

AGENDA

Women & Planning Division Executive Committee Monthly Meeting

June 23, 2023 12-1 pm (EST)

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

CALL TO ORDER

ROLL CALL

Voting Members in Attendance:

Kate Zanon (Vice-Chair)
Gaby Harpel (Director of Administration)
Margaret Wallace Brown (Director of Finance)
Bethany Bella (Director of Communications)
Brittany Griffin (Director of Membership)

Ex-Officio Members in Attendance:

Corrin Wendell, AICP (Immediate Past-Chair)

Excused Absences:

Caroline Dwyer (Chair)
Amy Elmore (Director of Funding and Financial Support)
Katelynn Wintz (Director of Programs)

Unexcused Absences:

Meagan Booth (Director of Chapter Engagement)

MEETING MINUTES

Approve Meeting Minutes:

[May 26, 2023_Minutes .docx](#)

Minutes Approved

ANNOUNCEMENTS

- Book club (Brittany)
 - Need another director to attend to moderate conversation and manage the meetings
 - Kate Z should be able to attend
 - Need more space for sessions- up to paid membership
 - \$50/year
 - private discussion area and email
 - **Motion approved (Margaret moved the FY23 budget to add \$50 to Bookclub, motion seconded by Kate Z)**
 - **Brittany will pay and get reimbursed**
- Grant Request (Kate Z on behalf of Amy)
 - Tampa Heights Junior Civic Association requested funds
 - Concerns raised whether we should be giving funds to organizations outside of our membership

- Need to create more of a framework before sponsoring summer camps because that could open many doors
- Would need more information on the camp and its work

MOVED TO NEXT MEETING

Division Elections

- We did not have any candidates self-nominate for Director of Finance. Please reach out to people in your professional networks who might be interested in this role
- Chair can appoint a Director outside of election cycle
- If you have a candidate, please ask them to email Caroline for a brief discussion

FAICP Nominations

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2023 Sponsorship Program (Amy)

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NEW BUSINESS

Divisions Council Awards

- Current round is for 2021-22; we have additional nominations to submit for 2022-23 cycle
- Submitted nomination for Best Practice (Wendell Impact Scholarship & Chair Legacy Fund)

OFFICER REPORTS

Chair

- APA is finalising a “Welcoming Environment” survey to be launched in the next few weeks
- The survey integrates questions about sexual harassment recommended by WPD to help establish a baseline that can be used to assess progress and efficacy of policies, programs, and interventions

Vice-Chair

-

Dir. of Finance

-

Dir. of Administration

- No updates

Dir. of Programs

- WPD Mentorship Program Reboot

Dir. of Membership

- Membership numbers update
- Coffee Break schedule
- Book Club Update
 - Update budget line for Bookclubs.com

Dir. of Communications

- Summer Newsletter – content desired?
- Members spotlights – need assistance with identifying space/format on our website.
- Need social media volunteers.

Divisions Council Grant Funding Opportunity

-

Dir. of Chapter Engagement

-

Dir. of Funding and Financial Support

-

Immediate Past Chair

-

ADJOURNMENT 12:21 PM

Executive Committee Membership

Caroline Dwyer, AICP

Chair

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Kate Zanon, AICP

Vice-Chair

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Margaret Wallace Brown, AICP

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Gaby Harpel

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Bethany Bella

Director of Communications

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Katelynn Wintz, AICP, PP

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Amy Elmore

Director of Funding and Financial Support

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Meagan Booth

Director of Chapter Engagement

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Brittany Griffin

Director of Membership

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Corrin Wendell, AICP

Immediate Past-Chair

corrinwendell4@gmail.com

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