



APA Federal Planning Division

Executive Committee (EC) Monthly Meeting (via conference call)

19 November 2021

1400 CST



Agenda

Call to Order

Approximately 1400 CST, 19 November 2021

Office	Office Holder	In Attendance
Chair*	Andrew Wright	No
Vice Chair (2nd Year) *	Abbey Ness	Yes
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	Blake Norton	No
Professional Development Officer	Nicole Boler	No
Student Representative	Ricqui Brager	No
Conference Chair	Joe Hart	No
Immediate Past Chair	Brett James	Yes
Chair elect	Wayne Hausser	Yes
Vice-Chair elect	Britta Ayers	Yes
APA Engagement Coordinator	Jill Schreifer	Yes

*Voting Member

Call to Order

Approximately 13:30 CST

Approval of Minutes from previous Executive Committee meeting(s)

Last month's meeting minutes, with updates, approved.

Featured Business

- Awards Program – Featured Speaker: Ed McConnell
 - Review of talking points that were distributed to the group. Category 6: Collaborative Planning project the jurors have wondered if that is a needed category based on content that they were receiving. Related to that, put a little revision into the description of categories to provide additional clarification and examples to help with the application of projects and to assist the jurors.
 - VC the motion went out virtual and it was a tie vote. The discussion was tabled for this meeting. Motion



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to consider the motion, second.

DISCUSSION:

- Appreciation to Ed and Beth. Collaboration is critical to the planning process and is guidance from APA. Bringing stakeholders together is a key component of DE&I. As one of the most active divisions in APA, it would
 - Collaboration is a component of other planning categories, so it is difficult to evaluate the difference.
 - There are numerous DOD projects that easily miss that collaboration process yet still receive awards
 - This category could open it up to different Federal plans, groups, and contractors to the table.
- If keeping, then they would like assistance to better define the category and assist the outreach.
- Last year the category revisions added collaboration
- What is the driver for the proposed change?
 - The idea of overlap between categories. Similar projects have been nominated throughout the other categories
 - Standards of what fits is also a consideration: what is normal JLUS?
 - There is not a lot nominations for the award. Just because there are 3 awards, it does not mean that they should receive an award.
 - Need to provide this guidance to the jury.
- Modifying the description may be the best way forward
 - Funds for submissions
 - Higher winner pool
 - Keeps DE&I
 - Great opportunity to improve our process, focus on emerging planning conundrums, and collaborative governance as tool.
 - If we refine, then we should do some outreach to promote the category
 - APA Division Council is looking at Equity and Public Health
 - Look for the guidance to be both specific but flexible. The idea being that is not a category where more ADPs are awarded.
 - OnBase and Off base criteria – that might be too specific
 - Why was the engagement meaningful, equitable, true engagement?
 - If we lead the category broad, then it gives the nomination a chance to state why
 - Develop a series of broad categories with examples
- Motion to amend the original motion. Keep the category and offer more specific language from applicants.
 - Language will be distributed via email
 - Ed and Beth will distribute draft language to the EC as a starting point.
- Vote taken and the motion was passed.



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Officer Reports (V=Voting, NV=Nonvoting)

- a. Chair (V)
 - i. Divisions Council Fall Meeting
 - 1. Wayne attended the Divisions Council Fall Meeting.
 - 2. The Divisions Council voted on the guidance for the year, which recommended incorporating equity and public health into the Division's annual plan, as well as other priorities.
 - 3. The Divisions Council will be hosting a treasurer's training program.
 - 4. FPD EC will decide whether to submit for a Divisions Council award.
- b. Senior Vice Chair (V)
 - i. 22 Workshop Plan
 - 1. Call for awards and session proposals should be going out next week.
 - a. Nominations will be able to be accepted until January
 - 2. Need to members of FPD to get announcement
 - 3. There will be workshop website
 - 4. Working on sponsorship package: Sponsorship and Events Committees are working on creating a more robust sponsorship program
 - 5. Agency Committee is looking into creating a Best Federal Places program
- c. Junior Vice Chair (V)
 - i. Fall FPD Workshop: there were a lot of people who were not members. Is there anything that we would like to offer to non-members?
 - 1. Send letters to them with the benefits of FPD. Can membership coordinator work this? Yes.
 - 2. Fall workshop being free was great advertising. Can virtual be free to members and a nominal charge to non-members.
 - a. FPD Board Members retreat: there was a lot of discussion on this topic. Summer of 2020 a tiger team met to establish what are some of the benefits to members and ways to incentive.
 - b. The listserv is just members
 - c. Second listserv that is advertising?
 - ii. The slides from Nov 4 workshop: can we put on website? Yes.
 - iii. Inter-divisional program:
- d. Immediate Past Chair (NV)

No updates.
- e. Conference Chair (NV) - absent



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- f. Treasurer (V) – Latest cash report as of Sept 30, we are in a healthy financial position. Currently working with APA National to provide better customer service regarding financial management. They have had a lot of turn over and are working to make improvements
 - g. Secretary (V) – No updates
 - h. Communications Coordinator (V)
 - i. Upcoming newsletter planned for January with a letter from Wayne as the new chair (and Britta) to discuss goals. Overview of new AICP, Recap of Fall Workshop, Article, Membership Overview, Promote June workshop.
 - 1. Shout out to Ras and social media
 - i. Membership Coordinator (V)
 - i. Overall roster – no update from APA since September
 - 1. He would like to get one for the upcoming newsletter
 - j. Professional Development Officer (NV) - absent
 - k. Student Representative (NV)
 - i. She has been introduced to Alison Evans, the former student rep and was given some information on student rep goals and accomplishments.
 - ii. Received access to the Student Committee Google Drive and have been reviewing information from the previous year.
 - iii. Denise Evans may reach out to the EC about some student outreach ideas for the FPD Conference next year.
 - l. FPD APA Engagement Coordinator (NV)
 - i. APA Call for session proposals is out. Encourage FPD members to propose session.
 - ii. FPD Presence at APA: we can have a booth or reception? Decision will be based on resources and who is available.

Other Items

Future topic: AICP scholarships. Check in with PDO

Adjourn

Motion approved. Meeting adjourned at 14:33 CST

NEXT MEETING 16 December 2021, 1400 CST



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Minutes Approved:

Andrew D Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division