

APA WPD Executive Committee Meeting Minutes

DATE: February 21, 2019 (3rd Thursday of the month)

TIME: 2pm EST

Attendees: Corrin, Caroline, Kadie, Breanne

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

Conference code: 714 920 5368

	TOPIC	PREPARATION	PROPOSED PROCESS
1	<p>What have we accomplished since we last met? What do we plan to accomplish before next month's meeting?</p> <p>TIME: 8 minutes PURPOSE: Information LEADER: Corrin</p>	<p>Prepare the updates to share with the committee.</p> <p>Breanne Vice-Chair Dionne Director of Administration Caroline Newsletter / Communication Kadie Finance Update Corrie Student Engagement Elisa Chapter Engagement</p>	<p>Corrin will lead the discussion with all members sharing with what they have been working on.</p>
	<p>Breanne - Will be getting CPC National updates at upcoming retreat and will report back. FAICP webinar is coming up, just putting final touches on it. Attending NPC and willing to help with business meeting, reception, etc. AICP will now require two additional CM categories - social equity and climate change. We could provide feedback, if we have recommendations/preferences.</p> <p>Caroline - Newsletter out last month. E-blast scheduled to go out next week. Been working on social media promotion. Drafted article for 40th anniversary. Working on website.</p> <p>Kadie- working on the reception, will provide 2-3 recommendations for food, need volunteers for the event, and ideas for honorary gifts. Will provide input on \$ for banner, promo at the conference. Kadie is not working on programming the business meeting other than a venue and snacks. Will be good for another exec. to lead this.</p>		

	<p>Corrin - Webinar (Road to FAICP) next Friday, all exec. please plan to join! Fiona to donate \$100 for book lottery, Katelynn to share more! Caroline - Website updates: working to develop content - need help drafting text and need high quality photos.</p>		
2	<p>WPD Webinar - March 1st TIME: 8 minutes PURPOSE: Discussion LEADER: Corrin and Katelynn</p>	<p>Update on progress</p>	<p>Corrin and Katelynn will lead the discussion.</p>
	<p>Corrin gave an update on the webinar. Corrin met on a conference call with all of the presenters and they are helping shape the powerpoint and information that will be the focus on the presentation. The powerpoint should be finalized soon and she is hoping for a lot in attendance as in webinars past.</p>		
3	<p>NPC19 Updates TIME: 8 minutes PURPOSE: Discussion LEADER: Corrin, Kadie, and Breanne</p>	<p>NPC Sessions, Business Meeting, Reception, Call for Volunteers, Expo Volunteers</p>	<p>Corrin, Kadie, and Breanne will lead the discussion.</p>
	<p>Kadie discussed the updates for the conference. There will be a reception immediately following the business meeting on the Sunday of the conference. Kadie is asking for input on what to serve at the reception, ranging from a taco bar, to regular horderves and dessert. Group says to price both options and see which one will be easier to have delivered to the venue. Kadie also asked if both Corrin and Breanne could be greeters at the reception in order to give a great first impression. Both agreed that this is a good idea. Corrin talked about the sessions at the conference, one will be moderated by her another by Fiona. All exec are invited to attend and support the session with helping with questions and greeting. We will need volunteers to help with all of the activities at the conference, more on this at the next meeting.</p>		
4	<p>Book Lottery TIME: 8 minutes PURPOSE: Discussion LEADER: Katelynn</p>	<p>Coordination with Ronni Nimps and Melanie Emas. Fiona donation of \$100.</p>	<p>Katelynn will lead the discussion.</p>
	<p>Corrin discussed the update for the book lottery. Fiona has graciously agreed to donate \$100 to pay for books for the lottery. Kate will be following up on this.</p>		
5	<p>WPD Website Update TIME: 8 minutes PURPOSE: Discussion LEADER: Caroline</p>	<p>Update on website changes/additions and request for Volunteers.</p>	<p>Caroline will lead the discussion.</p>
	<p>Caroline discussed the updates to the website. Things are underway and Caroline and Corrin have worked with APA to get into the website and start making changes. Ideally we would like</p>		

	to launch the new website sometime in March ahead of the conference. Much work needs to be done on this, but progress is being made.		
6	Director of Membership TIME: 8 minutes PURPOSE: Discussion LEADER: Corrin	Read through Melissa Dickens letter of intent and resume	Corrin will lead the discussion.
	Corrin discussed the update on the Director of Membership. Melissa Dickens has been selected as the Director and Corrin will be onboarding her soon. She will be on the next Exec call.		

Executive Committee

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