

**DAPA Council Meeting**  
**January 16, 2019**  
**11:00-12:00 PM**  
**University of Delaware**  
**176 Graham Hall**

**Meeting Summary**

**Participating:** Gene Dvornick (President), Leann Moore (Vice-President), Evan Miller (Secretary), Martin Wollaston (Treasurer), Julia O'Hanlon (At-Large Member), Debbie Pfeil (At-Large Member), and Sonya Sedegui (At-Large Member)

**Absent:** Brian Billings (At-Large Member) and Fiona Mulligan (At-Large Member)

**Minutes from November 26 2018 DAPA Council meeting**

- A motion to approve minutes with the amendments was made by Leann M and seconded by Martin W.
- **Vote:** Unanimous approval

**Review of Council Duties**

- Leann M will be sending out the roles and responsibilities document for members. Members will review and edit what they would like to work on by copying or removing bullet points. Changes should be provided to Leann by Monday, January 28. She will then compile the changes and send it back out.
- Leann M has been trained by Sarah P on website and PayPal and will take over responsibilities with Sonya's assistance.
- Martin W said that by April, DAPA needs to have event topics and dates for people to begin putting on their calendar. Additionally, if we can keep track of attendance, we can see what timeframe works best for people. Gene D said that he will assist with finding speakers if someone can help find venues.
- Julia O will compile a Google Sheet and send out to council to get ideas for Third Thursday events. Debbie F suggested tours of Legislative Hall and local breweries. Martin W said that a distillery tour in the past was successful. Julia O said that she could then take the responses from the Google Sheet and put the ideas in a 5-question poll to membership and get thoughts.

**Membership Report**

- Leann M will work with Evan M on the transition to Secretary. Leann M also reported that DAPA is down two members. She stated that we currently have 5 DAPA members and 53 ASPA members, thus, our membership stands at 58 (was at 60 at the end of December).
- Debbie F, Sonya S, and Evan M mentioned they would be willing to help put together a campaign for building membership.
- Leann M and Evan M will meet up and train on how to work on Nation Builder. Leann's goal is to have 75 members.
- Discussion ensued about Maryland's chapter of ASPA and whether there could be an event with PA, NJ, and MD Chapters in the future. Sonya S mentioned that she would do more research on other state chapters.
- Julia O discussed ASPA's relationship with DAPA and that if we ever have events or news we want posted, ASPA will share them on their website. She also mentioned that she has been serving on ASPA's Awards Committee and there is an annual professional development award for chapters. Last year there was only one submission and it was self-submitted. Moving forward if there are any

professional development opportunities, we should have it put on ASAP's website but also consider submitting for the annual award.

### **Treasurer's Report**

- Martin W provided the Treasurer's Report for FY 2018
- Current Balances (as of December 31, 2018):
  - DAPA Account Balance= \$1,560.11
  - DE Chapter of ASPA Account= \$3,840.75
  - Total of All Accounts= \$5,400.86
- Martin W mentioned that program revenue and meeting expenses are incurring in the next FY. Establishments we pay usually don't end up cashing checks we send them until the new FY hits. Costs and revenue continue to be static. Martin pointed out that we had more expenses than revenues, with a net of (\$2,295).
- U.S. Savings Bonds= \$18,085.60
  - Operating Funds: \$7,506.22
  - Scholarship= \$10,576.38
- Julia O mentioned that this year's food service fee went up \$300. Additionally, sponsorship revenue was down. Julia said that she will work with the DAPA member organizing the event for this year.
- Martin W mentioned that the account balance as of December 31, 2018 shows \$1,000 scholarship expense because a DAPA Scholarship award was not cashed until January.
- Debbie F made a motion to approve the financial statement, Julia O seconded. Unanimous approval.

### **Other Issues**

- Secretary Cohan was unable to attend the DAPA dinner, Gene D will follow up with her staff to see if DAPA representatives can still present her with the plaque. Gene will also check to see if they will allow us to put the acceptance video on the DAPA website.
- Julia O mentioned that this year's ASPA conference is in D.C. from March 8-12, 2019. Julia is planning to attend and participate in the chapter meeting.
- March 13, 2019 is the Delaware League of Local Governments visit to Washington

### **Additional Thoughts**

Leann M will send out Doodle Poll for February meeting. Gene D suggested that we consider getting a private firm to help underwrite the cost of the awards dinner. There was agreement to pass on the consideration to the Awards Committee.

Martin W and Sonya S suggested reaching out to Delaware Chapter of APA, ICMA Student Chapter, and using SAPA mailing list to share flyers on events and encourage people to join DAPA.