

**APA Federal Planning Division
Executive Committee
21 May 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 | No |
| Secretary* | Katie Lamoureux | Yes |
| Communications Coordinator* | Rena Schlachter | Yes |
| Membership Coordinator* | Vacant | N/A |
| 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 |
| | | |
| *Voting Member | | |

1. Approval of Minutes: Andrew Wright motioned to approve the minutes from 16 April 2020. Abbey seconded this motion. The motion passed unanimously.

2. Featured Business: Retreat discussion

- a. The first part of the retreat was a success.
- b. The follow-up discussion will use the results of the SWOT analysis and additional discussion from the retreat to propose next steps.
- c. The EC is invited to send any follow-up information for the SWOT to Andrew by next Wednesday May 27th to include in the version for discussion next week.
- d. David asked for EC members to think about what was discussed last Friday and what surprised us.
- e. Joe appreciated David volunteering his time. He found it useful.
- f. Jill appreciated hearing about everyone's background and perspectives.
- g. Abbey found the collective brainstorming to be very useful; in particular, reaching out to members for their input in advance was useful.
- h. Andrew would like to see this be conducted next year as well.

3. Officer Reports

- a. Chair (V)
 - i. Membership Chair Recruitment
 1. Andrew is looking to start recruiting for the Membership Chair position. He is considering some options for expanding diversity of the EC as well as to consider more options to expand diversity.
 2. Abbey hopes that there are opportunities to talk more about our membership goals during the next retreat discussion.
 - a. Particularly if there are multiple people interested, it would be useful to see whether they have creative ideas to meet our goals.

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- b. Brett suggested that we could have a flexible approach in that we could reach out to specific individuals as well as put out an announcement to see whether there is interest from folks.
 - c. Andrew will put out an announcement following the retreat, and also may target some individuals that could be a good fit based on our goals.
- b. Senior Vice Chair (V)
- i. 2021 Conference Planning Update
 - 1. Katie and others have been helping Joe to contact hotels in Boston. A hotel has not yet been selected.
 - 2. Joe has been considering some other topics as well as the hotel selection (e.g., awards).
- c. Junior Vice Chair (V)
- i. Regional Workshop
 - 1. The regional workshop is on hold.
 - ii. Position Description
 - 1. There is potential for the Junior Vice Chair to do more than what is described in the position description.
- d. Immediate Past Chair (NV)
- i. FPD Election Nominating Committee Update
 - 1. The nomination portal was not fully functioning; there are two nominees that submitted their nominations separately to Brett directly. APA approved accepting these nominations.
 - 2. There are roughly eight nominations across the positions.
 - 3. Brett proposes sending a message to the membership to allow for additional nominees that may have not been able to submit given the issues with the portal.
 - 4. There is one nomination that did not have any previous experience with FPD.
 - 5. Andrew is pleased with the turnout. All positions have at least two candidates, and at least one has three candidates.
- e. Conference Chair
- i. 2020 Conference Follow-up
 - 1. Jill is working with the committee on a lessons learned document.
 - a. She is looking to schedule a meeting with Joe and Katie to transfer the knowledge in the document.
 - 2. A lot of speakers are willing to present their material during the webinar series.
 - 3. Awards certificates have been shipped.
- f. Treasurer (V)
- i. Not present.
 - ii. Andrew motioned to approve reimbursement for shipping the framed awards certificates (\$1,785.27). The allotted amount had been \$1,000, since the awards are typically produced but not shipped. Joe seconded the motion. The motion passed unanimously.
 - iii. Andrew asked Jill to review the overall budget and propose options for modifications for the 2021 conference budget.

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- iv. Jill will incorporate lessons learned for the awards compilation and shipping in the document she is putting together with the 2020 workshop committee.
- g. Secretary (V)
 - i. Provided under Senior Vice Chair.
- h. Communications Coordinator (V)
 - i. Rena announced that there is now a full Communications Team, including an established Newsletter Director, Social Media Coordinator, Website Director, as well as an overall communications support staff. There was a meeting yesterday to establish roles and begin discussion for the June newsletter, which will include the awards winners.
 - ii. Ras has been administering the social media updates. He is going to be doing a “Five Bullet Friday” on the last Friday of the month. Rena will be collecting items for this during this meeting.
 - iii. The newsletter recipient list has been streamlined on MailChimp to include FPD members only.
 - iv. There were many recipients that weren’t members.
 - v. Abbey said it may be useful to let folks know that they will not be receiving the communications in the future if they are not members.
 - vi. The MailChimp membership is \$30 – 40/month.
 - vii. Andrew moved this discussion to the retreat discussion. He will add this to the SWOT analysis.
- i. Membership Coordinator (V)
 - i. Not present.
- j. Professional Development Officer (NV)
 - i. The first webinar is occurring on Tuesday. It is the keynote speaker.
 - ii. There are 60 people signed up so far; they are sending out a reminder, and will incorporate it into the newsletter.
 - iii. For the first session, it may be good to have a recording and folks can review the recording for CM credit.
- k. Student Representative (NV)
 - i. Alison is moving forward with the Careers in Federal Planning webinar.
- 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