



American Planning Association
New York Upstate Chapter
Making Great Communities Happen

American Planning Association New York Upstate Chapter & Sections Work Plan -2019-

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Introduction

The Chapters of the American Planning Association serve to extend the mission of APA to individual states and regions. More so than APA itself, Chapters, are often the primary point of direct contact and interaction with the membership. As such, Chapters have a responsibility to provide quality customer service to both members and the communities served. This service is representative of not only each of our chapters, but also of one APA.

Understanding the limitations of a volunteer driven organization, but also recognizing that each chapter must provide a baseline level of service in order to fulfill APA's mission, satisfy the needs of the membership, and ensure the success of the overall organization the Chapter Presidents Council (CPC) voted as a group to identify Chapter Performance Criteria. These Chapter Performance Criteria establish the baseline levels of service and functions that the members of each chapter of APA deserve to expect in return for their dues dollars.

In order to ensure the New York Upstate Chapter (NYU) is fulfilling the performance criteria the Chapter Board has decided to use these valuable guidelines as the basis of our annual work plan. The intention of the work plan is to ensure we are meeting the needs of our members and use it as a tool to budget annual Chapter activities. The work plan has two sections. The first applicable to Chapter business and the second applicable to the Chapter's five Sections including Western New York (WNY), Genesee/Finger Lakes (GFL), Central New York (CNY), Capital District Planners Association (CDPA), and Southern Tier (ST). There is an appendix which includes a template for Sections to use as a tool to generate their own annual work plan. A section's work plan need not mirror the exact format but shall contain the minimum content in the template and correlate to the projected annual section budget. Once submitted to the Chapter Board Secretary it shall be incorporated into this document. The Chapter is committed to assisting sections in meeting these criteria by providing guidance and assistance.

This document is intended to be updated on an annual basis at the November meeting and distributed as a reference with Board meeting material. It may need to be amended during the year by unanimous Board vote as unanticipated opportunities may present themselves.

American Planning Association New York Upstate Chapter & Sections Work Plan -2019-

Mission Statement

The New York Upstate APA's mission is to serve and support the professional, student, and citizen planning communities in New York State and to improve the quality of life through the use of planning. APA members seek to implement good planning in their communities and impart the benefits of planning.

Work Program

Identifies specific quantifiable goals and actions for the coming year(s), based on the Mission Statement and Development Plan. Given the Chapter is in the process of generating and implementing a Development Plan and associated Work Program, we have decided to generate our work plan for 2018 of baseline minimum tasks that must be completed. The work program will include a calendar to provide structure. Future Chapter Work Program shall not exceed a four-year span and contains a listing of goals and objectives—the things the Chapter knows it is capable of accomplishing within the available resources.

Note: for the purpose of this draft, the suggested sections to be included in the Section Work Plan template are highlighted in yellow.

1. Establish a Development Plan for the Chapter and Sections

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Articulates a long-term (5 year or so) vision for the Chapter's future programs and services—the things that the Chapter wants to be able to do in future years.	Discuss at May Mtg; prepare for adoption at July Mtg	President & Vice President	Time	Fall 2018

2. Update Bylaws

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter shall review the bylaws no less than once every five years and update as needed. Current bylaws shall be updated to reflect National's election cycle, requirement of Chapter and Section Annual Work Plan, and the budget distribution based on submitted work plans. The process for adopting updated bylaws is within the text of the current bylaws.	A committee will be established in early 2019 to review bylaws. <i>Note: The bylaws have been reviewed for compliance with NY laws and rules governing not for profits.</i>	President, with assistance from others.	Time	Fall 2019

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3. Annual Work Plan

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
<p>The Chapter and Sections shall prepare work plans and an associated proposed budget for the following year and submit to the Board for review no later than the final meeting of the previous year. Work plans should be presented by each Section Director at the final meeting. The Board may consider a motion to accept as presented or request additional information by a specific date. The accepted Section budgets shall be incorporated into the Chapter budget to be considered at the first meeting of the following year. The Chapter will submit the completed workplan to APA national as required.</p> <p>Individual tasks are provided in a separate attached section. Associated budgets, were required, are also attached.</p>	Draft in Sept and formalize for submission and circulation for consideration at the Nov meeting.	All Officers for their respective positions	Time	Annually

4. Budget

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officers</i>	<i>Resources Needed</i>	<i>Completion Date</i>
<p>Sections shall prepare their budgets for the following year in August and present them to the Chapter Board in September. Chapter shall review the proposed Section budgets at the Nov meeting and use to draft the Chapter budget for consideration at the Jan meeting. The budgets shall be designed to implement the Chapter and Section work plans.</p> <p>Budgets are included in a separate attached section.</p>	Review Section budgets at the Nov meeting and draft Chapter budget based off the discussion. Chapter budget shall be circulated prior to Jan meeting for review and adoption.	Finance Committee: President, Vice President, Treasurer, Officer Emeritus	Proposed Section Budgets by Sept. Board Mtg. Treasurer prepares draft Chapter budget based upon meeting discussion for adoption at 1 st mtg. in 2019.	See addendum.

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5. Financial Reporting

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Sections shall regularly share financial reports with the Chapter Treasurer. The Chapter shall prepare a financial report for the previous fiscal year within 3 months of the fiscal year close. The report shall include the identification of all sources of income as well as expenditures.	Prepare after Jan meeting	Treasurer	Time	February 2019

6. Tax Return

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter shall have IRS Form 990 prepared and filed as required each year.	Must be submitted by May 15 each year	Treasurer	Time and accounting firm	Prior to the filing deadline

7. Use of "One APA" Logotype

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter and Sections websites, publications, contracts, and communications shall be identified with the full name of the chapter as "a Chapter of the American Planning Association," and with the uniform logotype of the Association.	Review annually at Jan. meeting to ensure all Board members understand this requirement.	Professional Development, Public Relations	Time	January 2019
Add Logotype to the password protected area of the website so Chapter and Section leadership may access it. Include branding requirements provided by National.		Professional Development		

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8. Consolidated Elections

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter officers shall be elected on a regular basis and Chapters shall participate in the APA consolidated and coordinated election cycle; a current list of all elected Chapter officers shall be maintained with APA staff.	Every other year per the APA timeline. Note: This will be addressed under the bylaws update task in 2019.	Secretary, VP, President	Time & Coordination with National Staff	Fall 2018

9. Annual Report

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Chapter shall prepare an annual report to chapter members that summarized the Chapter's activities in relation to the adopted work plan. This gives the Chapter Executive Committee an opportunity to assess the successes and difficulties experienced during the year and to plan accordingly for next year and also provided the membership with a yardstick by which to measure their Chapter.	Each responsible officer shall prepare a report of their activities to be included in the last newsletter of the year or by separate document/communication, as agreed-to by the Board each year.	Secretary & all Board Members	Time to compile information and	January 2019

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10. Communications

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Chapter should communicate on a regular basis with its members using email and social media. In addition, the Chapter shall develop and distribute at least three newsletters annually.		Public Relations	Schedule published to be included within the draft work plan for review at the Nov meeting	

11. Professional Development

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Providing educational opportunities for the membership is a key component to the performance of Chapters, thus, chapters should provide access to 16 hours' worth of educational opportunities to its members each year. These can include but are not limited to events, workshops, conference sessions, brown bag lunch & learns, webinars, co-sponsoring educational opportunities relevant to the planning profession by allied organizations or any other format which delivers professional development opportunities to the membership as well as providing planning-related education to the broader community.	Ongoing	Professional Development	All events should be announced to the membership via Monday morning eblasts.	

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12. Legislative and Policy Program

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
<p>Chapter should provide opportunities for members to be informed of and participate in state and local legislative and policy issues of concern to the planning procession. This could be accomplished by the following:</p> <ol style="list-style-type: none"> 1. Legislative Update at Spring Planners Day 2. Legislative Update during the annual business meeting 3. Legislative Policy session during the Chapter Conference 4. Legislative article in the newsletter 5. Communicate important National distributed e-blasts to the membership via Chapter Admin 	<p>Will provide in 2019.</p> <p>Will provide in 2019.</p> <p>Will work with Conf. Cmte.</p> <p>Will provide again in 2019.</p> <p>Will continue to provide in 2019.</p>	Legislative Director	Time dedicated at each event to provide a legislative update. Coordination with Highland Planning staff to send out information through the e-blast.	Throughout the year, as appropriate.
Chapter should ensure participation in the APA Policy and Advocacy Conference and National Delegate Assembly	Will plan to attend again in 2019.	Legislative Director		
Develop a legislative committee to review, comment on, and support the establishment of a Legislative Program		Legislative Director		

13. APA Leadership Meeting Participation

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapters must send its chapter president or proxy to the two leadership meetings held in each given calendar year.	Spring and Fall	President	\$5,000	Annually

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14. Chapter Annual Membership Meeting

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapter should hold a business meeting annually in person or via electronic communications.	Fall Chapter Conference	President	Time at the Conference	Fall 2018
Review conference financial structure by discussing the benefits and drawbacks to using chapter funds exclusively to finance the annual chapter conference. Should a new procedure be desired, the board will consider any ramifications for the bylaws.		Treasurer (Lead) Conference Chair, and Section Directors	Time	

15. Awards Program

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapters should have an awards program to recognize professional planning projects undertaken and completed within the Chapter. Whenever possible, Chapters should use awards as a way to communicate to the community at large about the value of planning.	Spring through Fall Conference	Vice President	Time & \$300 for awards. May want to discuss nicer awards and associated larger budget	Fall Conference

16. National Community Planning Month

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Chapters should use the opportunity and resources provided by National Community Planning Month to engage communities and citizens in a dialog about the value of planning to civic discourse and developing a share vision for the future of communities. Obtaining state and local proclamations, providing specific programs and writing articles highlighting planning's values to citizens for news media outlets are all examples of successful efforts.	Start planning during July board meeting.	Public Relations	Resources on APA National Website	October Annually

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17. Great Places in America

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Chapter shall implement a Chapter Great Places category within the Chapter Awards program which will facilitate candidates for submission to APA Nation’s Great Places program.	Same as Chapter Awards Program Timeline	Public Relations	Time	Annually – typically Fall of each year



2019 Workplan Addendum

Additional Detailed Board Member Task Items:

President – *Included in workplan items*

Vice President – *Included in workplan items*

Treasurer –

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Present the previous year balance sheet Present and pass the budget Send chapter and section bank statements through December 31 st to National APA Submit information to the accountant to prepare the 1099 forms for contractors that earned more than \$500 during the previous year Section rebates for calendar Q4	January	Treasurer	Time	As noted in the timeline to the left
Request section year-end financial summaries Execute contracts and insurance certifications for Spring Planners Day	March			
Send chapter and section bank statements through March 31 st to National APA Compile chapter and section year-end summaries for accountant to prepare IRS Form 990 Section rebates for calendar Q1	April			
Submit Form 990 by May 15 Renew GL and D&O insurance policies	May			
Send chapter and section bank statements through June 30 th to National APA Section rebates for calendar Q2	July			
Chapter Conference: Brief financial update to the general membership.	September			
Assist conference in close-out if needed and resolve any issues regarding advances, proceeds				



Send chapter and section bank statements through September 30 th to National APA Section rebates for calendar Q3	October			
Gather input from board on coming year's budget	November			
Compile proposed budget	December			

Secretary –

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Maintain attendance records and keep minutes of all Chapter Board meetings, maintain copies of all official correspondence, and maintain accurate contact information of all Chapter Board members. The Secretary shall also assist the Board President in developing agendas, email materials such as agendas and previous Board meeting notes to each Board meeting, and assist in posting Board approved information to the Chapter website.	As-needed	Secretary		

Professional Development Officer –

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
<ul style="list-style-type: none"> • Submitting requests for Certification Maintenance (CM) credits • Maintain listing of attendance sheets for CM events • Provide CM hosts with required graphics and text for marketing the event • Assisting members with AICP exam preparation • Distribute the Chapter Presidents Council AICP Study Guide (when available) to interested members • Updating the AICP section of the Chapter website • Assisting members set up study groups for the AICP exam 		Professional Development Officer	<ul style="list-style-type: none"> • The Chapter must renew its CM Provider status annually. This fee is \$1,254 for one year paid by the Chapter Treasurer • PDO announcements take place via email blast, blog and website postings. The chapter maintains all of these and there is an annual cost for each. 	



<ul style="list-style-type: none"> • Assisting members with AICP exam registration • Assisting members with the AICP Candidate Program • Soliciting member applications for the AICP Reduced Fee Scholarship program • Making members aware of CM and training opportunities via the Chapter blog and website calendar • Attending Chapter Board meetings 			<ul style="list-style-type: none"> • In the past, the Chapter Presidents Council AICP Study Guide had to be purchased directly from national APA. The cost was \$100 for 10 CDs which the chapter fronted and then made back when they were sold to members for \$15 each (includes \$5 for padded envelope and postage). This study guide had gone out of production when the exam format was changed 2 years ago. As soon as the guide is redone, we will again order it and offer it to members. 	
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Director of Legislative Affairs – Covered under Item #12 in the workplan

Membership Officer – Included in workplan items

Education Officer - Included in workplan items

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
<p>The Education Officer will continue to work with Sections to build and maintain a relationship with the college level planning schools. It will help coordinate the student reception and poster exhibit at the 2019 Annual Conference in Rochester. It will also assist the Western New York Section with the Michael J. Krasner Scholarship program at the University at Buffalo.</p>		Education		September/October



American Planning Association
New York Upstate Chapter

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Public Relations Officer - *Included in workplan items*

Membership Officer - *Included in workplan items*

Officer Emeritus – *Included in workplan items*

Planning Official Development Officer – *Included in workplan items*

Liaison to the NYS County Planning Directors - *Included in workplan items*

Liaison to the Ontario Professional Planners Institute – *Included in workplan items*



American Planning Association
New York Upstate Chapter

Making Great Communities Happen

Section Workplans & Budgets:

See below.



Capital District Planners Association Five Year Plan 2019-2023

Capital District Planners Association (CDPA) is excited for the next five years and ready to make some changes to expand membership and increase participation.

The General Goals of CDPA are:

- Increase membership each year.
- Hold five CM credit bearing events a year
- Hold an annual membership meeting
- Hold elections annually at the membership meeting
- Hold an annual post-holiday party
- Hold four social events for professional networking
- Increase member participation at events.
- Increase student participation to increase transition to membership long term

The Long Term Goals of CDPA are:

- Becoming financially solvent, all events to make money and/or break event
- Having a succession plan for board members
- Assist the University at Albany with Student and Alumni organizations for future membership numbers and to assist in maintaining PBA accreditation for professionals

The coming 2019 year is one in which CDPA will be working hard. The upstate conference will be held in the Capital Region in 2020 so the planning stages will be initiated in 2019.

The goals of the coming 2019 year for CDPA are:

- Hold five CM credit bearing events
- Hold an annual membership meeting
- Hold an annual post-holiday party
- Hold four social events for professional networking
- Increase member participation at events
- Increase student participation to increase transition to membership long term
- Form committee and start planning the 2020 Update Conference
- Update bylaws to reflect board member responsibilities

2019 Preliminary Budget		
Revenue	Events	\$2,000.00
	Chapter Rebates	\$1,000.00
	Dividends & Interest	\$12.00
	Other	\$100.00
Total Revenues		\$3,112.00
Expenditures	Events	-\$2,500.00
	Special Funds and Awards	-\$500.00
	Support for Students/Conferences	-\$500.00
	Website	-\$300.00
	Other	-\$200.00
Total Expenditures		-\$4,000.00
Operating Budget		\$-888.00



Central New York Section 2019 Work Plan

The Central New York Section (CNY Section) is one of five sections that make up The New York Upstate Chapter of the American Planning Association. The CNY Section stretches from the St. Lawrence River in Northern New York south to the City of Syracuse and from the Village of Skaneateles east to the Village of Herkimer. In the CNY Section there are 9 counties, 8 cities and hundreds of towns and villages. We currently have 56 members which includes professional practitioners and students.

Below is a list of CNY Section’s specific quantifiable goals and actions for 2019, which is aligned with the New York Upstate Chapter’s Mission Statement. These goals represent the minimum tasks that the CNY Section board believes should be completed in 2019. Following this list of goals is a projected calendar for 2019 indicating our anticipated quarterly tasks. This work plan may need to be amended during the year by unanimous Board vote as unanticipated opportunities may present themselves.

1. Update CNY Section bylaws

Implementation Item	Timeline	Responsible Officer	Resources Needed	Completion Date
Review and revise CNY Section Bylaws with specific focus on digital voting	Q1 & Q2 2019	Board of Directors	Current bylaws and sample bylaws	Q2 2019

2. Spring Planners’ Day

Implementation Item	Timeline	Responsible Officer	Resources Needed	Completion Date
Prepare for and help facilitate Spring Planners’ Day	December 2018 through March 2019	Full Board	Coordinate with NYU Chapter Board	March 2019

3. Budget

Implementation Item	Timeline	Responsible Officer	Resources Needed	Completion Date
Prepare 2019 & 2020 budgets	Q1 2019	Full Board	Prior budgets for CNY Section	November 2019



4. Financial Reporting

Implementation Item	Timeline	Responsible Officer	Resources Needed	Completion Date
Review financials at each board meeting	Throughout 2019	Treasurer	2019 Budget	November 2019

5. Establish a three-year Development Plan for CNY Section

Implementation Item	Timeline	Responsible Officer	Resources Needed	Completion Date
Develop a 3-year Development Plan for CNY Section	2019	Board of Directors	Example development plans from other sections	September 2019

6. 2nd Annual Holiday Event

Implementation Item	Timeline	Responsible Officer	Resources Needed	Completion Date
Coordinate 2 nd annual event	Prepare in September 2019	Board of Directors	Suggestions from membership	December 2019

7. Annual Work Plan

Implementation Item	Timeline	Responsible Officer	Resources Needed	Completion Date
Prepare 2020 annual work plan	Prepare in September 2019	Board of Directors	Suggestions from membership	January 2020

8. Annual Report

Implementation Item	Timeline	Responsible Officer	Resources Needed	Completion Date
Develop annual report	Throughout 2019	President	2019 activities, membership, and Budget	November 2019



2019 Central New York Calendar of Events

Q1: January/February/March

- Q1 Board meeting
- Review 2019 budget
- Review bylaws
- Prepare for and help facilitate Spring Planners' Day
- Prepare development plan
- Review and update webpage on NYU Chapter website

Q2: April/May/June

- Q2 Board meeting
- Review and update bylaws
- Prepare development plan

Q3: July/August/September

- Q3 Board meeting
- Approve development plan
- Prepare 2020 Work Plan and Budget

Q4: October/November/December

- Q4 Board meeting
- Approve 2020 Work Plan and Budget; submit same to NYU Chapter
- 2nd Annual Holiday event



Genesee/Finger Lakes

Mission Statement

The mission of the Genesee-Finger Lakes Section of the New York Upstate APA is to serve and support the professional, student, and citizen planning communities in the Genesee-Finger Lakes Region and to improve the quality of life through the application of the highest principles of planning. GFL APA members seek to implement good planning in their communities and impart the benefits of planning to the members of those communities.

Section Work Program

This Work Plan identifies specific quantifiable goals and actions for the coming year(s), based on the Mission Statement and NY Upstate Chapter Development Plan. This Work Plan includes a calendar to provide guidance and structure. Future Section Work Plans will be updated on an annual basis.

Activities:

1. Coordinate with the NY Upstate Chapter Work Plan

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Chapter's Work Plan will be used as the basis for the Section's Work Plan, and the Section Work Plan will implement activities in the Chapter Work Plan.	Coordinate with Chapter	Section Director	None	

2. Update Section Bylaws

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Following completion of the Chapter bylaw updates, the Section will establish a committee to review and update the Section bylaws.	Coordinate with Chapter	Section Director; Section Bylaws Committee	Sample bylaws from other APA Chapters	

3. Annual Section Work Plan

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will prepare an annual work plan and associated proposed budget (See No. 4, below) each year and submit it to the Board for review. As noted above under No. 1, the Section Work Plan will be aligned with the Chapter Work Plan and will seek to implement chapter-wide policies and programs.	Annual	Section Director	None	



4. Budget

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section shall review and approve a proposed budget at its Annual Meeting. The budget shall be designed to implement the Chapter and Section work plans.	Annual	Treasurer	None	

5. Financial Reporting

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will provide quarterly financial reports to the Chapter.	Quarterly	Section Treasurer	None	April 7, 2019; July 7, 2019; October 7, 2019; and January 7, 2020.

6. Tax Return

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
In coordination with the Chapter Treasurer, the Section Treasurer shall prepare and file appropriate federal and state tax returns within the timeframe established by the tax authority for an on-time return.	Coordinate with Chapter	Section Treasurer	None	

7. Use of "One APA" Logotype

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will ensure all that official written materials (including digital versions of documents) use the APA logo and graphic design to present a uniform, professional appearance.	Review at the Annual Meeting to ensure all Section Board members understand this requirement.	Secretary; Professional Development Officer	None	Ongoing



8. Annual Elections

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Section officers shall be elected on an annual basis; the Section Secretary will maintain a list of all Section officers and board members.	Annual	Secretary	None	Annual Meeting (January)

9. Annual Report

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section shall prepare an annual report that summarizes the Section's activities in advancing its work plan. This gives the Section Board an opportunity to assess the successes and difficulties experienced during the year and to plan accordingly for next year. It also provides the Chapter Board with a summary of the Section's activities.	December 2019	Secretary	None	

10. Professional Development

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
Providing educational opportunities (including AICP CM credits) for the membership is a key responsibility of the Section. In coordination with the Chapter, the Section will provide access to educational opportunities to its members each year. These can include but are not limited to events, workshops, conference sessions, brown bag lunch & learns, webinars, co-sponsoring educational opportunities relevant to the planning profession by allied organizations, or any other format which delivers professional development opportunities to the membership as well as providing planning-related education to the broader community.	Quarterly	Section Professional Development Officer	Coordinate with Chapter; estimated \$125.00 per event per quarter (\$500.00 total)	



11. Section Leadership Participation on Chapter Board

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section Director will serve as an ex-officio member on the Chapter Board. The Section Director will attend Chapter Board meetings and pass on pertinent information to the Section Board and membership.	Ongoing	Section Director	None	Ongoing

12. Section Annual Meeting

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will hold an annual organization meeting in January. Section Board elections will be held at this meeting (see No. 8 above).	Annually; each January	Section Director	Funds for annual meeting (\$300.00)	

13. NY Upstate Chapter Awards Program

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will provide a representative to serve on the Chapter Awards Committee and work with the Chapter VP on determining awards for presentation at the annual conference.	Coordinate with Chapter VP	Section Director to identify a section representative	None	

14. National Community Planning Month

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will coordinate with Chapter representatives on community outreach activities for National Community Planning Month.	Summer	Professional Development Officer	Coordinate with Chapter	



15. Great Places in America

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will submit at least one nomination for one of the three Great Places in America categories. The Section will coordinate with the Chapter to accomplish this; the Chapter is responsible for submitting nominations.	Coordinate with Chapter	Section Director	None	

16. 2019 Upstate Chapter Conference

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will host the Upstate Chapter statewide conference in October 2019. Planning for the conference has already begun; a committee has been organized and a venue has been obtained. The conference will be held on October 2-4, 2019 at the Hyatt Regency in downtown Rochester. Conference planning activities will be advanced in a separate work plan; however, most of the section's activities in 2019 are anticipated to revolve around conference planning and implementation.	Coordinate with Chapter	Section Director; Conference Planning Committee Members.	Conference budget to be developed by Conference Planning Committee	

17. Section Social Events

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will host two social events, one in the summer (June timeframe) and one at the end of the year (December timeframe).	Spring and Fall (for event planning)	Section Director; section board member to organize.	Funds for social events (\$125.00 for each event; \$250.00 total)	



18. Event Sponsorship

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will consider sponsoring an educational, training, and networking events hosted by allied organizations. A sponsorships must be proposed by a section board member and the Section Board is responsible for approving it sponsorship.	Annual	Section Director; any section board member to propose sponsorships.	Sponsorship funds (\$250.00)	

19. Section Membership Survey

<i>Implementation Item</i>	<i>Timeline</i>	<i>Responsible Officer</i>	<i>Resources Needed</i>	<i>Completion Date</i>
The Section will develop and administer a membership survey to determine member needs, interests, and concerns. Survey results will be used to inform next year's section work plan.	Summer 2018	Section Director; survey subcommittee	Survey materials	

Section Annual Calendar

Month:	Activities:
January	<ul style="list-style-type: none"> • Hold Annual Meeting • Conduct Section Board elections • Adopt Section Budget • 2019 Upstate APA Chapter Conference planning activities
February	<ul style="list-style-type: none"> • 2019 Upstate APA Chapter Conference planning activities
March	<ul style="list-style-type: none"> • Potential AICP CM-eligible training event(s) • 2019 Upstate APA Chapter Conference planning activities
April	<ul style="list-style-type: none"> • Potential AICP CM-eligible training event(s) • 2019 Upstate APA Chapter Conference planning activities
May	<ul style="list-style-type: none"> • Potential AICP CM-eligible training event(s) • 2019 Upstate APA Chapter Conference planning activities • Develop Section Membership Survey
June	<ul style="list-style-type: none"> • Potential AICP CM-eligible training event(s) • 2019 Upstate APA Chapter Conference planning activities • Develop Section Membership Survey • Summer Social Event
July	<ul style="list-style-type: none"> • Potential AICP CM-eligible training event(s) • 2019 Upstate APA Chapter Conference planning activities • Distribute Section Membership Survey
August	<ul style="list-style-type: none"> • Potential AICP CM-eligible training event(s)



	<ul style="list-style-type: none">• 2019 Upstate APA Chapter Conference planning activities• Review Section Membership Survey Findings
September	<ul style="list-style-type: none">• Potential AICP CM-eligible training event(s)• 2019 Upstate APA Chapter Conference planning activities• Review Section Membership Survey Findings
October	<ul style="list-style-type: none">• Develop Draft Section Work Plan• Potential AICP CM-eligible training event(s)• 2019 Upstate APA Chapter Conference planning activities• NY Upstate Chapter Conference (October 2-4, 2019)• Promote/Support National Community Planning Month activities
November	<ul style="list-style-type: none">• Develop Draft Section Work Plan• Potential AICP CM-eligible training event(s)
December	<ul style="list-style-type: none">• Develop Draft 2020 Section Budget• Winter Social Event



American Planning Association
New York Upstate Chapter

Making Great Communities Happen

Southern Tier

NOT RECEIVED YET



WNY APA SECTION WORK PLAN (DRAFT)

November 2018

- **Maintain stable leadership structure**
 - **2019 Election** – All elected officer positions are up for election in 2019. WNY APA will seek qualified candidates to run for all open board position. Existing Board members that have termed out or will be transitioning to new roles will provide leadership and guidance to newly elected officers and their appointed committee members.
 - **Transitional Meetings** – In addition to the Section’s regular monthly meetings, individual meetings will be set up between outgoing and incoming board members. Information will be transferred, and guidance will be given for a successful transition.
- **Consolidation of technology and information**
 - **Section Data** – Currently the Section utilizes multiple cloud storage sites and individual personal storage methods. All data will be collected and placed in a single cloud storage site, with access provided to current Section board members and relevant Chapter board members.
 - **Email, Website and Newsletter** – In late 2018, the Section transitioned to G Suite, a paid google product. This was necessitated due to our free email system being compromised. The Section will utilize G Suite to its fullest potential and explore options for website, server and email consolidation.
- **Provide tangible opportunities for membership**
 - **Events** – The Section will continue to organize a variety of events each year. Events are prioritized to provide benefits for the majority of its membership for the least amount of money. An effort will be made to have at least five events.
 - 1 Awards Reception – average attendance of 90
 - 1 Student / Professional Mixer – average attendance of 30
 - 3 Lunch and Learns – average attendance of 25
 - 1 Service Event – average attendance of 15
 - ? Other collaborative events and opportunities – attendance unknown
 - **Sponsorships** – In an attempt to provide a more consistent source of revenue for the Krasner Scholarship and a variety of events, focus will be shifted from basket raffles to a call for sponsorships. A sponsorship packet will be developed which provides opportunities for individuals and firms to have membership interaction and exposure.
- **Collaboration with the University at Buffalo**
 - **Mentorship** – UB Planning’s goal is to offer professional mentorship to all students who desire it. The Section will partner with UB to provide opportunity to match willing professionals to interested students, in structured and managed settings for professional guidance and student project review.
 - **Resource Sharing** – Since the School of Planning’s \$52 million Hayes Hall renovation, it has encouraged the shared use of this space for the purposes of community engagement. The Section will seek to increase utilization the space for the benefit of its members and UB’s planning students.



**APA Western New York Section
2019 Budget**

**APA Western New York Section
2019 Actual**

Anticipated Initial Balance			\$6,870.00	Initial Balance			\$6,870.00
Income	Income	Expenses		Income	Income	Expenses	Notes
Membership	\$1,200.00		Down from \$1250	Membership			
Student Mixer	\$0.00			Student Mixer			
Krasner	\$350.00		Down from \$500	Krasner			
Awards Dinner	\$800.00		Up from \$500	Awards Dinner			
Event 1	\$0.00			Event 1			
Event 2	\$0.00			Event 2			
Event 3	\$0.00			Event 3			
Certification Maintenance	\$0.00			Certification Maintenance			
				Adjustments			
				APA Conference			
Total	\$2,350.00			Total	\$0.00	\$0.00	
Expenses				Expenses			
Bank Fees		\$0.00	Down from \$40	Bank Fees		\$ -	
Misc Expense - website/PO Box		\$175.00	Up from \$125	Misc Expense - po box		\$0.00	
Student Mixer		\$750.00	Up from \$300	Student Mixer		\$0.00	
Awards		\$2,500.00	Up from \$2000	Awards Dinner		\$0.00	
Event 1		\$50.00		Event 1		\$0.00	
Event 2		\$50.00		Event 2		\$0.00	
Event 3		\$50.00		Event 3		\$0.00	
Exec Lunch		\$200.00	Down from \$300	Exec Lunch		\$0.00	
Certification Maintenance		\$0.00		Certification Maintenance		\$0.00	
Krasner		\$350.00	Down from \$500	Krasner		\$0.00	
Mileage and Conference		\$500.00		Mileage and conference		\$0.00	
Total		\$4,625.00		Total		\$0.00	
Net Calendar Year Change		-\$2,275.00		Net Year to Date Change		\$0.00	
Finish Balance		\$4,595.00		Finish Balance		\$6,870.00	