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 if 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. Caffè 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, Caffè 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 Eisenhert
  - 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.