



Hampton Roads Chapter of ASPA

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 web site.
- 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



Holiday Inn

03-18-16

Hampton Roads Chapter of ASPA United States	Folio No. :	243608	Cashier No. :	106	Room No. :	9009
	A/R Number :		Arrival :	03-18-16		
	Group Code :		Departure :	03-18-16		
	Company :		Conf. No. :			
	Membership No. :		Rate Code :	HOUSE		
	Invoice No. :		Page No. :	1 of 1		

Date	Description	Charges	Credits
03-18-16	Check Chk# 1104		742.50
03-18-16	Banquet Room Rental	100.00	
03-18-16	Banquet State Tax - 6%	6.00	
03-18-16	Banquet Service Charge	20.00	
03-18-16	Audio/Visual	35.00	
03-18-16	Audio/Visual Tax - 6%	2.10	
03-18-16	Banquet Service Charge	7.00	
03-18-16	Banquet Lunch - Food	432.00	
03-18-16	Banquet F&B Tax - 12.5%	54.00	
03-18-16	Banquet Service Charge	86.40	
Total		742.50	742.50
Balance		0.00	

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

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BEO#: 2632

Banquet Check

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

Day/Date	Time	Function	Room	Gtd
Friday, March 18, 2016	9:30 AM	Lunch Meeting	The Landings	25

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
26	Box Lunch/Choice	12.00	312.00	
2	Regular Coffee (Serve at 9:15AM)	30.00	60.00	
2	Unsweet Ice Tea (Serve at 11:30AM)	30.00	60.00	
	TOTAL FOOD		432.00	
	Service Charge %	20.00	86.40	
	Sales Tax %	12.50	54.00	
				572.40

NO.	A/V and Other Charges	PRICE	SUBTOTAL	TOTAL
1	Podium Microphone	35.00	35.00	
	TOTAL A/V and Other Charges		35.00	
	Service Charge %	20.00	7.00	
	Sales Tax %	6.00	2.10	
				44.10

	ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
	The Landings	LBUF	100.00	100.00
	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

Charlie Mills

Revised

Holiday Inn Norfolk Airport

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

BEO #: 2632

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Banquet Event Order

Printed: 3/17/16

Account: Hampton Roads Chapter of ASPA	Event Date: Friday, March 18, 2016
Post As: Hampton Roads Chapter of ASPA	Contact: Charlie Mills
Address: 200 Cobia Street Yorktown, VA 23692	Phone: 757-385-8830
	Fax:
	OnSite Contact: Charlie Mills
	Phone: 757-385-8830
Deposit:	
Payment:	Sales Mgr: Dana P. Salamino
Billing #:	Catering Mgr: Dana P. Salamino

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

Time	Room	Function	Setup	AGR	GTD	SET	Rental
9:30 AM - 1:30 PM	The Landings	Lunch Meeting	Rounds of 10	25	26	30	100.00

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

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

2 Regular Coffee (Serve at 9:15AM) @ \$30.00 Gallon

2 Unsweet Ice Tea (Serve at 11:30AM) @ \$30.00 Gallon

Room Set up Requirements

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

(1) Registration Table Outside the Room

(1) 6FT Table (for materials) Outside the Room

Water Station

(1) 6FT Table at the Front of the room for Panel

(4) Chairs Set at the Panel Table

Podium (with Microphone) at the Front of the Room near Panel Table

Rounds of (10)

Standard Linens & Centerpieces

Please serve the Boxed Lunches at 11:30AM

Black Linen Napkins

Beverage Selection

Audio Visual Requirements

Event: 9:30 AM to 1:30 PM

The Landings

1 Podium Microphone

@ \$35.00 Item

Miscellaneous Requirements

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.

Charles J Mills 3-18-16

Organization Authorized Signature

Date

Dana P Salamino 3-19-16

Hotel Representative Signature

Date

Holiday Inn Norfolk Airport

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

BEO #: 2632

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Banquet Event Order

Printed: 3/17/16

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
Deposit: Payment: Billing #:	Sales Mgr: Dana P. Salamino Catering Mgr: Dana P. Salamino

Room Set up Requirements

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

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.

Charlie J. Mills 3-18-16
Organization Authorized Signature Date

Dana P. Salamino 3-19-16
Hotel Representative Signature Date