

APA Federal Planning Division
Executive Committee Monthly Meeting
19 August 2021
(Via conference call)

1. Call to Order:

Approximately 1400 CST, 19 August 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	Yes
Professional Development Officers	Blake Norton Nicole Boler	No
Student Representative	Vacant	No
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 June and July minutes. Abbey second. Any discussion? Vote for approval. Motion passed unanimously.

4. Featured Business

None at this time.

5. Officer Reports

a. Chair (V): Andrew Wright

1. Business Meeting Sept 2nd.
 - a. Nice opportunity to touch base and discuss our status with members. Second year with the delayed timing and feel that it is a success.
 - b. Review of the agenda: which includes:
 - i. New Positions/Introduce
 - ii. Previous Spring Workshop
 - iii. Survey Results
 - iv. Calendar for next year

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- v. Workplan
 - vi. Membership Report
 - vii. Student scholarship
 - viii. Promote Fall workshop
 - ix. Announce new positions
 - x. Promote Spring workshop
 - xi. Webinar schedule
 - xii. Website Demo, here's how to navigate it.
 - xiii. Financial update
- c. Anything else to include? Suggestions to add APA Updates as well as work with other Divisions/professional collaborations. Could also point out that there is a Military working group at SANDAG.
 - d. Suggestion to have a call to action at the end of the business meeting with points of contact would be helpful.
2. Divisions Council Fall meeting:
- a. APA Policy meeting Sept 29 or 2 of Oct. Two hours. Is there anyone interested? Jill happy to be on standby, Rena, Abbey, Heather.
 - b. It would be helpful to have additional support.
 - c. The nominees have ideas for professional development.
 - d. Perhaps there should be a team to help transition. Agreed.
3. Workplan performance update:
- a. 2022 workplan: Andrew will take last years and send out to the EC for updates.
 - b. Once the draft workplan is complete, the next step is refining the budget.
 - c. Once final, the workplan is sent to APA and our membership.
 - d. Performance report is a longer portion of the workplan.
 - e. Request for help between Sept 1 and Nov 1 to contribute to the performance report.

b. Conference Chair (NV): Joe Hart

Nothing to report this month.

c. Senior Vice Chair (V): Abbey Ness

- 1. Abbey presented the FPD Workshop Budget spreadsheet sent via email. We are assuming the same registration fee as last year, but more tiers of pricing. People will not be required to pay in full if they are only attending a day or two. The purpose is to see if we can get other locals or Federal planners to attend, as well as students.
- 2. The sponsorship program is very ambitious. See spreadsheet.
- 3. Potential hotel costs were presented. Some are dependent on if sponsorship is achieved.

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4. The budget as planned shows net revenue cushion. They will be tracking the money being spent monthly to minimize any budget impacts.

DISCUSSION: Nice level of detail presented in the budget. There is interest in how the negotiation with the hotel works out. Attendance target is 350 which is our standard, but on the high side. Break between sessions with food and drink are big hits, so reconsider where that falls in priorities. Awards are usually the same crowd and it may be hard to change the numbers. There are many different prices on the various categories. Perhaps if we eliminate the \$50 charge to attend the Awards, more people will participate. The goal is to make the Award more of an event with entertainment. There are conference management services who should be helping track budget and how to spend wisely. That will allow us to adjust our contract with the hotel to align our registration numbers. Historically, people leave by noon second day. Suggest evening of first day. Many people sign up during the last three (3) weeks. We normally start with a lower number with the hotels and then raise it as we go. Does VC need anything further from the EC? Make sure that the workshop chair and treasurer are on the same page. VC will reach out to treasurer.

d. Junior Vice Chair (V): Elizabeth Perales

DISCUSSION regarding the Fall Workshop:

If we can fill the entire day that would be great but need to strike a balance. She is basing her schedule on a full day which is consistent with past Fall workshops. days. Once we send out the session proposal form then we could gauge what membership is interested in seeing. JVC the session proposal form could be used as guide.

VC tracks are broad enough to get enough sessions. Some of it depends on how much online support can be pulled together. Will monthly webinars impact attendance? Perhaps cancel November webinar, but webinars are ranked as great value by our membership. Have a free ethics and legal for free would be a draw. JVC does anyone know who could be a speaker on those? FPD APA Engagement Coordinator has some law and ethics ideas left. They will coordinate.

e. Immediate Past Chair (NV): Brett James

1. Elections close tomorrow. APA did not send reminders. Communications team to send an eblast reminder

f. Treasurer (V): Celeste Werner

1. Per Chair, we have hit over the 6-digit figure in our account, so our financials are good. The annual Workshop was a financial success.

g. Secretary (V): Heather Mendenall

1. Nothing to report.

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h. Communications Coordinator (V): Rena Schlachter

Rena has returned from leave and is catching up. Requested feedback on the newsletter. No additional comments from the group. She is getting back up to speed.

i. Membership Coordinator (V): Daniel Wheat

Overall, we had a slight dip in members, but we're still above our paid target. I'm also going to develop a membership slide for the business meeting to show our membership trendline against prior years.

Member Highlights for July 2021

	Current	Goal
Total FPD Roster	899	1100
Change from Prior Month	-9	
Prior Month Total	908	
% Change Prior Month	-1%	
Total Paid Members	544	500
Change from Prior Month	-12	
Prior Month Total	556	
% Change from Prior Month	-2%	
Total Students	355	
Change from Prior Month	3	
Prior Month Total	352	
% Change from Prior Month	1%	

j. Professional Development Officer (NV):

Unable to attend. Looking forward to seeing the plan at next EC.

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k. Student Representative (NV): Alison Evans

Chair will reach out to see if she is still interested or if we just need to reach out to membership.

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

Credits for next year will include a Sustainability CM. There will be free session open to all members. Save the dates will be sent out soon. The sessions will not count for Sustainability credits yet, but would qualify for general CM. All are looking at things through an equity lens. They have asked each speaker to address equity. Happy hour is on schedule as discussed above. Business meeting would like to request that people put in a Federal planning session for APA overall.

6. Other announcements

If we announce the FPD Spring session, then VC needs approval to book hotel. VC to send out review of budget with Treasurer and open this up to an email vote.

7. Adjourn

Motion to adjourn. Second. The meeting adjourned at approximately at 1505 CST

Andrew Wright
FPD Chair 2020-2021