



Hampton Roads Chapter of ASPA

Chapter Leadership/Council Meeting August 19, 2014

Call to Order – President Valerie Walker called the meeting to order at 11:00 am and thanked all for participating and for the emails when she was ill. She stated she is fully recovered and ready to go.

Present:

- Officers: President: Valerie Walker, President Elect: Carlton Ray Ransom, Treasurer: Michelle San Anton, Web Administrator: David Chapman, Secretary: John Dunning,
- Council: Steven Chenault, Jerry Hoddinott, Betty Meyer, Charlie Mills, Allyzabeth Ramsey, Stanley Skinner,
- Past Presidents: Pamela Dunning, Susan Perry

Past Minutes: The minutes of the March 28, 2014 Leadership/Council Meeting was reviewed. There were no changes and the minutes were accepted as they stand.

Treasurer's Report: Michelle San Anton stated that the End of Year Report was sent to ASPA National. (Attached). As of July 30, 2014, the total assets are \$12,040.40. This includes \$5000.10 cash (checking), \$6861.64 investments (bond), and \$178.66 in prepaid expenses. The required end of year audit was also completed (attached), and our IRS non-profit status was approved.

- John Dunning mentioned that in going through the chapter records he located a 1988 letter that provides some background information the bond. As a result of hosting the Region IV ASPA conference our income exceeded expenses by \$7072.70. The intent was that these funds would be invested, and the interest earned would support an annual scholarship program. A copy of the letter will be sent to the council.

Old Business:

- Vacant Position: Student Representative
 - Note: Sherly Jourdain served her 1 year term. We have a Regent University MPA student who tentatively indicated that he would be interested in replacing Sherly. Valerie will contact him to confirm his interest.
- Vacant Council Position: Mechelle B. Smith, Programs Manager/Director of Norfolk Criminal Justice Services stated that she would like to serve on council. She had discussed this with Pam Dunning last May and wanted to consider this over the summer. Valerie nominated her for the position and the Council approved. Her contact information is (mechelle.smith@norfolk.gov) 711 Granby Street, Norfolk, VA 23510 757-441-1413
- Vacant Committee Chair Positions

Chapter Financial Information Form

Submission of reporting forms is the responsibility of the *current administration*. This form is due within **sixty (60) days** after the close of the fiscal year. **Note: All fields are required.**

These financial reports were prepared by:

Chapter:

Name:

Date:

Title:

Email:

The financial reports were reviewed by (a minimum of two)

Member:

Reviewed:

Member:

Reviewed:

Member:

Reviewed:

These financial reports were approved by the Chapter leadership and distributed to the Chapter membership by:

Name:

Date:

Title:

Balance Sheet Fiscal Year Ending:

Please indicate the accounting method used: **cash basis** **accrual method**

Assets	Amount
Cash	
Investments	
Accounts Receivable	
Prepaid Expenses	
Total Assets	
Worth	Amount
Accounts Payable*	
Fund Balance	
Total Liabilities and Fund Balance	

If the chapter is on a cash accounting basis, list all anticipated liabilities over \$500.00 to any one individual or other entity. If the aggregate amount of anticipated liabilities totals at least \$5,000, then list all anticipated liabilities over \$100.00.

This report is for fiscal year ending:

Revenues	Amount
Rebates	
Meetings	
Workshops	
Interest	
Grants	
Total Revenue	
Expenses	Amount
Temporary Personnel	
Printing and Duplicating	
Postage	
Mailing Labels	
Travel	
Chapter Meetings	
Workshops	
Regional Meetings	
National Conference	
Grants	
Awards	
Speakers	
Total Expenses	
Revenue in excess of expenses	
Fund Balance, beginning of year	
Fund Balance, end of year	

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**This Chapter maintains checking, savings, and/or investment accounts at
(email/fax additional information if necessary):**

**Banking Institution
Name:**

**Banking Institution
Address:**

Account Name and

Number:
Bank Routing Number (please provide in order to receive direct deposits):
Tax ID # Used

Individuals authorized to access this account are:

Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:

PLEASE READ THE FOLLOWING

By submitting this form we, the Chapter president *and* treasurer, certify and understand:

- the responsibilities outlined in the document entitled, "Financial Reporting for Chapters and Sections of ASPA," and will execute such responsibilities during our terms of office.
- any and all real or anticipated liabilities incurred by the chapter are the sole responsibility of the chapter.
- payment of membership dues will be withheld from the chapter in the event of noncompliance with reporting requirements or nonacceptance of said reports by the Executive Director, non-member officers or membership programs in violation of ASPA's constitution or Council-adopted policy.
- any amounts due to the national organization for a period exceeding ninety days will be deducted from the next regularly scheduled rebate of any chapter with such outstanding debt.

We further certify that we will:

- discuss with the ASPA Executive Director any intention to enter into a contract or incur a liability or anticipated liability in an amount exceeding \$5,000.
- file annual tax returns with the IRS and mail a copy to ASPA.

By clicking "submit" you agree to these conditions. This will open your email for sending your form to ASPA. Please save a copy of this form for your records or cc: yourself on the email.

You can also email this form directly to aspaforms@aspanet.org.

- Membership Betty Meyer and Ray Ransom will co-chair. John will send information on the general responsibilities and associated lists to Betty and Ray
- Marketing – Charlie will help with marketing and David Chapman will market events to the ODU faculty and students, Susan Perry will market to the Norfolk City employees.
- Awards Committee – Steve Chenault volunteered to take the lead on this committee.

New Business – The focus was on Program Year (2014-2015) Planning.

- Selection of a Theme: The council decided to support the NECoPA 2014 theme: “Building Bridges: Working Towards Collaborative Governance and Non-profit”
- The following agreements were reached:
 - Luncheon arrangements:
 - ✓ Location: Southside – Holiday Inn Select, 1570 North Military Highway, Norfolk, VA 23502:
 - ✓ Lunch – Open Salad and Sandwich Bar – 11:00 – 12:00 –Members can arrive anytime between these hours for networking and lunch. *(Added post meeting: The Holiday Inn advised that the price would \$17.95 plus tip and taxes – which would be a total cost of around \$22.00 – this seems high and we will negotiate or look for other options after the September meeting.)*
 - ✓ Speaker: The speaker begins at 12:00 and ends at 12:20.
 - ✓ Chapter Business: 12:20 – 12:30
 - General Membership Luncheons. Ray Ransom will work on getting speakers for these dates.
 - ✓ September 18th
 - ✓ November 20th
 - Professional Forum for Students
 - ✓ The event is normally in October with the idea to have student involvement early in year. However this will be delayed until we get a student representative.
 - Holiday Event with COMPA and NFBPA – Susan Perry will take the lead and work with Stanley Skinner to do this event again in December. The dates of December 4th or 11th suggested. Susan Perry asked for ideas for theme, agenda, etc.
 - Networking Event Peninsula
 - ✓ Jan 16th (evening) While we have had the event at Marker 20 the past few years we will also look at another venue, such as the Venture restaurant.
 - Symposium/Professional Development
 - ✓ March 19th (Friday)
 - Awards Luncheon (Steve Chenault and Charlie Mills will take the lead.)
 - ✓ May 7th

Other New Business

- Pam Dunning stated that we have given away all of our chapter mugs and need something for our speakers. Flash-drives with our chapter logo were suggested. She will make some recommendations to council for a replacement for the mugs

Adjournment: There being no further business the meeting was adjourned at 12:10

Submitted by:
John E. Dunning
Chapter Secretary
August 28, 2014

Attachments:

1. End of Year Financial Report
2. 2014 Audit

ASPA Send to John

Audit 8/13/2014

Audit Report for: _____ **EIN:** _____

Per Member Dues for _____ **(year)** _____ **(amount)**

The following audit information is submitted to the Virginia PTA as the annual audit of this association.

1. Beginning Balance		\$ 228.61
2. Receipts	<i>Total of all receipts and credits.</i>	\$ 4958.94
3. Add line 1 and line 2:		\$ 5247.55
4. Expenses	<i>Total of all checks written and debits</i>	\$ 5428.82
5. Subtract line 4 from line 3 for "BALANCE ON HAND" <i>(Should match check register)</i>		\$ -181.27

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement:		\$ -105.85
Outstanding Checks:		
Check #	Payable to:	Amount
1286		50.00
1309		25.42
	TOTAL OUSTANDING CHECKS:	\$ 75.42
7. Subtract total for Outstanding Checks from Line 6.		-181.27
Outstanding Deposits		
Source of Deposit		Amount
		1000.00
	TOTAL OUTSTANDING DEPOSITS:	\$
8. Add total Outstanding Deposits to Line 7.		\$ 818.73
9. Enter amount in line 8 to verify "BALANCE ON HAND" <i>Should match check register and amount in Line 5.</i>		\$ 818.73