



APA DIVISIONS COUNCIL
FY2016 ANNUAL DIVISION PERFORMANCE REPORT
DUE NOVEMBER 15, 2016

Division: County Planning Division

Chair (or primary author if not Chair): David Heinold

1. **Workplans and Budgets**

- Appendix A: FY2016 Work Plan with Approved Budget
- Appendix B: FY2017 Work Plan with Proposed Budget

2. **Communications**

So much of our time is communicating with members. How do you do it? Please identify how often each tool was used to communicate with Division members (include weblinks for any posted material and dates if available):

- a. Newsletter (including hard copies, electronic versions, or other)
 - The Division published 4 quarterly newsletters in FY 15/16. Publication issues were Fall, Winter, Summer and Spring.
 - Newsletters are posted to the Division's webpage. The link to the Division's newsletter webpage is <http://www.planning.org/divisions/countyplanning/newsletter/>.
 - The current newsletter editor is Jacqueline Kamp from Clark County, Washington
- b. Website updates
 - URL of Division's website is <http://www.planning.org/divisions/countyplanning/>.
 - Webpage contains business meeting summaries, leadership information, board contact information, newsletters, award information, annual conference information, contact info, and info about how to join.
- c. e-blasts
 - The CPD Chair is continuing to use the MailChimp account to send e-news updates monthly to division members outlining happenings, upcoming webinars, and other news. This method of communication has been somewhat successfully

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in reaching members and encouraging participation in trainings as well as for leadership recruitment.

- d. social media sites
 - The Division has a new Social Media Coordinator, David Boston from Prince George's County, Maryland, who manages CPD's LinkedIn and Facebook account
 - URL of the Division's LinkedIn page is
http://www.linkedin.com/groups?home=&gid=5064414&trk=anet_ug_hm/
 - URL of the Division's Facebook page is
<https://m.facebook.com/APACountyPlanning/#> =
- e. Membership surveys
 - The Division has not produced any membership surveys during FY2016.
- f. Specific outreach for volunteer opportunities
 - The Division is always actively recruiting new professionals to conduct trainings and webinars for our members.
- g. Other

3. **Annual National Planning Conference Activities**

The Annual National Planning Conference is when everyone comes together. What did you Division organize at the NPC? Please identify any and all of your Division's-sponsored sessions at the Annual Planning Conference:

- a. The Division sponsored session in Phoenix was "Regulating Signs After Reed v. Town of Gilbert." The session was held at 10:30am, April 4, 2016 and was very well attended with an attendance count of 400.
- b. The Annual Business Meeting was Monday, April 4th at 6pm at the Sheraton Phoenix.
- c. The Division held a joint reception Private Practice, Regional & Intergovernmental, Small Town & Rural Planning and Planning & Women divisions. It was held April 4th at 8pm.
- d. Megan Nelms and Robert Hill staffed the Divisions Council booth at the NPC in Phoenix.

4. **All Other Events/Programs**

What did you work on before and after the NPC? Please identify any events/programs sponsored by your Division (other than those at the National Planning Conference), including the number of participants, revenue generated (if applicable), and CM credits offered (if applicable):

- a. Education programs (including webinars, events at local APA conferences, events co-sponsored with other organizations, etc.)

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- The CPD provided a free webinar through the Planning Webinar Consortium on June 3, 2016 titled “Be Project Ready: Go From Opportunistic to Strategic Green Infrastructure” that was approved for 1.5 hours of CM credit.
 - The CPD provided a free webinar through the Planning Webinar Consortium on July 22, 2016 titled “Regulating Electronic Message Centers” that was approved for 1.5 hours of CM credit.
 - The CPD provided a fee-based webinar through APA National on October 14, 2016 titled “Reed v. Gilbert – One Year Later” that was approved for 1.5 hours of CM credit and 1.5 hours of Legal credit. This webinar raised \$4,920.00 after APA expenses for the Division.
 - Immediate Past CPD Chair Tim Brown, the Division’s National Association of County Planners liaison to the National Association of Counties (NACo), is on the Board of Directors for NACo as well as a member of the Land Use Subcommittee of NACo’s Energy, Environment and Land Use Committee and a member of NACo’s Rural Action Caucus. Through this affiliation, the CPD continues to coordinate with the National Association of Counties (NACo) affiliate the National Association of County Planners (NACP) to collaborate on research topics and participate in NACo conference sessions as a way to educate elected officials about county planning.
- b. Networking/social events (events at local APA conferences, events co-sponsored with other organizations, etc.)
- c. Recognition events/programs
- d. Awards you give out (student papers, scholarships, diversity, etc.)
- The CPD presented our Project Awards at our Annual Business Meeting in Phoenix, which included 1 Award of Excellence to **Kenton County, Kentucky**, in the Comprehensive Plan – Large Jurisdiction category for the Direction 2030: Your Voice. Your Choice.
- e. Any Division management meetings/conference calls
- The Division Executive Committee attempts to have a conference call every other month. These conference calls took place on January 6, 2016, March 16, 2016, June 22, 2016 and August 17, 2016. The minutes from these conference calls can be found on our webpage at www.planning.org/divisions/countyplanning/business/.
- f. Other events

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5. Membership

- a. Our members come from a wide variety of government agencies and consultant groups of different sizes. We had 236 members at the start of FY2016 and ending FY2016 with 286 members, a positive net gain of 50 people.
- b. The Division has not set a specific committee to work tasks, but utilizes the efforts of each individual board members' strengths to ensure that we continue to grow and offer our members added value.

6. Division Assistance Programs

The division did not provide any community assistance this year

7. Research and Publications

The Division is not currently conducting any technical research work or publications.

8. Elections

The Executive Board solicited the CPD general membership to fill the open positions becoming available for FY2017. The slate of officers nominated and elected are listed below:

- a. David Heinold, current Chair-Elect, will take over as Chair at the beginning of FY2017 for the next two years and automatically assumes chair duties immediately in January 2017 per Division bylaws.
- b. Kyle Breuer, Zoning Administrator for Pender County, NC, committed to serve as the incoming Chair-Elect for the Division and will officially join the executive committee in January 2017 with no other nominations for this position. The Executive Board nominated Kyle to this position at their October 26, 2016 meeting.
- c. Mike Harper was elected to serve another term as Treasurer
- d. Jacqui Kamp was elected to serve as Secretary. She currently serves as the Division Newsletter Editor.
- e. Robert Hill committed to serve as the Division Newsletter Editor for the next year.

9. Financial Report

The Division has continued to do a good job with attracting quality webinar content for members on present-day issues affecting counties. Specifically, the Division hosted webinars on regulating electronic message centers and discussions on the Reed vs. Town of Gilbert sign case. The Reed vs. Gilbert fee-based webinar raised nearly five thousand dollars! The cost of the 2016 National Planning Conference was borne by the Division with the declined sponsorship from ESRI this year, but still proved under budget for the business meeting and reception.

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10. Bylaws

The Division did not update by-laws this year. This was previously completed and our by-laws are current with Divisions Council outline.

11. Divisions Council Meetings

Megan Nelms, current Chair, attended the DC business meetings at the National Planning Conference in Phoenix along with the teleconference meetings and David Heinold was present at the Fall Leadership meetings in Washington, D.C.

12. APA Development Plan

To further the DC initiative of Senior Livability, in FY 12/13 the CPD created a new award category of Special Focus Planning Initiative – Senior Livability as part of the Division’s project award program. However, in FY 15/16 there were no award applications in this category.

13. Division Challenges

The Division struggled this year with finding a chair-elect. We missed the consolidated elections cycle because we did not have any candidates. We did finally use our eblasts to recruit volunteers and put out a good “job description” and found some new, interested volunteers.

14. Shout it from the Mountains

We are excited to begin thinking about future possibilities to boost division participation and engage our members. David, incoming Chair, has started discussion on key APA changes presented at the Fall Leadership Meetings to keep the division performing well. One of these ideas involves working with the Western Central Chapter leadership in forming an emerging professionals group to help planners and administrators across the western states in the region with professional development as well as various job training skills needed to be an effective planner in their respective jurisdictions. While still in the early formation stages, this is an effort that CPD can support to diversify its’ membership base.

Other ideas we have been thinking about are to encourage members to collaborate on blog post articles for our newsletter editions each year. This provides them a chance to help other planners across the country out with specific issues they deal with on a daily basis and allow them to see value in their continued support with dues payments.

Appendixes (attach all and submit with this report in 1 .pdf):

- a. FY 2016 Work Plan with Approved Budget
- b. FY 2017 Work Plan with Proposed Budget
- c. Annual Business Meeting Notes and Attendance List
- d. FY 2016 Financial Report
- e. Updated bylaws (if applicable)

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COUNTY PLANNING DIVISION**



Appendix B County Planning Division FY2016 Work Plan

- Refer to Best Practices – [GALIP FY2011 Work Plan](#) – to assist you in developing your division’s Work Plan.
- Save this template using your division’s name and the template name. (i.e., *PBCD-FY13 Work Plan*)
- Use the budget column to track proposed expenses and revenues related to each task. Once finalized, transfer these amounts to the FY14 Budget.

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Membership Communications & Engagement	<ol style="list-style-type: none"> 1. Publish quarterly newsletters 2. Send out electronic e-blast messages to spread the word about events, webinars, APA continuing ed opportunities, APA National Conference, and other information in between newsletters. 3. Maintain Division webpage on APA website. 4. Maintain Division LinkedIn page. 5. Disseminate information re: Executive Board business. 	<ol style="list-style-type: none"> 1. Newsletter Editor solicits articles from membership and also profiles county planners/new emerging professionals/students in articles. 2. Division Chair sends out e-blasts as information becomes available. 3. Newsletter Editor sends files to APA staff for loading onto webpage. 4. Division Chair sends approved meeting summaries and other relevant information to APA staff for loading onto webpage. 	<ol style="list-style-type: none"> 1. Newsletter Editor 2. Division Chair 3. Newsletter Editor 4. Social Media Coordinator 5. Division Chair 	\$0
Conference Session	<ol style="list-style-type: none"> 1. Hold one by-right session at 2015 Annual Conference. 2. Host one “facilitated discussion-based” session at the 2015 Annual Conference. 3. Host a mobile workshop at the 2015 Annual Conference. 4. Assist in manning the Divisions Council’s booth. 	<ol style="list-style-type: none"> 1. Solicit proposals from membership. 2. Session Proposal Coordinator coordinates review. 3. Executive Board takes recommendation from Session Proposal Coordinator and selects session and mobile workshop proposals. 4. Send out e-blasts and post on our LinkedIn page requesting volunteers to man the booth. 	<ol style="list-style-type: none"> 1. Session Proposal Coordinator/ Division Chair/Executive Board 2. Session Proposal Coordinator/ Division Chair/Executive Board 3. Session Proposal Coordinator/ Division Chair/Executive Board 	\$0

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
			4. Chair/Social Media Coordinator	
Annual Business Meeting / Awards Ceremony/ Reception	<ol style="list-style-type: none"> 1. Convene Annual Business Meeting during APA National Conference. 2. Hold awards ceremony at the Annual Business Meeting. 3. Hold a Division reception at the national conference in partnership with other divisions. 4. Consider providing a CM approved program at the national conference reception. 	<ol style="list-style-type: none"> 1. Arrange meeting room during national conference. Informal meal. 2. Awards committee disseminates Call for Nominations and reviews submittals. Executive Board considers Award Committee recommendations and selects winners. Awards Chair notifies winners, arranges for awards, and develops media releases. Chair presents awards at the Annual Business Meeting. 3. Identify meeting sponsors to cover cost of food and beverages for the Annual Business Meeting. 4. Arrange for a meeting room, food and beverages and identify sponsors for the Division reception to be held at the national conference. 5. Coordinate with division partners to share revenues and expenses and identify each division's responsibilities concerning the reception to be held at the national conference. 6. Coordinate with division partners on a possible CM approved program to be provided at the reception to be held at the national conference. 	<ol style="list-style-type: none"> 1. Division Chair/Session Proposal Coordinator 2. Awards Committee Chair 3. Division Chair/Executive Board/Division Partners 4. Division Chair/Executive Board/Division Partners 	\$1,100
Leadership Activities	<ol style="list-style-type: none"> 1. Chair to attend Spring and Fall Leadership Meetings. 2. Strive for full board attendance at Annual Business Meeting and assistance in leadership 	<ol style="list-style-type: none"> 1. Division Chair to attend Spring and Fall meetings and report back to the membership via newsletter and other methods as appropriate. Executive Board responds to requests from Leadership Meetings. 	<ol style="list-style-type: none"> 1. Division Chair 2. Division Chair/Chair-elect/Executive Board 	\$650

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	activities.	2. Division Chair promotes full participation of Division leadership. Chair-Elect organizes webinars, Annual Business Meeting logistics, and assists with membership communications; Treasurer monitors receipts and expenditures; and Secretary records official meeting minutes and attendance.		
Develop Membership Retention Strategy	<ol style="list-style-type: none"> 1. Identify ways to keep existing members and recruit new ones. 2. Follow up with members regarding renewals. 3. Provide Division brochures to the Divisions Council's booth at the national conference. 4. Survey the Division Membership every other year. 	<ol style="list-style-type: none"> 1. Systematically contact members who have dropped off or about to drop off the membership roster. 2. Develop a membership plan for retaining and increasing membership numbers. 3. Provide Division brochures to the Divisions Council's booth at the national conference. 4. Survey Division members for input. 5. Utilize social media for additional outreach to potential division members 	<ol style="list-style-type: none"> 1. Membership Coordinator 2. Membership Coordinator/ Executive Board 3. Division Chair/Session Proposal Coordinator 4. Division Chair/APA Staff 5. Division Chair/Social Media Coordinator 	\$0
APA Development Plan and Division Integration	<ol style="list-style-type: none"> 1. Continue to collaborate with other divisions to accomplish APA Development Plan Goals. 2. Work with DC and CPC to expand collaborations with divisions and chapters. 3. Continue to support division initiatives. 4. Amend the Division Bylaws to be in compliance with the DC approved model division bylaws. 	<ol style="list-style-type: none"> 1. Division Chair coordinates with other division leaders on Development Plan Goals. 2. Work with CPC to develop conference activities, e-blast the CPD brochure to members and state chapters for distribution at state chapter and regional conferences. 3. Use by-right session and/or facilitated discussion session to further division initiatives. 4. Process changes to the Division Bylaws to bring them into compliance with the DC approved model division bylaws. 	<ol style="list-style-type: none"> 1. Division Chair/Executive Board 2. Division Chair/ Executive Board 3. Division Chair/Session Proposal Coordinator/ Executive Board 4. Division Chair/Executive Board 	\$0

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Develop Educational Information and Support APA Educational Scholarship Fund	<ol style="list-style-type: none"> 1. Recruit Education Coordinator from the general membership. 2. Develop webinars on county planning issues relevant to DC initiatives. 3. Support planning education and recognize deserving students. 	<ol style="list-style-type: none"> 1. Announce search for Education Coordinator through e-blast, Division LinkedIn page and Division newsletter. 2. Solicit webinar topics from members and possible partnerships with other organizations to develop webinar content. Provide at least one webinar through the Planning Webcast Series. Provide at least one webinar through APA. Continue to be a CM provider. 3. Contribute to SRC Awards. 4. Spotlight county planners, students and emerging professionals in the Division newsletter. 	<ol style="list-style-type: none"> 1. Division Chair/ Newsletter Editor/ Executive Board 2. Division Chair/ Newsletter Editor/Social Media Coordinator/ Executive Board 3. Division Chair/ Newsletter Editor/Social Media Coordinator/ Executive Board 	<p style="text-align: center;">\$1,050</p>



American Planning Association

Making Great Communities Happen

Appendix B

**County Planning Division
FY2017 Work Plan (Proposed)**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Membership Communications & Engagement	1. Publish quarterly newsletters 2. Send out electronic e-blast messages to spread the word about events, webinars, APA continuing ed opportunities, APA National Conference, and other information in between newsletters. 3. Maintain Division webpage on APA website. 4. Maintain Division LinkedIn and Facebook page. 5. Disseminate information re: Executive Board business.	1. Newsletter Editor solicits article topics as well as content from membership and also profiles county planners/new emerging professionals/students in articles. 2. Division Chair sends out e-blasts as information becomes available. 3. Newsletter Editor sends files to APA staff for loading onto webpage. 4. Social Media Coordinator will post content (e.g. research articles, member stories, and general CPD updates). 5. Division Chair sends approved meeting summaries and other relevant information to APA staff for loading onto webpage.	1. Newsletter Editor 2. Division Chair 3. Newsletter Editor 4. Social Media Coordinator	\$0
National Planning Conference Session	1. Hold one by-right session at 2017 Annual Conference.	1. Solicit proposals from membership.	1. Session Proposal Coordinator/ Division Chair/Executive Board	\$0

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	<p>2. Host one “facilitated discussion-based” session at the 2017 Annual Conference.</p> <p>4. Assist in manning the Divisions Council’s booth.</p>	<p>2. Session Proposal Coordinator coordinates review of NPC session submittals from members.</p> <p>3. Executive Board takes recommendation from Session Proposal Coordinator and selects session and mobile workshop proposals.</p> <p>4. Send out e-blasts and post on our LinkedIn page requesting volunteers to man the booth.</p>	<p>2. Session Proposal Coordinator/ Division Chair/Executive Board</p> <p>3. Session Proposal Coordinator/ Division Chair/Executive Board</p> <p>4. Chair/Social Media Coordinator</p>	
<p>Annual Business Meeting / Awards Ceremony/ Reception</p>	<p>1. Convene Annual Business Meeting during APA National Conference.</p> <p>2. Hold awards ceremony at the Annual Business Meeting.</p> <p>3. Hold a Division reception at the national conference in partnership with other divisions.</p> <p>4. Consider providing a CM approved program at the national conference reception.</p>	<p>1. Arrange meeting room during national conference. Informal meal.</p> <p>2. Awards committee disseminates Call for Nominations and reviews submittals. Executive Board considers Award Committee recommendations and selects winners. Awards Chair notifies winners, arranges for awards, and develops media releases. Chair presents awards at the Annual Business Meeting.</p> <p>3. Identify meeting sponsors to cover cost of food and beverages for the Annual Business Meeting.</p>	<p>1. Division Chair/Session Proposal Coordinator</p> <p>2. Awards Committee Chair</p> <p>3. Division Chair/Executive Board/Division Partners</p> <p>4. Division Chair/Executive Board/Division Partners</p>	<p>\$900</p>

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		<p>4. Arrange for a meeting room, food and beverages and identify sponsors for the Division reception to be held at the national conference.</p> <p>5. Coordinate with division partners to share revenues and expenses and identify each division's responsibilities concerning the reception to be held at the national conference.</p> <p>6. Coordinate with division partners on a possible CM approved program to be provided at the reception to be held at the national conference.</p>		
Leadership Activities	<p>1. Chair to attend Spring and Fall Leadership Meetings.</p> <p>2. Strive for full board attendance at Annual Business Meeting and assistance in leadership activities.</p>	<p>1. Division Chair to attend Spring and Fall meetings and report back to the membership via newsletter and other methods as appropriate. Executive Board responds to requests from Leadership Meetings.</p>	<p>1. Division Chair</p> <p>2. Division Chair/Chair-Elect/ Executive Board</p>	\$650

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		<p>2. Division Chair promotes full participation of Division leadership. Chair-Elect organizes webinars, Annual Business Meeting logistics, and assists with membership communications; Treasurer monitors receipts and expenditures; and Secretary records official meeting minutes and attendance.</p>		
<p>Develop Membership Retention Strategy</p>	<p>1. Identify ways to keep existing members and recruit new ones. 2. Follow up with members regarding renewals. 3. Provide Division brochures to the Divisions Council's booth at the national conference. 4. Survey the Division Membership every other year.</p>	<p>1. Systematically contact members who have dropped off or about to drop off the membership roster. 2. Develop a membership plan for retaining and increasing membership numbers. 3. Provide Division brochures to the Divisions Council's booth at the national conference. 4. Survey Division members for input. 5. Utilize social media for additional outreach to potential division members</p>	<p>1. Membership Coordinator 2. Membership Coordinator/ Executive Board 3. Division Chair/Session Proposal Coordinator 4. Division Chair/APA Staff 5. Division Chair/Social Media Coordinator</p>	<p>\$0</p>
<p>APA Development Plan and Division Integration</p>	<p>1. Continue to collaborate with other divisions to accomplish APA Development Plan Goals.</p>	<p>1. Division Chair coordinates with other division leaders on Development Plan Goals.</p>	<p>1. Division Chair/Executive Board</p>	<p>\$0</p>

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	<p>2. Work with DC and CPC to expand collaborations with divisions and chapters.</p> <p>3. Continue to support division initiatives.</p>	<p>2. Work with CPC to develop conference activities, e-blast the CPD brochure to members and state chapters for distribution at state chapter and regional conferences.</p> <p>3. Use by-right session and/or facilitated discussion session to further division initiatives.</p>	<p>2. Division Chair/ Executive Board</p> <p>3. Division Chair/Session Proposal Coordinator/ Executive Board</p> <p>4. Division Chair/Executive Board</p>	
<p>Develop Educational Information and Support APA Educational Scholarship Fund</p>	<p>1. Recruit Education Coordinator from the general membership.</p> <p>2. Develop webinars on county planning issues relevant to DC initiatives.</p> <p>3. Support planning education and recognize deserving students and new professionals.</p>	<p>1. Announce search for Education Coordinator through e-blast, Division LinkedIn page and Division newsletter.</p> <p>2. Solicit webinar topics from members and possible partnerships with other organizations to develop webinar content. Provide at least one webinar through the Planning Webcast Series. Provide at least one webinar through APA. Continue to be a CM provider.</p> <p>3. Contribute to SRC Awards.</p> <p>4. Spotlight county planners, students and emerging professionals in the Division newsletter.</p>	<p>1. Division Chair/ Newsletter Editor/ Executive Board</p> <p>2. Division Chair/ Newsletter Editor/Social Media Coordinator/ Executive Board</p> <p>3. Division Chair/ Newsletter Editor/Social Media Coordinator/ Executive Board</p>	<p>\$1,050</p>

APPENDIX C

MINUTES

COUNTY PLANNING DIVISION OF APA

ANNUAL BUSINESS MEETING – PHOENIX, AZ

APRIL 4, 2016

1. Welcome, Call to Order, Recognize Sponsors
Megan Nelms convened the meeting at 6:00 p.m. Everyone at the meeting (guests/award recipients) went around the table and introduced themselves.
2. Roll Call
Members present were Megan Nelms, Tim Brown, Charlie Compton, Joe Scorcio, Mike Kayes, Robert Hill and Jack Morgan. A quorum was confirmed.
3. Reception – Immediately following the business meeting. Megan reminded the group that the division is co-hosting a reception with the Private Practice, Intergovernmental and Regional, and Small Town and Rural and Women in Planning divisions.
4. Presentation of Planning Project Awards –
Tim stated that the division received fewer award applications this year and it was probably due to lack of advertising. He said that the awards jury included Dennis Sandquist, Royce Maniko and Mike Kayes. The entries were outstanding and he thanked everyone who submitted a nomination.

This year, an Award of Excellence went to Kenton County, Kentucky, in the Comprehensive Plan – Large Jurisdiction category for their Direction 2030: Your Voice. Your Choice.

The planning commission adopted the community's first comprehensive plan in 1972 and incorporated updates every five years thereafter per Kentucky law. The combined 26.2-pound, 12.5-inch-thick behemoth influenced decisions until the Great Recession established its 'New Normal.' Planners developed its replacement — Direction 2030: Your Voice. Your Choice. — through an aggressive three-year public engagement process. That process accomplished what many thought previously would be impossible: to build consensus among all 126 elected officials and 20 planning commission members. They grounded the plan in research provided by a national market analyst, most of it from sources bankers use for reviewing development-financing strategies. This established the plan as a unique resource for near-term development proposals and a baseline for state-mandated five-year updates. Stakeholders played a critical role in crafting a number of its innovative policies. Their opposition to broad recommendations

prompted planners to divide the County into four subareas — urban, first-ring suburb, suburban, and rural — to reflect the community’s diversity. Policies are based now on the differing lifestyles found across these subareas. They advocated for an easy-to-use final product. Planners responded with an online comprehensive plan (direction2030.org) that documents the plan’s creation, delivers guidance to anyone anywhere 24/7/365, and incorporates GIS technologies to invite users to interact with its contents.

Tim congratulated the award winners on their success with these exceptional and well-deserving projects. He thanked all of the program entrants and attendees as well as our sponsor ESRI, and encouraged everyone to consider submitting a project for the 2017 CPD/NACP Project Awards Program.

5. Other Business –
None

6. Adjournment
The meeting was adjourned at 7:55 p.m.

APA County Planning Division
Annual Meeting
Sign Up Sheet
Sheraton Hotel, Phoenix
April 4, 2016

Attendee Name (Please Print)	Organization/Company	Email Address
Tim Brown	WALTON COUNTY, FL	DOWNTOWN54@hotmail.com
JOE SCARCIO	CITY OF SEPTA, WA	Jscarcio@ci.septa.wa.us
PHILIP TAYLOR	M-INCPPC	philip.taylor@ppd.org
Abel Montoya	Adams County	Abel.Montoya@adco.gov
Tracy Hester	Richland County	hestertr@ccgov.us
Heidi Filer	Kane County DOT	filerheid@co.kane.il.us
TOM RICKERT	KANE COUNTY DOT	rickerttom@co.kane.il.us
Nana Appiah	Adams County	Nanaid@adco.gov
TRACY WOODRATT	WESTCHESTER COUNTY	tracy@westchestvt.gov
Gina D'Agrosa	Westchester County	gina.degrasa@gmail.com
Paul Mortensen	Montgomery Planning	paul.mortensen@montgomeryplanning.com
Miki Schmidt	NOAA Dept of Commerce	nicholas.schmidt@noaa.gov
CHARLIE COMPTON	LEXINGTON COUNTY S.C.	ccompton@lex-co.com
Karen Ann Miller	Kane County Dev. Dept.	millerkaren@co.kane.il.us
Richard Nicholls	Guest of Kane County	
MICHAEL BROWN	Montgomery County Planning	michael.brown@montgomeryplanning.com
Damon Crosson	MILWAUKEE COUNTY	Damon@milwaukee.gov
BRIAN O'LEARY	Montgomery County	boleary@montco.org
Crystal Myers	MA (SBC)	crystalmyers@montgomeryplanning.com
Jacqui Kamp	Clark County WA	jacqueline.kamp@clark.wa.gov
Megan Nelms	Campbell County, VA	mnelms@ccgov.net
David Heindl	MINNEAPOLIS COUNTY, SD	dheindl@gmail.com
MIKE KEYS		MJKeys@aol.com

County Planning Division
 FY2016 Financial Report (10/01/2015 - 09/30/2016)
 FY2017 Proposed Budget (10/01/2016 - 09/30/2017)

Appendices A, B, D

Type	Funds Available 10/01/15	Funds Available 09/30/16
Checking	\$5,650.53	\$7,148.18
Money Market	\$0.00	\$0.00
Other	\$0.00	\$0.00
TOTAL	\$5,650.53	\$7,148.18

REVENUE	Description	FY2016 Budget	FY2016 Actuals as of 09/30/2016		Proposed Budget FY2017
				Subtotal	REVENUE
Dues	Q4 (trf in November)	0	945.00		0
	Q1 (trf in February)	0	477.50		0
	Q2 (trf May/June)	0	917.50		0
	FY2012 Q3 (trf August)	0	551.25		0
	Dues Revenue	3,250		2,891.25	3,250
[Add other Revenue categories in additional rows, as needed.]					
	Other Revenue	0	535.00	535.00	0
	TOTAL REVENUE	3,250		3426.25	3250

EXPENSES	Description		Amount	Subtotal	EXPENSES
Communications/Newsletter	Design	0	0.00		0
	Printing	0	0.00		0
	Handling	0	0.00		0
	Postage	0	0.00		0
	Newsletter Expense	0		0.00	0
Annual Business Meeting	Refreshments	0	0.00		0
	Printing	0	0.00		0
	Postage	0	0.00		0
	Other	0	561.67		900
	Annual Meeting Expense	0		561.67	900
Travel - Division Chair	APA National Planning Conference	650	650.00		650
	APA Fall Leadership Meetings	0	0.00		0
	Other	0	0.00		0
	Travel Expense	650		650.00	650
[Insert additional rows to report other expense]	Webinar Contribution	0	150.00		150
	CM Provider Fee		95.00		95
	PSO Contribution		250.00		250
	Mailbox Rental		40.00		50
	Award Plaques		96.76		150
	Badge Ribbons		87.17		0
	Other Expense	0		718.93	0
	TOTAL EXPENSES	650		1,930.60	1,550

Revenue over (under) Expenses for reporting period:	2,600	1,495.65	1,700
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Submitted by: David Heinold
 Date: November 14, 2016