

**Hampton Roads Chapter of ASPA  
Officers and Council Meeting  
November 20, 2014  
(Draft)**

**Call to Order:** President Valerie Walker convened the meeting immediately following the November General Membership Luncheon.

**Present:** Valerie Walker (President), Carlton Ray Ramsey (President Elect), Michelle San Anton (Treasurer), John Dunning (Secretary), Malcolm Jones (Student Representative) Pam Dunning (Past President), Susan Perry (Past President), and Council Members:, Steven Chenault, Jerry Hoddinott, Betty Meyer, Charlie Mills, Allyzabethe Ramsey, and Mechelle Smith.

**Absent:** David Chapman (Web Administrator) and Stanley Skinner (Council)

**Minutes Approval:** The minutes of the September 18, 2014, meeting were coordinated and amended by email immediately following the meeting and posted on the web site.

**Luncheon Venue:** The first order of business was a discussion of the current luncheon venue at the Holiday Inn Executive Center. This was the first program of the year held at this location. The following items were discussed:

- Location was satisfactory considering the ease of access from the various cities.
- Food, service and luncheon price were very satisfactory.
- The primary issue was the required contract minimum pricing and notification dates. This requirement is based on not having a credit card on file with the hotel. The following is an extract from the contract:
  - *Total Food & Beverage charges are **\$510.00** excluding applicable tax and gratuity. All banquet food and beverage prices may be confirmed up to three (3) months in advance of requirements and are subject to applicable service charge and state and local taxes. Menus are to be provided at least 30 days prior to the event. The final guarantee and the final payment are due five business days prior to each event.*
- To avoid losing money on events we will have to maintain attendance levels at 40. Michelle San Anton indicated that we lost money on today's event.
- The consensus was that we will use this location for our December Holiday event. At this time we haven't confirmed that we will hold the March Symposium or May Awards Luncheon at the Holiday Inn Executive Center.. A decision on using this location for program year 2015-2016 will not be made at this time.

**Joint ASPA, COMPA, NFBPA Holiday Event:** Susan Perry provided an update on the event stating that it would be held on December 11<sup>th</sup>. The event will begin with networking from 6:00-6:30, dinner at 6:30 and the City Manager's Forum will begin at 7:00. Currently three city managers have confirmed. Susan mentioned that the flyer would be sent out next week.

- Susan Perry will need help in marketing the event. Volunteers should contact her. Susan will determine an appropriate gift to present to the participating city managers.

- Considerable discussion followed pertaining to the cost, payment and address notice for sending checks. The on-line advance payment will be \$25.00, payment at the door will be \$30.00. Concern was expressed on where checks could be mailed. This discussion continued by email following the meeting. The consensus of the council was that we would use the Treasurer's home address. The president thanked Mechelle Smith for volunteering to pay for a P.O. Box.

**January 15, 2015 Peninsula Networking Event:** Ray Ransom and Valerie Walker said they evaluated two locations and are leaning toward Marker 20, last year's location. Ray has confirmed two speakers for the event. The details will be finalized after the Holiday event.

**Report from ASPA District 2 Chapter Leadership Conference Call:** Michelle San Anton attended and reported on the meeting. She stated that much of the discussion focused on ASPA resources for chapters and the issue of ASPA membership costs versus value, especially for practitioners. She mentioned that District 2 has a chapter leadership survey and that she will send out the link.

**Symposium/Professional Development event - March 20, 2015:** Valerie Walker and Ray Ransom briefly discussed the proposed format of a pre-luncheon forum, a luncheon speaker and a post-luncheon forum. Valerie mentioned that Celeste Greene expressed an interest in doing another social media forum. Some thought this might be too soon to repeat this topic. Members are encouraged to submit topics for consideration. Also symposium chairs are needed to organize the event.

**Awards Luncheon – May 7, 2015:** Steven Chenault and Charlie Mills will co-chair. Steven stated that he needed a chair to manage the scholarship competition. Michelle San Anton volunteered to assist. The timing for the event:

- Committee members will be identified in January
- Awards process should start the first week in February(notifications)
- Decisions on winners must be made by the first week in April.

**Student Forum – Open:** Malcolm Smith stated that he will be meeting with students from Old Dominion, Regent, and Norfolk State to develop a program. Some suggestions were made for topics and panels.

**Central VA Chapter interest meeting:** Dr. Blue Wooldridge (VCU) and others from the Richmond area are interested in re-establishing the Central Virginia Chapter. They will meet on November 21<sup>st</sup> and asked for someone from our chapter to discuss our organization, committees, activities and strategies for getting (and keeping) members. Pam Dunning volunteered to represent our chapter at the meeting.

**The meeting adjourned at 2:30pm.**

Recorded by John Dunning  
Secretary

