



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 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 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.

E. Committee Reports:

a. Awards Ceremony (Dan)

- i. Awards Ceremony will be held 5/21/24 at ETech. 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** – 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 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 and Luis 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?
 - b. May want to consider in future combining annual meeting with a social event instead of combining with awards ceremony.
 - c. May want 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.
 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 around draft slide deck to committee leads to complete their designated section by 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/ Marketing 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 share around 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. Programming meeting will debrief in coming weeks and may alter topics for upcoming year. Servant leadership session well received.
 - iv. **Action** – Dan will add Brian to debrief discussion and programming committee. Any ideas and suggestions for future sessions/ programming welcomed from board.

F. Old Business – Board Member Challenge

- a. Continue discussions 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



BOARD MEETING MINUTES

TUESDAY, APRIL 2, 2024, 6PM

A) Meeting Called to Order at 6:05PM

Members Present: Mila, Kara, Roslyn, Chris, Winston, Fausto, Luis, Dan

Members Absent: Kim, Brian

Guest(s): N/A

B) Meeting Minutes from March 5, 2024

Action – Motion to Approve – Chris; Second – Fausto. March 5, 2024 Minutes approved without correction.

C) Committee Reports:

a. Annual Symposium and Awards Ceremony

- i. Annual Symposium and Awards Ceremony May 21st at ETech. No virtual element, only in-person.
- ii. 2024 Excellence Awards Nominees – Review Committee submitted award recommendations for the Board’s approval.

Action – Motion to Approve – Mila; Second – Chris. The following awardees were unanimously approved by the Board:

Team Awards:

- NYS Division of Criminal Justice Services – Office of Justice Research and Performance Statistical Services Team
- NYS Office of the Medicaid Inspector General – Bureau of Collections
- NYS Council on Developmental Disabilities – *The Path Forward – Remembering Willowbrook Documentary*

Individual Awards:

- NYS Bridge Authority – Dr. Minosca Alcantara

- NYS Office of General Services – Jill McCabe and Wendy Reitzel
- NYS Office of Parks, Recreation and Historic Preservation – Jeffrey Della Rocco

Robert McEvoy Memorial Award – awaiting nomination from the New York Association of Counties.

Action -- Upon receipt, Dan will forward to the Board for awareness and incorporate the nominee(s) into the program for the event.

Arnold Steigman Ph.D. Excellence in Teaching Award – One nomination has been received from Rockefeller College. Review Committee is meeting on April 18, 2024.

Action -- Luis will forward the Committee's recommendation to Dan after the Committee meeting. Dan will forward, electronically, to entire Board for approval.

Dan will prepare notifications to agencies regarding nomination determinations and distribute.

iii. SAPA Annual Meeting Planning – as previously discussed, the organization's Annual meeting will be held prior to the Public Service Excellence Awards Ceremony on May 21, 2024. The Board will begin working on the following elements in preparation for the Annual Meeting:

- Slide Deck – slide presentation to guide presentation; one slide per the following: Chair's Message; Secretary's Report; Treasurer's Report; Committee Updates – Communications, Membership, Program; Upcoming events/Initiatives.
Action – Need a Board Member to assume responsibility for developing and producing the slide deck working with Dan.
- Nominating Committee – Fausto will chair this year's Nominating Committee to identify individuals for up to 4 Board vacancies due to terms expiring on June 30, 2024 and develop the ballot that will be circulated to SAPA members for voting. Additionally, the Committee will develop the ballot for Board Leadership positions for the 2024-2025 program year and circulate to the Board for voting. The results of which will be announced at the Annual Meeting on May 21.

iv. Awards Ceremony Roles and Responsibilities – with the Awards Ceremony next month, the Board discussed administrative activities associated with event preparation and execution including, but not limited to:

- Program Development – draft and finalize the event program booklet using the 2023 event booklet as the model.
Action – need a Board member to come forward to coordinate program development. Notify Dan regarding availability to assume leadership of the effort.

Action – Fausto and Winston will produce a QR Code that will be incorporated into the booklet to facilitate event attendee SAPA membership applications.

Action – Fausto will manage booklet printing once finalized and bring to event.

- Certificates/Plaques -- Dan will work with Awards by Walsh to produce the plaques for the event and printing of certificates and bring to event.

Action – Dan to work with Sorelle and Mila to select Rockefeller Award based upon recommendations from Awards by Walsh.

- Pre-Event Reception and Room Arrangements – liaison with ETEC Facility Management on pre-event reception details, room set-up, registration table location, etc.

Action – Luis will schedule meeting with ETEC Facility Management to discuss and obtain cost estimate for pre-event reception. Dan will join Luis for that discussion.

- Registration Tables – need registration tables to greet event attendees, awardees, and speakers.

Action – need Board members and other SAPA committee volunteers to assist with this task. Notify Dan of your availability.

- 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.

Action – Winston and Kara to cover this task.

- Event Dry Run – conduct two dry-runs to test ETEC technology and ensure Pre- and Post-Event Tasks have been completed.

Action – Dan will schedule with ETEC Facility Management dry-runs 2 weeks and 1 week prior to event.

- v. Following up on Gov's invitation – Dan is following up with the Executive Chamber on status of SAPA's invitation to attend the Awards Ceremony.

- b. **Treasurer's Report** – Chris reported that he moved all dues paid to date to our account and the current cash balance for the organization is \$9,166. Stressed the importance of monitoring expenses associated with the Awards Ceremony.

Action – Dan and Chris will meet after the Board meeting to develop a proposed budget for the 2024 event using last year's event expenses as a foundation.

- c. **Communications/ Marking Update** – Winston reported that there were no new posts this month. However, there was an interesting spike in access to our LinkedIn page despite limited posting.

Action – Dan will schedule a meeting with Kara and Winston to discuss re-constituting the SAPA Newsletter.

d. Admin Update – on Kim’s behalf, Dan reported that another reminder regarding Dues will be sent to those who have yet to submit dues payments for this year. Dan remarked that there are several Board members who have not submitted their dues payments; stressing the importance that Board members show leadership and should be among the first to submit dues payments each year.

Action – Board members who have not submitted their dues payment for this year should do so at the earliest.

e. Program Committee – Dan reported that the March webinar on Artificial Intelligence was very well received (despite Dan’s technical difficulties). Shout out to Mila and Fausto for delivering a well-developed and thought-provoking session. Mila commented that she felt that the inclusion of the two perspectives – academia and practitioner -- enhanced the overall impact of the program. Additional sessions on the topic will be developed and delivered over the coming months.

The March Essentials session on the Civil Service System was well received. The April session on Servant Leadership is scheduled for April 3. However, the session will be rescheduled to April 16 due to the weather advisories for areas within and around the Capital District.

Old Business – Board Member Challenge – Dan reported that he had received one recommendation for a new member from a Board member to date. With only 2 months left in this program year, he encouraged, **again**, all Board members to identify at least 5 individuals for potential membership in the Academy.

Action – all Board Members should identify at least 5 individuals for Academy membership at the earliest.

Upcoming Meeting Schedule

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

D) Meeting Adjourned: 6:45pm