

APA Federal Planning Division
 Executive Committee Monthly Meeting
 15 July 2021
 (Via conference call)

1. Call to Order:

Approximately 1200 CST, 15 July 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 (David)
Membership Coordinator*	Daniel Wheat	Yes
Professional Development Officer	Vacant	n/a
Student Representative	Alison Evans	No
Conference Chair	Joe Hart	No
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 17 June 2021 minutes. Heather explained that she received modifications from Elizabeth. Heather to disperse the modified minutes for approval at the August meetings.

4. Featured Business

None at this time.

5. Officer Reports

a. Chair (V): Andrew Wright

1. We have PDO nominations: Nikki and Blake, both from Michael Baker. Andrew and Abbey met with them both. With additional duties required for PDO, they would be a good pair to cover those actives. PDO activities include monthly webinar, professional credentials, and annual conference. Andrew motion to approve, Abbey second. Request for discussion. Discussion:
 - a. PDO is not a voting member, so co-PDO's will not impact voting.
 - b. It would be helpful to have additional support.

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- c. The nominees have ideas for professional development.
- d. Perhaps there should be a team to help transition. Agreed.

Motioned approved unanimously.

- 2. Andrew noted that his email address has changed and requested that EC members use his gmail.
- 3. He is still planning on end of August/early September for the business meeting.

b. Conference Chair (NV): Joe Hart

Nothing to report this month.

c. Senior Vice Chair (V): Abbey Ness

Conversation regarding disconnect of FPD workshop from APA. Cost is a factor. Consideration should be given to what, if any, long-range impacts to our members and FPD if we separate now. EC had requested that she look at a few data points:

- 1. APA Feedback Divisions Council
 - a. It is not required, and we should do what is best for our members. No obligation to do what we have done in the past.
- 2. Survey to Members
 - b. 67 responses, most who plan to attend FPD do not plan to attend NPC.
 - c. Most responses were ambivalent to them being held together.
 - d. Many people who have attended FPD have not attended NPC.
 - e. Additional comments: FPD is the only event for our industry. She will send out survey results and comments. Her primary take away is that we do not have consensus from our members.
- 3. Gathering info on budget
 - f. Cost comparison between San Diego and Norfolk. Cost for food and beverage, per diem was considered. Norfolk is half the cost of San Diego.
 - g. Concern is that San Diego could put FPD EC budget in a compromised position.

DISCUSSION:

- Both representatives from APA were supportive of splitting off from the conference, however if we split this does not mean that FPD would not attend NPC and run a booth. It offers a little more flexibility, and we have a Senior Vice Chair who is willing to take the possibility of change on.
- Agreement that cost is a consideration and should be part of the selection methodology. Is it up to the Chair to decide or do we set them up years in advance? What is the process and methodology? Second, could there be a

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hybrid approach? There are pros and cons. If Federal employees are not showing up, then contractors may not want to join.

- There is appreciation for trying new things and the research and thought Senior Vice Chair has put in. If we had a long-range approach, that would simplify the planning from year to year. One benefit is that we can select cities with large Federal presence. That said, our members learn from non-Federal planners and enhancements from locations such as NYC. Regarding hybrid, there may be ways to take advantage of that. To increase the types of agencies that are involved at conference.
- Consider the hybrid costs, timing, set parameters.
- Setting the parameters for the Senior VC and future Senior VCs would be helpful. Some of other items such hybrid is further down the line. Definition of roles and expectations, including budgets should be part of the consideration. Propose a city and time frame and that you can execute within a budget.
- We do not have anything in the by-laws. Is this a consideration for the future. If we make the decision to move forward with not following NPC, we need to decide on location so that we can move on to the next steps for a successful workshop.
- Senior VC: Motion to move FPD workshop for 2022 from San Diego to Norfolk. Second.
 - Chair suggested that Junior VC examine what potential parameters for this decision making. Elizabeth suggested to survey the members afterward to see if this is preferred for the members.
- How will this work for Federal employees?
 - It is difficult to get budget approvals for one conference let alone two. He would expect that there will be a hit to Navy unless. Concerned about changing course on hybrid. Encouraged the EC to consider the long-range view.

Senior VC: Her goal is to use Norfolk to improve our financial status so that we do not operate from a \$0 budget. She is confident that we can pull this off and pull it off well to set FPD in a good financial footing

Four "I's, one abstained. The motion passes.

Chair: Request for Elizabeth to work on the long-range planning components. Perhaps bylaws will need to be updated.

Senior VC will provide the budget next month.

d. Junior Vice Chair (V): Elizabeth Perales

1. She has developed a list of tasks to prepare for Fall workshop.

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- a. Tracks were decided last meeting and targeted outreach was completed.
 - b. Currently developing a schedule and will send out to the EC for volunteers' opportunities.
 - c. Is there an EC preference on timing of the conference? Looking at November or later October.
 - i. One month is not better than another.
 - d. Is this going to a hybrid? Has not been determined yet. Once agencies are contacted and if there are a lot of local presenters, then local. If not, then it will be virtual.
 - e. Senior Vice Chair: She is looking to adjust the time frame for awards and sessions, so earlier would be better.
2. Fall Workshop 2021: Potential session tracks were shared. She would like to target additional agencies such as Space Force. She requested that we reach out to our POCs at these to support.
- a. The potential session list will be shared via email.
 - b. FPD cannot support the fall workshop financially, so that is a planning consideration.

e. Immediate Past Chair (NV): Brett James

1. Nominations have been submitted and APA elections will start ~19 July and run in August.
 - a. Chair: was this timeframe sooner last year? Did it shift to the right?
Brett: the timeline is pretty standard and thinks it is the same.

f. Treasurer (V): Celeste Werner

- a. N/A

g. Secretary (V): Heather Mendenall

1. Changing the cadence of minute distribution. Will distribute minutes earlier for review and comment. Will also include the minutes in the monthly meeting reminder.

h. Communications Coordinator (V): David Leonard for Rena Schlachter

1. Please send RAS items for five bullet Friday distribution.
2. Articles are needed for the newsletter. Currently has one and would like to get the newsletter published soon. The current article is from a consulting firm and make sure that it is not an advertisement.
 - a. Chair: include a note about new PDOs
 - b. Website: It is being updated as Heather trains and transitions to Joshua Copeland.

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

1. There are 908 total members. 556 paid, 352 students. We are still growing and have reached our paid goal. Slightly down from last year.
2. He will work with Dave on a summary for the newsletter.
3. Last year in August, he noticed a significant drop off the roster. He will be looking at the rosters to see if that occurs again.

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

See discussion above.

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

Alison is currently working with Andrew on recruiting the next student representative in help ensure that FPD continues to have a student voice.

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

1. Attended APA meeting a couple of weeks ago which included topics such as what a post COVID world looks like, planning trends, and what keeps people awake at night.
 - a. People are looking at excess office space, shopping habit changes, Federal workplace changes. Homelessness, equity, inclusion, future world and access to technology. Decline of public engagement. These are items that keep of people up at night. Still working on sustainability and there will be webinar involved. An invite from Env and Natural Resource invite for a joint happy hour session. She will be gauging interest in that.

6. Other announcements

1. Business Meeting: it would be nice to join our planning compadres in a virtual happy hour.
 - a. Announcements on the elections, communication, and workshop.
 - b. Also, this would be a good opportunity for the engagement committee to promote the workshop, membership trends, and announce new EC members. Also, we can highlight the website and make sure people know what resources are out there. Need to get an agenda set.

7. Adjourn

Motion to adjourn. Second. The meeting adjourned at approximately at 1315 CST

Andrew Wright
FPD Chair 2020-2021