

**Hampton Roads Chapter ASPA Council Leadership Meeting Minutes
February 22, 2011**

Attending: Bob Morin, John Dunning, Pam Gibson, Dave McClees, Kim Smith, Valerie Walker, Mohammad Alkadry, Cindy Linkenhoker, Janet Read, Stanley Skinner, Sabrina Carr, Pam Dunning, Katrina Miller-Stevens, Jacob Lacey, Cynthia Jewell, Arkesha Moses.

Absent: Adale Martin, Tassew Gizaw, Celeste Murphy-Green, and Bill Gibson.

I. Introductions – Bob Morin

Bob welcomed everyone to the meeting with a special welcome to Cynthia Jewell who is new to the area, a previous chapter member in New Jersey and is interested in participating in chapter leadership.

II. November 30, 2010 meeting minutes approved.

III. Officer Reports

• Treasurer’s Report – Janet Reed

We incurred no expenses since our last report in November. We hold \$802.24 in checking, \$5,072.22 in savings; \$4,984 in EE Bond and \$996.80 in the second bond totaling \$11,855.26.

Janet reports she spoke with Pat Yearwood from the national office of ASPA and we should be expecting a refund of \$870.00 by the end of February.

• PayPal Recommendation

Janet spoke with the COMPA Treasurer who reported the paypal system did not cause a burden in her work. Cost of 2.9% plus 30 cents for each transaction. We can roll the additional expenses into the cost of lunches and sponsorships. There is no initial fee or account set up costs. Check and cash options will remain payment at the door. Credit cards will only be accepted online. Discussion surrounded the convenience provided participants of our events; the need to monitor reimbursement for cancellations; and, monitor credit card clearance. We will try to have this completed for use for the May awards luncheon. The council approved Janet to set up the account.

• Audit of Financial Reports for 2010

The chapter needs to conduct an annual audit. This was not accomplished last year. The President, Treasurer and another volunteer should participate. Dave McClees volunteered. They will set up a time to conduct the audit. In addition to reviewing the checks and receipts the safety deposit box should be inspected. In addition the chapter financial accounts should have a signature other than the treasurer (checking, safety deposit, PayPal). Bob Morin agreed to meet with Janet to take care of this.

- **Financial Planning (Jan-Jul 2011)**

Janet sent the plan to the council members this morning. The council reviewed and discussed. No action was taken.

IV. Committee Reports

- **Membership – Valerie Walker**

We currently have 153 members as of January 1, 2011. Loss of 42 since December, 8 new members. Currently 93 are individual/professional/family or senior member and 60 are students (40 Walden Students). Archives of the membership rosters and membership trends are available on the chapter web site under the archives link. It is password protected. All officers and council members have been sent the user name and password.

- **Symposium – Katrina Miller-Stevens**

Katrina discussed the budget and agenda for the symposium. The plan shows that the symposium will be cover all expenses provided support (sponsorships) are received from ODU, Troy and Regent. Katrina expects over sixty to attend with a good mix of practitioners, professors and students.

- **Awards**

Dave McClees (Hirst and House), Pam Gibson (Pindur) and Kim Smith (Scholarship) reported that the solicitations would go out the first week in March. The scholarship would be for one person at \$500. John Dunning stated that the initial plans for the luncheon look like a fee of \$30 would cover the cost of the lunch, the free lunches to the award winners plus their guest and the cost of the Hirst, House and Pindur plaques.

- **Program - Proton Institute Tour/Social – Sabrina Carr**

Eighteen registered for the tour and social. Thanks to Sabrina for orchestrating this event in Hampton.

- **Nominations**

John Dunning volunteered to serve as nominations committee chair. We will be seeking to fill four council positions, a student representative and a president elect. In the process of contacting the membership we will also seek volunteers for appointed positions. Email solicitations will start in two weeks. A formal call for nominations from the floor will be made at the symposium. Elections will be held in April with the results announced at the May Awards Luncheon.

V. Unfinished Business

- **Membership survey**

John Dunning discussed the findings from a 2003 and 2008 survey reporting similar concerns to today's challenges. We will determine the need for an additional survey based on our strategic plan.

- **Strategic Planning Project**

Pam Dunning's class report is due this week. Over-arching issues where weak membership and financial viability. This report can serve as the starting point from which to conduct the strategic plan for the chapter. Pam Dunning volunteered to facilitate the process. She recommends a committee of 8-10 people, including the outgoing and incoming presidents to develop the plan with an estimated completion date of September 2011.

VI. New Business

The officers and council acknowledged the excellent work by Dave McClees' in preparing the chapter newsletter and the chapter history. Dave volunteered to serve as the chapter historian. This was approved by the council. The chapter history will be posted on the web site along with the newsletter. .

VII. Schedule Next Council/Board meeting

Friday, March 25, 2011 after the Symposium at ODU, Norfolk.

VIII. Adjournment

Respectfully submitted,

Pamela Gibson

Secretary