

AGENDA

Women & Planning Division Executive Committee Monthly Meeting

October 27, 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)

Bethany Bella (Director of Communications)

Margaret Wallace Brown (Director of Finance)

Gaby Harpel (Director of Administration)

Katelynn Wintz (Director of Programs)

Brittany Griffin (Director of Membership)

Excused Absences:

Amy Elmore (Director of Funding and Financial Support)

Meagan Booth (Director of Chapter Engagement)

Ex-Officio Members in Attendance:

Corrin Wendell, AICP (Immediate Past-Chair)

Unexcused Absences:

MEETING MINUTES

Approve Meeting Minutes:

[Minutes_Sept_22_2023.docx](#)

ANNOUNCEMENTS

We still need a Director of Finance!

OLD BUSINESS

2024 Draft Work Plan

- FY24 Work Plan & Budget Adopted - thank you!
 - Required to share work plan and budget with members on website and in a communication to membership, Caroline working on a “user-friendly” version

FY23 Annual Performance Report

- **Due 11/15:** All hands on deck, Gaby currently in the process of collecting information from everyone, please watch your emails and provide the content requested ASAP
- Review and discuss needed information/content

NPC24

- Committee interest: Planners Day of Service, Annual Reception and Business Meeting, Sponsorships, Sessions, Membership

- Recruit for membership
- Preparing for sessions
- Volunteers
- Any interest in leading these committees?
 - Membership committee - Brittany
 - Planners day of service - Caroline
 - Kate Z can assist once she returns from travel (February)
- Reception and business meeting updates (The Coven, Minneapolis) - Corrin
 - Confirm date/time
 - Deposit
 - Corrin is going to meet with The Coven next Friday
 - Latinos in Planning and Tribal and Indigenous Planning Divisions want to partner with us! May have more after reaching back out.
- 2024 Planners Day of Service
 - Planning & Law Division co-leading
 - Need to:
 - Solicit other Divisions to support (participate and organise)
 - Identify a local organisation to support
 - Submit Divisions Council grant request

NEW BUSINESS

Fall Scholarships

- AICP scholarships currently being awarded to 5 applicants
- Diversity scholarship being launched soon
- Working out the best timeline for legacy scholarship

Fall/Winter Programs

- Book Club
 - Begins back October 30th at 8pm
 - Budget for next year: \$200
 - Giveaway in March: Invisible Women by Caroline Criado Perez
- Webinar or networking event ideas?
 - Kate W to check to see if webcast dues were received
 - Possible webinar in November
 - **Any ideas for topics?**
 - Kate Z suggested a precursor to one of our NPC sessions
 - Working on Women's History Month in advance
 - Connecting with NPC
- Mentor/Mentee program
 - Finalize details
 - Making sure there are enough mentors - possibility of doing group mentoring and individual mentoring
 - Putting a call out for a member to assist in getting the program going

2024 Division Sponsorship Campaign

- Goal: \$5,000
- Discuss timeline and process develop materials and mailing list (potential donors)
 - Putting together a spreadsheet of firms, divisions, etc. to reach out to/ask for contribution - master list
- Solicit testimonials from scholarship recipients to include in materials

OFFICER REPORTS

Chair

- Last meeting of the year Nov/Dec - first week December 4-8
 - **Caroline will send a poll**

Vice-Chair

- **If anyone has time to review the grant, let Kate Z know!**
 - Bethany volunteered to edit.
- Begin strategizing sessions for NPC

Dir. of Finance

- Margaret does not receive monthly cash report anymore - trouble making sure the checks are getting received

Dir. of Administration

- Annual Progress Report- emails

Dir. of Programs

Dir. of Membership

- We have gained 247 members since January. Our original goal was 200.
- Scholarship for 4 members in 2023 and 2024
- Book Club is up to 144 members. We have 24 people RSVPed to the first zoom for The Art of Gathering by Priya Parker on October 30 8 est. Board members assisting please log on 10 mins early so we can get situated.
- Coffee Breaks are on a hold. I am scheduled for 2024 dates to be better prepared for 2024.
- Started working on membership ideas for Women's History Month in March - Book give away for book club (Bethany's Idea!) and scholarships for 1 year of membership with WPD.
- **Ideas to engage students in WPD**
 - Career panel
 - reaching out to student organizations

Dir. of Communications

- We're putting the finishing touches on the fall newsletter – need to confirm programming highlights + Letter from the Chair. Ideally will be sent the first week of November, if not Oct. 31.
 - Caroline will get this to Bethany
- Upcoming scholarship announcement/deadlines?

- Do we have any programming we'd like to plug for National Community Planning Month?
 - **Please share with Bethany!**

Dir. of Chapter Engagement

Dir. of Funding and Financial Support

Immediate Past Chair

- Corrin can host the exec meet up at her house during NPC.

ADJOURNMENT @ 1:09 PM EST

Executive Committee Membership

Caroline Dwyer, AICP

Chair

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Vice-Chair

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Immediate Past-Chair

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