

**APA Federal Planning Division
Executive Committee
21 January 2021
(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)*	Abbey Ness	Yes
Vice Chair (1 st 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	Yes
Student Representative	Alison Evans	Yes
Conference Chair	Joe Hart	Yes
Immediate Past Chair	Brett James	Yes
APA Engagement Coordinator	Jill Schreifer	Yes, at 1:30
Incoming Secretary	Heather Mendenall	
*Voting Member		

1. Approval of Minutes: Andrew Wright motioned to approve the minutes from 17 December 2020. Joe Hart seconded this motion. The motion passed unanimously.

2. Featured Business

- a. Andrew reviewed his priorities for FY2021.
 - i. Successful virtual workshop.
 - ii. Requested that the EC consider opportunities for the Fall.
 - iii. Continue our touchpoints: Newsletter, Career Stuff, continue to make improvements such as the website.
 - iv. Enhance our relationship with other divisions and APA. Jill in her new role, can reach out to APA as things come up.
 - v. Achieving these goals will put FPD in a good position.
- b. Division Council Business Meeting: Andrew attended will share some ideas we may want to pursue this year. FY21 approved workplan provides a path of activities for this year.

3. Officer Reports

- a. Chair (V): Andrew Wright
 - i. **Divisions Council Meeting:** Council is working on the 2021 virtual conference and consider the 2020 virtual conference a success.
 - 1. Andrew will work with Jill and Joe to see if we can use some of our materials at the larger APA conference as we look at our workshop.
 - 2. APA is starting a sustainability and resiliency series.
 - 3. Steering committee putting together a series of information FPD often presents on this topic, so this could be away for us to contribute. Andrew will coordinate with Jill
 - 4. Student scholarships: many divisions offer scholarships and we could look at them for examples. Additional discussion on how scholarship

APA Federal Planning Division
Executive Committee
21 January 2021
(Via conference call)

recipients will be determined. Does the EC choose? Grant application?
Student presentations 5-10 minutes?

5. We have not received our APA performance report for the 2020 yet.
 6. APA is updating the ethics code. FPD could share APA updates in the newsletter what is changing or share in an eblast. As a division, we can report back on what we think of the changes.
 7. The Council is planning a virtual division council meeting to be part of NPC. It will include a Divisions Council orientation meeting. Andrew will share details with us as they become available. They have a specific Treasurer orientation meeting. Celeste is aware and she attends each year.
- b. **Hampton Roads Cohort:** Travis Willer from Langley AFB would like to set up a local planning group in the Hampton Roads area of Virginia, a Hampton Roads Cohort (see attached). Mr. Willer has asked if the EC would have concerns or conflicts. Andrew does not see any and would like to have FPD promote the Hampton Roads Cohort. Mr. Willer would like to offer APA certification maintenance credits for event participation. EC Discussion:
- i. Abbey likes the idea and explained that APA VA did something similar.
 - ii. Joe Hart explained that this has been done in the past, Colorado.
 - iii. Elizabeth could see opportunities where geographic regions (such as San Diego) can help each other out.
 - iv. Andrew explained that pooling together as a region for idea sharing is a driver to establish this cohort.
 - v. Celeste: would they be independent groups? Andrew thinks that the regional cohorts could operate on their own. While they are FPD members, they would run the cohort independently. Heather asked if there would be communication protocols. Abbey suggested that FPD provide guidance with how to work FPD. Celeste wants to make sure that it is inclusive. It was suggested that the Hampton Roads cohort could be an example of a pilot. Joe added that if the state chapter is active, then the regional cohort could dovetail with the state efforts.
 - vi. Andrew sounds like we are generally okay and that we could provide guidance to the cohort.
- c. Conference Chair (NV): Joe Hart
- i. There is an interest to have guest speakers and Joe inquired if there was is a line item in the budget that could fund a speaker. Andrew explained that the budget for the workshop is empty and that as the EC could vote if funding is needed. The workplan captures the specific line items. Andrew asked what funding does the Conference need?
 - ii. Joe: The events committee plans to use the MS Teams application for the workshop. The workshop committee would manage the app they could provide training.
 - iii. Joe: Speaker committee is moving forward, awards smooth, and overall things are going well.
 - iv. Joe asked Celeste if FPD has funded a speaker in the past. No, but we have paid for airfare and hotel. Members expressed that they are uncomfortable with paying to speak. We have had an honorarium of \$500. Andrew is not comfortable with paying speakers, and recommends that the committee keeps it at \$0 budget
 - v. Joe student workshop: Alison she is going to coordinate with the program committee chairs.

**APA Federal Planning Division
Executive Committee
21 January 2021
(Via conference call)**

- vi. Celeste recommended that we ask the keynote to address some of the new policies that will be rolled out or likely rolled out with new administration and what does that mean to FPD. Joe will follow up.
- vii. Abbey: vote on awards committee jurors (see attached). They have made guidelines to resolve COIs. Good mix of consultants, government, and non-dod.
 - 1. Celeste: We have received 3300 award checks. Abbey we received a total 66 nominations. The consultant led nominations must pay. Celeste and Abbey will connect offline.
 - 2. Abbey motion to approve Jury list. Second Joe. No further discussion. Approved unanimously.
- d. Senior Vice Chair (V): Abbey Ness
 - 1. Nothing additional.
- e. Junior Vice Chair (V): Elizabeth Perales
 - 1. No comments.
- f. Immediate Past Chair (NV): Brett James
 - i. Brett will take on the election process again and is looking for the schedule. He will get an email to the communication team to request volunteers to help vet the nominations and push out to the FPD.
- g. Treasurer (V): Celeste Werner
 - i. As of December 2020, there is \$80,655.57 in our budget. Increase of just over \$1000 since last Oct. She expects to see awards funding to come through by February (has to go through APA).
- h. Secretary (V): Heather Mendenall
 - i. No update.
- i. Communications Coordinator (V): Rena Schlachter
 - i. Andrew would like to get the transition done quickly so that our members can use it as we prepare for the conference.. Excited to talk website new updates. Heather can mention. Also, wanted to mention award we applied for and will start planning next newsletter in Feb.
- j. Membership Coordinator (V): Daniel Wheat
 - i. Daniel shared that FPD has grown: current registration is 819 members with 483 paid members and 336 students.
 - ii. He will provide some membership notes/links/process for website
 - iii. From the membership perspective, regarding the cohort. VA is largest, next are FL, TX, and CO.
- k. Professional Development Officer (NV): Joshua Schiffer
 - i. The final three webinars coming up: January – February – March. This will conclude the FPD Webinar Series. We can re-evaluate after our May Conference.
 - ii. Josh is putting together an AICP Training webinar in the April timeframe.
- l. Student Representative (NV): Alison Evans
 - i. Alison had over 100 attendees during a Career Services
 - ii. Feb 11 will be their resume review.
 - iii. Andrew suggested that we pair up with other divisions on Career services. Latino is interested. Alison agreed.
- m. FPD APA Engagement Coordinator (NV): Jill Schreifer
 - i. It has been a slower start to the year with meetings canceled. Jill will be reaching out to Andrew with a couple of items.
 - ii. Expectation of virtual engagement will continue post pandemic. Still prioritizing a multi-prong strategy to help educate the larger APA community about FPD.

**APA Federal Planning Division
Executive Committee
21 January 2021
(Via conference call)**

- iii. Regarding Celeste's suggestion about the keynote speaker, Jill suggested that we consider someone from APA Policy as a key note.
 - iv. Jill hopes to have more to report during the February meeting after this coordination.
 - n. Other announcements
 - i. None.
4. Adjourn
- a. The meeting adjourned at approximately 2:12 p.m. ET.

Andrew D Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division