

**Evergreen Chapter - American Society for Public Administration**  
**Board of Directors Meeting**  
**MEETING MINUTES**  
**May 11, 2016, 6:30 p.m. – Conference Call**

Participating: Steve Benowitz, Cassie Bordelon, Jennifer McEwen, Chris Page, Mark Sullivan, and Mary Van Verst

Not in Attendance: Dave Broom, Amanda N. DeShazo, Liz DuBois, Crystal Chang, Caitlyn Jekel, and Mara Machulsky,

Call to Order

Steve called the meeting to order at 6:33 p.m.

President's Report

Steve deferred his report to later agenda items.

Secretary's Report

Mary reported that she had made a correction to our April 12 meeting minutes, and had sent out the revised version earlier in the day. Board members on the call were prepared to approve the minutes, but in the absence of a quorum, Steve announced that he would send the minutes to the entire board for a vote by email.

Treasurer's Report

Dave could not be on the call, but he had sent a summary of our chapter's finances to Steve. Steve summarized the report by saying that there had not been much change from last month. We were still waiting on an invoice for the two lion dancers at the ASPA Conference, and a payment to City Club for Membership Renewal is pending. This will be a subject of discussion later on the agenda. Since our new practice is to approve the Treasurer's Report, Steve will be sending it out to the board for a vote of approval by email.

Update on Election for 2016-2017 Board of Directors

Steve said that Dave had sent him a report on the status of the Nominating Committee's efforts. The committee is made up of Dave and Crystal, and Dave has reached out to chapter member, Lloyd Hara, to also serve on the committee. Crystal will be sending a message to the chapter membership to solicit nominations for board members.

Dave had reported that two incumbent board members have expressed interest in continuing to serve on the board and their names will be placed in nomination. The two student members, Mara and Amanda, wish to continue on the board as "regular" members and their names will be placed in nomination. The slate of the nominees thus far includes: Steve Benowitz, Liz DuBois, Mara Machulsky, Jennifer McEwen, and Amanda DeShazo. The returning board members whose terms expire next year include: Mark Sullivan, Chris Page, Dave Broom, Crystal Chang, Mary Van Verst, and Cassie Bordelon.

Steve asked that any board member who knows someone who would like to serve on the board, please speak with that individual, and then send an email to Dave and Crystal.

### Events

Steve raised an issue last month about wanting us to plan a couple of events between now and July 1, perhaps a mixer with a speaker. Please see the minutes from April 12 under President's Report and New Business for details on our discussion then.

Steve asked for volunteers in order to move forward on planning chapter events. Cassie said that she was interested in putting something on in Olympia. Jen offered to help plan an event in Seattle. Steve asked that Cassie and Jen talk, and come up with one or two ideas for both locations, and send to the board for discussion. Steve asked if Mark could help, also, since he had been giving thought to some events over the last year.

Chris remarked that the Mariner's event had come together quickly, and he thanked Jen for her work on it. Jen informed the board that her time would be limited over the next 3 weeks or so due to her graduate studies. Steve suggested that perhaps we could look toward having an event at the end of June, another in July, and maybe one in September. Chris said that he liked this thinking. Steve agreed that he would include the request for event ideas in the email he plans to send to the board.

At about this time in the meeting, Mark came on the call.

Steve asked that proposals for events include estimates of cost, and said that he looked forward to seeing some ideas within 2-3 weeks.

Cassie asked if our chapter had ever been surveyed about events. Steve replied that we had done a survey a number of years ago. Cassie volunteered to draft a survey. Steve said he would welcome that offer and that it would be good to include space for members to offer their ideas, and location preferences.

### Old Business

**Seattle City Club Membership Renewal:** Jen reported that she made inquiries with Seattle City Club, and it appears that renewing our membership would afford networking opportunities, and a variety of interesting topics on their agenda. She felt that it would be great to have more people involved from our board/chapter with City Club, and there were some events coming up that may be of interest. Steve mentioned that he had been the one to initiate our membership with City Club, and added that we are offered some discounts as part of it, though limited, and that he has been talking with Dave about this.

Motions were made by Mary and Steve to renew our membership with City Club and have Jen be our contact with them. Jen agreed to this, and the board members on the call voiced agreement to the plan. Steve will request a vote by the entire board via email.

Adjourn

Our next meeting will be Wednesday, June 8 at 6:30 p.m. by conference call.  
Steve adjourned the meeting at 6:58 p.m.

*Minutes respectfully submitted by Mary Van Verst*