General Business and Update

- **APPAM 2017 International Conference and RFP for '18 and '19 Conferences** - 2017 Conference in Brussels in July, hosted by Maastricht University. Current accepting RFPs from Inst. Members to host in 2018 and 2019 – please submit!

- **Equity and Conclusion Fellowships** – Information will be posted in late Spring/early Summer for the 2017 fellowship program. The purpose is to increase the pipeline of diverse policy professionals. Executive Director, Tara Sheehan (TGS), asked IR to nominate their students.

- **Institutional Representatives (IR) Election** – Juliet Musso's last meeting as the Chair of the Inst Reps. Holding elections in April 2017, if there is more than one nominee for chair. There is only one nominee, Patty Troppe from Westat, thus far.

- **PhD in Public Policy Info Session** – An idea that originated with Shawn Bushway from Albany: APPAM plans on offering an info session for master's students who may be interested in a PhD program. The session would give them an overview of the benefits of a PhD, PhD career paths, and give master's students an opportunity to meet with PhD Program Directors and current PhD students.

- **Regional Student Conferences** – Grown considerably from 1 conference in DC in 2016 to two conferences in 2017 in DC and California.

- **Job Fair Activities at Fall Conference** – Feedback showed that members would like better interview space (not just a conference room with pipe and drape). Many, in lieu of using the APPAM space, will rent a suite to conduct interviews. Feedback also indicated timing of the Fall Conference was not conducive for interview timing. Additionally, could connect graduates with PhD Program Directors group for job prep/interviews. Lastly, could connect with Regional Student Conference to hold a workshop focused on interviewing tips, CV pointers, and job search strategies. A job fair if another option, but received mixed reviews.
    - Many expressed that the timing of the Fall Conference might be bad for interviews Many have already extended offers by the November conference.

Review, Discussion and Amendment of Strategic Plan

- **Overview of Issues and Process** – First issue, rolling attendance at meetings, never the exact same group of attendees. Juliet noted that many people at the 2017 Fall Conference (FC) were not at the 2017 Spring Conference. Second, IRs are paying $2,000/each in dues, a substantial part of the budget, yet do not have much input in the direction of APPAM.

- **Biannual Spring Conference Schedule & Proposed Content** – Developed workgroup to investigate best use and role of IRs and Spring Conference.
    - Juliet indicated that the Inst Reps Committee IRC is unusual in how it reports to a governing board. Ie. there is a chair + 4 members on Policy Council (PC) who advises the PC. Many in the meeting do not even know who these people are – this is a problem.

Another problem, bylaws are vague. Third, the Inst Reps on PC are voted onto the PC and change every 4 years.

- While the Spring Conference is generally geared towards IR issues, the timing of the conference was terrible. Policy schools are busy, APPAM Student Conferences are running, and there are many other conferences also during that time (such as MPSA). Juliet proposed moving to a biennial Spring Conference, rather than annual, to not wear out the IRC as well as have a fresh chair and better ideas.
  - Jill Constantine/Mathematica asked if making the conference biennial might make it harder to incorporate pedagogy? Joe Cordes/GW and Juliet indicated that it has been easy in the year prior to tie-in pedagogy with other policy "hot topics." While the theme is chosen by the IR Chair, they often receive feedback from other IRs.
  - Andrea/UDel found the '15 Spring Conference was very useful (the topic was pedagogy) but it is becoming more and more costly to attend. Instead, we could do quarterly webinars that an IR could organize/curate in lieu of an annual SC.
  - A biennial conference would therefore result in the IR chair only holding one conference. If it starts in 2019, and Patty starts in 2018, she would only do 2019 and 2021 would be left to the next IR Chair.

- **IRC Committee on Policy Council** – Often a disconnect between PC and IRC due to a lack of clarity on what each other does. The IRC meetings are often very short/difficult to get things accomplished especially if followed by the all-day PC meeting.
  - Option #1 – Create a committee on PC of IRC members chaired by the IRC Chair. This would coordinate PC activities with IRC activities.
    - Janet Weiss/Univ of Michigan – Worried there might not be enough concerns to justify the purpose of the committee.
    - Tara – Who would be on the committee? The Inst Reps that are already elected to the Board?
    - Liz Peters/Urban – Make sense to have a committee do focus on IRC issues BUT there are already too many committees. Therefore, the work the committee would do should be done by the IRC. Mike Shires/Pepperdine seconded.
    - Joe Cordes/GWU – Organized feedback from the IRC meeting is needed. This sub-committee could help OR have a more organized structure of IRC in the form of meeting prior to PC meeting.
    - Cynthia Osborne/UT Austin – Noted 10 people in IRC meeting were in PC meeting early. Therefore, there is overlap where the activities of each could be reported.
    - Anand Desai/U of Ohio – Indicated that there is great concern among the IRC that they are not being heard by the PC and therefore, a mechanism need to be put in place to make that happen, whether it be via a sub-committee or another avenue.

- **IRC Member on Finance Committee** – Since the Institutional Members make up roughly $200,000 of APPAM's budget, there should be an automatic member on the Finance Committee.
    - Cynthia Osborne/UT Austin – While there are 5 IRs on PC, they do get to vote on PC matters. IRC is therefore represented on the Finance Committee in a way.
    - Joe Cordes/GW – Are there non-PC members on Finance Committee? No, only PC members.
    - Tara – We can make a rule that one of the 4 IRs on the PC must be on the Finance Committee a la the past-president MUST be on the Nominating Committee.
    - Maureen Pirog/SPEA – Historically the IRC gets detailed APPAM budget information. That has changed recently to no budget at all. With the large amount the Inst Members contribute, they should therefore have a better idea as to the finances of the organization.
        - Tara noted that the APPAM Annual Report gives a detailed overview of APPAM finances is sent out to IRC and posted on the website for all members.

- **IRC E-Forum** – One way to connect the IRC outside of a yearly, in-person meeting, would be to meet virtually, a la Listserv/E-List.
    - Leigh Graham/John Jay – ACSP has a forum similar to this, which has been successful, and can be used as a model for APPAM. Leigh to connect APPAM with ACSP on how they run their listserv.
    - Joe Cordes/GW – What would it require to setup a basic Listserv? Easy – APPAM listserv/E-List already in place.

- **Role in Student Professional Development** – Students are a big part of APPAM's membership population (make up almost half the membership). As such, student resources and professional development is not a top priority of the IRC, which is interesting, since many IRs are at academic institutions and/or hire policy students once they have graduated.
    - Heather Campbell/Claremont – Mentoring Program at FC is great and encouraged all IRC members to participate.
    - Maureen Pirog/SPEA– Has served as a mentor before and received great feedback. BUT the Inst Members need more complimentary memberships.
    - Joe Cordes/GW – Served as mentor and said it was a very rewarding experience.
    - Andrea Sarzynsky/Univ of Delaware - PD activities need to become more permanent. Student Conference is valuable only if you go. Webinars would be a good way to reach ALL students. Archived resources that are not just available at conferences. Leigh seconded.
    - Liz Peters/Urban Institute – Junior level members are not just students, some are research assistants that need to be reached as well.

- **Committees on IRC** – Standing committees to provide continuity/structure/help on-board new IRs.
    - Sub-committee to report to PC

- Proposed Committees: Committee on Spring Conference, Pedagogy, Policy Relevance, Professional Development, Outreach
- Patty Troppe/Westat – Nervous on having too many committees BUT we need to find a group who is willing and happy to serve and let them commit to it.
- Heather Campbell/Claremont – Asked if we need to vote on creating a committee. Juliet indicated that the chair can create the committee without a vote.
- Leigh Graham/John Jay – IRC needs to be more coordinated in advance of PC meeting. Needs to be a conference call, E-List message, etc. for the IRC to connect beforehand to have a more concrete, unified, official plan/agenda to take to the PC.

- **Other Issues**
  - Maureen Pirog/SPEA – Problem w/not having a Spring Conference. She bought a plane ticket not realizing there's not a SC. Believes attendance biennially will drop each conference and inst reps meeting.
    - Juliet noted that in 2016, when there was a Spring Conference, IRC meeting attendance was not much better and same with IRC meeting at FC16.

- **Summary and Next Steps**
  - Biennial Conference – Approved by PC BUT need to examine how attendance is affected.
  - IRC Committee – Have sub-committees stay within IRC, rather than PC, but just report to PC so the IRC can stay autonomous.
  - IRC and the Policy Council – Find a better way to coordinate with the PC. Whether it be a listserv, sub-committee dedicated to reporting to PC, having a conference call prior to the PC to coordinate, there needs to be better communications among IRC members.
  - Student PD – Very valuable but need to coordinate with non-academic members. IRC could coordinate w/PD Committee to improve that work. Parallel committee structure should be avoided.
  - Committee agreed via straw vote.