

**APA Federal Planning Division  
Executive Committee  
16 April 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	Yes
Secretary*	Katie Lamoureux	Yes
Communications Coordinator*	Rena Schlachter	Yes
Membership Coordinator*	Keith Hernandez	Yes
Professional Development Officer	Joshua Schiffer	Yes
Programs Coordinator	Sarah Watson	Yes
Student Representative	Alison Evans	Yes
Conference Chair	Jill Schreiber	Yes
Immediate Past Chair	Brett James	Yes
*Voting Member		

**1. Approval of Minutes:** Andrew Wright motioned to approve the minutes from 19 March 2020. Celeste Werner seconded this motion. The motion passed unanimously.

**2. Featured Business:** None

**3. Officer Reports**

a. Chair (V)

- i. There is an APA meeting on virtual workshops today.
- ii. The Division Council Business meeting is on April 27<sup>th</sup>. EC members are encouraged to let Andrew know if they are interested in joining the meeting.
- iii. The NPC in-person conference has been transitioned to “NPC at home.”
- iv. Andrew suggested that the FPD EC use the retreat to think strategically about what we would like to achieve over the next two years as an executive committee. It was recommended that we have a four-hour meeting or two two-hour meetings.
  1. EC members agreed that two two-hour meetings would be preferred; Friday would be a preferred day.
  2. Andrew is going to send some pre-work for the meeting, including identification of goals, and what each member would like to accomplish over the next two years.
  3. David is supporting Andrew on the retreat.
  4. Abbey and Jill volunteered to help Andrew on the retreat.
  5. The target timeline for the retreat is May.

b. Senior Vice Chair (V)

- i. Joe has made contact with one of the hotels; one of the challenges is that it is not a major hotel chain and there is not ability to have 10x10 sponsorship locations.

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- ii. Katie is following up with the Marriott options and Joe is following up regarding the Hilton options.
- c. Junior Vice Chair (V)
  - i. The webinar series has been delegated to Josh.
  - ii. The regional workshop is on hold.
  - iii. Abbey is working on creating some guidelines for future conference chairs.
  - iv. Andrew suggested that we coordinate the survey with the retreat so that we can have some initial results for the retreat discussion.
- d. Immediate Past Chair (NV)
  - i. The nomination period closes on April 24, 2020. Once it closes, Andrew and Brett will receive the nominations and be able to determine the quality of them. There are opportunities to reach out to get additional nominations if needed.
  - ii. They have received indications of some interested candidates.
- e. Treasurer (V)
  - i. The cash report for March is expected by Monday April 20, 2020. There are no updates from the last meeting.
  - ii. Based on Celeste's experience with other organizations, it is recommended that some adjustments be made for the FY21 budget, including eliminating all anticipated revenue. Costs, as applicable, should be projected for the virtual retreat and webinars.
  - iii. For now, Celeste recommends not going forward with a regional training unless it is a virtual training.
  - iv. Andrew suggested that Celeste share a spreadsheet for EC members to review and provide input.
  - v. Celeste has developed a draft budget and will share it with a sub-committee of the Chair and vice chairs before sharing it with the broader EC.
- f. Secretary (V)
  - i. No report.
- g. Communications Coordinator (V)
  - i. Rena has added members to the Communications Committee; David Leonard is a new member.
  - ii. Rena is working on a final list of award winners to publish in the next newsletter.
  - iii. There will be a future announcement regarding the virtual presentations.
  - iv. There will be an issue in April and June.
  - v. They will be announcing an opening for a social media director, and Rena asked for EC members to let her know if they are aware of any potential candidates.
  - vi. Andrew commended Rena for the work she and David did on the newsletter.
  - vii. Joe suggested that we should consider student members that may be interested in the social media director position.
- h. Membership Coordinator (V)
  - i. Keith said that the regional workshop survey is closed, and received 10 responses; they were all positive. Keith said he can share the results at the next meeting.
  - ii. There has been a 7% increase in membership this calendar year.
- i. Professional Development Officer (NV)
  - i. Josh said that there is a subcommittee for digitizing the annual conference. The proposal is to hold one presentation per month. The approach is to follow up with those that had proposed sessions for the 2020 workshop to see whether they would be interested in presenting a webinar.

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- ii. The subcommittee determined that GoToWebinar might be the best option for our needs. It is \$190/month.
- iii. WebEx is another option and is \$135/month for five licenses.
- iv. APA has APALearns. The platform may have a cost associated with it.
  - v. Google Classroom has some options.
  - vi. The first week of May could be an option
- vii. The sessions are proposed as 60 minute sessions with 45 minutes of presentation and 15 minutes of Q/A.
- viii. Andrew motioned to allow the subcommittee to purchase the preferred webinar license once the first confirmed speaker and date have been selected. Abbey seconded this motion. The motion passed unanimously.
- j. Student Representative (NV)
  - i. Alison will reach out to any students that may be interested in the Social Media Director position.
  - ii. Alison encouraged EC members to consider recent college graduates at this time and the challenges they are facing with today's job market.
- k. Programs Coordinator (NV)
  - i. Sarah offered her support to anyone that could use support.

**4. Ongoing Business**

- a. 2020 Conference Follow-up (discussed under Professional Development Officer)
- b. 2021 Conference Planning (discussed under Senior Vice Chair)
- c. Awards Committee (discussed under Featured Business)
- d. Ongoing Annual Performance Plan (moved to May meeting)
- e. Ongoing Division Achievement Awards (moved to May meeting)
- f. FPD Election Nominating Committee

**5. Adjourn**

- a. The meeting adjourned at approximately 2:00 p.m. ET.

*Andrew Wright*

Andrew Wright PMP, AICP  
Chair, Federal Planning Division