

**American Planning Association  
Planning and Women Division**

**Executive Committee Meeting  
February 2, 2016**

**MINUTES**

**By Conference Call**

**Dial-in: (866) 499-7054 Passcode: 531-269-3090**

<b>Members</b>			
<b>Position</b>	<b>Name</b>	<b>E-mail</b>	<b>In Attendance</b>
Chair	Fiona Akins	fionaakins@gmail.com	
Vice Chair	Alice Walkup	alice_walkup@yahoo.com	✓
Secretary	Patrice Ruffin	patrice1698@hotmail.com	✓
Treasurer	Breanne Rothstein	BRothstein@wsbeng.com	
Past Chair	Anna Kitces	akitces@gmail.com	

**AGENDA**

**1. CALL TO ORDER**

The meeting was called to order at 6:00 p.m. EST.

**2. E-BLAST PLATFORM DISCUSSION (KIM & RUCHITA)**

Kim Prillhart sent out an e-mail regarding platforms and recommendations to the Executive Committee following the last meeting. No additional comments/recommendations were received from the Executive Committee. Those on call were supportive of the platforms and recommendations outlined in by Kim. Alice, in discussion with Fiona, determined that there were additional volunteers that need to be added to the Communications Committee to implement the recommendations.

**3. RECRUITING FOR NEW EXECUTIVE COMMITTEE POSITIONS**

Alice will prepare an e-blast seeking volunteers for the new positions to the Executive Committee for review and will send out today.

**4. 2016 NATIONAL CONFERENCE**

The third presenter for the Dynamic Families session has been secured. Alice will coordinate remaining logistics for this session.

Patrice will coordinate remaining logistics with the Private Practice Division for the joint session including following up on the timeline and session introduction to be prepared by Alice.

**5. ADJOURNMENT**

The meeting was adjourned at 6:15 p.m. EST.