

**APA Federal Planning Division
Executive Committee
19 March 2020
(Via conference call)**

Call to Order: Approximately 1:00 p.m. ET

Executive Committee (EC) Members and Officers in Attendance:

Office	Office Holder	In Attendance
Chair*	Andrew Wright	Yes
Vice Chair (2 nd Year)*	Joe Hart	Yes
Vice Chair (1 st Year)*	Abbey Ness	Yes
Treasurer*	Celeste Werner	Yes
Secretary*	Katie Lamoureux	Yes
Communications Coordinator*	Rena Schlachter	Yes
Membership Coordinator*	Keith Hernandez	No
Professional Development Officer	Joshua Schiffer	Yes
Programs Coordinator	Sarah Watson	No
Student Representative	Alison Evans	Yes
Conference Chair	Jill Schreiber	Yes
Immediate Past Chair	Brett James	Yes
*Voting Member		

1. Approval of Minutes: Andrew Wright motioned to approve the minutes from 20 February 2020. Celeste Werner seconded this motion. The motion passed unanimously.

2. Featured Business:

a. 2020 Conference Execution

- i. It was the inevitable, right decision, but the committee is very disappointed that the workshop is not going to be able to take place.
- ii. The conference committee is meeting on Friday 3/20 to discuss options for utilizing workshop content to engage with membership in light of the conference being canceled. One option is a webinar series that includes many of the presentations that would have been provided during the workshop. This may actually provide more representation, since some federal government speakers that wouldn't have been able to travel could present virtually.
- iii. The awards are moving ahead, and will be selected for 2020. There may be a virtual awards ceremony, and the 2020 awards will be recognized at the 2021 conference.
- iv. From a financial perspective, the conference let FPD out of the contract with no obligations.
- v. Jill is still working with APA to refund the registrations. She has a call with APA regarding options tomorrow, and will be publishing the outcomes of the meeting. There were 90 registrants that need to be refunded.
- vi. Andrew thanked Jill for her leadership in planning the 2020 workshop, and said that the content provides a lot of opportunities for engaging with members in a virtual setting.

**APA Federal Planning Division
Executive Committee
19 March 2020
(Via conference call)**

- vii. There are about \$6,000 in obligations that Jill is working on rectifying; she will follow up with Celeste accordingly. Jill and Celeste will follow-up offline regarding the financial obligations and refunds.

3. Officer Reports

- a. Chair (V)
 - i. Andrew and the EC congratulated Celeste for receiving the FAICP award.
 - ii. EC Retreat
 - 1. May might be an opportune time for a virtual retreat.
 - 2. Establishing subcommittees to review and put together presentations for the retreat would be useful and allow the EC to use the retreat time more effectively.
 - 3. Alison agreed that the retreat would offer a good learning experience, particularly for new EC members.
 - 4. Jill suggested the option of having the retreat earlier, particularly during when the Houston conference was originally scheduled.
 - iii. Senior Vice Chair nomination
 - 1. Andrew discussed that he has been talking with Joe Hart of the Air Force about leading the Boston conference. Andrew motioned that Joe Hart be elected as Senior Vice Chair. Abbey seconded the motion. The motion passed unanimously.
 - 2. There was discussion regarding the Senior Vice Chair role and responsibilities and associated EC decision points. The EC should be responsible for providing direction to the Senior Vice Chair to aid in decisions and specific milestones where the EC should weigh in on decisions.
 - 3. Andrew, Jill, Abbey and Katie plan to be involved in the conference planning committee.
- b. Senior Vice Chair (V)
 - i. Joe thanked the EC for welcoming him to the position, and he looks forward to working with the group.
- c. Junior Vice Chair (V)
 - i. Abbey will be involved in the retreat as well as help with the webinar series. She will work with Josh and others to make sure that it meets the EC goals. In addition to the CM credits, we should also look to achieve our other FPD goals. There are virtual ways to engage our members. For example, there is a virtual cocktail hour application that FPD could utilize for networking.
- d. Immediate Past Chair (NV)
 - i. No report.
- e. Treasurer (V)
 - i. Celeste reported that at the end of February there is about \$75,000 in the FPD account; after accounting for the \$18,000 in sponsorships there is actually about \$58,000, which is a healthy budget for this time of year.
- f. Secretary (V)
 - i. Katie suggested that if a Fall regional workshop becomes viable, that the EC prioritize involvement and support of the regional workshop, since the annual workshop was canceled.

**APA Federal Planning Division
Executive Committee
19 March 2020
(Via conference call)**

1. Abbey stated that potential options for the FPD workshop include Colorado Springs or Houston, which might be advantageous given the recent connections that have been for the canceled annual workshop.
- g. Communications Coordinator (V)
 - i. Newsletter
 1. Rena plans to send out a draft newsletter for EC review by the end of the month with a distribution target of April. The template is being created now.
 - a. There was discussion about including potential future webinars in the newsletter. This is a great opportunity to engage with the community.
 2. Andrew suggested that Rena work with Jill to communicate about the Houston workshop and utilize content that was planned for the Houston workshop.
 3. Rena will coordinate with Jill and then share the draft newsletter with the EC toward the end of the month.
 4. Andrew would like to include an announcement about FPD members including Celeste receiving the FAICP award as well as the FPD Division Award.
 - a. Josh will follow-up with APA to collect the current list of FAICP awardees to ensure that all FPD members are recognized.
- h. Membership Coordinator (V)
 - i. No report.
- i. Professional Development Officer (NV)
 - i. Josh is helping to coordinate remote opportunities.
- j. Student Representative (NV)
 - i. Alison proposed the idea of a webinar in September about federal planning career opportunities. She will follow up with Abbey to discuss more.
- k. Programs Coordinator (NV)
 - i. No report

4. Ongoing Business

- a. 2020 Conference Execution (discussed under Featured Business)
- b. 2021 Conference Planning (discussed under Chair Report)
- c. Awards Committee (discussed under Featured Business)
- d. Ongoing Annual Performance Plan (moved to April meeting)
- e. Ongoing Division Achievement Awards (moved to April meeting)
- f. FPD Election Nominating Committee
 - i. Brett summarized the nominating committee members and current status. The committee is trying to track who is submitting nominations. If they feel they do not have a sufficient number of nominations they will reach out to engage folks that have started applications. They are also reaching out to folks that have applied for the Vice Chair position that have not been involved in FPD to ensure that they are familiar with the role and responsibilities.
 - ii. The EC members emphasized that it is important for prospective EC members to understand their roles and responsibilities before they are nominated.
 - iii. Some EC members felt that there should be standards in place for attending conference calls; though this should be balanced with flexibility.
 1. This discussion was moved to the EC retreat.

**APA Federal Planning Division
Executive Committee
19 March 2020
(Via conference call)**

5. Adjourn
 - a. The meeting adjourned at approximately 2:00 p.m. ET.

Andrew D Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division