

## **Hampton Roads Chapter ASPA Council Leadership Meeting Minutes November 30, 2011**

Attending: Bob Morin, John Dunning, Pam Gibson, Dave McClees, Kim Smith and Valerie Walker, Mohammad Alkadry, Cindy Linkenhoker, Janet Read and Stanley Skinner.

Absent: Sabina Carr, Arkasha Moses, Jacob Lacy, Adale Martin, Tassew Gizaw, Celeste Murphy-Green, and Bill Gibson.

### **I. Introductions – Bob Morin**

Bob welcomed everyone to the meeting

### **II. September 23, 2010 meeting minutes approved with addendum.**

Minutes from the September 23, 2010 meeting were approved with the following addendum:

#### o Upcoming Events

- *January 20, 2011 – General Membership*: Eliminate the sentence “This will be a joint meeting with COMPA – planning a tour of Hampton University’s Proton Therapy Institute after work.” The outgoing President of COMPA agreed to assist in this effort; however, it is not an event co-hosted with COMPA.

- *Today’s event* – The minutes noted : “Janet Reed had to leave the event early so was unable to report on the cost to the chapter of subsidizing lunch.” Janet reports the luncheon cost was \$184.40.

- o The minutes contained a supplement outlining the details of the symposium. Part of this was changing the location from the Holiday Inn Select to Old Dominion University and the topic “*Public Service in 2011 and Beyond: Issues and Challenges*.”

### **III. Membership update – Valerie Walker**

**IV.** As Valerie was delayed in traffic, John Dunning read the numbers. As of November 1, 2010, we have 144 members. Fifty percent are students. We have one issue. Twenty-four of the Virginia Chapter (Richmond) members live in Hampton Roads. While some that live in Williamsburg are Virginia members by choice, the majority did not enter the proper code when joining. This prevents our chapter from receiving the chapter dues from national. **Action: Valerie Walker will send an email to these individuals suggesting that they contact national and change chapter location to HR71.**

### **V. Treasurer’s Report – Janet Read**

- Janet presented the Treasurer’s Report of August 2010 through November 2010. Our revenue was \$758.00 our expenses were \$1423.26. The financial deficit was planned in our subsidy of the September lunches (\$184) and the Student Forum (\$543.96). Our account balance is \$11, 806.01 with \$802.24 in checking, \$5071.57 in savings and \$5932.80 in bonds. (Report attached)

- Janet discussed a financial guideline that was prepared with input from John Dunning. A copy is attached. The guidelines show that our projected annual income is approximately \$940 (excluding lunches) and our annual expenses are \$1,985. This leaves an annual deficit of \$1,045. We will be able to operate for another 3 to 4 years, without changing our financial strategy. The \$5, 932 in saving bonds should be used as seed money for a conference or other activity to raise money for operating funds.
- Our greatest expense is the annual awards luncheon (\$420), the scholarship (\$500) and the student forum (Room rental 100, refreshments \$174, Forum books \$169). In the general discussion that followed, suggestions were made to use university or city facilities to save the \$100 in room rental for the student forum, and to consider using the symposium to gain revenue. It was also mentioned that each event does not have to be seen as a break even. We just need a strategy to remain solvent. A long range financial plan and annual budget would assist in our decision making.
- **Action: Prepare a financial plan for the remainder of 2011 and for 2011/2012 activities. Provide input to treasurer NLT Jan 15<sup>th</sup>. Present the plan at the January 25<sup>th</sup> meeting for review and approval of the council.**

**Responsibilities:**

- Janet Read will assemble input from officers/council into a financial plan. Verify the membership dues transferred from national for full members, new professionals and all categories of students.
- Mohamad Alkadry (Symposium) will provide expected March 2011 income and expenses and make recommendation whether same income/expenses should be the guide for March 2012.
- Arkesha Moses – will make a recommendation for the format and income and expenses for the Student Forum.
- John Dunning (General Meetings Lunches) – will provide recommendation for income and expenses for May Awards Luncheon and the expected general meeting lunches for 2011/2012
- Dave McClees (Awards/Scholarship) – will provide expected costs of awards. Scholarship and free lunches for May 2011 and provide a recommendation for 2012.
- All Council members – will make recommendations for activities to include partnership meetings or events that could be used to increase funds. If recommended, these should be activities that you would be willing to chair.

## VI. Updates/Results

- *September Luncheon*: This was a very successful kick-off event with attendance of 55. Virginia Beach City Manager, James Spore gave an excellent presentation which had a primary focus on our student membership. Thanks to Bob Morin for organizing the event. **Action: N/A**
- *October Student Forum*: This was first student forum in three years and was highly successful. The topic was Federal Employment Opportunities, conducted by a panel of federal personnel and program management experts. Over 80 students attended. The success of the forum was primarily due to the pre-forum survey, the topic, organization and publicity by Arkesha Moses. The central location (Holiday Inn Select, Norfolk Airport) was also a factor. The student forum is an event prescribed in our by-laws and conducted by the student representative. **Action: N/A**
- *November Event*: The networking/social venue as well as the speaker, Warren Harris, contributed to the success of this event. 33 persons attended the event. This was considered very engaging with an informative presentation and social setting to meet new attendees and have opportunity to connect with regularly attending membership. Thanks to Celeste for her efforts in putting this together. **Action: Prior to Jan 25<sup>th</sup> - Celeste Murphy-Green provide recommendation to council on whether this format and location should be repeated in 2012.**

## VII. Upcoming Events

- *January 20, 2011 - General Membership*: An event coordinator has not been appointed. Bob will contact Sabrina Carr and Sabrina Jones to ask them to orchestrate this Peninsula event. Jerry Hickman will also be contacted in hopes she can assist in the planning. It was noted this is our only Peninsula event this year and since 30% of our membership comes from the Peninsula, we should ensure scheduled events in the area. The tentative plan was to have a tour of the Hampton University Proton Therapy Institute and/or a social at Marker 20 Restaurant. **Action: Bob Morin to select event coordinator NLT Dec 10<sup>th</sup>**
- There was a discussion about a Chesapeake Bay Tunnel tour that Janet attended. It was very interesting, long (3 hours) and held in the Spring. **Action: Janet will check on this to see if it is a possible/feasible event for us next year.**
- *March 25, 2011 - Annual Symposium*: NOTE the date was changed from at the last council meeting from March 17 to March 25<sup>th</sup>. The location change from the Holiday Inn Select Norfolk Airport to Old Dominion University was approved by default, as part of the September minutes. Mohammad reported that the initial call for papers will be sent out this week. January 17<sup>th</sup> will be the date when Katrina Miller-Stevens will review proposals, note any gaps and extend invitations to attend off schedule. The ensuing discussion emphasized the need to have

practitioner involvement from the municipalities and not to have this just a presentation of student papers. Mohammad requested support from the council in having practitioner panels as part of the response to the call for papers.

- **Action: Mohamad Alkadry and Katrina-Miller-Stevens provide expected income and expenses to treasurer NLT Jan 15<sup>th</sup>. Provide program status for Jan 25<sup>th</sup> council meeting.**
- *May 6, 2011 – Annual Awards Luncheon:* The Awards Luncheon is scheduled to be held at the Holiday Inn Express, Norfolk Airport. Bob Morin will act as overall coordinator of the event. **Action: Committee chairs will suggest members to insure their participation.**

#### **Hirst Award and House Award:**

Dave McClees – Committee Chair - [dmcceles@vbgov.com](mailto:dmcceles@vbgov.com) In conjunction with Bob Morin, send out requests for nominations to the municipalities and public agencies. Nomination information is on the Web site. Form committee giving consideration to the following individuals (providing nominees are not from their organizations)

- Mark Woodward – Chesapeake - [mwoodward@plan.city.chesapeake.va.us](mailto:mwoodward@plan.city.chesapeake.va.us)
- Cindy Linkenhoker – Portsmouth - [cindyl@portsmouthva.gov](mailto:cindyl@portsmouthva.gov)
- Jacob Lacy – NN - [jlacy003@odu.edu](mailto:jlacy003@odu.edu)

#### **Pindur Award .**

Pam Gibson – Committee Chair- [pagibson@troy.edu](mailto:pagibson@troy.edu) Send information requesting nominations to the area educational institutions. Nomination information is on the Web site. Form a committee to approve the award giving consideration to the following individuals (providing nominees are not from their organization):

- Adale Martin – Council - [amart062@odu.edu](mailto:amart062@odu.edu)
- Valerie Walker – Council - [vwalker@vbgov.com](mailto:vwalker@vbgov.com)

#### **Scholarship .**

Kim Smith - Committee Chair [kssmith@vbgov.com](mailto:kssmith@vbgov.com) Send scholarship information to the area educational institutions. (Chapter/Council members will help disseminate) Scholarship information and forms are on the Web site. Form a committee to approve the scholarship giving consideration to (providing nominees are not from their organization):

- Jerry Hoddinott - [jhoddino@cityofchesapeake.net](mailto:jhoddino@cityofchesapeake.net)
- James Gray - [jgray@hampton.gov](mailto:jgray@hampton.gov)

#### **Logistics (arrangements with hotel and registration)**

- John Dunning – [johndunning@cox.net](mailto:johndunning@cox.net)
- Janet Read - [jread004@odu.edu](mailto:jread004@odu.edu)

## VIII. Old Business

- Mohamad Alkadry made a motion that the council approves \$500 to fund five \$100 student scholarships to subsidize registration for the Public Administration Theory Conference. The scholarships would be for HR ASPA students who are presenting papers at the conference. The motion was seconded. The ensuing discussion highlighted that the support of the conference would be viewed as an indication of positive support for the conference by the chapter and would directly benefit chapter students selected to present at the conference. Concern was expressed regarding the cost during a period of deficit spending for a non-HR Chapter event. The motion was not approved. Bob Morin stated that although our chapter would not be able to provide the \$500, our membership should fully support the conference through attendance or assistance as needed.

## IX. New Business

- **Report on ASPA Webinar on Recruitment/Retention**– Valerie Walker and John Dunning

John and Valerie attended a webinar in which the South Florida Chapter presented its operation and how they remain viable. The key to their success is having a long range financial plan, keeping robust committees, partnering with other organizations, and having many events. They recognize events will be costly and plan fund raising events accordingly. Currently, we are seeing our professional representation decline and have “the same few” from Norfolk, Chesapeake and Newport News. Our committees are inactive except during the time of year the fruit of their labor is required.

- Recommendations: Activate and expand committees and form a “one time” planning committee to make recommendations to council involving:
  - A long range financial plan
  - A strategic plan to include: Ways to increase professional membership; ways to involve all municipalities; and partnerships and outreach to new groups.

During the discussion, Dave suggested broadening our local symposium and move into hosting a division conference. This would attract presentations from outside Hampton Roads, raise funds and promote the area. It was suggested this could be part of long range planning for the chapter with more membership participation.

- **Action: John and Valerie will review our membership records and make a specific recommendation to Bob Morin and the council at the Jan 25<sup>th</sup> meeting on the composition of the proposed planning committee.**

## **X. Paypal and Financial Records Discussion**

Janet will be in contact with the COMPA Treasurer in order to learn how their association uses the system and if it is appropriate for use by the chapter.

- **Action: Janet will report back and make a recommendation at the Jan 25<sup>th</sup> council meeting.**
- **Action: Bob Morin stated that an accountant in his office has volunteered to assist in assuring our records are in keeping with standard practices. Janet and Bob will make arrangements for an audit of our procedures.**

## **XI. Schedule Next Council/Board meeting**

- Tuesday, January 25, 2011 at Dept of Human Services, 3432 Virginia Beach Blvd., Virginia Beach.

## **XII. Adjournment**

**Respectfully submitted,  
Pamela Gibson  
Secretary**

### **Attachments:**

1. Treasurers Report
2. Financial Plan/Guide
3. HR ASPA Recommendations