

**American Planning Association
Planning and Women Division**

**Executive Committee Meeting
September 1, 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. BYLAWS UPDATE

Fiona requested that everyone review the travel reimbursement e-mail and provide comments and recommendations. Anna mentioned that when she became chair the Division was looking to reduce the amount spent due to a drain on the budget.

Fiona will finalize the Bylaws by the end of the week and send out for final review. We are on track to send out to the membership for review and vote.

3. NATIONAL CONFERENCE UPDATE

The Sisterhood 2.0 Facilitated Discussion needs to be worked through and completed. Breanne will share a completed draft session outline with the Executive Committee for their review.

The Division is in need of a by-right session speaker for Dynamic Families session. Ideally the speaker would be someone who has been a practicing planner and has experience working with individuals living on their own. Alice will send an e-mail summarizing what is needed with a deadline.

The Executive Committee will address planning for the social event over the next few weeks. Items to be discussed include whether the event will be PWD-only, joint, include a speaker, etc. Fiona asked the Committee to be thinking about this. Alice was concerned that the Division may stretch itself to thin (people-wise and financially) trying to put on event without relying on a joint

opportunity with a larger division. Fiona recommended that we consider doing a ticketed event in Phoenix 2016 or New York 2017. The division needs to consider seeking sponsorships, including through any Division members that are based in Phoenix.

4. WORKPLACE DYNAMICS SURVEY UPDATE

The grant for the survey has now been closed. Fiona has prepared a final report for the Divisions Council and will be presenting it at the Leadership Meetings at the end of the month in Washington, D.C. Alice requested that the report be shared with the entire Executive Committee so that the data can be used in the webinar that is being developed.

5. WEBINARS

Alice recommended that the Division host an ethics or law webinar in December. She also indicated that we could coordinate with the Planning and Law Division or other groups on the webinar. We will be able to use APA's platform for the webinar. The Executive Committee should provide topic and speaker recommendations as well. Fiona will poll the membership in the next e-blast on whether ethics or law credits are preferred.

Fiona discussed the need to determine which Executive Committee position will be responsible for webinars, especially considering the new positions proposed with the Bylaws update.

6. 2016 SALARY SURVEY

The Private Practice Division is interested in jointly advocating to APA that their 2016 salary survey should include questions to examine gendered differences in salaries in the planning profession in general, and compare differences in public/private, too. Fiona reached out to APA regarding the number of female members, with no response. In the future, the Executive Committee will reach out to APA with Private Practice to submit a formal request for information.

The Executive Committee will develop a work plan next month.

Alice recommended that for projects like this we rely on volunteer support from the membership. This could include things like the mentoring program.

7. TASK LIST

E-blast to members (responsible for write-up):

- Law or ethics preferences for webinar (Alice)
- Social event planning for Phoenix (Fiona)
- Volunteers to do research on mentoring programs in chapters (Fiona)
- Researching the salary survey, what data is actually available, and gaps (Patrice)

Two e-blasts to be sent – one with information about the Bylaws update and the second a week later about everything else.

8. FAICP NOMINATIONS

Fiona recommended that a committee be established to undertake this project. The request for volunteers can be included in an e-blast. Alice suggested involving past Division FAICP nominees. A schedule and work plan needs to be developed. Fiona discussed seeking assistance from Libby Tyler as an advisor. Fiona will prepare a draft schedule and nomination form to discuss with Libby in the next week.

9. ADJOURNMENT

The meeting was adjourned at 6:52 p.m. EST.