

APA-RI 2021 Work Plan

FINAL December 22, 2020

The following table provides the 2021 Work Plan for the Rhode Island Chapter of the American Planning Association (APA-RI). While Work Plans are typically adopted in the Spring of each year to account for any shifts in elected or appointed officers, the COVID-19 pandemic became the primary focus of Spring 2020, and this year’s Work Plan was delayed. Once approved, this Work Plan will remain in effect until after the election of 2021, when the new officers will propose an update in early 2022. However, Work Plans may be amended at any time as necessary in accordance with the procedures in the chapter by-laws. 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.

The 2021 Work Plan also includes a listing of elected and appointed Executive Committee members and a description of our Chapter’s “Principles for Support of Enforceable State Policy” (December 2018).

National and Regional	
<ul style="list-style-type: none"> Attend APA National and associated President Events¹ Seek proxies when the President or Past President are not available to attend. 	President and Past President
<ul style="list-style-type: none"> Attend Leadership Summit¹ and continue to participate in CPC and Divisional initiatives such as ENRE and Climate Resiliency. 	
<ul style="list-style-type: none"> Coordinate with National on information exchange. 	
<ul style="list-style-type: none"> Once the pandemic is under control and the economy is more stable, re-explore opportunities for corporate sponsorship of the Chapter and Chapter activities. 	
<ul style="list-style-type: none"> Continue to explore linkages with planning school programs in Rhode Island. This may be limited during the pandemic. In the meantime, explore opportunities for members to serve as “virtual” guest lecturers at existing planning-related programs such as the Charette Charter High School. 	
<ul style="list-style-type: none"> Reach out to affiliate organizations (ASLA, AIA, CNU, GSRI) to see how they are managing through the pandemic, and how we can all provide each 	

¹ For at least the next year, the Chapter expects that all National APA events will be virtual, and no travel expenses required.

other with mutual support. Continue to advertise affiliate events with APA RI members and collaborate whenever it makes sense to.	
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 a draft budget and deliver to the Board for consideration and approval. Consider longer-range impacts on the budget (both positive – e.g. reduced expenditures on travel and events – and negative – e.g. decreased revenue from SNEAPA) should the impacts of the pandemic last beyond the year. 	
<ul style="list-style-type: none"> Maintain Washington Trust account. 	
<ul style="list-style-type: none"> Once the pandemic is under control and the economy is more stable, develop tiered annual sponsorship structure for all Programs, and the two major APA Events. 	
<ul style="list-style-type: none"> Maintain 501(c)3 status and paperwork appropriately. 	
<ul style="list-style-type: none"> Prepare annual tax filing with APA RI’s accountant, review and approve with the Executive Board, and file with the IRS. 	
Professional Development	
<ul style="list-style-type: none"> Continue to lead the charge on supporting an accredited planning program at a Rhode Island institution of higher education. Once the pandemic is over and Rhode Island College is comfortable starting the planning program it intended to start in Fall 2020, seek opportunities for guest lecturing, mentorships, etc. 	Past President and President
<ul style="list-style-type: none"> Invite university/college leadership to a meeting with the APA RI Board to gauge interest and learn how existing programs (like the certification process at URI) are working. Convene the meeting. 	Past President and President
<ul style="list-style-type: none"> Continue to coordinate CM credits for all eligible programming. 	Professional Development Officer
<ul style="list-style-type: none"> Maintain status of all members’ CM credits and alert members when they are falling behind. 	Professional Development Officer
<ul style="list-style-type: none"> Develop liaison relationship with Planning Boards, consider a special Chapter-only membership package, and explore benefits of National APA’s 	President-Elect and Elections Officer

<p>“Commissioner” membership package. Develop a letter of invitation to all Planning Boards in the state, explaining the benefits of membership (National or Chapter-only).</p>	
<p>Events</p>	
<ul style="list-style-type: none"> Organize a virtual Awards and Holiday Party for December 2020. In lieu of charging a fee for the event, choose a local charity to solicit donations for. 	<p>Events Coordinator</p>
<ul style="list-style-type: none"> Research summer event for 2021 and lock in the event. Look for outdoor opportunities that will allow for social distancing. 	<p>Events Coordinator</p>
<ul style="list-style-type: none"> As feasible, find a venue, caterer, and entertainment for an in-person Awards and Holiday Party for December 2021 or January 2022. 	<p>Events Coordinator and Program Coordinator</p>
<ul style="list-style-type: none"> Coordinate with Programming to develop fun events that can keep the planning community in Rhode Island connected, whether virtually or in person to the extent allowed. 	<p>Events Coordinator and Program Coordinator</p>
<p>Programming</p>	
<ul style="list-style-type: none"> Develop a draft annual schedule for programs with an emphasis on those eligible for CM credits. Identify venues, including online platform accounts (like Zoom) that APA RI can borrow. New and continued events may include: <ul style="list-style-type: none"> Book Club Movie series Educational: on topics such as Housing, Placemaking, Activating the Public Realm, Pandemic-related issues, etc. Technical: on topics such as Permitting and Checklists, Writing Planning and Zoning Reports, etc. Funding Resources Entertainment 	<p>Program Coordinator with Program Committee</p>
<ul style="list-style-type: none"> Keep an eye out for programs being held by affiliate organizations, other APA Chapters, National APA and others, and continue to advertise them on the APA RI website and the weekly e-blast. 	<p>Everyone, sharing information with the Secretary and the Public Relations Coordinator</p>
<ul style="list-style-type: none"> Represent APA on Grow Smart RI Land Use Training Collaborative (LUTC), and look for 	<p>President, Program Coordinator, and Past-President</p>

opportunities to help fund the LUTC, refresh its curriculum, and sustain it into the future.	
<ul style="list-style-type: none"> Organize at least one Webinar per year geared for an audience broader than Rhode Island. 	Program Coordinator
Awards	
<ul style="list-style-type: none"> Solicit and manage an Awards Committee of at least four Chapter members. 	Awards Chair
<ul style="list-style-type: none"> Manage the nomination process, including establishing of categories, award criteria, and nomination instructions, and outreach to potential nominators. 	Awards Chair with Awards Committee
<ul style="list-style-type: none"> Engage entrants from last year that did not win. 	
<ul style="list-style-type: none"> Prepare and circulate a local press release when winners are selected. 	
<ul style="list-style-type: none"> At least once per year, find a way to promote one or more awardees to an audience broader than Rhode Island. 	
Legislative	
<ul style="list-style-type: none"> Maintain contact with affiliate organizations who advocate for similar positions as APA RI to get their insights on engaging our lawmakers. 	Past President, President, President-Elect, Legislative Liaison, and Legislative Co-Chair
<ul style="list-style-type: none"> Continue coordination with Statewide Planning on upcoming bills and state policy that relates to planning issues. This is intended to include participation on policy committees such as the State Planning Council and legislative subcommittees. 	Past President, President, President-Elect, Legislative Liaison, and Legislative Co-Chair with Legislative Committee
<ul style="list-style-type: none"> Continue written announcements (Legislative Alerts) to be inserted into the weekly e-blast as necessary. 	Past President, President, President-Elect, Legislative Liaison, and Legislative Co-Chair
<ul style="list-style-type: none"> Develop legislative position papers (e.g., letters, fact sheets, summaries, etc.) in accordance with our Chapter Principles,² which, at a minimum, will be vetted in accordance with the Chapter Bylaws and good professional practice. Continue to provide in-person testimony on an as-needed basis and as allowed over the duration of the pandemic. 	Past President, President, President-Elect, Legislative Liaison, and Legislative Co-Chair with Legislative Committee
<ul style="list-style-type: none"> Continue to build on the existing structured process for developing and announcing legislative positions on behalf of the Chapter, which 	Past President, President, President-Elect, Legislative

² Chapter Principles are provided as an attachment to this work plan.

recognizes the importance of legislation, consensus building, and the time-sensitive nature of establishing positions. Update Chapter Bylaws to address this issue.	Liaison, and Legislative Co-Chair with Legislative Committee
<ul style="list-style-type: none"> Update Chapter Principles as needed to address changes in priority and the planning context. 	Past President, President, President-Elect, Legislative Liaison, Members of the Executive Board, and Legislative Co-Chair with Legislative Committee
Elections	
<ul style="list-style-type: none"> Continue to file paperwork with National APA as necessary. 	Elections Officer
<ul style="list-style-type: none"> Continue to publicize elections news in weekly e-blasts. 	Elections Officer, Secretary, and Public Relations Coordinator
SNEAPA	
<ul style="list-style-type: none"> Organize virtual SNEAPA in collaboration with MA and CT Chapters for 2020. Seek opportunities to host “fun” events to enhance the formal SNEAPA sessions and sponsorships to help raise revenues. Collaborate with affiliate organizations hosting similar virtual events such as CNU New England and Grow Smart RI. 	SNEAPA Chair, Past President, President, and others as needed
<ul style="list-style-type: none"> Debrief after virtual SNEAPA to determine what could be changed or improved should SNEAPA need to be held virtually again. 	SNEAPA Chair, Past President, President, and others as needed
<ul style="list-style-type: none"> Organize SNEAPA planning for 2021 or whenever Rhode Island is next able to host an in-person SNEAPA. At that time, assign committee chairs, develop work plans, and meet monthly to coordinate. Confirm RICC as venue. 	SNEAPA Chair, Past President, President, and others as needed
<ul style="list-style-type: none"> Continue to support and coordinate with the MA and CT APA Chapters on SNEAPA during years that it is held in those states. 	SNEAPA Chair, Past President, President, and 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. Train more APA RI board members on how to edit the website in order to ensure continuity. 	Public Relations Coordinator, President, Program Coordinator, and SNEAPA Chair
<ul style="list-style-type: none"> Identify one or more members to write editorials as needed on specific current planning issues and/or to highlight the value of planning. Find 	Public Relations Coordinator

media and social media outlets through which to publish these works.	
<ul style="list-style-type: none"> Continue weekly e-blast announcements on Fridays. Make sure relevant announcements are also posted on the Chapter web site. 	Secretary and Public Relations Coordinator
<ul style="list-style-type: none"> Seek to publish at least one article per year in a national or regional publication. 	Public Relations Coordinator
<ul style="list-style-type: none"> Communicate with APA National in advance of National Planning Month (October 2021) to see if there are opportunities to receive assistance, materials, etc. In the meantime, research what other small chapters have done for National Planning Month to get ideas for Rhode Island. 	Public Relations Coordinator
Equity, Diversity & Inclusion (EDI)	
<ul style="list-style-type: none"> Develop a mission statement and annual action plan. 	EDI Chair with EDI Committee
<ul style="list-style-type: none"> Host at least 2-3 events per year – virtually for now and in-person when feasible again. 	EDI Chair and Program Coordinator
<ul style="list-style-type: none"> Continue to build a library of EDI resources for the EDI page of the Chapter website. 	EDI Chair
Membership	
<ul style="list-style-type: none"> Solicit and appoint a new Membership Chair. 	President
<ul style="list-style-type: none"> Develop a committee to explore different options for the benefits of APA RI membership. What should only be available to paid members vs. anyone else? What other membership benefits might be considered? Develop a new structure for membership benefits and use that information to solicit new members, including Planning Boards. Target solicitations for early 2021 while municipalities are thinking about their annual budgets. 	Membership Chair, Public Relations Coordinator, President-Elect, Secretary, and Elections Officer
<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. 	Secretary
<ul style="list-style-type: none"> Solicit Chapter-only membership using the re-organized mailing list. 	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. 	Secretary and President
<ul style="list-style-type: none"> At least once a year, compare current membership list to past lists and reach out to former members 	Membership Chair and Secretary

<p>who have lapsed. Remind them to sign up again and/or find out why they have lapsed and if there's anything the Chapter can do to get them back.</p>	
<p>Administration</p>	
<ul style="list-style-type: none"> Continue to update Chapter policy and planning on an as-needed basis, including but not necessarily limited to the Chapter Work Plan, Bylaws, and the Strategic Plan of Development 	<p>President, Past President, President-Elect, Executive Board, and others as needed</p>

Individuals identified in the Annual Work Plan as responsible parties include (in alphabetical order). Note the Membership Chair position is currently vacant.

<p>Fabiola Alikpokou EDI Chair Cambridge Redevelopment Authority 255 Main Street – 8th Floor Cambridge, MA 02142 beyondurbanplanning@gmail.com</p>	<p>Jeff Davis, AICP President and Representative to the SPC TC Horsley Witten Group 55 Dorrance Street, Suite 200 Providence, RI 02903 president@rhodeislandapa.org jeffreycharlesdavis@yahoo.com</p>
<p>Michael DeLuca, AICP Elections Officer Town of Narragansett 25 Fifth Avenue Narragansett, RI 02882 mdeluca@narragansettri.gov</p>	<p>Roberta Groch, AICP Public Relations Coordinator RI Statewide Planning Program One Capitol Hill, 3rd Floor Providence, RI 02908 Roberta.Groch@doa.ri.gov</p>
<p>Sarah Ingle, AICP Events Coordinator Rhode Island Public Transit Authority 705 Elmwood Avenue Providence, RI 02907 events@rhodeislandapa.org ingle@ripta.com</p>	<p>Josh O’Neill, AICP, CFM, MPA Treasurer and Awards Chair RI Statewide Planning Program One Capitol Hill, 3rd Floor Providence, RI 02908 treasurer@rhodeislandapa.org Joshua.ONeill@doa.ri.gov</p>
<p>Jay Parker SNEAPA Chair Town of South Kingstown 180 High Street South Kingstown, RI 02879 jparker@southkingstownri.com</p>	<p>Lena Porell Membership Chair Horsley Witten Group 55 Dorrance Street, Suite 200 Providence, RI 02903 lporell@horsleywitten.com</p>
<p>Al Ranaldi, AICP Professional Development Officer Town of Lincoln P.O. Box 100 Lincoln, RI 02865 pdo@rhodeislandapa.org aranaldi@lincolnri.org</p>	<p>Jim Riordan, AICP, LEED AP Past President Weston & Sampson 100 Foxborough Blvd, Suite 250 Foxborough, MA 02035 pastpresident@rhodeislandapa.org</p>
<p>Ashley Sweet President-Elect Weston & Sampson 100 Foxborough Blvd, Suite 250 Foxborough, MA 02035 vicepresident@rhodeislandapa.org Sweet.Ashley@wseinc.com</p>	<p>Stacy Wasserman, MRP Secretary Rhode Island Housing 44 Washington Street Providence, RI 02903 wasserman.stacy@gmail.com</p>

Jane Weidman Legislative Liaison Town of Charlestown 4540 S County Trail Charlestown, RI 02813 policy@rhodeislandapa.org jweidman@charlestownri.org	Caroline Wells Program Coordinator Weston & Sampson 100 Foxborough Blvd, Suite 250 Foxborough, MA 02035 Wells.Caroline@wseinc.com
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Principles for Support of Enforceable State Policy
APA RI – January 2019

1. APA RI supports enforceable policy, including legislation, that respects the importance of self-governance (i.e., home rule) at the municipal level, while acknowledging that some issues require state standards, enabling authority and guidance.

What this means:

- Legislation and other enforceable policy adopted by the state must be consistent with the Rhode Island Constitution and must respect the right of municipalities to make policy decisions at the local level. Policy should be established in consideration of the needs and desires of all Rhode Island municipalities, whether urban, suburban or rural.
- Certain issues require goals to be set by the state. APA RI will support enforceable policy aimed at achieving state goals when municipalities are given the flexibility to achieve those goals in a way that is pragmatic and reasonable for each municipality.
- APA RI acknowledges that in some cases state standards are necessary to establish equitability and socio-economic justice. APA RI is committed to working with the state to craft standards where setting individual municipal standards may be impracticable or counter to the state's equitability and socio-economic justice goals.

2. APA RI supports legislation that is consistent with the State Guide Plan (SGP).

What this means:

- APA RI supports the long-term vision of the SGP, and supports legislation and other policy that takes a long-term view of the future.
- APA RI acknowledges that some elements of the SGP may be dated, no longer providing desirable goals, policies and actions. In such cases, APA RI supports updating the SGP, which may include interim policy corrections if needed.
- In particular, APA RI supports legislation that takes the state and all its municipalities closer to the vision of the land use element of the SGP, Land Use 2025.

3. APA RI rejects unfunded and unsupported mandates.

What this means:

- APA RI rejects state mandates that require municipal action without offering necessary financial and technical support.

4. APA RI supports a holistic approach to legislation and policy.

What this means:

- APA RI rejects legislation and other policy that is drafted to respond to singular situations or actions without consideration of context, repercussions, and collateral issues. Where such policy is proposed, APA RI will work through the

broader implications and will promote alternatives that address the core of the issue, and not just a singularity.

- Specific to policy related to land use, APA RI acknowledges the need for an appropriate balance among competing land uses. APA RI will not support legislation that allows one land use to dominate any other.

5. APA RI supports legislation and policy that values an efficient planning process responsive to the needs of the public.

What this means:

- APA RI will reject policy that requires actions or processes that do not account for public input or a public-planning process, or that prioritize time and money over people and communities.

6. APA RI supports policy that is technically correct and consistent with existing law.

What this means:

- APA RI will strive to do its own research and “homework” for any legislation it puts forth or promotes, to ensure that it is based on the best available data, and that it is consistent with existing policy (or points out where existing policy should be adjusted).
- APA RI will also strive to offer alternatives for proposed policy related to planning and land use that is NOT technically correct or based on the best available data.