



Hampton Roads Chapter of ASPA

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Program Planning Meeting
(Officers/Committee Chairs/Council)
July 29, 2013

Present: Pam Dunning (President), Valerie Walker (President-Elect), Steve Chenault (Council), Charlie Mills (Council), Amber Watson (Marketing Chair), David Chapman (Web Administrator), Jerry Hoddinott (Strategic Planning Committee), Mark Webb (Secretary), Stanley Skinner (Council), Gary Roberts (Council)

Absent: Betty Meyer (Council), Allyzabeth Ramsey (Council), Sherly Jourdain (Student Representative), Michelle San Anton (Treasurer), Susan Perry, Past President; Sabrina Jones (COMPA President)

Pam Dunning called the meeting to order at 9:00am

Pam stated that the primary purpose of this meeting was to agree to a general plan for the program year (September 2013- May 2014). The discussion would include setting a theme, identifying officer, council or committee vacancies, agreeing to a calendar of events, setting the venue, securing ideas for possible speakers, and discussing committee support.

Program Theme: In previous years we considered following the ASPA national theme. However this year the theme is "*Celebrating the Success and Promoting the Future of Public Administration.*" Pam stated that this may not fit our needs. Based on Jim Oliver's remarks at the last two ASPA meetings, she recommended we support his priority on regionalization. Steve Chenault agreed and stated that this would also be a good fit for bringing the military into the program based on their concern in working with the cities. No other themes were proposed. The theme for the program year will focus on Regionalism.

Officers & Committee Chairs: Pam Dunning will solicit the membership and council for volunteers to fill the following positions: Secretary, Membership, Symposium, Awards and Nominations. The Awards and Nominating committees will need chairs and members by December. Steve Chenault tentatively agreed to head the Awards Committee if there were no other volunteers.

Council Positions: Normally we rotate four council positions every year. Because of resignations our rotation system is off this schedule. It does not appear to be a problem, but should be discussed when the nominations committee is activated in the coming year. The following council members' terms will end in 2014: Gary Roberts and Ted Bartlett. The following council members' terms will end in 2015: Allyzabeth Ramsey, Steven Chenault, Stanley Skinner, Betty Meyer and Charlie Mills. With the resignation of Ryan Henderson there will be one council vacancy.

Contact Information: Pam will contact all officers and council members to obtain their preferred contact information for posting on the chapter web site.

Event Schedule: There was general agreement that we should keep our standard schedule of events for coming year, with three items open for further development. The agreed events will be:

- September 19th – General Luncheon
- November 21st – General Luncheon
- December (Holiday Event with COMPA)
- January 16th Open Forum – evening event on Peninsula
- March 20th – Symposium – (need chair and program)
- May 8th – Awards Luncheon (normally scheduled on Public Service Recognition Week)

Events Discussed – Need Development

- Logistics and Speakers for the September and November luncheons. Valerie Walker and Pam Dunning will meet in early August to finalize arrangements.
- December Holiday event. Susan Perry and Stanley Skinner agreed to work with COMPA on setting up this event. Concept: Hold a social hour (5:30 – 7:00) or dinner (6:00 – 7:30) at a convenient location in Hampton Roads. The event would be sponsored by ASPA with invitations extended to COMPA and NFBPA.
- Symposium is a complex event. A committee chair needs to be appointed and a program developed. Pam Dunning will solicit the membership for volunteers.

Events Discussed – Not Scheduled:

- The Student Forum is normally scheduled in October. The Student Representative (Sherly Jourdain) and faculty representatives from Regent and ODU need to discuss options for this year's forum. (Open item - no action assigned)
- Several ideas were discussed regarding social events other than our luncheons. Steve Chanault recommended we consider using the Spirit of Norfolk for the Christmas event. He also suggested that we wait till Oct for setting a date and then ask for a date that may be a best fit, based on competing holiday parties. Two other suggestions were made that will require further consideration and development. One idea was having a social event where we bring family members, perhaps in the spring. Another idea was that we “restart” First Friday's on months that we do not have an ASPA event scheduled. This would be an open after work event that could rotate among the cities. (Open item - no action assigned)

Event Venue: There was some discussion regarding the location for our events and the menu options.

- For the Southside, there was consensus that we should remain with the Holiday Inn Select, Norfolk Airport. Valerie Walker agreed to contact the hotel to reserve the dates.
- It was recommended that we look at the possibility of having an open salad/sandwich bar where members/guests could network and serve themselves when they arrived, allowing the speaker time from 12:00 – 12:20 and chapter business from 12:20 to 12:30. This would shorten the time persons are away from work and it also may lower the cost. There was general agreement that we should try this option.

- A location for the Peninsula event was not set although Marker 20 and the new Holiday Inn Express at the Coliseum were options. (Open item – no action assigned)

Speaker Options: The following organizations/speakers were discussed and considered appropriate for our theme of Regionalism:

- *Hampton Roads Center for Civic Engagement* – Betsy McBride (Executive Director) or Dr. Quentin Kidd (Board member)
- *Hampton Roads Regional Transit Authority* – William Harrell, Director
- *Hampton Roads Planning District Commission* - Ben McFarlane, Regional Planner
- *Oceana Naval Air Station* - Commanding Officer or other individual involved with the Base Realignment and Closure (BRAC) process. Mark Webb stated he would look into some names.
- *The Virginia Tidewater Consortium for Higher Education* –(Proposed Speaker – a member of the continuing education committee)

Committee Discussions: Some comments and recommendations were made regarding the following committees:

Marketing (Amber Watson)

- Bulk emails – ok but don't work too well – the individual emails do generate response.
 - Could do a mail merge
- Submit to the calendar of events on PA Times
- After each event, submit article and pictures of our speakers in the PA Times
- Work to get points of contacts in cities and universities to distribute information
 - Pam Dunning will assist in getting contacts at CNU and at the UVA/VA Tech office on the Peninsula
- Explore Social Media – there are links on our web site, but need some development
- Expand meeting announcements beyond membership such as local newspapers, PA Times
- Posted on website before September
- Work closely with and actively support COMPA & NFBPA
- Work with Gary Roberts & David Boisselle on identifying military MPA members

Strategic Planning: (Pam Dunning & Gary Roberts)

- Pam Dunning will get information on where we are and status on the action items. Gary Roberts will assist and has already involved some of his classes on surveys, etc. One of the important action items was how to increase membership.

Symposium (need chair and volunteers)

Objectives:

- Provide opportunities to enhance their public management competencies
- Provide opportunities for critical appraisal of key public policy issues

Concept:

- The standard event involves ½ day of two concurrent sessions (4 topics) followed by a luncheon speaker.

- This past March the topic was “Governance and Sustainability: Local Concerns, Global Challenges” (held at Holiday Inn Select)
- In 2012 the topic was “Achieving Ethical Competencies for Public Service Leadership” (held at Holiday Inn Select)
- It was suggested that we continue with our regionalism theme for the symposium

Awards: (Need chair and volunteers)

Objectives:

- Formally recognize individuals making significant contributions to public service in Hampton Roads with three awards – distinguished service in academia, outstanding service (under 40) and distinguished service (over 40)
- Recognize graduate/undergraduate students through a scholarship gift
- Concept: The awards committee solicits nominations for these awards and selects the winners. Nominations are not limited to ASPA members. Winners are recognized at an annual awards luncheon in May.

Timing:

- Committee members identified in January.
- The awards process should start the first week in February (notifications).
- Decisions determined by first week in April.

Other Business:

- We need to ensure that our reports to National ASPA have been submitted to include the financial information and the report on the 2013-2014 officers and make this part of our official record (Action: Pam Dunning)
- We need to ensure that an audit of our financial records was conducted and make this part of our official records. (Action: Pam Dunning)
- Steve Chenault asked if we need an alternate to sign contracts as only the president-elect has this authority. (Added: The only contracts that are currently signed by the chapter are the agreements with the hotels for our luncheons. Since this is normally done a month prior to the event, it is not time sensitive)

There being no further business the meeting was adjourned at 10:02 am.

Minutes recorded by John Dunning (acting secretary) July 28, 2013