

**American Planning Association
Planning and Women Division**

**Executive Committee Meeting
August 4, 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 6:30
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. BYLAWS UPDATE

Draft bylaws created and sent to Executive Committee by Patrice. Executive Committee will review and submit comments by August 14th. Initial comments from Fiona regarding developing the mission statement with input from the membership in addition to the Executive Committee. Fiona also discussed the timeframe for elections, every two years versus alternating every year. Past Chair position provides for continuity. The Executive Committee should determine whether the Chair could serve consecutive terms. Fiona recommended that details about filing a vacancy are spelled out more clearly to include filling the positions by appointment of the Executive Committee with guidance from the Chair. Draft bylaws will be announced to membership on August 17th for 3-week comment submittal and the final version for vote will be sent out on September 10th with provision for a 30-day final review period. The final vote will be on October 12th.

3. NATIONAL CONFERENCE UPDATE

Breanne has submitted a Facilitated Discussion session through the APA website. Fiona indicated that we received a total of three Facilitated Discussion submittals and no General Session submittals. The Executive Committee will need to review and decide on a submittal, including speakers, by August 18th. For the Facilitated Discussion, the Executive Committee needs to determine if we are going to have a panel format. Breanne will send an e-mail for the Executive

Committee to finalize details by next week. The Executive Committee will discuss the proposed social event at the next meeting.

4. WORKPLACE DYNAMICS SURVEY UPDATE

Fiona discussed the Divisions Council Summer Session meeting where the Division was notified that the grant would be closed out at the end of August since the Division has not submitted the required deliverables. Fiona will seek assistance from the Executive Committee to finalize and submit the deliverables to the Divisions Council by the end of the month.

5. ELECTIONS WEBPAGE UPDATE

Fiona will send an e-mail requesting a volunteer to update the elections webpage language.

6. APA/AICP NATIONAL ELECTIONS

Libby Tyler recommended that the Division endorse Angela Brooks for the APA Board. Patrice will send a follow up e-mail regarding her personal recommendation for Angela. Fiona indicated that the recommendations will give the Executive Committee enough to support the endorsement.

7. ADJOURNMENT

The meeting was adjourned at 6:55 p.m. EST.