



BOARD MEETING MINUTES

TUESDAY, September 17, 2024, 6PM

- A. Members Present:** Molly, Geza, Dan, Kara, Henrik, Roz, Mila, Brian, Luis, Kim
- B. Welcome** (Dan)
- C. New Board Member Introductions**
 - a. Geza
 - b. Molly
 - c. Henrik
- D. New Membership Application**
 - a. Brian Krist, Esq. shared an application for membership as a fellow of the SAPA
 - b. Board voted Mr. Krist in as a member
 - c. Dan will reach out to Mr. Krist to know he has been voted in as a member
 - d. Kim will add to mailing listserv
- E. 2023 – 2024 Wrap Up**
 - a. Governor Hochul SAPA award – well received, well represented by SAPA board
 - b. Transition of treasurer – Kara has accepted role as treasurer
 - c. Need to follow up that everyone who received awards at SAPA ceremony have been added as members
- F. The Year Ahead**
 - a. Positions/ Committees:**
 - i. **Chair** – Dan
 - ii. **Vice-Chair** – Brian
 - iii. **Treasurer** – Kara
 - iv. **Secretary** – Kim
 - v. **Membership Chair** – Molly
 - vi. **Program Chair** – Henrik
 - vii. **Communications Committee** – Winston (lead), Kara
 - 1. Will be working on introducing board to SAPA members
 - viii. Committees need more support, don't have to be SAPA member to be a part of committee.

b. Message from Chair

- i. Will reiterate benefits of being SAPA member, encourage individuals to rejoin
- ii. Would like to reflect outstanding work Chris has done throughout the years

c. Themes for year ahead:

- i. Members want more opportunities to get engaged
- ii. Brainstormed a few ideas/opportunities, list being put together and will be shared with the board. We can review as a board during next meeting and put into appropriate “bucket” groupings to organize, and collaborate during Oct meeting.
- iii. Brian and Kim will connect off line to start the list and will share ahead of next meeting.
- iv. Luis and Dan meeting with representative from student association at Rockefeller, having SAPA serve as professional network for MPA students, and setting up mentoring program as entering public service career.
- v. Dan contacting NYS Association of Counties to have focused outreach to local government folks.

vi. Thoughts/ Ideas/ Opportunities

- 1. How can this chapter and organization set ourselves apart from other organizations that allow our value to be shown and distinguished from the rest
- 2. SAPA in the past had a more senior or retired leadership/ membership. Has been a generational transition to newer guard.
- 3. **What is our “product”?**
 - a. Networking/ engagement opportunities
 - b. Program and developing “toolkit” to set individuals up for successful careers
 - c. Tapping into expertise of members
 - d. Award ceremony (main event)
 - e. Essentials fellowship

G. Admin Updates

a. Using SAPA accounts

- i. New board members will check if received SAPA email address
- ii. Will be using for all board communications. Can link to personal accounts
- iii. Backup personal account

b. Dan will set up google drive for new members and include Brian

c. Changing format of meetings

- i. Organizational meeting held with leadership team of board. Would like to have more of a collaborative space instead of just report outs, active board

d. Meeting invites

- i. Geza, Brian, Henrik, Molly will share confirmation of SAPA accounts. Kim will recreate meeting series and re-add to calendar for year.
- ii. Kara will share meeting room for in-person meetings.
- iii. Luis can also offer up a space at Rockefeller if needed.

H. Meeting Adjourned:

I. Upcoming Meeting Schedule:

a. Oct 1st, 2024 - Hybrid option

- i. Office of the State Comptroller
110 State Street Albany, NY
Room TBA

b. Nov 12th or 19th, 2024

c. Dec 3rd, 2024 - Hybrid option

- i. Office of the State Comptroller
110 State Street Albany, NY
Room TBA

d. Jan 7th, 2025

e. Feb 4th, 2025 - Hybrid option

- i. Office of the State Comptroller
110 State Street Albany, NY
Room TBA

f. Mar 4th, 2025

g. Apr 1st, 2025 - Hybrid option

- i. Office of the State Comptroller
110 State Street Albany, NY
Room TBA

h. May 6th, 2025

i. June 3rd, 2025 - Hybrid option

- i. Office of the State Comptroller
110 State Street Albany, NY
Room TBA



BOARD MEETING MINUTES TUESDAY, MAY 7, 2024, 6PM

A. Members Present: Dan, Brian, Luis, Roz, Kara, Mila, Kim, Winston, Fausto

B. Meeting Minutes from April 2, 2024

- a. Approved by board.

C. Member Applications (Dan)

- a. Dan shared new member applications to board members via email for review.
- b. Board approved motion for new members.

Action - Dan will send Welcome messages to each new member and share member contacts and information with Kim to add to SAPA membership.

D. Board Office Election (Fausto)

- a. Time to re-evaluate current board positions and terms. May be three or four positions coming to end of first terms. Requesting for current board to provide names of individuals that may be good candidates for board member positions.
- b. A seat on the board and treasurer position will be open for upcoming SAPA year.
- c. After June board meeting, nominations for new Board Members will go out for election to SAPA members.
- d. Current positions include Chair, Vice Chair, Treasurer, and Secretary:
 - i. **Chair nominations:**
 - 1. Dan
 - ii. **Vice Chair nominations** (not required but would be good to have):
 - 1. Brian
 - iii. **Treasurer nominations** (will need to determine if term was complete):
 - 1. Kara
 - iv. **Secretary nominations:**
 - 1. Kim

Action - For those nominated, please follow up with Fausto by 5/23/24. Formal Board vote for Board Officer positions will take place at the June 2024 Board meeting.

E. Committee Reports:

a. Awards Ceremony (Dan)

- i. Awards Ceremony will be held 5/21/24 at ETEC. No virtual element, only in-person. Currently have 84 registrants. Registration still open.

Action – Board members should register if able to attend event.

- ii. Governor not able to attend Awards Ceremony. Lt. Governor also not able to attend. Chamber working to identify a representative to accept

award on Governor's behalf. Will eliminate the keynote address from agenda. May not reference the Rockefeller award on the program but refer as special recognition. More information to come.

iii. **Awards Ceremony Roles and Responsibilities (Dan)**

1. **Program Development** – draft and finalize the event program.
 - a. **Action** – Dan and Fausto to meet on 5/8 to update program to reflect 2024 awardees, SAPA Board, etc. Fausto coordinating printing of program and will bring to event.
 - b. **Action** – Fausto/Winston will produce a QR Code that will be incorporated into the booklet to facilitate event attendee SAPA membership applications.
 - c. **Action** – Dan will share finalized program script with Roz. Dan also finalizing presentation slide deck.
2. **Certification/ Plaques** – work with Awards by Walsh to produce plaques for event and printing of certificates.
 - a. All award plaques and certificates have been ordered.
 - b. **Action** – Dan will pick up plaques and certificates 5/17/24.
3. **Pre-Event Reception and Room Arrangements** – liaison with ETEC Facility Management on pre-event reception details, room set-up, registration table location, etc.
 - a. Awards Ceremony dry run scheduled for 5/8/24 at 10:30am. Dan, Luis, and Fausto will be present.
 - b. **Action** – 3pm set up on 5/21/24; all board members welcome to meet at that time to assist with anything needed ahead of event.
4. **Registration Tables** – need registration tables to greet event attendees, awardees, and speakers.
 - a. **Action** – Dan will follow up with board members if needed.
5. **Event Communications and Photos** – manage all event communications pre- and post-event; take photos at the event and post to all SAPA social media platforms and file within SAPA Shared Drive.
 - a. **Action** – Winston and Kara to cover this task.
6. **Greeting/Briefing awardees and presenters** - Dan requesting board members to take on assignment of greeting/ briefing awardees and presenters.

- a. **Action** – Dan will follow up with board members on more information.

7. **Awardees Table-** Requesting board members at awardees tables.

- a. **Action** – Dan will follow up with board members on more information. Aiming to seat awardees in same area of room.

b. **SAPA Annual Meeting Planning** (Dan)

- i. Annual meeting will be held prior to the Awards Ceremony on 5/21/24. The Board will begin working on the following elements in preparation for the Annual Meeting:

1. **Registration:**

- a. 10 current registrants for annual meeting. Should we postpone the annual meeting until the fall? Board consensus was to continue as planned for 5/21/24.
- b. May want to consider in future combining annual meeting with a social event instead of combining with awards ceremony.
- c. Low number of registrations for Annual Meeting may be a product of individuals thinking that registering for the Awards Ceremony also registers them for the Annual Meeting. Board consensus to combine annual meeting and awards ceremony into one notice and include the two registration links.
- d. **Action** - Kim will work on draft, share with Dan and Winston, and distribute. Winston will also post more around this.
- e. **Action** - Dan will share out more language of awardees with Kim and Winston to include in messaging for distribution and posting **no later than 5/8/24**.

2. **Slide Deck** – slide presentation to guide presentation; one slide per the following:

- a. Chair's Message; Secretary's Report; Treasurer's Report; Committee Updates – Communications, Membership, Program; Upcoming events/Initiatives.
- b. **Action** – Dan will share draft slide deck to committee leads on 5/8/24 to complete their designated section at their earliest convenience, **but no later than 5/15/24**.

c. **Treasurer's Report** (Dan on behalf of Chris)

- i. Current balance \$9627.69. This includes all current dues and \$200 recent donation.

d. **Communications/ Marking Update** (Winston)

- i. Need more support liking the social media posts. Please engage with posts.
- ii. **Action** - Winston will send out reminders to board ahead of posts.

e. **Admin Update** (Kim/ Dan)

i. **Dues**

1. Will need to think about SAPA membership for upcoming year and how to differentiate from SAPA at large.
2. Board agrees with removing any previous SAPA members who haven't paid dues from active member list.
3. **Action** - Dan will send final note to those who have not paid dues yet.

f. **Program Committee** (Dan)

- i. Final Essentials program session for this year held 5/1/24. Well received session; planning to move this session topic to beginning of program for upcoming year.
- ii. Out of 39 initial fellows, 36 successful graduated. Well received programming this year.
- iii. Program Committee meeting will meet to debrief in coming weeks and may alter topics for upcoming year. Servant leadership session well received.
- iv. **Action** – Dan will add Brian to Program Committee's debrief discussion. Board members are encouraged to provide any ideas and suggestions for future sessions/ programming.

F. Old Business – Board Member Challenge

- a. Board members are encouraged to identify 5 new members by end of calendar year.

G. Meeting Adjourned: 7:02pm

Upcoming Meeting Schedule

May 21 (Annual Meeting and Awards Ceremony)
June 4