



BOARD MEETING Minutes

TUESDAY, FEBRUARY 6, 2024, 6PM

A) Members Present: Kara Langdon, Chris Curtis, Dan Cunningham, Kim Jones, Fausto Franco, Luis Luna-Reyes, Brian Nussbaum

Guest(s):

B) Meeting Minutes from January 9, 2024 (See attached) – Approved.

C) New Business – Dan

a. New Membership Application

- i. Jessica Tangorra
- ii. Cassandra Klewicki
- iii. Dan will share information with Kim.

b. Steigman Award

- i. Plaque and \$500 stipend for award recipient - **Approved**.
- ii. Discussion held to open award recipients to graduate assistants and part time faculty. Board determined opening up award to “part time public administration instructors” gives flexibility and is sufficiently broad to cover the scope and breadth of public administration.
- iii. Committee chair for nominations received? – Luis volunteered to Chair the Steigman Award Review Committee. Will establish as a non-Board Post similar to the Chairs of the Rockefeller Award and Public Service Excellence Award Review Committees.
- iv. Dan will draft call letter for nominations to be sent to Dean Novkov and forward draft to Luis for review and comment.

D) Old Business – Dan

a. 2024 Message from the Chair distributed. Dan informed the Board that we received a lovely note from Lois Wilson. Ms. Wilson has been a SAPA Member since it was first established in 1974. Ms. Wilson wanted to congratulate the Board for its leadership and commitment to ensuring the organization remains strong and relevant for years to come.

b. Center for Women in Government Conference:

- i. SAPA to advertise event to members.

- ii. No direct updates from Center for Women in Government. **Luis will share event information received with Dan and Kim.**

c. Board Member Challenge

- o Board members to identify 5 prospective members for SAPA.
 - o “50 for 50” Challenge – 50 new members for SAPA’s 50th Anniversary.
 - o Dan encouraged all Board members to begin identifying and submitting new member nominations and that the Challenge has been extended to the SAPA membership. As the leaders of the organization, we need to demonstrate our commitment to the organization by leading the way in fulfilling this Challenge.

E) Committee Reports:

a. Annual Symposium and Awards Ceremony

- i. Call letter went out last week. No nominations in yet.
- ii. Invitation to Governor for ceremony and participation has been submitted to Chamber. **Dan will follow up in April.**
- iii. Joan Sullivan convened nomination committee.
- iv. Next month board will discuss tasks associated with event.
- v. Annual Symposium and Awards Ceremony May 21st at ETech.
- vi. No virtual element, only in-person.

b. Treasurer’s Report – Chris

- i. No changes from last board meeting. Chris will leave money in PayPal until call for dues.
- ii. Process for Dan to have card/ access to account. Update not done yet, Chris will follow up (has to be done in person). Tom might still be on account. It was decided that the Treasurer, Chair, and Immediate Past Chair will have access to the account.

c. Communications/ Marketing Update

- i. SAPA website
- ii. No current updates discussed.

d. Admin Update – Kim

- i. Dues Notice – Planning to send out Thurs.
- ii. Requesting member profiles for 2024 members (tier levels, updated contact info, other) – **Dan will draft for Kim to include with dues notice.**
- iii. SAPA listservs update – **Kim continuing to clean for 2024.**

e. 2023-2024 Essentials Update – Dan

- i. Upcoming session Implicit Bias
- ii. Sessions wrap up in May.

F) Other

- a. Reconstituting SAPA newsletter – **Dan will follow up with Kara.**

G) Upcoming Meeting Schedule

- o March 5
- o April 2
- o May 7
- o June 4

H) Meeting Adjourned (Time): 6:35pm



BOARD MEETING MINUTES

TUESDAY, JANUARY 9, 2024, 6PM

I) Members Present: Kara Langdon, Chris Curtis, Dan Cunningham, Winston Heslop, Kim Jones, Fausto Franco, Luis Luna-Reyes, Brian Nussbaum

Guest(s):

J) Meeting Minutes from December 5, 2023 (See attached) – Approved.

K) New Business – Dan

a. New Membership Applications

- i. Walter Greenberg asked to reactivate membership – Approved by board.
- ii. Gabriela Wemple interested in membership – Approved by board.

b. Center for Women in Government Conference

- i. Advertise to SAPA membership – SAPA happy to co-sponsor event.

L) SAPA Website Update – Winston

a. Winston shared development site of SAPA website.

- i. Discussion regarding Board Member bios. Several options were offered for consideration. Members agreed to revise the page with abridged version of Member bios.
- ii. Access and link to publications and professional pages discussed. Board members to let Winston know what professional page they would like to link to if any.
- iii. Possible QR code for membership form to be included in the Awards Ceremony Program.
- iv. Winston will share updates for other landing pages next board meeting. Anticipate making live in March.

M) Committee Reports:

a. **Treasurer's Report – Chris**

- i. \$7832 on hand
- ii. Limited transactions in Dec
- iii. Chris and Dan meeting to formalize budget to present at next board meeting.

b. **Admin Update – Kim**

- i. Dues/ finalizing tier levels.
 1. Keep current tier levels as is for 2024. Organizational membership tier level to add, more discussion around this.
 2. Kim will draft dues notice to send out end of Jan/ early Feb.

3. Discussion on dues, will not increase amount at this time.
4. Thoughts about allowing donations along with dues? Write up will be circulated to the board for discussion. Will need to navigate carefully to ensure alignment with Title 13 NYCRR.
5. At the next board meeting, be prepared to discuss dues notice.
 - ii. Note with members about what SAPA will be focused on in 2024. – Dan working on this notice. Will circulate ahead of dues.
 - iii. SAPA listservs update.
 - iv. Targeted conversations for new members.

c. Annual Symposium and Awards Ceremony

- i. Dan will reach out to Joan Sullivan to see if she wants to continue as chair of nomination committee/ convene nomination committee.
- ii. Continue with symposium or keep at just awards ceremony?
 1. Possibly combine with a keynote or shorter presentation ahead of awards ceremony.
 2. Build in the SAPA annual meeting into this piece.
- iii. Dan looked at options for the ceremony at NYS Museum. Viewing ETEC space 1/10/24 as an option, and space capacity.

d. 2023-2024 Essentials Update – Dan

- i. Good session for Jan.
- ii. Feb 7th is next session on Implicit Bias. Let Dan know if you'd like to attend.

e. Board Member Challenge – Dan

- o Board members to identify 5 prospective members for SAPA.
 - o “50 for 50” Challenge – 50 new members for SAPA’s 50th Anniversary. Will formulate (50 for 50). Will include reference to the Challenge in the New Year’s message for SAPA members encouraging them to identify individuals.

N) Upcoming Meeting Schedule

- o February 6
- o March 5
- o April 2
- o May 7
- o June 4

O) Meeting Adjourned (Time): 7:02pm