



## Hampton Roads Chapter of ASPA

November 5, 2015  
Council Meeting

**The meeting was called to order at 10:10am by the president.**

**Present:** Charlie Mills (President-elect), Michelle San Anton (Treasurer), David Chapman (Web Administrator), John Dunning (Secretary), Kylie Robbins (Council), Mechelle Smith (Council), Jeff Waechter (Council), Steve Wright (Council), David Heitzenroeder (Student Forum), Susan Perry (Marketing Chair), Pam Dunning (Past-president), Valerie Walker (Past-president).

**Unable to attend:** Carlton Ray Ransom (President), Malcolm Jones (Student Representative), Jerry Hoddinot (Council), Stanley Skinner (Council), Andrew Williams (Council), Betty Meyer (Council/Membership Chair).

**Minutes:** The minutes from the August 14, 2015 meeting were approved without change.

**November 19, 2015 General Membership Meeting Honoring Jim Spore, City Manager, Virginia Beach:** After a general discussion of the event, consensus was reached on the following:

- Although we had hoped to have an intern present along with Mr. Spore. Charlie Mills reported that he did not get the necessary support from the council to make these arrangements, so an intern will not participate.
- Susan Perry volunteered to introduce Mr. Spore at the luncheon.
- A question and answer session will follow Mr. Spore's remarks.
- We will have a plated luncheon for \$30 and Charlie Mills will decide the menu of either Pasta Alfredo with Chicken or Chicken Marsala.
- Susan Perry will send out the flyer on the luncheon to the general membership today.
- David Chapman will post the registration information on the chapter web site today.
- For recognition, Mechelle Smith recommended an ASPA Resolution recognizing Mr. Spore. The Council agreed. She will prepare a draft by November 6<sup>th</sup>. John Dunning will assist in getting the resolution signed by ASPA National. When signed, Mechelle Smith agreed to assist with the framing.

**Student Forum:** After considerable discussion on different approaches to the forum, Steve Wright and David Heitzenroeder agreed to have a short meeting immediately following the November 17<sup>th</sup> luncheon to prepare a proposal. Charlie Mills asked other council members to consider working with them and to attend the meeting. John Dunning agreed to attend. Steve Wright will prepare an agenda for the meeting. Current forum members are Steve Wright, David Heitzenroeder, David Sweet, and Malcolm Jones.

**Committee Reports:**

- Membership. While a report pertaining to committee actions was not available, an analysis of the November membership roster numbers is attached. The Chapter has 104 members. Of this number, 37 live outside of the Hampton Roads area. Some will transfer to the re-activated Central Virginia Chapter when they renew their annual membership. We also have 21 Walden University students. Three live in the Hampton Roads area.
- Marketing. No report was submitted. Charlie Mills stressed the urgency of sending out notices for our November 19<sup>th</sup> meeting.

**Treasurer’s Report:** Michelle San Anton will forward a copy of the report to the council this week. She asked for if the Council objected to the purchase of a credit card reader (\$50) to allow credit card transactions at the door. Currently luncheon attendees who indicate a “pay at the door” option when registering are required to pay by cash or check. There were no objections.

**New Business:**

- **December Holiday Event:** The council agreed that we do not have sufficient time to plan and coordinate a joint holiday dinner as done in the past two years. Because of its success, we will put this on the program for 2016.
- **January 21<sup>st</sup> Peninsula Event.** Charlie Mills asked the council to consider the venue for this event. In the past we have held an after work open forum/roundtable discussion.

**Adjournment:** There being no further business, the president adjourned the meeting at 11:30 am.

*Recorded by John Dunning, Chapter Secretary*

Attached: Membership Statistics 1 Nov 2015

Locality Breakdown		Academic Breakout	
City/County	Number		Number
Norfolk	20	Walden Students	21
Virginia Beach	16	ODU Students	5
Chesapeake	12	HR Faculty	13
Newport News	6	Outside HR Faculty	8
Hampton	5	Total	47
Yorktown	3		
Williamsburg	3		
Suffolk	2		
Portsmouth	1		
Outside of HR	37		
Total	104		