

American Planning Association  
Women and Planning Division  
Executive Committee Meeting  
December 19, 2019  
12:00 - 1:00 p.m. (CST)

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

AGENDA

1. CALL TO ORDER

2. NPC20 COMMITTEE - Corrin, Breanne, Chanelle, Katelynn, Melissa

- Business Meeting
  - Sunday 12-1pm at (Hilton Americas)
    - Budget FY2020 allocated \$200
- Discuss Reception updates (location, time/date, sponsors)
  - Saturday evening (5-7pm?)
- Discuss Retreat ideas (yes/no?)(location, time/date)(Budget \$100)
  - Meet-up breakfast/lunch/happy hour for those who attend?
- Mobile Workshop Accepted - Tuesday 4/28 10am-5pm Details “The Future of Resilient Communities is Female” (Corrin, Caroline & TPD)
- Career Zone - FAICP panel - Monday 4/27 1130-1200pm (Corrin, Breanne, Silvia, Erin)
- FAICP Ceremony Dinner - Sunday 4/26 6-8pm (2 WPD FAICP nominees possibly inducted) - \$65 ticket price
- Proposed Sessions - Both sessions accepted (see schedule)
- Student Social/Speed Networking, are we doing this Corrie?
- Sponsorship Levels - Call for Sponsors  
<https://docs.google.com/document/d/1PTyhnNFWPK3zRfjdUR2oocNgRbq6SB3AQSSExZWBxEa/edit>
- Establish volunteer spreadsheet (Volunteer Manager?)
- Establish group text when on the ground
- Conference Schedule:  
<https://docs.google.com/spreadsheets/d/1ARQImX5rCzvVoWi1Wn3E2J7iD83yj8dleYuiJNvZtd0/edit?usp=sharing>

3. VICE CHAIR’S REPORT

- 2020 New Initiatives
  - DEI Advancement Efforts - Corrie
  - FAICP 2022 - Sylvia Vargas
  - Mentorship Program - Melissa
  - WPD Bat Signal - Caroline

4. DIRECTOR OF COMMUNICATIONS REPORT

5. DIRECTOR OF PROGRAMS REPORT

6. DIRECTOR OF MEMBERSHIP REPORT

7. DIRECTOR OF STUDENT ENGAGEMENT REPORT

8. DIRECTOR(S) OF CHAPTER ENGAGEMENT REPORT

9. CHAIR'S REPORT

- APA Learn Contract - submitted and session is live
- Divisions Council Performance Report Overview
- Divisions Council Achievement Award - award category discussion - deadline 1/6/20 - Katelynn and Caroline to draft
- Partnership with Girls Scouts of America for "Girls Who Plan" program - Spring and Fall events 2020
- Doodle Poll for 2020 - Monthly Exec Meeting (date/time)
- Recruit for Director of Administration and Treasurer position
- Newsletter Article Request from Member - Write an article for the Division about a planning team that has focused on recruiting women of color for a large scale project at the Boston MBTA (transit authority)
- 2020 Work Plan - Each Exec outline their "to-do" list for 2020 for January meeting

10. NEW BUSINESS

- Gender Mainstreaming PAS Memo - Opportunities for Division to support this type of work in the future

11. ADJOURNMENT

Executive Committee

Corrin Wendell, AICP, Chair  
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