FY2018 Annual Division Performance Report

Due November 16, 2018

Division: County Planning

Chair (or primary author if not Chair):   Kyle Breuer, Chair-Elect

1. **Workplans and Budgets**
   a. Appendix A: FY2018 Work Plan with Approved Budget
   b. Appendix B: FY2019 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 FY2017/2018. 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 https://www.planning.org/divisions/countyplanning/newsletter/
   ● The current newsletter editor is Robert Hill from Brookings County, South Dakota. Robert has produced all 4 newsletters during FY2018.
   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 successful in reaching members and encouraging participation in trainings as well as for leadership recruitment. The open percentage for these email newsletters fluctuated throughout the year between 23 percent and 39 percent among the roughly 421 paid members. Comparatively, CPD sent 3 eNews publications and there was variation between 19 percent and 39 percent open rate among the 625 free student members over the course of the year.

d. Social media sites
- The Division's Social Media Coordinator, Michelle Fuson from Latah County, Idaho, manages CPD's LinkedIn and Facebook account. Relevant county planning information is posted and shared on both pages.
  - 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 (*Please describe the survey planning, any outreach, voter turnout, and results. Include the survey as an appendix. If your Division did not conduct a survey this year, confirm the bi-annual schedule on which the Division is meeting its survey requirements.*)
  - The Division sent a member survey during the first half of FY 2018 to kick off the new year in January 2018. CPD leadership began to discuss the results of the survey as an immediate step to develop a business plan and framework for the Division that is in line with what is called upon the division by the Divisions Council for FY 2018. The survey results reported that 116 of the CPD membership responded to the 12 questions, which equates to be about one-third of the paid membership total during the first half of the year. We received a lot of valuable information from this survey opportunity to continue to move the division forward with a growing annual membership count.

f. Specific outreach for volunteer opportunities
  - CPD leadership worked to solicit volunteers for the Divisions Council booth at the NPC in New Orleans. The Division Chair has incorporated a callout in the monthly eNews blast for volunteers from both the CPD membership and the Divisions Council leadership to help with the FY 2018 DC initiative on the Sharing Economy.

g. Other

3. **Annual National Planning Conference Activities**
   The National Planning Conference is when everyone comes together. What did your Division organize at the NPC? Please identify any and all of your Division's-sponsored sessions at the Annual Planning Conference, both independent of, or jointly with other Divisions or Chapters:
   a. General sessions, facilitated discussion, mobile workshops, social events or other;
      - **Sign Regulations That Encourage Creative Design**
        Date: April 24, 2018 Time: 8:30 - 9:45 AM CDT
        Room: R09 NPC188213 CM | 1.25
   b. Annual Business Meeting (provide date and time, include Business Meeting notes and attendance list as an appendix). Please indicate if your Division attempted to e-televise (in real time or recorded) your meeting so that others not present at the conference could access it online [if need be, later]; and
      - The Annual Business Meeting took place on April 23, 2018 at 4 p.m. CST at the Hilton Riverside, Jackson Room, New Orleans. The Annual Business Meeting was an opportunity to award exemplary planning projects across the country for comprehensive planning, innovative techniques, and innovation. The attendance list is attached.

c. Staffing of the Divisions Council booth at the direction of the Divisions Council Executive Committee (provide date, time, and name of Division members who staffed booth).
- The Division Chair-elect and members both volunteered for a half hour each at the DC booth.

4. **All Other Events/Programs**

What did you work on before and after the NPC? Please identify any events or programs sponsored/endorsed/created 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.)

b. Networking/social events (events at local APA conferences, events co-sponsored with other organizations, etc.)
- The Division held a joint reception with the Regional and Intergovernmental Planning Division during NPC 18. The event was held at Flamingo-A-Go-Go in New Orleans. There were approximately 30-members from both Divisions that attended.

c. Recognition events/programs

d. Awards you give out (student papers, scholarships, diversity, etc.)
- Please refer to Annual Business Meeting held at NPC 18

e. Any Division management meetings/conference calls
- The Division held bi-monthly conference calls to discuss official leadership business and developing an action plan based on the survey information received early in 2018.

f. Other events
- The Division was able to purchase "swag" items to take along to NPC 18 as well as distributed to executive membership to include pens, sticky notes, and badge tags that represented the County Planning Division. These materials have been distributed by members at State conferences and other events to bring recognition to APA and CPD.

5. **Membership**

Who are your members and how many do you have? Please identify the number of Division members at the start of FY 2018 and the end of FY 2018 by member type. (Note: This information will be provided to you by APA National in October).

- At the start of FY2018, the CPD had 329 members. At the end of FY2018, the CPD had 434 paid members. These amounts are calculated by combining the number of paid regular and young professional members together.

Students and young professionals make up a significant portion of membership for many Divisions. How many students/young professionals are members? How many did you gain, retain, or lose compared to the previous year?

- At the start of FY2018, the CPD had 297 university student members. A significant portion of the increase in our membership comes from the students and new planners categories. Currently, we have a total of 580 university student members. Specifically, the free student member category has added to the strength of our division through reaching out to this specific membership category in the eNews and newsletter to fill volunteer board positions (i.e. One Student Representative).

Also, does your Division have any committees, task forces, or other groups? If so, tell us the name of the group, who's on it, and what they're working on.

- The CPD Leadership was able to recruit amongst the core group of candidates that were not selected for the Chair Elect election to form a committee with new board member roles. The following positions were filled with CPD member names by an Executive Committee vote:
- P.J. Ginty, Student Representative
- Keith Marvin, Membership Coordinator
- Alison Tompkins, Education Coordinator

6. **Division Assistance Programs**

What are your Division members doing for the community? Tell us all about it. Please identify any assistance provided by your Division members:

a. To other APA divisions, chapters, students, staff, CPAT's, or general membership (provide date, topic, and division member(s) who participated).

b. In response to external requests (provide date, topic, and division member(s) who participated).

   i. Chair-elect Kyle Breuer participated in NACo's webinar: Planning Ahead: County Planning, Land Use & Zoning Strategies for Affordable Housing NACo's webinar on affordable housing as a speaker. He highlighted the importance of this topic to the County Planning Division, APA's efforts as well as NACP involvement. The webinar was well received and many of APA's members participated.

c. If any member was quoted or cited in a publication? (We recommend you highlight it to your whole Division too.)

7. **Research and Publications**

Are you conducting technical work or publishing? If so, please identify any Division-sponsored research activities, and/or publications (provide a weblink for all publications).

- The CPD did not conduct any technical work or publish any reports.

8. **Elections**

Who's going to write the FY2019 Annual Report? It's whoever your Division elected this year! If your Division held an election this Fiscal Year, please tell us the names of your Nominating Committee members, names of candidates by position, and winners by position.   (Note: This information will be provided to you by APA National in October).

- The Division had a very important election for the upcoming Chair Elect vacancy with the transition of Kyle Breuer, current Chair Elect, to Chair at the start of the new year. The Chair Elect vacancy had a total of 5 CPD member nominations. The core group of the Immediate Past Chair, Megan Nelms, as well as David Heinold and Kyle Breuer narrowed the slate down to two candidates to keep the position competitive with the upcoming elections cycle in Fall 2018. Jacqui Kamp was elected to serve as Secretary for FY2019. While Robert Hill was elected to be the new Treasurer for FY2019. Chris O'Keefe was elected as the Chair-elect to take over Kyle's duties in this position as he moves to the Chair role. Chris O'Keefe is currently employed as the Planning Director for Jefferson County, Colorado.

9. **Financial Report**

    Show us the money! As an appendix, please provide a final Financial Report for FY2018 (make sure to use the [Financial Report template](#)). In text, let us know if your Division met its FY2019 financial plan in terms of revenues and expenses. If your end of year balance is less than your start of year balance, please explain why (especially if this was planned). Please highlight any new revenue generating programs initiated this year.

10. **Bylaws**

    Did you make any changes to how you operate? Let us know. If your Division updated its bylaws this Fiscal Year, please tell us the names of the review committee members, summarize the key changes you adopted, and attach your updated bylaws as an appendix. Also, tell us if you updated your bylaws based on the 2014 Model Divisions Bylaws.

    ● The Division did not update the bylaws during FY 2018.

11. **Divisions Council Meetings**

    Who represented your Division at the Divisions Council meetings at the National Planning Conference and Fall Leadership meetings?   (Note: This information will be provided to you by APA National in October). If your Division was not represented at one of these meetings, please explain why and how this will be corrected in the future.

    ● The Division Chair, David Heinold, represented the CPD at the Divisions Council Meetings at the National Planning Conference and Fall Leadership Meetings.

12. **APA Development Plan**

    Let's show how much Divisions contribute to APA. Please identify any specific efforts your Division undertook to support the APA Development Plan and/or Divisions Council Initiatives.

    ● The Division Chair was the Chair of the Divisions' Council Sharing Economy Initiative, which included organization of the 2018 Student Design Competition and production of a White Paper report on the Sharing Economy with a total of three authors representing a broad array of specialties in the field of planning.

13. **Division Challenges**

    Life's not always a bed of roses. Has your Division had any challenges this year? Don't be shy, we've all been there. Tell us what happened and let's see how the Divisions Council or other Divisions can help. Historically, Divisions have struggled with membership, finding active volunteers, and limited funding. Tell us if your Division dealt with any of these, any other emerging issues, and how you addressed them.

    ● Challenges presented have come in the form of opportunities. Specifically, the increased student membership and how to connect to those future members has been a challenge. The Chair and Chair-elect met with a student member at NPC 18 to discuss opportunities to take the torch and be the voice of the student member. We're hoping this affiliation will bring continued membership in the Division when they begin their careers in planning as well as knowing that there's mentorship opportunities and people they can reach out to in the field to gain meaningful insight as they look forward to their career in planning.

14. **Shout it from the Mountains**

    You've told us so much already, we want to make sure we really hear the highlights. Even if you've mentioned it above, please tell us about your Division's efforts from this year that you're most proud of, so we can tell everyone about (the answer to this question could be the start of

your application for a Divisions Council award!). Did your Division have any messages, activities or trainings that fostered and/or supported any diversity initiatives and/or social equity education this year? Did your Division provide official endorsements for NPC'18 sessions in New Orleans, and how many? (If yes, please share!) Also, include any new initiatives you're exploring that you're excited to try and especially anything focused on growing your membership. We provide this information to the APA Board – the more you tell us, the more you shine!

- The Division is thrilled to bring on a new role of "Education Coordinator". This position will be able to gauge member interest on emerging issues that face County Planning providing additional value-added opportunities to our members. Allison Thompkins from Nez Perce County, Idaho will be filling this role.
- We're also excited to have our student membership leader to bring the voice of the student leadership to the County Planning Division. P.J. Ginty has been participating in executive leadership calls to get an idea as to how the Division functions as well as being able to communicate thoughts and ideas for enhanced opportunities. This has been extremely important to leadership due to the large increase in student membership over the past year or so.

15. **Appendixes (attach all and submit with this report in 1 .pdf):**
   a. FY2018 Work Plan with Approved Budget
   b. FY2019 Work Plan with Proposed Budget
   c. Annual Business Meeting Notes and Attendance List
   d. FY2018 Financial Report

Appendix A

County Planning Division
FY2018 Work Plan (**Approved** Draft)

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. 6. Check Division mailbox for member updates and renewals	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 places files in Google for loading onto webpage. 4. Social Media Coordinator will post content (e.g. research articles, member stories, and general CPD updates. 5. Division Chair uploads approved meeting summaries and other relevant information to Google Drive for loading onto webpage. 6. Division Treasurer maintains mailbox and checks for member renewals/general updates	1. Division Chair 2. Newsletter Editor 3&4. Social Media Coordinator 5. Division Chair 6. Treasurer	$50

National Planning Conference Session	1. Hold one CPD sponsored session at 2018 Annual Conference. 2. Host one "facilitated discussion-based" session at the 2018 Annual Conference. 3. Assist in manning the Divisions Council's booth.	1. Lead discussion on review of proposals from membership. 2. Executive Board selects session and mobile workshop proposals. 3. Send out e-blasts and post on our LinkedIn/Facebook page requesting volunteers to man the booth.	1. Division Chair/Chair-Elect 2. Executive Board 3. Chair/ Social Media Coordinator	$0
Annual Business Meeting / Awards Ceremony/ Reception	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.	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. Arrange for a meeting room, food and beverages and identify sponsors for the Division reception to be held at the national	1. Division Chair/Chair-Elect 2. Awards Committee Chair 3. Division Chair/Chair-Elect/Executive Board/Division Partners 4. Division Chair/Chair-Elect/Executive Board/Division Partners	$1,300

		conference. 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. 4. Coordinate with division partners on a possible CM approved program to be provided at the reception to be held at the national conference.		
Leadership Activities	1. Chair to attend Spring and Fall Leadership Meetings. 2. Strive for full board attendance at Annual Business Meeting and assistance in leadership activities.	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. 2. Division Chair promotes full participation of Division leadership. Immediate Past Chair solicits partnerships for research, webinar, and/or other product proposals Chair-Elect organizes webinars, Annual Business Meeting logistics, and assists with membership communications; Treasurer monitors receipts and expenditures; and	1. Division Chair 2. Division Chair/Chair-Elect/ Executive Board	$800

		Secretary records official meeting minutes and attendance.		
Develop Membership Retention Strategy	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. 5. Use APA Messaging Themes to develop targeted approach to the engagement of CPD members.	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 e-News and social media for additional outreach to potential division members and/or members.	1. Membership Coordinator/ Executive Board 2. Membership Coordinator/ Executive Board 3. Division Chair/Executive Board 4. Division Chair/APA Staff/ Executive Board 5. Division Chair/Newsletter Editor/Social Media Coordinator/ Executive Board	$0
APA Development Plan and Division Integration	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.	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 CPD sponsored-session and/or facilitated	1. Division Chair/Executive Board 2. Division Chair/ Executive Board 3. Division Chair /Executive Board 4. Division Chair/Executive Board	$0

		discussion session to further division initiatives.		
Develop Educational Information and Support APA Educational Scholarship Fund	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 and new professionals.	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 e-News, newsletter & social media.	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	$1,050

							FY BUDGET by Acct.	$ 800.00	$ 800.00	$ 250.00	$ 250.00	$ 50.00	$ 900.00	$ 150.00	-	$ 3,200.00	$ 3,550.00	$ 5,000.00	$ 8,550.00

						EXPLANATION	Division Chair travel to Annual Conference and Fall Leadership meeting.	AICP CM Provider fee ($95); Webinar set-up fee ($500); Ohio Webcast fee ($150)	SRC Grant ($250)	Award plaques ($250.00)	Annual mailbox rental contribution ($50)	Annual Meeting ($600); Reception ($300)	Misc.			TOTAL BUDGETED EXPENDITURES	Membership Dues	Award Application Fees ($200); Donations ($400); Reception ($100); Webinar ($4300)	TOTAL BUDGETED REVENUES

Activity	Date	Debit	Credit	Balance	Pay to	For	Officer Travel (MD-6126: 720100, 720101; 720103)	Webinars (MD-6126: 710110)	Contributions (MD-6126: 710910)	Awards (MD-6126: 710130)	Office Supplies (MD-6126: 710700; 720400; 720410)	Annual Meeting (MD-6126: 750100; 750120; 750130; 750160)					Quarterly Rebate (MD-6126: 410120)	Other Credits (MD-6126: 420350; 420800; 480200; 480500; 420900)
STARTING BALANCE				$ 13,536.92														
✓ 4th Q Rebate			$ 861.84	$ 14,398.76	Division	Qrtly Rebate											$ 861.84	
Ohio Webcast Series	29-Nov	$ 150.00		$ 14,248.76	APA Ohio	Webcast Series		$ 150.00										
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					BUDGET SURPLUS / DEFICIT		$ 800.00	$ 650.00	$ 250.00	$ 250.00	$ 50.00	$ 900.00	$ 150.00			$ 3,200.00		
												FY 2017 Debits				$150.00		
																	$ 861.84	

FY 2018 (100702-000000)

Appendix B

County Planning Division
FY2018 Work Plan (Proposed Draft)

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. Update Division website in coordination with APA Staff. 4. Maintain Division LinkedIn and Facebook page. 5. Disseminate information re: Executive Board business. 6. Check Division mailbox for member updates and renewals	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. Chair, Immediate Past Chair, & Secretary stores CPD files for website update by August 2019. 4. Social Media Coordinator will post content (e.g. research articles, member stories, and general CPD updates. 5. Division Chair uploads approved meeting summaries and other relevant information to Google Drive for loading onto webpage. 6. Division Treasurer maintains mailbox and checks for member renewals/general updates	1. Division Chair 2. Newsletter Editor 3. Division Chair/Immediate Past Chair/ Secretary/ Executive Board 4. Social Media Coordinator 5. Division Chair 6. Treasurer	$80

National Planning Conference Session	1. Hold one CPD sponsored session at 2018 Annual Conference. 2. Assist in manning the Divisions Council's booth.	1. Lead discussion on review of proposals from membership. Executive Board selects session and/or mobile workshop proposals. 2. Send out e-blasts and post on social media to recruit volunteers.	1. Division Chair-Elect/ Executive Board 2. Chair/ Social Media Coordinator	$0
Annual Business Meeting / Awards Ceremony/ Reception	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.	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. Arrange for a meeting room, food and beverages and identify sponsors for the Division reception to be held at the national conference. Coordinate with division partners to share revenues and expenses	1. Division Chair/Chair-Elect 2. Awards Committee Chair 3. Division Chair/Chair-Elect/Executive Board/Division Partners 4. Division Chair/Chair-Elect/Executive Board/Division Partners	$2,000

		and identify each division's responsibilities concerning the reception to be held at the national conference. 4. Coordinate with division partners on a possible CM approved program to be provided at the reception to be held at the national conference.		
Leadership Activities	1. Chair to attend Spring and Fall Leadership Meetings. 2. Strive for full board attendance at Annual Business Meeting and assistance in leadership activities. 3. Scholarship Fund for Student Representative travel to state, regional, and/or national conferences.	1. Division Chair to attend Spring and Fall meetings and report back to the membership via newsletter and e-News. Executive Board responds to requests from Leadership Meetings. 2. Division Chair promotes full participation of Division leadership. Immediate Past Chair solicits partnerships for research, webinar, and/or other product proposals Chair-Elect organizes NPC activities, Annual Business Meeting logistics, and assists with membership communications; Treasurer monitors receipts and expenditures; and Secretary records official meeting minutes and attendance. 3. Executive Board sets aside student scholarship to attend state, regional,	1. Division Chair 2. Division Chair/Chair-Elect/ Executive Board 3. Executive Board/Student Representative	$5,500

		and/or national conferences/events. The amount of scholarship must be demonstrated by the Student Representative for the division.		
Develop Membership Retention & Attraction Strategy	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. 5. Use APA Messaging Themes to develop targeted approach to the engagement of CPD members.	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 e-News and social media for additional outreach to potential division members and/or members.	1. Membership Coordinator 2. Membership Coordinator/ Executive Board 3. Division Chair/Executive Board 4. Division Chair/APA Staff/ Executive Board 5. Division Chair/Newsletter Editor/Social Media Coordinator/ Executive Board	$150
APA Development Plan **and** **Division Integration**	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.	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.	1. Division Chair/Executive Board 2. Division Chair/ Executive Board 3. Division Chair /Executive Board	$0

		3. Use CPD sponsored-session and/or facilitated discussion session to further division initiatives.		
Develop Educational Information **and** **Support APA Student Member Engagement & Scholarship**	1. Provide networking opportunities between students from universities. 2. Develop webinars on county planning issues relevant to DC initiatives. 3. Identify professional and student members who would be interested in video conferencing. 4. Identify professional planners who would be interested in hosting students at their office. 5. Support the SRC's efforts for the Outstanding Planning Student Organization Award. 6. Seek to engage students and young professionals/new planners through social media	1. Encourage "student only" events at local, state, regional, and national conferences so that students feel more comfortable networking together. 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. Directly contact student members and encourage them to skype with professionals. 4. Reach out to Planning Division professional members who are active at the University nearby and recruit students to come shadow them at their office. 5. Contribute to SRC Awards and have a board representative on the jury review committee. 6. Recognize deserving students and new professionals by creating a spotlight in the Division e-	1. Student Rep./ Education Coordinator/ Executive Board 2. Webinar Coordinator/ Newsletter Editor/Social Media Coordinator/ Executive Board 3. Student Rep./Education Coordinator/ Executive Board 4. Chair/Student Rep./Education Coordinator 5. Chair Elect/Executive Board 6. Chair/Student Rep./Social Media Coordinator/ Newsletter Editor	$1,050

		News, newsletter & social media for county planners, students and emerging professionals.		

APA County Planning Division Annual Meeting 4/23/2018

Name (please print)	Email	Organization
Mark R. Burrows	mark.burrows@travis...	Travis County
James Hartsfield	James.Hartsfield@oscola.org	Osceola County
Angela Harper	aharperva@gmail.com	retired Henrico County VA
Michael Burnham	burnhamm@trpc.org	Thurston Co. TRPC
Mike Kayes	MJKayes504@aol.com	County Planner
David Schwerd	schwerdd@horrycounty.org	Planning + Zoning
Jack Morp	Morp@naco.org	NACo
Van M°Clendon	vmcclendon@pulaskicounty.net	Pulaski Co. Planning
Corey Proctor	cproctor@co.forrest.ms.us	Forrest County, MS
CHARLIE COMPTON	charliecompton9@gmail.com	RETIRED (Alex. City, S.C.)
Bradley Petersen	bpetersen@co.madison.id.us	Madison County Idaho
Susan Campbell	susan.campbell@cookcounty.il.gov	Cook Cty Plng + Dev.
James Fausz	jfausz@pdskc.org	PDS

County Planning Division
FY2018 Financial Report (10/01/2017 - 09/30/2018)
FY2019 Proposed Budget (10/01/2018- 09/30/2019)

Appendices A, B, D

REVENUE	Description	FY2018 Budget	FY2018 Actuals as of 09/30/2018	Subtotal	Proposed Budget FY2019 REVENUE
Dues	Q4 (trf in November)	888	733.00		750
	Q1 (trf in February)	888	1,148.00		750
	Q2 (trf May/June)	888	539.00		750
	FY2017 Q3 (trf August)	888	858.00		750
	Dues Revenue	**3,551**		**3,278.00**	**3,000**
[Add other Revenue categories in additional rows, as needed.]					
	Carry-over from FY 17	**14000**	**14693**		
	Carry-over from FY 18				**13866**
	Other Revenue	5,000	4750.00	19443.00	5000
	TOTAL REVENUE	22,551		22721.00	21866

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	900	1,479.00		1,600
	Printing				
	Postage				
	Other		341.00		
	Annual Meeting Expense	**900**	**1,820.00**	**1,820.00**	**1,600**
Travel - Division Chair	APA National Planning Conference	800	3,716.00		5,500
	APA Fall Leadership Meetings		1,557.00		
	Other				
	Travel Expense	**800**	**5,273.00**	**5,273.00**	**5,500**
[Insert additional rows to report other expense		1500			
	Other Expense	**1500**	1,609.00	1,609.00	1,680
	TOTAL EXPENSES	3200	8,702.00	8,702.00	8,780

Revenue over (under) Expenses for reporting period:		**19,351**		**14,019.00**	**13,086**

Submitted by: Mike Harper
Date: 11/6/18