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**City Planning & Management Division**

**Executive Committee Monthly Meeting**

November 1, 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 12:04 pm.

1. **ROLL CALL**

Margaret Wallace Brown, AICP (Chair)

Bridgett White, AICP (Director of Administration)

Joshua Clements, AICP (Director of Finance)

Patrice Ruffin, AICP (Chair, Membership Committee)

Stephanie Donahue (Chair, Communications 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

***Voting members in attendance:***

Margaret Wallace Brown, AICP (Chair)

Bridgett White, AICP (Director of Administration)

Joshua Clements, AICP (Director of Finance)

Patrice Ruffin, AICP (Chair, Membership Committee)

Stephanie Donahue (Chair, Communications Committee)

Don Roe (Immediate Past-Chair)

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

Sue Schwartz, President-elect, APA

Mark Yandrick

Nicole Heddingfeld, webinar coordinator

1. **MEETING MINUTES**

* Ms. Wallace moved to approve the 9/18/2023 meeting minutes; second by Ms. Donahue; unanimously approved.

**November Task List Reminder**

Ms. Wallace reviewed the items noted on the Task Reminder List.

1. **Old Business:**

* Confirm voting results for 2024 Budget and Work Plan
  + The FY 2024 Budget and Work Plan were approved. Ms. Wallace noted that she would resend to the Executive Committee and Ms. Donahue said that they would be posted on the webpage.
* Status of Board Members:
  + Vice Chair – Ms. Wallace moved to approve Ms. Patrice Ruffin as Vice-Chair; second by Ms. White; unanimously approved.
  + Programs Committee, Chair – although Ms. Moore could continue working on scholarships, she would not be able to continue in the role of Programs Committee Chair. A Chair was being sought for this Committee.
  + Membership Committee, Chair – no Chair at that moment; a Chair was being sought for this Committee.
  + Engagement Committee Chair - no Chair at that moment; a Chair was being sought for this Committee.
* Self-reporting meeting activity for AICP CM credit
  + Ms. Wallace informed the Executive Committee that one could self-report the City Planning & Management Division meetings for AICP credit, if needed.

1. **New Business**

* Annual Performance Review due November 15

<https://jotform.com/draft/018b48d4d3357f588215afce433e801faa7b>

The Annual Performance was due November 15. Ms Wallace asked that Committee members please review.

* New Work Plan activities:
  + Ms. Wallace introduced Ms. Nicole Heddingfeld who talked about a wildlife course webinar to have cross agency collaboration, engage white collar professionals on the topic of wildlife response, and how to help with resiliency. Ms. Heddingfeld noted that it was necessary to think about creative ideas and new ways to make evacuations safer.
  + Ms. Wallace and Ms. Heddingfeld would discuss and determine a date and time for the webinar with hopes of having a date identified in early February. The webinar could count as continuing education credits.

1. **Committee Reports**
2. Dir. of Administration – no update
3. Dir. of Finance –Josh Clements

* Budget recap
  + Mr. Clements referred the Committee to an email sent prior to the meeting. As of September 5, the Division’s balance was slightly over $46,000. The calendar year ended September 30 and he was hoping to get the Division’s statement shortly.
* Potential amendments:
  + Additional money for trivia/quiz platforms – There was some discussion on the trivia night hosted the week prior. Although the event was advertised, only three people attended. Discussion ensued on how to increase participation – focused messaging, marketing, run ads and/or make more interactive, provide CM credits, etc. Ms. Heddingfeld offered to assist with promoting the CPM events. The next trivia night would occur in the 2nd quarter of the fiscal year.

1. Programs Committee

* Update on Fall AICP grant awards – Ms. Bethany Moore was unable to attend. Ms Wallace informed the group that the Women in Planning Division had received multiple applications and that she would continue to work with Ms. Moore.

1. Membership Committee

* Update on membership Committee activities – Ms. Ruffin briefed the group on the Committee meeting held on October 29. The Division was up by 150 members from August to September of this year. She was waiting on the release of the membership roster. She would also be sending out a targeted email to those on the student roster as a few students have expressed interest. There were also plans to host regional events in 2024 in areas with high membership numbers.

1. Communications Committee

* Social media metrics – Ms. Donahue noted that LinkedIn numbers were going up. Ms. Heddingfield volunteered to help with other social media presence. As such, she would be added to the Communications Committee.
* Needs for future article topics – Ms. Donahue indicated that the November newsletter would be out November 7 and would note World Town Planning Day (11/8), GIS Day (11/15) and a last call for the membership survey.

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

* Ms. Wallace informed the group that she was going to be following up with someone interested in helping with the breakfast at the National Planning Conference next year. She would then follow up with Mr. Roe and Mr. Yandrick.

1. **ADJOURNMENT**

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