

APA WPD Executive Committee Monthly Meeting

DATE: January 17, 2019 (*3rd Thursday of the month*)

TIME: 2pm EST

Attendance: Corrin, Caroline, Elisa, Dionne, Katelynn

Conference dial-in number: (866) 499 – 7054

Conference code: 714 920 5368

	TOPIC	PREPARATION	PROPOSED PROCESS
1	Who are we? Why are we here? What do we do well? What do we want to improve? TIME: 8 minutes PURPOSE: Information LEADER: Corrin	Complete the Executive Committee Biography Questionnaire if you have not already done so and return it to Caroline.	Corrin will lead the discussion.
	Corrin spoke about the history of the Division and an introduction of the Executive Committee as some are new for their 2019-2020 term. Corrin encouraged everyone to fill out their questionnaire and give it to Caroline for showcasing in the newsletters.		
2	What do we want to accomplish in 2019 and how will we measure success? TIME: 8 minutes PURPOSE: Information LEADER: Corrin	Review the work plan. Be prepared to share information, ask questions and report on progress. Corrin will send an update before the meeting regarding ongoing projects.	Corrin will lead the discussion based upon the workplan.
	Corrin discussed the Division's workplan and everyone's role in achieving the goals and vision of the Division for 2019. Each Executive Committee member has action items within the workplan that they will be working on this year.		
3	What have we accomplished since we last met? What do we plan to accomplish before next month's meeting? TIME: 8 minutes PURPOSE: Information LEADER: Corrin	Prepare the updates to share with the committee. Caroline Newsletter / Communication Kadie Finance Report Elisa Chapter Engagement	Corrin will lead the discussion.

	<p>Caroline discussed the updates for the Newsletter and the Communication schedule she has for 2019. Caroline talked about dates for the outgoing newsletters and the postings that will go onto social media on an on-going basis and also Facebook media sponsored content for National Conference items.</p> <p>Kadie discussed the finances of the Division and hoping that APA has the updated numbers for the first quarter on APA Engage. From last year, there was a surplus, and Kadie discussed making plans to use the funds we have for programming, events, and other workplan items.</p> <p>Elisa talked about Chapter Engagement and how she needed Fiona to send an introductory email to someone at the CPC (Chapter Presidents Council) to get in touch with Chapter presidents about beginning to connect with other Women in Planning committees or groups within each APA Chapter. Corrin said she would send the email in order to get things started for Elisa.</p>		
<p>4</p>	<p>What do we need to do to prepare for the WPD Webinar in March?</p> <p>TIME: 8 minutes PURPOSE: Decision LEADER: Corrin and Katelynn</p>		<p>Corrin and Katelynn will lead the discussion.</p>
	<p>Corrin and Katelynn discussed the webinar that would be upcoming March 1st. Women in Planning: The Road to FAICP. March is Women’s History Month and so this will be a great kick-off to celebrate. All of the presenters have confirmed and they are working to get the powerpoint designed. They will be on a call with all of the presenters in February to get everyone’s feedback on what they would like to incorporate into the webinar.</p>		

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5	<p>What do we need to do to prepare for NPC 19 in April?</p> <p>TIME: 8 minutes PURPOSE: Decision LEADER: Corrin and Kadie</p>		Corrin and Kadie will lead the discussion.
	Corrin and Kadie discussed the items that are being planning for NPC19. Each year, we get started early in order to have more time to plan, market, and solicit volunteers. This year, the Division will be having two sessions (one moderated by Corrin, one by Fiona) a business meeting, and then a reception. All are invited to participate and attend the conference to show support! More updates will be coming soon as we get closer to the conference.		
6	<p>How are we moving forward with the book lottery?</p> <p>TIME: 8 minutes PURPOSE: Decision LEADER: Corrin</p>		Corrin will lead the discussion.
	Corrin discussed the book lottery idea. Katelynn has volunteered to take this on and to coordinate with our Book Club volunteers Melissa and Ronni. The idea would be to have a giveaway of the books that are being featured for the book club to get more members and increase interest in the club.		
7	<p>What is the next step in identifying the 2019-20 Director of Membership?</p> <p>TIME: 8 minutes PURPOSE: Decision LEADER: Corrin</p>		Corrin will lead the discussion.
	Corrin discussed the opening of the position for Director of Membership. A call for a Director among our membership will be emailed out soon with the description of the position and a timeline on when applicants would need to turn in their applications.		
8	<p>What did we do well for this meeting? What should we do differently for the next meeting?</p> <p>TIME: 4 minutes PURPOSE: Information LEADER: Corrin</p>	None	Members identify the good, the bad, the ugly. Team agrees on changes to work on for the next meeting.
	Corrin asked if there was anymore business for the meeting. Hearing none, the meeting was adjourned.		

Executive Committee

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