

APA-RI 2022 Work Plan

The following table provides the 2022 Work Plan for the Rhode Island Chapter of the American Planning Association (APA-RI). Once approved, this Work Plan will remain in effect until Spring of 2023. 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 2022 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” (January 2019).

National and Regional	
<ul style="list-style-type: none"> Attend APA National and associated President Events. 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 Summit 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 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 a budget to account for the 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 it 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. 	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 “Commissioner” membership package. Develop a letter of invitation to all Planning Boards in the state, explaining the benefits of membership (National or Chapter-only). 	President-Elect and Elections Officer
Events	
<ul style="list-style-type: none"> Organize an Awards and Holiday Party for December 2022. Attempt to find sponsorships or 	Events Coordinator

donations for this event to reduce the cost for attendees.	
<ul style="list-style-type: none"> ● Research summer event for 2022 and lock in the event. Look for outdoor opportunities that will allow for social distancing. 	Events Coordinator
<ul style="list-style-type: none"> ● As feasible, find a venue, caterer, and entertainment for an in-person Awards and Holiday Party for December 2022 or January 2023. 	Events Coordinator and Program Coordinator
<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. 	Events Coordinator and Program Coordinator
Programming	
<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 	Program Coordinator with Program Committee
<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. 	Everyone, sharing information with the Secretary and the Public Relations Coordinator
<ul style="list-style-type: none"> ● Represent APA on Grow Smart RI Land Use Training Collaborative (LUTC), and look for opportunities to help fund the LUTC, refresh its curriculum, and sustain it into the future. 	President, Program Coordinator, and Past-President
<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,¹ 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 recognizes the importance of legislation, consensus building, and the time-sensitive nature of establishing positions. Update Chapter Bylaws to address this issue. 	Past President, President, President-Elect, Legislative Liaison, and Legislative Co-Chair with Legislative Committee

¹ Chapter Principles are provided as an attachment to this work plan.

<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 election opportunities and 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 2022. 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 SNEAPA to determine what could be changed or improved. 	SNEAPA Chair, Past President, President, and others as needed
<ul style="list-style-type: none"> Organize SNEAPA planning for 2022 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 media and social media outlets through which to publish these works. 	Public Relations Coordinator
<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 2022) 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"> ● Host at least 2-3 events per year – virtually or in-person, if feasible. 	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 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. 	Membership Chair and Secretary

Administration	
<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 	President, Past President, President-Elect, Executive Board, and others as needed
Affiliate Memberships	
<ul style="list-style-type: none"> Maintain an affiliate membership with the Rhode Island League of Cities and Towns (RILOCAT) as a mechanism to increase our awareness related to legislative and general municipal issues. 	President, Past President, Treasurer
<ul style="list-style-type: none"> Consider joining other related organizations that have affiliate membership opportunities that would benefit the organization. 	President, Executive Board, and others as needed.

Chapter Officers and Chairs

<p>Annette Bourne- EDI Co-Chair HousingWorks RI 1 Empire Plaza Providence, RI 02903 abourne@rwu.edu</p>	<p>Jeff Davis, AICP- Past President & Representative to the SPC Technical Committee Horsley Witten Group 55 Dorrance Street, Suite 200 Providence, RI 02903 pastpresident@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>Jillian Finkle- Program Chair Grow Smart RI 144 Westminster St., Suite 303 Providence, RI 02903 program@rhodeislandapa.org</p>
<p>Roberta Groch, AICP- President-elect & Public Outreach Coordinator RI Division of Statewide Planning 235 Promenade St., Suite 230 Providence, RI 02908 vicepresident@rhodeislandapa.org RobertaGroch@yahoo.com</p>	<p>Sarah Ingle, AICP- Events Coordinator Rhode Island Public Transit Authority (RIPTA) 705 Elmwood Avenue Providence, RI 02907 events@rhodeislandapa.org single@ripta.com</p>
<p>Kellie King- Membership Chair Horsley Witten Group 55 Dorrance Street, Suite 200 Providence, RI 02903 kking@horsleywitten.com</p>	<p>Patrick McKenna- EDI Co-Chair Stantec 67 Cedar Street Providence, RI 02903 patrick.mckenna@stantec.com pmckenna32@gmail.com</p>
<p>Glenn Modica- Treasurer Cumberland Planning & Development 45 Broad St. Cumberland, RI 02035 treasurer@rhodeislandapa.org gmodica@cumberlandri.org</p>	<p>Joshua O'Neill, AICP- Awards Chair RI Division of Statewide Planning 235 Promenade St., Suite 230 Providence, RI 02908 Joshua.ONeill@doa.ri.gov</p>
<p>Jay Parker, AICP- SNEAPA Chair Town of South Kingstown 180 High Street South Kingstown, RI 02879 jparker@southkingstownri.com</p>	<p>Albert Ranaldi, AICP- Professional Development Officer Town of Lincoln P.O. Box 100 Lincoln, RI 02865 pdo@rhodeislandapa.org aranaldi@lincolnri.org</p>

Ashley Sweet- President Weston & Sampson 100 Foxborough Blvd, Suite 250 Foxborough, MA 02035 president@rhodeislandapa.org Sweet.Ashley@wseinc.com	Stacy Wasserman, MRP- Secretary RI Housing 44 Washington Street Providence, RI 02903 wasserman.stacy@gmail.com
Jane Weidman- Legislative Liaison Town of Charlestown 4540 S County Trail Charlestown, RI 02813 policy@rhodeislandapa.org jweidman@charlestownri.org	

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.