

Evergreen Chapter - American Society for Public Administration
Board of Directors Meeting
MEETING MINUTES
Wednesday, December 14, 2016, 6:30 p.m.

Participating: Steve Benowitz, Dave Broom, Kathy Hoffman, Jennifer McEwen, Yuko Saika, Mark Sullivan, Kiriko Takahashi, and Mary Van Verst

Not in Attendance: AyeNay Abye, Cassie Bordelon, Crystal Chang, Liz DuBois, Chris Page, Steve Percy

President's Report

Steve called the meeting to order at 6:36 p.m. He reported that communication with the national ASPA office has been plentiful. Our in-person meeting/social gathering did not take place this month due to heavy schedules, but Steve would like to talk with us about an alternative later in the meeting. He also mentioned that the King County Council has appointed Rebecca Saldaña to fill a vacant seat in the Washington State Senate, created by the election of Pramila Jayapal, who was elected to Congress last month. Saldaña is Executive Director of Puget Sound Sage, the recipient of the 2016 Gloria Hobson Nordin Social Equity Award (selected by the Evergreen Chapter and presented during the 2016 national ASPA conference).

Secretary's Report

Mary reported that she sent out the November 9 minutes a couple weeks ago. She received no requests for changes or additions. While we waited for Kathy to join the call to create a quorum, Steve motioned to approve the minutes; Dave seconded, and the seven who were present on the call approved the minutes. Steve will later request a vote by others not on the call.

Treasurer's Report

Dave reported that we have \$11,678.76 in our checking account; \$101.23 in our savings, and \$484.22 in our PayPal account, for a total of \$12,264.21. We have no outstanding obligations. Dave remarked that we recently changed our fiscal year to from July to June, to January through December. We will amend our by-laws and inform ASPA. Steve said he will send a notice to chapter members, noting that this change is administrative in nature, and does not require a vote of the full chapter membership. Dave added that this change does not require that we change the time of our elections, and Steve noted that our program year, roughly September through June, won't change because of people's schedules. Board members on the call were in agreement about keeping the elections and program year as they are.

Secretary's Note: As we were transitioning into reports by the Working Groups, Kathy Hoffman joined the call.

Reports from Working Groups

Collaborative Governance (Steve P., Kathy, Yuko)

The board discussed the proposal sent by Chris for food and drinks at the February event in

Portland, for which the total was \$450.00. Steve said that there would be an additional cost for alcoholic beverages, but it would probably be minimal if someone purchased it from Costco, for example. We understand that Portland State University will pay a portion of the costs. Steve motioned, and Dave seconded, that we pay for up to half of the refreshment total. We would cap the contribution at \$300.00 if alcohol is served. If alcohol is not served, our cap would be \$225.00 (half of the \$450 proposed by the caterer). The eight board members on the call approved the motion.

Race and Social Justice (AyeNay, Liz, Mark, Crystal)

Mark said that he has not been part of recent conversations. Steve recalled that he may have some information that has come by email. We will postpone an update about this event for now.

Leadership (Cassie, Mark, Jen)

Mark will set up a meeting with Cassie and Jen. There is nothing new to report at this time.

Olympia Networking Event

Kathy reported that she plans to go to The Evergreen State College next week to talk with people about a networking event. Due to recent orthopedic surgery, Kathy said that the timing of the event has orbited around when she will be ambulatory. She is now planning to attend the national ASPA Conference in March, so she is proposing to have the gathering in April. Her goal is to have a social gathering that generates interest in our chapter with follow-through in membership.

Public Service Recognition Week (Mary, Steve B., Dave, Kiriko, Yuko)

Mary reported that progress had been made in the last month toward our awards event on May 2, 2017. Our request to use the Governor's Mansion as a venue was approved for an evening reception and program. Senator Karen Fraser accepted our invitation to be a key-note speaker, Dave prepared a budget based on 40, 50, and 60 potential attendees; Kiriko and Yuko have done initial research on websites we might use for registration, and we'll be asking for someone with experience to help decide on, and design the template for the registration. Our committee is writing up descriptions of the award categories, and we've developed an extensive work plan that will be "living document" as we add or modify tasks.

Steve commented that the work plan was very thorough and would be helpful in breaking down the multitude of tasks. He also remarked that, in general, we need to ensure that we have significant board turnout for our events. He hopes that people will plan to attend this awards event on May 2, but also go to Portland for the Collaborative Governance panel event on Wednesday, February 15 (6:30-8:30 p.m. at Parson's Gallery in PSU's downtown campus). Steve was intending to go to Portland, and now realizes he can't.

Steve reported that he intends to begin fundraising for the awards event after the first of the year. He'd like to contact businesses that we've partnered with in the past.

Dave asked Mark if the Credit Union would be approachable. Mark thought they would be,

since they had kicked in \$2,500 for the state's award event in the previous year. Steve said he would like to offer different levels of giving, such as \$500, \$1000, and over \$1000. Mark agreed, adding he'd like to go back to the person who will be taking over the responsibility of leading the state's award event. Mark said that the local Federation of State Employees and the Credit Union both contributed. He could provide contacts. Board members were enthusiastic about having Mark's help. It was noted that J. Paul had done a great job of raising funds for the ASPA Conference, and his upcoming retirement from the U.W. might allow him to help us in the new year.

Steve said to Mark that he doesn't want our chapter's awards event to clash with the state event. Mark didn't foresee that there would be any problems. We had some discussion about the state event, and how ours would be different, if not complimentary. Dave would like to have Mark stay close for assistance as a consultant to the committee.

Motions were made and approved to accept the budget that Dave had developed for the event; that we will attempt to raise the funds, and that the chapter would pay the balance. Steve will send the budget to the board for an email vote of approval by those who were not on this evening's call.

Website Development

Mary reported that she reached out to Josh Holland, who has previously done work on our chapter website. She facilitated a conversation between Josh, and Caitlyn Jekel, a former board member who continues to manage our website and post new material. Through conversations, it was determined that we could fix some immediate problems and do updates to the site, or spend a little more money and transition to a platform that would be more sustainable for the board, and allow for multiple people to make posts on the website. This transition to a user-friendly alternative was a suggestion made by Aye Nay and others in previous meetings.

Josh Holland proposed an outline of tasks he would perform. At an hourly rate of \$35.00, Josh estimated that the total work would come to \$1,500.00. After some discussion, Steve motioned that the board approve a budget for the website work up to \$1,500.00. Mary seconded, and the motion was approved by the board.

Members on the call thought it would be a good idea to have a committee to give guidance and oversee the work on the website. This idea was also approved. Mark and Jen indicated interest in serving on the website committee. Some people thought that Crystal and Aye Nay (not present on the call) might also serve on the committee. Mary will report the news of the board's decision to Caitlyn and Josh, and will ask Caitlyn to serve as an advisor to the committee.

Old Business

None.

New Business

None.

January Board Meeting

Steve asked if there was interest in having a gathering of board members, in addition to the January 11 business meeting. People on the call responded, "yes." Mark suggested we consider a lunch-time meeting over a weekend. Steve offered to send out a Doodle Poll.

Adjourn

Steve adjourned the meeting at 7:45 p.m.

Our next board meeting by conference call will be on Wednesday, January 11, 2017. The call in number will be the same that we have been using: (712)-432-0373, PIN: 190247#

Minutes respectfully submitted by Mary Van Verst