

Evergreen Chapter - American Society for Public Administration
Board of Directors Meeting
MEETING MINUTES
Thursday, November 12, 2015, 6:30 p.m. Conference Call

Participating: Steve Benowitz, Dave Broom, Crystal Chang, Liz DuBois, Caitlyn Jekel, John Kerr, Mara Machulsky (Student Rep – TESC), and Mary Van Verst

Not in Attendance: Cassie Bordelon, Amanda DeShazo (Student Rep – TESC), Amy Gould, Chris Page, and Mark Sullivan

Call to Order

Steve called the meeting to order at 6:40 p.m. Our late start was due to a pre-meeting about the conference that ran over time. Mary issued a roll-call to confirm those in attendance.

President's Report

Steve said that a number of items in his report would come up later. He did want to make sure that everyone received an email today from ASPA with updates about the conference. There was some discussion about the need to recapture the \$30 per person for the Welcome Reception that people are paying as part of their registration. Mary also noted that we need clarification about how people can register to attend the reception only.

Secretary's Report

Mary reported that she sent the minutes out from our meeting on October 21. There were no changes requested. Motions were carried, and the minutes were approved.

Treasurer's Report

Dave reported that we have \$10,037.53 in our checking account. Of this amount, \$5,280.90 is dedicated to the ASPA Conference; leaving a balance in checking of \$4,756.63. We have \$101.20 in our savings account. Our total net chapter cash (non-conference funds) is \$4,857.83.

Dave also provided a summary of 2016 ASPA Conference Sponsor donations. Conference donations via direct pay: \$5,280.90. Conference donations via PayPal: \$240.85. Total Sponsor donations as of 11/12/15: \$5,521.57.

John advocated that all board members who have not yet done so contribute the requested \$20.16 to assist with fund-raising.

Feedback on 11-11 Event in Olympia

In Cassie and Amanda's absence, Mary reported to the board that the social event went well. Eight people gathered at Dillinger's for food and drink during the evening of November 11. The group included several board members, a spouse, and MPA students from The Evergreen State College that had heard about the event. Several people from the group then went to the nearby

theater in downtown Olympia to see a movie shown by the Olympia Film Society. Mara, who also attended the event, added that everyone had a good time and that it was a good networking event. She said that the group talked about doing this kind of thing again, maybe without the movie, and going to a place where young children could come with their parents.

Planning for Other Activities (Other than the Conference)

Since Mark was not on the call, Steve will ask Mark to prepare a report to send to the board.

Conference Planning Committee

Liz reported that the committee met by phone just prior to this meeting. With only four months until the conference, we have a lot to do, especially with fundraising.

Host Committee Sessions: Liz said that we've been busy planning the panel sessions that we've been given from ASPA. We now have four confirmed panels. The Equity and Social Justice panel didn't come together as originally envisioned.

For the Emergency Management Panel, Mary reported that she and Dave requested the time slot of Saturday, March 19, from 10:45-12:15. ASPA was not able to give us a sixth session to extend this 90-minute session, so this time slot is good since there is nothing scheduled immediately afterward, thereby offering the possibility that people could stay over for discussion, if desired. We have two confirmed speakers from the Hyogo Prefecture of Japan, and two confirmed speakers from Washington State: Major General Bret Daugherty of the Dept. of Military, and Bill Steele of the U.W. and the Pacific NW Seismic Network. Our counterpart in Hyogo, the Hyogo Administrative Policy Studies Association (HAPSA) is also determining if they will be able to send additional members to attend the conference.

Steve reported that he is in the process of confirming a speaker for his panel on Collaboration to Solve Complex Political Problems. In regard to the Equity and Social Justice session that we originally intended, Steve will try to partner with Seattle University to put together a panel.

Catering: Dave met with the caterer, Foodz Catering, last week. We're looking at having a buffet vs. servers walking around with food. They can set up two long rows of tables, serving 150 people on each side. A Cash Bar will be set up. Tickets will allow for one free beer or wine, then people may purchase their own drinks. Dave said that the caterer is anxious to get their deposit, which we will have to ask ASPA to give us until we have money raised to cover the expense (\$29,650). John and others said they like the buffet idea, and are feeling good about this selection of caterers; especially given that they are on the list of approved vendors at MOHAI, and are accustomed to working with the museum staff and facilities.

We had a discussion about whether to bring in local wineries and breweries, as talked about in previous meetings. We decided it was in our best interest in sticking with minimal service and working with the caterer. John added that for the sake of time, we should avoid having well drinks poured. Liz added that it's not unlikely that people will go to any of the fine dining establishments surrounding MOHAI after the reception.

Fundraising: Steve said he was concerned about where we're at; wondering if we should be setting timelines for goals. John stated that instead of making lists of who we'll contact, we should focus on plans for week by week, keeping tight pressure to meet deadline. John gave an example of focusing one week on universities, followed by contacts with National League of Cities. If we stay with these two, then we can move on to the business card contacts. He added that he has not seen a list of business card contacts. Liz commented that she liked the strategy of focusing on one set of donors at a time, and hopes we can count on TESC and S.U. John asked if anyone knew if we were targeting the Charitable Giving person or the Marketing person, adding that the Charitable Giving representative won't care about ASPA, but that the Marketing person will want their brand to be seen at the conference. Dave responded to an additional question from John, saying that typically about 1,100 people attend the conference and we don't know the ratio of local to other attendees.

New Business

Dave informed the board that ASPA is in the middle of an election process for district representatives and the new Vice President of ASPA. Dave gave a brief overview about Steve Rolandi, running for V.P.: he is a long-time member of ASPA; has served as an academic and a practitioner; Dave has known him for 25 years, and considers him "one of us." Dave requested that the board endorse Steve for V.P. After a short discussion, motions were carried, and the decision that our board would endorse Steve Rolandi was approved.

Steve offered new business related to the conference. He has a speaker on his panel who is a national leader in the area of "Collaboration to Solve Complex Political Problems". Steve reported that the panelist will not attend the conference if she has to pay a one-day registration fee. Steve asked the board if we would cover her one-day registration so that she can attend other events on the day of the panel on which she presents. John remarked that since the request is in regard to one of our Host Committee panels, and the fact that she's coming from across the country, that he would be in favor. Liz said she would be in favor unless others began asking for the same; we'd need to establish some limits. Motions were offered, and the board approved the payment for this particular speaker's one-day registration fee of \$169.00. Dave asked Steve to determine a mechanism for payment, adding that it would be desirable for her to pay, and we reimburse, in turn.

The board then discussed our next scheduled meeting, December 9. Traditionally the board gathers in person at a restaurant for a meeting combined with dinner and socializing. Mary reminded the group that last year we had a well-attended gathering at the Lobster Shop on Ruston Way in Tacoma. They have a room off to the side, behind the hostess counter, where groups like ours can meet without renting a private room. We would each pay for our own tab. After agreement, Steve offered to arrange our gathering on December 9 at 6:30. Look for additional information to come.

Lastly, Steve and Liz are planning to go to the City Club event in Seattle on December 14, 11:30-1:30 at the Westin. John said that he would like to join them at the ASPA table, but soon

realized he's unavailable that day. Steve asked anyone else who is interested in attending to please let him know. There is one free lunch ticket for our group, so it will have to be decided who gets to use it; also coffee and desert are available in lieu of lunch. Caitlyn said that this event is on our chapter website's event page: <http://www.evergreenaspaonline.org/events/>

Adjourn

Steve thanked everyone for staying on the call during this longer than usual meeting. We adjourned at 7:49 p.m.

Minutes respectfully submitted by Mary Van Verst