

FY2024 CITY PLANNING & MANAGEMENT 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	<i>Planning for Wildfire</i> by Nicole Heddingfeld conducted through APAOhio webcast on 02/02/2024. CM=1.5 SR=1 Part 2 will be conducted in October in the same format.	
			Explore partnerships with other Divisions to jointly sponsor webinars	Programs		
			Renew membership with APA Ohio and CM Cost: \$150 + \$300	Treasurer	Done	
		1.1.2 Establish quarterly event for members	Trivia Night (Mentimeter), Happy Hours, etc. Cost: \$1,000	Programs	Trivia Night held 10/25/2023. Low turnout. Regroup and reschedule to include CM.	
		1.1.3 Hold two local networking events in cities with high membership	Cost: \$1,000			
		1.1.3 Publish monthly newsletter		Communications	Done continuously since early 2023	
	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	Three members awarded financial support to attend NPC24.	

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		1.2.2 Provide recognition awards and highlight success to APA Board and membership	Develop Awards Committee	Programs		
			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	First step is conducting Directors' Networking Breakfast at NPC24	
		1.2.4 Reimburse AICP test expenses for four members	Establish semi-annual timeline and committee Cost: \$3,000	Programs	Awards granted to three members in October. Another round of applications is being sought for the May testing cycle.	
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		

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		2.1.2 Have presence at NPC	Propose a minimum of two sessions through the annual submission	Programs	Margaret Brown is speaking on <u><i>The Care and Feeding of Your Career</i></u> . Endorsing a total of seven sessions in Live and Online versions	
			Host Reception/Breakfast for members Reception Cost: \$3,500 Breakfast Cost: \$4,000	Programs	Co-hosting Reception with Sustainable Communities and Housing Divisions. Directors' Networking Breakfast scheduled.	
			Promote Business Meeting throughout Conference Cost: \$500	Executive Committee	Paper flyers being created, notice in the program and announcements made in sessions.	
			Energize and staff the Divisions Booth at NPC Cost: \$1,000 for SWAG	Executive Committee	Distribute lapel pins and "I want to be a City Planner" stickers	
		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	Board members attended TxAPA, GAPA	
		2.1.4 Publish Better Practices, Innovative Topics, and Support Member Publications	Monthly newsletter	Communication	Newsletter published monthly.	
		2.1.5 Maintain Applicable Platforms to Interface with Industry	Email, LinkedIn, Website	Communications	Currently, LinkedIn seems to be the most applicable. With more volunteers, we could expand social media exposure.	
		2.1.6 Assess membership needs	Conduct a membership survey	Membership	Done. Review results at Annual Meeting.	

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3. Increase Efficiencies of Leadership						
	3.1 Strengthen Division Leadership	3.1.1 Expand Executive Committee	Recruit members of Executive Board and Committee	Executive Committee	Added Membership Chair. Seeking additional members for Programs, Student Engagement and	
			Establish a Volunteer Management Effort	Vice Chair		
		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: <ul style="list-style-type: none"> • 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		