

**APA Federal Planning Division
Executive Committee
17 December 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	No
Vice Chair (1 st Year)*	Abbey Ness	Yes
Treasurer*	Celeste Werner	No
Secretary*	Katie Lamoureux	Yes
Communications Coordinator*	Rena Schlachter	Yes
Membership Coordinator*	Daniel Wheat	No
Professional Development Officer	Joshua Schiffer	Yes
Student Representative	Alison Evans	Yes
Conference Chair	N/A	
Immediate Past Chair	Brett James	Yes
APA Engagement Coordinator	Jill Schreifer	Yes
Incoming Secretary	Heather Mendenall	Yes
*Voting Member		

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

2. **Officer Reports**
 - a. Chair (V)
 - i. The conference planning is on a good track.
 - b. Senior Vice Chair (V)
 - i. 2021 Conference Planning Update
 1. Not present
 - c. Junior Vice Chair (V)
 - i. Fall 2020 Virtual Workshop Report
 1. Abbey has shared the Fall 2020 Virtual Workshop Report; there were 167 people that attended the event.
 2. The event was recorded, and Abbey will share the portions that are confirmed for distribution.
 3. Abbey asked the EC members to review the report and provide any feedback.
 - d. Immediate Past Chair (NV)
 - i. Not present.
 - e. Conference Chair
 - i. N/A
 - f. Treasurer (V)
 - i. Not present.
 - g. Secretary (V)
 - i. No update.
 - h. Communications Coordinator (V)
 - i. The newsletter was recently disseminated.

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- ii. Rena requested EC members to send photos that can be used for the website.
 - iii. Heather has been identifying some content gaps on the website; they may be identifying some folks to help fill those.
 - iv. The committee is working on an APA award application.
 - i. Membership Coordinator (V)
 - i. Although not present, Daniel shared an update by email that the current registration is 798 members with 465 paid members and 333 students.
 - j. Professional Development Officer (NV)
 - i. There are three more planned webinars (January, February, March) as well as a planned professional development webinar in January.
 - ii. EC members expressed interest in continuing the webinar series next year; the EC plans to continue discussions with the intent to consider taking this up in June after the virtual workshop.
 - k. Student Representative (NV)
 - i. Alison has been planning an upcoming student webinar; there are currently over 200 registrants.
 - ii. The committee is planning a resume review in February. Alison may be reaching out to EC members to help students with their resumes.
 - iii. Andrew participated in the November meeting for students to hear about his career path. If others would like to participate in this way, Alison invited members to reach out to her.
 - l. FPD APA Engagement Coordinator
 - i. Jill plans to reach out to APA in January, and then either by newsletter or via the webinar series get a better understanding from members about how FPD would like to engage with APA.
 - ii. Jill hopes to have more to report during the February meeting after this coordination.
 - m. Other announcements
 - i. APA has announced that the Spring workshop will be 100% virtual.
 - ii. The FPD 2021 workshop call for award nominations and jury members has gone out.
 - iii. The FPD 2021 workshop call for session nominations will be forthcoming.
 - iv. This is Katie's last meeting as Secretary. Heather Mendenall will be sending out the January meeting invitation. Abbey and other EC members thanked Katie for her service as Secretary over the last four years.
3. Adjourn
- a. The meeting adjourned at approximately 1:30 p.m. ET.