

APA-RI 2018 Work Plan

The following table provides the 2018 Work Plan for the Rhode Island Chapter of the American Planning Association (APA-RI). Work Plans are typically adopted in the Spring of each year to account for any shifts in elected or appointed officers. Work Plans are subject to revision in accordance with the procedures in the chapter by-laws and may be amended at any time as necessary. Work items are provided in the left-hand column and the title of the responsible parties is provided in the right-hand column. For reference, more detailed contact information is provided for each responsible party below the table.

National	
<ul style="list-style-type: none"> Attend APA National and associated President Events. 	President
<ul style="list-style-type: none"> Attend Leadership Summit. 	
<ul style="list-style-type: none"> Coordinate with National on information exchange. 	
<ul style="list-style-type: none"> Continue to explore chapter sponsorship. 	
<ul style="list-style-type: none"> Continue to explore linkage with planning school programs in Rhode Island. 	
<ul style="list-style-type: none"> Continue to participate in affiliate events. 	
Treasury	
<ul style="list-style-type: none"> Maintain budget to account for three-year cycle of SNEAPA contributions. Consider a rolling average with a contingency factor. 	Treasurer
<ul style="list-style-type: none"> Develop draft budget and deliver to the Board for consideration 	
<ul style="list-style-type: none"> Maintain Washington Trust Account 	
<ul style="list-style-type: none"> Continue development of annual sponsorship structure for Programs and APA Events. Work on a single annual sponsorship. 	
<ul style="list-style-type: none"> Maintain 501(c)3 status and paperwork appropriately. 	
Professional Development	
<ul style="list-style-type: none"> Continue to lead the charge on supporting an accredited planning program at a Rhode Island higher learning institution. 	President with help from Professional Development Officer
<ul style="list-style-type: none"> Invite university/college leadership to participate in Executive Board meetings with the intent of coordinating and linking Chapter initiatives with activities at Rhode Island higher learning institutions. 	President with assistance from Professional Development Officer

<ul style="list-style-type: none"> Continue to coordinate CM credits for all eligible programming. 	Professional Development Officer with assistance from Certification Maintenance
<ul style="list-style-type: none"> Coordinate CM credits for the CNU Summit. 	Professional Development Officer
<ul style="list-style-type: none"> Maintain status of all members' CM credit status and update membership accordingly. 	Certification Maintenance
<ul style="list-style-type: none"> Develop trainings and support for Planning Boards and consider a special Chapter only membership package. 	Professional Development Officer
<ul style="list-style-type: none"> Explore Opportunity to have RIHousing provide a technical training regarding housing development proformas for planners and planning boards. 	Secretary, Professional Development Officer
<ul style="list-style-type: none"> Ensure compliance with any new requirements from National regarding fees for full membership and Chapter only membership. 	President, Professional Development Officer, Treasurer
Events	
<ul style="list-style-type: none"> Draft a sheet that explains APAs fees for serving as the fiscal agent for public entities. 	Immediate Past President
<ul style="list-style-type: none"> Post these to the website as a service we provide. 	Immediate Past President
<ul style="list-style-type: none"> Research summer event for 2018 and lock in the event. 	Events Coordinator
<ul style="list-style-type: none"> Secure new location for the Holiday Party. 	Events Coordinator
<ul style="list-style-type: none"> Coordinate with Programming to develop engaging events that can earn you credits. 	Events Coordinator/Program Coordinator
Programming	
<ul style="list-style-type: none"> Develop a draft schedule for events and identify venues. Ideas for new and continued events include: <ul style="list-style-type: none"> Movie series Book Club Workshop on permitting with surveyors Writing good planning/zoning reports for Boards and Commissions USDA funding Green and Healthy Homes Initiatives Placemaking/ Public Art—perhaps partner with RI Council on the Humanities and City of Pawtucket Identify what resources are available to APA in the Roger Williams building (lecture space, meeting space, etc.) 	Program Coordinator

<ul style="list-style-type: none"> ○ Coordinate CM credits for the CNU Summit 	
<ul style="list-style-type: none"> • Coordinate with CNU on any programming collaboration possibilities. 	Awards Chair
<ul style="list-style-type: none"> • Discuss the potential for technical training from developers and housing experts on the financial considerations of an application. Discuss with Rhode Island Housing. 	Secretary
<ul style="list-style-type: none"> • Continue to represent APA on Grow Smart RI Land Use Training Collaborative 	President, Program Coordinator, Immediate Past Chapter President
<ul style="list-style-type: none"> • Organize at least one Webinar for the Planning Webcast Series Consortium • Link webinar with sponsorship packages for corporations 	Unassigned
Awards	
<ul style="list-style-type: none"> • Actively facilitate in the nomination process through direct outreach to prospective awardees. 	Awards Chair
<ul style="list-style-type: none"> • Engage entrants from last year that did not win. 	
<ul style="list-style-type: none"> • Consider a nomination for a National Award. 	
Legislative	
<ul style="list-style-type: none"> • Maintain contact with Nicole Pollack, Ken Payne, John Flaherty, and others regarding insights into engaging our lawmakers. 	Immediate Past President, President, President-Elect, and Legislative Liaison
<ul style="list-style-type: none"> • Continue coordination between Statewide Planning and our Legislative Liaison on upcoming bills. 	President Elect, Legislative Liaison, Treasurer
<ul style="list-style-type: none"> • Continue written announcements (Legislative Alerts) to be inserted into the Friday e-mail as necessary. 	Legislative Liaison
<ul style="list-style-type: none"> • Develop legislative position papers (e.g., letters, fact sheets, summaries, etc.), which, at a minimum, will be vetted with the elected officers of the executive board. 	Legislative Liaison, President, President-Elect, Immediate Past President, Secretary, and Treasurer
<ul style="list-style-type: none"> • Develop a structured process for developing and announcing legislative positions on behalf of the Chapter, which recognizes the importance of legislation, consensus building, and the time-sensitive nature of establishing positions. 	Legislative Liaison, President, President-Elect, and Immediate Past President
Elections	
<ul style="list-style-type: none"> • Continue to file paperwork with APA National as necessary. 	Elections Officer

<ul style="list-style-type: none"> Continue to publicize elections news in eblasts. 	Elections Officer, APA Secretary, Outreach and Public Relations Coordinator
SNEAPA	
<ul style="list-style-type: none"> Organize SNEAPA planning for 2020, assign committee chairs, develop work plans, and meet monthly to coordinate. Confirm RICC as venue. 	SNEAPA Chair, President, President Elect, others as needed
<ul style="list-style-type: none"> Continue to support and coordinate with Massachusetts and Connecticut chapters on SNEAPA during years that it is held in those states. 	SNEAPA Chair, President, President Elect, others as needed
<ul style="list-style-type: none"> Serve on long-range planning committee for SNEAPA improvements 	SNEAPA Chair, Past President, President (as needed)
Communications	
<ul style="list-style-type: none"> Continue to maintain and update the website. 	Outreach, Public Relations Coordinator, and Immediate Past President
<ul style="list-style-type: none"> Identify someone to write occasional editorials for specific current issues or other platforms to highlight the value of planning. 	Outreach and Public Relations Coordinator
<ul style="list-style-type: none"> Continue weekly announcements on Friday. 	Outreach and Public Relations Coordinator, APA Secretary
<ul style="list-style-type: none"> Communicate with APA National in advance of National Planning Month (October) to see if there are opportunities to receive assistance, materials, etc. 	Outreach and Public Relations Coordinator
Membership	
<ul style="list-style-type: none"> Organize e-mail list into those who pay dues already (National, Chapter Only, etc.) and those who are simply part of our network. 	APA Secretary
<ul style="list-style-type: none"> Solicit Chapter Only membership using the re-organized mailing list. 	APA Secretary
<ul style="list-style-type: none"> Conduct comparison of national and chapter members with people signed up in Mailchimp to determine who is not a member and could be reached out too. 	APA Secretary, Professional Development Officer

Individuals identified in the Annual Work Plan as responsible parties include (in alphabetical order):

<p>TBD (Interim Jeff Davis) RI-APA Program Coordinator Horsley Witten Group 55 Dorrance Street, Suite 200 Providence, RI 02903 awards@rhodeislandapa.org</p>	<p>Michael DeLuca, AICP Elections Officer Town of Narragansett 25 Fifth Avenue Narragansett, RI 02882 mdeluca@narragansettri.gov</p>
<p>Jeff Davis, AICP RI-APA President Elect Horsley Witten Group 55 Dorrance Street, Suite 200 Providence, RI 02903 vicepresident@rhodeislandapa.org</p>	<p>Roberta Groch, AICP RI-APA Public Relations Coordinator RI Statewide Planning Program One Capitol Hill, 3rd Floor Providence, RI 02908 events@rhodeislandapa.org</p>
<p>Sarah Ingle, AICP RI-APA Events Coordinator Rhode Island Public Transit Authority 705 Elmwood Avenue Providence, RI 02907 ingle@ripta.com</p>	<p>Nate Kelly, AICP RI-APA Immediate Past President Horsley Witten Group 55 Dorrance Street, Suite 200 Providence, RI 02903 pastpresident@rhodeislandapa.org</p>
<p>TBD (interim Nate Kelly) RI-APA Representative to the SPC TAC Horsley Witten Group 55 Dorrance Street, Suite 200 Providence, RI 02903 pastpresident@rhodeislandapa.org</p>	<p>Krista Moravec, AICP SNEAPA Chair Horsley Witten Group 55 Dorrance Street, Suite 200 Providence, RI 02903 kmoravec@horsleywitten.com</p>
<p>Josh O'Neill, AICP, CFM, MPA RI-APA Treasurer RI Statewide Planning Program One Capitol Hill, 3rd Floor Providence, RI 02908 treasurer@rhodeislandapa.org</p>	<p>Jessica Pflaumer RI-APA Communications City of Providence 444 Westminster Street Providence, RI 02903 jessicarpflaumer@gmail.com</p>
<p>Al Ranaldi, AICP RI-APA Professional Development Officer Town of Lincoln P.O. Box 100 Lincoln, RI 02865 pdo@rhodeislandapa.org</p>	<p>Jim Riordan, AICP, LEED AP RI-APA President Weston & Sampson 100 Foxborough Blvd, Suite 250 Foxborough, MA 02035 president@rhodeislandapa.org</p>
<p>Ashley Sweet RI-APA Legislative Liaison Town of Exeter Planning Department 675 Ten Rod Rd. Exeter, RI 02822 policy@rhodeislandapa.org</p>	<p>Stacy Wasserman, MRP RI-APA Secretary Rhode Island Housing 44 Washington Street Providence, RI 02903 wasserman.stacy@gmail.com</p>

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