

**ASPA Section for Women in Public Administration
Executive Board Mid-Year Meeting
Washington, DC, September 16, 2006**

Meeting Minutes

Board Members Present: Claire Felbinger, Becky Schergens, Jill Cornett, Kathy Hensley, Via telephone: Eileen Laurence, Pat Shields, Donna Handley, Deniz Leuenberger, Vera Vogelsang-Coombs.

Others Present: Wendy Haynes (ASPA President), Harvey White (ASPA President-Elect), Don Klingner (ASPA Vice President), Linda McNish, Marcy Crowley, Steve Rolandi, Steven Bobes (ASPA Council Liaison), Meredith Newman, Denise Wells, Janice Flug, Carol Gandy, Jeannie Jeffries (ASPA Staff), Steve Dunphy (ASPA Staff).

I. Welcome and Introductions.

II. Minutes Approval: Minutes from 2006 Annual Meeting were unanimously approved after including revisions to Item IX.5.b.3. Policies and Procedures: revised wording to include, "...reaffirmed and clarified from the existing policies compiled by Marcy."

III. Finance Report:

- a. The budget was presented, and Eileen noted SWPA can expect a positive fund balance. The bank account has been moved to BB&T, and some CDs were consolidated to increase the interest rate on return.
- b. Claire expressed thanks for the dedication of Kathy and Eileen to oversee the finances. She also recognized and thanked Janice, Margie, and Thad for completing the audit.
- c. ASPA billing for the breakfast was discussed, and future communication with ASPA will ensure that SWPA is charged for meals actually consumed, not for people who come in and out.
- d. **Action Item:** Budget was approved, included 2006 budget adjustments to include funding for the webpage project was accepted. It was noted that SWPA needs to increase revenue by about \$1700.

IV. Profiles of Outstanding Women Project.

- a. Volume two will be produced this fall, 2006.
- b. Marketing activities will include two ads in the PA Times, and visibility on the ASPA website. Recommendations included a book display at the upcoming NASPAA meeting, as well as a Book Signing event at the upcoming ASPA conference.
- c. Funding: Once ASPA recovers printing expenses, SWPA will retain all proceeds from book sales. The list price is \$24.95.
- d. Future volumes: Jill will work on including ASPA Presidents and SWPA Chairs in the next round of the book.

V. Committee Reports:

a. Communications: Janet Hutchinson and Claire are working on webpage development. Janet will continue to edit BTG, which is being considered for Best Newsletter in ASPA. The SWPA website link will be added to the ASPA home website

b. Membership: Becky reported the plan has continued from last year's efforts. A full presentation will be provided at the annual meeting in 2007. Discussion included the need for the membership brochure to be included on the website. Ribbons are already ordered for the

conference. Further discussions included establishing relationships with the chapters and providing women leadership with the brochures to share with their chapters, along with notification of SWPA grant awards. Also it was noted to give the URL to the Council Members to place in their newsletters.

c. Professional Development: Discussed the proposed recommendations for action in 2006-2008. See the handout. Professional development is one of the key benefits of ASPA. Discussed the need to have people offer their areas of expertise to contact others. Vera volunteered to do a workshop just for SWPA members. Jerri will be working with Claire to make Conference more productive for members.

Action Item: change H.1.b. Scholarships: includes 3 awards. Instead of “Masters or Doctorate” say “and” or put “and/or.” Need to approve as part of change to policies and procedures. Pat Shields was recognized for her work on this project.

d. Conference: Breakfast will be co-sponsored with the Women in Politics institute at AU. Reservations are made for the meeting and breakfast. Breakfast will cost \$40, with no discount. Plans are underway with the exhibit booth reserved, ribbons ordered. Key note speaker will be Eleanor Clift. Working with Vera on Awards with advertising in BTG and the District newsletters.

e. Awards: Vera is organizing the awards, and will plan to get awards announced in PATimes in November including student scholarship award.

- **Julia Henderson Award:** Harvey White stated that the person from South Africa last year had expressed to him her appreciation for the award. Don and Jeanne-Marie Col presented a draft proposal for the award information. Discussion included the desire to specify a woman with international accomplishments and a nominating process that would allow time for any non-domestic residents to obtain Visas, etc. in order to attend the annual meeting.

Action Item: Don and Jeanne-Marie will revise their proposal quickly and get back electronically to SWPA. Don, Jeanne-Marie and Vera will work on the first selection informally with Meredith. Becky made a motion that the Julia B. Henderson award...be included as a part of the formal SWPA Awards Program and listed as such in the Policies and Procedures which were revised prior to this action. The motion was seconded and approved.

- **Joan Fiss Bishop Award:** Marcy introduced a new policy statement that was retrieved from the Archives. Criteria includes “Woman” which will be advertised.

VI. Old Business: Kathy distributed copies of the Policies and Procedures, which were also emailed to board members.

VII. New Business:

Action Item: Due to a board member resignation, Claire appointed Denise Wells to join the Board. The motion was approved.

There being no other business to discuss, the meeting was adjourned.