FY2024 CITY PLANNING & MANAGMENT WORK PLAN   APPROVED OCTOBER 2023

DIVISION COUNCIL GOAL	CPM Division Goal	Objective	Actions (all items = $0 unless otherwise noted)	Committee	Status	Volunteers
1. Lead as APA's experts in all planning components						
	1.1 Provide Training for Members	1.1.1 Hold at least two webinars in 2024	Identify topics & recruit speakers. Outcomes of membership survey	Programs		
			Explore partnerships with other Divisions to jointly sponsor webinars	Programs		
			Renew membership with APA Ohio and CM Cost: $150 + $300	Treasurer		
		1.1.2 Establish quarterly event for members	Trivia Night (Mentimeter), Happy Hours, etc. Cost: $1,000	Programs		
		1.1.3 Hold two local networking events in cities with high membership	Houston Cost: $1,000			
		1.1.3 Publish monthly newsletter		Communications		
	1.2 Support Public Professionals' Careers	1.2.1 Support at least two members' attendance at NPC24	Create review committee (Chairman to be on Division Exec Board) Cost: $4,000	Programs		
		1.2.2 Provide recognition awards and highlight success to APA Board and membership	Develop Awards Committee	Programs		

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			Establish awards and timeline Cost: $6,000	Programs		
		1.2.3 Create a mentorship and/or training program	Examine other Division programs	Programs		
			Explore potentially re-starting the City Planning and Management training program	Mark Yandrick and Sue Schwartz		
		1.2.4 Reimburse AICP test expenses for four members	Establish semi-annual timeline and committee Cost: $3,000	Programs		
2. Enhance division membership so it is an indispensable component of APA membership.						
	2.1 Increase active participation					
		2.1.1 Engage with students as potential members	Establish Executive Committee position	Committee of Student Ambassadors		
		2.1.2 Have presence at NPC	Propose a minimum of two sessions through the annual submission	Programs		

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			Host Reception/Breakfast for members Reception Cost: $4,000 Breakfast Cost: $1,200	Programs		
			Promote Business Meeting throughout Conference Cost: $300 (2023)	Executive Committee		
			Energize and staff the Division booth at NPC Cost: $600 (2023)	Executive Committee		
		2.1.3 Promote Division at state and local events/conferences	Distribute materials or attend events (spread the executive board out as much as possible) Cost: $1,000 (2023)	Engagement		
		2.1.4 Publish Better Practices, Innovative Topics, and Support Member Publications	Monthly newsletter	Communication		
		2.1.5 Maintain Applicable Platforms to Interface with Industry	Email, LinkedIn, Website	Communications		
		2.1.6 Assess membership needs	Conduct a membership survey	Membership		
3. Increase Efficiencies of Leadership						

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	3.1 Strengthen Division Leadership	3.1.1 Expand Executive Committee	Recruit members of Executive Board and Committee	Executive Committee		
			Establish a Volunteer Management Effort	Membership		
		3.1.2 Develop Mission and Goals for 2025	Conduct goal setting workshop	Chair		
		3.1.3 Establish/document Executive Committee processes: meeting notification, minutes, etc.	Examples include: • Policy on supporting member candidacy and petitions for candidacy • Welcome protocol for new members • Reminder protocol for expiring members encouraging them to re-sign up	Committee Chairs		