

AGENDA

Women & Planning Division Executive Committee Monthly Meeting

March 24, 2023 12:00 - 1:00 p.m. (EST)

[Zoom Meeting Link](#) Meeting ID: 874 392 5577 Passcode: Z2fuTB

CALL TO ORDER

ROLL CALL

Caroline Dwyer (Chair)
Kate Zanon (Vice-Chair)
Katelynn Wintz (Director of Programs)
Margaret Wallace Brown (Director of Finance)
Meagan Booth (Director of Chapter Engagement)
Bethany Bella (Director of Communications)
Amy Elmore (Director of Funding and Financial Support)
Brittany Griffin (Director of Membership)
Corrin Wendell, AICP (Immediate Past-Chair)

Voting Members in Attendance: Caroline Dwyer, Kate Zanon, Kate Wintz, Bethany Bella, Brittany Griffin

Ex-Officio Members in Attendance: Corrin Wendell

Excused Absences:

Gaby Harpel (Director of Administration)
Margaret Wallace Brown (Director of Finance)
Meagan Booth (Director of Chapter Engagement)
Amy Elmore (Director of Funding and Financial Support)

Unexcused Absences:

MEETING MINUTES

Approve Meeting Minutes: [Feb 24, 2023 Meeting Minutes.docx](#)

- Motion by Kate Wintz, Second by Brittany Griffin to approve meeting minutes, unanimous approval.

OLD BUSINESS

APA Response to WPD Sexual Harassment Prevention Implementation (Caroline)

- Bylaws petition change for an anti-harassment amendment. must be signed by 100 APA members and must be considered by the APA board.
- Caroline will be reaching out to different divisions with the petition to get support
- National state and local history organization gender discrimination and harassment study. [Press Release](#), [Report and Findings](#)
- Difficult conversations continue

Debrief: March Women's History Month Events (Katelynn/Corrin/Bethany)

- Leading With Empathy
 - well attended event, great speakers with lots of awesome information
- Invisible Women in Comprehensive Plans

- another phenomenal presentation.
- kate w to work on getting CM credits
- HERstory
 - about 6 non-exec attendees, great intimate conversations about shared experiences of women in the workplace
- Member Profiles
 - Saturday spotlights, 12 members, well received.
- WHM newsletter
 - WHM newsletter to go out Thursday 3/30

NP23 Philadelphia (Caroline)

- Business meeting
 - Exec Members to brainstorm small ideas/snapshots of their position and highlighting previous year accomplishments.
- Registrations:
 - Reception (22)
 - Raffle with goodies for some folks in attendance
 - headcount due about 5 days in advance
 - Planners' Day of Service (16)
 - 16 planners signed up
 - Kits for the kids
 - audit for sensory needs
 - Session needs
 - Mobile Tour - sold out first and added 10 new tickets!
 - Parking - presentation work
 - Discourse - presentation work
 - Divisions Booth - Sunday @ 1:30 PM and Monday @ 10:30 AM, are any folks available for that? maybe we can figure this out Friday?
 - Career Center
 - Career Exploration related to division. Saturday at 10:30-11:30 - Caroline/Kate W
- Outstanding needs
 - Everyone take those pics for social!

2023 WPD Scholarship Program (Amy)

- Awarded four scholarships for online conference (\$2,000 budgeted)
 -
- AICP dues and credentials closed 3/17/2023 (\$1,250 budgeted)
 -

FAICP Nominations (Caroline)

- Received six nominations; two have submitted previously. The FAICP committee would like to advance all six. This requires allocating an additional \$200 for nomination fees (a total of \$600)
- Need a vote to move forward with nominating all seven, allocating the additional \$300, and sending each a letter confirming interest by April 1, 2023
 - Geneasa Lynette Elias
 - Dana A Sayles
 - Diane C Gormely-Barnes

- Jessica Garrow
- Laxmi Ramasubramanian
- Trudy Galla
- Anna Laybourn

Motion by Kate W. second by Kate Z. unanimously approved.

Meeting adjourned.

NEW BUSINESS

"Girls Who Plan" Scout Badge (Corrin)

WPD Mentorship Program Reboot (Katelynn)

Divisions' Council Grant Application: Women & Planning Stories (Kate Z) (Hold until May 2023)

OFFICER REPORTS

Chair

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Vice-Chair

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Dir. of Finance

- Budget Update and Financial Report

Dir. of Administration

- *Reminder to complete Director's Reports for [NPC23 Annual Business Meeting](#)*

Dir. of Programs

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Dir. of Membership

- Update on membership committee
- Membership numbers update - push on division-only membership

Dir. of Communications

- Final e-blast for NPC is going live on Monday, March 27
- Preview needs for final Women's History Month newsletter summary (send March 31)

Dir. of Chapter Engagement

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Dir. of Funding and Financial Support

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Immediate Past Chair

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ADJOURNMENT at __

IN PERSON SCHEDULE (as of 3/22/2022)

Sexual Harassment Mitigation Meetgin with APA Leadership (TBD)

FRI 3.31	SAT 4.1	SUN 4.2	MON 4.3	TUE 4.4
Planner's Day of Service, 8-11 AM Marriott Philadelphia, Room 406, 4th Floor	APA Career Exploration at NPC23: 10:30-11:30 AM	Be Your Own Lady Boss, 10:30- 11:15 AM	Navigating Conflicting Discourses, 8:30-10:00 AM	Leverage Parking for Community Benefits, 10:15-11:00 AM
	Reimagine the Parkway: Youth Engagement in Action, 12:15-3:15 PM	Annual Business Meeting 12:00 PM - 1:00 PM Marriott Philadelphia, Salon D, 5th Floor)		
Exec Committee Retreat (6-8 PM)	Hidden History: Philadelphia Beyond the Founding Fathers (Mobile Workshop) 1:30-4:30 PM	Division's Booth in the HUB 1:30 -2 PM	APA Career Services at NPC23: Hiring Managers 11:30-12:30 PM	
			WPD Reception (Strangefellow's) 7-9 PM	

ONLINE SCHEDULE

WED 4.26	THU 4.27	FRI 4.28
		Project Management: An Essential in the Planning Toolkit, 12:30 - 1:15 PM

Executive Committee Membership

Caroline Dwyer, AICP

Chair

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