

**APA Federal Planning Division
Executive Committee
18 June 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*	Vacant	N/A
Professional Development Officer	Joshua Schiffer	Yes
Programs Coordinator	Vacant	N/A
Student Representative	Alison Evans	No
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 21 May 2020. Joe seconded this motion. The motion passed unanimously.

2. Featured Business: Retreat discussion

- a. August may be ideal timing to have the business meeting with membership; we can report-out on the proposed approach for the 2021 workshop as well as results from the retreat and proposed actions.
- b. One of the first actions identified at the retreat was to provide updates to the position descriptions.
 - i. Abbey has received comments and is working on updating the position descriptions.
 - ii. Abbey shared a slide of the previous FPD leadership structure; current FPD leadership structure; and proposed FPD leadership structure.
 - iii. Celeste likes the idea of having one individual on the Committee to support Budget-related items.
 - iv. Joe expressed concern about too many committees, and volunteers being stretched thin.
 1. Brett expressed that he continues to be impressed by the number of volunteers that come forward to support though this is still something to keep in mind.
 - v. There was discussion about the agency representatives. It is ideal to seek representatives that are as senior as possible in order to be able to speak on behalf of the agency and reach out accordingly.
 - vi. Celeste shared an example from the APA-CO newsletter that has a button that provides a mechanism to join the committee.

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3. Officer Reports

- a. Chair (V)
 - i. Membership Chair Recruitment
 - 1. Andrew proposed a potential candidate: Daniel Wheat. Andrew motioned to nominate Daniel as the Membership Chair. Abbey seconded the motion. The motion passed unanimously.
 - ii. Programs Coordinator Update
 - 1. Sarah resigned from the position as Programs Coordinator.
 - 2. The original intent was for the Programs Coordinator to support events outside of the conference; the new committees should help fill that gap. Therefore, the EC determined that this position is no longer necessary.
- b. Senior Vice Chair (V)
 - i. 2021 Conference Planning Update
 - 1. Joe summarized the outcomes of the Conference Planning Committee's meeting yesterday. The committee met with Eva from APA. APA is still determining whether they are going to host an in-person conference in 2021 and if so, what it may look like.
 - 2. The Colonnade has agreed to extend the hold through August 31st.
 - 3. Katie is following up with the Sheraton to try to secure the same hold extension or a right of first refusal at a minimum.
- c. Junior Vice Chair (V)
 - i. Regional Workshop
 - 1. The regional workshop is on hold.
 - ii. Position Description
 - 1. Abbey is working on a draft for the position descriptions.
 - iii. Awards Tiger Team
 - 1. Abbey is working on this.
- d. Immediate Past Chair (NV)
 - i. FPD Election Nominating Committee Update
 - 1. The nomination committee has been working hard to review the nominations.
 - 2. There are two candidates for Secretary, two for treasurer, and two for Vice Chair.
 - 3. Voting will start in July.
- e. Conference Chair
 - i. 2020 Conference Follow-up
 - 1. The committee put together a Lessons Learned document and shared that with Joe and Katie.
 - 2. There are many documents that have been saved to the Google Drive.
 - ii. Membership Tiger Team
 - 1. Jill will be working with the Membership Coordinator to initiate this.
- f. Treasurer (V)
 - i. The current budget is \$75,852.85. There has been an increase since last month of \$492. All of the 2020 sponsor checks have been refunded. Our first quarter and second quarter dues came in the same month. Celeste forecasts an increase of \$4,000 in dues for the third and fourth quarters. Celeste does not predict a substantial change in the budget this year.
 - ii. Celeste reported that it would be helpful to have transition support from the previous Treasurer for the new Treasurer.

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- g. Secretary (V)
 - i. No update.
- h. Communications Coordinator (V)
 - i. Newsletter
 - 1. Rena mentioned that she is working with David Leonard and others to compile the information needed for an early July newsletter that includes the award winners. They have asked all of the award winners to provide a summary of their projects for the newsletter. Each award winner will have a spread in the newsletter than can be framed.
 - 2. Joe suggested including a note about the conference planning and potential COVID-19 related impacts; Andrew agreed and thought it could be a potential addition to either this or the next newsletter.
 - ii. Social media
 - 1. Ras has been leading this. Rena suggested that folks “like” the posts to increase awareness.
- i. Membership Coordinator (V)
 - i. Not present.
- j. Professional Development Officer (NV)
 - i. Josh reported that the second webinar was on 6/11. There has been a lot of interest in them. There will be one webinar per month starting in July.
 - ii. Josh said that we are fortunate to have many potential options for webinars, since the conference was canceled. Once the in-person conference comes back we may not have the need for monthly webinars and the associated volunteer committee organizing them.
 - iii. Josh is seeking confirmation from the presenters to be able to post the presentations on the website.
- k. Student Representative (NV)
 - i. Katie provided Alison’s update that the federal planning careers webinar was a success and that she is starting to make calls to recruit for the student committee.
- l. Programs Coordinator (NV)
 - i. Not present.

4. Adjourn

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

Andrew Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division