

**American Planning Association  
Planning and Women Division**

**Executive Committee Meeting  
March 3, 2015**

**MINUTES**

**By Conference Call**

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

<b>Members</b>			
<b>Position</b>	<b>Name</b>	<b>E-mail</b>	<b>In Attendance</b>
Chair	Fiona Akins	fionaakins@gmail.com	✓ (on at 12:49 p.m. EST)
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 12:05 p.m. EST.

**2. APPROVAL OF PREVIOUS MEETING'S MINUTES**

Item held until next meeting to fill in missing section.

**3. APA 2015 SEATTLE**

Fiona has identified a venue (Good Bar) that Division could use and would only need to front funds for the bar. As an alternative, she recommended maybe looking for a venue near where APA's Opening Reception will be so that members can attend various events. Anna recommended that due to the conflict, the Division may want to just go to the Opening Reception as a group together. The Executive Committee will finalize choice in the next week.

**4. DIVISION COMMITTEES**

Alice recommended an e-blast to go out soon highlighting Division conference events and also asking members to send in information about sessions they are presenting at and those seeking roommates for conference. Anna recommended an informal networking call ahead of the conference to discuss these items. Anna recommended that the e-blast include an announcement that Patrice has volunteered for the Divisions Council Initiative Champion. Patrice will get Alice a brief write up and link to webpage.

Alice recommended recruiting Student Representative first before establishing the mentorship program and also sending an e-mail to the membership regarding volunteer opportunities, especially targeting those registered for the conference and students. Anna recommended that the marketing to students include a reference to networking/job opportunities.

The Executive Committee needs to determine how to set up committees and who will lead them once established. The group should use the Work Plan as a guide.

## **5. FINANCE**

Fiona will prepare a cost proposal including the Divisions Council's guidance and send to the Executive Committee for review by e-mail next week.

## **6. PROGRAMS**

Alice noted that the last general membership survey was completed in 2013. Anna recommended that the Division use the Workplace Dynamics survey as the 2015 survey. Anna will confirm that this is okay with Jennie Gordon, APA Senior Leadership Coordinator.

Alice discussed Fiona's recommendation for the Division to host two webinars, one of those being either Ethics or Law sessions. Alice recommended a professor out of Berkeley that she has seen presentations from. Anna mentioned that this may be ambitious for a small division. Alice recommended that the webinars be an extension of the Facilitated Discussion from Seattle.

Alice opened discussion on how to structure the Mentoring Program and will send an outline of a proposed pilot program. Anna recommended that the program be for students and early-career professionals. Patrice will forward examples from other division's programs.

## **7. ADJOURNMENT**

The meeting was adjourned at 1:06 p.m. EST.