

**Section on Public Administration Education (SPAE)**  
**Annual Business Meeting Minutes**  
**March 4, 2012**

**Call to Order:** After attendees had a chance to visit the breakfast buffet, the meeting was called to order at 8:30 a.m. by SPAE Chair Margaret Stout. In attendance were: Margaret Stout, David Baker, Alex Heckman, Pam Gibson, Pam Dunning, Tracey Trottier, Billie Sandberg, Phil Nufrio, Lori Wadsworth & B. Joon Kim.

**Webmaster's Tour:** As the SPAE webmaster, B. Joon Kim, was running late, Stout gave a tour of the newly revised webpage (<http://www.aspaonline.org/spae/>). Kim has made ongoing updates through the previous year, and will be working with John Dunning to transfer the Teaching Public Administration Conference historical webpages to the current website so that no institutional history is lost.

**Chair's Report:** Stout reviewed the proposed changes to the Bylaws (final draft attached) that were circulated in early February via email. Board Member Alex Heckman moved to accept the proposed changes; it was seconded by Member Tracey Trottier and approved unanimously.

**Treasurer's Report and Budget Approval:** Because Treasurer Lori Wadsworth had to attend another Section meeting for part of the meeting time, Stout provided an overview of the current status of funds for SPAE (Treasurer's Report and Proposed Budget is attached). Additional expenditures approved by the Board since the last business include funding a Founders Fellowship in the amount of \$375 and donating \$500 towards the Student and New Professional Reception, both at the 2012 ASPA National Conference. Stout will use the \$1,000 previously budgeted to attend the TPAC conference in May.

The 2013 Budget was presented for approval. David Baker moved to accept the budget; Phil Nufrio seconded and it was approved unanimously. Tracey Trottier suggested including section membership fees in the conference fees for TPAC. A motion was made by David Baker to incorporate section dues in the TPAC fees starting in 2013; it was seconded by Tracey Trottier and passed unanimously.

**Board and Officer Elections:** Stout presented the current board members and those appointed to vacancies since the last business meeting: Diane Kimoto as Secretary; and David Baker, Alexander Heckman, and Pamela Dunning as Board Members. Stout then presented the initial nominations for remaining vacancies and called for more from the floor. Thomas Bryer, University of Central Florida volunteered to be Chair-Elect and John Aughenbaugh, Virginia Commonwealth University and E. Robert Mackey, University of Alaska Fairbanks volunteered to fill two of the three vacant positions. Tracey Trottier volunteered to fill the last vacant seat, with Phil Nufrio volunteering to fill the next vacancy, if needed. The slate of Officers and Board Members was approved unanimously. The current roster is attached.

Stout called for Nominations Committee volunteers, and Phil Nufrio and Tracey Trottier volunteered. David Baker recommended adding a member to the board from the British group sponsoring the *Teaching Public Administration* journal. Pam Gibson suggested including a student representative and Joon Kim suggested adding an international representative to the

board. No action was taken at this time, but the ideas are forwarded to the Nominations Committee for their work in the coming year.

**TPAC Conference Arrangements:** Stout restated that as had been described in the Bylaws that were just adopted, SPAE would be taking over the Teaching Public Administration Conference after its independent operations for 35 years.

The 35<sup>th</sup> conference is being held in May this year in South Padre Island, TX. Stout showed the conference website and called for volunteers to review the 2012 TPAC papers to select the award winner for the Best Paper Award scholarship to the 2013 ASPA conference. Pam Gibson volunteered to help Leland Coxe with the *JPAE* Symposium this year and with the 2012 Best TPAC Paper scholarship. Board Members will be asked to review and vote on finalist papers.

Stout called for volunteers to continue working with Kristen Norman-Major, Managing Editor of *JPAE* on symposia and manuscript submissions from SPAE members. Pam Gibson volunteered to do this for the 2012 conference.

Stout reported that San Francisco University (under the direction of Catherine Horiuchi) volunteered to host the 2013 Conference. Alex Heckman moved to accept the conference site; it was seconded by Pam Dunning and passed unanimously. Based on discussion among the membership, the preferred timing for the conference is late April/early May. This request will be forwarded to Catherine Horiuchi.

Stout called for volunteers for the 2013 Conference Program Committee, with Pam Gibson, Tracey Trottier, Billie Sandberg, Joon Kim & Phil Nufrio volunteering. Board Member Pam Gibson is asked to serve as the committee Chair and to contact Catherine Horiuchi for coordination. The Program Committee will be responsible for reviewing the 2013 TPAC papers to select the award winner for the Best Paper Award scholarship to the 2014 ASPA conference and will work with the Managing Editor of *JPAE* on symposia and manuscript submissions from SPAE members.

For the 2014 conference, Stout proposed working with the British Joint University Council's Public Administration Committee, an active academic and practitioner community which seeks to advance knowledge and learning in the area of public policy, public administration and public management. Similar to SPAE and *JPAE*, they do so through conferences, seminars and through the publication of two journals, *Public Policy and Administration*, and *Teaching Public Administration*. If they co-sponsor the 2014 TPAC conference, *Teaching Public Administration* would sponsor the TPAC journal symposium. The Conference Program Committee will work with them in the same manner as working with *JPAE* in previous years.

Pam Dunning volunteered as the Conference Program Committee chair for 2014 and will put out a call for volunteers in September. Alex Heckman, Pam Gibson and Phil Nufrio also volunteered to be on the committee. Pam Dunning is asked to coordinate with the British Joint University Council's Public Administration Committee once Stout makes introductions.

**New Business:** Phil Nufrio mentioned the ASPA conference panel he was moderating on Monday titled "Organizational Culture in the Higher Education Sector: Does the Culture within the Higher Education Sector Promote Social Justice?" and asked that SPAE take a more active role in this topic. Stout reported that Section chairs were given limited time (less than 48 hours) to highlight relevant sessions and hoped that this would change at future conferences.

Pam Dunning asked about the practice of holding the annual business meeting at the national ASPA conference. Stout noted that as an ASPA Section, this is appropriate for the Annual meeting for elections and other decisions. However, the group agreed it would be beneficial to search for other online means to meet and conference, as well as at the TPAC conference.

A motion was made by David Baker to inquire whether SPAE could have a representative on the planning committee for NASPAA. Phil Nufrio seconded. Stout noted that the NASPAA committee is a fairly high-powered group. Pam Gibson suggested an amendment that individual SPAE members utilize relationships with current NASPAA members to encourage invitation of SPAE to serve on the program committee. The vote was unanimous. Members are encouraged to do so and to report back on efforts during future SPAE meetings.

Stout adjourned the meeting at 9:30.

**SPAE 2012-2013 Board Roster**

<b>Title</b>	<b>Term</b>	<b>Name</b>
Chair	2011-2013	Margaret Stout
Chair-Elect	2012-2013	Thomas Bryer
Immediate Past Chair	2013-2014	
Treasurer	2011-2013	Lori Wadsworth
Secretary	2011-2013	Diane Kimoto
Member	2011-2013	David Baker
Member	2011-2013	Alexander Heckman
Member	2011-2013	Pamela Dunning
Member	2012-2014	John Aughenbaugh
Member	2012-2014	E. Robert Mackey
Member	2012-2014	Tracey Trottier

**ASPA Section on Public Administration Education  
Finance Report  
As of February 29, 2012**

STATEMENT OF ACTIVITY

Beginning balance	\$16,916.93
Income:	
Rebates received (dues less ASPA fees)	1,086.00
Interest income	<u>18.88</u>
Subtotal	1,104.88
Expenses:	
2011 TPAC Best Paper Award	627.86
Founders' Forum fellowship	<u>375.00</u>
Subtotal	1,002.86
Ending balance	
Checking	6,911.84
Savings	<u>10,107.11</u>
	\$17,018.95

NOTE: The large balance is due to the decrease in expenses after *JPAE* was moved to NASPAA. In response, the annual dues have been reduced from \$25 to \$10. The Board proposes that we maintain a \$2,000 cash reserve and spend down the remainder at a rate of approximately \$3,000 per year over five years before reconsidering dues based on membership levels at that time.

**2012-2013 Budget Items:**

- Expenses:
- 2012 ASPA Student and New Professionals Reception contribution = \$500
  - 2012 SPAE Business Meeting breakfast = \$500
  - 2012 SPAE Representative stipend to attend TPAC and/or NASPAA = \$1,000
  - 2012 TPAC Best Paper Award = \$500
  - 2013 TPAC Hosted break = \$750
  - 2013 ASPA Founders' Forum Fellowship = \$375

Estimated Expenses ≈ \$3,625

Estimated Income ≈ \$1,000

Estimated Ending Balance (March 2013) ≈ \$14,393.95

Lori Wadsworth, SPAE Treasurer

# American Society for Public Administration Section on Public Administration Education

## Charter and Bylaws

### Preamble

The American Society for Public Administration recognizes the development of specialized areas of interest within its membership as important to the advancement of the aims and purposes of the Society. Accordingly, it has granted and approved the following Charter for the Section on Public Administration Education. This Charter is subject to the Constitution of the Society and to official Society policies governing the creation, evaluation, and termination of sections.

### Article I: Name and Purpose

**Section 1. Name:** This organization shall be known as the Section on Public Administration Education (SPAЕ) of the American Society for Public Administration (ASPA).

**Section 2. Purpose:** Within the broad framework of ASPA, SPAЕ contributes to the professional development of practitioners and academics.

### Article II: Activities

**Section 1. General Activities:** (a) increasing awareness of public administration educational issues; (b) promoting participation of public administration educators in ASPA chapter activities; (c) encouraging section members to be involved in academic accreditation processes; (d) providing a forum for information exchange among members in regard to innovative curricula and pedagogical approaches across a wide range of topics; and (e) fostering a relationship between ASPA and the *Journal of Public Affairs Education*.

**Section 2. Specific Activities:** (a) encourage publication of symposia or articles on public administration education and pedagogical research in academic journals; (b) encourage publication of articles about public administration education and training in *Public Administration Times* and other professional periodicals; (c) conduct an annual business meeting during the ASPA national conference; (d) sponsor the annual Teaching Public Administration Conference; (e) sponsor workshops on teaching methodologies at other public administration conferences; (f) offer competitive scholarships for educators and students to attend the annual ASPA conference; and (g) communicate with SPAЕ members through various media.

**Section 3. Annual Report:** SPAЕ shall prepare and submit to the ASPA National Council an annual report of operational and financial performance on the first day of March each year. The report will include a description of SPAЕ activities and achievements for the previous year; actual financial statements from the previous year; and a projected budget for the forthcoming year.

### **Article III: Membership**

**Section 1.** Membership in SPAE shall be open to all individual members of ASPA who desire active association with the section and who pay the annual fee with their ASPA membership dues.

**Section 2.** All members shall have the right to vote for elective officers of the section, to receive communications from the section, to participate in all activities of the section, and to receive other privileges and opportunities provided by the section as they may arise.

### **Article IV: Executive Board and Officers**

**Section 1.** The Executive Board of the section shall be comprised of a Chair, Chair-Elect, Immediate Past Chair, Treasurer, Secretary, and six general members. The term of office of each position shall be two years. General members shall serve staggered terms. Any vacancies on the Executive Board, with exception to Immediate Past Chair, shall be appointed by vote of the Executive Board for the unexpired term of office.

**Section 2.** The Executive Director of ASPA or his/her designee shall serve as an ex-officio member of the Executive Board.

**Section 3.** The Executive Board is responsible for the overall performance and functioning of SPAE. Among its responsibilities are: (a) determining section dues, subject to approval by the ASPA National Council; (b) approving section programs and annual budget; (c) adopting positions on issues of relevance to section concerns, with adoption based on consultation, as widely as is practicable, with the membership of the section; (d) accepting donations and grants for the section, subject to ASPA policy regarding this matter; and (e) entering into contracts on behalf of the section, subject to ASPA policy regarding this matter.

### **Article V: Elections**

**Section 1.** All members of SPAE shall have the right to be nominated to and vote for candidates to elected offices.

**Section 2.** The following procedures shall be followed: (a) the Executive Board shall accept nominations for offices through January 31; (b) a ballot shall be distributed to the membership no later than ten business days prior to the annual meeting; (c) a floor vote shall be taken at the annual business meeting, with written ballots received by that date being accepted as proxy by the Executive Board; and (d) newly elected officers shall assume office at the end of the annual business meeting.

## **Article VI: Finances and Administration**

**Section 1. Fiscal Year:** The fiscal year for the section shall be from March 1 through the last day of February (28/29).

**Section 2. Budget:** The Executive Board shall prepare an annual program and a projected budget for its planned activities, with leadership from the officers. All planned activities and estimated costs shall be included in the budget, and all resources utilized to achieve them shall be recognized in the budget, including in-kind resources disclosed through footnotes to the budget.

**Section 3. Accounting Procedures:** Accounting will be kept on a cash basis. All revenues shall be collected by the ASPA Executive Director and allocated to the section on a regular basis, no less than annually. SPAE shall maintain its own bank accounts and financial records. The Treasurer shall maintain these records and transactions, making a quarterly report of activity to the Executive Board. The Treasurer shall prepare an annual report of actual financial transactions and year-end balance, which shall be provided to the membership at the annual meeting and to ASPA in the section's annual report. These records shall be subject to audit by ASPA representatives. Changes to these methods and procedures shall be made by vote of the Executive Board and shall take effect no sooner than March 1<sup>st</sup> of the following fiscal year except when urgent action is required and further delay would not be in the best interest of SPAE or ASPA. In such instances, urgent action necessitated by this section may be taken after a 2/3 vote of the Executive Board. Such votes shall be reported to the membership at the next regularly scheduled meeting. Changes shall be reported to ASPA in the annual report.

**Section 4. Revenues:** All SPAE revenues (i.e. membership dues, donations, and grants) shall be approved, received, and audited by the ASPA National Council. As a charitable nonprofit educational organization, ASPA is qualified to receive tax-deductible donations for the programs and activities sponsored by SPAE.

**Section 5. Contracts:** All contracts entered into by the section must be approved by the ASPA National Council.

**Section 6. Administrative Fees:** ASPA maintains the right to charge the section administrative fees for operational support. These fees shall be determined annually by the Executive Director.

**Section 7. Administration:** SPAE shall be responsible for administering all programs and activities it undertakes. The ASPA Executive Director shall coordinate administrative processes and procedures provided to sections and maintain linkages between SPAE and other ASPA organizational divisions. Other administrative services may be purchased from ASPA as negotiated between the ASPA Executive Director and the SPAE Chair and approved by the Executive Board.

## **Article VII: Committees**

**Section 1. Committee Appointment:** SPAE members shall be appointed each year by vote of the Executive Board during the annual business meeting to: (a) the Teaching Public Administration Conference Program Committee; and (b) other ad hoc committees as deemed necessary from time to time. Committee members may be nominated in advance through communications to the Chair or from the floor during the annual business meeting.

**Section 2. Teaching Public Administration Conference Committee:** The TPAC Committee shall be responsible for: (a) selecting the Site Host for the annual conference; (b) planning the conference program; (c) proposing a budget for specific sponsorship activities to the SPAE Executive Board; (d) promoting and marketing the conference in collaboration with the selected Site Host; and (e) administering the Best Paper Award scholarship. The Site Host shall be responsible for all financial and other administrative tasks.

## **Article VII: Meetings**

**Section 1. General Membership Meetings:** An annual meeting of the SPAE membership shall be held during the annual ASPA conference.

**Section 2. Executive Board Meetings:** The Executive Board shall meet during the annual ASPA conference and at other times and places as may be conveniently arranged by the Chair. Electronic meetings via communications technology may be held.

**Section 3. Other Meetings:** The Executive Board may arrange for regional, special, or other meetings of the section at such times and places as appropriate and as possible given budgetary availability.

## **Article VIII: Amendments to the Charter and Bylaws**

**Section 1.** Substantive changes must be approved at the annual meeting of the section or by ballot distributed by mail or electronic communication and shall then be referred to the National Council for final approval. If interim action is required, the SPAE Executive Board may submit amendments to the National Council directly.

**Section 2.** Clarifying changes which are in accord with the policies of the National Council and which the Executive Director of ASPA and the section Chair consider desirable may be made without referral to the National Council. Such clarifying changes shall be reported to the National Council and section Chair at the next regularly scheduled meeting.

AGREED:

For the American Society for Public Administration National Council

By: \_\_\_\_\_

ASPA Executive Director

\_\_\_\_\_

Date

For the Section on Public Administration Education

By: \_\_\_\_\_

SPAE Chair

\_\_\_\_\_

Date