

American Planning Association  
Women and Planning Division  
Executive Committee Meeting  
May 16, 2019  
1:00 - 2:00 p.m. (CST)

Conference dial-in number: (866) 499 – 7054

Conference code: 714 920 5368

## MEETING MINUTES

### 1. CALL TO ORDER

### 2. NPC19 DEBRIEF - All

- Sessions
- Business Meeting
- Reception
- Retreat
- Division Expo Presence

All Exec members commented on their experience at NPC19. Overall consensus is that it was an amazing success with the sessions, reception, and retreat being a success. Sponsorship visibility could have been better at the reception and the Division Expo did not provide the visibility that was given in past years.

### 3. STRATEGIC PLAN - Breanne

- Next Steps

Breanne commented on the Strategic Plan put together at the retreat at the conference. She thanked everyone for being there. All but Elisa were present at the retreat. Breanne will type up the findings and present at a later meeting to get additional feedback and next steps.

### 4. FAICP - Breanne

- FAICP Schedule, Committee, Nominations
- FAICP committee is on track – reminder for people to add their list of suggested nominees or committee volunteers (including FAICP mentor women from their chapter) AND to review the draft email to the nominees.

Breanne gave an update for the FAICP process. Breanne will be leading the group and soliciting mentors and applicants for the October application submittal. More on this later.

### 5. COMMUNICATIONS - Caroline

- Website Update

- Newsletter/E-blast Content (Article on Jennifer Gardner?)
- Social Media Accounts/Admins
- Defining a process for submitting content that we'd like to share/promote

Caroline provided an update on the communications for the Division. The business meeting for NPC19 went well and was shown through Facebook Live. Social media was taken care of for posts and we will be adding other admins to help with posting in the future.

#### 6. NPC20 SESSIONS - Corrin

- Ideas
- Session Proposal Writers
- Deadline: July 1, 2019

Corrin solicited ideas for NPC20 as the deadline is the beginning of July. All Exec agreed to go with the suggestions from the Business Meeting at NPC19, three session ideas were proposed. Corrin will coordinate Exec teams to execute finding speakers and writing session proposals.

#### 7. CHAPTER ENGAGEMENT - Elisa

- Update

Elisa is still waiting on having Fiona connect her with some Chapter people.

#### 8. STUDENT ENGAGEMENT - Corrie

- Update

Corrie will work over the summer when she has more time on Student Engagement ideas.

#### 9. PROGRAMS - Katelynn

- Webinar Ideas -
  - o Mia Scharphie "Raising your Profile"
    - Breanne connected Corrin & I to Mia and her stuff looks amazing! We've received a lot of feedback from women that it's tough to "put ourselves out there" and her Raising your Profile webinar is a great tool designed to help you get comfortable with being visible and embracing what you have to offer professionally. APA Ohio has several summer dates in August still available and I think partnering with Mia would be extremely valuable to our membership, especially students!
  - o Reaching out to other Populations-based APA divisions to pitch partnership webinar ideas. (LGBTQ & Planning, PBCD, Latinos & Planning) Target presentation dates: Late Oct/Early Nov.

- Planning to reach out to International chapter about NPC20 sponsorship of an international woman
- Go Minnesota for being ranked as #1 Best State for women in the US!  
<https://wallethub.com/edu/best-and-worst-states-for-women/10728/>

Katelynn gave an update for Programs and will be working on a webinar for the fall.

#### 10. APA ENGAGE - Corrin

- Overall Usage for Exec

#### 11. EXEC POSITION POSTING - Corrin

- Director of Administration

Corrin will send Caroline a job description for the vacant Director of Administration role, this will be posted in the next newsletter and on social media.

### Executive Committee

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