

APA Federal Planning Division  
 Executive Committee Monthly Meeting  
 16 September 2021  
 (Via conference call)

## 1. Call to Order:

Approximately 1400 CST, 16 September 2021

## 2. Executive Committee (EC) Members and Officers in Attendance:

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

*\*Voting Member*

## 3. Approval of Minutes:

Andrew Wright motioned to approve the minutes from August minutes. Daniel second. Any discussion? Vote for approval. Motion passed unanimously.

## 4. Featured Business

None at this time. Welcome Britta and Wayne!

## 5. Officer Reports

### a. Chair (V): Andrew Wright

1. Division Council Meeting – Rena/Communications Coordinator will attend on the behalf of FPD.

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2. Student Representative: Alison connected us with someone from Boston University. She is checking on availability and if she able to join, we will get her connected with Steve Baird.
3. Business Meeting Sept 2<sup>nd</sup>.
  - a. 35 people attended. The breakout session provided good feedback and overall, the business meeting was a success.
4. Draft Workplan was sent out for review to EC.
  - a. Significant changes include adding back to budget based on in person events. There is funding for someone to attend the NPC council. This allows us to have a booth at NPC and coordinate with other divisions.
  - b. The amount of the student scholarship was increased. We are going to target \$5000 and hope to offer 2 scholarships at \$2500 each.
  - c. In October, we will vote on the workplan and budget.
  - d. There is a Performance Report that follows the workplan approval.
  - e. Chair requested questions and there were not any.

**b. Conference Chair (NV): Joe Hart**

n/a

**c. Senior Vice Chair (V): Abbey Ness**

1. 2022 Workshop planning has continued.
  - a. She reviewed the budget with the Treasurer. She will send to the EC for review by 10/14/21
  - b. She has had one on one meetings with local people to assist with planning.
  - c. Also met with conference managers who will be sending over the contract for review and signature.

**d. Junior Vice Chair (V): Elizabeth Perales**

1. Dan Froedge received a large response for the Urban Land Institute (ULI) event. A clarifying email was sent to those who RSVPd directing them to the ULI pay portal. The event was originally advertised as a free event to members. However, this is an important fundraiser for ULI and is not free to FPD member.
2. Met with PDO, Nikki, and ENRE to finalize our "game" plan for the joint Happy Hour event for October.
3. An eblast for the fall conference has been distributed and the website has been updated.
4. She is soliciting a fall conference session featuring 3D printing for construction of federal facilities. The vender is ICON and they're building for NASA and our DoD clients.

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e. **Immediate Past Chair (NV): Brett James**

1. Elections are complete. Nothing else to report.

f. **Treasurer (V): Celeste Werner**

1. Per Chair, we are in good financial success.

g. **Secretary (V): Heather Mendenall**

1. She will send minutes to the chair for approval.

h. **Communications Coordinator (V): Rena Schlachter**

1. The Summer newsletter was sent out and has been posted to the website.
2. It has been a busy time for FPD, so numerous eblasts have been sent out to our membership.
3. The Communications Team has gotten two new volunteers.
4. Website updated before business meeting, which was appreciated.
5. Communications team has grown, and we are doing things that we had previously wished for.

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

The roster has not been updated by APA yet. He will be looking for student numbers this month to track if they drop off as free membership ends. .

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

Nicole: Has been working with Elizabeth to have a joint happy hour in October. Testing next Friday. Blake is unable to join but tomorrow is their first tech presentation.

k. **Student Representative (NV): TBD**

Chair is coordinating with Alison Evans to help identify a replacement.

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

1. The first APA Sustainability webinar was today and was a success.
2. She will also be joining an upcoming APA meeting that is focused on planning trends forecasting. APA is looking to help identify topics and support divisions.
3. She is looking for someone to help put together a session for next year for NPC.
4. Would like to see someone from the EC at NPC have a booth.
5. 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

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above. Business meeting would like to request that people put in a Federal planning session for APA overall.

## 6. Other announcements

None.

## 7. Adjourn

Motion to adjourn. Second. The meeting adjourned at approximately at 1430 CST

*Andrew Wright*  
FPD Chair 2020-2021