

**HR ASPA Council Meeting Minutes**  
**June 24, 2011**  
**11:30 AM – 12:45 PM**  
**Conference Call Format**

**Present:** Bob Morin (President), Susan Perry (President Elect), Janet Read (Treasurer), David Chapman (Web Administrator), Cindy Linkenhoker (Council), Valerie Walker (Council/Membership), Rob Kenter (Council), and John Dunning (Nominations/Interim Secretary)

**Not Available:** Matt Loesch (Student Representative), Celeste Murphy Greene (Council), Jacob Lacy (Council), Adale Martin (Council), Osmay Torres (Council) and Stanley Skinner COMPA President) Kim Smith (Marketing), Charlie Mills (Finance)

**Call to Order:** President Bob Morin called the meeting to order at 11:30 AM. Bob stated the first order of business was to review and approve the May 26, 2011 Council Meeting Minutes. Bob thanked Matt Loesch for taking the minutes in the absence of a secretary. After a review a motion was made by John Dunning and seconded by Janet Read to accept the minutes as written.

**Nominations:** The Nominations Committee had three appointments that were made by the President to fill vacancies and required Council approval.

- The President introduced Dr. Susan Perry, appointed as President Elect to fill the vacancy left by Dr. Amy DeSonia. Susan is the Administrative Services Manager, Department of Public Works, City of Virginia Beach and has been active in the HR Chapter and a member of ASPA since 2002. Her appointment was approved by a unanimous vote of the Council. (*Appointments to elected positions serve one year or until the next scheduled election.*)
- The President provided comments on the qualifications of James Popielic to serve as a Council appointee to fill a vacant position. John Dunning stated that the Nominations Committee intended to have Jim on the April election slate but were unable to secure confirmation prior to the ballot. His appointment was approved by a unanimous vote of the Council. (*Appointments to elected positions serve one year or until the next scheduled election.*)
- The President stated that John Dunning agreed to act as interim Secretary and recommended that this appointment be approved. His appointment was approved by a unanimous vote of the Council. (*This is an appointed position, not elected.*)

**Treasurer's Report:** The Treasurer, Janet Read, provided a copy of the report to all attendees (attached) and stated that our total fund balance is \$11, 672.64, which includes \$540.42 in checking, \$5,072.22 in savings, and two EE Bonds with a value of \$6,060.00. To close out the books we are waiting for a check from ODU in the amount of \$425 for the Symposium. Once this check is received, the 2011-2012 books will be closed. A motion was made by Cindy Linkenhoker to accept the Treasurers Report and seconded by Valerie Walker. The motion passed unanimously. Other discussions:

- The contents of the Safety Deposit Box were verified by Bob Morin, Charlie Mills and Janet Read. They contain the two EE Savings Bonds. The box has been moved from

Hampton to the Wachovia bank location at 1280 North Military Highway, Norfolk, VA 23502.

- Our Wachovia Account now has three persons (Bob Morin, Charlie Mills, and Janet Read) that are signatories to the bank accounts and safe deposit box. The authority to execute financial transactions is limited to the Treasurer unless, and until, the council grants such authority to other signatories.
- David Chapman, as Web Administrator, will be given access to the PayPal account to assist in the Web set up for PayPal payments.
- Janet Read will complete both the Financial and Chapter Information Reports to ASPA National.
- The audit of the financial records will be conducted by Bob Morin and Charlie Mills prior to July 15, 2011.
- A brief discussion of having a credit card attached to the account was held. Bob Morin and David Chapman expressed concern about the difficulty of auditing credit card transactions and other accountability risks. This was placed on hold for discussion at a future meeting.

#### **Old Business:**

**Selecting a Theme for 2011-2012:** At the May 11, 2011 Council Meeting several suggestions were made regarding a theme to emphasizing ethics. The President and council members discussed the pros and cons of several themes and selected: “Promoting ethics and integrity in local government and nonprofit organizations.” This theme is consistent with the ASPA Code of Ethics that requires us to increase awareness of ethical principles in public service and the ICMA strategy of promoting ethics and integrity in local government.

**Program Proposals:** The following programs were agreed to by consensus:

- September 22, 2011 – General Membership Meeting Format – Focus: Ethics Speaker (Marcus Jones), Holiday Inn Select Norfolk Airport, Program Leadership – Janet Read and Valerie Walker.
- October, (TBD), 2011 – Student Forum – Focus: Cities Present Research Needs – Program Leadership – Matt Loesch and Academic Committee. (John Dunning will prepare a memo/email to university faculty at ODU, Regent and Troy asking for faculty to serve on the committee and assist Matt Loesch in conducting the forum and follow on as required.)
- November, (TBD), 2011, Social Format – Tour of the Chesapeake Bay Bridge Tunnel followed by Dinner. Program Leadership – Janet Read.
- January 19, 2012 – General Membership Meeting Format – Focus: Ethics Program (TBD), Peninsula Location TBD, Program Leadership – Valerie Walker and Jacob Lacy.
- March 22, 2012 – Symposium – Ethics Theme – Holiday Inn Select, Norfolk Airport, Program Leadership – Adale Martin plus (TBD)
- May (TBD), 2012 - Annual Awards Program, Holiday Inn Select, Norfolk Airport, Leadership TBD

## **New Business:**

### **ASPA HR Strategic Planning Proposal:**

- Background: Based on approval by the Council (Electronic Vote – December 7-9) Chapter files and history were made available to Dr. Pam Dunning’s Strategic Planning Class (Spring Term) to conduct a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis. The SWOT Analysis will be used by a Chapter Strategic Planning Committee. The council also agreed that Pam Dunning would act as the planning facilitator.
- The Proposal. Members of the Council were provided copies of the Strategic Planning Proposal prepared by Pam Dunning. (See attached). The following actions were agreed to:
  - Select Strategic Planning Team:
    - President – Bob Morin
    - Two SS Council Members – Susan Perry and Janet Read
    - One PEN Member – Valerie Walker
    - One Student – Janet Reade will ask Luisa Diaz-Kope ODU PhD
    - One lapsed member – Valerie Walker will identify names to Bob Morin
    - Faculty Member – (TBD)
  - Develop Survey – John Dunning will send questions from previous ASPA and Chapter Surveys to Council for review by 1 July. John will assist in administering the survey.
  - First Strategic Planning Meeting will be held in August. A date will be coordinated when the remaining two team members are identified and coordinated with Pam Dunning.

The Next Council Meeting will be on Tuesday, July 26<sup>th</sup> from Noon to 1:00 PM. It will be in conference call format. *(Added – need to change start time to 8:00 AM or late afternoon)*

There being no additional business, a motion was made, seconded and approved that the meeting adjourn (12:45)

Minutes Prepared by John Dunning (Interim Secretary) on June 25, 2011