

Women and Planning Division
Executive Committee Meeting
January 23, 2020
12:00 PM to 1:00 PM

Attendees:

Corrin Wendell, AICP, Chair
Breanne Rothstein, AICP, Vice Chair
Caroline Dwyer, AICP, Director of Communications
Katelynn Wintz, AICP, PP, Director of Programs
Chanelle Frazier, Director of Chapter Engagement
Melissa Dickens, AICP, Director of Membership

NPC Committee

- Reception updates: Consensus on Finn Hall for reception location (\$4,500 for unreserved space, \$7,000-8,000 for reserved room). Reserve for Saturday evening. Ability to reserve good-sized room, have drinks and short programming and then attendees can purchase their own food via gift cards. Chanelle/Breanne to finalize reservation with reserved room.
- Sponsorship levels – will be working with local sponsors on three sponsorship levels. Focus on Houston and Texas-owned firms and not cold calling. If you secure sponsorship or interest, Breanne and Chanelle maintaining list in Receptions folder.
- Volunteers list – low signup may be due to lack of certainty regarding attendance at this point. Closer to the conference, e-blasts and individual asks should remedy this
- Conference plans – reminder about mobile workshop on Tuesday and reflecting that in travel plans

Vice Chair's Report

- Advancing DEI work and convening population-based Divisions to collaborate and drive/advance work of APA. APA currently re-appointing new members to Diversity Committee. Plan for Equity forum is an opportunity to learn more about DEI efforts at NPC

Director of Communications Report

- Advertising and e-blasts forthcoming for NPC
- Transfer to MailChimp complete – additional graphics and social media interface
- Will be reaching out to newsletter editor volunteer, potentially other tasks she could assist with

Director of Programs Report

- February 21st – Gender mainstreaming webinar
- Partnership with APA Career Services
 - Consensus that partnering a good thing, particularly ability to store webinars and passive income.
 - Use member survey to ask more in-depth questions about what type of career advancement topics desired. Break down survey into modules.
 - Two webinars readily available – Road to FAICP and salary advancement
- Student spotlight – end of May webinar for students to present research and work
- Girls Who Plan – discussion of future program in Colorado Springs

Director of Membership Report

- Request for APA Survey on Parental Leave/Benefits –
 - Generalized letter sent to APA to help compile this data on organizational policy, members are asking for this information.
 - Future salary survey may not happen, but still worthwhile to send the survey
 - Inquire about APA's own policies on parental leave Survey – modules
 - Include questions in our W&P upcoming survey

- Membership survey –
 - MD to draft ideas and questions, use time module format
 - Most important to get specific questions – here are our top goals, which do you want us to prioritize, if you are a student member, will you be transitioning from free to paid membership? Why or why not?
 - Coordinate with Caroline on communication

Chair's Report

- Interest in Director of Administration and Treasurer position
- Timing – fill in now or wait for election? No discussion, but perhaps earlier onboarding possible?
- Chair to reach out to interested parties and get their thoughts