



**SAPA Board Meeting Agenda  
Tuesday, November 12, 2024, 6pm  
VIA ZOOM**

**A. Members Present:** Dan, Geza, Molly, Kara, Brian, Luis, Kim, Roz, Henrik

**Guests Present:**

**B. Board Meeting Minutes from October 2024 (See Below)**

- Meeting mins approved by board

**C. New Membership Applications – Review and Vote**

- **3 applications received**
  - Sarah Crowell (Office of Renewable Energy Services) – Fellow
  - Susan Rizzo (Albany County of Comptroller) – Fellow
  - Peter Cichetti (NYS Division of Homeland Security and Emergency Management) – Fellow
- All applicants approved for membership by board
- **ACTION:**
  - Dan will share note to members and share with Molly and Kim (Molly will reach out to new members and Kim will add to SAPA listservs)

**D. Chair's Update – Dan**

- **SAPA Member Event De-brief:**
  - 10/22/24 Haunting Tour and Social Reception event went well, great enthusiasm and interaction with participants (about 25-30 attendees)
  - May want to continue in future to set up some sort of activity or event prior to reception
- **2025 Excellence Awards Ceremony:**
  - Confirmed for 5/21/25 at ETech campus same room/ reception in atrium as 2024 event
  - Geza interested in working on committee

- **ACTION**
  - Dan will set up time with Geza offline to discuss the event
  - Plan to share call for nominations early January
- **Essentials Update**
  - Great session held in November
  - Next session Dec 4<sup>th</sup> (Please let Dan know ASAP if planning to attend)
- **SAPA Member Event – December 2024**
  - 2023 SAPA held a networking holiday gathering paired with a toy drive donation in unison with OSC
  - Agreeance from board to hold similar event this year on 12/3/24
  - May want to share thoughts from previous year (may want to promote reception first and hold board meeting after and invite participants?) – abbreviated agenda/ share ideas of what's coming for SAPA/ have participants share ideas for engagement and strategy
  - Have membership table in room
  - Kara runs toy drive for OSC
    - Brian, Roz, can help coordinate.
    - Molly (membership strategy piece and needs any info from last year)
    - Location: Luis (Downtown campus) – dedicated vendor for campus (may have to work with, Luis will check)
    - Will want to follow up on refreshments and budget for event
- **ACTION:**
  - Luis can arrange location (room is free) and will look into food vendor
  - Dan will circle back on costs for event
  - Board coordinators to meet offline (Dan will put together zoom meeting to discuss flow of program/ organization)
  - Kim will develop flyer and share out

#### **E. Treasurer's Report – Kara**

- \$1200 for Oct reception
- Current balance \$6085.34
- Look into budget from last year's excellence program to move forward with discussions and set budget for 2025 (Rockefeller covered some of costs from 2024)

#### **F. Secretary's Update – Kim**

- Continuing to add members to listserv
- Adding all Board members to SAPA domain emails

- ASPA chapter (Dan will share)

## **G. Communications Update – Kara and Winston**

- Social media posts on capital haunting tour
- Dan will follow up on website (to include Molly in discussion)

## **H. Collaborative Work**

- **Continued Discussion: Membership Strategy and Implementation – Molly**
  - Approach for bringing members in/ sustaining members (programming main focus) – walkthrough approach and shared with board for review
  - Thoughts of collaborating with deputy director of canal organization/ and other agencies for possible panels
  - Thoughts of creating a SAPA book club
    - Brian, Geza, willing to help with book club
    - Geza can start sharing books for leadership (narrative on public administration)
    - The 5<sup>th</sup> Risk good option – recommended by Brian)
  - Could ask members which scenarios they want to hear about (can use essentials group as first sounding board)
    - Emotional intelligence and how to manage new generation
    - Could we share a handout/ poll essentials during next essentials program? (Top 3 questions they want to hear from leadership?) – Dan will follow up
  - Geza can help with mentorship and skills sessions
  - Henrik can help with skills session
  - Kim happy to help where needed
  - Location for social events? – Need recommendations
  - Share Info related to zoom account (add programs to calendar)
  - Budget will need to be looked into
  - Questions from email (reply to Molly)
  - Future workforce (mentorship mixer) – challenges
    - Possibly Ellen Ruben/ others in HR from Rockefeller (Luis will share contacts with Molly)
  - Would like Dec 1 version final-ish (send names of individuals to Molly to get committed to dates and times)

## **I. Schedule of Upcoming Meetings**

○ **Next Board Meetings:**

- Dec 3<sup>rd</sup>, 2024 – In Person (will confirm location) – holiday gathering
- Jan 7<sup>th</sup>, 2025 -- ZOOM
- Feb 4<sup>th</sup>, 2025 – HYBRID, OSC
- Mar 4<sup>th</sup>, 2025 -- ZOOM
- Apr 1<sup>st</sup>, 2025 – HYBRID, OSC
- May 6<sup>th</sup>, 2025 -- ZOOM
- June 3<sup>rd</sup>, 2025 – HYBRID, OSC

**J. Adjourn Meeting Time: 7:14pm**



**SAPA Board Meeting Minutes  
Tuesday, October 1, 2024, 6pm**

**K. Members Present:** Molly Reilly, Kara Langdon, Roslyn Watrobski, Brian Nussbaum, Geza Hrazdina, Henrik Westin, Winston Heslop, Luis Luna-Reyes, Dan Cunningham

**Members Absent:** Kimberly Jones, Fausto Franco, Mila Gasco-Hernandez

**Guests Present:** N/A

**L. Board Meeting Minutes from September 2024 -- Approved**

**C) Chair's Update – Dan**

**Member Event –** Dan worked with OGS and Mazzone Hospitality to arrange a SAPA Member event on October 22, 2024, 5:30-8:00 pm. Capitol Hauntings Tour beginning at 5:30 pm with Reception to follow in the Albany Room at the Empire State Plaza. Attendees to gather in the State Street Lobby of the Capitol.

**Action Item:** Dan to work with Kara and Winston on flyer development for distribution to Members through Constant Contact and posting on SAPA social media platforms.

**Excellence Awards Ceremony –** Luis and Dan spoke with ETEC representatives to schedule the 2025 SAPA Excellence Awards Ceremony. The Ceremony has been confirmed for Wednesday, May 21, 2025. Same room arrangements as our 2024 Ceremony. Reception in the ETEC Atrium followed by Awards Ceremony in Room 149A/151A (Multipurpose Rooms Combo).

**Action Item:** Board members should save the date on their calendars.

**D) Treasurer's Report – Kara**

Current SAPA account balance -- \$7,200

**E) Secretary's Update – Kim – No report**

## **F) Collaborative Work – Membership**

Molly Reilly, SAPA Membership Chair, presented a proposed strategy to increase member engagement and attract new members (see attached slide deck). Excellent discussion regarding the proposed strategy. Brian Nussbaum noted that many of the ideas he and Kim had developed and shared with the Board in advance of the meeting are incorporated within the proposed strategy.

It was agreed that elements of the proposed strategy will be sequenced and launched beginning in January 2025.

### **Action Item(s):**

- If Board members have additional comments regarding the proposed strategy, please provide them to Molly.
- Effective implementation of the strategy will require the active contributions and effort of all Board members.
- Time will be provided at each Board meeting for further discussion and strategy implementation.

## **G) Schedule of Upcoming Meetings**

### ○ **Next Board Meetings:**

- Nov 12<sup>th</sup>, 2024 – **ZOOM**
- Dec 3<sup>rd</sup>, 2024 – **HYBRID, OSC**
- Jan 7<sup>th</sup>, 2025 – **ZOOM**
- Feb 4<sup>th</sup>, 2025 – **HYBRID, OSC**
- Mar 4<sup>th</sup>, 2025 – **ZOOM**
- Apr 1<sup>st</sup>, 2025 – **HYBRID, OSC**
- May 6<sup>th</sup>, 2025 – **ZOOM**
- June 3<sup>rd</sup>, 2025 – **HYBRID, OSC**

**H) Adjourn Meeting Time:** Meeting was adjourned at 7:00 pm.