

Evergreen Chapter - American Society for Public Administration
Board of Directors Meeting
MEETING MINUTES
Wednesday, April 29, 6:00 p.m. Conference Call

Participating: Steve Benowitz, Dave Broom, Liz DuBois, Todd Haskins, Caitlyn Jekel, and Mary Van Verst

Not in Attendance: Laura Crandall, Amy Gould, Tammy Lohr (Student Rep. from U.W.), Anita De Mahy, Aaron Nix, Mark Sullivan, and Eleen Trang

Call to Order

Liz called the meeting to order at 6:05 p.m.

President's Report

Liz reported that Todd needs to step down from the role of Vice President; he will help as he can, and remain on the board.

Liz has been working with Dave and Amy on details for the conference reception, and moving the MOHAI contract forward. More about this subject will come up on the agenda.

Secretary's Report

Mary sent the minutes for the last two meetings: February 25 and March 25. Motions were carried, and the minutes were approved. Mary thanked Dave for taking the minutes in her absence last month.

Treasurer's Report

Dave reported our savings account balance remains at \$101.18 and we have \$5,541.27 in our checking account, for a total of \$5,642.45.

Committee Reports

Communications Committee:

Caitlyn reported that we had a discussion during the last meeting about whether to continue using Blue Host as our website host. Since then, she did some research, and it appears that the service we're getting is worth the money.

Caitlyn has downloaded a Google analytical tracking system, so that we can know more about who is looking at our website.

Caitlyn mentioned that our Facebook page is hard to ramp up, unless we regularly have new information to post. Dave asked if we can use LinkedIn to make announcements, about the conference, for example. Caitlyn said she would be happy to do a posting on the conference. Steve inquired about if and how we reach out to people on LinkedIn about membership with our chapter. Caitlyn and Mary recalled that Stephanie used to send a message to people. Caitlyn

will inquire with Stephanie. Steve offered to take on the task of contacting the LinkedIn users once he gets an updated chapter list. Caitlyn said that Mark Sullivan is overseeing our LinkedIn account, and she'll let him know about this discussion. Mark might be the person to contact LinkedIn users about chapter membership. Finally, Caitlyn encouraged all of us to post or make comments, or "like" postings on the Evergreen LinkedIn page. The more interaction we have, the more it will show up in people's feeds.

2016 ASPA Conference Local Host Committee:

Welcome Reception Updates:

Liz reported that the contract with MOHAI had a mistake in the start time that needs to be corrected. We will book the whole facility. The "buy out" was the most cost-effective strategy. The required deposit is \$4,500. \$500 of this is a damage deposit. ASPA National has agreed to front the cost of the deposit, but we need to pay it back. Dave plans to talk on the phone with ASPA staff to clarify agreements about our chapter keeping net revenue.

We can pick topics and panelists for five workshops, and we can keep any sponsorship we raise for these five. Michael Jacobsen, the Performance Management Director for King County, is now on the planning committee, and he will help choose the five panels. Michael is a member of our chapter.

Dave remarked that it would be fun to have a panel of the tunnel partners. Steve suggested we talk with former board member Chantal Stevens, who could provide a good connection between ASPA and the Community Indicators Consortium. Liz said that we can dedicate time in the next meeting to talk about the panels.

We have a commitment from the Evans School of \$5,000, but we will need more. Once sponsorship levels are known, we can finalize the flyer and begin raising money.

There was consensus by the board for Liz and Dave to move forward with MOHAI on the contract, and to develop a Memorandum of Understanding (MOU) with ASPA's national office about revenue sharing. Mary asked if the MOU with ASPA was unique in comparison to previous conference planning. Dave answered that in his 25 years with ASPA, he had never known of this type of agreement, adding that this was new, uncharted territory with ASPA. This effort will potentially help chapters to take more initiative in the future.

Liz added that ASPA is trying to bridge gaps with chapters. Efforts are a reflection of work by Bill Shields and Lisa Sidletsky, and a result of concern from chapters about having to organize such a large event.

Programs and Activities

Mariners Game and Public Service Recognition Event:

As of now we have 53 tickets sold for the Mariners game on May 8. Dave thanked Steve for sending the event information to ASPA for *The Bridge*.

We had one nomination (by J. Paul) for a chapter award on the theme of Connecting Citizens with Government. Dave mentioned that the nominee, Lloyd Hara, has previously received an award from our chapter. We considered whether to give additional awards, but decided there wouldn't be enough time to organize.

Steve, who previously organized our award event for 3 or 4 years, offered an observation that when we started having the Mariners game as a fund-raiser, the awards event was planned in concert with the game. He suggested we separate the two events next year. Dave agreed that planning the awards event takes a lot of work. He said that we used to get letters from the Governor, County Executives, and Mayors, to solicit nominations. People would pay and come to a luncheon or dinner.

Board members on the call were concerned that the award recognition event on May 8 would be sparsely attended. After a discussion, the board decided to scrap the award presentation for 2015 and do more planning for next year. The focus now will be on ticket sales for the game. Liz will cancel the reservation at FX McRory's, and she will let J. Paul know about our decision.

Additional Events:

Liz advised that we think about additional events our chapter should host. She suggested we consider having an in-person meeting in the early summer for a discussion. This would be in addition to the late summer planning meeting we have with the newly constituted board.

New Business

Potential New Board Member:

Liz said she was contacted by Cassie Bordelon who is interested in being a board member. Liz will send Cassie's resume and statement to the board. Mary remarked that she knows Cassie through her work, and that Cassie would be an excellent addition to the board.

Friendship Delegation to Japan:

Mary informed those on the call that a Friendship Delegation might be organized to compliment a visit that Governor Inslee will make to the Hyogo Prefecture of Japan as part of trade mission to Asia in early September. Mary has been in preliminary meetings about this with Senator Karen Fraser and others from the Planning Committee for the 50th Sister-State Anniversary of Washington and Hyogo. Sen. Fraser would like to have the Evergreen Chapter of ASPA represented. There is no funding available, so members of the delegation will have to pay for their own travel. Mary will keep the board updated as more details are known. This could be an exciting opportunity for chapter members, and could also reinforce our chapter's international agreement (MOU) with the Hyogo Administrative Policy Studies Association (HAPSA).

Adjourn

The meeting was adjourned at 7:15 p.m.

Minutes respectfully submitted by Mary Van Verst