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**City Planning & Management Division**

**Executive Committee Monthly Meeting**

December 6, 2023, Noon – 1pm PM (CST)

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

Join Zoom Meeting   
<https://us02web.zoom.us/j/87157547996?pwd=Ym5BQTBXVG5nR2xLZGJ3NkEzZWxjUT09>

Meeting ID: 871 5754 7996   
Passcode: 905883   
**CPM Website:** [**https://city.planning.org/**](https://city.planning.org/)

1. **CALL TO ORDER**

Ms. Wallace called the meeting to order at 12:05 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)

Stephanie Donahue (Chair, Communications Committee)

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

1. **MEETING MINUTES**

* Ms. Ruffin moved to approve the 11/1/2023 meeting minutes; second by Ms. Donahue; unanimously approved.

**November Task List Reminder**

Nothing new to discuss.

1. **Old Business:**

No old business to discuss.

1. **New Business**

* New Board members:
  + Membership Committee, Chair – Cassandra O’Hearn
    - Ms. Wallace informed the Board that Ms. O’Hearn would be joining as the Membership Committee Chair and would attend the next meeting.
  + Programs Committee, Chair and Engagement Committee, Chair – both vacant
    - The Board members mentioned the volunteer interest list that would be reviewed. Finding someone to help Ms. Donahue was stressed and Ms. Ruffin indicated that there were about 8 students who could be student volunteers. She was planning to meet with them on December 12.
* Comments on Bylaws Changes
  + Ms. Wallace and Ms. Ruffin led the discussion on the Bylaws Changes. Both indicated that there were no changes of major concern. It was suggested to include in the newsletter so that people were aware of the proposed changes.
* Division Awards
  + Ms. Wallace and Ms. Donahue agreed to follow up and discuss this topic further.

1. **Committee Reports**
2. Dir. of Administration – no update
3. Dir. of Finance
   * Ms. Clements was unable to attend the meeting; however, Ms. Wallace informed those present that there was a new form set up for requests for reimbursement.
4. Programs Committee

* Ms. Heddingfeld was unable to attend the meeting; however, Ms. Wallace stated that the submittal for the February 2, 2024 webinar to the OH Webinar Series had been accepted and was in the approval process. The Division would need to start promoting in time for the event including placing in the newsletter.

1. Membership Committee

* Ms. Ruffin indicated that 52 responses were received in response to the membership survey. The Membership Committee would go over recommendations based on the survey responses. The Board had a brief discussion on some of the survey results.

1. Communications Committee

* Ms. Donahue went over the upcoming newsletter and its contents. She indicated the need for new articles by the 20th of each month.

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

* Ms. Wallace suggested and the Board agreed to cancelling the January 3 meeting.

1. **ADJOURNMENT**

Ms. Wallace adjourned the meeting at 12:49 pm.