

**Evergreen Chapter - American Society for Public Administration**  
**Board of Directors Meeting**  
**MEETING MINUTES**  
**Wednesday, March 25, 6:00 p.m. Conference Call**

Participating: Dave Broom, Laura Crandall, Liz DuBois, Caitlyn Jekel, Eleen Trang,

Not in Attendance: Steve Benowitz, Amy Gould, Todd Haskins, Anita De Mahy, Mark Sullivan and Mary Van Verst

Call to Order

Liz called the meeting to order at 6:06 p.m.

President's Report

Liz reported that she attended the ASPA national conference and will share her observations later in the meeting.

Secretary's Report

There was no Secretary's Report as Mary Van Verst was out of town. Since there was not a quorum, no vote was taken on the minutes form the February meeting.

Treasurer's Report

Dave reported no change in our financial status since the last meeting. Savings account balance remains at \$101.18 and we have \$4,993.53 in our checking account, for a total of \$5,094.71.

Committee Reports

**Communications Committee:**

Caitlyn reported that we are seeing some activity related the career fair posting.

Dave raised a question concerning the chapter's website hosting cost and provider. Caitlyn indicated that the chapter website is currently hosted by "Blue Host" which was established some time ago. Caitlyn will check to see what other options there might be and if there are any less expensive.

**2016 ASPA Conference Local Host Committee:**

Welcome Reception Updates

Liz, Dave and J. Paul met with the MOHAI Events Director to discuss plans for the 2016 ASPA conference reception. The museum can accommodate 700 guests and would be open for conference attendees by 6:30 PM on March 19, 2016.

The catering company can access the space to set up when the museum closes at 5:00 PM. MOHAI staff will draft a contract and give the chapter some time to review and return it with the deposit (\$4500 = \$4000 rental deposit + \$500 refundable damage deposit). The balance would

be due a month before the event.

MOHAI has AV equipment and a main stage available at no additional cost. They also allow sponsor banners to be hung from the second floor railings.

Guests arriving from the conference hotel (Westin) via motor coaches will be dropped off (and picked up) near the South Lake Union Trolley stop and have about a 400 yard walk to the MOHAI entrance.

ASPA will allow the chapter to have 5 session/panel slots in the conference program. The chapter will receive all revenues generated from the sale of sponsorships for the five panel/sessions it is invited to produce. Chapter member Michael Jacobson (King County) also attended the Chicago conference and will be a member of the program committee for the 2016 conference.

### **2015 ASPA Conference in Chicago**

Liz described her experiences at the ASPA conference in Chicago. About 1100 people registered for the conference. The opening reception was held about two blocks from the conference hotel in a large open space in one of the high-rise office buildings (similar to the Columbia Tower in Seattle). Approximately 500 people attended – no transportation provided. A small group of musicians (maybe five or six) provided background music. Caterers ran out of food early and had to quickly order more.

Liz also reported that she met with Bill Shields (ASPA national director) who confirmed that ASPA national would sign the MOHAI contract and provide the \$4500 deposit, which the chapter could pay back with sponsor contributions.

### Create Local Host Committee Structure

Liz indicated that more information was needed from J Paul regarding volunteer recruitment and utilization.

### Programs and Activities

There is only one nomination for the Public Service Recognition Event (Lloyd Hara – King County Assessor). No information was provided on ticket sales for the Mariner's game.

### New Business and Board Member Updates

Liz reported that Todd Haskins is stepping down from his role as chapter VP. He is willing to remain on the board in a non-officer capacity.

Adjourn

The meeting was adjourned at 6:56 p.m.

*Minutes respectfully submitted by Dave Broom*