

**Section on Public Administration Education (SPAЕ)
Annual Business Meeting Minutes
Held at ASPA Conference, New Orleans, LA
March 17, 2013**

Call to Order: A breakfast buffet was available to members prior to the meeting. The meeting was called to order at 8:40 a.m. by SPAE Chair Margaret Stout. In attendance were: Margaret Stout, Tracey Trottier, Alex Heckman, Gleb Nikitenko, Tammy Esteves, Thomas Bryer, Ron Harris (USF), Heather Wyatt-Nichol, Lore Naylor, and Jeannine Love.

Chair's Report: Stout reviewed the communication over the section's nonprofit status since this is an issue the new chair will have to address. Her approach was that ASPA needs to address this as a whole and not as individual sections or chapters. She and Chair-Elect Thomas Bryer are serving on the task force to address this issue. At the current time the section is holding off making any decisions until ASPA sees if it can solve it. One reason is that sections/chapters that have filed for individual 501(c)3 status have been turned down by the IRS because they do not have the information they need to file and they can't get that information from ASPA (i.e. revenue from dues/fees taken out of membership). It was also mentioned that ASPA may have lost its corporate status as well. Stout attended the ASPA Section Issues and Opportunities Meeting on Saturday as a representative of SPAE. There seems to be consensus that ASPA should resolve the charitable status as an umbrella organization for all chapters and sections. She suggested that if ASPA does not fix umbrella issue this year that it might be best for the TPAC conference to leave SPAE and go back to its independent status as an unincorporated volunteer event. Stout also reported that JPAE has not been very supportive this year (only two of TPAC 2012 conference papers were accepted out of eight that were sent up from the TPAC program committee). So her efforts to strengthen the relationships among SPAE, TPAC, and JPAE have not enjoyed the anticipated results this year.

Stout proposed a minor change to our current bylaws. The sentence "The term of office of each position shall be two years." would be removed and replaced with "The term of office for the Chair-Elect and Immediate Past Chair shall be one year, staggered in support of the Chair. The term of office for the remaining officers and members shall be two years." This would provide a one year staggered term around the current president. Secretary Tracey Trottier moved to accept the proposed changes; it was seconded by Chair-Elect Thomas Bryer and approved unanimously.

Treasurer's Report: Treasurer E. Robert Mackey could not attend conference due to personal reasons. Margaret Stout provided an overview of our finances and banking. The section will be opening an account with Wells Fargo (the bank used by ASPA) with our employer ID. The Finance report was provided as part of the meeting package and shows an ending balance as of February 29, 2013 of \$16,062.50 (\$1,713.12 in Checking, \$4,235.54 in Savings, and \$10,113.84 in a CD).

In terms of fiscal year 2014 the section will continue to spend down \$3,000 each year to decrease the balance of funds. The 2012 TPAC Best Paper Award stipend was declined by David Baker and therefore was not expensed during the 2013 fiscal year. The section will still offer this award in the amount of \$500 to this year's TPAC Best Paper. The section will provide \$1500 in

support (\$750 marketing and \$750 hosted breakfast) for the 2014 TPAC conference. This will need to be expensed during fiscal year 2013. A representative, John Diamond, from the UK will be attending the 2013 TPAC conference to prepare for next year's conference. The amount provided to the Founders' Forum Fellowship will be increased this year in the amount of \$25 so that they will be receiving \$400 from the section. Bryer questioned the amount of our estimated income/rebates since it was hard to get number of members/dues from Administration of ASPA. Stout reported that there are approximately 130 members, which has seen a slight increase since she has been Chair. Lore Naylor remarked that she appreciated the transparency that the section has over finances.

Mackey sent a proposed motion to the floor via the Treasurer's Report to allow for authorization for the Treasurer to utilize Wells Fargo Bill Pay on behalf of SPAE. Chair-Elect Bryer motioned to approve the motion; it was seconded by Tammy Esteves and approved unanimously.

Board and Officer Elections: Margaret Stout presented the current board members and those appointed to vacancies since the last meeting: Tracey Trottier as Secretary and E. Robert Mackey as Treasurer, Philip Nufrio as Board Member. Margaret nominated E. Robert Mackey to continue as Treasurer and Tracey Trottier to continue as Secretary. She also nominated David Baker, Alex Heckman, Lore Naylor, and Pam Dunning for possible Board members (3 were needed for 2013-2015. The Board spot left by E. Robert Mackey as he moved to Treasurer also needed to be filled for a one year term (2013-2014). Stout nominated Pam Dunning to fill the one term board position and will ask her to consider serving as Chair-Elect in 2014. Stout called for more nominations from the floor. Hearing none, Trottier called to approve the slate of nominations, and Bryer seconded; the roster was approved unanimously. The roster is attached.

Nomination Committee Formation: Stout called for volunteers for the Nominations Committee. Lore Naylor agreed to chair this committee.

TPAC Conference Arrangements: The 2014 conference site was pre-approved last year since it will be held in the U.K. and the section wanted to give extra time for those who wanted to attend to make cost arrangements. Stout updated the membership on the plans being worked on by the British Joint University Council's Public Administration Committee, the SPAE equivalent in the United Kingdom. The site committee is working on the site being either in Liverpool or in Manchester. They are trying to get use of dormitories during the conference to help keep the costs of the conference down for conference goers, but these dormitories are used in the summer for rentals by the universities so they are not sure if they are going to be able to get them.

Pam Dunning is the chair of the 2014 Conference Program Committee. Stout called for volunteers from the floor. Margaret Stout, Thomas Bryer, Lore Naylor, and Tammy Esteves volunteered. The program committee will be responsible for planning with the site host and reviewing proposals for the conference (but not the Best Paper Award).

A 2013 TPAC Conference update was given by Gleb Nikitenko. Catherine Horiuchi is directing the site team, and Gleb Nikitenko and Phillip Nufrio are co-chairs for the program committee. The deadline for proposals was extended until April 1, 2013 to allow for people to finish with ASPA conference responsibilities prior to submitting a proposal to TPAC. Stout suggested that

this remain a practice in the future so that people could return from ASPA before they needed to submit for TPAC. The members present agreed this might be a good idea. Nikitenko mentioned that had been an issue with the hotel not being set up to accept reservations for prior to Sunday since PAT-Net was still there for their conference, but he said that it had been worked out and if you called the hotel you could get the conference rate for the weekend before the conference. Stout confirmed that she had been able to get reservations this way. Nikitenko mentioned a possible tour of San Francisco City Hall as an option for people attending. He also said there was a Wine Tour planned for the Wednesday the conference ending in the afternoon. Interested participants should send him an email so he would have a count of how many were interested. He mentioned an alternative hotel in the area was the Hotel Tomo, but he thought the conference rate at the Hotel Kabuki was better or at least similar to other hotel rates in the area. One speaker, Michelle St. Germaine, has been confirmed for the conference. She researches assessment and will be able to speak to the new assessment standards held by NASPAA. Jim Harris also said they had a new speaker lined up; James Llorens, Chancellor of Southern University in Louisiana, has also agreed to speak.

Margaret Stout volunteered to be on the committee for the Best TPAC Paper Award Committee for 2013. She will work with the section for additional members interested.

Alex Heckman will investigate the possibility of holding the 2015 TPAC in Columbus, Ohio and being the site host (Franklin University). The membership present thought this might be a good idea since it would save costs for many of the attendees. Its central location would add to the ability to get attendees.

New Business: Stout thanked the membership for her term of service and welcomed Thomas Bryer as the new Chair of SPAE. Bryer said that this was an exciting group and that the conference should be exciting as well and looks forward to serving as Chair. He said he also wanted to expand international partnerships and was presenting for the Inter-American Network of Public Administration Education (INPAE) in Santiago, Chile next month.

Stout adjourned the meeting at 9:30 a.m.

SPAE Board Roster 2013-2014		
Title	Term	Name
Chair	2013-2015	Thomas Bryer
Chair-Elect	2014-2015	
Immediate Past Chair	2013-2014	Margaret Stout
Treasurer	2013-2015	E. Robert Mackey
Secretary	2013-2015	Tracey Trottier
Member	2013-2015	David Baker
Member	2013-2015	Alex Heckman
Member	2013-2015	Lore Naylor
Member	2012-2014	John Aughenbaugh
Member	2012-2014	Philip Nufrio
Member	2012-2014	Pam Dunning

Subtotal	\$ 14.00	
Total Income:		\$1,189.25

Expenses

Wells Fargo "Test Check" ²	\$ 2.00	
2012 TPAC Best Paper Award	\$ 0.00	(Declined by Award Recipient)
Founders' Forum fellowship	\$ 375.00	
TPAC Travel ³	\$ 515.20	
TPAC Registration ⁴	\$ 135.00	
TPAC Room & Board ⁵	\$ 514.70	
ASPA Conference Event	<u>\$ 968.25</u>	
Subtotal	\$ 2,510.15	

Total Expenses:		\$2,510.15
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Ending Balance (3/12/2013)

Checking	\$ 1,713.12	
Savings	\$ 4,235.54	
CD	<u>\$10,113.84</u>	
Subtotal	\$16,062.50	

² See footnote #1.

³ SPAE Representative reimbursement for NASPAA or TPAC.

⁴ SPAE Representative reimbursement for NASPAA or TPAC.

⁵ SPAE Representative reimbursement for NASPAA or TPAC.

Proposed Budget March 2013 - February 2014

The membership agreed in 2012 to 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.

Expenses:

2013 SPAE Business Meeting breakfast = \$600 (up \$100)
2013 SPAE Representative Reimbursement to attend TPAC and/or NASPAA = \$1,000
2013 TPAC Best Paper Award = \$500
2014 TPAC Marketing Efforts = \$750
2014 TPAC Hosted break = \$750
2014 ASPA Founders' Forum Fellowship = \$400 (Increase \$25)

Estimated Expenses \approx \$4,000
Estimated Income \approx \$1,000
Estimated Annual Surplus/Deficit \approx \$-3,000
Estimated Ending Balance (February 2014) \approx \$12,962

Proposed Motion

Allow the Treasurer (currently E. Robert Mackey of Juneau, Alaska) authority to utilize Wells Fargo Bill Pay on all accounts on behalf of the Section for Public Administration Education. An official letter from SPAE will be necessary to grant access.

E. Robert Mackey, SPAE Treasurer