

Evergreen Chapter - American Society for Public Administration
Board of Directors Meeting
MEETING MINUTES
Wednesday, January 13, 2016, 6:30 p.m. – Conference Call

Participating: Steve Benowitz, Cassie Bordelon, Dave Broom, Crystal Chang, Amanda DeShazo, Liz DuBois, Caitlyn Jekel, John Kerr, Mara Machulsky, Chris Page, and Mary Van Verst

Not in Attendance: Amy Gould, Mark Sullivan

Call to Order

Steve called the meeting to order at 6:35 p.m.

President's Report

Steve's report will be fall into forthcoming agenda items, primarily in regard to the ASPA Conference.

Secretary's Report

Mary reported that she sent out the revised minutes from our in-person meeting on December 9. Motions were carried, and the minutes for December 9, 2015 were approved by the board.

Treasurer's Report

Dave reported that we have in our checking account \$14,087.93 - \$9,330.80 (conference funds) = \$4,757.13 (chapter funds). In our savings account we have \$101.20. Total chapter funds (non-conference) = \$4,757.13 + \$101.20 = \$4,858.33.

Host Chapter Activities for 2016 ASPA Conference

Liz was not yet on the call, so Steve gave an update that fundraising for the conference was going very well. With funds received and pending, we are at \$48,543.87, which is 98% of our target. Our current projected costs are about \$43,000. Steve said that J. Paul and John have done a phenomenal job. John remarked that we can use this milestone as a catalyzing event for the chapter.

Dave said that he talked with J. Paul to discuss using residual funds for our chapter to advance the purpose of ASPA. With about \$28,500 as anticipated revenue, Steve suggested that we might want to use the funds to pay for a couple of students to attend the conference.

On Friday (January 15) we will learn about the number of registrations ASPA has for the conference and verify how people pay for the reception only.

John inquired about use of Pay Pal, and Dave clarified that all funds received by Pay Pal were donations with no expectations attached.

Steve said that the Planning Committee has done outstanding work. He reported that we are on track for arrangements with MOHAI. We're getting down to the final details of the catering contract. Dave has been responsible for negotiating between the caterer and wishes of ASPA.

Two volunteers will guide people to busses at the Westin, four to six volunteers will be on site at MOHAI to meet people at the bus stop and get them headed to the door. John recalled that opening night of MOHAI had simple, effective lighting along the sidewalk, which might be possible to recreate. Steve said he would refer the idea back to the Planning Committee.

Dave noted that Amy's looping power point slides will play continuously to recognize sponsors. Amy had also offered the idea of playing light music over the sound system. This will allow us to raise and lower the volume as necessary.

For transportation, Dave has arranged for three 56-passenger busses and three 28-passenger busses to take conference attendees from the Westin to MOHAI and back. The wait for a bus is expected to be no more than five minutes. The ride will be about 15 minutes, and unloading is expected to take about ten minutes.

John was interested in knowing if local turnout had been accounted for in terms of transportation to MOHAI. At this time we do not know the breakdown of attendees.

Regarding catering, Dave said that after six iterations of menus with Foodz Caterers and input from national ASPA staff, the catering will include four types of passed hors d'oeuvres, plus three stations of hors d'oeuvres, and a beef slider station. The cost will be about \$30,000 for 600 people.

Steve reported that our five host panel sessions are in good shape. He was pleased that Amy was willing to trade with Cassie for Sunday/Monday, so that Cassie can attend and moderate her session. Steve will be sending the final host panel descriptions to ASPA tomorrow.

At this point in the meeting, Liz was able to join us. She reported that she was forming a list of questions to ask ASPA staff on Friday. Liz asked Mary to report on a new development, an all-day preconference on Friday, March 18.

Mary reported that a long time member of ASPA, Warren Master, has organized pre-conferences for about 7 years. It is expected that there will be no additional cost to attend on the 18th. Mary was asked to arrange for speakers from Japan for the pre-conference on a track about disaster preparedness/response. She said that the speakers from Japan for the host panel session on March 19, Dr. Matsuyo Makino and Mr. Shingo Kouchi, have agreed to also present on the 18th. More information about the pre-conference is expected to come out starting in late January and throughout February.

Additional Programs for 2016

Mark was not on the call to report. Steve said that he would talk with Mark about upcoming

planning for upcoming activities. A note he received from a member who is a former student of Amy's was reminder that we're not doing enough for our members. Although the energy for the conference has been immense, we didn't do anything last year for our members except the baseball game. Liz plans to give feedback to ASPA about the resources required to fund/host a conference. We might want to have a booth in the Resource Room at the conference, but will need to find out the cost during the call on Friday. Crystal said that she wouldn't mind spending time on the chapter's behalf at a booth. John said he is less interested in a booth and more interested in events for local members. He wants to help with a strategy for this. Steve said he would take this matter to the Planning Committee.

Old Business

None

New Business

Steve is thinking about how we might recognize long-time member, Lloyd Hara, at the conference, and other Evergreen Chapter members of 25 or more years. Dave noted that it's traditional for ASPA to do this type of recognition at a plenary event. Steve responded that he has a sense that we should do something of our own.

Dave and Steve thanked Chris for the financial contributions made by the Ruckelshaus Center, noting that the donation was deeply appreciated. Chris responded that it's great to hear how the conference is coming together, and that they have a hand in at least two panel sessions.

Adjourn

Steve thanked everyone who attended the meeting. We adjourned at 7:33 p.m. Our next meeting will be by conference call on Wednesday, February 10, 2016 at 6:30 p.m.

Minutes respectfully submitted by Mary Van Verst