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**City Planning & Management Division**

**Executive Committee Monthly Meeting**

September 18, 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 3:05 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)

Bridgett White, AICP (Director of Administration)

Patrice Ruffin, AICP (Membership Committee)

Stephanie Donahue (Communications Committee)

Don Roe (Immediate Past-Chair)

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

None

***Excused absences:***

Bethany Moore (Programs Committee)

**MEETING MINUTES**

* Mr. Roe moved to approve the 8/2/2023 meeting minutes; second by Ms. Donahue; unanimous approval.

**September Task List Reminder**

Ms. Wallace reviewed the items noted on the Task Reminder List. It was noted that one item (emailing expiring members) was to be done quarterly instead of monthly.

**OFFICER REPORTS**

Chair

* Resignation of Vice-Chair
  + Ms. Wallace informed the Committee members that Mr. Henry had resigned his position as Vice-Chair. As a body, the Executive Committee could select, nominate, or appoint someone. There was discussion on taking geographic location, size of city, and diversity into consideration as well as possible individuals who would be great for the role. It was decided to reach out to select individuals to gauge interest and depending upon the response, sending out via the newsletter with information on the role.
* Proposed Work Plan presentation
  + Ms. Wallace indicated that she would send the work plan and budget via email to be approved by the end of the week (9/22/23) as a result of the discussion had. Comments/questions raised included budget allocation for specific items (e.g., networking events).

Dir. of Administration

* No update.

Dir. of Finance

* Proposed Budget presentation and Potential amendments (additional money for trivia/quiz platforms) - In Mr. Clements’ absence, Ms. Wallace briefly discussed the budget and asked Committee members to review along with the work plan that would be sent for approval by the end of the week (9/22/23).

Programs Committee Chair

* No update as Ms. Moore was absent.

Membership Committee Chair

* Update on membership Committee activities - Ms. Ruffin noted that membership was up 80 members from the July/August timeframe with Texas, Florida and Northern California having the biggest groups.
* A draft of the membership survey was out for review. There was some discussion on how the survey would be distributed with the decision made to include in the newsletter going out on October 10. The survey would be open October 10 – November 10 with responses in before the Thanksgiving holiday.
* Ms. Ruffin highlighted the Trivia Night event to be held on October 25 (7 pm Eastern; 6 pm Central; and 4 pm Pacific). A RSVP link would be sent out on October 10 and October 17.

Communications Committee Chair

* Ms. Donahue noted that the September newsletter had rolled out and there had been no feedback to date. The October newsletter was coming along and would include the items previously discussed.

Chapter Engagement Committee Chair

* No update as Ms. Griffin was absent.

Committee on Student Ambassadors

* No update.

Immediate Past Chair

* No update.

**Other Business**

* There was brief discussion on making the process for access to the MailChimp and Google platforms easier.

**ADJOURNMENT**

Ms. Wallace adjourned the meeting at 4:11 pm.