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2009-2010

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PRESIDENT'S REPORT

M. Louise Allen, AICP

It has been a great two years! The Kentucky Chapter of the American Planning Association (APA-KY) has accomplished a lot, but there is need to do more. Our Chapter Development Plan outlines the priorities of the Chapter. The APA-KY Executive Committee then allocates resources, both financial and human, to those priorities for the next two years. Please take the time to review the information below. We have provided it in order for members to know more about how APA-KY operates and as a way to invite you to volunteer.

What is APA-KY?

APA-KY is a Chapter of the American Planning Association. It consists of over 400 members who are professional planners, planning board members, elected officials, citizens and other professionals who have a genuine interest in planning their community's future. Our mission is to promote planning statewide in order to enhance the quality of life in Kentucky. It is a membership organization governed by an Executive Committee or Board made up of 11 members. A list of current Executive Committee members is included in this report. The APA-KY Executive Committee is authorized to manage the projects, tasks and finances of the Chapter. An annual membership meeting is held at the Spring Chapter conference.

What is APA?

The American Planning Association (APA) is a non-profit public interest and research organization representing over 39,000 practicing planners, officials and citizens involved with urban and rural planning issues. The organization has 46 chapters and 20 divisions devoted to specialized planning interests. APA is governed by a Board of Directors and has a full-time staff in Chicago and Washington, D.C. For more information about APA, visit www.planning.org via the Internet. It is involved in planning research, legislation, conferences, employment, law and education. The APA Washington, D.C. office is home to the Outreach and Policy functions of the organization, including Legislative Affairs and Public Information as well as the AICP and Professional Development functions. The APA Chicago office is home to the research, publication, education, conference, leadership, operation and council program functions of the organization.

What is AICP?

The American Institute of Certified Planners (AICP) is APA's professional institute, which provides nationwide certification of professional planners, ethics, professional development, planning education and the standards of planning practice. Currently, there are over 15,000 certified professional planners nationwide and over 130 certified professional planners in Kentucky. For more information about AICP, visit APA's website at www.planning.org via the Internet.

What is a Chapter Development Plan?

A Chapter Development Plan is the framework by which APA-KY allocates resources, both financial and human, to achieve certain goals and objectives of the Chapter during a two-year time period. Through its committees, projects are identified and prioritized for implementation and completion. This Chapter Development Plan will cover Fiscal Years 2009 and 2010. The Chapter Development Plan is formulated based upon the APA's Development Plan.

Are We Meeting APA-KY Goals & Objectives?

The organization's Goals and Objectives are identified in the Chapter Development Plan. Each year, the Chapter will publish an annual report of Chapter activities that will be used to determine how we are doing. In addition, a report will be given at the APA-KY Annual Business Meeting.

How Do We Meet Our Goals & Objectives?

The organization meets its Goals and Objectives through the work of its numerous committees. The committees are responsible for prioritizing and implementing the Goals and Objectives through specific strategies identified in the Chapter Development Plan. Committee membership is open to anyone who is an APA-KY member.

What Are the APA-KY Committees?

The current APA-KY Committees consist of the following: Executive, Administration, Professional Development/Education, Zoning Administration, Financial, Programs/Special Events, Legislative/Technical Support, and Community/Public Outreach. Individuals who lead these committees are listed in this document. You may also obtain this information by visiting our website at www.kapa.org via the Internet.

What is Each Committee's Responsibility?

The following is a list of primary committee responsibilities:

1. Executive - Administers all Chapter business, including finances, by-laws, Chapter Development Plan, etc.
2. Administration - Conducts elections, recruits and retains memberships and promotes planning awards.
3. Professional Development/Education - Promotes AICP certification, offers professional training opportunities (HB55) including ethics, and serves as a liaison with the university community.
4. Zoning Administration - Provides training opportunities and publications regarding zoning administration and enforcement.
5. Financial - Prepares annual budget and audit based upon adopted Financial Management Policy. Monitors investments, special projects and tax filings. Recruits sponsorships on an annual basis.
6. Programs/Special Events - Plans conferences, workshops and seminars on an annual basis.
7. Legislative/Technical Support - Monitors legislative activities, both short-term and long-term. Testifies on pending legislation. Networks with other allied professional organizations. Participates in APA Delegate Assembly.
8. Community/Public Outreach - Provides community assistance upon request. Publishes newsletter and other materials in order to educate individuals about planning. Maintains website for dissemination of information.

Is APA-KY Sound in Terms of Finances & Membership?

APA-KY has a relatively small budget of about \$30,000. Despite a slow recovering economy, the Chapter has been prudent in placing a significant amount of money in reserve for difficult economic times and for special projects. We have been prudent in adopting a modest budget and are stepping up to recruit new sources of income. We are in excellent financial shape. In terms of membership, APA-KY has remained steady at approximately 450 members for the last two years.

Are We Serving Our Members Well?

This question is for you to answer. We would like to hear from you at anytime. You can contact me by phone at (502) 222-1476 or at lallen@oldhamcounty.net via e-mail. I encourage you to get involved by contacting me or a Committee Chair (see enclosed list). We need volunteers to help implement the activities and priorities of our Chapter Development Plan. You can serve on a Committee, or even volunteer to run for election to become a board member. We look forward to your participation.

**2009 – 2010
CHAPTER DEVELOPMENT PLAN
American Planning Association – KY Chapter**



“APA-KY shall promote planning throughout the Commonwealth to enhance the quality of life for all Kentuckians.”

OVERALL ORGANIZATION GOALS

- ❖ Provide and support educational opportunities in Planning for Professional Planners, Students, Elected Officials and Citizen Planners.
- ❖ Encourage membership involvement in Chapter activities, retention of existing members, and the addition of new members.
- ❖ Network with other organizations in an effort to foster support for APA-KY goals and objectives.
- ❖ Promote social equity and diversity within the profession and through community planning efforts and practices.
- ❖ Increase citizen awareness and understanding regarding the role and value of planning in community and regional development.
- ❖ Promote effective planning through legislative efforts.

OBJECTIVES AND STRATEGIES: TO ATTAIN GOALS THROUGH COMMITTEE STRUCTURE

1. EXECUTIVE COMMITTEE

1. Administer all business of the Chapter.
 - 1.1 Update Chapter Development Plan biannually.
 - 1.2 Review By-laws biannually.
 - 1.3 Meet at a minimum, six times per year; establish annual meeting schedule and publish for review by members.
 - 1.4 Approve and monitor annual APA-KY Budget.

2. ADMINISTRATION

ANNUAL ELECTIONS COMMITTEE

1. Conduct annual elections pursuant to By-laws.
 - 1.1 Present a slate of candidates to APA-KY in a timely manner.
 - 1.2 Distribute ballots in conformance with APA-KY By-laws insuring all members receive ballots.

MEMBERSHIP COMMITTEE

1. Maintain and expand APA-KY membership
 - 1.1 Utilize membership drives, (e.g. Planning Commissioners, Zoning Administrators).
 - 1.2 Increase membership by 10% in next two years.
 - 1.3 Transmit correspondence to new members and those dropping membership.
 - 1.4 Update and distribute a APA-KY membership brochure.
 - 1.5 Recognize new APA-KY Members.
 - 1.6 Continue tracking Chapter only members.
 - 1.7 Facilitate retiring members obtaining lifetime APA membership.
 - 1.8 Maintain ongoing correspondence between the Executive Committee and the general membership
2. Maintain and update list of planning commissions.
3. Expand number of active volunteers through committee involvement.
4. Promote networking within the membership.

AWARDS COMMITTEE

1. Continue to conduct awards program including a variety of awards categories, and assure appropriate media coverage.

- 1.1 Develop awards information and application for publication in newsletter and distribution to related organizations.
 - 1.2 Hold awards presentation at spring conferences.
 - 1.3 Send out news releases on awards prior to presentation.
 - 1.4 Present awards locally or for award winner's organization as well.
 - 1.5 Present President's Award, at the discretion of the President.
 - 1.6 Present Bowdy award annually.
 - 1.7 Evaluate award categories to align with national categories.
2. Recognize outstanding effort or service to APA-KY.
 3. Assist with National APA Awards applications.
 - 3.1 Assist APA-KY statewide award winners in preparation of submissions.
 - 3.2 Assist in nomination of individual members for national awards or recognition (e.g. FAICP nominations) as appropriate.

3. PROFESSIONAL DEVELOPMENT

AICP COMMITTEE

1. Promote AICP and ethics awareness.
 - 1.1 Provide early notice to membership of exam dates and enrollment procedures.
 - 1.2 Offer AICP exam preparation assistance as appropriate.
 - 1.3 Maintain a lending library of study guides for AICP exam preparation.
 - 1.4 Urge greater recognition of AICP membership in employment considerations.
 - 1.5 Feature a session on ethics at one training session and/or feature a newsletter article annually.
 - 1.6 Continue to offer incentives for APA-KY members to join AICP.
 - 1.7 Promote use of and compliance with AICP Code of Ethics and Professional Practice Manual (standards and guidelines)
2. Encourage APA/AICP members to participate in the Certificate Maintenance (CM) Program.
 - 2.1 Facilitate and promote national CM program by keeping all APA-KY/AICP members informed of any changes and/or updates to the program.
 - 2.2 Provide and promote a variety of CM-approved programs, including the required courses in Planning Ethics and Planning Law.
 - 2.3 Help APA-KY/AICP members achieve and fulfill the requirements of the CM program by sending reminders to those in need of CM hours.
 - 2.4 Maintain a lending library of CM-approved videos, DVDs, CD-Roms, etc.
 - 2.5 Coordinate with other registered providers to promote CM-approved courses.

EDUCATION COMMITTEE

1. Continue to develop and hold education programs for planners, local officials and others involved in planning to fulfill requirements of HB 55.
 - 1.1 Hold workshops on an annual basis separately and in conjunction with the spring and fall conferences.
 - 1.2 Focus workshops on practitioner oriented and "hands on" curriculum.
 - 1.3 Continue to initiate coordinated programs with other similar interest groups and other APA Chapters when reasonable and beneficial, (e.g. Zoning Enforcement).
 - 1.4 Work with National APA/AICP to have nationally recognized speakers at programs sponsored by APA-KY.
 - 1.5 Acquire and make use of national programs and resources, based on APA-KY needs, targeted at planning professionals and citizen planners.

2. Continue to seek active cooperation/coordination of programs with state universities.
 - 2.1 Provide input to university planning-related courses.
 - 2.2 Encourage student and faculty participation in APA-KY.
 - 2.3 Provide and encourage use of guest lecturers or adjunct professors from APA-KY.
 - 2.4 Assist U of L and any other university in the state in developing and attaining an accredited planning program.
 - 2.5 Develop and maintain a university liaison program.
 - 2.6 Encourage and provide professional job opportunities to planning students.
 - 2.7 Facilitate the development and maintenance of a clearinghouse of planning related documents and research through the University of Louisville Library and Graduate Planning Program through APA-KY's website.

3. Continue special programs or projects that will make use of excess funds (beyond budgeted reserve), e.g. internships and scholarships.

4. PUBLIC OUTREACH

COMMUNITY ASSISTANCE COMMITTEE

1. Provide assistance to local government on planning organization, administration and implementation, through visits to communities.
 - 1.1 Develop and distribute web links, brochures and publicize the program.
 - 1.2 Promote program through Planning Commissioner Workshops, Kentucky Association of Counties (KACO), Kentucky League of Cities (KLC), APA-KY Newsletter.
 - 1.3 Respond to requests for assistance to the greatest extent feasible.

- 1.4 Expenses to be paid through cost sharing by communities (when possible) and Chapter (within budget).
2. Offer information and/or assistance at conferences.
 - 2.1 Solicit APA-KY volunteers.
 - 2.2 Work one on one with communities as requested.

NEWSLETTER/PUBLICATIONS COMMITTEE

1. Maintain and enhance the APA-KY Newsletter, both printed & electronic versions.
 - 1.1 Publish issues quarterly.
 - 1.2 Contact statewide APA-KY membership and request articles.
 - 1.3 Continue publishing articles directed towards elected officials, planning officials and others who practice planning.
 - 1.4 Continue distribution to targeted nonmembers, e.g. Kentucky legislators.
 - 1.5 Continue APA-KY Executive Committee column with articles to be scheduled and coordinated by newsletter editor.
 - 1.6 Provide column or article from AICP, APA and CPC at least one time each year.
 - 1.7 Provide Chapter financial information annually.
 - 1.8 Publish Chapter Development Plan upon approval.
 - 1.9 Publish Executive Committee meeting schedule.
 - 1.10 Publish at least one ethics article per year.
 - 1.11 Maintain editorial review board.
 - 1.12 Post newsletter on APA-KY website.
2. Publish KRS 100 updates.
3. Enhance and maintain the APA-KY Web site with timely, appropriate materials.

PUBLIC RELATIONS COMMITTEE

1. Increase visibility of APA-KY activities.
 - 1.1 Publish planning related articles in the "Kentucky Cities" magazine, professional newsletters such as ASLA, AIA, etc., and other publications of affiliate organizations.
 - 1.2 Participate in Kentucky League of Cities Annual Conference and meetings of other related organizations.
 - 1.3 Distribute APA-KY publications at meetings of other organizations.
 - 1.4 Cultivate better relationships with KACO, Farm Bureau and other identified groups.
2. Coordinate and develop contacts with local and state media to provide timely public relations coverage.

3. Provide opportunities for planning education to primary and secondary students.
 - 3.1 Develop contacts with educational associations in order to provide educational opportunities to students.
 - 3.2 Maintain and promote availability of educational materials.
 - 3.3 Encourage member participation in promotion of planning in local schools.
4. Promote National Community Planning Month throughout the Commonwealth.
 - 4.1 Communicate the present program to the public.
 - 4.2 Report APA-KY National Community Planning Month activities to APA.
 - 4.3 Incorporate National Community Planning Month into fall conference activities.

5. ZONING ADMINISTRATION

1. Continue to provide educational opportunities to persons dealing with zoning administration and enforcement.
2. Coordinate efforts with the Professional Development/Education Committee and Program/Special Events Coordinator.
3. Develop Zoning Administrators best practices resources.
4. Coordinate efforts with affiliated professions (e.g. Kentucky Bar Association, Kentucky Society of Professional Engineers, Kentucky Institute of Architects, etc.)

6. FINANCIAL COMMITTEE

BUDGET/ANNUAL AUDIT COMMITTEE

1. Prepare budget annually in accordance with APA-KY By-laws.
 - 1.1 Emphasize programmatic approach to budget development.
2. Conduct annual audit & forward to Executive Committee for approval.
3. Identify funds for special programs or projects.
4. Maintain and follow adopted Financial Management Policy consistent with APA requirements.
5. Annually prepare tax returns and make available for public inspection.
6. Research ways to maximize investment of Chapter funds.

SPONSORSHIP COMMITTEE

1. Maintain and enhance sponsorship program.
 - 1.1 Develop sponsorship statewide.
 - 1.2 Continue and improve upon procedures to contact specific sponsors in the geographic location of the conferences annually.
 - 1.3 Evaluate sponsorship and exhibitor fees.
2. Continue, increase and vary sponsorship of APA-KY Newsletter, APA-KY Web Site and other publications and activities.

7. LEGISLATIVE COMMITTEE

1. Monitor legislative session and interim Committee meetings.
 - 1.1 Monitor legislative activities.
 - 1.2 Prepare short-range legislative programs as necessary.
 - 1.3 Nurture a program of continuity and cooperation with targeted legislators on a year around basis, and encourage members to contact their own legislators to engage in such activities as:
 - ◆ face-to-face dialogue;
 - ◆ invitations to participate in Chapter programs;
 - ◆ workshops;
 - ◆ invitation to write articles for newsletter;
 - ◆ insure awareness of national programs of interest (e.g., Lawyers and Planners, Zoning Institute).
 - 1.4 Support and/or endorse legislation consistent with APA and Chapter goals.
 - 1.5 Hold legislative workshops.
2. Support and cooperate in a long-range program to review and modify Kentucky laws.
 - 2.1 Place emphasis on KRS 100.
 - 2.2 Monitor all other planning issues:
 - ◆ Investigate other states;
 - ◆ Cultivate awareness of national APA; and
 - ◆ Awareness, and use, of national APA\AICP state legislation assistance program.
 - 2.3 Inform Chapter members and non-members of state and national planning related legislative/education programs.
3. Involve the Chapter members/make them aware of APA-KY legislative positions.
 - 3.1 Feature legislative activities in newsletter.
 - 3.2 Feature legislative issues at conferences.
 - 3.3 Utilize the National Delegate's Assembly.

- 3.4 Continue to develop the APA-KY Legislative Network consistent with APA policies:
 - ◆ Use lobbyists, member and non-member; and
 - ◆ Overall Chapter support of issues.
4. Continue to nurture good relations with other organizations and groups interested in planning related law, including invitations to attend/participate in chapter conferences and workshops.
5. Support, where appropriate, planning related research.

8. PROGRAM/SPECIAL EVENTS COMMITTEE

1. Continue to hold conferences.
 - 1.1 Hold two conferences annually.
 - 1.2 Schedule these conferences at least a year in advance, and notify APA national of the dates.
 - 1.3 Continue to offer a range of program topics that are timely and practical.
 - 1.4 Continue to subsidize student registration.
 - 1.5 Include sufficient social opportunities at each conference.
 - 1.6 Examine/vary costs and quality (speakers, programs) of conferences in order to improve conference attendance.
2. Support multi-state and regional meetings and conferences.
3. Support joint activities with affiliated professions.
4. Coordinate Professional Development and Education opportunities with the PDO and Education Committee chairs.

9. SPECIAL PROJECTS AND OBJECTIVES

1. Examine the use of online technologies.

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