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### HR ASPA Council Meeting Minutes ♦ Tuesday, February 6, 2018

#### *Mission Focused and Service First: Creating Innovative Solutions*

Present: Officers: Betty Meyer (President), Michelle San Anton (Treasurer), David Chapman (Web Administrator), Kaitlyn Bennett (President-Elect); Immediate Past President: Charlie Mills.

Council: Ron Carlee, Stephen Chenault, Kelly Doolan, , Jerry Hoddinott, Gary Roberts,

Unable to Attend: John Dunning (Secretary), Celeste Greene (Council), Mechelle Smith (Council)

The Minutes from November 29, 2017 and the Financial reports were reviewed. Michelle San Anton moved to approve, Charlie Mills seconded, and the Council approved

Treasurer's Report for the 2017-2018 Program Year. Michelle stated that our Total Balance is currently \$942.78. This includes \$ 877.27 in Savings. Since our last report, savings went up 96.54. Michelle also stated that we should be receiving the rebate from National ASPA at the end of February. Charlie Mills moved that we approve the treasurer's report. Jerry Hoddinott seconded, and the Council approved.

#### March 15<sup>th</sup> Symposium "Building Skills for Innovation and Creativity"

Ron Carlee sent out a proposed agenda for the meeting by email. The agenda is attached to the Minutes. Ron stated that the symposium will run from 9:00 to 1:15. As shown on the attachment there will be three segments:

- Using Data for Informed Decision-Making
- Innovation in Practice: Choice Neighborhood Project Newport News
- Capacity Building for Innovation

After considerable discussion, the Council agreed on the draft agenda and the following actions will be taken:

- Mary Dunaway agreed to open the first session, but she is driving from Northern Virginia. This may be a challenge for her to get here for a 9:30 start time. Two alternatives were discussed. Kaitlyn Bennett stated that she may be able to get someone from Virginia Beach or possibly Williamsburg to substitute. We could also move Mary Dunaway to the third session. Ron will talk to Mary and let Kaitlyn know what is required.
- Jerry Hoddinott agreed to contact Karen Wilds and Britta Ayers to confirm their participation.
- There was considerable discussion about whether we should have a presentation during the lunch period (11:45-12:15). It was agreed that we would leave this time for networking and then phase in the third session during the "desert and coffee."
- We will commit to ending the program by 1:15
- The Council agreed to the draft symposium agenda by consensus.
- The need for an overall Master of Ceremonies and individuals to introduce each panel was discussed. Ron will MC the event. We will ask Celeste to introduce panel #1. Jerry will introduce Karen and Britta, and Kaitlyn will introduce panel #3.
- John Dunning will provide a computer, projector and screen.
- Goal for confirmation of speakers is the end of the week. We will finalize through emails

- Charlie has reserved the hotel – he is waiting on a menu – Coffee or Tea will be available – Michelle will help Charlie.

May 3<sup>rd</sup> Public Service Awards Luncheon:

Steven Chenault will act as awards chair and send out some emails to gather additional information and to secure volunteers to assist. The Scholarship criteria has been finalized.

**New Business:**

We have two new members that have volunteered to assist the chapter. Caitlin Stein has already been involved in surveying chapter members on social media and communication preferences. Catherine Townes is an MPA student at UNC-Chapel Hill, lives in Virginia Beach and works full-time for a nonprofit in Norfolk.

- John Dunning recommended Catherine for our Membership Committee. If the council concurs he will contact her to secure her interest and if she agrees, to mentor her. After a brief discussion, the council concurred.
- Kaitlyn Bennet will work with Caitlin Stein to post more communications on the chapter Facebook page. She will also work with Kelly Doolan. It was recommended that Council members share items with Kaitlyn and Caitlin. We could also begin to push information out about our scholarship and awards.

In closing, the price of symposium was discussed. The general agreement was \$20 for students and \$25 for all others. We will provide mugs to the speakers and also consider selling them for \$20. We make about \$5.00 on each mug.

There being no further business the meeting was closed.