

**APA Federal Planning Division
Executive Committee
20 August 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	No
Membership Coordinator*	Daniel Wheat	Yes
Professional Development Officer	Joshua Schiffer	Yes
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 16 July 2020. Joe seconded this motion. The motion passed unanimously.
2. **Officer Reports**
 - a. Chair (V)
 - i. 2020 Business Meeting
 1. Andrew reviewed the draft 2 September business meeting agenda and presentation. He requested that EC members review the presentation and provide any edits.
 - ii. Draft Work Plan
 1. Andrew provided the draft work plan to EC members and requested EC members provide any edits.
 - b. Senior Vice Chair (V)
 - i. 2021 Conference Planning Update
 1. APA leadership has not made a decision on the 2021 NPC; 2021 FPD workshop planning is on hold.
 - c. Junior Vice Chair (V)
 - i. Regional Workshop
 1. FPD regional workshop planning is on hold.
 - ii. Conference App Discussion
 1. Abbey provided options for continuing FPD’s contract with the Conference App company, Cvent:
 - a. Option 1: Extend to 2022. 2021 is free (rolled over from 2020), and 2022 is \$3,500. To get this rate, FPD would have to make the payment for 2022 in May 2021 rather than in December 2021.
 - b. Option 2: Extend to 2023. 2021 is free (rolled over from 2020). 2022 and 2023 would be \$3,500 each.

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- c. Option 3: FPD does not sign the contract. If FPD does not feel comfortable signing a contract agreement with them right now, they are willing to give FPD a 25% credit from this year's contract to use toward a future purchase from Cvent (\$812.50).
 - 2. Celeste requested that Abbey follow-up with the app company to determine whether we could extend the contract to 2022 if not used in 2021.
 - 3. A considerable amount of time was invested by FPD volunteers to input FPD conference content into the Cvent app.
 - 4. Abbey motioned to move forward with Option 1. Katie seconded the motion. The motion passed unanimously.
 - d. Immediate Past Chair (NV)
 - i. FPD Election Nominating Committee Update
 - 1. Brett stated that the activities of the nominating committee are officially complete.
 - e. Conference Chair
 - i. 2020 Conference Follow-up
 - 1. Jill referenced that the activities from the 2020 Conference are generally complete; Josh will discuss the webinars under his report.
 - f. Treasurer (V)
 - i. The current FPD balance is slightly higher than this time last year.
 - g. Secretary (V)
 - i. No update.
 - h. Communications Coordinator (V)
 - i. Not present.
 - i. Membership Coordinator (V)
 - i. Tiger Team – Goals and Values Strategies
 - 1. Daniel has received input and provided an updated version of the strategies, which he plans to present during the FPD Business Meeting.
 - ii. Membership roster
 - 1. There are currently 963 members.
 - 2. Daniel is continuing to send the welcome letter to new members.
 - j. Professional Development Officer (NV)
 - i. Josh reached out to all remaining webinar presenters and has a scheduled webinar for roughly each month. The schedule was emailed to members.
 - k. Student Representative (NV)
 - i. Andrew relayed that Alison has recruited members for the student committee.
- 3. Adjourn**
- a. The meeting adjourned at approximately 2:00 p.m. ET.

Andrew Wright
Andrew Wright PMP, AICP
Chair, Federal Planning Division