

**American Planning Association
Planning and Women Division**

**Executive Committee Meeting
March 11, 2016**

MINUTES

By Conference Call

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

Members			
Position	Name	E-mail	In Attendance
Chair	Fiona Akins, AICP	fionaakins@gmail.com	✓
Vice Chair	Alice Walkup, AICP	alice_walkup@yahoo.com	✓
Secretary	Patrice Ruffin, AICP	patrice1698@hotmail.com	✓
Treasurer	Breanne Rothstein, AICP	BRothstein@wsbeng.com	✓
Past Chair	Anna Kitces, AICP CEP	akitces@gmail.com	✓
Director of Communications	Elisa Hamblin, AICP	urbanelisa@gmail.com	✓
Director of Programs	Corrin Wendell, AICP	corrinwendell4@gmail.com	✓
Director of Membership	AJ Fawver, AICP, CNU-A	amanda.fawver@cosatx.us	
Director of Chapter Engagement	Deborah L. Myerson, AICP	dmyerson@yahoo.com	
Director of Student Engagement	Margo Wheeler, FAICP	margo.wheeler@nau.edu	✓

AGENDA

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m. EST.

2. WELCOME TO NEW DIRECTORS AND BRIEF INTRODUCTIONS

Fiona welcomed the new Executive Committee members and gave a brief overview of the history of the Division. She also discussed the status of membership and how the Division fits into APA national. All Executive Committee members introduced themselves.

3. 2016 NATIONAL CONFERENCE

Alice discussed the list of members that will be attending the conference received from APA. There are 70+ members currently registered. All of the members on the call will be in attendance at the conference.

Alice recommended that Executive Committee members participate in APA's Mentor Match program. Breanne discussed her experience in the program last year. Margo noted that the sign-up deadline is today.

Alice reviewed the list of Division activities that will be taking place during the conference. Specifically she covered:

- Division Leadership Activities: Friday & Saturday (final details TBD)
- Dynamic Families: Saturday, 2:30 p.m. – 3:45 p.m.
- Exhibitor Meet & Greet: Saturday, 5:30 p.m. – 7:00 p.m.
- FAICP Induction: Sunday, 4:00 p.m. – 5:00 p.m.

Additionally, Breanne discussed the Sisterhood 2.0 facilitate discussion session to be held on Sunday of the conference from 1:00 p.m. – 2:15 p.m. She asked that officers serve as facilitators and sit at different tables to guide the discussions. Alice raised the need for each table to have a note taker to document comments for future use.

Alice discussed the Women in Private Practice joint session with the Private Practice Division on Monday of the conference from 2:45 p.m. – 4:00 p.m. Patrice mentioned that the outline for the session has been finalized and that one suggestion had been that questions at the end of the session be submitted through comment cards. Officers will be asked to help with question gathering if this option is chosen.

PWD will participate in a Joint Division Reception on Monday evening from 8:00 p.m. – 9:30 p.m. at the Blue Hound at Hotel Palomar. Alice mentioned that we may need some volunteers for this event. Members will need to register for the reception ahead of time online. Margo walked the group through how to register through APA's website.

The Division Business Meeting is scheduled for Monday from 6:00 p.m. – 7:00 p.m. Each officer is asked to prepare a list of 2 or 3 goals to present following a brief discussion by the membership about general goals. Officers should send their goals to Alice by Thursday, March 24th. Patrice will be preparing an update accomplishments flyer to hand out during the meeting. Alice discussed having a section for committee interest on the sign-in sheet for the meeting. If there is a large turnout, there may be a need to do small group discussions. Alice will follow-up with more details.

Anna discussed the APA Annual Meeting and Awards Ceremony being held Tuesday from 9:30 a.m. – 10:45 a.m. PWD has been nominated to receive the Divisions Council Achievement Award for Contribution to the Planning Profession related to the *Planning through a Gender Lens: Inclusive Planning for Aging and Livable Communities* project in partnership with Cornell University. Alice mentioned that Fiona will also be receiving the Division Chair's Award as well.

Alice suggested that the Executive Committee get together ahead of the Business Meeting for dinner and/or drinks.

4. GENERAL LEADERSHIP INFORMATION

Patrice will be sending out a Doodle poll for the monthly standing meeting of the Executive Committee and an access link to the Division Google Drive folder to members. Fiona asked that all documents are stored on the Drive to ensure continuity in maintenance of records for the Division.

Alice discussed the name change that was adopted during the Bylaws update and the fact that the APA board has yet to review and/or approve the change.

5. ADJOURNMENT

The meeting was adjourned at 4:54 p.m. EST.