

APA Federal Planning Division
Executive Committee Monthly Meeting
18 February 2021
(Via conference call)

1. Call to Order:

Approximately 1300 EST, 18 February 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*	Rena Schlacter	No
Membership Coordinator*	Daniel Wheat	No
Professional Development Officer	Joshua Schiffer	Yes
Student Representative	Alison Evans	Yes
Conference Chair	Joe Hart	Yes
Immediate Past Chair	Brett James	No
APA Engagement Coordinator	Jill Schreifer	No

*Voting Member

3. Approval of Minutes:

Andrew Wright motioned to approve the minutes from 21 January 2021. Joe Hart seconded this motion. The motion passed unanimously.

4. Featured Business

Shout out to website update and Heather.

5. Officer Reports

a. Chair (V): Andrew Wright

1. Website: New website target release date is March 5, 2021

b. Conference Chair (NV): Joe Hart

1. Keynote Speakers: team will check with APA National to see if there are potential keynote speakers who can address the topic of Resiliency. Meeting is scheduled with APA next week. Other speakers they may reach out to include Coast Guard representatives.
2. Session Proposals: Reviewing this week.
3. Sponsor Committee: there will be a registration fee for the workshop. Cost: \$20 FPD Members; \$10 Students; \$40 Non-FPD Members.
4. Joe made a motion to collect up to 10K from the registration fees, to be spent for all workshop committees. Abbey seconded the motion.

APA Federal Planning Division
Executive Committee Monthly Meeting
18 February 2021
(Via conference call)

- a. DISCUSSION:
 - b. The intent of the 10K will be to send gifts to those who register early and to help cover the cost of the conference application. Abbey explained that the conference application was paid for last year. But it was not used due to workshop cancellation (COVID), so they can expect to use it for free. However, registration fee will also need to be paid to Eventbrite which can be paid from the workshop registration.
 - c. Abbey would love to see a budget for the gifts but understands that we are short on time. Joe explained some of the costs which include printing and little giveaways. Shipping is a large cost and they are looking to drive that down.
 - d. Andrew suggested that the budget approval will be UP TO 10K as that it will depend on the number of people register.
 - e. Andrew encouraged that Joe coordinate with Celeste.
 - f. Abbey explained that the awards will provide both budget and will require some costs for framing and shipment of awards.
 - g. Elizabeth: virtual happy hour event, could send glass and items to make the drink. Joe explained that the events team elected to not send alcohol.
 - h. Elizabeth suggested that we ask about what addresses are being used. Andrew suggested that we include shipping address as part of the registration.
 - i. Andrew requested to resolve the motion. Heather 2nd.
 - j. Budget unanimously approved. But will need to provide expense details to Celeste.
 - 5. Andrew requested info on registration. Joe sent Save the Date. Andrew suggested that save the date by Wed. Heather agreed. Andrew requested that Joe and Heather work together about how this will appear on the website.
 - 6. Andrew asked if anything else Joe wanted to share. Student committee working with program committee. They are looking for mentors.
 - 7. Heather asked about Division number for purpose of making checks. Andrew suggested to coordinate directly to Celeste.
- c. **Senior Vice Chair (V): Abbey Ness**
- 1. Revitalized awards program: making it easier for volunteers and transparency. Important for EC to achieve this. To help, Junior Vice Chair will be taking on the role of Awards Committee. Will use the summer to pull together Tiger Team to continue to make improvements. Andrew express his appreciation.
- d. **Junior Vice Chair (V): Elizabeth Perales**
- 1. Groups in San Diego are interested in a west coast contingent; she is reaching out folks.
 - 2. Abbey asked her to coordinate on a virtual happy hour event where FPD committee members participate in a meet and greet.
 - 3. Elizabeth presented ways to get to know each other, like a fun way for the EC to share info about each other. Each day have a poll about members and then during the HH provide. Andrew likes both ideas. Joe suggested that the events committee work with Elizabeth.

APA Federal Planning Division
Executive Committee Monthly Meeting
18 February 2021
(Via conference call)

e. Immediate Past Chair (NV): Brett James

Brett was unable to attend so Andrew provided an update. He is moving forward with the elections process. An email blast was sent to solicit potential volunteers for the committee.

f. Treasurer (V): Celeste Werner

Celeste was unable to attend but provided the following update:

1. APA has not provided the January 2021 Cash Report yet. She has several emails into APA for the last few weeks and have not received a response.

g. Secretary (V): Heather Mendenall

Heather inquired if the attachments should be published with the minutes. This has not been done in the past, but the group felt that would be fine.

h. Communications Coordinator (V): Rena Schlachter

Rena was unable to attend, but provided an update via email:

1. Newsletter team meeting this week.
2. Heather to provide website update.
 - a. Andrew would like to the website featured in the Wednesday email blast.
 - b. Andrew noted that there is an old website from 2008 that has a similar address (federal.planning.org) Joe will check Marion Booey, who may have been involved in setting that website up.
 - c. Heather will check with APA about making it the official site.
 - d. Heather to bring up website at this afternoons Workshop coordination meeting.
 - e. Heather to work with Abbey about images from awards.

i. Membership Coordinator (V): Daniel Wheat

Daniel was unable to attend, but provided the following update:

1. APA has not provided the January 2021 roster. He will follow up with Maggie Straus if it is not received this weekend. Our total from December 2020 is 819 members.
2. Daniel is working to provide Heather additional content for the membership section of the website. It will include our value proposition table, membership statistics, and frequently asked questions (how to join APA, dues breakdown, email troubleshooting, etc.).
3. He is working with the Hampton Roads cohort team to identify and develop guidelines for establishing other regional cohorts. The first Hampton Roads cohort meeting is tomorrow.

j. Professional Development Officer (NV): Joshua Schiffer

1. The final two webinars coming up: February – March. This will conclude the FPD Webinar Series. We can re-evaluate after our May Conference.
2. Josh is putting together an AICP Training webinar in the April timeframe; will send Heather dates.

APA Federal Planning Division
Executive Committee Monthly Meeting
18 February 2021
(Via conference call)

3. Webex capabilities end in June. Renewal cost is \$250. Need to evaluate for the future. Andrew is all for keeping the webinars, they add value to members. Andrew believes that the WebEx renewal is part of our budget.

k. Student Representative (NV): Alison Evans

1. In coordination with the workshop, they will be re-kicking off the mentorship program.
2. Had first resume review, went well. Had about 8-9 professionals. Only negative was that many students who registered could not attend. Good overall and plan to keep it going moving forward.
 - a. Andrew: is there a member working with you?
 - b. Neil James took the lead.
 - c. Andrew would like to give a shout to Neil and Steve Baird.
3. Alison will reach out to get help with the scholarship program.
4. Andrew noted that he may start attending the student meetings and that he would like to start working on getting a replacement for Alison as her term comes to an end.
5. Andrew expressed his appreciation for Alison's enthusiasm and what she has brought to the role.

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

Jill was unable to attend but provided her workplan to the group. Send any comments to her. No comments from the group during the EC call. Andrew will reach out and let her know to proceed with the plan.

6. Other announcements

None.

7. Adjourn

Motion by Andrew, Joe second. The meeting adjourned at approximately 2:05 p.m. ET.

Minutes submitted 16 March 21 by Heather Mendenall, AICP

Minutes approved:

Andrew D Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division