March 31, 2016
Council Meeting

The meeting was called to order at 10:00 am by the Charlie Mills, President-elect

Present: Charlie Mills (President-elect), John Dunning (Secretary), Kylie Robbins (Council), Jerry Hoddinot (Council), Valerie Walker (Past-president), Pam Dunning (Past President), Susan Perry (Marketing)

Unable to attend: Carlton Ray Ransom (President), Michelle San Anton (Treasurer), David Chapman (Web Administrator), Andrew Williams (Council), Jeffery (Jeff) Waechter (Council), Stanley Skinner (Council), Betty Meyer (Council/Membership Chair), Luz Grant (Newsletter), Steve Wright (Council), David Sweet (Student Forum) David Heitzenroeder (Student Forum), Kelly Doolan (Marketing), and Kaitlyn Bennett (Membership).

Minutes: The minutes from the Feb 9, 2016 meeting were approved without change.

Treasurer’s Report: The invoice from the Holiday Inn for the Symposium is attached. The total charges were $742.50.

Committee Reports:

Nominations Committee: (John Dunning)
- Currently there are 5 positions that need nominations:
  - President Elect, Student Representative, and 3 Council Positions
- There was a call for nominations at the Symposium: Two chapter members volunteered. John Dunning agreed to contact all current council members to ensure that they intend continue. Following this a call for nominations will be sent to the chapter membership.
- The ballot should be sent out in early April and newly elected members will be introduced at the Awards Luncheon on May 5th.

Awards Committee: (Charlie Mills)
- The annual awards luncheon will be held on May 5th or 6th at the Holiday Inn Select.
- The Hirst and House Award announcements have been sent to all chapter members, to the assistant city/county managers on the Peninsula and South Side, department heads in Virginia Beach, Norfolk and Chesapeake, and to the Hampton Roads Transit Authority and the Hampton Roads District Planning Commission.
- The Pindur announcement has been sent to the membership which includes ODU, Regent, Norfolk State, Troy, and TCC.
- Scholarship Announcement and nomination forms were sent to all student chapter members. (Only chapter members are eligible)
- The following chapter members are participating:
- Awards Luncheon Chair: Act as “MC” will be Susan Perry
- Scholarship Selection Committee: Jerry Hoddinott and Kylie Robbins
- Hirst, House, & Pindur Selection Committee: Susan Perry and Pam Dunning.

- Charlie Mills will confirm the price and time of the luncheon and notify Susan Perry so a save the date email can be sent out and also notify David Chapman so he can set up the registration on the website.
- Nominations are due on April 10th. John Dunning will send out reminders.
- We will set up the luncheon speaker based on the Hirst and House nominations.

**Call for Additional Committee Reports or New Business:**
- As there were no additional reports or new business, Charlie Mills adjourned the meeting.

*Minutes recorded by John Dunning, Secretary, March 31, 2016*

*Attached: Holiday Inn Invoice for the Symposium*
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-18-16</td>
<td>Check</td>
<td></td>
<td>742.50</td>
</tr>
<tr>
<td>03-18-16</td>
<td>Banquet Room Rental</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>03-18-16</td>
<td>Banquet State Tax - 6%</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>03-18-16</td>
<td>Banquet Service Charge</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>03-18-16</td>
<td>Audio/Visual</td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td>03-18-16</td>
<td>Audio/Visual Tax - 6%</td>
<td>2.10</td>
<td></td>
</tr>
<tr>
<td>03-18-16</td>
<td>Banquet Service Charge</td>
<td>7.00</td>
<td></td>
</tr>
<tr>
<td>03-18-16</td>
<td>Banquet Lunch - Food</td>
<td>432.00</td>
<td></td>
</tr>
<tr>
<td>03-18-16</td>
<td>Banquet F&amp;B Tax - 12.5%</td>
<td>54.00</td>
<td></td>
</tr>
<tr>
<td>03-18-16</td>
<td>Banquet Service Charge</td>
<td>86.40</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>742.50</strong></td>
<td><strong>742.50</strong></td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Guest Signature:**

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.
# Holiday Inn Norfolk Airport

1570 N. Military Highway  Norfolk, VA USA 23502  
Phone: 757-213-2231 - Fax: 757-213-2232

## Banquet Check

<table>
<thead>
<tr>
<th>Account: Hampton Roads Chapter of ASPA</th>
<th>Event Date: 3/18/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post As: Hampton Roads Chapter of ASPA</td>
<td>Contact: Charlie Mills</td>
</tr>
<tr>
<td>Address: 200 Cobia Street Yorktown, VA 23692</td>
<td>Phone: 757-385-8830</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
<tr>
<td></td>
<td>Onsite: Charlie Mills</td>
</tr>
<tr>
<td></td>
<td>Phone: 757-385-8830</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Time</th>
<th>Function</th>
<th>Room</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 18, 2016</td>
<td>9:30 AM</td>
<td>Lunch Meeting</td>
<td>The Landings</td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO.</th>
<th>FOOD</th>
<th>PRICE</th>
<th>SUBTOTAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Box Lunch/Choice</td>
<td>12.00</td>
<td>312.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Regular Coffee (Serve at 9:15AM)</td>
<td>30.00</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Unsweet Ice Tea (Serve at 11:30AM)</td>
<td>30.00</td>
<td>60.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FOOD**: 432.00

| Service Charge % | 20.00 | 86.40 |
| Sales Tax %      | 12.50 | 54.00 |

**TOTAL**: 572.40

<table>
<thead>
<tr>
<th>NO.</th>
<th>A/V and Other Charges</th>
<th>PRICE</th>
<th>SUBTOTAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Podium Microphone</td>
<td>35.00</td>
<td>35.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL A/V and Other Charges**: 35.00

| Service Charge % | 20.00 | 7.00  |
| Sales Tax %      | 6.00  | 2.10  |

**TOTAL**: 44.10

<table>
<thead>
<tr>
<th>ROOM RENTAL</th>
<th>PRICE</th>
<th>SUBTOTAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Landings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LBUF</td>
<td>100.00</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**: 100.00

| Service Charge % | 20.00 | 20.00 |
| Room Rental Tax % | 6.00  | 6.00  |

**126.00**

**Grand Total**: 742.50

**Balance Due**: 742.50

[Signature]

Charlie Mills
**Banquet Event Order**

**Account:** Hampton Roads Chapter of ASPA  
**Post As:** Hampton Roads Chapter of ASPA  
**Address:** 200 Cobia Street  
Yorktown, VA 23692

**Event Date:** Friday, March 18, 2016

**Contact:** Charlie Mills  
**Phone:** 757-385-8830  
**Fax:**  
**OnSite Contact:** Charlie Mills  
**Phone:** 757-385-8830

**Sales Mgr:** Dana P. Salamino  
**Catering Mgr:** Dana P. Salamino

All prices are subject to applicable Sales Tax and Service Charge.

<table>
<thead>
<tr>
<th>Time</th>
<th>Room</th>
<th>Function</th>
<th>Setup</th>
<th>AGR</th>
<th>GTD</th>
<th>SET</th>
<th>Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 AM - 1:30 PM</td>
<td>The Landings</td>
<td>Lunch Meeting</td>
<td>Rounds of 10</td>
<td>25</td>
<td>25</td>
<td>30</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Menu Selection**

Serve: 9:30 AM to 1:30 PM  
The Landings

Box Lunch/Choice
- Ham
- Turkey
- Roast Beef  
Served on a Kaiser Roll  
Lettuce, Tomato and Onion  
Individual Bag of Potato Chips  
Seasonal Piece of Whole Fresh Fruit  
Cookie Bar

26 people @ $12.00 Per Person

**Beverage Selection**

**Audio Visual Requirements**

Event: 9:30 AM to 1:30 PM  
The Landings

1 Podium Microphone @ $35.00 Item

**Miscellaneous Requirements**

**Room Set up Requirements**

Event: 9:30 AM to 1:30 PM  
The Landings

1. Registration Table Outside the Room
2. 6FT Table (for materials) Outside the Room
3. Water Station
4. 6FT Table at the Front of the room for Panel
5. Chairs Set at the Panel Table
6. Podium (with Microphone) at the Front of the Room near Panel Table
7. Rounds of (10)
8. Standard Linens & Centerpieces
9. Please serve the Boxed Lunches at 11:30AM
10. Black Linen Napkins

Final Guaranteed attendance is due three (3) business days prior to the first event. If no Guarantee is received, the Agreed attendance will become the Guarantee.

**Organization Authorized Signature**  
**Date**  
**Hotel Representative Signature**  
**Date**

[Signature]

[Signature]
**Banquet Event Order**

- **Account:** Hampton Roads Chapter of ASPA
- **Post As:** Hampton Roads Chapter of ASPA
- **Address:** 200 Cobia Street
  Yorktown, VA 23692

**Event Date:** Friday, March 18, 2016

**Contact:** Charlie Mills
**Phone:** 757-385-8830
**Fax:**
**OnSite Contact:** Charlie Mills
**Phone:** 757-385-8830

**Sales Mgr:** Dana P. Salamino
**Catering Mgr:** Dana P. Salamino

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**Room Set up Requirements**

***Please be cognizant to not serve in the room while the Panel is speaking***

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Final Guaranteed attendance is due three (3) business days prior to the first event. If no Guarantee is received, the Agreed attendance will become the Guarantee.

Organizations Authorized Signature: Charles J. Mills (3/16/16)

Hotel Representative Signature: Dana P. Salamino (3/19/16)