

Hampton Roads Chapter ASPA Council Leadership Meeting Minutes July 27, 2010

Attending: Bob Morin, Janet Read, Adale Martin, John Dunning, Valerie Walker, Celeste Greene, Tassew Gizaw, Alice Testerman, and Ben Gerrol.

On the phone: Pam Gibson, Dave McClees, Arkeshia Moses, Cindy Linkenhoker, Jerry Joiner, Mohamad Alkadry, Jerald Hickman..

Absent: Sabina Carr, Jacob Lacy (apparently not on the email invite)

I. Introductions – Bob Morin

- Bob welcomed everyone to the first meeting of his presidency.

II. Membership update – John Dunning

- Expired memberships on Board and Council (see Report Summary attached)
- Reporting forms need National ASPA membership. Janet Read will submit the necessary forms with the assistance of John Dunning. These include the names and addresses of this year's officers.

III. Treasurer's report--Janet Read

- To date, we have \$12,471.97 in our accounts: checking and 2 bonds. Janet will prepare the report providing details on expenditures so the chapter can see anticipated expenses and plan accordingly. She will send to Bob who will distribute to the membership.

IV. Potential Schedule of Event

- September 16, 2010 - General Membership
Cindy will check on the availability of HRPDC for this meeting. Possibly a Thursday luncheon. Format will be ordering catered lunches. Bob will see about getting Jim Spore, Virginia Beach City Manager, to be the guest speaker.
- October – Student Forum
It was suggested we need to survey student members to allow them to choose topic. Arkeshia Moses will take the lead on this event with John Dunning's assistance. Tentative planning is to have after work, perhaps in the Airport Area – leading topic seems to be federal internships.
- November 18' 2010 - General Membership
This will be an evening function, perhaps in the same format as the Hampton Marker 21 event of last year which was a social, cash bar with an informal Q&A of 2 city managers. Celeste Greene will take the lead on this event.
- January 20, 2011 - General Membership

This will be a joint meeting with COMPA – planning to take a tour of Hampton University’s Proton Therapy Institute after work. **Jerry Hickman, acting COMPA President, will take the lead on this event.**

- March 17, 2011 - Annual Symposium
There was a discussion of many forms this event could take this year. One approach presented was to have a less dramatic, formalized event as we have in the past and focus on a student conference and interchange. Another recommendation was to conduct an official symposium – for instance providing a topic such as working the human side of city planning and invite students to participate in a discussion of ideas with city leaders. Finally, the idea was offered to not have a symposium. The papers and presentations that would have been offered at a symposium would be submitted for acceptance at the Teaching Public Administration and Theory conferences being held in the area next year.
- May 6, 2011 – Annual Awards Luncheon
Held for discussion at the next meeting scheduled for Aug 24, 2010.

V. Selecting a venue for general membership meetings

- Recommendations to move away from the standard hotel luncheon focus on program and networking – have mixed venues.
- Mohamad Alkadry recommended we hold fewer events this year – current schedule requires extensive amount of time and resources to plan, provide and market. Bob Morin mentioned that the constitution states that we must have a minimum of 4 meetings.

What does our chapter constitution say about meetings?

V. Meetings

Section 1. This Chapter shall hold at least four program activities during the designated Chapter year, including the annual business meeting.

Section 2. The annual meeting shall be held in May or June unless otherwise specified by the Council.

Section 3. Other meetings of the Chapter shall be held at times and places designated by the President or by the Council.

The By Laws include two events – A professional forum for students and an issues in public administration symposium

What does ASPA National say about meetings?

6:1-3.2 Standards and Requirements

The prospective chapter's constitution must meet the general standards and requirements of ASPA and must provide for the following:

- (a) The periodic election of officers of the chapter;*

- (b) The common chapter year established by the Society;*
- (c) Four program activities per year, including the annual business meeting;*

VI. Membership

Valerie Walker was appointed to be Membership Chair. John Dunning has agreed to assist her. Adale Martin volunteered to collect all the material Mohamad has from his year as membership chair. Bob Morin would like to send a welcome to new members, monitor expirations, and also see if we can get the Walden University students involved.

**VII. NECoPA—North East Conference on Public Administration, Rutgers University
October 22, 23, 2010**

- Bob Morin and Tassew Gizaw will be presenting at the conference.

VIII. Schedule Next Council/Board meeting

- Tuesday, August 24, 2010 9:00 – 11:00 AM

IX. Adjournment

NOTE: As I was on the phone with interruptions in my ability to hear, John Dunning provided me his notes so I could construct a more complete reporting of the meeting.

Respectfully submitted,

**Pamela Gibson
Secretary**

**Membership Review
Presented by John Dunning
Aug 1, 2010**

Total HR Chapter Membership: 131 plus 18 VA Chapter living in Hampton Roads (149 total)
Of the 149:
50 live or work on the Peninsula,
69 are student members – of the student membership, 17 are Walden students (they automatically receive membership as a student at Walden)
42 attended at least one event in 2009/2010

We had 22 new members since January.
3 Full individual members
10 Walden student memberships

7 Student memberships

We lost 25 members since January

8 Full Individual Memberships

3 New Professional

5 Walden Students

9 Student Memberships

Chapter Information Reporting Forms

All chapter officers, as well as individuals with check-signing authority, must be current members of the American Society for Public Administration. By accepting his or her position as an ASPA Chapter Officer, each person agrees:

- To maintain ASPA membership during the term of office
- That noncompliance with reporting requirements will lead to the withholding of chapter member rebates.

- Chapter Designee for Receiving Mail
- Chapter Officers
 - President
 - President Elect
 - Secretary
 - Membership Chair
 - Newsletter
 - Other (Web Master)