

APA Federal Planning Division
Executive Committee Monthly Meeting
15 April 2021
(Via conference call)

1. Call to Order:

Approximately 1300 EST, 15 April 2021

2. Executive Committee (EC) Members and Officers in Attendance:

Office	Office Holder	In Attendance
Chair*	Andrew Wright	Yes
Vice Chair (2nd Year) *	Abbey Ness	Yes
Vice Chair (1st Year) *	Elizabeth Perales	Yes
Treasurer*	Celeste Werner	No
Secretary*	Heather Mendenall	Yes
Communications Coordinator*	Dave Leonard for Rena Schlachter	Yes
Membership Coordinator*	Daniel Wheat	Yes
Professional Development Officer	Joshua Schiffer	No
Student Representative	Alison Evans	Yes
Conference Chair	Joe Hart	Yes
Immediate Past Chair	Brett James	Yes
APA Engagement Coordinator	Jill Schreifer	Yes

*Voting Member

3. Approval of Minutes:

Andrew Wright motioned to approve the minutes from 18 April 2021. Abbey seconded this motion. The motion passed unanimously.

4. Featured Business

None.

5. Officer Reports

a. Chair (V): Andrew Wright

1. Division Council Diversity and Inclusion Council: meeting next week.
2. DC Business Meeting is scheduled 5 May 2020. A report of the business meeting will be shared during the next FPD EC meeting.

b. Conference Chair (NV): Joe Hart

1. Awards Committee:
 - a. Dry run was completed and they are making some improvements.
 - b. From his perspective things are going smoothly.
 - c. Sessions will be recorded.

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c. **Senior Vice Chair (V): Abbey Ness**

1. FPD 2021 Awards committee: Ceremony and program will be about 30 minutes. Chair and Senior Vice Chair will tag team. Printing certificates and will offer to have more than one printed.
2. FPD 2021 Awards committee: Rik Wyant award candidates. Voted via email and none were accepted. An additional package has been submitted and accepted by the Awards committee. Voting will occur via email and be sent out in the next week or so.
3. FPD 2022: Junior Vice Chair lives in San Diego along with the Immediate Past Chair. Great for research/prep for FPD 2022.

d. **Junior Vice Chair (V): Elizabeth Perales**

1. FPD 2021 Networking event: Is looking for a volunteer to solicit members for networking event.
 - a. Could we put out a social media post? Yes.
 - b. Looking to send out volunteer slide deck with true/false.
2. FPD 2021 Polling: if session presenters want to have polls, they will have to share their own links.
3. FPD 2022: Have identified 5 venues as potential locations. 4 are downtown.

e. **Immediate Past Chair (NV): Brett James**

1. APA has not set up FPD in the election portal, however we can (most likely) get into their voting portal. We will need to run our nominations outside of the portal.
2. The deadline for receiving candidates for APA is 1 July. Ballots active by 14 July.
3. He will work on an email blast and there will be a FPD gmail address so that people can access.
4. Mid-may is the new target.

f. **Treasurer (V): Celeste Werner**

Update provided via email: Our FPD Cash Report has not been posted by APA as of yet and she will continue to check back.

g. **Secretary (V): Heather Mendenall**

General inquiry about the minutes approval/posting process. Discussion:

1. Sending quarterly minutes for approval.
2. Send to Chair/Andrew on a quarterly basis.
3. Requested gmail access
4. Suggested regular email blast in the future.

h. **Communications Coordinator (V): Rena Schlachter**

Communications Committee is supporting communications for FPD Workshop. Dave Leonard is stepping up to lead while out.

1. Eblast support: CC Dave, Rena, Katie, and Heather
2. Website:
 - a. Wagtail admin is down and currently unable to update the website. Checking daily.

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- b. Josh Copeland will be getting spun up and helping on website.
- 3. Social Media: Looking for additional support. It is a busy position.
- 4. Summer newsletter topics:
 - a. Bios of new FPD positions
 - b. Synopsis of the future of FPD. Letter from Andrew and Abbey on direction.
 - c. Workshop recap
 - d. Articles from workshop speakers. Not sure how to select. Start with award winners?
 - e. Article for technology/tech corner.
 - f. Awards centric newsletter discussion: Overview of award winners from last year in summer newsletter but not a separate one. After further discussion a separate awards newsletter will happen.

i. Membership Coordinator (V): Daniel Wheat

- 1. As of today, there is 877 members and 535 students. Our goal is 500 paid members and we have surpassed that!
 - a. Not sure if the discount for paid members helped.
 - b. This is the largest month over month increase. Workshop incentive and offering additional value has made an impact.
 - c. It may also be helpful that we have publicized that a person can join FPD without APA.
- 2. Is working on post workshop survey that he will send to Senior Vice Chair. Let him know if there are any suggestions.

j. Professional Development Officer (NV): Joshua Schiffer

Report unavailable.

k. Student Representative (NV): Alison Evans

- 1. Scholarship program about to be announced. Working this in coordination with APA. Deadline is May 28.
- 2. Formalizing the mentorship program leading up to the workshop.
 - a. This will include an update to the website when possible.

l. FPD APA Engagement Coordinator (NV): Jill Schreifer

- 1. Actively talking to APA leadership. Call for speakers related to Sustainability series. They want to amplify have an FPD perspective.
- 2. She is working a workplan to encourage more FPD participation in APA events.
 - a. Suggestion to reach out to NAVFAC Environmental person that speaks at Camp Pendleton Day.
 - b. Brian Gordan could be an option. Immediate Past Chair has a sea level rise people on his team that could be good. Other names and suggestions were included in the discussion.
 - c. Send names to the FPD APA Engagement Coordinator.

6. Other announcements

None.

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7. Adjourn

Motion by Andrew, Joe second. The meeting adjourned at approximately 1:55 p.m. EST.

Minutes submitted: 16 May 2021 by Heather Mendenall, AICP

Minutes approved:

Andrew D Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division