



**SAPA Board Meeting Agenda
Tuesday, March 4, 2025, 6pm
Virtual Meeting via Zoom**

A. Members Present: Geza, Dan, Kim, Molly, Mila, Kara, Fausto, Roz, Henrik

Guests Present: Luis

B. Board Meeting Minutes and recap from February 2025 (See Below)

C. Chair Update: Dan

- **2025 Excellence Awards Updates**
 - Notice for nomination submission have gone out (deadline extended to 3/10) – Kim will send out another reminder
 - Two nominations received so far
 - Joan Sullivan will serve as Excellence Awards Committee chair again (convening the committee)
 - 3/24 Excellence Awards Committee will share nominations with Dan, and SAPA board will review during April board meeting
 - Brian Nussbaum will serve as the Arnold Steigman Excellence in Teaching Award Review Committee. Other members of the Committee include Luis, Gene Monaco and Richard Rose.
 - Key note speaker secured (will do follow up in April)
- **2025 -2026 Board Vacancies**
 - Kim reached out to board members with expiring terms in June 2025 (may have up to 3 vacancies)
 - Will discuss vacancies during Annual Business Meeting in April with SAPA members (Kim will draft up notice and share out with members prior to April meeting)

- **2025-2026 Board Officer Elections**
 - Election will take place in May 2025, results reported out at the June 2025 Board meeting. Board members are reminded to submit nominations for the following open positions **no later than March 31, 2025**.
 - **Open positions**
 - a. Chair
 - b. Vice-chair
 - c. Secretary
 - d. Treasurer

D. Collaborative Discussion

- **Annual Business Meeting 4/1/25 (NOTE: copy of the 2024 slide deck is provided along with these minutes)**
 - Slides in development
 - Kara slide for finances
 - Kara/ Winston slide for communications
 - Molly slide for programs/membership (Molly, Dan, and Kim to gather numbers of new members from 2024 to now)
 - Please update respective slides by March 20th, Dan will review and share updates by March 21st)
 - 11 registrants as of 3/4
- **Old Business**
 - **Additional Funding Streams**
 - Will add to slides for new initiatives for 2025-2026
 - a. Discussion on charging non-members for attending programs
 - b. Discussion on Organizational Membership (flat fee with certain amount of memberships)

E. Essentials Update: Dan

- Session tomorrow on Implicit Bias
- Dan working with Roz - dates for her session (Personal Branding)

F. Programming Update: Molly, Luis, Mila

- **Leaders Learn Sessions**
 - Feb 13 session debrief
 - a. 11 attendees, great discussion (excellent facilitation!)

- Upcoming sessions: Mar 13, Apr 10
 - a. 26 registered for virtual on March 13
- May want to continue to look at book club for future, well received
- **May Event**
 - Awards Ceremony
- **June Event**
 - Mixer (more info to come) – Molly working on finding location
 - Roz will ask about potential space at forum
- **Future Events**
 - Comedy/ socials for Fall
 - Other considerations Meadowdale Winery
- Mila agreed to serve as SAPA Program Chair for 2025-2026.

G. Membership Update: Molly

- Molly will follow up with new members (3 from Feb meeting)

H. Treasurer's Report: Kara

- 1 payment to constant contact
- Current balance \$5015.59
- Dues from 20 members (Kara will transfer to account)
- Expenses will start late April/ early May for Awards Ceremony

I. Communications Update: Kara and Winston

- Communications via social media with reminders of upcoming events
- 233 view FB
- 999 impressions on linked-in
- Website (posted updates, recreated membership page, created new dues page, form for 80+, option also added for additional contributions)- 908 views

J. Secretary Update: Kim

- 2025 dues
- Listservs being updated

K. New Business

- Thoughts on holding session in July for enhancing board operations ahead of Fall
 - Discussion of expectations, committee sign-ups

- DISC assessment (cost associated, Geza happy to volunteer services to SAPA and has credits so SAPA would have no cost while credits last)

L. Schedule of Upcoming Meetings

- **Next Board Meetings:**
 - Apr 1st, 2025 – **ZOOM (Changed to ZOOM only) – Annual Business Meeting/ Board Meeting**
 - May 6th, 2025 -- **HYBRID, OSC (Changed to HYBRID)**
 - June 3rd, 2025 – **HYBRID, OSC (final meeting of the year)**
- **Awards Ceremony**
 - May 21st, 2025

M. Adjourn Formal Meeting Time: 6:56pm



SAPA Board Meeting Minutes
Tuesday, February 4, 2025, 6pm
Hybrid Meeting
110 State Street, Room 3J
and via Zoom

N. Members Present: Geza, Kara, Dan, Kim, Molly, Mila, Luis, Roz, Fausto, Henrik

Guests Present:

O. Board Meeting Minutes and recap from January 2025 (See Below)

- Approved by board

P. Membership: Molly

- **New Member Applicants:**
 - Gabriela Wemple (**New Professional level**) – approved by board
 - Christopher Murunguzha (**New Professional level**) – approved by board
 - Dan will send follow up to new members and cc Molly and Kim (Kim will add to member listserv)
- **Member Reinstatement Applicant:**
 - Matt Ramnes- (Associate level) – approved by board
 - Dan will send follow up to new members and cc Molly and Kim (Kim will add to member listserv)
- **Other**
 - Dan received note from member about how excellent the programming has been so far.

Q. Chair Update: Dan

- **2025 Excellence Awards Updates**
 - Call for nomination letters have gone out, please share with professional networks
 - Dan shared call for nominations with NYSAC for McEvoy Award nominations. Would like more local government involvement (both available for team and individual recognitions)
- **Annual Business Meeting**
 - Last year tried to combine with awards ceremony but didn't have a good turnout.
 - Suggestion to target an April session for annual meeting prior to April board meeting.
 - Will set a formal agenda, will share info for bylaws. Dan will share around deck from last year's board meeting to SAPA board for review
 - Board agreed with hosting annual business meeting virtually in April, prior to April board meeting. Both will be held virtually.
- **Board Officer Elections 2025-2026**
 - Election will take place in May 2025, results reported out in June 2025, and to take effect July 2025.
 - **Open positions**
 - a. Chair
 - b. Vice-chair
 - c. Secretary
 - d. Treasurer
- **SAPA Board Member Openings**
 - May be openings for board member positions
 - Dan and Kim will meet this week to discuss. Dan will reach out to board members with expiring terms to fill positions
 - During March board meeting, board can discuss how many openings we'll have
 - Bylaws indicate that we need a min of 9 board members

- Bylaws can be found on SAPA website. Dan will also circulate to the board for review

R. Essentials Update

- Ethical Administrator – Feb 6th, 5:30pm
- New security procedure in OSC building. Will need to come a little early if attending

S. Programming Update

- **Sharp Skills Session: Political Savvy & Emotional Intelligence (Jan 15th in-person OSC)**
 - 60 people registered, but not all attended (multiple reasons)
 - Opportunity to offer more reminders to attendees
 - Discuss raised on making more programming opportunities exclusive to members
 - Question raised, If registered for an event and not a member, can the individual be put on SAPA at large listserv to continue receiving updates for future events. Board okay with this.
- **Upcoming Leaders Learn Sessions**
 - Feb 13, Mar 13, Apr 10 for sessions
 - a. Held run of show meeting ahead of event
 - b. Concern about number of current registrants
 - c. Kim can send out more reminders about sessions
 - d. Kim will send out email directly to those registered with reminder, map of building, and parking info
 - e. Kim will include registrants from sessions and sharp skills on SAPA at large listserv
- **May Event**
 - Awards Ceremony
- **June Event**
 - Mixer (more info to come)

T. Collaborative Discussion

- Kara, Molly, and Kim met to discuss current dues process
- **New Membership Levels**
 - **Board discussed the following proposed changes:**
 - a. Proposing due increase for Fellows from \$30 to \$50.
 - Proposing keeping the Fellow level title the same.

- Proposing admittance via selective application process.
- b. Proposing due increase for Associate Fellow from \$20 to \$30. Proposing level title to be changed to Member. Proposing admittance via open application process.
- c. Proposing due increase for New Professional from \$10 to \$15. Proposing level title to be changed to Student Member. Proposing admittance via proof of enrollment. Discussion on rewording definition to not limit just to particular field. May want to indicate government in general/ desire field with intent to work in public service, state, or local government
- d. Board will need to share notice out to members with By-law revisions to vote on new levels titles (need to give members 30 days notice before going into effect)

- **Due increases**

- a. Board discussion on possible due increase. Have not raised in years. Board in agreement on due increases. Will want to incorporate into "Message from chair"
- b. Board discussion on highlighting "Benefits of becoming a member". Thoughts that board should draft language and post on website.

- **Additional Funding Streams**

- a. Discussion on charging non-members for attending programs
- b. Discussion on Organizational Membership (flat fee with certain amount of memberships)
- c. Possible tax implications? Regulations discussed. Henrik will have to look offline. Donation vs. scholarship

- **ACTIONS**

- Refine proposed dues change language for Dan to include in "Message from Chair"
- Develop language high-lighting benefits of joining SAPA
- Draft dues notice with updated due amounts
- Provide any additional thoughts or updates on any tax regulations regarding setting up Organizational Membership, donations, scholarships

U. Treasurer's Report: Kara

- During January we had one payment for \$88 to Constant Contact which left us with an all funds balance of \$5,103.59
- Also of note is that the Venmo and PayPal accounts are set up and ready to accept dues

V. Communications Update: Kara and Winston

- Kara to reach out to Mila to discuss website update ideas and suggestions

W. Secretary Update: Kim

- 2025 dues
- Language for dues statement regarding donations
- SAPA email addresses
 - Treasurer email – done
 - Roz's email – done

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Y. Adjourn Formal Meeting Time: 7:08pm