

**American Planning Association  
Planning and Women Division**

**Executive Committee Meeting  
November 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	✓
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	✓ on at 6:13

**AGENDA**

**1. CALL TO ORDER**

The meeting was called to order at 6:00 p.m. EST.

**2. BYLAWS UPDATE**

The Division has to prepare a proposal to the APA board regarding the proposed Division name change. Breanne will prepare draft proposal based on examples of other Divisions that have proposed names changes, sent by e-mail from Jennie Gordon. Fiona will forward the e-mail to Breanne.

**3. FAICP**

The Division is recommending two candidates, Margo Garcia and Deborah Rosenthal, for the 2016 election to the College of Fellows of the AICP. Great thanks goes to Libby who has spearheaded this effort. Fiona and Libby are each managing one of the application. Alice will format the final application documents. Submittals are due on Thursday, November 5, 2015. Fiona mentioned that the Division needs to develop a clear process for future nominations, including establishing an FAICP Nomination Committee every round to manage the process; identifying key steps and responsibilities; and setting out timelines and schedule. Breanne has an example of a list of steps from the Minnesota chapter that she will share.

**4. ANNUAL REPORT**

Fiona thanked those who provided their annual report sections to her. She is still awaiting a section from Anna; Anna will provide this week. Fiona requested that someone compile all the sections for

submittal due to timing conflicts with the FAICP submittal [Alice subsequently volunteered by email to do so]. The report is due November 15<sup>th</sup>.

## **5. BUDGET PROPOSAL**

Breanne is waiting on some information from Jennie Gordon to finalize budget and will forward the draft this week. Breanne will double check her email to ensure she didn't miss anything, and will reach out to Jennie to follow up.

## **6. NOVEMBER WEBINAR**

A big thank you to Alice for her hard work on developing and managing our upcoming webinar on the Cornell 'Aging & Gender' and 'Workplace Dynamics' surveys, scheduled for Tuesday, November 10<sup>th</sup>. Alice is working with APA to schedule a trial run through and ensure speakers are ready.

Fiona noted that hosting webinars through APA's paid platform is one of very few opportunities to generate income for the Division, in addition to providing professional development.

## **7. NEWSLETTER**

Fiona noted that we are waiting for a proposed timeline from Ruchita and Kim. She proposed that the newsletter be published by first week of December, regardless of length or content – it being more important to get something promptly to our members, rather than await further content. The Executive Committee will follow up with Ruchita and Kim. Breanne recommended that we use widgets on the newsletter to promote our social media platforms, or sneak-peek the newsletter to members (more like a blog). Fiona requested that if the Executive Committee members have content that it be sent to Ruchita and Kim.

## **8. 2016 NATIONAL CONFERENCE - PHOENIX**

Fiona will follow up with the Executive Committee in November regarding this item. The Private Practice, STAR, and one other Divisions are interested in doing joint reception. Breanne mentioned that we're still far enough out to do a joint or independent event. Patrice mentioned that the joint reception could be beneficial for recruiting new members. The Executive Committee will discuss further in December.

Alice and Fiona have been working on our by-right panel session (Planning for Dynamic Families) and Breanne will need to work with Exec to develop the program for our by-right facilitated discussion (Sisterhood 2.0). The Executive Committee will discuss further in December. Both events will be marketed to session attendees from Seattle, as well as to our Members and our Prospective-Members email lists.

## **9. 2017 NATIONAL CONFERENCE - NEW YORK CITY**

Fiona has been working with her colleague Katerina Athanasiou to explore ideas for a ticketed reception at the 2017 conference in New York. Katerina has been researching potential key note speakers, venues, and costs. The Executive Committee will discuss further in December.

## **10. MEMBERSHIP**

Fiona worked with her colleague Marisa Berry to produce an awesome map of all our members. Fiona shared it with the exec by email, and asked that the Exec think of ways to make use of this helpful graphic.

## **11. ADJOURNMENT**

The meeting was adjourned at 6:43 p.m. EST.