

**DAPA Council Meeting**  
**February 19, 2018**  
**10:00-11:00 AM**  
**University of Delaware**  
**187 Graham Hall**

**Meeting Summary**

**Participating:** Leann Moore (Secretary), Martin Wollaston (Treasurer) Julia O’Hanlon (At-Large Member), Debbie Pfeil (At-Large Member), and Sarah Pragg (At-Large Member)

**Absent:** Gene Dvornick (President), Eli Turkel (At-Large Member), and Fiona Mulligan (At-Large Member)

**Minutes from October & November 2017 DAPA Council meeting**

- Sarah has copy edits. Debbie’s name misspelled
- Leann made motion to approve October minutes, Julia seconded, approved unanimously.
- Leann made motion to approve November minutes, Sarah seconded, approved unanimously.

**Membership Report**

- Currently, there are 7 DAPA members and 48 ASPA members. Thus, our membership stands at 55.
  - Only 3 people renewed through the dinner.
  - Need to send out membership reminder. Would like to include benefits.
  - All Council members should target 1-2 people to reach out to.
  - Ed O’Donnell asked Leann is he has paid and up-to-date on membership, Leann will report back to him.
  - IPA only covers the dinner if you renew your next year membership.

**Treasurer’s Report**

- Martin Wollaston provided the Treasurer’s Report via email. Sending a final statement for review this week.
- Year Opening:
  - DAPA Account= \$2,395.46
  - DE Chapter of ASPA Account= \$5,300.61
  - Total of All Accounts= \$7,696.07
- Current Balances:
  - DAPA Account= \$1,895.46
  - DE Chapter of ASPA Account= \$2,694.41
  - Total of All Accounts= \$4,589.87
- U.S. Savings Bonds= \$17,440.80
  - 4 left= one is \$13,400 [\$8,400 interest have accrued]- future Council decision when to cash and reinvest.
- Annual Dinner cost= \$830.25
  - Expenses= \$2,757.50
  - Revenue= \$1,927.25
  - Have not included IPA check for dinner (\$750 additional to DE Chapter of ASPA). UD needs a new form to activate DAPA as an active agency. Martin is working on that.

- Next year, use UD p-card for IPA registrants for dinner. Caffé Gelato charge on p-card and then subtract value of registrations.
- Need to fill out ASPA financial forms to get rebate. Martin will fill out the forms; Julia and Leann will audit.
  - Sarah will get Martin all of Council's ASPA ID numbers.
- Letter from DE Division of Corporations about the Franchise Tax Report and taxes due on March 1, 2018.
  - Martin has taken care of this (\$25 and form).
- This will be Martin's last term- he is working on a calendar and tasks "how-to" list for whoever takes over that position. He also plans to work closely with new Council member during the transition.

**Vice President Position:** The President can appoint someone.

## 2018 Event Planning

- **Public Service Week (May 6-12): Honoring Our Public Servants, Connecting Citizens with Their Government**
  - Julia and Leann will meet to work out plans for this.
    - In-school activities for civics education curriculum.
    - Connect with an existing speaker series.
    - Give out an award(s).
- **Third Thursdays (Eli)**
  - June 21- Newark, Caffé Gelato in the Library Room
    - Eli cannot attend, need someone to "host"
      - Julia checking to host
  - July 19- Dover, possibly at the Golden Fleece (still confirming)
    - Host- Sean Lynn or Brian Bushweller or Scott Eisenhart
  - August 16, Georgetown, 16 Mile Brewery (double checking pricing)
    - Host- Gene Dvornick
- **Membership Drives with Partnered Events (Leann)**
  - Leann working on a young professional night for April. Where would be the best location- Wilmington (Tonic bar and Grill or Market Street or Riverfront or Stitch House Brewery)

## Other Updates

- Letter from DE Transit Corporation about a Vendor form. Members getting reimbursed for dues or travel.
  - Martin will work on filling out the vendor form.
- Should we start awarding the Public Service Award during Public Service Week?
  - Create a separate award for Public Service Week- Recognition of one or more public service workers.
  - Rising Star Award- for young professional(s)- establish a criterion for this award and will have then be the next year's Ambassador.
  - School contest- solicit classroom submissions. Advertise through the Democracy Project.
- APA Conference (October) in Rehoboth & GIS Conference (April)- try not to double book.

The next meeting will be at the call of the President.