

**Evergreen Chapter - American Society for Public Administration**  
**Board of Directors Meeting – Conference Call**  
**MEETING MINUTES**  
**Tuesday, February 13, 2018, 11:30 a.m.**

Participating:, Lucky Anguelol, Steve Benowitz, Liz DuBois, Kevin Harris, Mark Sullivan, and Mary Van Verst

Not in Attendance: Aye Nay Abye, Kaha Arte, Dave Broom, Crystal Chang, Jen McEwen, Steve Percy, and Yuko Saika

President's Report

Mark said that his report will be covered under the agenda items for this meeting.

Treasurer's Report

We skipped over this item in Dave's absence.

Secretary's Report

Mary sent out the revised minutes for the January 9 meeting. After there were no questions or additional revisions, motions were carried, and the minutes for January 9, 2018 were approved.

Old Business

- a. Seattle Events Planning (Mark, AyeNay, Liz, Kevin):

Review of 1/25/18 Learning Event in Seattle (Mark, AyeNay, Kaha): Mark reported that Kaha did a wonderful job on her presentation about the Northwest Justice Project on January 25. There were 12 or 13 attendees. Compared to the previous chapter learning event there was greater follow-through in attendance from those who registered. This may have been due to us charging a registration fee. However, attendance was bolstered as well by S.U. paying for some students to attend. In hindsight, we may have been charging too much for students to register on their own.

Steve remarked that it seems that students made up the bulk of the audience at each of the last two events.

Mary commented that the audience appeared very interested in Kaha's presentation and they asked a number of questions that ended up engaging other members of the audience. Several of the students from S.U. who had been registered by their professor, spoke to Mary at the end, giving their names and email addresses so that they could be added to the distribution of future event information.

Mark asked the audience for suggestions of topics of interest. Responses ranged from various policy topics to general leadership.

Planning for Winter Social Event (all): Mark issued a request for someone to volunteer to organize an event. Steve suggested a potential venue on South Lake Union that has dining, a bar, even a climbing wall, in addition to other interesting aspects. Liz recalled a previous event

that was well attended around a debate during elections, but the noise was actually too great for anyone to hear the debate. Liz and Steve offered to connect and see if anything could come together. Mark initiated discussion of some chapter support to incentivize people to come. A motion was approved to spend up to \$200 in support of the event.

Planning for 4/26/18 Learning Event (Kevin): Kevin has been working with AyeNay and Lucky on a learning event about Public/Private Partnerships. The date at S.U. has been changed from April 26 to May 1. Kevin queried the board about a good time to send an announcement to the chapter membership and public. Mark suggested 4-6 weeks out.

Steve suggested that we advertise more than once, and through social media as well as our distribution list.

Mark will ask Crystal to get the word out through Twitter. Mark will send email. S.U. and the Evans School will be high value channels for advertising.

Lucky, Kaha, and Kevin had a discussion recently about the need to lower the cost for students to attend.

Mark thought it might be wise to offer discounts to schools. Kevin mentioned a flip-side: that he'll be asking the Evans School to give credit. It might then be awkward to ask the schools to pay.

Mark suggested we make the event free for students this time.

Kevin would like to draw audiences from non-profits and the private sector, and will try to get the public sector. He welcomes ideas besides the alumni channels.

Steve suggested we get the event connected with City Club, saying they have a lot of young people who may be interested.

Mark said that AyeNay has S.U. connections and asked that the notes reflect his request that AyeNay plans to get the word out.

Kevin asked if there is anyone interested in approaching Diane. Steve said he would be the point person.

Mark asked that Kevin let him know of what he'd like to change in ticket prices, or other details as we work to get the word out.

Planning for May 2018 Public Service Recognition Week (PSRW) Mariner event (all): Reports postponed for this event.

b. Olympia Events Planning (Mark, Mary, Lucky)

2/28 UW Evans School Alumni Reception (Mark):

This reception invitation has been extended to our board. Please see the email that Mark sent and RSVP by the 20<sup>th</sup>.

Planning for Spring Learning Event (Lucky):

For the topic, "Leadership in Divisive Times," Lucky reported that the Community Center in Olympia has been secured. Attendance of 50-80 is expected, including a class from The Evergreen State College. Mark asked Lucky to send him a paragraph with some additional details, so that we can help get the information out, and also let us know how we can help.

c. Washington-Hyogo Sister-State 55th Anniversary – Summer 2018 Joint Seminar (Mary)

Mary said there were no new updates. We are waiting on more information about when a delegation will be coming, and who be coming. Previous thoughts were for our chapter to organize a joint seminar between the ASPA Evergreen Chapter and the Hyogo Administrative Policy Studies Association (HAPSA) that would likely be in mid-September of 2018 when a delegation from Hyogo comes to Olympia in celebration the 55<sup>th</sup> sister-state anniversary. Mary proposed the topic of “Work-Life Balance”. HAPSA officials said they could work with us on that topic when Mary visited HAPSA officials in Japan in November. During the board’s meeting in December, the board agreed to support a joint seminar.

d. Proposed Template for Flyers/Advertising (Steve):

Steve would like our board to develop a template for our event flyer that more readily brands us as the ASPA Evergreen Chapter. This would include artwork that could be used on social media, our website, and other forms of communication. So far, no one on our board has volunteered to develop a new template. Kevin asked if we could ask the chapter membership if there is anyone with expertise in this area to volunteer. Mark offered to send a request to the membership, if Steve could create some language for him to use.

e. Student Members and Chapters (Mark):

Mark reported on a meeting he had with Kiona Scott at the U.W. in which a question came up about Evans School students forming a graduate student chapter of ASPA. They also discussed having a student appointed as a student representative on our board.

Mary and Steve issued reluctance to support the formation of a graduate student chapter because of the amount of guidance and support it would take from the Evergreen Chapter. Mary suggested that having students on the board as representatives of schools gives our board an opportunity to mentor. Steve commented that the effort to redevelop an Oregon Chapter is an example of the amount of effort chapter formation takes. Kevin noted that for equity we would have to support other schools in forming chapters.

Discussion moved to student representatives. Kevin has a group of students working on capstone projects. It would not be hard to identify a student from the Evans School to serve in this capacity. Kiona had asked Mark if there was a description of expectations for student reps. Steve said that we had developed one in the past. He will look for it and send it to Mark.

Mark said that he would get back to Kiona regarding a student chapter. He then suggested we consider paying a one-year ASPA membership fee for our student reps. A motion was made and seconded to pay a one-year membership for student representatives from any of our partnering schools. The board approved this motion.

Following Mary’s mentioning of mentoring, we decided that a next move would be to seek student reps from the schools, and that the following board members would serve as initial mentors: Lucky – The Evergreen State College, Kevin – The Evans School, AyeNay – S.U.,

and Steve Percy – Portland State.

f. College Relations & Sponsorships (Mark)

Steve relayed that he had a visceral reaction to the request to give \$500 to Evans when we just did, and when we have not found a way to support other schools. Kevin remarked that we need to demonstrate equity with other schools in order to maintain relationships. He suggested we have an up-front discussion with Kiona about our financial limitations, and that we'd like the school to tap into their fund that we helped fill, as well as have a table at career fairs. Steve said it would be helpful to have an agreement with each school outlining contributions from the chapter and from the school. Mark concluded that this was a discussion we should have at our summer planning meeting.

New Business

a. Board Meeting Schedule (Mark)

Mark said it appeared that board members were open to finding a new meeting time that would accommodate most of us better. He will send a Doodle Poll.

b. Website Challenges (All)

We realized recently that our chapter website was down. Mary will continue to have correspondence with Josh Holland, who set up the site, and chapter member, Caitlyn Jekel, to determine and remedy the problem.

Mark will resend an email regarding this request.

A motion was made and seconded to not support the donation to ASPA, and to move forward with a donation to the U.W. The motion passed with one opposed and one abstention.

Adjourn

Mark adjourned the meeting at 12:33 p.m. Our next meeting date and time will be determined. We expect that the call-in number will be the same: (605)-468-8024. The PIN is 190247#.

*Minutes prepared by Mary Van Verst*