

**Evergreen Chapter - American Society for Public Administration**  
**Board of Directors Meeting – Conference Call**  
**MEETING MINUTES**  
**Tuesday, June 5, 2018, 1:45 p.m.**

Participating: Aye Nay Abye, Lucky Anguelol, Kaha Arte, Steve Benowitz, Dave Broom, , Kevin Harris, Yuko Saika, Mark Sullivan, and Mary Van Verst

Not in Attendance: Chrystal Chang, Liz DuBois, Jen McEwen

**Board Officer Reports**

President's Report

Mark stated that this is our last scheduled meeting in the current calendar year (July to June). Our next meeting with new board members will occur later in the summer.

Treasurer's Report

Dave reported that we have \$8,288.14 in our checking account; \$101.28 in our savings account, for a total of \$8,389.42 with Wells Fargo. In addition, we have a balance of \$484.22 in Pay Pal. Our total treasury is \$8,873.64.

Dave noted two pending payments related to our website: \$216.00 to Square Space, and \$169.88 to Bluehost. Thanks to Caitlyn Jekel and Mark for helping to determine what these charges were about.

At our last meeting Dave spoke about the ASPA rebate to chapters based on the number of members, and estimated the amount and number of current Evergreen Chapter members. Since then, Dave learned that the rebate is \$10 per member. Our current membership is 118, thus our rebate from the national office was \$1,180.

Secretary's Report

Our last meeting was April 3. The May meeting was cancelled. On two occasions, Mary sent out the minutes from April for review. Motions were carried, and the board voted to approve the April 3 minutes.

ASPA District Leadership Call

On April 20 AyeNay represented our chapter on a district leadership call. AyeNay referenced an email she sent to the board on May 1<sup>st</sup> with a summary of the call, and welcomed any questions. She said that the district representatives were interested in our chapter's work, especially bringing other chapters into one of our events virtually.

**Old Business**

- a. Review of Olympia Event (Lucky, Mark, Mary, Dave): Lucky reported that the event on May 19 was attended mainly by MPA students from The Evergreen State College. The space at the Olympia Community Center was provided by the city, and he said that the

lunch was generously provided by our chapter. Mark was glad for the opportunity to talk about ASPA with the students. We are aware that some students signed up to be members. Mary and Dave remarked that it was good to have J. Paul Blake join the panel in talking about ASPA, and we hope that the event helped inspire some students to get involved with our chapter.

- b. Washington-Hyogo Sister-State 55th Anniversary – Summer 2018 (Mary): A delegation from our sister-state in Japan will be coming to Seattle and Olympia at the end of July. The visit will be short and no members of our counterpart, HAPSA (the Hyogo Administrative Policy Studies Association), will be coming. Therefore, we will not proceed with a joint seminar as originally proposed.

Mary and Dave are serving on the Governor's planning committee along with Yuko and staff of the Hyogo Business and Cultural Center in Seattle. For legislators coming from Hyogo, we have planned **a visit to the Emergency Operations Center at Camp Murray at 10:00 a.m. on Friday, July 27. Board members who are interested in meeting members of the delegation and joining the tour of the EOC may let Mary know.**

A sister-state anniversary reception will be held at the Governor's Mansion at 5:00 p.m. on July 27. Mary is working with the planning committee to determine if invitations can be issued to our board members.

- c. College Relations & Sponsorships (Mark/Kevin): Kevin reviewed and updated old language in a position description for student representatives. After running the new version by Mark and AyeNay, he gave it to Ben Brunges who is now our chapter representative with the University of Washington. Ben will collect and screen letters of interest from students. After picking the top two or three, he will make a recommendation to Mark. Mark will share his selection with the board prior to appointing a student to our board.

Kevin will send the position description to Aye Nay to use at Seattle University and to Lucky to use at TESC. Lucky remarked that he knows of a couple of students who are interested.

- d. Board nominations and elections (Dave): Dave is chairing the election committee made up of Steve, Crystal, and Mary. The prepared timeline has June 10 as the deadline for submissions of interest to serve on the board. Mark will re-send the request for nominations that he sent to chapter membership earlier. Board members were asked to share the request with interested people or groups. Lucky said he knows of three or four students who may submit a statement of interest. In response to a question by Mary, Kevin said that Ben Brunges from the U.W. is interested in serving

## **New Business**

### a. Summer Board Retreat Planning

Our next meeting will be an in-person meeting with the newly reconstituted board. Mark suggested that we have it in August so that we have time to plan it. Typically, the meeting is on a Saturday or Sunday. Dave generously offered to host the meeting at his house in Olympia. Mark will send a poll about dates once we have new board members identified.

### b. Website Hosting Service and Content Management Service

Working with former board member, Caitlyn Jekel, and Josh Holland, who built our current website, Dave now has our chapter's debit card on file with Four Square, and is working to get it on Blue Host, so that charges are no longer automatically made to Caitlyn's credit card. The next charge will be in January. Mary noted that with Jen leaving the board, we'll need to have another person who can update our website; perhaps one of the new board members. Dave suggested that Crystal might have those skills and be interested.

## **Other Business**

Mark reflected that this had been a good year for re-building our chapter's programming; we tried a few things; learned a few things. We still have opportunities for growth. He is looking forward to new board members' perspectives. As we convene in the summer we can consider new events, locations, what works best as venues and timing. We didn't have any special events this year, so that's something to explore for next year. Mark would like to continue our experimentation and expand virtual events.

Mary reflected that this had been a year with great participation of board members, and much was accomplished as we were on the re-bounce after hosting the national conference in March 2016. She thanked the board members who are stepping down. Although Liz and Jen were not on the call, Mary said they deserved a big thank you. Mary thanked Yuko for her stellar service over the last two years and Steve for his long-term commitment and participation on the board.

Mark echoed Mary's comments. Steve remarked that he will be glad to do things for the board in the future as possible, and to please reach out to him.

## **Adjourn**

Mark adjourned the meeting at 2:30 p.m. Thanks to everyone for participating in today's meeting. As noted above, our next meeting will be an in-person planning retreat in August, with the date to be determined.

*Minutes prepared by Mary Van Verst*