

APA Federal Planning Division  
Executive Committee Monthly Meeting  
20 May 2021  
(Via conference call)

## 1. Call to Order:

Approximately 1300 EST, 20 May 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	No
Professional Development Officer	Joshua Schiffer	No
Student Representative	Alison Evans	No
Conference Chair	Joe Hart	Yes
Immediate Past Chair	Brett James	Yes
APA Engagement Coordinator	Jill Schreifer	No

\*Voting Member

## 3. Approval of Minutes:

Andrew Wright motioned to approve the minutes from 15 April 2021. Abbey seconded this motion. The motion passed unanimously.

## 4. Featured Business

Two people have applied for the scholarship. Wraps up at the end of May.

## 5. Officer Reports

### a. Chair (V): Andrew Wright

1. He was contacted from schools about virtual workshops. PhD candidate interested learning more about FPD and what works and doesn't work.
2. Division Council Diversity and Inclusion Council: meeting next week.
3. 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. Post Conference! Thanks to everyone who helped put it together. He has received positive feedback. Attendees are looking forward to getting the slides from the presenters.
  - a. Chair: It was a success! We had over 360 people pay to attend. Sponsorship was phenomenal. Technology worked! The login that we are now using for our EC

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meetings is the same that hosted the program. We have access to it for a year. The mobile app was also a success with 500 unique users. It was a worldwide event. Could the Fall workshop be virtual?

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

1. FPD 2021: Kudos to everyone.  
Suggested a workshop report. Joe Hart will draft a report to share.  
Daniel Wheat has the results of the survey. Joe will reach out to him.
2. FPD 2022: She will develop a budget which will help drive decision making for the workshop. Looking for places to host. Will see if the budget could support hiring someone to assist with the annual workshop.
  - a. Hiring someone was evaluated in 2012 but was not affordable. It may depend on the number of attendees to make it affordable.

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

1. FPD 2022: Has developed a short list of venues as potential locations. Do we need to start to dig in or wait until the budget is determined? Waiting for the budget is ideal.
2. Fall workshop: JVC will explore format, timing, and agenda of a fall workshop.
  - a. A focus could include deeper dive into project awards. JVC will coordinate with PDO to discuss.
  - b. Would a hybrid event be possible? It is an option to explore.

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

1. An eblast sent this week. Nominations are due the end of May. Has not seen any nominees.
2. Chair: nothing has come into the gmail yet and encouraged the group to put in for nominations.

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

Report unavailable. VC will reach out and get an update on funding.

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

1. Sending Chair quarterly minutes for approval this month.

**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: Katie Benzel is supporting while Rena is out.
2. Website:
  - a. Heather to update now that the conference is complete.
  - b. Quarterly review of the website: What does that mean. Go through all the pages and make sure are up to date.
  - c. Heather to schedule time with Josh Copeland will be getting spun up and helping on website.
  - d. Add the link and list and let users know that files will be added as they become available.

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- e. Find out how to put a video on the website. Can download from this WebEx
- f. Add a main tab for PDO. Scholarships is buried.
- 3. Social Media: Looking for additional support. It is a busy position.
  - a. Workshop updates were completed and much appreciated.
- 4. Summer newsletter topics:
  - a. 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. Canva is an option for formatting.

i. **Membership Coordinator (V): Daniel Wheat**

- 1. Chair sent him a list of everyone who registered. It was divided out by member and non-member. Encouraged that we reach out to the non-members.

j. **Professional Development Officer (NV): Joshua Schiffer**

Report unavailable.

k. **Student Representative (NV): Alison Evans**

Report unavailable. Chair noted that there was not a lot of student participation during FPD. This time of year is busy for students which could impact.

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

Report unavailable.

## 6. Other announcements

Business meeting? Chair will report back on optional dates. EC Retreat?

## 7. Adjourn

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

Minutes approved:

*Andrew D Wright*

Andrew Wright PMP, AICP  
Chair, Federal Planning Division