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**City Planning & Management Division**

**Executive Committee Monthly Meeting**

February 7, 2024, Noon – 1pm PM (CST)

**Join on your computer, mobile app, or room device.**

Join Zoom Meeting   
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Meeting ID: 849 6682 5319   
Passcode: 272383  
**CPM Website:** [**https://city.planning.org/**](https://city.planning.org/)

1. **CALL TO ORDER**

Ms. Wallace called the meeting to order at 12:04 pm.

1. **ROLL CALL**

Margaret Wallace Brown, AICP (Chair)

Patrice Ruffin, AICP (Vice Chair)

Bridgett White, AICP (Director of Administration)

Joshua Clements, AICP (Director of Finance)

Stephanie Donahue (Chair, Communications Committee)

Vacant (Chair, Membership Committee)

vacant (Chair, Programs Committee)

vacant (Chair, Chapter Engagement)

Don Roe (Immediate Past-Chair)

Non-voting members invited:

Sue Schwartz, President-elect, APA

Mark Yandrick

Bethany Moore, AICP Scholarship coordinator

Nicole Heddingfeld, webinar coordinator

Cassandra O’Hearn, membership committee

***Voting members in attendance:***

Margaret Wallace Brown, AICP (Chair)

Patrice Ruffin, AICP (Vice Chair)

Bridgett White, AICP (Director of Administration)

Joshua Clements, AICP (Director of Finance)

Stephanie Donahue (Chair, Communications Committee)

***Non-voting members in attendance:***

Nicole Heddingfeld, webinar coordinator

Cassandra O’Hearn, membership committee

1. **MEETING MINUTES**

* ***Ms. Donahue moved to approve the 12/6/2023 meeting minutes; second by Ms. Wallace; unanimously approved.***

1. **Old Business:**

* Division Awards – Ms. Wallace thanked Ms. Dohanue for the application submitted for the Division’s communications work.
* Webinar on February 2 – Ms. Wallace also thanked Ms. Heddingfled for her work on the February 2 webinar. The webinar was a huge success with over 1,000 registered for the event.

**February Task List Reminder**

Ms. Wallace briefly reviewed the February to do list.

1. **New Business**

* New Board members:
  + Membership Committee, Chair – Cassandra O’Hearn
    - Ms. Wallace introduced Ms. O’Hearn as the new Membership Committee Chair.
      * ***Mr. Clements moved to approve Ms. O’Hearn as a voting member of the Board; second Ms. Ruffin, unanimously approved.***
  + The Programs Committee and Engagement Committee Chair positions remain vacant.
* NPC Planning
  + Ms. Wallace reviewed the NPC 24 Meeting Review Task list. She noted the three major items to be planned – a reception, the Planning Directors’ breakfast, and the Division’s annual meeting.
    - Reception - The CPM Division was asked to co-host and financially support a reception with the Sustainable Communities, Housing, and New Urbanism Divisions. The event would be held on Sunday, April 14 at 5:30, Brit’s Pub.
    - Planning Directors’ Breakfast – As Mr. Yandrick and Mr. Roe were absent, this update was postponed.
    - Annual Meeting – Ms. Wallace indicated that the CPM Division’s Annual Meeting would be held on Sunday, April 14 at lunchtime. After a brief discussion, the selected location was the Convention Center given its central location.
    - Identified giveaways from the CPM Division would be ribbons, lapel pins, and “I want to be a planner” stickers.

1. **Committee Reports**
2. Dir. of Administration – no formal update other than to inform the Board of a change in Ms. White’s temporary work assignment status.
3. Dir. of Finance
   * Mr. Clements noted that the Division’s current financial position was slightly under $48,000. There were over $1,500 in scholarships pending. The Q1 and Q2 dues had been received as well as the unaudited FY 23 financial statement from APA. Overall, the Division was in good shape and had sufficient resources for future activities.
4. Programs Committee

* Ms. Ruffin noted that a meeting was held a month ago with Program Committee members. 3-4 people expressed an interested in working on the Committee with one individual identified for the Secretary position. Ms. Ruffin will continue to be the Director for now. Another report will be provided next month.
* There was some discussion on the grants for National Planning Conference expenses. Ms. Dohanue indicated that the call for submittals will close on March 1 with winners announced on March 21. Ms. Ruffin would discuss review of the grant submittals with the Programs Committee at their next meeting.
* In response to the positive turnout from the first webinar, Ms Heddingfeld indicated that she would be willing to host another session focused on talking to communities on how to move forward. After a brief discussion on scheduling, it was determined that a second session could be held in the Summer with another trivia event scheduled in the Fall to align with Community Planning month. Ms. Heddingfeld indicated that she would look at dates for the next webinar and let the Board know.

1. Membership Committee

* Ms. Ruffin mentioned a new member email went out in January (2024). She and Ms. O’Hearn would review. Numbers increased between November and December, and they would see what the numbers were with the new list provided. Ms. O’Hearn added that she would be working on an Objectives document to track progress and would share at the next meeting.

1. Communications Committee

* Ms. Donahue went over the upcoming newsletter and its contents which included the announcement of Spring events, a “shout out” to volunteers as part of National Volunteer Week (April 21 – 27).
* She provided an overview of the Division’s LinkedIn growth – a very healthy and positive trajectory.
* With the Google Workshop switch, Ms. Donahue shared that the new domain name (**apacity.org**) had been purchased. She will work next on setting up user accounts with an appropriate name tied to the key function.

1. Chapter Engagement Committee - none
2. Committee on Student Ambassadors - none
3. Immediate Past Chair – no update
4. **Other Business**

* Ms. Ruffin informed the Board that she had five very responsive and active students. They were interested in assisting with social media and communications and had expressed an interest in having a student page on the website – a student blog and a student spotlight section.

1. **ADJOURNMENT**

Ms. Wallace adjourned the meeting at 1:00 pm.