

American Planning Association  
**Women and Planning Division**  
Executive Committee Meeting  
June 27, 2019  
12:00 - 1:00 p.m. (CST)

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

Conference code: 714 920 5368

## MEETING MINUTES

- **CALL TO ORDER**
- **FAICP - Breanne**
  - FAICP Schedule, Committee, and Nominations Update

Corrin gave the update for Breanne, Corrin mentioned a brief update on where they are in the FAICP process. Nominees have been identified as are their mentors and they are following their schedule to get to the October submittal date.

- **COMMUNICATIONS - Caroline**
  - Website Update
  - Newsletter/E-blast Content
  - Social Media Accounts/Admins
  - Defining a process for submitting content that we'd like to share/promote

Caroline gave an update on Communications. Still working through issues with the website, getting training, content, and our new colors applied working with APA on that. On track for the next newsletter and looking for content.

- **NPC20**
  - Session Updates
    - Mobile Session - Caroline and Corrin
    - WOC through the lens of diversity & inclusion - Caroline and Corrie
    - Public Sector directors & leadership "fireside chat" style - Melissa and Katelynn
  - Session Proposals Due - Deadline Noon July 1, 2019
  - WPD Happy Hour - Kadie
  - WPD Business Meeting - Corrin
  - Free Student Member Event - Breanne

Exec commented on the session updates of gaining presenters, writing session proposals and meeting the July 1 deadline.

- PROGRAMS - Katelynn
  - Webinar Ideas
    - Mia Scharphie "Raising your Profile"

Katelynn gave the update of getting ready for the webinar in September and working towards ensuring all things are in alignment for the webinar date.

- MEMBERSHIP - Melissa
  - Roster and membership updates

Melissa gave the Exec an update on the numbers for membership and will be putting together a graphic for the website and newsletter.

- EXEC POSITIONS POSTING - Corrin
  - Director of Administration
  - Director of Chapter Engagement

Corrin will send Caroline the job descriptions for both positions for the newsletter and social media. Hopefully these positions will gain interest from our membership.

### Executive Committee

Corrin Wendell, Chair  
corrinwendell4@gmail.com

Kadie Bell Sata, Treasurer  
kadie.bell@gmail.com

Caroline Dwyer, Director of Communications  
cdwyer@ciesthatwork.com

Corrie Parrish, Director of Student Engagement  
cparrish@uoregon.edu

Melissa Dickens, Director of Membership  
dickensm@plancom.org

Breanne Rothstein, Vice Chair  
breanne.rothstein@brooklynpark.org

Director of Administration - Open

Katelynn Wintz, Director of Programs  
katwintz1@gmail.com

Director of Chapter Engagement - Open

Fiona Akins, Past Chair  
fionaakins@gmail.com