

AGENDA

Women & Planning Division Executive Committee Monthly Meeting

April 28, 2023 4:30-5:30 PM (EST)

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

CALL TO ORDER

ROLL CALL

Voting Members in Attendance:

Caroline Dwyer (Chair)

Kate Zanon (Vice-Chair)

Gaby Harpel (Director of Administration)

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)

Ex-Officio Members in Attendance:

Corrin Wendell, AICP (Immediate Past-Chair)

Excused Absences:

Unexcused Absences: Katelynn Wintz (Director of Programs)

MEETING MINUTES

Approve Meeting Minutes:

[March 24, 2023_Minutes.docx](#)

[Minutes- NPC 23 Annual Business Meeting_4/2](#)

Motion to approve by all.

ANNOUNCEMENTS

- APA Florida Equity, Diversity, and Inclusion ([EDI](#)) Committee requested input and recommendations on the APA Florida draft EDI Strategy by Monday, May 15 (Caroline)
 - Caroline will send out a draft for review
- Yvonne Briscoe reached out about hosting a WPD Book Club - need to follow up (Katelynn); we also need to discuss the future of the Facebook WPD Book Club (no recent activity) (Caroline)
 - Brittany is going to look into it

OLD BUSINESS

(sent via email)

NEW BUSINESS

Florida Women & Planning Group Membership Policies (Amy)

- Had plans to go statewide. Statement made that only “real women” would be allowed to join. Leadership has since said that they’d like to represent all people. APA Florida leadership is planning meetings with the group to discuss this further.
- Some similar comments were made during the coffee break (Brittany/Corrin)
- Something to think about: What procedures can we provide as a national organization that will make this process of going statewide more inclusive and seamless?
- **WPD to put statement of support for all people identifying as women on website. Reach out to LGBTQ+ division to inform them of the issue and offer support.**
- **Amy will keep us updated.**

Divisions Council Grant Funding Opportunity

Division Communication Support Matching Grant (Caroline)

Grant matches up to \$125 in expenses to support division outreach efforts. All divisions are welcome to apply, but small divisions receive priority Apply: [Download, complete, and submit application](#)

- **Bethany is going to take a look and fill it out.**

2023 Sponsorship Program (Amy)

- NPC sponsorship to all who applied
- AICP sponsorship provided to everyone with something (not all that they asked for but they received a portion towards exams/study materials)
- GM update

Divisions’ Council Grant Application: Women & Planning Stories (Kate Z)

- Move this item to May agenda

“Girls Who Plan” Scout Badge (Corrin)

- Meet to discuss the legacy scholarship soon
- Provided update on scout badge progress

WPD Mentorship Program Reboot (Katelynn)

- **Brittany to refer Kate W to someone in GA chapter who runs the mentorship program**

OFFICER REPORTS

Chair

- Soliciting Director of Finance self-nominations
- Presentation to PPD
 - Went well!
- APA Response to WPD Sexual Harassment Prevention Implementation
 - Petition status
 - NPC23
 - APA leadership commitments and follow up
 - Code of Ethics
 - Digging into this more and why/how sexual harassment was taken out of the code of ethics in 2005

- Still no progress made on the task force?
- Next steps (Webinar - impacts of harassment and effective allyship; guidebook - understanding your protections and implementing a policy in your workplace/organization)

Vice-Chair

- We have a list of volunteers and would like things for them to do. **Brittany and Bethany will help Kate Z to determine what tasks volunteers would help with.**

Dir. of Finance

- Reminder that the fiscal year ends in October

Dir. of Administration

- no updates

Dir. of Programs

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Dir. of Membership

- First Coffee Break with the Florida Women in Planning Group went well. Recording has been shared with Heather and Tina and they are sharing with the group.
- We lost 29 members between February and March. After reviewing roster, this is due to nonrenewals. I will be sending out personal follow up “we miss you” emails later this month.
- Need a theme and focus group for May Coffee Break. Ideas?
- Membership committee is still working on Women in Planning Group email lists as well as SPA email lists.

Dir. of Communications

- Member Spotlights feature on website – discussion about layout/format
- Social Media Committee formation - best practices from Membership, etc.?
- Send out Mailchimp for NPC wrap-up / accomplishments?

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

Executive Committee Membership

Caroline Dwyer, AICP

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Margaret Wallace Brown, AICP

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Bethany Bella

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Amy Elmore

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Immediate Past-Chair

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