



American Planning Association **City Planning and Management Division**

Creating Great Communities for All

2023 Annual Performance Report

Mission Statement

Mission Statement

The mission of the Division is to support public sector planners and managers in their roles to build inclusive and sustainable cities and communities.

Performance Standard: Each Division is required to have a mission statement that defines the Division's core function(s) or purpose(s). All activities of the Division should relate to this mission statement.

Workplan

Performance Standard: The Division's Annual Work Plan must identify specific quantifiable goals for the coming year, based on the mission statement, surveys or assessments of members' needs or interests, and Division Performance Criteria established by the Divisions Council. The Work Plan must document the connection between the Division's activities and its funds and revenue (as anticipated in its Budget for the

Financial Report and Budget

Performance Standard: The Division's Budget must align with the Division's Work Plan. Divisions must strive to use their funds responsibly, not depleting all of their financial resources at any given time or maintaining large uncommitted balances in their treasuries. As demonstrated on the Division's Financial Report, individual division dues-generated account balances may not exceed the total of the previous two years' rebates. Divisions having programs or activities that generate funds beyond member dues can set aside such funds for future use.

Bylaws

When did your Division leadership last review your Division bylaws for necessary updates? November 2022

Performance Standard: Divisions must review their bylaws biennially and update as needed. Model bylaws are available from staff upon request and are posted on Engage.

Communications

Performance Standard: Each Division is required to regularly send “substantial communication” to its members, which means sending original content (such as technical articles, member spotlights, research pieces, and conference summaries) through a Newsletter, email blast, or other tool. [Election materials and conference sessions do not qualify for the purposes of meeting this requirement.]

Does your division send out its membership Substantial Communications at least once a quarter?

Yes

Performance Standard: Divisions must send their substantial communications / original content to members at least four times per year.

Post to Webpage

<https://city.planning.org/knowledge-center/division-newsletter/>

Performance Standard: Divisions must post their substantial communications / original content to their website.

Has your Division webpage been updated recently?

Yes

Performance Standard: Each Division should maintain its website on a monthly basis, which involves checking the website for accuracy and currency as well as entering new information or announcements.

Membership changes in the past year

January2023: 1,814 to September2023: 2,162

Performance Standard: Each Division is required to maintain at least 300 paid members for two out of every three years. [Note: Divisions formed prior to October 2008 are not subject to the 300-member minimum and new divisions are not required to meet the 300-member minimum for their first three years as a new division.]

When did your Division last send out a Membership Survey? October 2023

Performance Standard: Divisions are required to conduct a membership survey every two years. The survey must be distributed by email to the Division’s membership via web-based survey application.

Outreach and Engagement

Does your Division conduct targeted outreach to student members?

No

How did your Division engage in outreach activities to involve Division members in policy and program development and to solicit volunteers to support Division activities?

Because we were newly reconstituted, we did not have student engagement on our Work Plan last year. Our division did not have the opportunity to reach out to student members. We are seeking a student engagement coordinator for this fiscal year and have put that on our new Work Plan.

Performance Standard: Each Division is required to engage in outreach activities to involve Division members in policy and program development and to solicit volunteers to support Division activities.

Elections

Has your Division held an election to fill officer positions within the past two years?

Yes

Performance Standard: Each Division must hold elections to fill each officer position in accordance with the Division's specific bylaws, but no less often than every two years.

Divisions Council Meetings

Representation at Spring and Fall Divisions Council Business Meetings

Margaret Wallace Brown, Chair at Spring
no one at Fall due to a scheduling conflict.

Performance Standard: The Division Chair (or pre-approved Proxy) is required to attend both the spring and fall Division Council Business Meetings.

Division Annual Business Meeting

Did your Division conduct an Annual Business Meeting this year?

Yes

If yes, provide the date and time of your meeting and share any relevant information.

Held on 4/2/2023 at NPC. In person and on ZOOM. Approximately 12 attendees.

Performance Standard: Each Division is required to hold a Business Meeting annually, conducted pursuant to the bylaws of the Division.

National Planning Conference activities

Did your division participate in the Division's Booth (or Career Zone) at NPC?

Yes

If yes, please share any feedback to help us improve the experience for everyone. If no, please share why.

CPM had representatives at the booth at all times. We did not feel that it was productive for more members, but we were able to talk with people who were already members.

Performance Standard: At the Annual National Planning Conference, each Division is required to staff the Divisions booth, Career Zone, or other venue that promotes Divisions (as needed), and at the direction of the Divisions Council Executive Committee.

How did you ensure Division representation in response to the annual call for conference session evaluators?

We did not ensure it this past year. It will be on our 2024 Work Plan for the 2025 conference.

Performance Standard: Each Division is required to ensure Division representation in conference track session review, evaluation, selection and endorsements (including, but not limited to: general sessions, facilitated discussions, mobile workshops), as part of the annual call for conference session evaluators.

Did your division host/co-host an event (or meeting) at NPC?

Yes

If yes, please describe the event(s)

Reception co-hosted with Women in Planning. At Strangelove's Bar. It was sold out.

Performance Standard: Each Division is required to hold an event (such as their Annual Business Meeting) at NPC.

Beyond the above activities, please share how else your Division was involved in NPC this past year.

We sponsored a presentation on Parking Reform with three cities: Louisville, KY; Sugar Land, TX; Houston, TX.

Year-round programming

Education programs (including webinars or events co-sponsored with other Divisions, Chapters, and allied professions) related to the Division's particular sector of interest or expertise.

We did not put an educational event on our 2022 Work Plan as we were trying to get up and running again after years of being inactive. We have two webinars on our FY24 Work Plan.

Performance Standard: Each Division must demonstrate an effort to initiate/create, support, or endorse an educational session annually—AICP CM, if possible—from within the Division or done jointly with another Division or body (either by webinar or panel/event) on a topic related to the Division's particular sector of interest or expertise.

Networking/social events

We are hosting a Trivia Night on October 25, 2023.

Awards you give out (student papers, scholarships, research fellowships, etc.)

We have granted scholarships for the cost of AICP testing registration and study materials.

Division management/executive committee meetings

Monthly Executive Committee meetings on ZOOM; the first Wednesday of the Month at noon (Central).

National APA Coordination

If requested in the past year, did your Division provide support to other APA Divisions, Chapters, students, staff, or general membership? Please provide the date, topic, and Division member(s) who participated.

Our Chair served on the Division Awards committee this past year. There were no other requests for assistance.

Performance Standard: Under the Performance Criteria, Divisions should respond to requests for advice or assistance from the APA staff on policy matters relating to the Division's particular sector of interest or expertise.

If requested by APA in the past year, did you identify Division volunteers to assist in research efforts, such as serving as a PAS Report Peer Reviewer?

We were not requested to do so.

Performance Standard: Under the Performance Criteria, Divisions leaders should, as requested by APA National, identify Division volunteers to assist in research efforts, such as serving as a PAS Report Peer Reviewer.

Other Questions

Succession Planning: Is leadership development part of your Division's Workplan?

No

What does your division do to support leadership development / succession planning?

We have not created any succession planning as of yet. We will do so next year.

Open Grants: Does your Division have any open or outstanding grants?

No

Has your division submitted all required quarterly reports for open grants?

No

Did your Division plan or implement any programs related to equity, diversity, and inclusion? If not, how will your Division plan for this in the coming year?

None this past year.

Did your Division respond to external requests from journalists, allied professionals, or researchers? Please provide date, topic, and Division member(s) who participated.

None.

Were any of your members quoted or cited in a publication? (We recommend you highlight it to your whole Division too!)

Several of our members were quoted. It is difficult to keep track of everyone. If you have any suggestions on how to accomplish that, we welcome them.

Are you conducting your own research? If so, please identify any Division-sponsored research activities, and/or publications (provide a web link for all publications).

we are not conducting independent research.

Division Challenges

Turn over in Executive Committee members is an issue.

The annual Divisions Council Achievement Awards cycle is fast approaching! Are you interested in submitting for any of the awards below? If so, please let us know so we can follow up with you and help promote your accomplishments

Division Communications Effort