



American Planning Association

Making Great Communities Happen

APA DIVISIONS COUNCIL

FY2014 ANNUAL DIVISION PERFORMANCE REPORT

DUE NOVEMBER 15, 2014

Please e-mail the completed form in a single .pdf to David Fields, AICP (planman72@yahoo.com) with a copy to Jennie Gordon, AICP (jgordon@planning.org).

Division:

Chair (or primary author if not Chair):

1. Workplans and Budgets

We're planners, so tell us what you planned to do this past year and what you're planning for next year. It's easy...just attach your 2013-2014 and 2014-2015 workplans and budget as appendixes to this report. Guidance on how to prepare your work plan and budget can be found here:

[Performance Report Instructions](#).

2. Communications

So much of our time is communicating with members. How do you do it? Please identify how often each tool was used to communicate with Division members (include weblinks for any posted material and dates if available):

- a. Newsletter (including hard copies, electronic versions, or other)
- b. Website updates
- c. e-blasts
- d. social media sites
- e. Membership surveys
- f. Specific outreach for volunteer opportunities
- g. Other

3. Annual National Planning Conference Activities

The Annual National Planning Conference is when everyone comes together. What did you Division organize at the NPC? Please identify any and all of your Division's-sponsored sessions at the Annual Planning Conference:

- a. General sessions, facilitated discussion, mobile workshops, or other

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- b. Annual Business Meeting (provide date and time, include Business Meeting notes and attendance list as an appendix)
- c. Staffing of the Divisions Council booth at the direction of the Divisions Council (provide date, time, and name of Division members who staffed booth)

4. **All Other Events/Programs**

What did you work on before and after the NPC? Please identify any events/programs sponsored by your Division (other than those at the National Planning Conference), including the number of participants, revenue generated (if applicable), and CM credits offered (if applicable):

- a. Education programs (including webinars, events at local APA conferences, events co-sponsored with other organizations, etc.)
- b. Networking/social events (events at local APA conferences, events co-sponsored with other organizations, etc.)
- c. Recognition events/programs
- d. Any Division management meetings/conference calls
- e. Other events

5. **Membership**

Who are your members and how many do you have? Please identify the number of Division members at the start of FY 2014 and the end of FY 2014 by member type. (Note: This information will be provided to you by APA National in October).

6. **Division Assistance Programs**

Are your Division members supporting the planning community? Tell us all about it. Please identify any assistance provided by your Division:

- a. To other APA divisions, chapters, students, staff, or general membership (provide date, topic, and division member(s) who participated).
- b. In response to external requests (provide date, topic, and division member(s) who participated).

7. **Research and Publications**

Are you conducting technical work or publishing? If so, please identify any Division-sponsored research activities, and/or publications (provide a weblink for all publications)

8. **Elections**

Who's going to write the FY 2015 Annual Report? It's whoever your Division elected this year! If your Division held an election this Fiscal Year, please tell us the names of your Nominating Committee members, names of candidates by position, and final vote totals by position. (Note: This information will be provided to you by APA National in October).

9. **Financial Report**

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Show us the money! As an appendix, please provide a final Financial Report for FY 2014. In text, let us know if your Division met its FY 2014 financial plan in terms of revenues and expenses. If your end of year balance is less than your start of year balance, please explain why (especially if this was planned). Please highlight any new revenue generating programs initiated this year.

10. **Bylaws**

Did you make any changes to how you operate? Let us know. If your Division updated its bylaws this Fiscal Year, please tell us the names of the review committee members, summarize the key changes you adopted, and attach your updated bylaws as an appendix. Also, tell us if you updated your bylaws based on the 2014 Model Divisions Bylaws.

11. **Divisions Council Meetings**

Who represented your Division at the Divisions Council meetings at the National Planning Conference and Fall Leadership meetings? (Note: This information will be provided to you by APA National in October).

12. **APA Development Plan**

Let's show how much Divisions contribute to APA. Please identify any specific efforts your Division undertook to support the APA Development Plan and/or Divisions Council Initiatives.

13. **Division Challenges**

Life's not always a bed of roses. Has your Division had any challenges this year? Don't be shy, we've all been there. Tell us what happened and let's see how the Divisions Council or other Divisions can help. Historically, Divisions have struggled with membership, finding active volunteers, and limited funding. Tell us if your Division dealt with any of these, any other emerging issues, and how you addressed them.

14. **Shout it from the Mountains**

You've told us so much already, we want to make sure we really hear the highlights. Even if you've mentioned it above, please tell us about your Division's efforts from this year that you're most proud of, so we can tell everyone about (the answer to this question could be the start of your application for a Divisions Council award!). Also, include any new initiatives you're exploring that you're excited to try and especially anything focused on growing your membership.

Appendixes:

- a. FY 2014 Work Plan with Approved Budget
- b. FY 2015 Work Plan with Proposed Budget
- c. FY 2014 Financial Report
- d. Updated bylaws (if applicable)