

Adopted APA WA Chapter 2025 Work Plan (1/7/25)

	Action Items		Lead Person/ Committee	Priority (H/M/L)	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Strategic Plan Goal
ADMINISTRATIVE	1	Prepare/Publish 2024 Annual Report	President/SBI	H	Publish Annual Report				Connections - Establish strong Chapter and Section connections
	2	Review Contracts Prior to Renewal	Executive Committee	L		Review Lobbyist Contract		Review SBI Contract	Financial - Attain financial sustainability
	3	Improve Chapter Website to be more intuitive, current, useful, etc. Add option to donate \$ to scholarship fund NEW	Communications/SBI	H					Connections - Establish strong Chapter and Section connections
	4	Develop/Implement APA WA Code of Conduct NEW	New Ad-hoc Committee w/ Exec Committee members	H	Assemble Subcommittee; review National's version	Tailor National's to fit APA WA; adopt it; inform	Use at all APA WA events	Use at all APA WA events	Connections - Establish strong Chapter and Section connections
	5	Update Board Handbook	President/Exec Committee	M		Draft amendments for Board review	Board review and approval		Connections - Establish strong Chapter and Section connections
FINANCIAL	6	Increase annual sponsorships	Sponsorship Committee	H	Update prospect list/make contact	Expand reach beyond planning			Financial - Attain financial sustainability
	7	Conduct an independent financial assessment of Chapter operations	Treasurer/SBI	M					Financial - Attain financial sustainability
	8	Increase APA memberships / Retain members	Membership Committee	H	Identify dropped /expiring memberships	Outreach to large departments, firms	Identify dropped /expiring memberships	Outreach to large departments, firms	Membership - Expand and diversify APA WA membership to meaningfully represent the communities we serve
	9	Centralize Remaining Section Bank Accounts	Treasurer/SBI/Sections	H	Create accounts for Sections under Chapter				Financial - Attain financial sustainability
	10	Create online APA WA Merch Store NEW	Merch Ad-hoc Committee w/Exec Comm members	M	Assemble Committee/ Research vendors	Select vendor / items /pricing			Financial - Attain financial sustainability
	11	Adopt 2026 Budget NEW	Treasurer/Board	L				Prepare/Adopt Budget	Financial - Attain financial sustainability
EDUCATION	12	Plan/Execute "Best of" Web-based Conference (Spring of 2026, avoid Priest Lake Conf. timing) NEW	PDO/Continuing Education Committee	H					Educate - Provide education and tools to enable members to create livable communities that work for everyone
	13	Plan/Execute 2025 Tacoma Conference NEW	Conference Committee	H	Assemble Committee/Theme/ Logo/Keynotes	Call for Sessions/ Keynote + Session Selection	Final Push for Sponsors + Exhibitors/ Finalize Program	Hold Conference	Educate - Provide education and tools to enable members to create livable communities that work for everyone

CONFERENCE	14	Promote In-Person Professional Development Events NEW	Sections/PDO/ Continuing Education Committee	M		Promote AICP certification/test sessions			Educate - Provide education and tools to enable members to create livable communities that work for everyone
	15	Select Future Conference Locations 2026-2028	Conference Committee/Board	M		Discuss options for future conferences			Educate - Provide education and tools to enable members to create livable communities that work for everyone
ELECTIONS	16	Hold 2025 Section Leadership Elections	Vice President/ National APA	M	Recruit candidates	Recruit candidates	Hold Elections		Membership - Expand and diversify APA WA membership to meaningfully represent the communities we serve
	17	Hold 2025 Board Elections (Pres. Elect, Vice President, Treasurer, Secretary)	Vice President/ National APA	M	Recruit candidates	Recruit candidates	Hold Elections		Membership - Expand and diversify APA WA membership to meaningfully represent the communities we serve
COMMUNICATIONS	18	Create/Publish Survey of Members re. Preferences, Ideas	Communications/ Membership Committees	M	Create survey	Send survey to members/ analyze results			Connections - Establish strong Chapter and Section connections
	19	Refresh Newsletter Format and improve content / article submissions to increase 'open' rate NEW	Communications Committee	H					Connections - Establish strong Chapter and Section connections
LEGISLATIVE	20	Explore options for providing lobbyist support for the Legislative Committee NEW	Executive Committee	H		Debrief 2025 Session with LC	Explore options for providing lobby support	Propose recommended approach to Board	Communicate - Share planning priorities and successes with a wide audience beyond Chapter membership
	21	Monitor Draft Legislation for 2025 Session NEW	Legislative Committee	H	Monitor	Monitor			Communicate - Share planning priorities and successes with a wide audience beyond Chapter membership
COLLABORATION	22	Strengthen ties with Tribes/Indigenous Communities	President/Exec Committee	H	Fill Indigenous Rep position on Board				Communicate - Share planning priorities and successes with a wide audience beyond Chapter membership
	23	Increase engagement with allied professional groups (PAW, AIA, ASCE, etc.) NEW	Allied Professionals Committee	M					Communicate - Share planning priorities and successes with a wide audience beyond Chapter membership
	24	Refresh Short Course MOA with Commerce, PAW, AWC, etc. NEW	President/Exec Committee	H	Review/Execute Draft MOA				Educate - Provide education and tools to enable members to create livable communities that work for everyone
	25	Create welcome packet for new members NEW	Membership Committee	H					Connections - Establish strong Chapter and Section connections
	26	Promote In-Person Networking/Social Events NEW	Sections/Conference Committee	M					Connections - Establish strong Chapter and Section connections
	27	Enhance meaningful collaboration between APA WA and Universities NEW	President-Elect(?)/ Faculty Reps from UW, WWU, EWU	H					Connections - Establish strong Chapter and Section connections

LEADER DEVELOPMENT	28	Hold quarterly section leadership meetings with President, V.P. quarterly NEW	President/President-Elect/Vice President	H	Set calendar/set agendas	Quarterly mtg.	Quarterly mtg.	Quarterly mtg.	Connections - Establish strong Chapter and Section connections
	29	Step up recruitment of new/more committee members (focus on increasing diversity as well) NEW	All Committee Chairs	H					Membership - Expand and diversify APA WA membership to meaningfully represent the communities we serve