

APA WA Chapter 2024 Work Plan (4/9/24)

	Action Items		Lead Person/ Committee	Priority (H/M/L)	Q1 2024	Q2 2024	Q3 2024	Q4 2024
ADMINISTRATIVE	1	2023 Annual Report	President/SBI	H		Publish Annual Report		
	2	Fill Board Leadership Vacancies	President	H	Fill vacancies	Fill remaining vacancies		
	3	Update Chapter Bylaws	President/Executive Committee	M		Committee drafts amendments	Draft amendments for Board review	Present to full membership for approval
	4	Update Chapter Strategic Plan 2024-29	Vice President/Executive Committee	M			Committee drafts new plan	Draft for Board Review
	5	Review Contracts Prior to Renewal	President/Executive Committee	L			Review SBI, Lobbyist contracts	Recommend changes to Board
	6	Update Board Handbook	Past President	M			Draft amendments for Board review	Board review and approval
	7	Board/Section Leader Orientation Training	President/SBI	H	Prepare content/presentation	Schedule training sessions		
	8	Clean up/Organize Base Camp folder structure	Secretary	L				Restructure folders/ archive files
BUDGET	9	Reduce Expenses to Balance Budget	Treasurer/Board	H	Lobbyist, Section grants frozen	Monitor expenses, adjust budget	Monitor expenses, adjust budget	Monitor expenses, adjust budget
	10	Increase Revenue to Chapter to Stabilize Operating Budget						
		1. Increase annual sponsorships	Sponsorship Committee	H		Update prospect list/make contact	Expand reach beyond planning	
		2. Increase APA memberships	Membership Committee	H		Identify dropped memberships	Outreach to large departments, firms	
		3. Increase Chapter Dues	Executive Committee	M			Board Approval of Proposal	Present to full membership for approval
	11	Centralize Remaining Section Bank Accounts	Treasurer/SBI/Sections	H		Create accounts for Sections under Chapter		
12	Adopt 2025 Budget	Treasurer/Board	L				Review/Adopt Budget	

CONFERENCE	13	Plan/Execute 2024 Bellevue Conference	Conference Committee	H	Theme/Logo/Keynotes	Call for Sessions/Keynote + Session Selection	Final Push for Sponsors + Exhibitors/ Finalize Program	Hold Conference
	14	Select 2025 Conference Location	Conference Committee/Board	H		Recommendation to Board for Approval		
	15	Future Conference Locations 2026-2027	Conference Committee/Board	L				Discuss options for future conferences
ELECTIONS	16	Hold Section Leadership Elections	Vice President/ National APA	M	Slate of Candidates	Hold Elections		
	17	Hold Board Elections	National APA	M		Recruit President-Elect candidates	Recruit President-Elect candidates	Hold Elections
	18	Survey of Members re. Preferences, Ideas	Membership Committee	M		Create survey	Send survey to members/ analyze results	Present results to Board, Members
	19	Monitor Draft Legislation in Advance of 2025 Session	Legislative	L		Monitor	Monitor	Monitor
	20	Land Acknowledgment Statement	Indigenous/ Executive	H	Share Draft Statement w/Board	Adopt Statement for Board Mtgs./ Conference		
	21	Professional Development	PDO/Continuing Education Committee	M		Promote AICP certification/test sessions	Plan spring training/remote mini-conf.	Plan spring training/remote mini-conf.
	22	Section-led Training Sessions, Social Events	All Sections	H	Quarterly Event	Quarterly Event	Quarterly Event	Quarterly Event
	23	Monthly Newsletter	Communications Committee	M	Solicit articles, news items	Solicit articles, news items	Solicit articles, news items	Solicit articles, news items
	24							
	25							

