

American Planning Association
Women and Planning Division
Executive Committee Meeting
November 21, 2019
12:00 - 1:00 p.m. (CST)

Conference dial-in number: (866) 499 – 7054
Conference code: 714 920 5368

MEETING MINUTES

1. CALL TO ORDER - 12:01 p.m.

- Motion by Caroline, second by Katelynn to add items to the agenda - Motion carried 5-0
 - Work Plan Reconsider items
 - Budget Reconsider items

Caroline proposed the following changes to the Work Plan which affects the Budget:

- Add cost enhanced email service - not to exceed \$474.88 with a \$125 match from the Divisions Council Communications Grant - enter this into the budget
- Establish carryover balance of the budget to 40% up to 50% - enter this to budget sheet for reference
- Keep 35% as the max cap for Chair Travel in the budget

Motion carried 5-0

2. NPC20 COMMITTEE - Corrin, Breanne, Chanelle

- Discuss ideas for Business Meeting (location, time/date)
 - Sunday 12-1pm at (Marriot Marquis/Hilton Americas)?
 - Monday 12-1pm at (Marriot Marquis/Hilton Americas)?
 - Ordering food?
 - Audio/Visual Equipment needed?
 - Budget FY2020 allocated \$200

Corrin updated the group that there are options for the Business Meeting, group suggested to have Sunday morning breakfast meeting as first option and lunch meeting as second option to National.

- Discuss Reception updates (location, time/date, sponsors)
 - Possibly Monday evening (5-7pm?)

Chanelle updated the group that she is looking into reception venue locations and that there is a great option at a downtown food hall where attendees can be given a gift card for food for \$30 and drinks can be served as well.

- Discuss Retreat ideas (yes/no?)(location, time/date)(Budget \$100)
- Additional Committee members needed

Katelynn offered to join the Committee as well as Melissa if she is able to attend NPC20.

- Mobile Workshop Accepted - Tuesday 4/28 10am-5pm Details “The Future of Resilient Communities is Female” (Corrin, Caroline & TPD)
- Career Zone - FAICP panel - Monday 4/27 1130-1200pm (Corrin, Breanne, Silvia, Erin)
- FAICP Ceremony Dinner - Sunday 4/26 6-8pm (2 WPD FAICP nominees possibly inducted)
- Proposed Sessions - December 9th notification

Corrin updated the group on the sessions that have been accepted already for NPC20 as well as the invitation to bring our “Road to FAICP” to the Career Zone during the conference.

---All remaining items have been tabled due to time constraints.---

3. VICE CHAIR'S REPORT

4. DIRECTOR OF COMMUNICATIONS REPORT

5. DIRECTOR OF PROGRAMS REPORT

6. DIRECTOR OF MEMBERSHIP REPORT

7. DIRECTOR OF STUDENT ENGAGEMENT REPORT

- Discussion on student event at NPC
- Student Column for newsletter starting January if room?
- Student Update for January to make aware for NPC, similar to flyer created at the beginning of year

8. DIRECTOR(S) OF CHAPTER ENGAGEMENT REPORT

9. CHAIR'S REPORT

- APA Learn Contract - submitted
- Divisions Council Communications Grant application - submitted
- Divisions Council Achievement Award - award category discussion - deadline 1/6/20 - Katelynn and Caroline to draft
- Partnership with Girls Scouts of America for “Girls Who Plan” program - Spring and Fall events
- Doodle Poll for 2020 - Monthly Exec Meeting (date/time)
- Newsletter Article Request from Member - Write an article for the Division about a planning team that has focused on recruiting women of color for a large scale project at the Boston MBTA (transit authority)

10. NEW BUSINESS

- Gender Mainstreaming PAS Memo - Opportunities for Division to support this type of work in the future

11. ADJOURNMENT - 1:10 p.m.

Executive Committee

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