

**American Planning Association
Planning and Women Division**

**Executive Committee Meeting
August 10, 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 | ✓ |
| Treasurer-Elect | Kadie Bell Sata, AICP | kadie.bell@gmail.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 | dlmyerson@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 5:30 p.m. EST. Patrice took roll call of the members present.

2. CHAIR'S REPORT

Fiona discussed that the Division resubmitted the proposal to the Divisions Council to be heard in September and sent on to the APA Board during the Fall Leadership meetings. She also mentioned that later in the discussion that Breanne and Corrin would go over the conference update and need for session input.

3. TREASURER'S REPORT

Breanne and Kadie have rescheduled the hand off of treasurer duties. Breanne noted that the two outstanding credits from APA are still pending. Fiona asked that once the handoff has taken place that an update be provided to the Executive Committee.

4. DIRECTOR OF COMMUNICATIONS REPORT

Elisa asked by e-mail that items for this month's e-blast be sent to her directly. Fiona noted that the e-blast schedule is still being developed and that this month's e-blast should include a conference update.

5. DIRECTOR OF PROGRAMS REPORT

Corrin and Breanne provided an overview of the National Conference Committee work to date. The Committee settled on two submittals and third as back up. The two submittals selected for by-rights are:

1. Exploring the Gender Wage Gap in Planning: Results of the 2016 APA Salary Survey
 - **Exec Committee Help** - Please help brainstorm ideas for potential panel members (ex. hiring managers) and updates to the title of the session.
2. Urban Influencers: Women Leaders in Allied Professions
 - **Exec Committee Help** - Please help brainstorm ideas for potential panel members that are influencers in urban areas (ex. planning, social equity, architecture, allied professions).

Sessions have to be submitted by **August 23rd**. Fiona will assist in the session write ups to highlight the type of panelists that we expect to have. She asked that Corrin and Breanne send out additional reminders to the Executive Committee.

Fiona asked that the National Conference Committee draft a schedule related to conference milestones and deadlines.

Corrin completed the AICP training for volunteers who would be exam writers. She also discussed the joint webinar with Planning & Law and the status of getting the date, payments, etc. settled on. Fiona asked that once the details are finalized that Corrin bring back a report to the Executive Committee. An additional webinar idea that came up was dynamic families as a response to the Divisions Council request. Alice will follow up on that webinar. Breanne raised a concern regarding losing money hosting previous webinars. Corrin mentioned the Divisions Council \$500 grant to hold webinars to ensure that when using the APA platform that the Division is not losing money. Fiona asked the Breanne, Kadie, and Corrin prepare some recommendations on how webinars should be handled.

Corrin and Elisa are working on the events calendar for the website and will also be working a survey related to webinars.

6. DIRECTOR OF MEMBERSHIP REPORT

Fiona reviewed the following updates submitted by AJ:

- Reminder about the sponsorship we agreed to do (\$100) for APA – CA. I sent that form/email to Breanne for processing and Fiona had suggested trying to see if someone from our division could attend. The diversity mixer will be held at El Cholo restaurant in Pasadena, CA from 7:30 – 10:30 pm. Might just throw it out there and see if anyone is available and get an update on processing the paperwork. Fiona asked that Breanne and Kadie prepare recommendations on sponsorship requests being received by the Division.

- **Book Club**
 - We've had ten more requests to join, bringing our total membership in that group to 76;
 - Next week we will be at the halfway point of our current read, *Subdivided*;

- **Membership –**
 - I have 7 more calls I'm working to schedule with members, of the non-members I've spoken with, 8 have indicated that they will join the division;
 - Another 108 members & non-members have been identified for outreach during September/October (taking a break to move & change jobs);
 - Should be able to report at next month's call on the latest membership roster & related stats;

Corrin raised mentoring and future work to be done on that program.

7. ADJOURNMENT

The meeting was adjourned at 6:13 p.m. EST.