

# Work Plan for APA MN Women in Planning Committee

## Background

As one of the earliest divisions of the American Planning Association, the Women and Planning Division was formed in 1979 as a platform from which to transmit ideas and career concerns of particular interest to women and to the general membership of the American Planning Association.

## Mission Statement

The purpose of APA Minnesota's Women in Planning Committee is to advocate for, connect, inspire, and promote women working in the field of planning in the State of Minnesota. The Committee will help themselves and others grow through networking, education, mentorship, leadership, and advocacy.

The APA Minnesota Women in Planning Committee is welcoming to all who believe in its mission, including all female-identifying, non-binary persons, and men. For the purposes of this document, and all Women in Planning Committee materials, "women" shall encompass all female-identifying, non-binary, or any persons who identify as a woman.

## Committee Organization and Reporting Structure

- Committee shall meet on a bi-monthly basis
- Committee reports to the APA Minnesota Board of Directors
- Committee provides written reports about its meetings, recommendations and actions to the Board of Directors on a regular basis
- Membership of the committee is selected on an annual basis and shall consist of chapter members
- Co-chair selection by the APA Minnesota Board of Directors

## Committee Goals, Objectives and Timeline for 2018-2019

- Goal 1:       **Networking:** Promote collaboration and foster support amongst women working in various sectors of planning in Minnesota.
- Goal 2:       **Leadership:** Provide professional growth and development opportunities to advance the skill sets and knowledge base of planners.
- Goal 3:       **Mentorship:** Mentor women of all ages working or interested in planning.
- Goal 4:       **Advocacy:** Increase the awareness and recognition of positive contributions of women in planning and public service.
- Goal 5:       **Education:** Provide a non-judgmental space for planners to discuss difficult and important topics as they relate to women in planning.

<b>Goals</b>	<b>Objectives</b>	<b>Action Items</b>	<b>Timeframe</b>
Promote collaboration and foster support amongst women working in various sectors of planning in Minnesota.	<ul style="list-style-type: none"> <li>Identify and implement one networking event or social hour per quarter.</li> <li>Increase communication and visibility of Women in Planning activities and events.</li> </ul>	<ul style="list-style-type: none"> <li>Plan Kick-off Meeting Happy Hour</li> </ul>	Oct. 2018
		<ul style="list-style-type: none"> <li>Host event each year at the annual Upper Midwest Regional Conference</li> </ul>	Annual
		<ul style="list-style-type: none"> <li>Continue Women in Planning Happy Hour</li> </ul>	On-going
		<ul style="list-style-type: none"> <li>Utilize social media and APA Minnesota's website to advertise Women in Planning events.</li> </ul>	On-going
Provide professional growth and development opportunities to advance the skill sets and knowledge base of planners.	<ul style="list-style-type: none"> <li>Develop and execute ideas for continuing education webinars.</li> <li>Identify and implement professional development events.</li> </ul>	<ul style="list-style-type: none"> <li>Launch "Ladies Who Lunch &amp; Learn"</li> </ul>	Bi-Annual
		<ul style="list-style-type: none"> <li>Solicit volunteers for webinar topics and presentations</li> </ul>	On-going
		<ul style="list-style-type: none"> <li>Contribute articles to APA Minnesota's newsletter</li> </ul>	Bi-Annual
		<ul style="list-style-type: none"> <li>Apply for a session at State Conference</li> </ul>	Annual, Spring
		<ul style="list-style-type: none"> <li>Launch book/article club</li> </ul>	Bi-Annual
		<ul style="list-style-type: none"> <li>HR Seminar on issues women face in workplace (i.e. maternity leave)</li> </ul>	Annual

Mentor women of all ages working or interested in planning.	<ul style="list-style-type: none"> <li>• Increase awareness of planning at K-12 level.</li> <li>• Expand and encourage mentorship relationships among APA Minnesota planners.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a partnership with Youth Engagement Planning (YEP!), if feasible, to engage K-12 students on the topic of planning.</li> </ul>	Winter 2018 /Spring 2019
		<ul style="list-style-type: none"> <li>• Work with APA Minnesota's Young Professionals Group to promote mentorship.</li> </ul>	Annual
Increase the awareness and recognition of positive contributions of women in planning and public service.	<ul style="list-style-type: none"> <li>• Increase number of female award recipients</li> <li>• Encourage female planners to apply for local and national awards for their work</li> </ul>	<ul style="list-style-type: none"> <li>• Nominate one person per year for Peg and Otto Schmid Award</li> </ul>	Summer 2019
Create a non-judgmental space for planners to discuss difficult and important topics as they relate to women in planning.	<ul style="list-style-type: none"> <li>• Create a safe space for female-identifying members and creates a network of planners, and promotes the professional growth of all planners</li> <li>• Provide opportunities to network and discuss</li> </ul>	<ul style="list-style-type: none"> <li>• Host one networking event quarterly where women and allies can attend and network, seek advice, and discuss difficult situations</li> </ul>	Quarterly
		<ul style="list-style-type: none"> <li>• Collaborate with new Diverse, Equity, Inclusion Committee</li> </ul>	On-going

## Draft Schedule of Events

Event	Project Lead	Date	Quarter
Connect with Diversity & Equity Committee to discuss scope of work and potential for collaboration	All	November, December 2018	4
Connect with YEP!	Nellie	November, December 2018	4
Ladies Who Lunch and Learn #1 -Brownbag lunch -NE Minneapolis Library -Sent out podcast to discuss in advance	Chloe and Maureen	January 2019	1
Whine and Cheese Networking Event	Chloe	February 2019	1
Coordinate and apply for session at APA MN Conference	All	March 2019	1
Connect with Conference Committee to host Women in Planning Happy Hour (ask: \$500)	Chloe	March 2019	1
Book/Article Club Kickoff #1	Maureen	April 2019	2
Spring Networking Event (Happy Hour)		May 2019	2
Nominate one person for Peg and Otto Schmid Award at MN State Conference	Chloe	May 2019	2
Summer Event – TBD -Webinar?		July 2019	3
Women in Planning Event at Conference	Chloe	September 2019	3
YEP! School Event	Nellie	October 2019	4
Book/Article Club #2		November 2019	4