

## AGENDA

### Women & Planning Division Executive Committee Monthly Meeting

May 26, 2023 12-1 pm (EST)

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

### CALL TO ORDER

### ROLL CALL

#### *Voting Members in Attendance:*

Caroline Dwyer (Chair)  
Brittany Griffin (Director of Membership)  
Gaby Harpel (Director of Administration)  
Margaret Wallace Brown (Director of Finance)  
Bethany Bella (Director of Communications)  
Amy Elmore (Director of Funding and Financial Support)  
Katelynn Wintz (Director of Programs)  
Kate Zanon (Vice-Chair)  
Meagan Booth (Director of Chapter Engagement)

#### *Ex-Officio Members in Attendance:*

Corrin Wendell, AICP (Immediate Past-Chair)

#### *Excused Absences:*

#### *Unexcused Absences:*

### MEETING MINUTES

#### *Approve Meeting Minutes:*

[April 28, 2023 Meeting Minutes .docx](#)

### ANNOUNCEMENTS

- APA summer EDI Survey including anti-harassment
  - APA wants ideas for topics and ways to promote the survey

### OLD BUSINESS

#### *Division Elections*

- Four candidates self-nominated for Dir. of Finance
- Chair to review and send slate to APA for elections

#### *FAICP Nominations*

- Kick off on Tuesday 5/30, all welcome to attend:  
<https://us02web.zoom.us/j/87393367592>
- Will walk through timeline, submission requirements, nomination components, tips, and next steps

### 2023 Sponsorship Program (Amy)

- Were able to cover funds for multiple people for AICP
- Next scholarships- July
- August- working on fall AICP Scholarship
- Planning a meeting with Corrin to discuss scholarship
- Had meeting with GM- interested in partnership of some sort
  - Additional partnership ideas: Veep, Moxy
  - **If you have any additional ideas, let Amy know.**

## NEW BUSINESS

### Divisions Council Awards

- Due June 16th ([Dropbox](#))
- Categories:
  - Best Original Newsletter Article
  - Division Communications Effort
  - Education Excellence (Women's History Month?)
  - Contribution to the Planning Profession (Planner's Day of Service?)
  - Best Practice
  - Overall Division Performance
- **Need volunteer(s) to write up submission(s) including the following information:**
  - Division name
  - Division contact person and contact information
  - Award Category
  - Name of the Division project, program or process being nominated
  - Description of the project, program or process, including the targeted audience
  - Identify how the project, program or process:
    - Meets the award criteria,
    - Can measure success
    - Is transferable to other Divisions
- **Good candidates for an award**
  - Planner's Day of Service
  - Women's History Month
  - Communications (Possibly our communication on sexual harassment??)

### WPD Mentorship Program Reboot (Katelynn)

- Focusing on the book club but will get back into the mentorship program soon

## OFFICER REPORTS

### Chair

### Vice-Chair

- Divisions' Council Grant Application: Women & Planning Stories (hold until Fall)
  - Need more information for detailed budget

*Dir. of Finance*

- Let Maragret know if you have not received reimbursement money

*Dir. of Administration*

- No updates

*Dir. of Programs*

- Kate has the additional \$420 from NPC reception and will get a check to APA soon
- Book Club-
  - Brittany has worked with volunteer who was interested in rebooting the club
  - Set up a link at bookclub.com
  - About 140 people enrolled in participating
  - Kickoff Meeting- June 1 at 8 pm est
    - Begin reading June 5th
  - Book: Feminist City by Leslie Kern
  - Maybe once or twice a month to host virtual meetup

*Dir. of Membership*

- About 100 new members- roughly 1,300 total
- We have lost about 600 members since covid
  - Having a volunteer to email members would be helpful
- Coffee & Conversation Update
  - June - City Planning & Management (11 EST)
  - July - Potential WTS
  - August- TPD
  - Sept- Suicide prevention (Amy)
  - Oct- Pride History Month (Amy; other resources from Caroline and Kate Z)
  - **Let Brittany know if you have ideas on speakers/guests.**

*Dir. of Communications*

- Met with Kate and Brittany this week about Volunteer needs/interests, generally.
  - Need to identify Social Media and Newsletter volunteer tasks/help.
    - **Social Media needs, 1-2 people.**
  - In existing volunteer interests, we have several people who are interested in the Newsletter.
- **Any additional programming/events upcoming that I need to have on my radar?**

*Divisions Council Grant Funding Opportunity*

- Division Communication Support Matching Grant (Caroline/Bethany)

*Dir. of Chapter Engagement*

- Hoping to do a combined event with the education division- get children out in their community (Sept/Oct)
- Not much luck with getting a response from division.
  - Coming up with a new strategy.

*Dir. of Funding and Financial Support*

- Scholarships update - awarded and in the pipeline

*Immediate Past Chair*

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**ADJOURNMENT**

**Executive Committee Membership**

**Caroline Dwyer, AICP**

**Chair**

[carolines123@gmail.com](mailto:carolines123@gmail.com)

**Margaret Wallace Brown, AICP**

**Director of Finance**

[margwallbrown@gmail.com](mailto:margwallbrown@gmail.com)

**Bethany Bella**

**Director of Communications**

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**Amy Elmore**

**Director of Funding and Financial Support**

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**Brittany Griffin**

**Director of Membership**

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**Kate Zanon, AICP**

**Vice-Chair**

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**Gaby Harpel**

**Director of Administration**

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**Katelynn Wintz, AICP, PP**

**Director of Programs**

[katewintz1@gmail.com](mailto:katewintz1@gmail.com)

**Meagan Booth**

**Director of Chapter Engagement**

[mullenmeagan@gmail.com](mailto:mullenmeagan@gmail.com)

**Corrin Wendell, AICP**

**Immediate Past-Chair**

[corrinwendell4@gmail.com](mailto:corrinwendell4@gmail.com)

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