

## AGENDA

### Women & Planning Division Executive Committee Monthly Meeting

February, 2 2024 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)  
Gaby Harpel (Director of Administration)  
Katelynn Wintz (Director of Programs)  
Meagan Booth (Director of Chapter Engagement)  
Amy Elmore (Director of Funding and Financial Support)  
Margaret Wallace Brown (Director of Finance)  
Brittany Griffin (Director of Membership)  
Corrin Wendell, AICP (Immediate Past-Chair)

#### *Excused Absences:*

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

#### *Unexcused Absences:*

### MEETING MINUTES

#### *Approve Meeting Minutes:*

[w Nov\\_27\\_2023\\_Minutes.docx](#)

### ANNOUNCEMENTS

- Update from state of the division/coffee break
- NPC Session updates

### OLD BUSINESS

#### *NPC24 Updates (Caroline)*

- Reception and business meeting updates (The Coven, Minneapolis) - Corrin
- 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
  - Update on the grant application
  - Draft Application  
[https://docs.google.com/document/d/13O8IM0oHKcFETgub\\_QnJmielajy-TZsP/edit?usp=drive\\_link&oid=102675765389732810111&rtpof=true&sd=true](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/16M4fYPQ55Bdvp5hNZMGm7gz-zeDgBDcB/edit?usp=drive\\_link&oid=102675765389732810111&rtpof=true&sd=true](https://docs.google.com/document/d/16M4fYPQ55Bdvp5hNZMGm7gz-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](https://docs.google.com/document/d/1uBa8GbWJ9FNLQxdnW1CzqOFaN04SXfv/edit?usp=drive_link&oid=102675765389732810111&rtpof=true&sd=true)

#### *2024 Division Sponsorship Campaign*

- **Sponsorship Campaign Goal: \$5,000**
- [Sponsorship leads spreadsheet](#) - IMPORTANT!
- Refining materials (Caroline and Amy)
- Update on volunteers?

## **NEW BUSINESS**

#### *Women's History Month (Kate W)*

- Kickoff this month- updates?

#### *NPC working group (Kate Z)*

- Updates?

#### *APA Bylaws Amendments*

- Updates

## **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*

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*Dir. of Programs*

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*Dir. of Membership*

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*Dir. of Communications*

- Winter Newsletter is out and available on our social media and website.
- Programming calendar for Women's History Month available yet?
- Social Media Committee meets next on Monday, Feb. 12.

*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**

**Executive Committee Membership**

**Caroline Dwyer, AICP**

**Chair**

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

**Margaret Wallace Brown, AICP**

**Director of Finance**

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

**Bethany Bella**

**Director of Communications**

[bethany.bella14@gmail.com](mailto:bethany.bella14@gmail.com)

**Amy Elmore**

**Director of Funding and Financial Support**

[amy.elmore@exp.com](mailto:amy.elmore@exp.com)

**Brittany Griffin**

**Director of Membership**

[bgriffin@romea.us](mailto:bgriffin@romea.us)

**Kate Zanon, AICP**

**Vice-Chair**

[kzanon@portmoody.ca](mailto:kzanon@portmoody.ca)

**Gaby Harpel**

**Director of Administration**

[GHarpel@ccrpc.org](mailto:GHarpel@ccrpc.org)

**Katelynn Wintz, AICP, PP**

**Director of Programs**

[katewintz1@gmail.com](mailto:katewintz1@gmail.com)

**Meagan Booth**

**Director of Chapter Engagement**

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

**Corrin Wendell, AICP**

**Immediate Past-Chair**

[corrinwendell4@gmail.com](mailto:corrinwendell4@gmail.com)

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