

**HR ASPA Council Meeting**  
**Jul 26, 2011**  
**8:00 AM – 9:20 AM**  
**Conference Call Format**

**Present:** Bob Morin (President), Susan Perry (Vice President), Janet Read (Treasurer) , David Chapman (Web Administrator), John Dunning (Secretary), Valerie Walker (Council/Membership), Celeste Murphy Greene (Council), Jim Popielic (Council), Kim Smith (Marketing), and Charlie Mills (Finance).

**Not Available:** Matt Loesch (Student Representative), Jacob Lacy (Council), Adale Martin (Council), Stanley Skinner (COMPA President), Cindy Linkenhoker (Council),

**Call to Order:** The President called the meeting was called to order at 8:00 AM. The first order of business was the Committee Reports:

- *Treasurer's Report* by Janet Read. The attached end of year reports were presented by the Treasurer. As of July 2011 the balance is \$12, 170 (Checking \$1,015.42 Savings \$5,073.49, EE Bond \$5,068.00 EE Bond \$1,013.60). Janet will submit both of the end of year reports to National (The Chapter Financial and Chapter Information Reports). The Chapter Financial Report will be sent to the general membership by the Secretary as required by the constitution.
- *Finance Committee Report* by Charlie Mills. The end of year audit will be conducted within the next few weeks by Charlie Mills and Bob Morin. Since the bonds and account was reviewed last month, the end of year audit of records can be conducted electronically. A formal audit report will be submitted for the record. Charlie discussed looking for a higher interest bearing account for our savings. This was placed on hold for further discussion by the treasurer and president.
- *Marketing Chair Report* by Kim Smith. As soon as we confirm our September speaker, Kim will start marketing this event and our program for the year. Janet Read will advise Kim when the speaker confirms.
- *Membership Chair Report* by Valerie Walker. Seven new members were sent welcome letters. This is a new initiative. Our current chapter membership stands at 143.
- *Nominations Chair Report* by John Dunning. Osmay Torres submitted his resignation as a council member due to added responsibilities of his job, a community services appointment and the start of his graduate degree. Bob Morin nominated Earl Ford from the Virginia Beach Department of Social Services to replace Osmay Torres. The council confirmed the appointment.
- *Web Administration Report* by David Chapman. The new site is up and running. Bob Morin complimented David on the design and new innovations. Janet Read asked if copies of previous chapter event flyers could be made available for review. John Dunning stated that copies were available in the archives and will forward them. It was recommended that each officer and council member send David a one paragraph biography and picture to be posted on the site.
- *Program Committee Report* by Bob Morin and Susan Perry. The status of the following events was provided:

- At a previous council meeting it was agreed that three events would be held at the Holiday Inn Select Norfolk Airport. John Dunning contacted the hotel event manager, Lindsey Reed, and reserved Sep 22<sup>nd</sup> (General Membership Meeting), March 22<sup>nd</sup> (Symposium), and May 10<sup>th</sup> (Awards Luncheon).
- September Event – Ethics in Local Government Janet Read will invite Marcus Jones, Norfolk City Manager, to be our luncheon speaker. She contacted his office to determine his availability and is sending a letter to his office with the details. John Dunning will forward the event management information from the hotel to Janet and Valerie so they can make the logistical arrangements.
- October Student Forum (Phase 1). As Matt Loesch was not available, Bob Morin and John Dunning provided the status. The focus of this year's forum will be community based research. Phase 1 will involve community agencies presenting research needs and data base information to students and faculty from our area universities. Phase 2 (April) will be student /faculty presentations base on accomplished research. John Dunning and David Chapman will check with class schedule to determine the best times and dates to hold the event. Bob Morin sent a letter to faculty from ODU, Regent, Troy and Norfolk State requesting their support. The next step is contact city agencies to request their support in presenting research needs. Jim Popelic volunteered to assist the committee.
- November Event – Chesapeake Bay Bridge Tunnel. (Janet Read has taken the lead on the event and is looking at either November 9<sup>th</sup> or 10<sup>th</sup>. The tour start time will be confirmed. The event will start with a presentation followed by a tour. This takes about 2 hours. Following this we will gather at the restaurant (first island) for a social and possible dinner. The tour can handle approximately 30 individuals.
- January Event – Ethics Focus – Peninsula. Valerie Walker and Jacob Lacy will assist with the logistics of the meeting. Bob Morin recommended that we get the Virginia Beach Auditor and one of the Peninsula city managers to lead an interactive discussion on ethics, similar to the January 2010 networking event.
- March Event – Symposium. At the last two council meetings discussions focused on moving away from student/faculty presentations for 2012 in an attempt to meeting the needs of practitioners whether through professional development, and issues dialogue, best practices or a workshop. Since our theme this year is ethics, John Dunning recommended we consider presenting the ICMA Ethic Workshop for Local Government. It is a four hour session. John will forward information from ICMA to the council for their consideration.
- May Event – Awards Luncheon. The focus of the discussion was to appoint members to the awards committee. The following persons agreed to serve: Susan Perry (Hirst and House Awards), Celeste Murphy Greene (Pindur Award), and Kim Smith (Scholarship).
- *Strategic Planning Committee Report* by Bob Morin. The following status was reported:
  - Member Survey. John Dunning consolidated recommendation from the council, coordinated the list with Pam Dunning (Strategic Planning Facilitator) and will build the questions on Survey Monkey and send to the general membership by August 15<sup>th</sup>.
  - Strategic Planning Team (to date):

- President Bob Morin
- Two Southside chapter members: Susan Perry and Janet Read
- One Peninsula chapter member: Valerie Walker
- One non-council chapter member: (to be appointed)
- One non-council faculty member – (to be appointed)
- One student – (to be appointed)
- One lapsed member - Melissa Story (York County)
- One long term member (to be appointed)
- District 2 Representative (Susan Gooden – if possible)
- Proposed Planning Dates
  - October 1<sup>st</sup> (Saturday 9 – 3)
  - November 5<sup>th</sup> (Saturday 9 – 3)

**Next Meeting:** There will be a brief events update meeting on August 30<sup>th</sup> at 8:30 AM

There being no additional business – the meeting was adjourned at 9:20 AM.

Minutes prepared by John Dunning (interim secretary) on Jul 27, 2011.