

**American Planning Association
Planning and Women Division**

**Executive Committee Meeting
March 4, 2016**

MINUTES

By Conference Call

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

Members			
Position	Name	E-mail	In Attendance
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 5:00 p.m. EST.

2. NEW EXECUTIVE COMMITTEE POSITIONS

All new officer positions have been filled. Alice will send out e-mails and Doodle poll for their first meeting to the new officers. We will need to discuss with them whether they will be at Phoenix conference, their roles in more detail, and attendance at business meeting, sessions, social events, and potentially the Divisions booth.

Patrice send Alice Elisa's contact information and most recent e-mail for follow-up. Alice will draft conference business meeting agenda.

3. 2016 NATIONAL CONFERENCE

Alice reminded the group that we need to share with members that they should register for the Division social event through the APA website. Tickets are \$10.

Breanne will bring her tablet to sign people up on site for new memberships.

Patrice will share the research information received from the Private Practice session group in the conference folder on the Google drive. Some of the information may be able to be used for the Sisterhood session. If the Private Practice session uses cards for attendees to submit questions, we will need to get PWD officers to assist.

During the business meeting we will need to introduce new officer roles/committees to the membership. A committee choice on sign-up sheet should be distributed to encourage members to actively participate.

For the Divisions booth, we are required to staff a certain block time which Alice will cover. APA has indicated that they will pair a staff person with each Division representative. Alice will check with APA to see if there is a diversity staff person that may be a good choice to be paired with. We need a second volunteer for the PWD booth time.

PWD applied for the Divisions Council's Small Division Travel Assistance Grant. We need to double check status with Rob Kerns on the status of the application.

4. PARTNERSHIP QUESTION FROM JENNIE IN FIRST FRIDAY EMAIL

APA has requested Divisions provide a list of allied organizations that have been partners in various capacities. The Executive Committee will need to develop this list and submit to APA.

5. ADJOURNMENT

The meeting was adjourned at 5:58 p.m. EST.