

**The American Society for Public Administration  
Hampton Roads Chapter  
Council Meeting**

**Date: August 29, 2012  
Time: 9:00 AM – 10:00 AM  
Location: Conference Call**

|                     |   |                  |   |                    |   |
|---------------------|---|------------------|---|--------------------|---|
| <b>Prepared by:</b> | Michelle San Anton  |                  |   |                    |   |
| <b>Attendees:</b>   | ✓ = Present; E = Prior Notification of Absence; A = Absent; D = Early Dismissal |                  |   |                    |   |
| Susan Perry         | ✓   | John Dunning     | ✓ | Michelle San Anton | ✓ |
| Adale Martin        | A   | Beverly Grainger | A | Charlie Mills      | ✓ |
| David Chapman       | ✓   | Earl Ford        | A | Gary Roberts       | ✓ |
| Stephen Gordon      | ✓   | Janet Read       | ✓ | Jeff Waechter      | ✓ |
| Jim Popielec        | ✓   | Robert Kenter    | A | Kim Smith          | ✓ |
| Linda Harmon        | A   | Robert Morin     | A | Ryan Henderson     | ✓ |
| Ted Bartlett        | ✓   | Valerie Walker   | E | Betty Meyers       | D |

|   |  |                            |                  |
|---|--|----------------------------|------------------|
| <b>Topic:</b> Officer Reports                   |  |                            |                  |
| <b>Discussion, Conclusion, Recommendations:</b> |  |                            |                  |
| 1   | Approval of minutes from July 19 Council meeting.  |                            |                  |
| 2   | Treasurer's Report – Janet Read – no activity except \$40 check written for the safe deposit box and \$.05 interest earned. Janet stated that a check needs to be written to David Chapman for a FY12 expense. Janet also stated that Susan Perry now has keys to the safe deposit box and has been added for the audit. |                            |                  |
| 3   | Web Administration – David Chapman – David needs the program schedule to post on the website. David asked the group to let him know thoughts on sharing documents. Susan stated that Youtube has a video about Wikis that may assist those who are not familiar with them.   |                            |                  |
| <b>Action items:</b>                            |  | <b>Person responsible:</b> | <b>Deadline:</b> |
| 1   |  |                            |                  |
| 2   |  |                            |                  |

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|---------------|-------------------|
| <b>Topic:</b> | Committee Reports |
|---------------|-------------------|

| Discussion, Conclusion, Recommendations: |   |                     |           |
|--|---|---------------------|-----------|
| 1  | <p>Program Committee – Stephen Gordon – September Luncheon is set for the 20<sup>th</sup> at the Holiday Inn Express near the Norfolk Airport. Susan asked the group if the cost of lunch should be reduced for students; all agreed to \$25 for members and guests and \$20 for students. Guest Speaker is Dr. David Mudarri.</p> <p>October Student Forum – planned for October 6 pending location/facility availability; Stephen would like to find a neutral location, possibly a recreation center or other public facility to hold this event. Past attendance was 80 persons for the Federal Employment discussion for which registration had to be cut off due to demand. Stephen asked if Marcus Jones might be able to be the key note speaker. Speaker needs to be inspiring and able to explain the benefits of public administration to students such as trade-offs between public and private sectors. Stephen envisions an open session followed by breakout sessions with various human resource directors or other figure heads from localities and universities. Stephen asked if we could secure corporate funding to eliminate cost to students. Susan asked John if this has ever been done in the past; John stated that local universities and cities have paid for advertisement in previous years.</p> |                     |           |
| 2  | Marketing – Kim Smith – working on the invitation for the September Luncheon was cost and other logistics confirmed.  |                     |           |
| 3  | Membership – Valerie Walker – Susan stated that Valerie is on vacation and that there is nothing new to report. Valerie did request that Council members complete renewal of memberships timely.  |                     |           |
| 4  | Strategic Planning Committee – Jim Popielec – everything is on track for the 10/1/2012 deadline and to present in November. Also see Old Business for November Luncheon.  |                     |           |
| 5  | Finance Committee – Betty Meyers – The chapter needs a financial plan; Betty is working with Charlie and Janet on this. John had pulled information from past years for their consideration.  |                     |           |
| 6  | Awards Committee – Charlie Mills – Charlie was not in attendance yet due to transportation issues. See Old Business for more information.   |                     |           |
| Action items:                            |   | Person responsible: | Deadline: |
| 1  | Identify and distribute th cost per person for Holiday Inn<br><b>Update: LY \$14.50 pp including tax and service fees</b>   | Charlie Mills       | Completed |
| 2  | Send spreadsheet to better determine pricing for events to Charlie Mills and Jeff Waechter  | Janet Read          | 9/20/2012 |
| 3  | Send save the date email for September Luncheon   | Kim Smith           | Completed |
| 4  | Discuss October Student Forum with Marcus Jones to consider being the key note speaker  | Susan Perry         | 9/20/2012 |

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|---------------|--------------|
| <b>Topic:</b> | Old Business |
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| Discussion, Conclusion, Recommendations: |   |                     |           |
|--|---|---------------------|-----------|
| 1  | November Luncheon – scheduled for 11/15/2012 with focus on the strategic plan presentation by Jim Popielec. Adale Martin has volunteered to help with logistics.  |                     |           |
| 2  | December – Joint event with COMPA? - Susan has reached out to Linda on this possibility and will report back when she has more information  |                     |           |
| 3  | January 17 <sup>th</sup> Forum – Jeff Waechter – a key note speaker is needed   |                     |           |
| 4  | March 21 <sup>st</sup> Symposium – Rob Kentor – Rob is planning to get ideas from the South Florida conference. Susan and Stephen will assist with this event. Possible key note speaker from Virginia Beach to speak about sustainability. |                     |           |
| 5  | May 9 <sup>th</sup> Awards Luncheon – Charlie Mills - A chairperson is needed for the Under 40 category   |                     |           |
| 6  | Newsletter – Ted Bartlett – Ted will get info on having ads in the newsletter (legalities of publication); Susan would like to see the program schedule and listing of new leaders in the first edition.                                    |                     |           |
| Action items:                            |   | Person responsible: | Deadline: |
| 1  |   |                     |           |

| Topic:                                   |   | New Business        |           |
|--|---|---------------------|-----------|
| Discussion, Conclusion, Recommendations: |   |                     |           |
| 1  | No new business                         |                     |           |
| 2  | Motion to adjourn by Janet Read at 9:59 |                     |           |
| Action items:                            |   | Person responsible: | Deadline: |
| 1  |   |                     |           |

**Other information**

**Next Meeting:** September 20, 2012