

Hampton Roads Chapter of ASPA Council Meeting Minutes
Feb 7, 2012
Conference Call

1. The meeting was called to order by the President Bob Morin at 8:30 AM. Those present were Susan Perry, Janet Read, David Chapman, Celeste Greene, Cindy Linkenhoker, Jacob Lacy, Kim Smith, Valerie Walker, Rob Kenter, Jim Popielic, and John Dunning. Absent were Adale Martin, Earl Ford and Stanley Skinner
2. Officer Reports:
 - a. Treasurer's Report – Janet Read reported that the total of all account balances was \$12, 252.82. This includes \$954.94 in checking, \$5,074.68 in savings, and \$6223.20 in series EE bonds. Reconciliation of the September 2011 Luncheon showed \$867.32 in expenses and \$884.84 in luncheon income, leaving a positive balance of \$17.52. The chapter allocation of dues from national has not been received, but is expected in March.
 - b. Web Administrator – David Chapman asked that council members send him pictures or chapter information that can be posted on the chapter web site.
3. Committee Reports:
 - a. Program – Susan Perry led the discussion on the following events:
 - January Ethics Event – Thanks to Valerie Walker and Jacob Lacy for organizing the event. Valerie reported that 14 persons attended.
 - Symposium – Friday - March 23 – Holiday Inn Select
 - Logistics – Charlie Mills stated that we have 2 rooms reserved, one for the panel discussions and the other for the luncheon. He and Janet Read will finalize the arrangements with the hotel this week regarding the menu, format, and audio visual arrangements.
 - The Symposium Theme: Achieving Ethical Competency for Public Service Leadership
 - Panel 1 Title: “Critical Public Service Leadership Competencies”
Earl Ford and Jim Popielic will finalize the panel participation and format.
 - Lunch Presentation: The proposed theme or remarks are “Taking the High Road – Moving beyond Compliance.” A suggested presentation (Suggested presentation was prepared by John Dunning based on the Ethics Resource Center's National Government Ethics Survey. (www.ethics.org) A decision on who will give the presentation and how it should be modified to be inclusive needs to be determined. The focus of the presentation is to build a transition from Panel 1 to Panel 2.
 - Panel 2 Title: “Creating a Strong Ethical Culture.” John Dunning agreed to facilitate the panel. The tentative plans are for the

facilitator to present a framework or guidelines for creating a strong ethical culture. The panel will consist of an academic, a city attorney and a city practitioner with ethics expertise.

- The focus of the panel and audience will be to deal with a set of ethical scenarios.
 - The symposium committee will meet at 100 PM on Feb 7th to set finalize plans
 - Awards Luncheon – Thursday May 10 – Holiday Inn Select
 - Scholarship – Kim Smith reported that \$500 will be awarded. The deadline for nominations is March 15th. Last year we had 10 applicants. Support from college professors is needed. Kim called for volunteers to assist in the selection process. Cindy Linkenhoker and Valerie Walker agreed to be on the committee. –
 - Hirst, House and Pindur Awards – Susan Perry will send out the call for nominations for the Hirst and House and Celeste Greene for the Pindur award. The basic information for the awards is posted on the Web site. John Dunning will send the nomination information from 2010 to Susan Perry to approve and in-turn the information will be posted on the Web site.
- b. Strategic Planning Committee – John Dunning is the recorder for the process. He stated the information on the first two issues has been received and the third will be finalized by Feb 15th. After the 15th Pam Dunning will consolidate the information into a Strategic Plan for council approval.
- Issue: How do we improve the administration of the chapter? (Bob Morin/Susan Perry/Janet Read)
 - Issue: How do we increase and retain membership? (Valerie Walker/Jerry Hoddinott)
 - Issue: How do we improve programs and services to our stakeholder? (Gary Roberts/Jacob Lacy/Adale Martin)
- c. Membership Committee – Valerie Walker reported that currently we have 104 members in the chapter. This is down from last September (139) and in May of 2011 (165). She reported that we had 11 new members this past month and that welcome letters were sent to each. There was some discussion on possible reasons for the decline in membership. Valerie will send some analysis to the council.
- d. Marketing Committee – Kim Smith stated that the next task will be to advertise the symposium. The symposium committee will get some information to her this week so that marketing can begin.
- e. Nominations Committee – The committee needs a chair. The president and president elect are members of the committee, but a chair needs to be appointed.

John Dunning, who has been the chair for the past 3 years, will assist the new chair. Elections will be held in April. The following actions need to be taken:

- Need to confirm continuation of current officers (Treasurer/Web Administrator/Secretary) and committee chairs (membership/marketing/finance) and continuing council
 - Need nominations for: President-elect, student representative and council replacements for (Celeste Greene, Cindy Linkenhoker, Valerie Walker and Jacob Lacy)
 - Need nominations for oru Student Representative. Susan Perry and Valerie Walker mentioned that Veverly Grainger from Norfolk State expressed an interest in becoming more active in the chapter and may be a possible nominee.
4. New Business – none.
 5. Next Council Meeting: Holiday Inn Select – March 23rd. 8:30 – 10:00am – prior to the Symposium.
 6. The meeting was adjourned at 9:30 AM

Recorded by:
John E. Dunning,
Chapter Secretary
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