



## Hampton Roads Chapter of ASPA

February 9, 2016  
Council Meeting

**The meeting was called to order at 2:05 pm by the Charlie Mills, President-elect**

**Present:** Charlie Mills (President-elect), Michelle San Anton (Treasurer), David Chapman (Web Administrator), John Dunning (Secretary), Kylie Robbins (Council), Jerry Hoddinot (Council), Stanley Skinner (Council), Valerie Walker (Past-president), David Heitzenroeder (Student Forum), Kelly Doolan (Marketing Chair), and Kaitlyn Bennett (Membership).

**Unable to attend:** Carlton Ray Ransom (President), Andrew Williams (Council), Jeffery (Jeff) Waechter (Council), Betty Meyer (Council/Membership Chair), Pam Dunning (Past President), Luz Grant (Newsletter), Steve Wright (Forum), David Sweet (Student Forum)

**Minutes:** The minutes from the November 5, 2015 meeting were approved without change.

**Treasurer's Report:** Michelle San Anton provided the following report for the period ending January 31, 2016:

- Checking account balance: \$ 2,869.24
- Savings account balance: \$ 1,476.42
- Total accounts cash on hand: \$ 4,345.66
- Total bonds: \$ 7,267.20
- The treasurer's report was approved as submitted. A copy of the treasurers report is attached.

### **Program Action Items:**

**March Symposium:** The priority of today's meeting was to determine the theme, the date, the location, menu and pricing, the schedule, the panels, the guest speaker, and obtain volunteers to complete the actions. The following summarizes the consensus of the council:

- The Theme: Continue with the annual theme of the "Call to Public Service."
- The Location: Holiday Inn Select, Norfolk Airport. Tentative reservations were made at the beginning of the program year. One room will be required. Charlie Mills will confirm.
- The Date: March 18<sup>th</sup> (Friday). Charlie Mills will confirm.
- The Menu and Pricing: We will do the box lunch. Cost for members \$25.00, students \$20.00, guest speaker's lunch will be covered by the chapter. Charlie Mills will confirm.
- The Schedule: Registration/Networking 9:30; 10:00-10:45 Panel 1; 11:00-11:45 Panel 2; 12:00-12:45 Lunch and Speaker.
- The Panels: Panel One will be the student panel on the future role of ASPA and HR ASPA relating to the Call to Public Service. Kelly Doolan will moderate. Kylie Robbins

will be a panel member and get two other students to participate. Panel Two will consist of three previous House Award winners. John Dunning, Valerie Walker and Jerry Hoddinot will set up the panel.

- Guest Speaker: It was recommended that we get a former HR ASPA student, recognized as a “rising star” as a guest speaker. John Dunning and Valerie Walker suggested some names. John Dunning will make the necessary arrangements.
- Marketing: John Dunning will work with Kelly Doolan to send out a save the date and prepare a marketing flyer.

#### **Nominations Committee:**

- The constitution states that the committee will nominate chapter members for the positions of chapter council, president elect and the student representative. The committee includes the president, president-elect and the immediate past-president. They are responsible for requesting nominations, taking nominations from the floor at the annual symposium, and preparing and distributing ballots and tabulating the results.
- John Dunning agreed to continue as nominations committee chair.

#### **Awards Committee:**

- The council agreed to hold the annual awards luncheon on May 5<sup>th</sup> or 6<sup>th</sup> at the Holiday Inn Select. Charlie Mills will confirm the dates.
- Council members are needed to assume the following roles:
  - Awards Luncheon Chair: Act as “MC” for the luncheon, prepare the program, obtain the guest speaker (normally connected with the Hirst winner)
  - Scholarship Chair: Solicit nominations from the local university HR ASPA members. Set up selection committee. Select winner.
  - Hirst, House, Pindur Chair: With the support of council members, solicit nominations from cities/agencies and universities for nominations. Set up selection committee. Select winners.
- Volunteers are needed for these three positions. Council members will be solicited by the president-elect and secretary.

#### **Call for Additional Committee Reports or New Business:**

- As there were no additional reports or new business, Charlie Mills adjourned the meeting.

*Minutes recorded by John Dunning, Secretary, February 9, 2016*

Treasurers Report Attached