

MINUTES

Women & Planning Division Executive Committee Monthly Meeting

September 22, 2023 12-1 pm (EST)

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

CALL TO ORDER

Voting Members in Attendance:

Caroline Dwyer (Chair)

Kate Zanon (Vice-Chair)

Bethany Bella (Director of Communications)

Margaret Wallace Brown (Director of Finance)

Amy Elmore (Director of Funding and Financial Support)

Excused Absences:

Gaby Harpel (Director of Administration)

Meagan Booth (Director of Chapter Engagement)

ROLL CALL

Katelynn Wintz (Director of Programs)

Brittany Griffin (Director of Membership)

Ex-Officio Members in Attendance:

Corrin Wendell, AICP (Immediate Past-Chair)

Unexcused Absences:

MEETING MINUTES

Approve Meeting Minutes:

[Aug_25_2023_Meeting_Minutes.docx](#)

ANNOUNCEMENTS

- **Please submit all FY23 reimbursement requests ASAP!**

OLD BUSINESS

APA, AICP Commission and Division Elections

- Brief update

FAICP Nominations

- Submitted four strong nominations on behalf of the Division and supported four additional nominations
- *Seeking a volunteer to write thank you letters and create a "Certificate of Appreciation" to send to our FAICP mentors*

NEW BUSINESS

2024 Draft Work Plan

- Review and consider approving recommended goals and discuss identifying performance metrics and actions to include in annual work plan

CURRENT	RECOMMENDED 2024
Achieve Gender Parity in APA membership, AICP, and FAICP by 2040	Achieve gender parity in APA membership, AICP, and FAICP.
Be known as a go-to resource for all women planners	Be the first choice of women in planning for professional development resources and career support.
Capture increased market share in membership (3,000 members by end of 2023 and 1,000 regular members by end of 2023)	Expand the Division’s influence, reach, and impact.
Close the wage and leadership gender gap in planning by 2040	Achieve gender parity in the planning profession’s wages and leadership.

- Review draft recommended budget
 - Cash report still incorrect
 - APA has new report structure
 - Margaret needs to be Terry H
 -
- Consider approving work plan
 - Caroline will send draft for review

Annual Performance Report

- Get prepared!
- Gaby will be getting into contact with you all, so watch your emails!

NPC24 Status Update

- Session proposals submitted:
 - Leading With Empathy (Corrin)
 - The Visible Cost of Invisible Labor (Caroline)
 - Advocating for Myself (Kate Z - Speed Share)
 - Turning Passion to Action (Kate)
- **Mobile workshops due 2/22**
 - Women’s History Mobile Workshop - status?
 - Planner’s Day of Service (Caroline submitted)

2024 Division Sponsorship Campaign

- Goal: \$5,000
- Discuss timeline and process: develop materials and mailing list (potential donors)
- Solicit testimonials from scholarship recipients to include in materials

OFFICER REPORTS

Chair

Vice-Chair

Dir. of Finance

- Review end of year financials

Dir. of Administration

- Annual Progress Report

Dir. of Programs

Dir. of Membership

Dir. of Communications

- Updating Fall Newsletter format, testing new functionality features.
- Upcoming scholarship announcement/deadlines?
- Do we have any programming we'd like to plug for National Community Planning Month?

Dir. of Chapter Engagement

Dir. of Funding and Financial Support

Immediate Past Chair

ADJOURNMENT

Look ahead: NEXT MEETING

NPC24

- Update on reception and business meeting (The Coven, Minneapolis)
 - Corrin and Breanne scouted out location
 - Will be doable with sponsors and co-host Division(s)
 - Looking at Sunday 4/14 7-9:30 PM
 - Business meeting to be held earlier in the same location (5:30-7ish)

Executive Committee Membership

Caroline Dwyer, AICP

Chair

carolines123@gmail.com

Kate Zanon, AICP

Vice-Chair

kzanon@portmoody.ca

Margaret Wallace Brown, AICP

Director of Finance

margwallbrown@gmail.com

Gaby Harpel

Director of Administration

GHarpel@ccrpc.org

Bethany Bella

Director of Communications

bethany.bella14@gmail.com

Katelynn Wintz, AICP, PP

Director of Programs

katewintz1@gmail.com

Amy Elmore

Director of Funding and Financial Support

amy.elmore@exp.com

Meagan Booth

Director of Chapter Engagement

mullenmeagan@gmail.com

Brittany Griffin

Director of Membership

bgriffin@romega.us

Corrin Wendell, AICP

Immediate Past-Chair

corrinwendell4@gmail.com

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