

**American Planning Association
Planning and Women Division**

**Executive Committee Meeting
October 12, 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	✓
Secretary-Elect	Brianna Gray	Brianna.Gray@tananachiefs.org	✓
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	dmyerson@yahoo.com	
Director of Student Engagement	Margo Wheeler, FAICP	margo.wheeler@nau.edu	
Director of Student Engagement-Elect	Deyanira Nevarez Martinez	nevarezd@uci.edu	✓

AGENDA

1. CALL TO ORDER

The meeting was called to order at 5:34 p.m. EST. Patrice took roll call of the members present.

2. CHAIR'S REPORT

Fiona discussed the Annual Performance Report, which is due November 15th. An e-mail will be sent out with details on report assignments and deadlines. She mentioned the desire to publish the report as marketing document with better graphics and layout to be presented to the membership. Elisa requested the Executive Committee send in examples of this type of document for further discussion. Fiona also mentioned that the Executive Committee will need to reconsider its monthly meeting time.

3. NATIONAL CONFERENCE COMMITTEE

Breanne gave an update on conference preparations including finalizing sessions, recruiting session organizers, and discussions she and Fiona have had regarding the planned social event. Fiona mentioned a potential venue and asked for feedback on proximity to the conference center. Breanne also discussed the Annual Business Meeting scheduling and timing with APA.

4. VICE CHAIR'S REPORT

Alice discussed National Community Planning Month and the completion of the first interview. The interview has been provided to APA and will be included on the website and in the next release of Interact. She also mentioned the remaining interviews that have been scheduled. Elisa asked for clarification on whether the remaining interviews will be posted to the APA blog.

Alice mentioned the California APA flyer and the need for a volunteer to develop it. Elisa indicated that she would be able to assist.

5. DIRECTOR OF COMMUNICATIONS REPORT

Elisa mentioned that the next newsletter will be sent out on Thursday, October 13th. This issue will include the first National Community Planning Month interview. The newsletter received 25% readership for the last issue and she hopes to get that number up, though this level was noted as good by Mail Chimp. She is also continuing to work on the communications strategy for the Division and will coordinate with Fiona before it is presented to the Executive Committee.

6. DIRECTOR OF PROGRAMS REPORT

Fiona mentioned that Corrin is continuing to work on the two webinars (dynamic families and law). The book club will also transition to Programs and volunteers are needed to co-chair the group.

7. DIRECTOR OF MEMBERSHIP REPORT

Patrice provided the following updates submitted by AJ. The last read of 2016 for the book club has started. AJ & Ronni completed and submitted a draft 2017 schedule, some suggested reads, and a blurb asking for volunteers to co-chair the book club for 2017 for the newsletter. AJ has contacted 14 people who are considering joining the Division and has reached out to 18 current members to discuss their thoughts on their memberships. She also contacted APA staff regarding Survey Monkey for the membership survey and will follow up.

8. NEW BUSINESS

Deyanira reached out about a student support for the California Chapter conference and had not heard back. Fiona will coordinate to get her connected to the appropriate Chapter representatives.

9. ADJOURNMENT

The meeting was adjourned at 6:12 p.m. EST.