

## **Hampton Roads Chapter ASPA Council Leadership Meeting Minutes September 23, 2010**

Attending: Bob Morin, John Dunning, Pam Gibson, Dave McClees, Arkesha Moses, Mohamad Alkadry, Jacob Lacy, Adale Martin, Kim Smith, Tassew Gizaw and Valerie Walker.

Absent: Sabina Carr, Cindy Linkenhoker, Jerald Hickman, Celeste Green, Bill Gibson, and Janet Reed.

### **Introductions – Bob Morin**

- Bob welcomed everyone to the meeting, noting the great success of this afternoon's luncheon with Jim Spore, Virginia Beach City Manager as our guest speaker.

### **II. Student Forum, October 19, 2010 – Arkesha Moses**

- Arkesha has emailed the student membership and surveyed students and determined the interest in a forum surrounding internships. The cost of the event would be \$320. This includes the room set up of \$100 and booklet printing of \$100 and the refreshments of cookies, soda, and coffee. It was suggested a CD be made of the 130 page internship catalog managed by the ODU program. Mohamad notes it is used by a lot of their students. Bob notes an interest in having a smaller 20-25 page booklet, noting the CD might be too much information and students won't look at it.
- Professors were asked to push the event in their classes. No cost to students but would appreciate it if they would register. Funding was approved. The recommendation was made to have another event for state and local internship opportunities. Consideration will be given to including this as a Symposium breakout session as was done in 2009. Bob recommended starting a blog for making contacts.
- Addendum to Student Forum discussion:
  - On 17 October 2010, John Dunning and Arkesha Moses sent the following email to the officers and council:
    - *At our September Council Meeting we approved a no-registration fee approach for our Student Forum and an estimated expenses of \$320 to cover room rental, refreshments and printing of Student Forum Handbook (copy attached – panel members will cover topics in handbook). We estimated that we would have between 35-40 attendees. As of today we have 70 registrations.*
    - *Respectfully request approval of an additional \$200 to cover additional refreshments and handbooks for the 30 unexpected registrations.*
- In response to the email the following votes were submitted for: Robert Morin, Pamela Gibson, Janet Reid, Adale Martin, Jacob Lacy, Tassew Gizaw, Celeste

Green, Cindy Linkenhoker, Bill Gibson and Valerie Walker. Opposed: none.  
Abstain: Mohamad Alkadry.

### III. Upcoming Events

- *Sponsorship Funds*: Mohamad recommended the chapter use the sponsorship monies to fund student scholarships (registration fee) for the PA Theory Conference being held in Norfolk, VA. Student registration fees are \$125. After some discussion, the following consensus was reached:
  - Since the chapter is also supporting the Teaching Public Administration Conference in Williamsburg, consideration should be given to having sponsorship monies to fund student scholarship (registration fee) for this conference as well. Student registration fees are \$150.
  - A budget or forecast of expenditures and income needs for this year needs to be developed by the President to enable the council to make an informed decision.
  - Pam Gibson (Teaching PA Conference) and Mohamad Alkadry (PA Theory Conference) will make a joint recommendation at the next council meeting the amount and procedure for student scholarships.
- *November 18, 2010 6-7:15 pm- General Membership*: Celeste Greene is orchestrating this event. A social, networking event at Max and Erma's in the Hilton (next door to Holiday Inn Select). This will be a pay as you go event with Warren Harris, Director of Economic Development, City of Virginia Beach, as the special guest/speaker.
- *January 20, 2011 - General Membership*: Notes from last meeting minutes: 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, volunteered to assist the chapter with this event. **An event coordinator has not been appointed.**
- *March 17, 2011 - Annual Symposium*: Mohamad Alkadry recommended changing the Symposium from a Thursday to a Friday as was done in 2010. The revised date would be March 25<sup>th</sup>. The consensus of the council was that this was a better day due to less conflict with meetings, etc. Mohamad stated that ODU assistant professors Wie Yusuf and Katrina Miller Stevens volunteered to co-chair the symposium
  - Addendum to the Symposium discussion: On September 29<sup>th</sup> Drs. Yusuf and Miller-Stevens made **several proposals to Bob Morin and Mohamad Alkadry that will be submitted for Council decision.** (See Attached)
- *May 6, 2011 – Annual Awards Luncheon*: The Awards Luncheon is scheduled to be held at the Holiday Inn Express, Norfolk Airport. Two items pertaining to the Awards were discussed – cost and participation.

- The cost of the Awards Luncheon was discussed at length along with the need for a budget of financial plan for the year. The only income for the chapter is the annual dues apportionment of approximately **\$780** a year. The expenses for the Awards Luncheon has been \$500 Student Scholarship, \$240 Plaques for Awards (Hirst, House, Pindur, Outgoing President), and Meals for Award Winners plus guest \$180. Total cost of Awards Luncheon - **\$920**.
- Last year the committee consisted of Pam Gibson/ John Dunning (awards) and Pam Dunning/Jerry Hoddinot/Bob Morin (Scholarship). While obtaining nominations for scholarships is fairly easy, obtaining nominations for the awards is very difficult. John Dunning recommended that composition of the awards committee move from the academic to the practitioner community to work their network. **Bob Morin agreed to take the lead.**
- *Today's event:* At the last council meeting the decision was made to lower the luncheon cost to \$15 for members and \$10 for students with the objective of increasing participation. Although there were many other factors involved – such as a high profile speaker and a “push” for attendance by the academic community, the attendance at today's event was 54 compared to last September (36).
  - Janet Read had to leave the event early so was unable to report on the cost to the chapter of subsidizing lunches. John stated that he did not know the actual cost, but that based on the actual cost of the meal (\$15.71) and the pre-meeting registrations the subsidy cost the chapter approximately \$200.
- New Business:
  - Mohamad Alkadry recommended that the chapter consider conducting all luncheon and event registration by charge card. He recommended that we consider using the event registration service that ODU is using for the PAT-Net Conference. Bob Morin asked John Dunning to look at credit card options and report back to the council. John will look at Pay-Pal (used by COMPA) and various event registration options.
  - *October COMPA meeting:* Bob will be attending.

**IV. August 26, 2010 meeting minutes approved.**

**V. Schedule Next Council/Board meeting**

- To be called by the President.

**VI. Adjournment**

**Respectfully submitted,  
Pamela Gibson  
Secretary**

**Email Attachment:**

From: Alkadry, Mohamad G. [<mailto:MAAlkadry@odu.edu>]  
Sent: Sunday, October 03, 2010 2:46 PM  
To: Yusuf, Wie; Miller-Stevens, Katrina L.; John Dunning; Robert R. Morin  
Subject: RE: Proposal for ASPA HR Local Symposium

Bob and John:

Here are some questions and a proposal. I really like the theme that Katrina and Wie are pitching. I hope you like it too. If we hold the symposium at ODU, we can get free rooms at the Web Center, technology and stuff, and we can arrange for parking for conference attendees. If we do that, we can move public Service recognition to holiday inn.

On keynote speaker, I will chat with Wie and Katrina on Monday to better understand the question. I am also glad to work with Drs. Yusuf and Miller-Stevens on identifying one and asking him or her to come in if that is their preference. I propose that we still pitch it to the Council, but taking care of this business among the three of us at ODU after that is going to make things smoother.

If we get sponsors, I propose that we do free goodies - an ASPA mug, water bottle, or anything else. The fact that we are not paying for conference rooms and the lunch is inexpensive here will help us reduce costs.

If you want us to set up payment and registration for the conference, we can do a link to register directly from the ASPA HR site and do credit card payments in advance. That means that we will take care of the budget - if we have a surplus, we will pass it on to you, if we have a deficit (very unlikely), we will ask you to reimburse. We will budget well and have a goal of making this cost-neutral even with a reduced student rate. We do this with the theory conference go to [patheory.org](http://patheory.org) and see how seamless is that transition. I realize that this is unconventional, but we can try and see... And this is precisely the arrangement that we have with the theory conference.

On freedom to select tracts, I think the conference theme should be approved by the council, but details such as tracts and what is printed in the program and what is printed online should be left to the co-chairs.

John, will you please share the materials on sponsorship (contacts) from last year. I would also love to organize a meeting for you, Wie and Katrina to get the information they need from you. I am sure that you will some guidance and historical information on what has worked in the past and what has not worked.

Sincerely

Mohamad G. Alkadry, Ph.D.  
Associate Professor of Urban Studies & Public Administration Old Dominion University  
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See you at the 24th Annual Conference of the Public Administration Network (PATNet) hosted by Old Dominion University in Norfolk, Virginia on May 19-22, 2011. <http://2011.pattheory.org/>

-----Original Message-----

From: Yusuf, Wie  
Sent: Wednesday, September 29, 2010 1:32 PM  
To: Miller-Stevens, Katrina L.  
Cc: Alkadry, Mohamad G.  
Subject: Proposal for ASPA HR Local Symposium

Mohamad:

See below for the proposal Katrina and I put together for the ASPA Hampton Roads Symposium.

-Wie

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Conference Date: Friday, March 25, 2010 8.00 am - 1.30 pm Conference Location: Webb Center, Old Dominion University Conference Theme: Public Service in 2010 and Beyond: Issues and Challenges

Conference Budget:

Anticipated attendance: 50 (25 students, 25 practitioners) Room fee: \$0 Drinks (in am and during concurrent sessions): \$60 for coffee, \$0 for iced water, \$25 for iced tea

Lunch: \$15/person for buffet-style hot lunch OR \$20/person for plated lunch

Registration Fees:

Morning sessions only: \$5 (students) \$10 (practitioners) Luncheon program only: \$10 (students) \$20 (practitioners)  
Morning sessions + luncheon program: \$15 (students) \$25 (practitioners)

Conference Dates:

- Call for papers/presentations/panels issued October 15, 2010
- \*\* (Once we have approval from the Executive Committee, we will draft and distribute the call for proposals)
- Submission deadline December 17, 2010
- Acceptance notification January 17, 2011
- Conference registration open January 17, 2011
- Program announced February 11, 2011
- Papers due March 4, 2011
- Symposium March 25, 2011

Some questions we have:

- (1) Is the Symposium Program Committee (i.e., Katrina and myself) responsible for the keynote speaker? Or does the Executive Committee typically take care of this?
- (2) Are we including goodies with registration? We could probably do this if we have sponsors.
- (3) Who is responsible for printing the programs (cost and organizing the printing) - ASPA or ODU?
- (4) A challenge we run into with David Chapman setting up the credit card payment mechanism is that the funds collected would have to go into an ODU account - because the account is an ODU account. Would that be a problem? Can ODU accept payment and then remit funds to ASPA?
- (5) How much freedom do we have in making decisions for the symposium? For example, does the ASPA committee have to approve all of the proposed forum tracts? And with the program, we decided to leave out the bios in the printed program and print them on the web instead. Is this something we can decide ourselves, or does this have to be approved by the committee?