

**American Planning Association  
Planning and Women Division**

**Executive Committee Meeting  
September 14, 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. NATIONAL CONFERENCE COMMITTEE**

The Division has submitted 3 sessions to APA – one by-right, one facilitated discussion, and one additional pool session. Breanne mentioned that the next steps would be to finalize logistics for the week of the conference. Fiona discussed the plans for the reception and whether the Division could do a ticketed event with a keynote speaker. She and a colleague will be looking at free event space. If this cannot be secured, the Division should consider a joint event. Fiona asked that the Executive Committee let Breanne and Corrin know if they will be attending the conference.

**3. VICE CHAIR'S REPORT**

Alice discussed the National Community Planning Month interviews that will be done to highlight women in the planning profession. The Division will highlight one woman per week during the month of October. She asked the Executive Committee to submit any additional interview questions they may have. Alice will coordinate with Elisa on distribution on each Sunday that month for e-blast the following week.

Alice discussed the California diversity conference and the need for the Division to prepare a flier to display. Corrin and Elisa will assist.

#### **4. TREASURER'S REPORT**

Breanne has transitioned the treasurer responsibilities to Kadie. There were no updates for this meeting.

#### **5. DIRECTOR OF COMMUNICATIONS REPORT**

Elisa will be sending out a request for the next month's e-blast and make this a monthly request on the Executive Committee calls. Breanne asked that the requests include submission deadlines. The first robust newsletter will be at the beginning of October to correspond with Community Planning Month and the planner interviews. She is drafting a communications plan that will outline best practices and timing for release of information.

#### **6. DIRECTOR OF PROGRAMS REPORT**

Corrin will be turning more attention to webinars now that the conference sessions have been identified. Additionally, she will be looking into the grant for the webinar platform. Fiona asked about the joint webinar with the Planning & Law Division. Corrin will be finalizing the partnership with them in the next week or so.

#### **7. DIRECTOR OF MEMBERSHIP REPORT**

AJ mentioned that the Division has added 29 members in the last quarter (52 for the year). She also discussed upcoming recruiting efforts. She has identified about 90 people who are not Division members who she will reach out to about joining. Additionally, she will continue outreach to existing members for discussion and comments.

AJ discussed the Book Club and the next book, which will be the last one for the year. She also mentioned the poll that was posted to Facebook and requested that everyone participate to give feedback. AJ would like to ask for volunteers to assist with the club for next year. Fiona asked that AJ draft some language to send out in the volunteer request.

#### **8. NEW BUSINESS**

Patrice discussed the election results released by APA today. Candidates will be notified in the next week or so and the membership will be notified in the next e-blast. The new 2-year terms for the officers will begin January 1, 2017.

Fiona discussed the APA Leadership meetings being held in Washington, D.C. this month. The Division's name change request will be acted on at these meetings. She will provide a debrief at the next Executive Committee meeting.

Alice discussed the annual performance report and reminded the Executive Committee that preparations need to start early. She volunteered to begin creating the document.

**9. ADJOURNMENT**

The meeting was adjourned at 6:20 p.m. EST.