

**APA Federal Planning Division
Executive Committee
20 February 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)*	Abbey Ness	Yes
Vice Chair (1 st Year)*	Sherwin Racehorse	No
Treasurer*	Celeste Werner	Yes
Secretary*	Katie Lamoureux	No
Communications Coordinator*	Rena Schlachter	Yes
Membership Coordinator*	Keith Hernandez	Yes
Professional Development Officer	Joshua Schiffer	Yes
Programs Coordinator	Sarah Watson	Yes
Student Representative	Alison Evans	Yes
Conference Chair	Jill Schreifer	Yes
Immediate Past Chair	Brett James	No
*Voting Member		

1. **Approval of Minutes:** Andrew Wright motioned to approve the minutes from 15 January 2020. Keith Hernandez seconded this motion. The motion passed unanimously.

2. **Featured Business:**

a. **2020 Conference Execution**

- i. Jill Schreifer discussed the progress of planning the 2020 FPD Conference in Houston. She noted that conference preparations are going well and are ahead of schedule. The conference schedule is posted on the FPD website (<https://www.planning.org/divisions/federal/workshop/>). Thus far, 43 people are registered for the conference. There were more session proposals than there was room, and a number of abstracts were not selected.
- ii. Ms. Schreifer would like Executive Committee volunteers to staff a booth at the conference to promote the FPD.
- iii. Mr. Wright inquired about the status of per diem rates on Sunday night.
 1. Ms. Schreifer reserved only 40 per diem rooms on Sunday night, and they are already getting low on Sunday per diem rooms due to the Army Agency Day occurring on Monday. If needed, she can look into shifting some of the Monday and Tuesday per diem rooms to Sunday.
- iv. Mr. Wright asked about the student poster competition status.
 1. Ms. Schreifer replied that the fliers are almost ready. Students are required to send their abstracts by the end of March. If they are not attending the conference, then they are to send their final posters directly to the hotel for display during the conference.

b. **EC Vote on Awards Jury**

- i. Ms. Schreifer had emailed the Executive Committee the resumes of the 10 proposed jurors for review. She moved to approve all ten jurors to judge the

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projects submitted for awards. Abbey Ness seconded the motion. The motion passed unanimously.

3. Officer Reports

a. Chair (V)

- i. Following January's meeting, Mr. Wright reached out to Sherwin Racehorse to discussed Mr. Racehorse's role in planning the Boston conference and they mutually agreed that he would continue in his capacity as Vice Chair and take an active role in planning the Boston Conference in 2021.
- ii. EC vote on FPD scholarship for member to attend.
 1. Mr. Wright moved that FPD provide funds for Sherwin Racehorse to attend the FPD Conference with receipt-based reimbursement. The motion passed unanimously.
 2. Mr. Wright moved that FPD provide funds for Abbey Ness to attend the NPC Conference (immediately prior to the FPD Conference) with receipt-based reimbursement. Ms. Ness would market FPD while attending the NPC. The motion passed unanimously.
- iii. FPD EC Board Retreat
 1. Mr. Wright discussed the proposed FPD EC Board Retreat. The agenda would include reviewing and updating Position Descriptions and Bylaws, and would take advantage of most of the EC being present in the same location.
 2. After the Board Meeting on Thursday is the best day to meet. Mr. Wright proposed the EC Board Retreat starting at 9 a.m. on Thursday, April 30. Ms. Ness will begin developing an agenda for the EC Board Retreat.
- iv. Division Council Meeting at FPD
 1. Mr. Wright will attend the Division Council Meeting, which starts at 2:00 p.m. on Thursday, April 30. APA has assigned him to the Diversity, Equity, and Inclusionary Committee.

b. Senior Vice Chair (V)

- i. No report.

c. Junior Vice Chair (V)

- i. Ms. Ness is working with Ms. Schreifer on planning the 2020 conference in Houston. Following this conference, she plans to shift her attention to the Fall Regional Workshop in Colorado Springs and the FPD Happy Hour in Washington D.C.

d. Immediate Past Chair (NV)

- i. Brett James was not in attendance.
- ii. Mr. Wright discussed the FPD 2020 Program of the Year announcement. FPD has won the 2020 Program of the Year. He is unsure when this award will be presented. APA will feature FPD in the April's APA Magazine.

e. Treasurer (V)

- i. Celeste Werner reviewed the FPD's finances. As of January 21, 2020, FPD's balance is about \$80,000, and there has been minimal activity on the account since October 2019.
- ii. Josh Schiffer asked about the ideal balance for FPD, since it is a non-profit organization. In the past, when the balance is too high, FPD has spent the surplus money to add additional benefits to its membership.

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1. Ms. Werner stated that the ideal balance for FPD is about \$50,000 and \$40,000 at the lowest.
 2. Ms. Schreifer added that she uses the FPD balance as a maximum liability when reserving a block of hotel rooms for the conference. This is another consideration in identifying the ideal balance.
- f. Secretary (V)
- i. No report.
- g. Communications Coordinator (V)
- i. Draft Communications Plan
 1. Rena Schlachter discussed the Draft FPD Communications Plan, which she distributed to the Executive Committee for review. Ms. Schlachter convened a Communications Committee to develop the plan.
 2. The Communications Committee recommended the following three new positions, in addition to the Communications Coordinator.
 - a. Website Director and Coordination Support – Updates and manages website content.
 - b. Social Media Director – Manages all FPD social media platforms.
 - c. Publications Director – Develops and manages the layout and design of the newsletter.
 - ii. The Communication Team is working on an FPD brochure for printing and distribution at this year’s NPC and FPD conferences in Houston.
- h. Membership Coordinator (V)
1. Keith Hernandez discussed the fall conference poll. He sent the survey to 43 respondents on January 22 and thus far, only 8 respondents have responded. He just sent a reminder email to the respondents and plans to close the poll in a week or so.
 - ii. Monthly letter to new members
 1. Mr. Hernandez will be sending a welcome letter to new members in 2020.
- i. Professional Development Officer (NV)
- i. Josh Schiffer confirmed FPD’s \$150 payment to renew its membership in the 2020 APA Webcast series.
 - ii. Mr. Schiffer provided a brief overview of APA’s update to its AICP Certification Maintenance (CM) beginning on January 1, 2022
 1. Beginning in 2022, APA is adding two new “target topics,” which will be required as part of the two-year CM credits, similar to the current Ethics and Law credits that are required. However, all new required credits will be 1.0 CM each. The first target topics will be Sustainability and Resiliency. Target topics are set to change every few years.
 - iii. 2020 FPD Conference in Houston – Professional Development
 1. Mr. Schiffer is presenting three professional development-related sessions at the 2020 conference on Wednesday, April 29, 2020 – a lunchtime presentation on Ethics with Jim Peters, APA Ethics Officer; an FAICP Interest Session; and an AICP Interest Session.
 2. Mr. Schiffer asked for the contact info for current FPD members that have FAICP certification, so he can reach out to them and invite them to participate in the FAICP session if they will be attending the FPD

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Conference. Ms. Ness will forward the FAICP contact information to Mr. Schiffer.

- j. Student Representative (NV)
 - i. No report
 - k. Programs Coordinator (NV)
 - i. No report
4. Adjourn
- a. The meeting adjourned at approximately 2:00 p.m. ET.

Andrew D Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division