

**Arkansas Chapter of the American Planning Association
FY 2020 Work Program
Effective DATE**

Arkansas Chapter Mission Statement:

To improve the extent and quality of professional and citizen planning practice in Arkansas.

Goals Summary:

- A. Ensure effective and timely communication within the Arkansas Chapter membership.
- B. Encourage retention of existing members and addition of new and affiliate members and students.
- C. Ensure continued emphasis on the professional development and continuing education programs.
- D. Publicize and promote the planning profession and APA within the State of Arkansas.
- E. Ensure that the President and Executive Committee maintain efficient chapter operations.
- F. Provide training to planning officials, building/code/zoning enforcement officers, citizen leaders and professionals.

Chapter Goals Implementation – the FY 2020 Work Program

Program Committee:

1. **Objective:** Hold two (2) statewide Chapter conferences in FY 2020.

Schedule/Program:

- a. The location and date of each Chapter conference will be scheduled by the Executive Committee.
- b. The Chapter will continue to improve the quality of the conferences.
- c. Generally, the conferences are a full day, followed by a half day. The half day will consist of the keynote speaker and Chapter business meeting.

2. **Objective:** Co-sponsor programs or chapter work sessions with other organizations.

Schedule/Program:

- a. Organizations such as the Association of Arkansas Counties, Arkansas Society of Landscape Architects, Community Development Society, Arkansas Bar Association, Arkansas City Attorneys Association, Arkansas Chapter of the American Institute of Architects, Arkansas City Managers Association, Historic Preservation Society, Urban Land Institute, etc., will be contacted to encourage joint programs in FY 2020.

Education Committee:

1. **Objective:** Co-host with the Arkansas Public Administration Consortium (APAC) three (3) training sessions for Arkansas Citizen Planners and/or other interested professions.

Schedule/Program:

- a. The Chapter will co-host with APAC three (3) trainings to be titled Planning 101, Planning 201, and Planning 301 for planning officials, building/code/zoning enforcement officers, citizen leaders and professionals. Locations and dates will be coordinated with APAC.
- b. The Chapter will co-sponsor the Certified Arkansas Planning Official (CARPO) program with APAC and certain members of the Executive Committee will assist with Capstone Project review.
- c. Continue cooperative agreement with APAC defining responsibilities of both organizations as co-sponsors of the Planning Commission and Board of Adjustment Programs.
- d. Additional training will be developed as needed.

2. **Objective:** Provide adequate preparation for those members interested in taking the American Institute of Certified Planners (AICP) exam.

Schedule/Program:

- a. The Chapter's Professional Development Officer (PDO) will assist in locating AICP training materials for candidates.

3. **Objective:** Provide adequate continuing education programs for APA membership.

Schedule/Program:

- a. The PDO will assist AICP members with identification of "CM" continuing maintenance opportunities and will work to provide "CM" opportunities in the State for the general membership.
- b. Continue to participate in the Planning Webcast Series to provide "CM" and educational opportunities.

4. **Objective:** Provide a forum where technical issues can be addressed, as well as where new and innovative topics can be discussed by the membership.

Schedule/Program:

- a. The PDO/Education Committee will continue the efforts with Institutes of Higher Education to develop continuing education and internship opportunities.
- b. The PDO, with the Education Committee, will c develop a session for the spring and fall conference.

5. **Objective:** Encourage student interest in the Arkansas APA Chapter.

Schedule/Program:

- a. Encourage and support planning education in elementary and high schools.
- b. Promote National Community Planning Month.
- c. Student interns will receive a discount off the regular registration cost to attend Chapter conferences.

6. **Objective:** Support, as appropriate, universities and colleges attempting to establish planning programs in the State.

Schedule/Program:

- a. The Chapter will assist any school in the State with the development of planning courses and programs.

Membership Committee:

1. **Objective:** Retain and expand chapter membership.

Schedule/Program:

- a. The Membership Chair will update the Membership roster. A membership update will be provided to the Executive Committee at Executive Committee meetings and/or when requested. Updates will also be provided to the Chapter at Chapter business meetings. A list of new and renewing members will be provided in each issue of *The Arkansas Planner*.
- b. Membership records will be updated monthly through review of the National membership roster and Chapter-only memberships. Maintain an APA AR state only membership application and revise as needed.

- c. The Membership Committee will continue to recruit new members throughout the state through special mailings, Planning Commission and Board of Zoning Adjustment workshops, other trainings and events, and *The Arkansas Planner*.
- d. APAC Planning Commission and Board of Adjustment training attendees have the option to receive a one (1) year free Chapter membership. The one (1) year free Chapter membership is offered one (1) time only, per attendee. Before the free one (1) year membership expires, continued membership will be encouraged.
- e. Chapter-only membership will continue to be promoted through *The Arkansas Planner*.
- f. The Membership Chair will email a welcome letter to all new National and Chapter-only members, welcoming them to the Chapter. A letter will be emailed to Chapter-only members with inactive status, encouraging rejoining.

2. **Objective:** Expand the volunteer base of the Chapter by a larger percentage of the membership to encourage participation in Chapter activities.

Schedule/Program:

- a. The Secretary/Membership Chair, with the Education Committee, shall maintain a listing of those persons who have volunteered for Chapter service in the past or have expressed an interest in volunteering in future projects.

Legislative Committee:

1. **Objective:** To work with the Municipal League on state planning issues for Arkansas municipalities and counties in the 2021 State Legislative Session.

Schedule/Program:

- a. The Legislative Subcommittee will work with the Municipal League to advise regarding needed changes to current state planning (enabling) legislation.

2. **Objective:** To monitor ongoing legislative initiatives, at both the state and federal levels, related to private property takings and other planning issues.

Schedule/Program:

- a. Overall monitoring of legislative initiatives during the year, with action on specific initiatives as needed.
- b. Legislative updates will be placed on the Chapter's website and in *The Arkansas Planner*.

Communications Committee:

1. **Objective:** Provide three (3) publications of the Chapter newsletter, *The Arkansas Planner*.

Schedule/Program:

- a. *The Arkansas Planner* will be disseminated via email to the Chapter three (3) times during FY 2020. It will also be posted on the Chapter webpage.
- b. The call for articles and distribution schedule is determined by the Communications Chair and communicated to the Executive Committee and Chapter membership.
- c. Other special publications will be distributed as necessary.

2. **Objective:** Maintain quality and distribution of *The Arkansas Planner*.

Schedule/Program:

- a. *The Arkansas Planner* will continue to offer more statewide news. Members from various regions of the state will be encouraged to regularly contribute news from their area of the state. Major

state issues of interest to planners will be highlighted. Other regular columns to be maintained will be: the Chapter President's letter, Chapter news, and a calendar of events.

- 3. Objective:** Develop a quality public information program to better publicize Chapter activities and programs.

Schedule/Program:

- The Communications Committee will consider publishing articles related to planning in the Municipal League magazine, and other newspapers with statewide circulation and local news publications.
- The Communications Committee, working with the Legislative Committee, will develop media packages on the APA to be distributed to selected state legislators, Arkansas' congressional delegation, members of the media, and other individuals and agencies as appropriate.
- The Communications Committee will continue to develop a working relationship with the statewide news media reporters who cover planning issues in an effort to get more APA related articles in print and on the air.
- The Communications Chair will maintain and improve the APA Arkansas website.

Nominations Committee:

- 1. Objective:** Encourage nomination for APA awards and meet to select annual award winners based on established criteria.

Schedule/Program:

- The Nominations Committee will work with the Communications Committee to encourage the nomination of projects, programs, and individuals for state and national recognition.
- The Nominations Committee will select a jury to review Arkansas Chapter annual planning awards recipients. Awards will be presented at the fall conference. When appropriate, award recipients will be forwarded to APA for consideration of national awards.

- 2. Objective:** Promote and encourage eligible Chapter members to apply for nomination to the Fellows of the American Institute of Certified Planners (FAICP).

Schedule/Program:

- The Nominations Committee will review eligible AICP Chapter members, recommend the nominees, contact eligible Chapter nominees and confirm they are willing to prepare their nominating packet, recommend Chapter nominees to the Chapter Executive Committee, and submit the FAICP application.

- 3. Objective:** Develop a slate of candidates for Chapter Elections.

Schedule/Program:

- Participate in the APA Consolidated Election Cycle for Chapters in election years.
- The Nominations Committee will solicit nominations for the four (4) elected offices in the spring of election years. This list will be presented to the Executive Committee for approval and then submitted to APA in accordance with nomination criteria.
- Newly elected Chapter leaders that take office on January 1, 2021.

Finance Committee:

- 1. Objective:** Establish a budget for FY 2020.

Schedule/Program:

- a. A preliminary budget will be presented to the Chapter and Executive Committee no later than the Chapter business meeting held at the Chapter's fall conference. The Executive Committee will review and approve the budget, which will then be presented to the Chapter.
 - b. Adopt the FY 2020 program year budget no later than October 1, 2016, and disburse to the general membership.
2. **Objective:** Administer the FY 2020 Chapter budget.
Schedule/Program:
- a. The Treasurer will present the Executive Committee and the Chapter with financial reports at all regular meetings. The reports will include enumeration of Chapter expenditures and income. Any adjustments required in the budget will be made by the Treasurer, approved by the Executive Committee, and reported to the Chapter.
3. **Objective:** Manage Chapter financial resources.
Schedule/Program:
- a. Investment policy. The Finance Committee will research and make recommendations on an investment policy.
 - b. The Treasurer will maintain as large a percentage of Chapter funds as possible in an interest bearing bank account.
 - c. The Treasurer will regularly review and comment on proposed Chapter expenditures and income to insure that a positive budget position is maintained.
4. **Objective:** Review requirements to increase the Chapter budget to expand services.
Schedule/Program:
- a. The Finance Committee, in coordination with the Chapter Treasurer, will analyze programs and services of the Chapter in the context of expanding activities to meet desires of the various committee chairs and members of the Executive Committee. A report of those results will be made to the Executive Committee.
 - b. The Finance Committee will work with the Communications Committee to develop criteria for and the promotion of organizations to advertise in *The Arkansas Planner*.

Executive Committee:

1. **Objective:** Coordinate the actions of the Chapter and its committees through effective leadership.
Schedule/Program:

 - a. The Executive Committee will meet at least four (4) times during the fiscal year at various locations around the state. Pending Chapter business will be discussed and Committee reports and schedules reviewed to determine if goals and objectives for the year are being met.

2. **Objective:** Act as a liaison for the Chapter with the National APA.
Schedule/Program:

 - a. The Executive Committee, or a representative thereof, will review all materials and policy statements received from National APA. Pertinent information will be relayed to the Chapter.
 - b. The Chapter President or his/her designee from the Executive Committee will attend the National Planning Conference and two (2) Chapter Presidents Council (CPC) meetings. An accounting of these meetings will be made to the Chapter.

3. **Objective:** Administer all Chapter Bylaws pertaining to the Executive Committee.

Schedule/Program:

- a. The Executive Committee will approve the annual budget at the fall Chapter Business meeting of the previous year and authorize spending in accordance with that budget. The Executive Committee will put into effect all votes of the Chapter during the program year and ensure that an annual meeting and other Chapter meetings will be held as outlined in the Work Program.

4. Objective: Maintain Bylaws and meeting records.

Schedule/Program:

- a. The Chapter Secretary will ensure that the Chapter Bylaws are upheld. The Bylaws will be reviewed and updated as needed.
- b. The Chapter Secretary will provide Minutes of all Executive Committee and Chapter meetings throughout the year.