

Evergreen Chapter - American Society for Public Administration
Board of Directors Meeting
MEETING MINUTES
Wednesday, May 27, 2015, 6:00 p.m. Conference Call

Participating: Steve Benowitz, Cassie Bordelon, Liz DuBois, Amy Gould, Caitlyn Jekel, and Mary Van Verst

Not in Attendance: Dave Broom, Laura Crandall, Todd Haskins, 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. Welcome to Cassie Bordelon, as a new board member.

President's Report

Liz reported that she and Dave have been working with National ASPA on an MOU for support of the 2016 Conference. She and Amy have been working out details with MOHAI for the reception. More information about the conference is on this evening's agenda.

Secretary's Report

Mary sent out the minutes from our conference call meeting in April. Motions were carried, and the minutes for April 29, 2015 were approved.

Treasurer's Report

Dave sent in a report that we have \$5,541.27 in our checking account, and \$101.19 in our savings account, for a total of \$5,642.46.

Committee Reports

Communications Committee:

Caitlyn said that she had intended to give us an analytical report about our website, but was having trouble accessing it. She will email it to the board, for our information. In the last month, there were over 600 users; a small portion of whom were returning.

2016 ASPA Conference Local Host Committee:

MOHAI Contract:

Liz reported that she and Amy worked out details with MOHAI. Last week, Liz and Dave talked with Lisa Sidletsky of ASPA's national office. Lisa provided suggestions for making clarifications with MOHAI to protect ourselves in the agreement. Liz and Amy had that call with MOHAI today. The start time for the Welcome Reception will be 6:30 p.m., which is a correction over what had been in the previous version of the contract. Amy congratulated Liz on expediting the process with MOHAI. They'll later create a seating arrangement diagram. A Liquor Permit for one day only will be obtained. It's yet to be determined if the caterer will handle liquor.

There was discussion about March being Washington Wine Month. Someone earlier had suggested that wineries and micro-breweries in the state could donate wine and beer. Amy will reach out to her contact, a former lobbyist, to see what is possible. If we can get these donations, we'll only need to rely on the caterer for hard liquor.

ASPA National will sign the contract and pay the deposit, which our chapter will have to re-pay (\$4,000 deposit for facility, plus \$500 damage coverage).

Catering Update:

Amy gave an update about catering on behalf of Dave. She said that Dave had been doing “a ton” of work. He's gotten three bids that recognize that the reception is a stand-up, buffet style event. The bids have come from:

City Catering @ \$36,473 for 700 guests and 40 staff, including “floating servers;”

Foodz Catering @ \$30,193 for 600 guests and 26 staff; and

Northwest Catering @ \$28,199 for 700 guests and 25 staff.

Amy said our catering costs may go down once we have a head count. We'll have up to a month to give them the final count. They do want a deposit, however.

At this year's conference in Chicago they had budgeted for 500 people at the reception, and had to order more food for another 100. This is why ASPA recommends that we budget for 600.

We had some discussion about preferences, and began leaning toward Northwest Catering. They have worked successfully at MOHAI, and know the procedures and where things go, Amy said. There may be one more bid coming in from Kasper's.

On behalf of Dave, Liz asked for a gauge on whether we want entertainment, and what might be the cost. Steve answered that there are some really good high school groups in the area, as well as traditional bands, jazz groups, and duos such as a fiddler and guitar. He thinks a good estimate of cost would be \$500.

One unknown about entertainment is how sound carries at MOHAI. Board members cautioned about any entertainment that is too loud, so as not to impact conversations. Another reason for keeping it on the quiet side is that the open space in the building goes up four floors. Food and music need to stay on the first floor even though we have access to all four floors. If we have music, it would probably be played from 6:30-9:30, or perhaps less time.

Amy asked if there are any music groups of homeless youth. Steve will check in with Fare Start about this.

Liz said that Dave suggested we budget \$50,000 for the reception. We need to put a 50% deposit on catering to secure the date.

Fundraising Flyer:

Liz reported that the fundraising flyer is in production. The latest version of the MOU with National ASPA defines various levels and benefits. Lisa Sidletsky helped with this project. The levels range from \$15,000 to \$1,000 with NW names that J. Paul has given them. The flyer will go to schools, government-related organizations, and some private businesses. Amy remarked that we should include private schools, and also consider sending it to other ASPA chapters.

Laura is planning to reach out to S.U. for a \$5,000 donation, the same amount given by the Evans School. One board member remarked that schools have donated \$10,000 to other ASPA conference receptions.

“Mobile Workshop”/Field Trip Ideas:

Steve sent out ideas on topics for conference sessions by email:

- Managing emergencies on public lands;
- Collaboration to solve complex political problems;
- Managing big public works projects: From the Big Dig to Big Brother (Steve suggested inviting journalists for this);
- Holding government accountable for meeting obligations.

Liz suggested we form a small working group about panels and panelists. Steve, Liz, and Cassie offered to serve on this group. Liz said that Dave may be interested, as well. Michael Jacobsen, the Performance Management Director for King County, might be great to pull in for the accountability workshop. Michael could also help us make sure our panels are unique and don't overlap with the national track of panels.

Amy offered a tour of Amazon as an idea for a mobile workshop. Steve liked this idea, as it might also help to bring in Amazon as a sponsor. J. Paul should be the point person with them, Steve added.

Steve offered additional ideas for mobile workshops:

- An insider's tour of the Pike Place Market;
- Ferry to Bainbridge;
- Hooking up with Seattle's Utilities to see a new underground reservoir.

On the latter, Liz said that it's the county, and they do good tours of "Bright Water." Also, on the dock by MOHAI is an old steamer that does ice cream tours; two hours on Lake Union, to see sights of the city and house boats.

For informing conference attendees about restaurants near the Westin Hotel, Amy said that the Westin has a lot of information already available, on restaurants, and things to do in the area. We won't have to recreate their list.

Programs and Activities

Mariners Public Service Recognition Night Debrief:

Liz and Amy attended the game on May 8. There may have been more people from our board or chapter that they didn't see. Amy said we should have name tags or signs if we do this again, because it was hard to find people in the crowd. Amy remarked that the game was awesome and went to eleven innings. We sold 102 tickets, and made \$408.00 for our chapter. Everyone agreed that in the future, we need to separate the game from an awards event.

New Business

Friendship Delegation to Japan:

Mary informed the board that a Friendship Delegation will be going to the Hyogo Prefecture of Japan as part of Governor Inslee's Trade Mission to Asia, in late August and early September. The Friendship Delegation is being led by Senator Karen Fraser. Mary, who has served on the planning committees for the 40th and the 50th Washington-Hyogo Sister-State anniversaries, has accepted the invitation to be part of the delegation. At this time, Dave Broom is also considering going. Our Hyogo colleagues from the University of Hyogo and the Hyogo Administrative Policy Studies Association (HAPSA) are very excited that Mary, and maybe Dave, also, will be visiting.

Adjourn

Liz thanked everyone for a productive meeting, and offered a warm welcome to Cassie, our new board member. The meeting was adjourned at 7:05 p.m. Our next meeting by conference call will be Wednesday, June 24.

Minutes respectfully submitted by Mary Van Verst