

**American Planning Association
Planning and Women Division**

**Executive Committee Meeting
May 5, 2015**

MINUTES

By Conference Call

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

Members			
Position	Name	E-mail	In Attendance
Chair	Fiona Akins	fionaakins@gmail.com	✓
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 6:00 p.m. EST.

2. APA 2015 SEATTLE WRAP-UP

Fiona mentioned that the conference was a success and that the Division and its membership were able to make great connections. She also discussed how the Division was able to accommodate everyone at the scheduled sessions and that there were a lot of good insights received. Fiona thanked Breanne for coordinating the facilitated discussion and adapting to the larger than planned for crowd. She suggested that we do a session on that topic annually.

Alice thought that PWD was well organized during the conference and she was proud that the Division events were standing room only. She also mentioned how well all of the women in attendance worked well together. Alice will create a mailing list using the business cards collected at the end of the facilitated discussion.

Patrice discussed the turnout at the facilitated discussion and how good the comments were from the various tables.

3. TO DO LIST

The following items were discussed as things the Executive Committee should be working on in the coming months:

- a. Follow-up Webinars – 3 to 4 presenters; need to decide which platform to use; get a list of topics together. Fiona and Alice will discuss and bring recommendations back to the Executive Committee.
- b. Items to pull together from Seattle – business cards, pictures, sign-in sheets
- c. Social Media follow-up – all platforms, e-blast; include non-members to entice them to join
- d. Prepare for Phoenix – coordinate with Arizona Chapter; create sessions around women in leadership in planning (e.g. APA/AICP, API, AIA, ASLA) and other allied disciplines; check PWD roster for members in Arizona
- e. Mentoring Program – continue finalizing details and documenting activities
- f. APA Development Plan Review – encourage members to participate
- g. GIS Map of Membership & Other Attendees – put up on website (could be an interactive map); determine chapter clusters

4. EXECUTIVE COMMITTEE POSITIONS

Fiona recommended that the Executive Committee include a Communications Director, Membership Director, Student Engagement Director, National Outreach Director, and Chapter Liaisons. These positions could be used as a recruitment tool.

Patrice will research procedural requirements (e.g. bylaws update, voting, quorum) and get APA input on process.

5. ADJOURNMENT

The meeting was adjourned at 7:06 p.m. EST.