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**City Planning & Management Division**

**Executive Committee Monthly Meeting**

August 2, 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 12:03 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)

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)

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

Sue Schwartz

Mark Yandrick

***Excused absences:***

Brittany Griffin (Chapter Engagement)

**MEETING MINUTES**

* Mr. Roe moved to approve the 7/12/2023 meeting minutes; second by Ms. Moore; unanimous approval.

**August Task List Reminder**

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

**OFFICER REPORTS**

Chair

* Update on webcast service and CM Provider status
	+ Ms. Wallace noted that CPM was a member of the Ohio Webcast Service. As time slots all the way into November 2023 were filled, nothing was available this fiscal year. It was also stated that CPM was already approved for CM Provider Status on the webinar.
* Need for suggestions and updates for Work Plan for approval in September
	+ It was decided to discuss the work plan via a sub-Committee. Ms. Donahue volunteered to be on the sub-Committee. The work plan will need to be approved at the September meeting.

Vice-Chair

* Endorsement policy for upcoming elections
	+ As the Vice-Chair was absent, this item was postponed for discussion.

Dir. of Administration

* No update.

Dir. of Finance

* Budget update - Mr. Clements noted that the current cash balance was $43,631.43 (end of April). He would be getting the cash updates quarterly from APA.
* 2024 Budget development – the budget would need to be approved in September for the upcoming fiscal year. Mr. Henry, Ms. Donahue, Mr. Clements, Mr. Roe agreed to be on a work plan/budget group as the work plan should dictate the budget.

Programs Committee Chair

* Schedule for Fall AICP grant awards – there was a meeting scheduled for the following week to discuss the grants. Registration would be open in October as the test was in November with the experience assessment due in December. Ms. Moore noted that she would be developing a timeline as it was important to start advertising soon. There was additional discussion on the focus of who to award future grants. It was agreed to make Division members the priority with the CPM broadly promoted to allow non-Division members to apply. It was also agreed to extend membership to non-members if awarded.
* Update on summer/fall webinar – Ms. Moore indicated that she was exploring more topics to have a schedule in place.

Membership Committee Chair

* Update on membership numbers and efforts to increase membership - Ms. Ruffin stated that one way to present the information collected from the membership survey was via a one-pager with information such as designation, chapter (top 10), city, join date, etc. Discussion followed on the benefits of being a member of the CPM Division – something was needed as an incentive for being a member while making sure to be inclusive of all. It was suggested to wait until the membership survey results came out to better determine how to address the topic.

Communications Committee Chair

* Social media matrix – Ms. Donahue provided an overview of the current social media metrics.
* She also highlighted the August newsletter. It was agreed to just have a consensus on the distribution of the newsletter with no formal vote needed going forward. Discussion followed on how newsletter content was being monitored. Ms. Donahue noted that there were certain items that were off-limits. It was important to keep the newsletter accessible and with everyone able to have a voice as well having clear, consistent rules that were applied upfront. Any content that raised a concern resulted in the author being sent suggested language.
* Newsletter content ideas were always welcome.

Chapter Engagement Committee Chair

* Ms. Griffin was absent; however, Ms. Ruffin noted that she was currently working with her and would follow up.

Committee on Student Ambassadors

* No update.

Immediate Past Chair

* No update; left the meeting at 1:05 pm.

**Other Business**

* Update on management training program – no update; Mr. Yandrick left the meeting at 12:57 pm.
* Update on Fellows Support – Ms. Schwartz informed everyone that it was important to be timely in getting information to the Fellows panel if one was helping anyone applying.

**ADJOURNMENT**

Ms. Wallace adjourned the meeting at 1:08 pm.