

AGENDA

Women & Planning Division Executive Committee Monthly Meeting

November 27, 2023 3-4 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)

Gaby Harpel (Director of Administration)

Katelynn Wintz (Director of Programs)

Meagan Booth (Director of Chapter Engagement)

Excused Absences:

Amy Elmore (Director of Funding and Financial Support)

Margaret Wallace Brown (Director of Finance)

Brittany Griffin (Director of Membership)

Ex-Officio Members in Attendance:

Corrin Wendell, AICP (Immediate Past-Chair)

Unexcused Absences:

MEETING MINUTES

Approve Meeting Minutes:

[Oct 27 2023 Minutes.docx](#)

ANNOUNCEMENTS

Book Club tonight!

OLD BUSINESS

NPC24 Updates (Caroline)

- Reception and business meeting updates (The Coven, Minneapolis) - Corrin
 - **Any businesses that may be able to sponsor the reception?**
Let us know!
 - **Divisions that are committed:** WPD, Latinos and Planning, LGBTQ+, and Asian and Pacific Islander Group
 - **Still to get:** Planning and Black Community and Tribal Group
- 2024 Planners Day of Service
 - Planning and Law Division to help
 - Think about collecting stories activity
- Other business

Fall Funding

- AICP scholarship (awarded to 5 applicants)
 - Spring launch: Jan 19 - Feb 16
- Diversity Scholarship (launching soon- 2024)
- Legacy Scholarship
 - Open: Dec 15- Jan 15
- [Event & Program Support Form is Live!](#) (for local program support requests) - need a rollout/promotion strategy

Divisions Council Grants (Kate Z)

- Product Development Grant Awarded! Next Steps Discussion (tasks in email from D. Myerson)
- Communications Grant
 - Applying for funding for copy editor to help with website and other content
 - Training volunteers/committee with a small stipend
 - Funding for platforms/software
 - Any restrictions with using other website?
 - **Add:** Still using the APA website as a landing page and communication but will redirect links to other website
 - **Will keep communicating via email**
 - Draft Application
 - https://docs.google.com/document/d/13O8IM0oHKcFETgub_QnJmielajy-TZsP/edit?usp=drive_link&oid=102675765389732810111&rtpof=true&sd=true
 - Draft Budget
 - https://docs.google.com/document/d/16M4fYPQ55Bdvp5hNZMGm7qz-zeDgBDcB/edit?usp=drive_link&oid=102675765389732810111&rtpof=true&sd=true
 - Draft Timeline
 - https://docs.google.com/document/d/1uBa8GbWJ9FNLQxdnW1CzqOFaN04SXfv/edit?usp=drive_link&oid=102675765389732810111&rtpof=true&sd=true

NEW BUSINESS

APA Bylaws Amendments

- Overview of proposed changes and review/comment process
- Joint Division Letter
 - Perhaps a letter to ask for more engagement
- Info Sheet/Action Guide for WPD members
 - To help others understand and how to best provide comments

2024 Division Sponsorship Campaign

- **Sponsorship Campaign Goal: \$5,000**
- [Sponsorship leads spreadsheet](#) - IMPORTANT!
- Refining materials (Caroline and Amy)
- Solicit testimonials from scholarship recipients to include in materials (need a volunteer!)

JANUARY 2024

- Kickoff meeting for Women's History Month (Kate W)
- NPC working group meeting

- Newsletter to send out early Jan (wrap up)

OFFICER REPORTS

Chair

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Vice-Chair

- Kate is 18 hours ahead of Eastern Time in NZ

Dir. of Finance

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Dir. of Administration

- Progress report submitted and complete!

Dir. of Programs

- Kate W has emailed organizations to do a webinar about refugees
 - Heard back from two
 - Most likely will be scheduled in Jan/Feb
- One member interested in working with Kate on mentor program
 - Put out call for mentors by end of year
 - Looking to kick off in January

Dir. of Membership

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Dir. of Communications

- Need Caroline's bio
- End of year wrap up email - send early Jan 2024

Dir. of Chapter Engagement

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Dir. of Funding and Financial Support

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Immediate Past Chair

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ADJOURNMENT at 3:54 PM (EST)

Executive Committee Membership

Caroline Dwyer, AICP

Chair

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Immediate Past-Chair

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