

**Federal Planning Division American Planning Association
Business Meeting Minutes**

Virtual | 2 September 2020, 1300 ET

Attendees:

See Attendance List at the end of this document

A. Welcome & Intro to Board

1. Andrew welcomed members to the Business Meeting and introduced the Executive Committee.

B. Current state of the division, accomplishments and activities

1. When Andrew came on as Chair in January 2020, FPD had just won “Best APA Division.” The award is a testament to the work of all of the volunteers, and the value of the workshop and awards program.
2. Andrew thanked all the volunteers for their efforts in planning for the Houston Conference. It would have been one of the best planned conferences with the most sponsorship support. There was not any financial loss to FPD from the cancelation of the conference.
3. The FPD Executive Committee had a retreat in the spring to identify goals and strategies for the coming years.
4. FPD also administered a survey with one of the highest response rates. About 70% of respondents have over 10 years of experience. The workshop and webinars were identified as some of the highest benefits. Respondents expressed interest in having more communication and webinars. Concerns were raised related to participation from the government and the awards program.

C. Retreat, COVID, and Survey

1. Andrew presented the retreat findings, including strengths, weaknesses, opportunities and threats.
2. Andrew presented the FPD 2020 activities timeline.
3. Andrew announced the new FPD EC members: Elizabeth Perales (Vice Chair), Heather Mendenall (Secretary), and Celeste Werner (Treasurer)

D. Membership – Numbers, Goals & Benefits

1. Daniel announced that FPD has 962 members, including 431 paid members and 531 student members. These represent some of our highest membership levels.
2. Daniel referenced different opportunities for members to participate as volunteers.
3. Daniel presented membership goals, including sharing work and innovations in federal planning, retaining and expanding membership, and providing a unique value for members.
4. Daniel has been providing outreach to new members to introduce them to FPD resources and former members to understand how FPD may improve.
5. Daniel presented the unique membership values.

E. Communications Revamp – Newsletter, Emails, Webinars, Website

1. Rena presented communications updates, including the Communications Committee representatives. Rena also presented to FPD communication goals, including providing a consistent connection, becoming the “go to” federal planning source, and promoting awareness and benefits of FPD.
2. Rena provided an overview of the newsletter, and solicited input.

F. Webinars and Boston Workshop

1. Andrew presented the webinar series. It has been very successful to date.
2. Alison, the Student Representative, has been very successful in engaging student FPD members.
3. Andrew announced that the Boston workshop will likely not be in-person. The ADC and SAME conferences have already been transitioned to a virtual format.
4. FPD will plan a successful virtual workshop program and awards program.

G. 2021 Work plan & Volunteer Needs

1. Andrew summarized FPD volunteer opportunities.
2. Andrew shared Kim Toufectis' legacy with FPD and expressed his condolences. Sympathy messages can be sent to Rena for sharing with Kim's family.

H. Question/Comments

1. Abbey and Andrew summarized the comments in the chat pod (excerpt transcript below).
 - i. from ANDREW WRIGHT to everyone: What do people think of the new membership value plan?
 - ii. from james to everyone: Communicating the value of AICP is always a challenge. Especially true when employers don't pay dues. if FPD can expand value for aICP , I think it will help justify the cost.
 - iii. from Lindy Wolner to everyone: Web page improvements are most welcome! The FPD Awards Program results from past years is currently buried and very difficult to find.
 - iv. from james to everyone: what's the date of the SEP webinar?
 - v. from Rena Schlachter to everyone: I forgot to mention if you would like to volunteer to help and/or co-lead the website update please reach out to me @ rena.m.schlachter@nasa.gov
 - vi. from Abbey Ness to everyone: James, the September webinar will be September 30th. More details to come.
 - vii. from Elizabeth Perales to everyone: It would be cool to involve FPD members in annual awards. Could the awards committee develop nominees and associated content for specific categories, then empower member voting to select 1st, 2nd and 3rd winners?
 - viii. from Blake Norton to everyone: Engaging more students will be crucial, especially when discussing how to attract and retain young talent. This should be a focus for next year's conference.
 - ix. from Tim Murphy to everyone: Virtual Booth with Virtual pens
 - x. from james to everyone: students like poster sessions and that should be easy to digitize.
 - xi. from james to everyone: Kim has been very supportive of FPD in recent years. Great guy!
 - xii. from Alison Evans to everyone: Blake and James thanks so much for those comments, much appreciated!
 - xiii. from Tim Murphy to everyone: it is a requirement on most contracts that PM and higher be AICP
 - xiv. from Blake Norton to everyone: Was there additional discussion on adding a professional development track for next year?
 - xv. from Tim Murphy to everyone: will there be an opportunity for articles in the newsletter?

- xvi. from Elizabeth Perales to everyone: We could do some interesting panels and breakouts on specific topics in a virtual environment.
- xvii. from james to everyone: A secondary focus of FPD has been iadding more agencies (expanding beyond DoD). I think that is still important.\
- xviii. from dotto to everyone: Would love to chat more about sharing virtual events with other industry organizations (i.e., SAME, ASCE) to share experience and broaden our audience.

Andrew Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division

Attendance List

Abbey Ness
Amber D
Alison Evans
Amy Vandever
Andrew Wright
Andrea Kuhn
Steve Baird
Barry Gordon
Blake Norton
Brad L Dailey
Brent Huizingh
Britta Ayers
Carroll Collins
Celeste Werner
Chad Adkins
Classic W
Clayton Livingston
Dana Otto
Daniel Wheat
David Dunne
David Ziegman
Elizabeth Perales
Erin Schaefer
George Foster
ggehler
Greg Lipscomb
Gustavo A Santana
Heather Mendenall
Holly Workman
Tony Rodriguez

Jill Schreifer
Jim Paulmann
James Potter
Jerany Jackson
Jill Reisz Westlund
Joseph Zumwald
Joel Putterman
Joe Hart
Joshua Schiffer
Jeff Tepsic
Joshua Copeland
Katie Lamoureux
Leslie Uptegraff
Lynn Zuch
Marcel Acosta
Maureen Pazdearaujo
Michael Lincheck
Tim Murphy
Niek Veraart
Neil
Dorcas
Radny Courduff
Rena Schlachter
Rodney Harris
Roger Blevins
Rachael Richter
Sarah Ridgely
Tracy Wilson
Tricia Kessler
Lindy Wolner