

American Planning Association
Women and Planning Division
Executive Committee Meeting
September 26, 2019
12:00 - 1:00 p.m. (CST)

Conference dial-in number: (866) 499 – 7054
Conference code: 714 920 5368

MEETING MINUTES

1. **CALL TO ORDER - 12:01 p.m.**
2. **FAICP - Breanne**
 - FAICP Nomination Update - Breanne was not on the call and so Corrin updated the group that the FAICP Committee is in full swing with our three WPD members that we are putting up for FAICP. Their paperwork and nomination packets will be due in October.
3. **COMMUNICATIONS - Caroline**
 - Newsletter/E-blast Content - Caroline updated the group that she will be continuing with newsletter updates throughout the year and that content is appreciated.
4. **FINANCIAL REPORT - Kadie**
 - Update on Division Finances - Kadie updated the group that she did not find the numbers for the WPD Budget and so there is no financial update for today.
5. **PROGRAMS - Katelynn**
 - Recap-September 20th Webinar - Mia Scharphie “Raising your Profile” - Katelynn updated the group that the webinar was a success with about 150 people on the call. It was very well received by our members.
 - Webinar Idea - Pre-NPC, Early 2020. (feb/march?) possible partnership opportunity with other population based division? - Katelynn updated the group that she will be working towards ideas for early 2020 on partnering with other Divisions for webinars.
6. **MEMBERSHIP - Melissa**
 - Roster and Membership Updates - Melissa updated the group that our numbers appear to be increasing but will be checking with National to make sure they are accurate.
 - Membership Flyer - OK to proceed? - Melissa updated the group that she will be putting together a membership flyer and some graphics that can be put on the website.

- October 23rd Webinar – “Salary Negotiation” update - Melissa updated the group that the webinar will be in October and that they are finalizing presentations and panel input for the content.

7. STUDENT ENGAGEMENT

8. CHAPTER ENGAGEMENT - Nadine and Chanelle

- Chapter Engagement Updates - Chanelle and Nadine updated the group that they are working on the to-do items for Chapter Engagement and ways to partner with other Chapters.

9. APA FALL LEADERSHIP CONFERENCE - Corrin

- Division Council Updates - Corrin updated the group that she just returned from the DC Leadership conference in DC and the Division was represented really well. Some takeaways are:
 - FAICP Memo was a huge talking point as it was added to the AICP Commission agenda and discussed - the Memo was also added to the DC agenda for all Division Chairs to read and was well received
 - Funding is available for additional communication needs for a matching grant up to \$250 (\$125 on our end)
 - Performance Report from our Division is due on December 1st
 - New online portal for submitting Annual Performance Report
 - Pitched a new initiative with the STAR and Urban Design Divisions for a youth engagement initiative

10. 2019 PERFORMANCE REPORT AND 2020 WORK PLAN/BUDGET - Corrin

- Deadline to Submit to APA - Corrin updated the group that the report is due on December 1st
- Content Compilation
- Final Approval Process

11. ADJOURNMENT - 1:05 p.m.

Executive Committee

Corrin Wendell, AICP, Chair
corrinwendell4@gmail.com

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

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

Katelynn Wintz, AICP, PP, Director of Programs
katewintz1@gmail.com

Caroline Dwyer, AICP, Director of Communications
cdwyer@cityesthatwork.com

Nadine Marrero, AICP, Director of Chapter Engagement
nadinemarrero@gmail.com

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

Chanelle Frazier, Director of Chapter Engagement

Melissa Dickens, AICP, Director of Membership
dickensm@plancom.org

Director of Administration - Open

chanellefrazier@gmail.com

Fiona Akins, AICP, Past Chair
fionaakins@gmail.com