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**City Planning & Management Division**

**Executive Committee Monthly Meeting**

June 12, 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 12:05 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)

Brittany Griffin (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)

Joshua Clements, AICP (Director of Finance)

Patrice Ruffin, AICP (Membership Committee)

Stephanie Donahue (Communications Committee)

Don Roe (Immediate Past-Chair)

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

 Sue Schwartz

***Excused absences:***

Brittany Griffin (Chapter Engagement)

Bethany Moore (Programs Committee)

Mark Yandrick

**MEETING MINUTES**

* Mr. Henry moved to approve the 6/7/2023 meeting minutes; second by Mr. Clements; unanimous approval.

The Executive Committee discussed the four Chairs (Membership, Programs, Communications, and Chapter Engagement) being able to vote during the meeting.

* Ms. Wallace made the motion to allow the Chairs to vote on items during the Executive Committee meeting; second by Mr. Henry; unanimous approval.

**OLD BUSINESS**

* Endorsement of individual members during Division and National APA elections
	+ Ms. Wallace began the discussion on how to go about informing CPM members that a fellow member was running for a higher office. An awareness email could allow for members to know about those requesting for a petition to be signed and those who were already slated.
		- Ms. White made the motion to allow Mr. Henry to speak with APA on the process of informing CPM members about fellow members on a ballot; second by Ms. Donahue. The vote was approved with several abstentions: Mr. Clements, Ms. Schwartz, Ms. Ruffins and a no vote: Mr. Roe

**NEW BUSINESS**

**OFFICER REPORTS**

Chair

* Draft Annual Task List
	+ Ms. Wallace reviewed the Annual Tasks list outlining identified tasks to be completed during the year.
* Work Plan
	+ The work plan would be kept updated and was available on the CPM Google Drive.
* NPC 24 presentations
	+ Ms. Wallace indicated that it was possible for the CPM Division to pay for some presenters at the conference. Ms. Schwartz recommended interactive sessions as they tended to be the ones well attended as they had shown to be the most interesting. As of the date of the meeting, no NPC deadlines had been publicized.

Vice-Chair

* Mr. Henry noted that he was continuing to work on some outstanding items.

Dir. of Administration

* No update.

Dir. of Finance

* Mr. Clements informed the group that he would be working on a budget update.

Programs Committee Chair

* In Ms. Moore’s absence, Ms. Wallace notified the group that Ms. Moore was working on the fall webinar.

Membership Committee Chair

* Ms. Ruffin noted that a draft membership updated had been sent out. She shared an overview of membership information and would be meeting with Mr. Henry on the national numbers that he had received from APA.
* A membership survey would be going out this year and Ms. Ruffin asked about additional information that could be included. She would be meeting with the Membership Committee at the end of July.
* There was also going to be some follow up with potential members on Committees and volunteer opportunities.

Communications Committee Chair

* Ms. Griffin provided an overview on current social media metrics.
	+ Numbers were increasing.
* She also highlighted the July newsletter which included an article on park redevelopment plans, a call for volunteers, a social media spotlight and information on the scholarship grant program.
	+ Mr. Henry made the motion to send out the July newsletter; second by Ms. White; unanimous approval.
* Newsletter content ideas were welcomed.

Chapter Engagement Committee Chair

* Ms. Wallace provided this update and noted that there was coordination with Emerging Planners. There was some discussion on the budget for networking events.
	+ Ms. Donahue made the motion to increase the budget from $400 to $1,000 for FY 2023; second by Ms. Schwarz; unanimous approval.

Committee on Student Ambassadors - none

* There has been an offer from a student to assist on this Committee.
* General discussion on volunteers and providing a description of Committees with a volunteer call twice a year.

Immediate Past Chair

* Departed the meeting at 1:01 pm so no update was able to be provided.

**Other Business**

* Update on management training program – Ms. Schwartz indicated that she and Mr. Yandrick would be connecting on this.
* Update on Fellows Support – Ms. Schwartz noted that she and Mr. Farmer had consulted with two people.

**ADJOURNMENT**

Ms. Wallace adjourned the meeting at 1:20 pm.