



## **BOARD MEETING AGENDA TUESDAY, MARCH 5, 2024, 6PM**

- A) **Members Present:** Dan, Fausto, Winston, Chris, Mila, Kara, Kim, Luis  
**Guest(s):**
- B) **Meeting Minutes from February 6, 2024** (See attached) - Approved
- C) **New Business** – None to report.
- D) **Old Business – Dan**
  - a. **Center for Women in Government Conference:**
    - i. SAPA to advertise event to members.
    - ii. Share another reminder – **Kim**
  - b. **Board Member Challenge**
    - Board members to identify 5 prospective members for SAPA.
      - “50 for 50” Challenge – 50 new members for SAPA’s 50<sup>th</sup> Anniversary.
      - 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. Annual Symposium and Awards Ceremony May 21<sup>st</sup> at ETech. No virtual element, only in-person.
    - ii. Invitation to Governor for ceremony and participation has been submitted to Chamber. Dan will follow up next week with draft run of show.
    - iii. Discussion on tasks associated with event during April board meeting. Will also discuss annual meeting aspect.
    - iv. Deadline for nominations due Fri 3/8. Will make decision on Fri if extending deadline. Dan will circulate note to the board with update.

**b. Treasurer's Report – Chris**

- i. No change balance wise. Current balance = \$7,831
- ii. Money in PayPal and Venmo from dues (~\$1000). Chris will add to account end of March.
- iii. Zoom on auto-renew. Same with PayPal.

**c. Communications/ Marking Update – Kara/ Winston**

- i. Kara and Kim added to LinkedIn and Facebook admins for posting and maintaining social media sites. No stand-alone log-in for sites. Winston will add Dan as admin to LinkedIn.
- ii. Brian shared link to a paper, may want to share to social media websites. Dan will forward to the Board for consideration for posting to the SAPA website and social media platforms.

**d. Admin Update – Kim**

- i. Dues notice send out, reminder will go out this week.
- ii. Requesting member profiles for 2024 members (tier levels, updated contact info, other).

**e. Program Committee – Dan**

- i. AI Webinar March 14<sup>th</sup>
  - 1. 37 registered as of today.
  - 2. Dan can schedule dry run if needed. Mila and Fausto will let Dan know if they want to take advantage of that option.
- ii. Essentials Update
  - 1. Navigating the Civil Service System (March).
  - 2. Servant Leadership (April).
  - 3. Please let Dan know Fri prior to sessions if attending.
- iii. Conversation in Leadership
  - 1. Series of webinars/ roundtables- looking to have a few prior to June. Will keep the board posted and include in discussion for April meeting.

**F) Other**

**G) Upcoming Meeting Schedule**

- April 2
- May 7
- May 21 (Annual Symposium and Awards Ceremony)
- June 4

H) Meeting Adjourned (Time): 6:20pm



**BOARD MEETING Minutes**  
**TUESDAY, FEBRUARY 6, 2024, 6PM**

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

**Guest(s):**

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

K) **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.

L) **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**

- Board members to identify 5 prospective members for SAPA.
  - “50 for 50” Challenge – 50 new members for SAPA’s 50<sup>th</sup> Anniversary.
  - 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.

**M) 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 21<sup>st</sup> 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/ Marking 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.

**N) Other**

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

**O) Upcoming Meeting Schedule**

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

**P) Meeting Adjourned (Time): 6:35pm**