

## AGENDA

### Women & Planning Division Executive Committee Monthly Meeting

August 25, 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)

Kate Zanon (Vice-Chair)

Gaby Harpel (Director of Administration)

Katelynn Wintz (Director of Programs)

Bethany Bella (Director of Communications)

Amy Elmore (Director of Funding and Financial Support)

Brittany Griffin (Director of Membership)

Meagan Booth (Director of Chapter Engagement)

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

Corrin Wendell, AICP (Immediate Past-Chair)

#### *Excused Absences:*

Margaret Wallace Brown (Director of Finance)

#### *Unexcused Absences:*

### MEETING MINUTES

#### *Approve Meeting Minutes:*

[w June 23, 2023 \\_Minutes.docx](#)

- Motion to approve by Amy; Seconded by Brittany. Approved by Committee.

### ANNOUNCEMENTS

#### OLD BUSINESS

##### *Divisions Council Awards*

- Current round is for 2021-22; we submitted a nomination for Best Practice (Wendell Impact Scholarship & Chair Legacy Fund)
  - Recurring scholarship each year.
  - Awaiting announcement on awards.

##### *Division Elections*

- We did not have any candidates self-nominate for Director of Finance.
  - Margaret is still filling in but would need to step back eventually.
  - **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

- Nomination package review ongoing (Need Exec Committee volunteer reviewers!)
- All nominations must be submitted by 8/30/2023
- Corrin and Caroline have seen value in the process and have seen that it is helpful.
- **Task #1- Review nomination packages**
  - **If anyone has the capacity to help review the nomination packages, please let Caroline know. Not too long- one section is 10 pages, but others are shorter.**
- **Task #2- Writing letter of thanks to mentors**
  - **Contact Caroline if interested!**

### NEW BUSINESS

- 2024 Work Plan and Budget Draft
  - Review/vet goals
  - New budget items to consider for FY24
  - Review scholarships (timing, amounts, success)
  - Approve Work Plan at **September** meeting
  - More information to come from Caroline via email. Can review last year's budget and breakdown of spending.
  - **If there are things we should be adding to the budget or prioritizing, make note of it and bring it up at our next meeting (or via email).**
  - **Caroline wants to create a Google Form for members to request funds for local events when needed that can be available on the website.**
- Annual Report
  - Get prepared!
    - Anything that we have been doing over the past year.
    - **Pull 2021 & 2022 shared document in drive and update document based on 2023.**
    - **Hybrid approach- send off by section and meet individually to gather more information**
    - **Glance over the documents to get an idea of the format**
  - Kate work with Gaby to develop work plan and schedule
- NPC24
  - Session proposals due 9/1 - Kate Zanon coordinating
    - Leading With Empathy (Corrin)
    - Women's History Mobile Workshop
      - Hidden History Mobile Workshop
      - Physical planning elements of refugee planning- housing, transportation, etc.
        - Kate Z trying to identify planner to speak on topic
        - **Could use assistance with finding information**
    - Advocating for self (learning lab style)
  - Planner's Day of Service volunteers

- Last year WPD will lead, another Division will co-lead, with the intent to coordinate next year's PDOS
- Submit grant request to Division's Council (due February)
- Potential to combine with a mobile workshop
  - Potential to relate mobile workshop to refugee planning
  - Kate Z to reach out to Kate W, Corrin and Amy
- Reception
  - Need volunteers to form committee
- 2024 Sponsorships
  - Need to develop materials and mailing list (potential donors)
  - Reach out to past recipients; ask for impact statement

## OFFICER REPORTS

### *Chair*

- APA Welcoming Environment" survey - integrated 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
  - Have not heard much in terms of updates. Caroline will check in after FAICP
  - AICP Taskforce made recommendations to elevate conflicts of interest
  - Designing Strong Leadership pipeline diversity initiative update

### *Vice-Chair*

- Kate Z will reach out to Margaret next week to see what tasks can be transferred to her.
- Asked Corrin if there is any volunteer work that needs done for NPC. Corrin said that would be great!

### *Dir. of Finance*

- Review end of year financials

### *Dir. of Administration*

- No updates

### *Dir. of Programs*

- WPD Mentorship Program Reboot

### *Dir. of Membership*

- Membership numbers update
  - Coming up on 150 new members!
- Coffee Break schedule
  - Coffee Breaks are going great. Largest last month with 31 people.
- Book Club Update
  - Update budget line for Bookclubs.com - note - this is in the budget for 2024!
- **Needs assistance- Kate Z offered to help.**

### *Dir. of Communications*

- Monthly Communication & Social Media Committee convened for the first time on Monday, July 10
  - This is a group of ~9 volunteers split between Newsletter interests and Social Media interests.
- Summer Newsletter – specifications on desired content? Upcoming programs? Upcoming scholarships?
- Members spotlights from Women’s History Month – I need assistance with identifying space/format on our website. What are EC members’ thoughts?

*Divisions Council Grant Funding Opportunity*

*Dir. of Chapter Engagement*

*Dir. of Funding and Financial Support*

- 2023 Sponsorship Program (Amy)
- AICP Grant info sent to Bethany and will be posted by Monday
- Opens October 2nd
- Going to chat with Corrin post call about the grant

*Immediate Past Chair*

- Updates on session
- Corrin will be travelling to speak at a conference!

**ADJOURNMENT at 1 PM EST**

**Executive Committee Membership**

**Caroline Dwyer, AICP**

**Chair**

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

**Margaret Wallace Brown, AICP**

**Director of Finance**

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**Bethany Bella**

**Director of Communications**

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**Amy Elmore**

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**Brittany Griffin**

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**Kate Zanon, AICP**

**Vice-Chair**

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**Gaby Harpel**

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**Katelynn Wintz, AICP, PP**

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**Meagan Booth**

**Director of Chapter Engagement**

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**Corrin Wendell, AICP**

**Immediate Past-Chair**

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