



## **BOARD MEETING MINUTES**

### **TUESDAY, JUNE 4, 2024, 6PM**

- A. Members Present:** Roz, Chris, Dan, Kara, Brian, Winston, Mila, Kim, Fausto
- B. Meeting Minutes from May 7, 2024**
  - a. Approved by board.
- C. Member Application (Dan)**
  - a. Board discussed the New Member Summary provided by Kim prior to the meeting.
    - i. Molly Rielly – candidate membership approved by board. Dan will share contact information with Kim to update member listserv.
- D. Board Officer Election (Fausto)**
  - a. All nominees agreed to new term (all 1 year term)
  - b. **Board Elections**
    - i. **Chair – Dan – Approved**
    - ii. **Vice-Chair – Brian – Approved**
    - iii. **Treasurer – Kara – Approved**
    - iv. **Secretary – Kim – Approved**
  - c. Brian and Dan need to be re-elected to board (stepped in to fill previous terms).
- E. Board of Director Elections (Fausto)**
  - a. **Three board vacancies beginning July 1**
    - i. Slate of candidates discussed by board. Based on by-laws SAPA needs at least 9 board members (10 – 12 might be ideal number)
    - ii. **Candidates:**
      - 1. Dan (another term)
      - 2. Brian (first full term)
      - 3. Geza (first term)
      - 4. Henrik (first term)
      - 5. Molly (first term)
      - 6. Possibly one more board member to consider – Dan will follow up
    - iii. Board discussed and approved ballot of candidates.

- iv. Board of Director Elections will go out via email (aim for June 10<sup>th</sup> – 14<sup>th</sup> to have announced by end of June) - Fausto and Kim will coordinate and share out early next week

## **F. Committee Reports:**

### **a. Awards Ceremony Recap (Dan)**

- i. Event was a success, venue was great.
- ii. Thanks to Rockefeller for support of event!
- iii. Had about 80-90 attendees sign in but may have been more present for event.
- iv. Some costs for event were a little higher this year (catering, awards, printing).
- v. Possibly pre-take pictures in the future for smoother transitions.
- vi. May need to hold more mic/ AV tests prior to event (seems that particular meeting room has mic issues at times).
- vii. Possible hybrid option for next year?
- viii. Photos have been shared with agencies for awardees, can be used at their discretion.
- ix. Dan working on getting award to the Governor

### **b. SAPA Annual Meeting Recap (Dan)**

- i. Discussed summary of the year and increasing membership – Dan working on a summary to share with board and to general membership

### **c. Treasurer's Report (Chris)**

- i. Current balance approximately \$7214
- ii. Waiting for award stipend to be cashed (Dan will reach out)
- iii. Will need to coordinate transition of bank account, will need to wait until board officially elected (July) – Kara/Chris will discuss

### **d. Communications/ Marketing Update (Winston)**

- i. Received access to share drive
- ii. Action items – post SAPA photos to website (gallery view), and making post with award winners to social media. Aiming to have everything completed within next two weeks

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

- i. Continuing to clean listservs
- ii. Update calendar invites
- iii. Double check dues

### **f. Program Committee (Dan)**

- i. Discussion to debrief programming year and schedule of opportunity for 2024-2025

- ii. Please share ideas for future topics
- iii. Dan will send an update to session presenters for upcoming year

**G. Old Business – Board Member Challenge**

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

**H. Other**

- a. Board meetings for 2024-2025 (moving to hybrid schedule for meetings to hold some in-person)- please share suggestions for meeting spaces
- b. First Tues of each month still work?
- c. Start formally offering member roundtable/ networking events
- d. Dan will reach out to board members for leading or supporting committees
- e. Membership application form to electronic version

**I. Upcoming Meeting Schedule:**

- **September 10**
- October 1
- **November 12**
- December 3
- January 7, 2025
- February 4
- March 4
- April 1
- May 6

**J. Meeting Adjourned:** 7:08pm



**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 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 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