

DAPA Council Monthly Meeting

Tuesday, February 2, 2016

12:00 p.m. – 3:15 p.m.

185 Graham Hall

University of Delaware

111 Academy Street, Newark, Del.

Meeting Summary

Participating: Kathy Murphy (President), David Bird (1st VP), Chris Kelly (2nd VP), Martin Wollaston (Treasurer), Angie Kline (Council), Julia O’Hanlon (Council), Sarah Pragg (Council), Kelly Sherretz (Council), Jonathan Justice (Immediate Past President)

I. *Approval of the last Council Meeting Summary*

Minutes from the October 27, 2015 DAPA Council meeting were approved as amended for clarification (6 Y, 0 N, 2 A)

II. *Membership Update*

Council discussed current DAPA membership. As of Feb. 2 we have 16 DAPA (only) members and 45 ASPA members for a total of 61 members.

It is expected that the new website will be a very useful tool to help remind members to renew their DAPA membership. Using the new website’s email feature, Sarah was able to send out a targeted email to individuals that needed to renew their membership to great effect (5 members renewed). **In the future, targeted emails will be sent out to ASPA members who have let their membership lapse for 6 months to remind them to renew.**

III. *Annual Awards Dinner Update*

The annual awards dinner had 42 registrants this year and 37 attendees. All council members agreed that the venue (Buena Vista) and caterer (Café Gelato) were excellent choices, and that the event is a great value for attendees. **For 2016, the tentative plan will be to hold the event again at Buena Vista on Dec. 15, with Dec. 14 serving as an alternate date. Julia will plan to contact Buena Vista and Café Gelato to confirm their availability for these dates ASAP.**

In general, the event cost was similar to that of previous years. However, the amount of guests that should be paid for by DAPA, along with the cost of the event per person that is underwritten by DAPA were discussed heavily. Pursuing additional sponsorships for next year’s event was also discussed in detail. These topics will be discussed further at future Council meetings.

IV. *2015 DAPA Programs Financial Summary*

Martin Wollaston and Julia O'Hanlon provided a memo to the council titled *2015 DAPA Programs Financial Summary*. This memo detailed the revenues and expenses related to four programs including the Annual Meeting, Luncheon for Bill Shields, Summer Third Thursdays, and the Public Service Recognition Week Event. Overall, Council was pleased with the quality of programs that were offered, especially when considering the cost to DAPA. See attached for further detail.

V. *Treasurer's Report*

Martin Wollaston (Treasurer) provided Council with the *DAPA Statement of Revenues and Expenditures for January 1, 2015 to December 31, 2015* (see attached). Overall, all accounts are in good health although expenses have exceeded revenues for the past several years. DAPA also has savings in US Savings Bonds that can be cashed for operating funds as needed. It was noted that the expense for the website covers a 15-month period, and that we need to make sure that \$1,500 remains in each DAPA account to avoid bank fees. Attendees were also pleased to see that the scholarship fund is self-sustaining.

Discussion regarding the necessity of keeping two separate bank accounts also took place. If the accounts were consolidated it would make \$1,500 more available since there would only be one account with a minimum balance. It was determined that for the time being, DAPA should continue to keep two separate accounts, although this issue may be brought up at future meetings. Council members also mentioned that it may be useful to see if we could transfer the bank accounts to another institution with terms that are more advantageous to DAPA than the current institution. Angie Kline said that she would be willing to reach out to other banks in the area to find out more information.

VI. *Website Update*

Sarah Pragg provided Council members with an overview of the new website, with a particular focus on how you can provide labels for members in the database. Labeling members will allow communications to be tailored to each group. Overall, attendees were very pleased with the new website.

During this time, concerns regarding the increasing costs of operations were brought up. Due to these concerns, along with the fact that the cost of membership dues have not been increased in a substantial amount of time, the Council unanimously supported raising the cost of a yearly membership from \$25 to \$30 beginning in January 2017.

VII. *DAPA 2016*

The next DAPA Council meeting will be held on March 9 from 9:00-10:30 a.m. at the DGS Annex on the University of Delaware's campus. All future meetings of the DAPA Council after March 9 will take place on the fourth Wed. of each month.

The reintroduction of the DAPA newsletter was discussed. Kathy Murphy and Chris Kelly envision producing a monthly email blast including updates, member spotlights, acknowledgements of new members, future events, and event recaps. They also hope to create a more substantial newsletter with content articles 2 to 3 times a year. This larger newsletter is

viewed as a mechanism to provide students and other interested parties with the opportunity to write articles that can be shared with DAPA members. Julia O'Hanlon mentioned that she would be very interested in helping out with this project.

The duties of Council members for 2016 were also discussed extensively (the list below is not all-inclusive of the roles they fulfill). Areas such as membership, communications, programs, special committees, minutes, and the newsletter were brought up.

1. Kelly Sherretz and Martin Wollaston will work together on activities related to membership such as recruitment, monitoring the membership list, and ensuring that new members are added to membership list.
2. Sarah Pragg offered to provide support with communications by creating marketing materials (ideally she will have pertinent information two months before the event will be held). Chris Kelly will help ensure that Sarah receives this information from program coordinators in a timely fashion.
3. Julia O'Hanlon, Kelly Sherretz, and Sarah Pragg will continue to work on the Annual Awards Dinner this year. David Bird will continue to coordinate Third Thursdays, and will also begin to develop a plan to host viewing parties for ASPA webinars. He envisions hosting one in Wilmington, and another at UD on the days that these webinars are offered. Angie Kline will provide support to David for Third Thursdays, and will be the point-person for Public Service Recognition Week.
4. Martin Wollaston offered to handle the nominations committee in addition to the tasks that he has traditionally completed as Treasurer.
5. Chris Kelly will be responsible for taking minutes at DAPA Council meetings, in addition to working with Kathy Murphy and Julia O'Hanlon on the DAPA newsletter.

VIII. Bylaws Review and Revision

Jonathan Justice led discussion regarding the review and revision of DAPA's bylaws. Areas that were discussed at this meeting included the role of the immediate past president, modifying the officer configuration, adding appointed positions to the Council, and modifying the election cycle.

Respectfully submitted by Chris Kelly.

