

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

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

Executive Committee (EC) Members and Officers in Attendance:

<b>Office</b>	<b>Office Holder</b>	<b>In Attendance</b>
Chair*	Andrew Wright	Yes
Vice Chair (2 <sup>nd</sup> Year)*	Joe Hart	Yes
Vice Chair (1 <sup>st</sup> Year)*	Abbey Ness	Yes
Treasurer*	Celeste Werner	No
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
APA Engagement Coordinator	Jill Schreiber	Yes
Incoming Secretary	Heather Mendenall	Yes
*Voting Member		

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

**2. Officer Reports**

- a. Chair (V)
  - i. 2021 Work Plan and Budget
    1. These were submitted by the 15 November deadline.
  - ii. FPD APA Engagement Coordinator
    1. Andrew circulated the position description by email in advance of the meeting.
    2. The position would be a member of the Executive Committee, but would not be a voting member.
    3. The position is not in the bylaws. It would be the responsibility of the next chair to add the position to the bylaws if that is preferred.
    4. Andrew motioned to approve the position to be added to the EC. Abbey seconded the motion. The motion passed unanimously.
    5. Andrew motioned to approve Jill be appointed as the APA Engagement Coordinator. Daniel seconded the motion. The motion passed unanimously.
    6. Jill appreciates the opportunity to serve in this role and build relationships with APA. She sees a lot of opportunities for FPD to be involved in APA activities and promote FPD. She looks forward to supporting the work of the Executive Committee in this role.
- b. Senior Vice Chair (V)
  - i. 2021 Conference Planning Update
    1. The next step is to determine the platform, and the schedule.
    2. The proposed title is “Full Steam Ahead: Putting Resiliency to the Test”

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

3. The proposed schedule is to have four-hour blocks starting at 12 PM – 4 PM.
  4. There may not be a need for agency meetings, at least for NAVFAC.
  5. Brett relayed that there may be benefits to spreading out the sessions to avoid webinar fatigue.
  6. The ADC Summit spanned several weeks; Thursdays were dedicated to focus sessions and Fridays were pop-up events. There were issues with attendees dropping off after the first few weeks.
  7. The Sponsorship Committee has a new goal for raising funds for scholarships.
    - a. The first priority is to ensure that we cover the workshop costs (e.g., platform). If there are remaining funds then scholarships could be considered.
- c. Junior Vice Chair (V)
- i. November Workshop
    1. The workshop last Friday was successful. There were 200 people that were registered. At the high point there were 130 attendees and presenters.
    2. Because it was a free workshop there were a lot of attendees that were non-members; used it as an opportunity to market FPD and the spring workshop.
    3. The current WebEx membership is limited to 100 members. It is \$300 to extend that.
    4. APA said they were providing support, and then pulled out two weeks in advance.
    5. Teams Live was utilized and could be an opportunity for the spring workshop.
    6. \$1,400 was raised for the scholarship fund.
    7. The workshop survey results indicate that the material was well-received.
    8. It was not recorded because of some proprietary information. This was a missed opportunity, since many expected the session recordings to be available.
    9. There should have been a break in between the first two sessions.
    10. It was difficult to get CVR folks onto the Teams. There are also some limitations to the functionality.
    11. It would be nice to have more support from APA in the future.
    12. There were a lot of sponsors at the \$50 level.
    13. The annual workshop would benefit from having staff focused on managing the platform.
    14. There were some technological issues that could have been mitigated by a tech professional.
    15. FPD was originally going to use the APA Zoom account; they said that they lacked capacity to support the workshop.
    16. FPD has paid a fee in the past to handle the registration.
    17. Jill strongly recommends that we outsource a company to handle all of the registration and management of the platform.
- d. Immediate Past Chair (NV)
- i. Brett will relay some lessons learned to Abbey.
- e. Conference Chair

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

- i. Jill offered her support to Joe if there are questions.
  - f. Treasurer (V)
    - i. Not present.
  - g. Secretary (V)
    - i. No update.
  - h. Communications Coordinator (V)
    - i. The committee has been working on the Fall newsletter, which is content-rich.
    - ii. There was discussion about including a Save the Date for the Spring FPD workshop.
    - iii. Heather is migrating to the new website with the goal to have the new website up by the end of the calendar year.
  - i. Membership Coordinator (V)
    - i. The current registration is around 1,000.
  - j. Professional Development Officer (NV)
    - i. Not present.
  - k. Student Representative (NV)
    - i. There was a Career webinar on December 14 at 4PM ET; the Student Committee is working with APA career services to host and advertise and doing a resiliency/ sustainability theme with planners from EPA, NPS, and the Navy. Alison thanked Jill and Abbey for making introductions.
    - ii. The Committee collected examples of federal resumes for students to have resources when needing to craft their own resumes. They are hoping to create a tab on the website for all of the student resources. Alison thanked Andrew for an introduction to a young planner at USACE who shared his resume.
    - iii. The committee is in the beginning stages of planning a resume blitz/ review for early 2021.
3. Adjourn
- a. The meeting adjourned at approximately 2:00 p.m. ET.

*Andrew Wright*

Andrew Wright PMP, AICP  
Chair, Federal Planning Division