

**APA Federal Planning Division
Executive Committee
15 October 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* | Daniel Wheat | Yes |
| Professional Development Officer | Joshua Schiffer | No |
| Student Representative | Alison Evans | No |
| Conference Chair | Jill Schreiber | Yes |
| Immediate Past Chair | Brett James | No |
| *Voting Member | | |

**Heather Mendenall attended for Rena Schlachter.

1. Approval of Minutes: Andrew Wright motioned to approve the minutes from 17 September 2020. Joe seconded this motion. The motion passed unanimously.

2. Officer Reports

a. Chair (V)

i. Division Council Meeting Follow-up

1. APA is trying to be fiscally conservative during this time; although not formally announced, there is likely not going to be an in-person NPC. There are some adjustments being made to the CM credits. The Law and Ethics requirements will be reduced from 1.5 to 1.0. There will be two additional requirements for Equity and Sustainability.
2. There have been a lot of successes related to Communications; these will likely be included in the award application package.
3. There is a performance report due on November 15th. The work plan and budget are being reviewed today, and then we can shift to the performance report. EC members will be asked to review different sections of the report.
4. Andrew suggested instating a liaison position to work with APA to coordinate and participate in the meetings and discussions and integrate FPD better into APA. Andrew motioned to approve this new liaison position. Joe seconded this motion. After discussion, Andrew determined that instead of moving forward directly with this position, he will work with a Tiger Team to identify next goals, roles and responsibilities for this position.

ii. 2021 Work Plan and Budget

1. Andrew motioned to approve the 2021 Work Plan and Budget with the amendment of additional \$500 for the Fall virtual workshop in the event it is needed. Joe seconded the motion. The motion passed unanimously.

b. Senior Vice Chair (V)

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- i. 2021 Conference Planning Update
 - 1. Joe and Katie will confirm with the Boston hotels that the space is no longer needed.
 - c. Junior Vice Chair (V)
 - i. November Workshop
 - 1. Abbey is coordinating sponsorship information. The call for proposals went out last week and they are due by October 31st.
 - ii. Awards Committee
 - 1. Abbey mentioned that she is serving as a co-chair on this committee, and suggested that this could be a good role for future Junior Vice Chairs as well as it provides good exposure.
 - d. Immediate Past Chair (NV)
 - i. Not present.
 - e. Conference Chair
 - i. Planners on the Hill Conference
 - 1. Jill attended this event, and had the opportunity to discuss some planning related issues with congressional and senatorial staffers. There was a lot of discussion about transportation and open space, and interest in improving bikability.
 - 2. This could be a role for a future APA liaison as well.
 - f. Treasurer (V)
 - i. The cash balance as of September 30th is healthy at about \$79,500. The total FY revenue was about \$5,200, which was what was expected.
 - g. Secretary (V)
 - i. No update.
 - h. Communications Coordinator (V)
 - i. Heather relayed that the focus has been on the Fall newsletter. There will be a remembrance for Kim and Kendra. Rena has done an excellent job leading the communications efforts.
 - i. Membership Coordinator (V)
 - i. There are currently 1,013 members (there are more students than dues-paying members).
 - ii. Daniel has been coordinating with the Women in Planning Division, and there may be opportunities for collaboration. Daniel will share information and potential opportunities for further discussion with this division and other divisions.
 - j. Professional Development Officer (NV)
 - i. Josh relayed that they are moving forward with the monthly webinars through March.
 - k. Student Representative (NV)
 - i. Not present.
- 3. Adjourn
 - a. The meeting adjourned at approximately 2:00 p.m. ET.

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Andrew Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division