



APA Federal Planning Division

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

16 December 2021

1400 CST



Agenda

Call to Order

Approximately 1400 CST, 16 December 2021

Office	Office Holder	In Attendance
Chair*	Andrew Wright	Yes
Vice Chair (2nd Year) *	Abbey Ness	Yes
Vice Chair (1st Year) *	Elizabeth Perales	No
Treasurer*	Celeste Werner	Yes
Secretary*	Heather Mendenall	Yes
Communications Coordinator*	Rena Schlachter	Yes (Katie Benzel)
Membership Coordinator*	Daniel Wheat	No
Professional Development Officer	Blake Norton	No
Professional Development Officer	Nicole Boler	No
Student Representative	Ricqui Brager	Yes
Conference Chair	Joe Hart	Yes
Immediate Past Chair	Brett James	No
Chair elect	Wayne Hausser	Yes
Vice-Chair elect	Britta Ayers	Yes
APA Engagement Coordinator	Jill Schreifer	No

**Voting Member*

Call to Order

Approximately 13:30 CST

Approval of Minutes from previous Executive Committee meeting(s)

Motion to approve, second, no discussion, minutes approved.

Featured Business

Awards Program – Update on language

Revised language was sent out by the Awards committee chairs with the awards package. No additional comments were received.



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Officer Reports (V=Voting, NV=Nonvoting)

a. Chair (V)

Note: This is Andrew Wright's last meeting as EC Chair and will transition to the role of Immediate Past Chair for the next 2 years.

- i. Gratitude was expressed to all EC members and volunteers over the last 2 years.
- ii. Considerations for the new FPD EC:
 1. Send an eblast reminding members that Wayne and Britta are our new leaders
 2. Suggested that a survey be sent to members to get a sense on how many will be attending the annual workshop in Norfolk, VA. It would also be good to get an idea on if the Federal workforce travel abilities.
 3. Noted that asking for help can lead to opportunities. For example, the Communication Coordinator requested assistance. FPD now has a robust team of volunteers that are actively improving our social media and web presence.
 4. Consider reviewing the meeting time to see if it still works for the new EC members.
- iii. Other news: the scholarship awardee finally received funds.
- iv. FPD was contacted by Brian Foot, head of Urban Design and Preservation Division to see if we would we want host a joint reception.

b. Senior Vice Chair (V)

Note: this is Abbey Ness's last meeting as Senior Vice Chair and will transition to Conference Chair for the next year.

- i. Appreciation expressed to the EC team that she has worked with for the last couple of years.
- ii. Consideration for new FPD EC:
 1. Look at improving our record keeping for knowledge sharing, especially as it relates to the workshop. That will help future transitions go more smoothly.
- iii. Workshop planning going very well.
- iv. Concurrence on survey regarding Annual Workshop attendance. Getting the right head count helps with food and beverage.

c. Junior Vice Chair (V) - absent

d. Immediate Past Chair (NV) – absent; see email.

e. Conference Chair (NV) –

Note: this is Joe Hart's last meeting as Conference Chair

- i. Shout out to Andrew for his leadership over the past couple of years.
- ii. Considerations for new FPD EC:
 1. He was able to get APA Legal to review the workshop hotel package for us and did provide good feedback that were beneficial for the division.



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- f. Treasurer (V) –
- i. The Nov 30th Cash Report states our balance is \$101,655.75
 - ii. Requested that the workshop sponsorship form include a note to make checks payable APA FPD. Senior Vice Chair agreed.
 - iii. Request that a list of sponsors and award nominations be sent to aide with cross checking the funds received. Senior Vice Chair agreed.
- g. Secretary (V) –
- It noted that the FPD WebEx: it is in past PDO's name and credit card. It is paid through May of 2022 and can be used for PDO workshops. He recommends that we establish a WebEx for FPD to support EC, PDO webinars, etc.
- i. Heather volunteer to look at options.
 - ii. A suggestion to share with another division was made however it was noted that scheduling conflicts could easily occur.
- h. Communications Coordinator (V) – Katie Benzel filling in for Rena.
- i. Josh Copeland is taking over the website from Heather Mendenall
 - ii. David Leonard is taking some time off and Katie Benzel is taking on the newsletter during this time.
 - iii. The FPD EC can expect a copy of the newsletter for review on Jan 10th.
 - iv. Chair, webpage landing page needs to be updated. A letter and image from Wayne would be great.
- i. Membership Coordinator (V) – absent, but provided an update via email:
- i. The November roster shows 748 total members (554 paid, 194 students)
 - ii. Paid seems to be steady, but student totals are down historically.
 - iii. He will send an edited roster for MailChimp out this weekend and welcome letters will be sent out over the holidays.
- j. Professional Development Officer (NV) - absent
- k. Student Representative (NV)
- i. Thank you to the outgoing chairs and looks forward to working with the new chairs.
 - ii. Brainstorming ideas on ways to introduce students to the division and has a couple of suggestions to work through.
 - iii. Chair: Maggie Kraus is moving on, so Mike Welch will be our POC. He brings this up because we may want to reach out to APA to understand the membership numbers. Coordinating with Daniel Wheat may be a good next step.
- l. FPD APA Engagement Coordinator (NV) - absent



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Other Items

Chair: this marks the virtual passing of the gavel to Wayne. Wayne expressed full recognition of all the past leaders who have served over the last two years and looks forward to building on the foundation of our predecessors.

He plans to reach out to each person on the EC to learn why we are volunteering and what each person was passionate about.

He would like to explore an EC "offsite", even if virtual.

Britta: excited to be here and looking forward to great adventures.

Adjourn

Motion to adjourn, second, and approved unanimously. Motion approved. Meeting adjourned at approximately 1445 CST

NEXT MEETING 20 January 2022, 1400 CST

Minutes Approved:

Andrew D Wright

Andrew Wright PMP, AICP
Chair, Federal Planning Division