



American Planning Association
International Division

FY 2023-24 Work Plan with Budget

Adopted, October 4th, 2023
Amended, November 1st, 2023

Executive Board Member

Chair, Jing Zhang, AICP

Immediate Past Chair, Michael Kober, AICP

Vice Chair for Financial Management, Michelle Tullo, AICP

Vice Chair At Large, Lyndsey Deaton, Ph.D., RA, AICP, PMP, LEED GA

Vice Chair for Special Projects, Bruce Stiftel, Ph.D.FAICP

Vice Chair for Communications, Susannah Davidson

Student Representative, Carter Williams

FY 2022-23 BUDGET STATUS

Unrestricted Balance (including donations): **\$9,750.23**

Donations: Tim Van Epp: **\$500**, Bruce Stiftel: **\$500**

FY 2022-23 Income: **\$2,511** (expected)

FY 2023 - 2024 BUDGET AND STRATEGY

Budget: **\$4,450** (Oct 1, 2023 - Sept 20, 2024)

Goals

All objectives and activities should contribute to at least one of those goals.

Goal 1: Serving current division members

Goal 2: Enhancing the field of international planning

Goal 3: Maintaining a productive operation of the division

Goal 4: Increasing the number of division members

Funds Types

Unrestricted Funds: donations or financial resources that are not earmarked or designated for a particular division activities.

Restricted funds: donations or financial resources that are designated or earmarked by donors or grantors for a specific purpose, program, project, or use. The division is obligated to use restricted funds in accordance with the donor's or grantor's specified purpose, and the division must report on how these funds were used to ensure compliance.

Funding Categories for Division Activity

Category A - Funded. The activity is fully funded at the specified amount, using unrestricted funds.

Category B - Conditionally Funded. The activity will be eligible for funding at the specified amount if the Division's unrestricted funds see an increase due to donations, sponsorships, or other fundraising endeavors. The decision on the expenditure will be made by Executive Board members, requiring a vote.

Category C - Alternatively Funded. The activity is funded, or potentially funded, either fully or partially, by funding sources separate from the division's unrestricted funds. These external sources include grants (both from APA and non-APA sources), external stipends, as well as the Division's restricted funds with specific restrictions imposed by donors.

Category D - Not Funded. The activity is not funded by the Division's unrestricted funds.

Notes

Amendment - Executive Board members can amend the work plan to include new activities under Category D which require no funding from the Division unrestricted funds. The purpose is to allow flexibility to incorporate activities responding to emerging issues and changing circumstances.

Donors' Option - Donors have the option to designate their contributions to activities within any category, including activities that have not yet secured funding.

Category A Activity Summary

Activity	Category A Budget	Lead
Division Business Meeting at NPC 2024	\$ 50	Chair
Social media	\$ 200	VC Communication
NPC24 Events	\$ 1,000	VC Special Projects
Student and Young Professionals	\$ 1,000	VC At-Large
Humanitarian Planning Committee	\$ 500	VC At-Large
Regional Meetups	\$ 500	VC At-Large
Speakers Bureau	\$ 400	VC Special Projects
International Planning Award	\$ 100	Chair
NPC Attendance Assistantship	\$ 400	Student Representative
Video Series on International Planning	\$ 200	Student Representative
International Culture & Diversity Program	\$ 100	Chair
TOTAL	\$ 4,450	

Tasks	Actions	Parties Responsible	Budget Description	Budget (Category)
<i>Administration</i>				
Division leadership meetings	Hold monthly conference meetings with the Division Board members and appointed leadership team members. Time: Ongoing	Chair - agenda Treasurer - treasurer's report Secretary - minutes	N/A	\$0 (D)
Division Business Meeting at NPC 2024	Hold a meeting at 2024 NPC for Division members to network and to receive updates about Division projects, and discuss priorities. Time: NPC24	Chair - agenda VC Special Projects - schedule / coordination VC Communications - virtual meeting link & publication	Printing for the Annual Business Meeting and the overall national planning conference. Food/snack during the meeting.	\$50 (A)
Fall Business Meeting	Hold an annual online open Business Meeting for membership to review and approve the FY 2023-2024 workplan and budget. Time: September 2023	Chair - agenda Exe. Board - draft work plan and budget. VC Communications - virtual meeting link & publication	N/A	\$0 (D)

Divisions Council Meetings	<p>Division Chair (or proxy) will attend the fall and spring Divisions Council meetings and report to the Executive Committee and the membership (through Interplan or eNews).</p> <p>- 2023 Fall DC Meeting will be held online. - 2024 Spring DC Spring Meeting in person meeting as a part of NPC24.</p> <p>Time: April 2024 (corrected from an editorial error - September 2023)</p>	Chair or proxy	\$350 for 1 night hotel and meals.	\$350 (C) - eligible for APA reimbursement under small division status
Annual Performance Report	<p>The Annual Report shall be prepared in accordance with the Divisions Council process. It will be posted on the APA ID website and announced in eNews.</p> <p>Time: November 2023</p>	Chair, with the assistance of full Division leadership	N/A	\$0 (D)
Financial	The Division will continue to control expenditures so they are commensurate with expected income. Adjustments will be made in response to changing situations.	Division Chair and VC Financial Management	N/A	\$0 (D)

	Time: Ongoing			
<i>Communication</i>				
ENews	Continue to publish eNews on a regular basis, at least once a month, plus occasional special announcements. Time: Ongoing	VC Communications	N/A	\$0 (D)
Newsletter (Interplan)	Publish the Division's newsletter, Interplan, at least twice per year, and possibly three times, including in the winter and spring (i.e., previewing and reporting on the NPC, respectively), as well as in the fall. Time: Twice per year	VC Communications (lead) Newsletter Editors	N/A	\$0 (D)
Social media	Continue to regularly update and maintain the Division's social media accounts: LinkedIn and Facebook Time: ongoing	VC Communications (lead) Social Media Coordinator	Social media promotion	\$200 (A) \$300 (B)

Website	<p>Maintain the Division website. Add/expand information about Division committee work, research grants, conference attendance, volunteer opportunities, and social media links.</p> <p>Time: ongoing</p>	<p>VC Communications (lead)</p> <p>Website Coordinator</p>	N/A	\$0 (D)
<i>Project/Program</i>				
NPC24 Events (Not including business meeting)	<p>Developing conference proposals on international planning.</p> <p>Reception (optional)</p> <p>Maintain discretionary money for Special Projects and programs at the National Planning Conference. This could include, but is not limited to, receptions and support NPC Day of Service</p> <p>Time: NPC24</p>	<p>VC Special Projects (lead)</p> <p>Executive Board</p>		<p>\$1,000 (A)</p> <p>\$1,000 (B)</p>
World Town Planning Day Online Conference	<p>Lead coordination and development of 2023 WTPD.</p> <p>Time: November, 2023</p>	<p>VC Special Projects (lead)</p> <p>Executive Board</p>	N/A	\$0 (D)

Webinars	Host at least two webinars on international planning topics.	VC at-Large (Lead) Student Representative, VC Special Projects Timeline: ongoing	\$300 for Zoom Business (Plus) (listed price \$250/year/user) (Collaboration with chapters) \$250 for CM Provider Fees (Waved by APA)	\$550 (C)
Student and Young Professionals	Collaborating with university planning schools with strong international programs. Offer one student / professional research grant of \$1,000 each. Potential work with external entities. Redevelop application and requirement for the grant. Time: ongoing during the school year	VC at-Large (lead) Student Representative, VC Special Projects, Membership Coordinator	N/A	\$1,000(A) \$3,000 (B/C)
Humanitarian Planning Committee	Webinars are typically every other month and coincide with the committee business meeting.	Humanitarian Planning Committee Coordinator, Division Chair, VC at-Large	\$500 for speaker budget	\$500 (A)

	<p>Host 5 webinars that highlight opportunities for planning skills to serve the humanitarian and development sectors. Record & format the webinars and publish on the HPC website. 3 webinars should be submitted for CM credits.</p> <p>Maintain HPC website.</p> <p>Publish 4 Interplan articles.</p> <p>Continue to support initiatives addressing current and ongoing humanitarian crises, according to the interests of group members and the identification of new needs: \$500</p> <p>Time: ongoing</p>	Timeline: Ongoing		
Exchange Program	<p>Re-establish the program to foster links with interested planners around the world.</p> <p>Time: ongoing</p>	VC Special Projects	N/A	\$0(C)
Planifiquemos	<p>Developing Planifiquemos website at www.planifiquemos.org. Expand content and increase its publicity.</p>	Initiative Coordinator Division Chair	N/A	\$0(C)