

**APA Federal Planning Division
Executive Committee
17 September 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	No
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	Yes
Student Representative	Alison Evans	Yes
Conference Chair	Jill Schreiber	Yes
Immediate Past Chair	Brett James	Yes
Vice Chair Elect	Elizabeth Perales	Yes
Secretary Elect	Heather Mendenall	Yes
*Voting Member		

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

2. Officer Reports

a. Chair (V)

i. 2020 Business Meeting Follow-up

1. Katie motioned to approve the 2019 and 2020 Business Meeting minutes. Abbey seconded this motion. The motion passed unanimously.

ii. Incoming Vice Chair and Secretary

1. Andrew welcomed Elizabeth and Heather to the meeting.

iii. FY21 Work Plan and Budget; FY20 Performance Report

1. Andrew has not received many comments on the work plan and budget; he is working with Celeste on finalizing these items. He will also be asking the officers to review as we finalize the document at the end of October.

iv. Updating Chart – Next Quarter Activities

1. Andrew asked officers to send him any updates on upcoming activities this quarter.

b. Senior Vice Chair (V)

i. 2021 Conference Planning Update

1. Not present.

2. Andrew relayed that the next steps include initiating at least three subcommittees.

c. Junior Vice Chair (V)

i. November Webex + Idea

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1. Abbey summarized an approach for a fall workshop to present how master planning is being done virtually. This could be a good opportunity, since a regional workshop cannot be held.
 2. EC members agreed that this is a great opportunity.
- d. Immediate Past Chair (NV)
- i. FPD Election Nominating Committee Update
 1. Brett stated that the activities of the nominating committee are officially complete, and welcomed the new officers.
- e. Conference Chair
- i. 2020 Conference Follow-up
 1. Jill has been working with Abbey and others to coordinate potential volunteers for the November workshop.
 2. ADC and SAME are doing some interesting things with regard to virtual conferences.
 3. It is worth having EC members participate as volunteers to Chair the conference planning committees.
 4. Jill is participating in the Planners on the Hill conversations next week on behalf of FPD. They are meeting with congressional staff to discuss federal planning and policy priorities.
- f. Treasurer (V)
- i. The cash balance as of August 30th is healthy at \$78,436.15. This is about \$4,000 higher than the August, 2019 balance.
- g. Secretary (V)
- i. No update.
- h. Communications Coordinator (V)
- i. The Communications Team is meeting regularly and currently working on the Fall newsletter.
- i. Membership Coordinator (V)
- i. There are currently 981 members (approximately half are dues-paying members and half are student members).
- j. Professional Development Officer (NV)
- i. There were two webinars last quarter; there will be four in this quarter. There will be an AICP training session this fall as well.
 - ii. Jill will coordinate with Josh and Rena regarding coordinating outreach for the November workshop on virtual master plans and other fall webinars.
- k. Student Representative (NV)
- i. There are plans to do another career webinar; the student committee is meeting tomorrow. The Policy and Advocacy Conference will be advertising the webinar.
 - ii. The Student Committee will be looking at mentorship opportunities, webinars and other outreach activities for students as well as how to operationalize Alison's position so that it can be transferred readily to the next student representative.
 - iii. Andrew offered to attend student committee meetings.
 - iv. Alison said that there is potentially an opportunity to continue to serve as the student representative as she transitions to a young professional. She is also having conversations with others on the student committee to gauge interest from others that may be interested in serving in the position in the future.

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- v. Andrew suggested coordinating with a Planning program for longer-term student engagement on the Executive Committee. Jill has been coordinating with George Washington University that has a strong federal planning program.
3. Adjourn
- a. The meeting adjourned at approximately 2:00 p.m. ET.

Andrew Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division