

**APA Federal Planning Division
Executive Committee
15 January 2020
(Via conference call)**

Call to Order: Approximately 3:00 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	Yes
Treasurer*	Celeste Werner	No
Secretary*	Katie Lamoureux	No
Communications Coordinator*	Rena Schlachter	No
Membership Coordinator*	Keith Hernandez	Yes
Professional Development Officer	Joshua Schiffer	Yes
Programs Coordinator	Sarah Watson	No
Student Representative	Alison Evans	Yes
Conference Chair	Jill Schreiber	Yes
Immediate Past Chair	Brett James	Yes
Regional Workshop in Portland Organizer	Mark Gillem	Yes
*Voting Member		

1. Approval of Minutes: A quorum was in attendance. The group approved the minutes from the previous three FPD Executive Committee meetings held on 25 October 2019, 20 November 2019, and 18 December 2019.

2. Featured Business:

- a. Follow-up from Portland Regional Workshop
 - i. **Workshop Attendance** – The Portland regional workshop had about 45 people in attendance and utilized a free room that was provided by GSA. Most people in attendance were local to the area, although a few people flew in to attend. The day following the workshop, Dr. Gillem led a walking tour of Portland. A fair amount of people attended the walking tour.
 - ii. **Workshop Costs**
 - 1. There was a \$5,700 commitment from the workshop sponsors, and the overall cost of the workshop was about \$4,500. There will be a surplus of funds that will go back to FPD.
 - 2. With use of a free venue in the federal building, the event was not too expensive; the main cost was printing.
 - iii. **Workshop Write-up** – Dr. Gillem and the workshop team will finalize and distribute their write-up of the event by next month. Some of the lessons learned can be applied to the next regional workshop to be held in Colorado Springs.
 - iv. **Discussion**
 - 1. **Guest Speaker** – The regional workshop had a guest speaker from the Port Authority, who spoke about resiliency and dealing with growth.
 - 2. **Native American Tribes** – No Native American tribes were in attendance.
- 3. Workshop Follow-up**

- a. Brett James suggested that the FPD send out a follow-up survey to those that attended. Keith will coordinate with Dr. Gillem to ensure that the standard FPD tools and processes are used in the follow-up.
 - b. Mr. James also suggested that the Membership Coordinator send an email to the entire FPD community acknowledging the sponsors as well as a short summary of the Regional Workshop in Portland through an email blast.
 - v. **Initial Workshop Feedback**
 - 1. The Workshop being held on Thanksgiving week allowed more people to participate.
 - 2. The small size of the workshop (45 people) was viewed as beneficial, because it made the event more approachable.
 - 3. Many participants had positive comments on the free cost of the workshop.
 - vi. **Lessons Learned**
 - 1. The free room in a federal building greatly reduced the workshop cost.
 - 2. A clear theme generated a great response to the call for sessions. The theme for the Portland Workshop was “Transformative Planning for Federal Lands.”
- b. **FPD EC 2020 Annual Strategic Meeting Planning (Continued discussion from November meeting)**
 - i. Mr. Wright proposed holding an in-person Executive Committee meeting in Houston on the Thursday following the conference for anyone that can participate. Mr. James mentioned that he is organizing a NAVFAC agency meeting that day, which may preclude his participation.
 - ii. Mr. Wright will provide some alternative dates and times for this in-person Executive Committee meeting in Houston and email all Executive Committee members to find a day that works for most.

3. Officer Reports

- a. **Chair (Voting Member [V])**
 - i. **Welcome Letter** – The EC sent a welcome letter to all FPD members, and received positive feedback. Mr. James proposed sending the welcome letter out to each new FPD member, as after they join. Keith Hernandez, membership coordinator, can help with sending the letters to new members after they join.
 - ii. **New Student Representative** – Mr. Wright welcomed Alison Evans as the new Student Representative.
 - iii. **EC Attendance** – Mr. Wright emphasized FPD EC attendance to the monthly meetings has been poor and have prevented a quorum from being achieved to move decisions forward. Mr. Wright plans to prevent the meeting days and time from moving in the future so that attendance and participation can be maximized. Mr. Wright asks that if EC members are unable to call in to the meeting, then they should email Mr. Wright a brief summary for the monthly update. After two missed meetings without advanced notice, Mr. Wright will call the FPD EC member to assess if a replacement is needed.
- b. **Senior Vice Chair (V)**
 - i. **EC Meeting Attendance and 2021 PDF Conference** – Mr. Racehorse requested an audit of the EC minutes in 2019 to evaluate who has not been attending regularly. He also noted that the rescheduling of the meeting dates and times has prevented him from regular attendance. He emphasized that he plans to become more involved in the FPD EC in 2020 as he begins planning for the 2021 FPD

Conference in Boston. He also mentioned that he has previous conference planning experience on his resume.

c. **Junior Vice Chair (V)**

- i. **FPD Website and Social Media** – Abbey Ness stated that she had met with Rena Schlachter, Communications Coordinator, to discuss FPD communications, as well as updates to the FPD website and social media accounts.
- ii. **Board Member Position Descriptions** – Ms. Ness has been discussing with Mr. Wright and other board members of the need to revamp the board member position descriptions. She asked that all EC members think about ways that each member’s role can take shape in the future.
- iii. **Potential Fall Regional Conference Planning Responsibilities** – Mr. Wright suggested that the Junior Vice Chair could potentially lead the Fall Regional Workshop to gain the planning experience the year prior to planning the annual FPD Conference. As of now, there is no committee member that has a designated responsibility for planning the regional conference and some years, there is no conference.

d. **Immediate Past Chair (Non-voting[NV])**

- i. **Vice Chair Discussion** - The EC discussed EC member duties and responsibilities, and some concerns regarding 2019 EC member engagement and experience to fulfill the required duties, particularly the annual conference leadership role of the Vice Chair. There was discussion regarding termination of EC members that cannot fulfill their duties. Section 3.9 of the FPD Bylaws – Termination of Division Officers, states that current officers that are unable to perform their duties can be removed with a majority vote of the FPC EC. Mr. Wright motioned to move further discussion of EC Officer termination to the next EC meeting. Mr. Hernandez seconded and the motion passed unanimously. During this discussion, the EC would like strong commitments from all EC members regarding their roles and responsibilities moving forward. To ensure that the FPD EC can fulfill its mission, there will be regular engagement on this topic to ensure that all EC members are meeting expectations.

e. **Treasurer (V):** No report.

f. **Secretary:** No report.

g. **Communications Coordinator (V):** No report.

h. **Membership Coordinator (V):** No report.

i. **2019 Survey Report (continued discussion from December meeting)**

1. Mr. Hernandez motioned to approve the 2019 Survey Report that Mr. Hernandez drafted. This motion was seconded and passed unanimously.

i. **Professional Development Officer:**

- i. **Planning Webcast Series Renewal** – Josh Schiffer discussed renewing FPD’s subscription for the Planning Webcast Series for 2020. This service provides all FPD members an opportunity to obtain CM credits for their AICP free of charge. Additionally, this provides the FPD with an opportunity to host one of the Webcasts webinars in 2020. Ms. Schlachter can announce the presenting opportunity in an upcoming email blast. The renewal cost is \$150, which was included in the FPD’s budget.

1. The EC motioned to renew FPD’s subscription for the Planning Webcast Series for 2020. The motion was seconded and passed unanimously.

j. **Student Representative:**

- i. Alison Evans is the new Student Representative for FPD. She is currently a student at Georgia Tech for a Master’s of Urban Planning. Previously she has worked in Washington D.C. as a lobbyist and is excited to learn about Federal planning and getting students more engaged.

k. **Programs Coordinator:** No report.

4. Ongoing Business:

- a. **2020 Conference Planning** – Jill Schreifer stated that planning progress for the 2020 Houston FPD Conference is progressing. Award submittals are due at the end of January 2020.
- b. **2021 Conference Planning** – Ms. Schreifer will call Mr. Racehorse offline to discuss some of the responsibilities required for planning the FPD Conference to prepare him for the Boston FPD Conference in 2021.

5. New Business

- a. **Student Representative** – No Report
- b. **Student Engagement Committee** – No Report
- c. **Announcing employment opportunities and positions wanted through FPD outreach** – No Report

6. Adjournment: The meeting was adjourned at approximately 4:30 p.m. ET.

Andrew D Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division