of nominees is presented to the membership for a vote. A non-response is considered an affirmative. Once the slate is approved, the board meets and selects officers. The work of the committee should be finished by June 30, so that the board can be re-constituted. Traditionally, the new board meets in the summer for an in-person pot-luck and business meeting at which plans for the year are discussed.

Other new business:

Mary remarked that today marks the third anniversary of the earthquake and tsunami in East Japan. Our friends and public administration counterparts in the Hyogo Prefecture continue to work on response and recovery efforts in concert with other prefectures and local governments. They were grateful for outreach from us today, remembering the victims and the survivors, and acknowledging their commitment to forming a more prepared country. Mary also reminded board members to look for an article by Dr. Ryosuke Aota in the next *PA TIMES* about the current situation in Fukushima.

Mary will inquire whether some of our colleagues from the Hyogo Administrative Policy Studies Association (HASPA) and the University of Hyogo would be interested in partnering with us on an event at the ASPA conference in 2016.

Adjourn

Tammy adjourned the meeting at 6:45 pm. Our next meeting will be in-person at Seattle University on April 8. Frank said this will also be a recruiting event. Please be on the lookout for details soon.

Minutes respectfully submitted by Mary Van Verst