

**APA Federal Planning Division
Executive Committee
16 July 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	No
Communications Coordinator*	Rena Schlachter	Yes
Membership Coordinator*	Daniel Wheat	Yes
Professional Development Officer	Joshua Schiffer	Yes
Student Representative	Alison Evans	Yes
Conference Chair	Jill Schreifer	Yes
Immediate Past Chair	Brett James	Yes
*Voting Member		

1. **Approval of Minutes:** Andrew Wright motioned to approve the minutes from 18 June 2020. Joe seconded this motion. The motion passed unanimously.

2. **Officer Reports**
 - a. Chair (V)
 - i. APA equity meeting
 1. Andrew attended an introductory meeting for the equity committee and will continue to attend and provide updates.
 - ii. Timeline of EC activity
 1. Andrew wants to better track all EC members' activities in alignment with the goals from the retreat.
 2. Andrew said the timeline will aid in the planning of the upcoming business meeting at the end of August. The business meeting will need to be virtual and any feedback could help inform the workplan from the retreat. Additionally, the business meeting could be useful for any additional bylaw changes.
 3. Andrew will send out the proposed timeline for comments from EC.
 - b. Senior Vice Chair (V)
 - i. 2021 Conference Planning Update
 1. Joe is still coordinating with the hotel contacts and is in a holding pattern until APA leadership decides if the event will be in person or virtual.
 2. Joe mentioned needing to review the awards to ensure they reflect relevant accomplishments.
 - c. Junior Vice Chair (V)
 - i. Leadership structure
 1. Abbey is continuing to review the leadership structure which was reviewed at the retreat and anticipates it will be similar to the current

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structure in the bylaws. Abbey hopes the reviewed structure will help with soliciting volunteers.

- ii. Awards tiger team
 - 1. Abbey is having conversations within the EC to incrementally input changes to make the awards process more transparent.
- iii. Regional Workshop
 - 1. Abbey said the fall regional workshop is unlikely to happen but hopes to have an alternative activity to boost morale within FPD. She wants to avoid a webinar and instead provide a forum for FPD members to network and socialize.
- 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 is working with Rena to showcase the award winners in the newsletter.
- f. Treasurer (V)
 - i. The ending balance as of May 31 is \$75,852.85.
 - ii. There was a delta of around \$400 in the positive which came from member dues. Dues received this year total about \$300 less than the dues we received at this time last year and Celeste noted the start of a downward trend which she is monitoring. She speculated budget cuts or layoffs could be the cause of fewer member dues.
 - 1. Jill asked whether we have lost dues-paying members; Celeste said she is unsure, and Daniel will review the rosters to determine if there has been a decrease in the first two quarters of 2020.
 - iii. Andrew asked about the cost of using a different conference app in the future. Abbey said they had not heard back from Eva, the APA rep, regarding the cost of APA's conference app vendor. Abbey said a decision needs to be made by August 7.
- g. Secretary (V)
 - i. Not present.
- h. Communications Coordinator (V)
 - i. Rena said the communications team is meeting monthly.
 - ii. Rena requested any comments or edits to the newsletter be sent to her by COB Friday, July 17.
 - iii. Social Media
 - 1. Rena requested that the EC "like" social media posts.
 - 2. Heather is attending a meeting for training to update the website.
 - iv. Brett suggested the awards be announced in a "booklet" format versus the newsletter. Celeste agreed.
 - 1. The awards portion of the current newsletter will be pulled out and sent separately to better highlight the award winners. Rena will reconsider the Tuesday release date to provide time for the changes.
- i. Membership Coordinator (V)
 - i. Total Roster

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1. Current membership is 980 which was a net increase of 11 from May and 10 of those are full dues-paying members.
 2. Daniel is continuing the welcome letter to new members.
 - ii. Membership tiger team
 1. Daniel has received feedback from initial draft documents of workplan and goals which he is currently reviewing.
 - j. Professional Development Officer (NV)
 - i. Josh reached out to all remaining webinar presenters and has a scheduled webinar for roughly each month.
 1. July is the F22 move from Tyndall to Langley which currently has 81 RSVPs.
 2. August is disaster recovery.
 3. September is mental health and planning.
 - k. Student Representative (NV)
 - i. Alison is recruiting for the student committee.
- 3. Adjourn**
- a. The meeting adjourned at approximately 1:50 p.m. ET.

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