

**American Planning Association
Planning and Women Division**

**Executive Committee Meeting
July 7, 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	✓ Off at 6:36 p.m.
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. PROPOSED BOARD POSITIONS

Breanne supported the 4 new positions recommended by Fiona, but wondered if there was an interim alternative since the Division's formal elections will not be held for another year. Alice indicated support as well. Patrice mentioned that the Bylaws do not provide for special elections, but that temporary committees could be set up as an alternative. Fiona noted that the next steps would be to draft new bylaws, set up temporary committees, and then have the new positions added to the slate of officers during the formal election in 2016.

3. BYLAWS

Patrice discussed the review of the Division's existing Bylaws as compared with the Divisions Council Model Bylaws. The Division's Bylaws are for the most part consistent with the Model Bylaws. Patrice will prepare an outline of recommended amendments and send to the Executive Committee.

4. NATIONAL CONFERENCE

Fiona will send an e-blast to the membership regarding the deadline for session submittals. Fiona recommended that the facilitated discussion be a continuation of the 2015 discussion, but focus on a narrow topic and use the time to develop strategies to address the issue with those who attend. Breanne wanted to ensure that any session proposals presented by the Executive Committee

weren't biased and so that the Executive Committee would not overlook potential sessions from the membership. Breanne will prepare an e-blast with Fiona's input.

5. WORKPLACE DYNAMICS SURVEY

Fiona indicated that an update has not been received from Amanda yet.

6. E-BLAST TO MEMBERS

Fiona will send an e-blast to the membership this week regarding the call for sessions for the 2016 national conference and the bylaws rewrite including the proposed board positions. A second e-blast will be sent next week to non-members based on the business cards collected at the 2015 conference. Breanne will have her intern assemble the non-member list based on the business cards Alice has.

7. BOARD MEETING ORGANIZATION

At Fiona's request, Patrice will organize the Executive Committee meetings going forward including calendar scheduling, sending out meeting reminders, and coordinating posting agendas and minutes on the Division webpage.

8. EXECUTIVE COMMITTEE UPCOMING TASKS

Based on the discussions during this meeting, the following tasks have been assigned to the Executive Committee:

1. Bylaws summary (Patrice)
2. E-blast conference sessions (Breanne)
3. Business cards list (Fiona/Alice/Breanne)
4. E-blast proposed board positions (Fiona)

9. ADJOURNMENT

The meeting was adjourned at 6:53 p.m. EST.