

Evergreen Chapter - American Society for Public Administration
Board of Directors Meeting
MEETING MINUTES
Wednesday, June 24, 2015, 6:00 p.m. Conference Call

Participating: Steve Benowitz, Dave Broom, Liz DuBois, Amy Gould, Caitlyn Jekel, and Mary Van Verst

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

Call to Order

Dave called the meeting to order at 6:08 p.m. Liz is traveling this evening; Dave offered to chair the meeting, while Liz concentrates on driving.

President's Report

There is no President's Report this evening.

Secretary's Report

Mary sent out the minutes from our conference call meeting in May. Motions were carried, and the minutes for May 27, 2015 were approved.

Treasurer's Report

Dave reported 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 has been looking at the analytics of visits to our chapter website. She has observed outliers in locations, such as Beijing and Chicago. Caitlyn wondered if anyone was aware of why people from such places would be checking our website. Amy said that ASPA has begun accepting papers for the conference, so people may be searching for ASPA and Seattle, and finding our site.

Dave asked if we had conference material on the website. Caitlyn replied that she'd be happy to post suggested material. Dave said he'd talk with J. Paul, and make a suggestion for a conference home page.

Mary thanked Caitlyn for posting the most recent sets of board meeting minutes on the website.

Caitlyn also reported that she makes an effort to post on our LinkedIn page. She encourages board members to post, respond, or "like" pages, which helps to generate the feeds that members receive.

2016 ASPA Conference Local Host Committee:

MOHAI Contract:

We have sent the licensing agreement back to the national ASPA office. Staff will review, sign, and send it back to us, along with a \$4,500 deposit. The committee is still working on the MOU between our chapter and ASPA.

Catering Update:

Northwest Catering and City Catering are not likely to remain on the list of approved caterers at MOHAI. Dave said we're not in a rush to pin down a caterer. The bids thus far are all approximately \$50 per attendee.

Fundraising Plans:

We have been asked not to use our own flyer, but rather use the materials that ASPA will provide. J. Paul is hoping to have a letter soon for solicitation of donations. Steve would appreciate seeing the letter from ASPA.

Dave clarified that the idea behind raising money for the conference is that ASPA is willing to split with us any money raised for the general conference. This is separate from our fundraising for the welcome reception. Dave will send the letter to the entire board.

Conference Sessions and "Mobile Workshop"/Field Trip Ideas:

We have been granted 5 workshop sessions (90 minutes in length) that will automatically be accepted by ASPA for the conference. Dave reported that he and Mary will meet with people in the Hyogo Prefecture of Japan at the end of the summer, and we think we can interest them in having a discussion at the conference on preparation and response to disasters, with subject matter experts from Japan and the U.S. Dave and Mary would like to put a placeholder on this idea for a panel to forward to the committee. Sandra Archibald is co-chairing the committee that will make decisions about panels. Within our board, a working group that will make recommendations now includes Liz, Steve, Cassie, and Dave.

For our last meeting in May, Steve offered ideas for panel sessions, which included:

- 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.

A number of mobile workshops were also discussed at the last meeting, and there were some great ideas. Please see the minutes from May 27, 2015 for details. Board members had some discussion as to whether the mobile workshops would be considered part of the 5 sessions we can choose, and we determined with near full confidence that they were separate. Mobile workshops/field trips would be a good way for us highlight Washington State at the conference, and show what's working well.

Programs and Activities

Board Membership/Nomination Process:

Mary explained that we've come to the time of year when our chapter must conduct an election to bring in new board members and renew positions for current board members who wish to extend their terms for another two years. There are five current members who have terms expiring June 30, 2015. They are: Dave Broom, Amy Gould, Aaron Nix, Mark Sullivan, and Mary Van Verst. We also have a newly appointed board member, Cassie Bordelon, who is eligible to run in this election for a full two-year term.

Historically, a current board member whose term will not expire until the next year, takes lead of the nomination and election process, and usually forming a small committee with a couple other board members in similar position. After some discussion, it was decided that Mary would reach out to Todd, Laura, and Eleen, with a request for their service in this capacity. She would outline the steps that needed to be taken. Caitlyn, having chaired this committee previously, offered to assist the committee by providing materials that they could use.

We discussed a timeline, and determined that we should have the election wrapped up by the end of July, so that new members could be informed, and that everyone would be notified about our board's planning retreat in August.

August Board Retreat Planning

The board discussed potential dates in August for the annual planning meeting. Amy suggested that we find a location that is free, accessible, and along the I-5 corridor. We have people coming from Olympia and north of Seattle. Dave offered his home in Ballard, and said he would check with J. Paul about his willingness to host at his house in Renton. Amy offered to send a Doodle Poll to the board; then we decided to wait for a response from J. Paul, so that we would have a location to include.

Adjourn

As we were wrapping up this discussion, it appeared that some people were inadvertently cut off from the call, including Dave. Mary adjourned the meeting at 6:59 p.m.

Minutes respectfully submitted by Mary Van Verst