

**Planning and Women Division
Annual Business Meeting
March 22, 2005**

**APA National Conference
San Francisco Marriott**

The meeting was called to order at 5:50 p.m. PST.

Present: Pattsi Petrie, Chair
 Rachael Pitts, Vice Chair
 Ramona Mattix, Treasurer
 Patrice Ruffin, Secretary

I. Introductions

- A. The executive committee members introduced themselves - Pattsi Petrie, Chair; Rachael Pitts, Vice Chair; Ramona Mattix, Treasurer; and, Patrice Ruffin, Secretary.
- B. The five members present introduced themselves.

II. Old Business

- A. Ms. Petrie discussed the conference sessions sponsored by the division at the 2004 APA National Conference in Washington, D.C. - one of which was a joint effort with the Institute for Women in Policy Research and the other titled Women in Planning.
- B. Ms. Petrie discussed the results and the success of the first division survey, which was taken in January 2005.

III. New Business

- A. Ms. Petrie stated the division annual report was complete and being reviewed by APA.
- B. Ms. Mattix reviewed the annual financial report with the membership and provided copies of the report for the period of October 1, 2004 through March 30, 2005.
 - Ms. Petrie stated that copies of all reports prepared would be sent to the membership electronically at a later date. Ms. Petrie also went over the fee collection process for the division and APA, and how funds collected are allocated. Ms. Petrie stated that all division newsletters, new and old, would be posted on the division website for public access.
- C. Ms. Petrie stated that the division bylaws need to be updated and that Ms. Mattix would be chairing the committee that will undertake this effort. The committee will be made up of a wide variety of members, from long time members to new members.
- D. Ms. Petrie stated that there will be a membership committee put in place, which will be chaired by Ms. Pitts.
- E. Ms. Petrie stated that a pay and position equity task force is being developed by APA on the national level and that the division will in turn create a committee that will ultimately lead the effort and work with the task force. She noted that this task force and committee were a result of the salary survey taken by APA in 2004. The division will develop a whitepaper on the issue.

- F. Ms. Petrie discussed the division's effort in establishing a chapter liaison program for the division, which will create networking opportunities for the division and further the division's effort to highlight women in planning across the nation. Cyndie Tidwell of the New Mexico Chapter will take the lead in identifying liaisons.
- Ms. Petrie noted that the APA bylaws passed as is during the Board of Directors meeting and that the divisions were affected significantly.
- G. Ms. Petrie stated that proposals for the division by-right sessions for the 2006 APA National Conference will be solicited immediately following the 2005 conference.

IV. Ms. Petrie opened the floor for questions and answers from the members present at the meeting.

The meeting was adjourned at --- p.m. PST.