

**Evergreen Chapter - American Society for Public Administration**  
**Board of Directors Meeting**  
**MEETING MINUTES**  
**February 10, 2016, 6:30 p.m. – Conference Call**

Participating: Mark Sullivan, Crystal Chang, Cassie Bordelon, Jennifer McEwen, Liz DuBois, Amy Gould.

Not in Attendance: Mary Van Verst, Dave Broom, John Kerr, Mara Machulsky, Chris Page, Caitlyn Jekel.

Call to Order

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

President's Report

No report as Steve was not in attendance.

Secretary's Report

The board voted to approve the January minutes that Mary had previously sent, pending a question about # of buses needed for reception. Amy asked whether the number and type of buses scheduled for the reception that were reported in the January minutes, was correct. Board members in attendance did not know the answer. Liz will ask Dave to check the January minutes and provide a correction if needed.

Treasurer's Report

Dave was not in attendance but sent the following information for the meeting minutes:

Chapter Checking Account Balance = \$35,687.53

Chapter Savings Account Balance = \$101.21

Total = \$35,788.74

Host Chapter Activities for 2016 ASPA Conference - Liz

Liz reported that the final time for the Welcome Reception was set for 6:30-9:00. Shuttle Express confirmed there will be no additional cost for buses because this was the time they had originally planned on. We are still waiting for Dave to report back from Foodz as to whether there will be an increased cost from extending the end time to 9:00. The cost is expected to increase because it will require more caterer staffing time.

Liz shared Dave's fundraising report, including that the Chapter has raised \$55,832.43 for the welcome reception, thanks to all the work by J. Paul. We have actually received \$38,332.43 so far and have \$17,500 pending. ASPA has paid the deposit for the caterer, (Foodz) and our chapter paid the deposit for Shuttle Express, so all vendors are now booked for the event.

ASPA national informed us that conference attendance has exceeded 1,000 which is higher

than in past years. The ASPA national office asked us to stay with the estimated attendance number of 600 for now. They will let us know if we should increase it. As of now we have enough funds to cover the event costs, but need to find out if attendance will be higher than expected and thus if we need to increase the amount of food.

Amy asked whether the Westin will be providing any assistance getting people directed to and loaded onto buses. She needs to tell volunteers what to expect. We do not know the answer and need to ask the national office and/or the Westin. Crystal offered to help find additional volunteers if needed.

We discussed Steve's earlier question (via email) about whether we should hold a board or chapter meeting during the conference. The consensus is that we have our hands full planning events, but that we could easily plan a simple meet-up in the Westin restaurant/bar, for any chapter member who can make it. The board will work via email to identify a convenient time and place, and notify the chapter members of the informal gathering.

Liz raised a question about how people sign up for the reception only. Board members confirmed that it is on the website now. Amy also clarified that if someone is only attending the reception, they need to first go to the ASPA registration desk to get their badge/pass for the welcome reception. The chapter will not be handling any registration or collecting any money.

Steve is organizing a wine tasting event at Columbia Tower and has reserved space for Thursday March 17 from 5:00-7:00. The cost is \$1,658 and will include wine, light appetizers. This fee includes everything (tax, tip, etc.). He has already put down a \$600 deposit and the remainder is due March 10. The cost is expected to be approximately \$40 per person. Lisa Sidletsky with ASPA says she will advertise the event to conference goers. Steve will handle registration and correspondence,

A discussion was held as to whether this should be a Chapter-sponsored event or if Steve should handle it on his own. Board members thought this is a great idea and supported it. Some cautioned that we need to be cognizant of the financial risk, but also pointed out that the shortfall, if one occurs, may only be a few hundred dollars. Board members were not comfortable asking Steve to shoulder the cost. The board voted to approve this as a chapter event and to pay the shortfall if there is one.

Career Fair – Jennifer would like to volunteer to work at our booth at the Career Fair. She can also work at the Evans School booth if we don't need her. Liz will send her contact info to J. Paul.

A question was asked as to whether we have funds to support an Evans student. Jennifer has a student in mind who could use the assistance. We will monitor funds and potential changes in costs over the next couple of weeks and then determine if we have funds available.

Crystal will be attending the Gloria Nordin Social Equity award luncheon at the conference.

### Old Business

The Mariners Event will happen again this year. Public Employees Recognition Week is May 1-7. Caitlyn will chair the event but will need some help.

### Additional Programs for 2016

Mark hasn't had time to pull together any evening events. We will revisit this activity after the conference.

### New Business

Amy Gould reported that she will be resigning from the Board March 31, after fulfilling her conference host committee commitments. The Board would like to sincerely thank her for her service and all the work she has done for the Evergreen Chapter. You will be missed Amy!

*Minutes respectfully submitted by Liz DuBois*