**Evergreen Chapter - American Society for Public Administration**

**Board of Directors Meeting**

**MEETING MINUTES**

**Wednesday, March 8, 2017, 6:30 p.m.**

Participating: Aye Nay Abye, Steve Benowitz, Dave Broom, Jen McEwen, Chris Page, and Mary Van Verst

Not in Attendance: Crystal Chang, Cassie Bordelon, Liz DuBois, Kathy Hoffman, Steve Percy, Yuko Saika, Mark Sullivan, and Kiriko Takahashi.

President’s Report

Steve called the meeting to order at 6:35 p.m. He reported that the event in Portland was good; he was glad that we did it, and he looks forward to doing another “here.” Steve Percy and J. Paul Blake are taking the lead in working with Portland State University about starting up an Oregon Chapter. They may reach out to people in Vancouver, Washington, too. Chris added that he wanted to thank Steve P. for doing the heavy lifting. The Collaborative Governance certificate offered at PSU helped bring the audience of about 35 people on a stormy night. Chris thought that J. Paul gave an eloquent introduction about the power of public service. He also gave credit to Laurel Singer, Director of the National Policy Consensus Center. Steve asked if there was a sign-in sheet, and could it be sent to J. Paul? Chris will re-send. There was some discussion about whether a video of the event is on the national ASPA website. Dave asked Chris to please remind Laurel of sending us an invoice for the refreshments, if that is her intention.

Treasurer’s Report

Dave reported that as of yesterday, we received a check of $946 which is our rebate from ASPA for members of our chapter. This represents an increase from $6 to $10 per member. Dave said that we generally have about 120 members in our chapter. Currently we have a checking balance of $12,624.76 and $101.24 in savings at Wells Fargo. Our PayPal balance is $13,210.22. The total for all accounts (including the rebate we received) is $13,210.22.

Secretary’s Report

Mary thanked Crystal for taking the minutes in her absence last month. Motions were offered, and the revised minutes for February 8, 2017 were approved. Some board members who were unable to be on the call sent approval of the minutes in advance.

Reports from Working Groups

**Collaborative Governance (Chris, Steve P., Kathy, Yuko)**

Please see discussion under President’s Report, above.

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

Aye Nay reported that she had not heard from her team mates. She will be in touch with them to decide if and how to move forward. Steve requested an update to be given at the next meeting.

**Leadership (Cassie, Mark, Jen)**

Jen reported that there was no update. She will reach out to Cassie and Mark.

**Olympia Networking Event**

Kathy was absent; no report at this time.

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

Mary reported that the letter of invitation for nominations has been in circulation. Thanks to the board members who helped get it out to their networks or assigned groups. We have extended the deadline for nominations to March 22. Steve and Mary request that board members notify their networks of the extension. Jen said that she has sent the letter to U.W. listservs and Facebook, which include alumni. Aye Nay is doing a push at Seattle University with a focus on the alumni network. She’s also posting on Facebook.

Mary said that registration for the May 2 event (5:30-7:00 p.m.) is open. Links for the registration form are on our website: <http://www.evergreenaspaonline.org/event/public-service-recognition-awards-ceremony-reception/>

Mary asked that board members register for the event, and please encourage others. We will be needing some board members to help at the event (for name tags, table of ASPA information, coat check, for example). Mary noted that this will be a special opportunity for people to visit the Governor’s Mansion while celebrating public service. We will use the registration process to create a list for the Governor’s Mansion. Only people on the list will be allowed past the State Patrol guard house. Photo I.D.’s will be cross-referenced with the list.

Steve recalled that with our award events in the past, awardees were limited to bringing one guest free of charge, and each member of a group award could attend at no charge. Due to high costs of the hotel banquet room rentals, we had to charge everyone else to attend the event. This year, a decision was made early on that there would be no cost for anyone to attend the event.

Steve reported that Governor Inslee will not be available to speak, but First Lady, Trudi Inslee, will offer a greeting at the start of the program. The committee will be reviewing nominations after the deadline passes, and will make recommendations on the award winners to the board.

Old Business

Mary thanked the board for approving funds to be spent for lunch with guests from Japan, and gave an update on the upcoming plans for the two visitors. Unfortunately, Dr. Ryosuke Aota had to cancel his trip. He was unable to obtain a visa in time for the March 14 travel date. Ms. Marina Inagaki, however, is still planning to come. Mary thanked Chris and Dave for working with her to help set up appointments for Marina in Seattle. Mary and Kiriko have established an itinerary for Marina’s visit to Olympia on March 20-21. Marina is a nurse, studying toward her doctoral degree in disaster health care. Dr. Aota hopes to re-schedule his trip for the late summer or September.

Website Development/Maintenance

Mary reported that Josh Holland has been working on our chapter’s website redesign and it is shaping up nicely. Josh has been sharing the progress and receiving feedback/comments from the members of the Communications Team. When the fine-tuning is complete, Josh will work with Caitlyn Jekel to teach her how to work with and maintain the new platform.

New Business

Steve said that some board members may remember that we had a delay in the nomination process for board members last year. To avoid delays this year, Steve has asked Liz DuBois to chair the Nominating Committee. She will be selecting board members (who are not up for re-election) to serve on the committee. If anyone is interested in serving on the committee, please let Liz know. Steve anticipates that the results of our next election will be known by July 1.

Adjourn

Steve adjourned the meeting at 7:20 p.m. He offered one more reminder to share the award nomination invitation/letter, and get the word out about registration for the May 2 Public Service Recognition event.

Our next board meeting by conference call will be on Wednesday, April 12, 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*