

**Evergreen Chapter - American Society for Public Administration**

**Board of Directors Meeting**

**MEETING MINUTES**

**Wednesday, February 25, 6:00 p.m.**

**Conference Call**

Participating: Steve Benowitz, Dave Broom, Laura Crandall, Liz DuBois, Amy Gould, Aaron Nix, Eleen Trang, Mark Sullivan, Mary Van Verst

Not in Attendance: Mark Chubb, Todd Haskins, Caitlyn Jekel, and Anita De Mahy,

Call to Order

Liz called the meeting to order at 6:07 p.m. Liz told the board that Mark Chubb notified her that he needs to resign. His job is moving him to Bangladesh. Board members expressed regret that Mark won't be able to continue to serve with us, but wished him all the best in his new endeavors.

President's Report

Liz reported that she is working on coordination for next year's welcome reception at the ASPA conference in Seattle. More will be discussed later in this meeting. Liz is planning to attend the ASPA conference in Chicago next week.

Secretary's Report

Mary requested approval of the minutes for the January 28, 2015 board meeting. Motions were carried, and the minutes were approved.

Treasurer's Report

Dave reported that we have \$101.18 in our savings account, and \$4,993.53 in our checking account, for a total of \$5,094.71. This total accounts for the \$1,000.00 recently paid to Liz for her attendance of the upcoming ASPA conference in Chicago.

Committee Reports

**Communications and Membership Committee:** Mark S. said there were no new reports. Liz remarked that since we've now solidified the date of the Mariners event, and the announcement of the awards, she would like to have it put on Linked In. Liz said she would like to ask Caitlyn to make the Mariners event more prominent on our chapter's website. Amy offered to follow up with Caitlyn. Mark will also create a Facebook post, with a link that brings viewers back to our website. Liz reminded the group that she sent an e-mail to the chapter membership. Text from the e-mail can be used for the postings.

**2016 ASPA Conference Local Host Committee:**

Welcome Reception Site selection and budget estimates (Amy and Dave)

Liz announced that Amy will be the new lead for the reception planning. Liz will continue to chair the overall host committee. Amy reported that the doors at MOHAI can open at 6:30, for a

6:30-8:30 p.m. event timeframe. We can begin set-up at 5:00 pm. We have the entire museum and the grand atrium for the reception. Amy has heard that 700 is the limit for the number of people; and she also heard 750 as the limit. Amy will seek clarity. The question arose: do we want to cap the attendance?

Amy contacted South Transit about transportation for the reception. South Transit thought that normal bus routes #40 and #70 would be enough for us; they run every 10 minutes. Amy said she also explored Pronto Cycle Share, but board members quickly responded that we should not offer that choice. Dave thinks we may still need to rent coaches, as this is a preferred method of transportation at most ASPA conferences, and many of the senior members have mobility issues. He said this could cost about \$2,400. Amy thought that South Transit might have a cheaper option. Amy will reach out to get quotes. The suggestion of First Student busses was also offered as an option for consideration.

Liz is researching receptions held at previous ASPA conferences to help us know what to expect. She heard that as of January, only 750 people had registered for the conference in Chicago. Amy recalled that the Dallas conference had people register and pay for the welcome reception.

Steve asked about what point we need to give the caterer the final number. Amy replied that we'll need to sign a contract soon with MOHAI, which includes the caterer whom we select. Steve suggested a clause be built into the contract, saying that our final number will be provided a month before the event. Is this possible? Mark suggested we consider starting with a minimum of 500 people, with an option to inform MOHAI about two months in advance if our expected number is higher.

It was mentioned that Fare Start is not an option for catering at MOHAI. While the board had previously favored considering Fare Start, it is not on the museum's approved list.

Steve asked if we are getting help from the national ASPA office. Liz said she would ask J. Paul, who had planned to reach out with this question.

Amy said that as of now, we could probably afford the down payment (approximately \$4,000). We get a 20% discount for being a non-profit.

Dave referenced a budget he sent earlier to the board with different assumptions and two catering options that he had researched. Liz stated that she is comfortable with Dave, as an officer, and J. Paul, going to talk with Carrie at MOHAI about the contract. Liz added that ASPA national has to approve our contract, however, we (our chapter) actually signs the contract. She said it's reasonable to assume that we'll be paying \$8,000 plus the cost of food and anything extra we add to the event. Dave remarked that ASPA is sensitive about approving contracts, especially after an ASPA section went significantly over budget on a conference.

Dave said that he has questions about whether we can charge a fee or whether people are

asked to register for the reception. He would like this to be discussed in Chicago, adding that when we put a deposit down, we will be using up our bank account.

Amy likes the idea of capping the attendance, and requiring registration and payment. Dave likes this idea, too, of getting people committed and investing in attending the event.

#### Create Local Host Committee Structure

Liz asked Amy to chair the Welcome Reception/Event. Dave will serve as the Finance Chair. J. Paul will take the lead with development and fundraising. Liz said she is unsure at this time if we'll need a Volunteer Recruitment Chair. J. Paul previously offered to help on a Volunteer Committee. Mark S. said he could work on this, and added that Caitlyn could assist, as well.

#### Programs and Activities

**Mariners and Public Service Recognition Night:** Amy gave an update on arrangements for the Mariners game in celebration of Public Service Recognition Week. The game night has been arranged for May 8 at 7:10 p.m. The Mariners will be playing against the Oakland A's. There will be a group ticket website with \$4 of every ticket purchased coming back to our chapter. (Total ticket price: \$19 view level; \$35 main level). The website for reserving tickets is now open at [http://seattle.mariners.mlb.com/sea/ticketing/special\\_event.jsp?group=ASPA](http://seattle.mariners.mlb.com/sea/ticketing/special_event.jsp?group=ASPA) or search for mariners.com/ASPA.

Dave offered the idea that chapter members who can't attend the game might give a \$4 donation to the chapter.

Amy gave an update on her research about having a recognition event at FX McRory's. Unlike our previous experience there with J. Paul's recognition, there is a charge for reserving a room. After some discussion, there was agreement that instead of reserving a banquet room, we would make a reservation for dinner in the main restaurant. Individuals can order what they'd like, and our chapter will pay the honoree's tab.

Liz recently sent an announcement to the chapter membership with a call for award nominations. The Evans School inquired if we need something more structured. Amy said we basically need what was requested in the announcement: Name, background, and why the person is deserving of the award. We need a description of the person's career and how they achieved the goal of *connecting citizens with government* (our theme for this year).

**Networking Event and Career Fair for Students of Public Administration:** Mark reported that he has been tasked with organizing a Public Service Recognition event for the state, and is now feeling less optimistic about a spring career fair. In addition, career fairs are producing low yield of employees, Mark said. Amy suggested a fall networking event as another option. After some discussion, the board was leaning toward a new plan to host a networking event in the fall when MPA programs are getting up and running. That would also be a good time to recruit students and volunteers for the 2016 conference.

#### New Business and Board Member Updates

Dave reported that he heard from J. Paul, who said he was unable to join the call this evening.

Liz remarked that she hopes this new phone service we're trying tonight eliminates some of the challenges we faced with the previous conference call service. She added that this service has a screen-sharing option, if we want to use that in the future.

Dave stated that it has been our practice to reimburse board members who have to pay the long-distance charges to be on the call. Liz asked people to let her or Dave know if this is the case for any of us.

Adjourn

We adjourned at 7:10 p.m. Our next meeting will be by conference call on Wednesday, March 25 at 6:00 p.m.

*Minutes respectfully submitted by Mary Van Verst*