NOTES:

1. Meeting Notes February
   a. Identify note-taker – Vanessa M Smith

2. Updates
   a. Committee Roles
      • Renee rescinded as Secretary (key responsibilities: maintain distribution list, disseminate agendas and action items, write and post meeting notes)
      • Action Items:
        a. Victoria to become new Secretary
           i. Victoria will upload meeting notes, maintain distribution lists, and share agendas on APA website; she will not be able to note take at every meeting (another committee member can cover on as-needed basis)
      b. New committee member applications
         • Discussed applicants and next steps; UD to select new members at next meeting
         • Confirmed UD member responsibilities – attend at least 8/10 annual meetings, post 2 blogs per year, actively post to social media on LinkedIn and Facebook, be active in planning committee events
         • Action Items:
           o Cristina to reach out to Hunter Student and suggest he apply for young planners Committee.
           o Cristina or Chris to reach out to Alice, Shreoshi, and Alexis to discuss responsibilities, set expectations, and gauge participant interest.
      c. Volunteer committee member to be part of the Fall Chapter conference planning committee
         • Committee discussed who would like to represent the Arts and Culture and UD Committees on this Fall conference committee:
           o Renee (UD) and Vanessa (AC) volunteered (tentative and to be discussed and finalized next meeting)
         • Action Items:
           o Victoria/Chris to reach out to Kovid to understand committee roles

3. Policy / Public Review
   • UD + AC to possibly co-write policy statement on new HUD budget cuts
   • Action Items:
     o Cristina to bring up policy statements at APA Retreat
     o HUD policy statement -- agenda item for next meeting

4. Social Media Strategy
• Discussed and agreed on diversifying blog content
  o Conducting interviews, writing urban planning book reviews, and sharing photo essays, etc. will be acceptable blog posts.
• Decided to post at least 1 blog post/month
• **Action Items**
  o **Victoria** to send out blog responsibility calendar
  o **Victoria** to interview Max for March post
    ▪ Topic: Urban Design as an APA focus
  o **Renee** to post April blog about Los Sures event leading up to National Conference
  o **A Committee Member** to write blog that features new committee members

 5. **Upcoming Events**
   a. National Conference / Los Sures walking tour
      • **Action Items:**
        o **Renee** to confirm that participants can show up at event location or if participants need to be transported via bus/van
        o **Renee** to share submitted conference programming to UD+AC
        o **Caroline** to help Renee coordinate logistics for transportation (if needed)

 6. **Potential Programming**
   a. DCP/EDC/HPD Commissioners event (mid-late May)
      • Discussed co-hosting with AIA chapter; UD to share event proposal with Presidents of APA and AIA.
      • Event goal is to learn about each department’s vision in the current political climate.
      • **Action Items:**
        o **A Committee Member** to coordinate the invitation with Presidents of AIA and APA Chapters
   b. Industry Happy Hour
      • Hope to host in early to mid-June
      • Get Max to plug the mixer at the APA National Conference local chapter mixer
      • **Action Items:**
        i. **Renee** to add Fine Arts Federation to online contact list (Google Drive)
        ii. **James** to identify bar location, identify potential dates, and contact cohort organizations to gauge interest
   c. NYC Facilities Explorer Demo and Discussion
      • The City Planning Facilities Database (FacDB) aggregates information about facilities that impact NYC neighborhood quality and are owned, operated, funded, licensed, or certified by a City, State, or Federal agency.
      • Chris wants to host a demo event for APA
      • **Action Items:**
        i. Agenda item for next meeting (**Chris** to lead):
           1. Discuss date of event
           2. Arup to provide venue?
           3. DCP availability to attend to demo platform

 7. **Interact / Engage with Other Professional Organizations**