



2023 Annual Business Meeting

April 2, 2023 | 12-1 PM EDT

In Person: Marriott Philadelphia Downtown, Salon D, 5th Floor
1201 Market Street, Philadelphia, PA 19107

OR

Virtual: Zoom

Meeting Link: <https://us02web.zoom.us/j/82116604260>

Phone: 305.224.1968 | **Meeting ID:** 821 1660 4260

AGENDA

1. **WELCOME: DIVISION OVERVIEW & HISTORY** - Caroline Dwyer (Chair) (12:02 PM)
2. **ROLL CALL & EXECUTIVE COMMITTEE INTRODUCTIONS** - All, name and role on EC (12:05:12:15 PM)
 - a. **Division introduction**
 - i. WPD history (Caroline)
 - ii. Current membership at around 1,400; has decreased since students cannot join for free. Still one of the largest divisions in APA.
3. **EXECUTIVE COMMITTEE ANNUAL REPORTS** (12:19-12:54 PM)
 - *Chair's Report* (Caroline Dwyer)
 - Anti-Harassment Policy Advocacy Update
 - 2023 Work Plan overview: vision, goals, highlights; priority focus areas
 - Grow mentor program; gender and racial parity amongst fellows; sexual harassment prevention advocacy work.
 - *Vice-Chair's Report* (Kate Zanon)
 - 2022 Highlight: Melissa Dickens, outgoing Vice-Chair:
 - Melissa Dickens, outgoing Vice-Chair in partnership with Kate Wintz conducted a survey with participants of the mentorship program participants; adapting the 2023 program based on this feedback
 - 2023 Work Plan:
 - Launch of women's stories database, collection of stories that share the untold stories of women in the planning professions; will be applying for funding to support the program materials and meta

coding of the submissions; welcome division members who want to volunteers to support his program

- *Director of Finance's Report* (Margaret Wallace Brown (Caroline Dwyer, Chair)
 - Significant spending on membership (FAICP nominations; scholarships)
 - Encourage members to apply for scholarships!
- *Director of Administration's Report* (Gaby Harpel)
 - 2022 Highlight:
 - Updated Bylaws to better incorporate the Division's goals related to enhancing equity, diversity, and inclusion - in the planning field and in our Division.
 - 2023 Work Plan:
 - Continue to support executive committee, recording and distributing meeting minutes, agendas, and action items to the EC
- *Director of Communication's Report* (Bethany Bella)
 - 2022 Highlights:
 - We've grown our social media follower count! (750 Instagram; 1,380 Twitter)
 - LinkedIn by creating an account page, which allows us to reach more followers/advertise our programming/programs to more potential members across the platform.
 - Member Spotlights series shared on all social media channels and will be archived on the website. It was also distributed in the Women's History Month wrap-up email.
 - A big thank you to everyone who submitted a spotlight!
 - 2023 Work Plan: This year, we're going to focus on creating a standard format for our newsletters, in addition to soliciting more content/articles/research to feature in the newsletter from our Division membership.
 - What else would Division members find as helpful resources/features in our newsletters?
 - We could always use more help with social media content and posting! Please reach out to Bethany for getting involved in our Social Media Committee.
- *Director of Programs' Report* (Katelynn Wintz)
 - 2022 Highlights: There were many great programs this year, including women's history month

- After the success of the 2022 mentor match, after NPC, Programs will focus on organizing the second annual WPD mentorship program!
- 2023 Highlights: Looking forward to hosting a population-based divisions conference!
 - Are there any programs hosted by the Division that members would like to see?
 - Volunteers are always appreciated if you would like to collaborate or bring a webinar concept to life with WPD!
- *Director of Membership's Report* (Brittany Griffin)
 - 2022 Highlights
 - We have revived the membership committee and have 7 wonderful ladies assisting. We would love more division membership to join and assist. Please reach out to Brittany for getting involved with membership.
 - We have gained 57 new members since January. Membership will be heavily pushing the Division-Only Membership this year.
 - Membership survey.
 - 2023 Work Plan
 - Our goal is 200 new members by December - we are ¼ there!
 - Design and publish an electronic 'snapshot' digestible summary report to share results with members. We are doing a state breakdown and sending to chapter presidents as well as an overall breakdown. This way we can keep track of membership by state!
 - Send welcome email to all new Division members monthly.
 - Send monthly reminder emails to expiring members, encouraging them to renew.
- *Director of Chapter Engagement's Report* (Meagan Booth)
 - 2022 Highlights and 2023 Work Plan
 - Working to contact chapter presidents and point of contact with each chapter. Working directly with divisions.
 - Collaborating with Corrin on student engagement, such as student planning organizations.
 - Encourage student planning organizations to update information and to attend events.

- *Director of Funding and Financial Support (Amy Elmore)*
 - 2022 Highlights and 2023 Work Plan
 - Four grant offered annually (AICP spring and fall; professional development grant for online learning; university scholarship)
 - New grant established by Corrin.
 - Call for volunteers!

6. OPEN DISCUSSION - PROGRAMMING, RESOURCING AND REQUESTS

- How is WPD able to engage with chapters?

- Establishing a group within the chapter and a contact person for WPD to communicate with (Meagan)
- We are able to attend local events or conferences, and share Division content, for online events; in-person events, would be challenging to attend, but there may be another way we can assist (Kate Z)
- A list of local Women and Planning groups would be great to share with members! If there are any other contacts that members know of, please contact Brittany and Meagan (Brittany)
- Advice to get a group going: hold a women and planning lunch and collect emails and begin sharing events/information with them (Meagan)

7. QUESTIONS AND ANSWERS

- Please reach out with any questions!

8. ADJOURNMENT (1:03 pm)

Executive Committee Membership

Caroline Dwyer, AICP

Chair

carolines123@gmail.com

Kate Zanon, AICP

Vice-Chair

kzanon@portmoody.ca

Margaret Wallace Brown, AICP

Director of Finance

margwallbrown@gmail.com

Gaby Harpel

Director of Administration

GHarpel@ccrpc.org

Bethany Bella

Director of Communications

bethany.bella14@gmail.com

Katelynn Wintz, AICP, PP

Director of Programs

katewintz1@gmail.com

Amy Elmore

Director of Funding and Financial Support

amy.elmore@exp.com

Meagan Booth

Director of Chapter Engagement

mullenmeagan@gmail.com

Brittany Griffin

Director of Membership

bgriffin@romega.us

Corrin Wendell, AICP

Immediate Past-Chair

corrinwendell4@gmail.com

WPD Website: <https://women.planning.org/>