

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

1. Call to Order:

Approximately 1300 EST, 18 March 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, second half
Vice Chair (1st Year)*	Elizabeth Perales	Yes
Treasurer*	Celeste Werner	Yes
Secretary*	Heather Mendenall	Yes
Communications Coordinator*	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 February 2021. Daniel Wheat seconded this motion. The motion passed unanimously.

4. Featured Business

a. FPD Scholarship & Scoring Criteria

Scholarship program has been revitalized in alignment with our goals. We have the budget for \$1000k. Looking to get it off the ground. It is based on SAME model. The program has been sent to three professors for independent review.

Steve Baird is prepared to run with the project. Steve also has ideas on how to expand the program if the model is successful.

Andrew made a motion to approve the scholarship program and \$1000k. Heather seconded. A suggestion was made that they also reached out to APA. The motion passed unanimously.

5. Officer Reports

b. Chair (V): Andrew Wright

1. Andrew reviewed the updated EC calendar which includes a June "retreat". APA has requested a date for our annual business meeting. Late summer date, August 6, was suggested and other member expressed a preference to holding it closer to workshop

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

since there is some overlap with topics. Joe echoed Brett's comment to keep it closer. It was noted that the option to attend the business meeting virtual is good regardless of the pandemic.

2. He is taking a new role in Okinawa. He will not go for the election of the chair since he will be heading overseas.

c. Conference Chair (NV): Joe Hart

1. Awards Committee:
 - a. They are on track. They will not publicize the winners until the virtual awards ceremony to incentivize people to attend but will be notifying people of whether they won by 31 March. After selecting the winners, they will focus on planning the virtual awards ceremony, and will start developing the app.
 - b. Rik Wiant Award: see Vice Chair report.
2. Session Proposals: Selections sent out.
3. Sponsor Committee: There are eight Platinum, over 10K.
 - a. Look at ways to demonstrate value – action item to Joe.
 - b. Discussion included
 - i. One-minute video. There is a space in the portal to showcase pages for platinum sponsors.
 - ii. Joe explained that they will work with the events committee.
 - c. What is the format workshop for the survey? That will be followed up on in a later meeting.
4. Events:
 - a. Dry run and time frame. Action for Joe. A dry run is highly recommended.
 - b. Networking event: What is best time for networking? Tea and cookies on the first day could be good. Jordan has volunteered to get membership involved in the game.

d. Senior Vice Chair (V): Abbey Ness

- a. Abbey reviewed the Rik Wiant criteria and the two nominations that we received. We can choose to award none, one, or two. We can vote by email. Andrew suggested that we have a discussion, capture it in the minutes, and send out for a vote by email. Discussion as follows:
- b. There was discussion about whether or not the candidates meet the criteria. It was noted that it looks like both candidates do not meet the second criteria.
- c. Mr. Wellington is not a member of FPD. Mr. Shindo is a member.
- d. All members of the EC were could not point to FPD efforts/involvement by either candidate. It was noted that is a key criterion that must be met.
- e. It was noted that we may need to clarify what the criteria is so that future nominations are in better alignment with the criteria. This is an important award and we can use the website as a tool to promote. Need to highlight who has received and why.
- f. Andrew will discussion to the EC voting members for a virtual vote.

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

e. Junior Vice Chair (V): Elizabeth Perales

1. Draft framework for the networking event and will be working with the communications team to send a notice about the event.

f. Immediate Past Chair (NV): Brett James

Election season is underway. The nominating volunteers are Jill, Heather, and Andrew with Brett of the chairs. Motion to accept by Andrew. Celeste seconded. Motion unanimously approved.

1. Call for nominations from APA is supposed to come out 24 April is when nominations close. APA said that it would be March 2nd – did it go out?

g. Treasurer (V): Celeste Werner

Celeste was able to dial in for a good portion of the meeting and provided the following update:

1. End of February, our account is \$86,855. Not much sponsorship came in but she expects that there will be more to r
2. PDO will pay for our Webex credits since it was in our budget and send the expense.
3. The events committee will spend money on the giveaways and is expecting receipts/invoice to reimburse. It was noted that the budget for conference giveaways was approved during the February 2021 EC meeting.

h. Secretary (V): Heather Mendenall

Heather inquired about the minutes approval/posting process. Discussion:

1. Send draft minutes at least one week out for EC review.
2. Request approval during the meeting.
3. Once approved by EC, send to Andrew for signature. Send to Chair/Andrew on a quarterly basis.

i. Communications Coordinator (V): Rena Schlachter

Communications Committee is supporting communications for FPD Workshop.

1. Workshop Awards Brochure – FPD Workshop team putting together overview of award winners. Comm team will support as needed
2. Summer Newsletter – Next Newsletter Issue will recap the FPD Workshop
 - a. Bios of newly elected FPD positions, also their vision for FPD
 - b. Future of FPD
 - c. Workshop recap
 - d. Articles from workshop speakers
3. Website up!
4. Rena Maternity Leave May-Aug – David Leonard will be taking over EC meeting and voting role in my absence
5. Sent out a call for Communications Volunteers – Communications is a heavy load. Need some new volunteers to lighten load of our hard workers.
 - a. Website Management & Support
 - b. Social Media Support

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

j. Membership Coordinator (V): Daniel Wheat

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

1. As of February 2021, there is 836 members and 431 students.
2. He will send updates for the website to Heather.
3. He is working with the Hampton Roads cohort team to identify and develop guidelines for establishing other regional cohorts.
 - a. Tiger team meeting with Elizabeth since she is interested in a San Diego cohort.

k. Professional Development Officer (NV): Joshua Schiffer

1. Final Webinar is AICP Exam Overview and Training on 26 March 2021 until the FPD Workshop.
 - a. Rena sent the FPD e-blast so people can register.
2. FPD's one-year WebEx subscription expires April 30. He plans to renew the subscription for another year. This expense is already in the budget.
3. We have an IDP-ADP Webinar with Urban Collaborative scheduled for June 2021.
4. We need new Webinar Ideas and Presenters. He has gone through all of the Webinars from the cancelled Houston Workshop.
 - a. Elizabeth: is it possible to connect awards winners with Josh. Could they submit. Andrew will share with Josh.

l. Student Representative (NV): Alison Evans

1. She will continue to work with Steve on the scholarship program.
2. She is working on formalizing the mentorship program leading up to the workshop.
 - a. This will include an update to the website.

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

1. Jill had a great call with APA Division chair and one suggestion was to do more work with the International division.
2. She is going to present at the Division Chairs meeting.
3. Will also work on something for the Planners on the Hill day.
4. He also encouraged us to work with more chapters, where there are concentrations of FPD members.
5. At an upcoming meeting, hope to layout a workplan soon.
6. Sustainability webinar series. She will put together a possible schedule.
7. More Federal topics into NPC. We would need to proactively take ideas from awards and
8. Andrew suggested revisiting in June during the business meeting.

6. Other announcements

None.

7. Adjourn

Motion by Andrew, Joe second. The meeting adjourned at approximately 2:10 p.m. ET.

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

Minutes submitted: 09 April 21 by Heather Mendenall, AICP

Minutes approved:

Andrew D Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division