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**City Planning & Management Division**

**Executive Committee Monthly Meeting**

June 7, 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/)

**CALL TO ORDER**

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

**ROLL CALL**

Margaret Wallace Brown, AICP (Chair)

Aaron Henry, AICP (Vice-Chair)

Bridgett White, AICP (Director of Administration)

Joshua Clements, AICP (Director of Finance)

Patrice Ruffin, AICP (Membership Committee)

Bethany Moore (Programs Committee)

Stephanie Donahue (Communications Committee)

Don Roe (Immediate Past-Chair)

vacant (Chapter Engagement)

vacant (Committee on Student Ambassadors)

Non-executive members invited:

Sue Schwartz

Mark Yandrick

Brittany Griffin

***Voting members in attendance:***

Margaret Wallace Brown, AICP (Chair)

Aaron Henry, AICP (Vice-Chair)

Bridgett White, AICP (Director of Administration)

Patrice Ruffin, AICP (Membership Committee)

Bethany Moore (Programs Committee)

Stephanie Donahue (Communications Committee)

Don Roe (Immediate Past-Chair)

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

Mark Yandrick

Brittany Griffin

***Excused absences:***

Sue Schwartz

**MEETING MINUTES**

The 5/3/2023 meeting minutes were approved.

**OLD BUSINESS**

* APA Finance System
  + Ms. Wallace noted that the APA’s finance system was in the process of being updated and asked for patience in anything being requiring payment.
* New Roster
  + Mr. Roe asked about the Division’s new roster; Ms. Wallace indicated that it would be discussed in the Membership Committee Chair’s presentation.

**NEW BUSINESS**

**OFFICER REPORTS**

Chair

* Volunteer Needs:
  + Chapter Engagement and Student Ambassador Committee leadership - Ms. Wallace introduced Ms. Griffin as the Chapter Engagement Chair who would work closely with Ms. Ruffin. The Division was still looking for a Student Ambassador Committee Chair.
  + NPC Session development and coordination – The 2024 APA National Conference will be in Minneapolis. Ms. Wallace noted wanting to have CPM sponsor something to submit. In the next few months, the Division would have conversations on possible sessions, speakers, and presenters.
  + Chapter conference and participation coordination – The group discussed who could attend upcoming Chapter conferences. There was also some discussion on how to invite other CPM members; Ms. Griffin indicated that she would work with Mr. Henry on drafting an email to share for review.
* Division Award deadlines
  + Division Awards were not done in 2021. Ms. Wallace noted not making it a priority for this year but would look at for the upcoming year.
* Webcast Service and CM Provider status
  + Ms. Wallace indicated that CPM had joined the OH webinar services to conduct webinars and had also joined the CM Provider to give credits for webinars sponsored.

Vice-Chair

* No major update; currently looking through roster to compare memberships with other Divisions.

Dir. of Administration

* No update.

Dir. of Finance

* Ms. Wallace provided this update:
  + CPM was still on target with its current year budget.
  + A new budget will be completed next month; will include amendments for State Conferences and other events hosted in person or virtually.
  + There would be a budget update at the July meeting.

Programs Committee

* Update on Spring AICP grant awards – Ms. Moore noted that the Spring awardees had been selected with information sent to APA for check release.
* Fall AICP grant awards – The Spring Search Committee would remain for the Fall cycle and would be meeting in July.
* Update on summer/fall webinar – This was still being worked on. As spots were full through August, that would give the Committee some time to work on possible topics. She requested that if anyone had any thoughts on possible topics to let her know.

Membership Committee

* Update on membership numbers/efforts to increase membership – Ms. Ruffin noted that several Committee members had met to go over the work plan.
  + Efforts were being made to communicate with new members as well as expired members.
  + There was some discussion on what the Executive Committee was looking for in way of reporting. Ms. Wallace outlined several goals – having a new membership roster, showing that we were moving in the right direction, welcoming new members, and addressing expiring memberships.
  + There was also some discussion on the type of information being captured on members. Although no demographic data was being captured, it was possible to look at geographic data to better understand where members were located. Ms. Ruffin noted that there was going to be a membership survey in the fall and asked about possible questions to include.

Communications Committee

* Social media metrics – Ms. Donahue noted an increase in followers and connections all around. Ms. Wallace requested that as we increase our social media presence, we comment/share/tag others so more people can see our CPM pages.
* Update on June newsletter – The June/Summer issue was sent out with several articles included from various individuals. Articles were showing to be very successful with the number of views. Several spots were already taken for the Fall issue.
* Potential future article topics – Let Ms. Donahue know about future article topics.

Chapter Engagement Committee

* Ms. Griffin mentioned putting together a work plan. She and Mr. Henry will be meeting in mid-June to discuss and would be following up with an introductory email to all the Chapter Presidents.
* Mail Chimp was being used to send out correspondence.
* The CPM Division is set to lead a Coffee Break session; a topic was needed that had to be related to Women in Planning. Ideas were due July 1.

Committee on Student Ambassadors - none

Immediate Past Chair

* No update

**Other Business**

* Update on management training program – Mr. Yandrick indicated needing to get contacts at APA to begin the discussion on a management training program. Ms. Wallace provided some individuals to contact.
* Update on Fellows Support – Ms. Wallace provided an update on this. She mentioned that Ms. Schwartz and Mr. Farmer had connected with and were working with one individual from the CPM Division.

**ADJOURNMENT**

Ms. Wallace adjourned the meeting at 12:59 pm.

(The 7/5 meeting was rescheduled to 7/12 due to the July 4th holiday.)