



American Planning Association

*Making Great Communities Happen*

- a. APA Divisions Council
- b. FY2016 Annual Division Performance Report
- c. Due November 15, 2017

Division: International

Chair: Timothy D. Van Epp

**Work Plans and Budgets (Vice Chair Secretary-Treasurer, Emily Fultz)**

See Appendix A, FY 2017 Work Plan with Approved Budget and Appendix B, FY 2018 Work Plan with Proposed Budget. As in FY2017, the FY2018 work plan will intentionally spend more than the anticipated FY2018 revenues, because we would still like to use some of our surplus funds available to provide enhanced and additional, high impact services to our members in FY2018.

Although we plan to maintain a reserve equal to one year of revenues at current revenue levels – even with this additional spending – the Division plans to generate additional member dues revenue in FY2018 through:

- Membership recruiting and retention measures
- Enhanced student and young professionals program
- two webinars
- New program of organizational sponsorships.

The FY2018 Work Plan is similar to, and based upon, the FY2017 Work Plan, with the following exceptions:

- Similar to last year, we plan to spend \$1,250 in FY2018 on the New Orleans NPC18 reception and a separate speakers' dinner, which we may co-sponsor with two other divisions and include an awards program – as a means of attracting new members to the Division.
- We will continue reaching out to students and young professionals this year, but may pursue a different strategy of doing more networking events directly in the planning schools (as opposed to last year's three regional events), but staying within a \$500 total budget for this purpose.
- We will be spending \$2,500 on student and professional research travel grants, including an anticipated three \$500 payments on the FY 2018 grantees and two \$500 payments to close out the FY 2017 grantees.
- We plan to put on at least two webinars but are assuming revenues will at least cover costs, so have included only the \$100 annual CM Provider's fee.

We have already spent FY 2018 funds on three items not included in previous budgets, including:

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- \$800 on travel by the Division Chair to the Oregon APA – ISOCARP Conference in Portland, OR in October 2017.
- \$1,250 for videotaping two sessions at the Portland conference for use in World Town Planning Day for which we did not charge an access fee this year and for which there are no funds remaining in the WTPD account (is it possible to transfer that cost to APA?).
- \$300 for the Policy and Advocacy Conference in Washington, DC in September 2018 for the registration of our locally based Vice Chair, Marc Lewis-DeGrace.

As a result, we will erode into our carry-over surplus by another approximately \$4,000 in FY 2018.

### **Communications (Vice Chair of Communications, Alan Mammoser)**

The Division has developed and utilizes a great number of tools to communicate inside and outside its membership as described in more detail below.

**Newsletter (Editor, Alan Mammoser; Publisher, Sean Tapia).** The International Division's newsletter *Interplan* provides a space to share stories and information about international planning professionals, efforts, and events. It is published two or three times per year – ideally once before the National Planning Conference (NPC), once after the NPC, and once at the end of the calendar year. During 2017, both Winter and Summer issues were published. We're assembling a fall issue now, to be published in early December.

*Interplan* is an exclusive member benefit. It is now produced on the 'Sway' platform and links to new issues are distributed to members by email. Access to all previous issues since 2002 is available through the Division's webpage, (<https://www.planning.org/divisions/international/newsletter/>). For marketing purposes, a recent past issue is always available for anyone to download from the Division's webpage.

Feature articles, news, and photo contributions are accepted from anyone regardless of membership in APA or the Division, as long as they conform to the editorial guidelines published on our website. The guidelines were last updated in November 2015. Calls for articles are announced in eNews (our monthly email newsletter) and social media (Facebook, Twitter, and LinkedIn), but materials tend to be solicited personally by Division leaders.

The newsletter is produced entirely by volunteers. The Communications Vice Chair develops and implements an annual publication plan and schedule, with help from a Newsletter Coordinator. Reviews and edits are handled by them and the Chair. The Newsletter Coordinator does layout, modifying the last template as needed. The Division's Website Manager uploads each issue to the Division's webpage and the Vice-Chair of Communications distributes a link to each newly published issue to members via e-mail. Beginning this year, we've published the newsletter by means of the 'Sway' on-line publishing platform. We think it works fairly well.

**Website Updates (Coordinator, Sean Tapia).** In FY2017, the Division benefitted from the volunteer services of Website Coordinator, Sara Egan, who conducted regular updates. Sara stepped down from this role recently, and Sean Tapia has taken over the responsibilities. In general, the website will be updated when information changes, with input from the International Division leadership. We ensure that all information is properly displayed and current. The website

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also includes links to all of our other communications tools, including Facebook, LinkedIn, and the Interplan newsletter.

**e-Blasts (Coordinator, Alan Mammoser).** The International Division continues to use MailChimp as our primary technology for sending mail to our membership; this online mass email campaign platform has worked well for the division in the past, and with fewer than 2,000 subscribers, the division is able to use the platform for free. We strive to send material out an average of once a month. Using the MailChimp platform, the Division sends email updates to its approximately 900+ members. Email correspondence includes eNews, an email with comprehensive news updates, as well as individual one-off emails with information on opportunities whose deadlines are fast approaching, such as updates and reminders on World Town Planning Day, the National Planning Conference, Interplan issues, International Division meetups in cities across the United States, and job and internship opportunities.

**Social Media Sites (Coordinator, Sou Souvanny).** Sou Souvanny continues to maintain our LinkedIn and Facebook accounts as the two social mediums to connect directly with membership, as well as to promote the Division more widely to both members and non-members (only members have access to LinkedIn, as a member benefit). The Division connects with approximately one-third of its members on LinkedIn. Using LinkedIn, the Division shared information and opportunities (e.g., upcoming online courses and webinars, student grant opportunities, conferences). The Division uses Facebook to share non-essential but interesting information to the general public, such as news stories and job opportunities (also shared with Division membership via LinkedIn).

Link to LinkedIn page:

<https://www.linkedin.com/groups/4628281>

Link to Facebook page:

<https://www.facebook.com/AmericanPlanningAssociationInternationalDivision>

**Membership Surveys (Coordinator, Sara Egan, transitioning to Tippe Morlan).** The Division's most recent membership survey was conducted at the end of FY2015. A new membership survey is planned for FY2018 which we plan to use not only in formulating the Division's FY2019 Work Plan and Budget, but also in helping to shape an international component to APA's Development Plan and developing a strategy for constructively engaging and retaining the influx of hundreds of new student members resulting from the new policy of five free division memberships for students (see Students and Young Professionals under no. 13 below).

**Specific Outreach for Volunteer Opportunities.** The Division Communications team has used its e-blasts and the Interplan newsletter, as well as the membership surveys, as its avenues for soliciting volunteers over the past year. However, more success in recruiting effective long-term volunteers to the Division has come at the NPCs. The Division was able to secure a volunteer, Emily Fultz, to backup Membership and Website Coordinator, Sara Egan, who took a leave of absence; another volunteer, Tippe Morlan, to assist Luis Cabrera, Secretary-Treasurer, with monthly meeting minutes; and a third, Greg Scruggs, to support the Division's Habitat 3 involvement.

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**Division Brochure and Video (Vice Chair of Special Projects, Ric Stephens).** The International Division continued to improve its brochure for distribution at regional and national events, and finished production of a You Tube video highlighting Division activities which can be found at: <https://www.youtube.com/watch?v=YfLSdxG8OD0>. Both marketing tools will be accessible on the Division's website along with the directory of international planning organizations also developed by Ric Stephens.

### **Annual National Planning Conference Activities (Vice Chair of Events, Marc Lewis-DeGrace)**

**Sessions.** During FY2017, the Division completed planning and participated actively in the 2017 NPC in New York City. In New York City, the Division sponsored four panels looking at several aspects of urban planning in an international context. The first two panels are the Division's By Right panels, a general panel and a facilitated discussion. Our By-Right panel looked at Planning at the United Nations; this panel explored how various UN agencies look at urban planning around the world, but also how they look at the built environment more broadly. Our Facilitated Discussion looked at the recently concluded Habitat III Forum, this panel explored the Forum, its outcomes, the highlights, the process, and how it will influence urban development moving forward on a global scale. The Division's other two panels looked at the UN's Sustainable Development Goals (SDGs) and how they can influence local US planning agencies and goals; and how different NGOs approach urban planning in developing countries. The Division also sponsored a mobile workshop tour of the UN headquarters building. The division also progress in planning sessions for the 2018 National Planning Conference in New Orleans, Louisiana. Also in New Orleans, the division will host its annual business meeting and annual reception.

**Annual Business Meeting (Chair, Tim Van Epp).** The Division held its Annual Business Meeting on April 4 at the 2016 NPC in Phoenix. There were about 20 attendees total, and met for nearly 2 hours but still had agenda items that required follow-up after the conference. See Appendix C for the FY2016 Annual Business Meeting Minutes and Attendance List. Agenda topics included:

- Division's role in helping members through a time of potential cutbacks and reorganization of the US role in development aid
- Getting the Division's issues addressed in the APA Policy and Advocacy agenda
- Developing organizational sponsorships, webinars/conferences, and other means of boosting funding
- Planning for upcoming events -- P&A meeting in Sep, Oregon-ISOCARP-ID meeting in Oct, WTPD in Nov, and NPC 2018 in NO in Apr,
- New Division process for FAICP sponsorship
- Regional networking meetups, including Chicago, Washington DC and Portland
- Growing social media presence on LinkedIn and Facebook
- Volunteering to work on the Division's newsletter, Interplan
- Student grant program continues to be a way of supporting students

**Divisions Council Booth.** International Division representatives – Marc Lewis-DeGrace and Tim Van Epp – staffed the Divisions Council Booth.

### **All Other Events/Programs (Vice Chair of Events, Marc Lewis-DeGrace)**

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**Monthly Conference Call.** The Division holds a monthly conference call that includes both elected officers of the Executive Committee, as well as volunteers such as the newsletter editor, social media coordinator, and website and membership coordinator. Also invited to the call are the International and Divisions Council staff at the APA National level. While participation in the calls varies depending upon the season and people's availability, the meetings were held almost every month throughout the year. The Division uses a conference call service provided by APA National that is dedicated to the Division and which allows recording to facilitate preparation of the meeting minutes.

**Webinars.** The Division has plans for a webinar to be held in early 2018. This webinar will be in Spanish and is intended to support the Division's effort to assist the Monterrey Technical College (Mexico) in establishing an undergraduate program in "urbanism." The Division hopes to partner with other Divisions in producing this webinar.

**Other Events.** See no. 14 below, Shout it Out from the Mountain, for descriptions of Division sponsorship of, or participation in, the Habitat III Conference in Quito, Ecuador in October 2016, World Town Planning Day (WTPD) in November 2016, Fall Leadership Meeting in September 2017, and Policy and Advocacy Conference in September 2017, as well as planning for the Oregon APA / ISOCARP Conference in Portland in October 2017, WTPD in November 2017, World Urban Forum 9 in Kuala Lumpur in February 2018, and the NPC in New Orleans in April 2018.

### **Membership (Coordinator, Sara Egan, transitioning to Tippe Morlan)**

The APA International Division had 369 members at the start of FY2017 and 910 members at the end of FY2017, for a 146% increase. Our membership is very diverse and includes US-trained planners working overseas, planners based in the US who focus on international planning, and students at US planning schools with international planning aspirations. Students make up 69% of membership so a challenge for 2018 will be maintaining these memberships as students become professionals. Much of this increase is due to a 2017 change in membership costs allowing students to join up to five Divisions for free. The division continues to reach out to canceling, expiring or new members describing the values and benefits of Division membership utilizing three membership letters (Welcome Letter, Expiring Memberships, Expired Memberships) to help with recruiting efforts and also outreach to the division members. In addition, the Division will coordinate with APA staff Monica Groh and Lisa Lange to tailor student and young professional outreach messages and surveys to Division needs and conditions.

### **Division Assistance Programs (Vice Chair-at-Large, Mike Kolber)**

As detailed under item 7 below, the division awarded two research grants to students as part of our Student Grant program. In addition, every year the Division fields numerous requests from its members or others for information or contacts and FY2017 was no exception. We have also been continued to be active in the smart cities initiative through Division member, Vatsal Bhatt, who supported the smart cities student competition at the NYC NPC in May. We also participated in APA National's Working Abroad speed advisory session at the NYC NPC. Another Division member, Jen Senick, has been active in all aspects of APA's health planning work and is seeking ways to add an international dimension to that work. Multiple members worked with APA International Director, Jeff Soule, on the UN Habitat 3 program. While we do not have data on individual members' community volunteering, we can offer the example of Division Chair, Tim Van Epp, who

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this year continued chairing the Resilient Task Force for the Together North Jersey regional sustainable development planning effort and is supporting the preparation of a citizens manual on green infrastructure for the Jersey Water Works program of New Jersey Future.

### **Research and Publications (Vice Chair-at-Large, Mike Kolber)**

In June 2017, the Division won a research grant of \$7,000 to conduct a project on the international aspects of planning livable communities for ALL ages (LCA). The project will be delivered in partnership with AARP (with whom APA has previously partnered on the US aspects of LCA), as well as with new Division partner Arup who are providing in-kind services. The Division has recruited a group of members to assist in conducting a survey of planners examining how best to engage planners in LCA as part of their every-day activities, as well as provide examples of best practices. In addition, the Division developed a research grant concept for possible sponsorship by the Regional and Intergovernmental Planning Division that would involve extending RIPD's recent PAS report on emerging trends in regional planning to examine the possible integration of the UN's Sustainable Development Goals (SDGs) and New Urban Agenda (NUA) into US regional planning methodologies.

The Division funded two student research projects through the International Division Student Grant program in FY2017. One is measuring the publicness of Public Spaces in Medellín, Columbia, while the other is exploring patterns of American-style suburbanization in Europe. The first paper is nearing completion, with drafts submitted. The second student is currently finishing her travel, as the break in the European school year is later than in the United States. Through the division's social media accounts, several division members provided resources and contacts to support the research for the European paper. Both papers are scheduled to be completed by the end of the calendar year. In order to ensure that the FY2018 student grant program is completed within the Fiscal Year, the call for proposals has been drafted and will be published in November of 2017.

### **Elections (Vice Chair of Events, Marc Lewis-DeGrace)**

International Division elections were held in FY2016 and will be held again in FY2018, with all Chair and Vice Chair positions open. However, Marc Lewis-DeGrace was appointed to Vice Chair of Events to maintain six voting officers as Laura Buhl declined to serve a second term as Past Chair with Tim Van Epp having been re-elected as Chair.

### **Financial Report (Vice Chair Secretary-Treasurer, Emily Fultz)**

See Appendix D, FY2016-2017 Financial Report. The Division began FY2017 with \$7,933.49 in funds available. In FY2017, the Division allocated its resources according to FY2016 expenditure levels, which involved taking advantage of a continuing surplus from previous years allowing us to expend more funds than revenues to better serve Division members. The Division ended FY2017 underspending its budget by \$736.46 leaving a balance of \$7,878.39 in the account. Notable expense and revenue items include: (1) under spending, albeit by relatively small amounts, on the NPC Reception and Fall Leadership Conference (2) making one fewer \$500.00 payment than expected to student grantees; and (3) more membership dues than expected.

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Expected and budgeted dues for the FY2017 totaled \$3,360; however, \$3,856.50 in dues revenue was generated, with a breakdown as follows:

	Estimated	Actual
Q1	\$750	\$920
Q2	\$1,000	\$1,462
Q3	\$510	\$710
Q4	\$1,100	\$764.50
Total	\$3,360	\$3,856.50

As pointed out in Section 1 above, the Division hopes to continue to see positive growth in its revenues. This and the surplus creates an upside in FY2018 and beyond wherein the Division can increase funding of existing initiatives and services, and add new ones, in support of its members.

### **Bylaws (Vice Chair at Large, Michael Kolber)**

The Division wrote and adopted a new set of bylaws in FY2015; there were no changes to the bylaws in FY 2016 or FY 2017. However, per the Divisions Council discussion on leadership succession planning at the Fall Leadership Meeting, the Division officers will discuss the Chair's proposal to revise the bylaws to establish minimum criteria for Vice Chair participation in monthly conference calls, activities and initiatives and to set term limits for Vice Chairs where none exist now under the bylaws.

### **Divisions Council Meetings (Chair, Tim Van Epp)**

The Chair participated in all four of the Divisions Council meetings, including those held during the NPC and Fall Leadership Meeting, as well as the Winter Virtual Meeting and Summer Virtual Meeting.

### **APA Development Plan (Chair, Tim Van Epp)**

The International Division is committed both to: (1) delivering services and products to Division members consistent with the APA Development Plan; and (2) helping APA to articulate and implement the Plan's international goals through our support to the international strategy development task force which is planned to be deployed in FY 2018.

Our response to this item in the FY2016 Annual Performance Report, repeated below, still holds:

*While the Division contributed to almost all goals and strategies of the APA Development Plan in a general way, like last year, there are three areas where we continue to provide value-added contributions:*

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*We recruit and retain individual members, and advance existing and cultivate new organizational partnerships, on a global scale which furthers the international components of the Development Plan. Item 14 below provides a comprehensive listing of our international outreach and partnership activities.*

*Related to our international outreach and partnering, the Division has also been active in providing grant support to planning graduate students with international projects, mentoring such students at the NPC; this furthers the international aspects of the Development Plan. In the coming year, we will again reach out to planning schools with strong international programs to develop long-term partnerships and, in doing so, we will coordinate with APA National's Student and Young Professionals Program.*

*APA is in a unique position, as the largest and most effective professional planning association in the world, to build the institutional capacity of national and international planning organizations around the world, and thus to communicate the role and reputation of planners. For example, planners are the most appropriate professionals to lead mitigation of, and adaptation to, the impacts of global climate change. Therefore, it is in our best interest as USA planners to build capacity to address these issues through our support to other national planning organizations. Our Division is in a unique position to do this.*

In addition, we have included the following language in a recent edition of Interplan:

*Potential cuts in US Government funding for international development aid are juxtaposed with renewed world focus on climate change through the UNFCCC Paris Agreement and sustainable development via the UN Sustainable Development Goals (SDGs) and the UN Habitat New Urban Agenda. This makes NOW the perfect time to review and renew our dedication to good planning as a facilitator of climate action and sustainable development whether in the US or overseas, in both developed and developing countries. Please take a moment to review the following rough draft of goals for an APA International Strategy and send your thoughts to me at [tvanep@gmail.com](mailto:tvanep@gmail.com).*

- *To “mainstream” international throughout the APA organization, including fund-raising, research and publications, policy and advocacy, communications and marketing, education and training, etc.*
- *To provide more and better services to International Division members and other APA members or potential members who live and/or work overseas*
- *To work more collaboratively and effectively with our international planning organization partners, both multilateral and bilateral, including the Global Planners Network and the International Society of City and Regional Planners*
- *To provide more and better services to existing or emerging national and regional professional planning organizations, e.g. those in South Africa, Central and Eastern Europe, India, Brazil and Mexico who have approached us in the last few years*
- *To be a “go-to” resource for high quality studies and reports relating to international planning topics and issues for clients based in the US and overseas*

### **Division Challenges (All)**



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**Volunteerism (Chair, Tim Van Epp).** As expressed in our FY 2016 Annual Performance Report, one of our biggest continuing problems is finding enough active volunteers who can commit for long enough to see projects through to the end and provide continuity. During FY 2016 we attracted some excellent new volunteers to support our and Secretary-Treasurer, Website and Membership Coordinator, and World Town Planning Day Committee. Our present Executive Committee, both elected and appointed, have been working very effectively. We also filled a vacancy left by our Past Chair who declined to serve a second term in that position (as the Chair was re-elected), by appointing Marc Lewis-DeGrace from NPC Coordinator to Vice Chair for Events. Related to this capacity issue is that we have not succeeded in spending down our surplus budget. We are evaluating how to do that in FY2017 without imposing more work on our volunteers, i.e. by not increasing the numbers of units of certain services, e.g. more student grants etc., but rather by increasing the amount of money spent per unit, e.g. bigger student grants.

Another big challenge is that, like other APA Divisions, we are spread out geographically, but over the full 24 time zones for us, plus we have the typical international challenges of accommodating many nationalities, cultures and languages. In addition, our members tend to belong to other/multiple professional planning organizations – international, regional and national. To the extent that it is an objective of APA in general to reach out to and partner with planners and planning organizations in other countries, we see this as our value-added advantage and are poised and pleased to share our information and insights with APA National, and have numerous avenues and initiatives for doing so.

**International Exchange (Coordinator, Miroo Desai).** Unfortunately, we have not been able to make any matches during FY 2017. We have received a number of applications from US planners, but none from elsewhere, perhaps because we have not advertised the program as aggressively as we should have. The main challenge with attracting foreign planners is their ability to fund their 2-week or more trip to the US. The cost issue is something we have heard as being a challenge even for the UK planners whom we have historically focused our exchange efforts on. We are researching collaborations with the South Africa Council of Planners, as well as planners in Ireland and Australia. We would also like to explore exchanges with developing countries whose planning associations could benefit from capacity building by APA.

### **Shout it from the Mountains (All)**

**Membership (Coordinator, Sara Egan, transitioning to Tippe Morlan, reporting to Mike Kolber, Vice Chair-at-Large):** The Division continues to reach out to canceling, expiring or new members describing the values and benefits of Division membership utilizing four membership letters (Welcome Letter, Expiring Memberships, Expired Memberships and Potential Members) to help with recruiting efforts and also outreach to the division members. The division is constantly looking to work with existing members to reduce the number of canceled memberships. In December 2017 the International Division will be reaching out to members with expiring membership and also members who cancelled their membership as a reminder to renew memberships. At the start of CY 2018, the division will reach out to new members of the APA, with an international address, to inform them about the work of the International Division.

**Students and Young Professionals (Vice Chair-at-Large, Mike Kolber):** The division funded two research projects through the International Division Student Grant program in FY2017. One is measuring the publicness of Public Spaces in Medellín, Columbia, while the other is exploring patterns of American-style suburbanization in Europe. One student has submitted drafts of his research, the other is finishing her travels in Europe. Each student will be given \$1000 to cover

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travel expenses to the study areas, and to write a presentation and a fifteen-page report. The two papers will be posted to the division website, while the executive summaries will be published in the *Interplan* newsletter.

**Newsletter (Alan Mammoser, Editor; Sean Tapia, Publisher):** Our Project Gallery and Facts & Viewpoints sections are extremely popular. We get inquiries for these sections continuously throughout the year and are able to schedule articles for them almost a year in advance. We think this success rests on the fact that our members are always proud to showcase their current work and use the opportunity as a way to further establish their reputation in the field. Another factor has been that APA Planning Magazine staff is now forwarding to us inquiries and/or articles that they are unable to publish themselves for one reason or another. Reaching out to Pierre L'Enfant International Planning Award winners for articles has also been a reliable way to get materials for these sections.

In terms of visual appeal, we continue to focus on providing eye-catching images with the articles. We are also including photos of authors along with their articles to create a more social/personal feel to the newsletter. We have also further simplified and clarified the editorial guidelines and hope to put them up on the Division website now that major changes to the APA website have been completed.

**Social Media (Coordinator, Sou Souvanny).** Use of social media by division members continues to expand. The Division Facebook page now has well over 1000 followers. Meanwhile, one of the Division's student grant recipients was successful in finding interview subjects for her research through contacts on the Division LinkedIn account.

**Habitat III (Vice Chair for Special Projects, Ric Stephens).** As reported in the FY 2016 Annual Performance Report, the Division provided extensive support to APA's involvement in the UN Habitat III conference in Quito, Ecuador in October 2016. This support included: (1) maintaining a database of organizations and people involved in the planning and implementation of the conference; (2) providing its communications portals to seek input on APA's position statements related to the New Urban Agenda; (3) providing several members to attend preparatory meetings in New York City and Surabaya, Indonesia leading up to the conference; and (4) contributing several days of the Chair Tim Van Epp's and Vice Chair Ric Stephens' time to attend the conference itself in Quito, moderate and present papers at multiple sessions, and assist in staffing the APA-GPN booth in the exhibit area.

**National Planning Conference (Vice Chair of Events, Marc Lewis-DeGrace).** During FY 2017, the Division completed planning and participated actively in the 2017 NPC in New York City. In New York City, the Division sponsored four panels looking at several aspects of urban planning in an international context. The first two panels are the Division's By Right panels, including a general panel and a facilitated discussion. Our By-Right panel looked at Planning at the United Nations; this panel explored how various UN agencies look at urban planning around the world, but also how they look at the built environment more broadly. Our Facilitated Discussion looked at the recently concluded Habitat III Forum; this panel explored the Forum, its outcomes, the highlights, the process, and how it will influence urban development moving forward on a global scale. The Division's other two panels looked at the UN's Sustainable Development Goals (SDGs) and how they can influence local US planning agencies and goals; and how different NGOs approach urban planning in developing countries. The Division also sponsored a mobile workshop tour of the UN

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headquarters building. The Division also made progress in planning sessions for the 2018 National Planning Conference in New Orleans, Louisiana. Also in New Orleans, the division will host its annual business meeting and annual reception.

**World Town Planning Day Online Conference (Vice Chair of Events, Marc Lewis-DeGrace).** The Division is a founding member of the World Town Planning Day Online Conference and has played a crucial role on the organizing committee since the conference's inception. Previously, we have collaborated with professional planning organizations from around the world to put this conference on yearly in November. In past years, we have managed the conferencing platform, registrations, website, and the budget, among other contributions. During FY2017, the International Division and other partners in the Global Planners Network, each held their own celebration of WTPD for the seventh annual celebration. The 2017 APA-ID celebration focused on implementing the Sustainable Development Goals and the New Urban Agenda. Sessions were presented from previous APA national conferences, the joint OAPA/ISOCARP conference, a podcast with an international planner and an aging communities webinar. The conference offered CM credits for AICP members for all sessions with the exception of the podcast.

**Global Planners Network (Division Chair, Tim Van Epp).** The Division participates in monthly GPN conference calls and contributes ID website materials to the GPN website. The Division is also planning in FY 2018 to reach out to new or less active GPN member countries/regions, e.g. the South Africa Council of Planners (SACPLAN) and Federación Iberoamericana de Urbanistas (FIU), respectively, to renew the idea of translating the GPN website into Spanish and French, and to invite all GPN members to participate in the 2018 NPC in New Orleans.

**Collaboration and Capacity Building with International Organizations (Chair, Tim Van Epp).** The Division, both on its own initiative and in support of APA National, is liaising with key international planning organizations and representing APA at key international planning meetings. In addition, the Division can help APA National structure twinning, staff exchange and CPAT missions to provide capacity building to other national professional planning organizations, especially those in developing countries and/or with particular climate change challenges. Some examples follow:

- ***International Society of City and Regional Planners (Vice Chair for Special Projects, Ric Stephens).*** Ric Stephens is the President of ISOCARP thus facilitating a closer relationship between ISOCARP and both the Division and APA National. During FY2016, a Memorandum of Understanding was executed between APA and ISOCARP. Databases on international planning organizations and events were initiated in FY2016 with support from APA-ID, ISOCARP and the University of Oregon; they are now being maintained on a full-time basis by ISOCARP at:

<http://isocarp.org/home/international-planning-organisations/>  
<http://isocarp.org/international-planning-events/>

Planning-related side events and networking events for HABITAT III were coordinated via a website and database at <https://internationalplanningblog.wordpress.com/>. A "Smart Cities" Side Event for HABITAT III was organized which promoted APA and international perspectives on urban information and communications technology. The first U.S. international planning congress, to be held in Portland, Oregon in October 2017, was initiated in collaboration with

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the APA Oregon Chapter; APA-ID will have responsibility for assisting in program development.

- The APA-ID video was updated and uploaded to YouTube: <https://youtu.be/rWYTKhW20jw>
- APA-ID was introduced along with a presentation on “Smarter Cities” at REAL CORP 2017, Vienna
- APA-ID was integrated into the 53<sup>rd</sup> World Planning Congress represented by Chair Tim Van Epp in presentations with UN-HABITAT
- APA-ID was introduced at the World Cities Day 2017 in Guangzhou, China to the general session and professional working group
- ISOCARP is promoting APA-ID activities via social media (Facebook, Twitter, LinkedIn)

In 2018, ISOCARP is inviting APA-ID to participate in events being planning for the World Urban Forum 9; (2) propose initiatives to collaborate with ISOCARP as the 2018 ISOCARP Strategic Plan is being developed; (3) propose events and/or sessions for ISOCARP’s 54<sup>th</sup> World Planning Congress in Bodø, Norway, October 1-5, 2018.

- ***South Africa Council of Planners (SACPLAN) (Chair, Tim Van Epp)***. Chair, Tim Van Epp, met with SACPLAN member officers and staff leadership at the Oregon APA / ISOCARP Conference in October 2017 at which a preliminary plan was developed for cooperation between APA and SACPLAN that would involve joint webinar development, Community Planning Assistance Team deployment and long-term capacity building, which program could in turn serve as a model for such intervention in other countries and regions.
- ***International Association of Chinese Planners (Chair, Tim Van Epp)***. The Division provided AICP CM credits for the plenary sessions of the International Association of Chinese Planners’ annual conference in Beijing in FY 2016 and in Chongqing in FY 2015, an initiative we will renew in FY 2018.
- ***Central and Eastern Europe + Balkans Planners Network (Chair, Tim Van Epp)***. The Division is supporting the development of a network to bring together planners from throughout Central and Eastern Europe and the Balkans region.
- ***Indonesian Association of Planners (Chair, Tim Van Epp)***. Jen Senick is working to facilitate a partnership between the Division and the IAP.

### APPENDIXES

- A. FY 2017 Work Plan with Approved Budget
- B. FY 2018 Work Plan with Proposed Budget
- C. Annual Business Meeting Notes and Attendance List
- D. FY 2017 Financial Report

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### APPENDIX A: FY 2017 WORK PLAN WITH APPROVED BUDGET

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
<b>Division Administration</b>	Division leadership meetings	<p>Hold monthly conference call meetings with the Division elected and appointed Executive Committee members.</p> <p>Circulate agenda and quarterly treasurer's report at least three days prior to meeting and minutes within one week after the meeting.</p>	<p>Division Executive Committee and appointed leaders and committee chairs (Newsletter Editor, Web Manager, Membership Coordinator, Exchange Program Coordinator, et al.). Division Chair is responsible for the agenda and division Secretary/Treasurer is responsible for the treasurer's report and minutes.</p> <p>Timeline: ongoing (every month)</p>	\$0
	Division full membership meeting	<p>Hold an annual online open leadership meeting for the entire Division membership to obtain members' input on Division priorities for the Division to use in preparing its FY2016 work plan and budget. (Note – we did not get this done in FY2016, as we had planned it for the fall when Habitat 3 took priority over most division activities. We will try again FY2017.)</p>	<p>Division Chair will organize the meeting and set agenda.</p> <p>Executive Committee will prepare the draft work plan and budget.</p> <p>Vice Chair (VC) of Communications will publicize the meeting.</p> <p>Timeline: September 2017</p>	\$0 (The meeting will utilize APA National's GoToMeeting platform.)
	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 <i>Interplan</i> or <i>eNews</i>).</p> <p>Train fare NJ-Wash. (\$200), 2 nights hotel (\$500), &amp; 1 day meals etc. (\$100)</p>	<p>Division Chair</p> <p>Timeline: April and September 2017</p>	\$800 (A)
	Annual Business Meeting	<p>Division will hold its annual business meeting at the APA National Planning Conference in NYC (May 2017)</p> <p>The meeting will be promoted (along with other conference activities) in <i>eNews</i> and reported on in <i>Interplan</i>.</p>	<p>Division leadership (and members)</p> <p>Promotion of the meeting by VC of Communications, reporting by Division Chair, Newsletter Editor</p>	\$100 (B)

FY2017 Annual Division Performance Report: International Division

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		Coffee & tea service (\$80) & printing (\$20)	Timeline: May 2017	
	Annual Performance Report	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 prior to the Annual Business Meeting and the Annual Online Membership Meeting.	Division Chair, with the assistance of full Division leadership  Timeline: November 2017	\$0
	Financial	<p>The Division will continue to control expenditures so they are commensurate with FY2017 income. Note, however, that the division continues to maintain a large cash surplus that can be used for high impact activities and initiatives within the constraints of maintaining a cash reserve equal to 12 months of income.</p> <p>The Division will continue to develop and implement programs to generate additional revenue.</p> <p>The Division will continue to administer World Town Planning Day Online Conference funds in a separate account from general Division funds.</p>	Division Chair and Secretary-Treasurer          Timeline: ongoing	\$0
<b>Communications</b>	Newsletter ( <i>Interplan</i> )	Publish the Division's newsletter, <i>Interplan</i> , 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. Funding is for change in design software, if needed.	VC of Communications, Newsletter Editor    Timeline: ongoing	\$500
	<i>eNews</i>	Continue to publish <i>eNews</i> on a regular basis: at least every other month, but no more than once a month (plus occasional special announcements).	VC of Communications   Timeline: ongoing	\$0
	Social media	Continue to regularly update and maintain the Division's social media accounts: LinkedIn, Facebook, Twitter	VC of Communications, Social Media Coordinator  Timeline: ongoing	\$0

FY2017 Annual Division Performance Report: International Division

<b>Policy/Goal</b>	<b>Tasks</b>	<b>Actions</b>	<b>Parties Responsible</b>	<b>Budget</b>
	Website	Continue to maintain current information and links on the Division's APA-hosted website.  Add/expand information about Division committee work, volunteer opportunities, and social media links.	Website Coordinator  Timeline: ongoing	\$0
	Other communication tools	Update and improve the Division video and brochure	VC for Special Projects  Timeline: in time for 2017 NPC in NYC	\$500
<b>Education</b>	APA National Planning Conference sessions	Organize the Division's by-right session that will address rapid urbanization in Mexican cities as it relates to rapid immigration in Southwest US cities. Host a facilitated discussion with either a Latin America theme or a Habitat 3 SDGs theme. Co-host, with the Local Host Committee, a 1-day pre-conference mobile workshop to the US-Mexico border city of Nogales.	Session coordinator, VC of Special Projects  Timeline: April 2015	\$0
	World Town Planning Day Online Conference	Continue to include Division representation on the World Town Planning Day Online Conference Organizing Committee. Continue to administer the financial and technical aspects of the conference.	WTPD Coordinator, Treasurer  Timeline: ongoing (conference held each November)	\$0 (Costs are covered in a separate account from the Division account)
	Virtual Book Club	Host at least two book discussions via Google Hangout. Base the topic on member interest (per survey) and provide CM credit for the discussions. (We collaborated with two APA-funded webinars in FY2016 – Working Abroad and Smart Cities – but will keep looking for opportunities for webinars the International Division can sponsor.)	VC at Large  Timeline: ongoing	\$0
	Webinars	Host up to two webinars on topics based on Divisions Council Initiatives, member interest per the membership survey. One strong possibility is a program to educate U.S.	VC at Large, SRC Liaison, VC for Special Projects	\$500

FY2017 Annual Division Performance Report: International Division

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		planners about the New Urban Agenda (approved by the UN Habitat 3 conference in Quito, Ecuador) to promote best practices and develop implementation	Timeline: ongoing	
<b>Outreach/ Division Initiatives</b>	Student and Young Professionals	Identify long-term academic or administrative contacts at university planning schools with strong international programs.  Offer two student / professional research grants of \$1,000 each.  Solicit <i>Interplan</i> articles from students and professors.  FY2017 grants (\$2,000) & \$1,000 for FY2016 grantees when they have met their obligations	VC at-Large, SRC Liaison, VC for Special Projects       Timeline: Ongoing during the school year	\$3,000
		Run a competition through our communications portals for a 2017 NPC challenge travel grant requiring the selected student to write articles on the NPC for <i>Interplan</i> .  Airfare (\$500)	VC at-Large     Timeline: May 2017	\$500 (unbudgeted – assumes increased revenues &/or decreased expenses elsewhere)
	Exchange Program	Continue the Division Exchange Program to foster links with interested planners around the world. In FY2017, implement an exchange in India or other non-Commonwealth, but still English-speaking country, while looking for opportunities for future exchanges involving other countries or regions, e.g. India, Latin America and Africa.	International Exchange Coordinator     Timeline: Ongoing	\$0
	Policy and Advocacy	Try again in FY2017 to send a Division representative to the P&A Conference to provide substantive input from the international perspective to APA's policy and advocacy agenda (e.g., appreciation for planners' skills and appropriate use of planners).  Utilize the member survey, annual online full membership meeting, e-blasts, etc. to consult the members for their inputs on policy and advocacy matters and prepare a work plan.	Policy and Advocacy Coordinator	\$300 (for APA Policy and Advocacy Conference registration, assuming Coordinator is based in Washington, DC)



FY2017 Annual Division Performance Report: International Division

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
			Timeline: September 2017	
	DC Initiatives	Support Divisions Council initiatives through a variety of means, including publishing a topical article in <i>Interplan</i> and hosting a webinar or NPC session on a current Divisions Council initiative. At the 2017 NPC in NYC the Division will feature a session on Smart Cities and two sessions related to Habitat 3; the Division also plans to participate in the Working Abroad session as well.	Chair, Smart Cities Coordinator, VC for Special Projects  Timeline: February 2017 ( September 2017 ( <i>Interplan</i> article)	\$0 (cost for webinar noted above)
	Outreach and collaboration with other international organizations	In partnership with the APA International Director, continue to reach out to international planning organizations (e.g., GPN, ISOCARP, IACP and the Division's new Central Eastern Europe + Balkans Planners Network) to support research and create strategic alliances.	Chair, VC of Special Projects, Liaison to CEEB  Timeline: ongoing	\$0
	International Community Planning Assistance Teams (CPATs)	Help plan and participate in international CPATs, e.g. the one already being planned by the UN and ISOCARP for Cuba. Money would be for travel only.	Chair  Timeline: Spring 2017	\$1,500 (unbudgeted –assumes increased revenues &/or decreased expenses elsewhere)
	Mentorship program	Taking off from the Division's participation in the NPC student mentoring program, study best practices for division mentoring programs and establish an APA-ID mentoring program for students, new planners, or any planner new to international planning. In FY2016 we provided these services on an intermittent, as-needed basis in response to individual member requests; we need to formalize a procedure in FY2017.	VC at Large, SRC Liaison  Timeline: Summer 2016	\$0
	Member networking	Organize a Division networking reception at the 2017 APA NPC	Chair, VC at Large, NPC Coordinator	\$1,800

FY2017 Annual Division Performance Report: International Division

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		<p>in NYC. Co-host a reception with the Sustainable Communities Division and other Divisions. Jointly announce sustainable development project awards at the reception.</p> <p>Reception share (\$1,500 per division) &amp; speakers dinner (\$300)</p>	<p>Timeline: April 2015 (conference activities)</p>	
	<p>Joint meeting with Oregon Chapter and ISOCARP</p>	<p>Help program and participate in the International Planning Congress jointly sponsored by the Oregon Chapter and ISOCARP, Portland, Oregon</p>	<p>VC for Special Projects</p> <p>Timeline: October 24-27, 2017</p>	<p>\$500 (unbudgeted – assumes increased revenues &amp;/or decreased expenses elsewhere)</p>
	<p>Regional Meetups</p>	<p>Hold up to three regional, or school-specific networking events for students/young professionals and other resident Division members, e.g. in New York City NY, Washington DC, Portland OR, San Francisco CA or Los Angeles CA, with funding of up to \$100 each for venue and refreshments.</p>	<p>VC at Large</p> <p>Timeline: Ongoing (during school year)</p>	<p>\$500</p>
	<p>Membership growth</p>	<p>Continue refining and implementing our plan for Division membership growth. Key elements of the plan include: (1) corporate sponsorships of say \$500 each (try again to start this initiative in FY2017); (2) communications with members who did not renew their membership, whose membership is about to expire, or who recently joined, to inform them of Division services and benefits; (3) joint reception and sustainability planning awards program at the NYC NPC; (4) regional networking events for students and professionals; (4) volunteer opportunities; and (6) promotion of Divisions at chapter conferences.</p>	<p>Membership Coordinator</p> <p>Timeline: Ongoing</p>	<p>\$0</p>
	<p>Marketing Strategies</p>	<p>Using the recent membership survey, and working with APA-National’s Marketing Director, develop strategies to increase response to, and participation</p>	<p>Marketing Strategies Coordinator (TBD)</p>	

FY2017 Annual Division Performance Report: International Division

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		in, the International Division and division activities and initiatives, including NPC session proposals, sustainability planning award submissions, student research grant applications, etc.	Timeline: January 2017	

## FY2017 Annual Division Performance Report: International Division

### APPENDIX B: FY 2018 WORK PLAN WITH PROPOSED BUDGET

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
<b>Division Administration</b>	Division leadership meetings	<p>Hold monthly conference call meetings with the Division elected and appointed Executive Committee members.</p> <p>Circulate agenda and quarterly treasurer's report at least three days prior to meeting and minutes within one week after the meeting.</p>	<p>Division Executive Committee and appointed leaders and committee chairs (Newsletter Editor, Web Manager, Membership Coordinator, Exchange Program Coordinator, et al.). Division Chair is responsible for the agenda and division VC Secretary/Treasurer and Meeting Minutes Coordinator are responsible for the treasurer's report and minutes.</p> <p>Timeline: ongoing (every month)</p>	\$0
	Division Annual Business Meeting at NPC 2018 and possible separate online full membership meeting in September	<p>Hold an annual online open leadership meeting utilizing APA's GoToMeeting platform during the 2018 NPC in NO, and/or in September 2018, for the entire Division membership to obtain members' input on Division priorities for the Division to use in preparing its FY2019 work plan and budget.</p> <p>No charge anticipated for the APA communications platform at both meetings \$100 for coffee and tea service at the Annual Business Meeting</p>	<p>Division Chair will organize the meeting and set agenda.</p> <p>Executive Committee will prepare the draft work plan and budget.</p> <p>VC of Communications will arrange the online link and publicize the meeting.</p> <p>Timeline: April and/or September 2018</p>	\$100 (A)
	Divisions Council Meetings	<p>Division Chair (or proxy) will attend the fall and spring in-person Divisions Council meetings, as well as the summer and winter virtual meetings, and report to the Executive Committee and the membership (through <i>Interplan</i> or <i>eNews</i>).</p> <p>NPC - 1 night hotel (\$200) Fall Leadership Meeting - Train fare NJ-Wash. (\$200), 2 nights hotel (\$500), &amp; 2 days meals etc. (\$100)</p>	<p>Division Chair</p> <p>Timeline: April and September 2018</p>	\$1,000 (B)



FY2017 Annual Division Performance Report: International Division

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		<p>hosted website at least once per month.</p> <p>Add/expand information about Division committee work, research grants, conference attendance, volunteer opportunities, and social media links.</p>	<p>Timeline: ongoing</p>	
	Other communication tools	<p>Review and update/improve the Division video and brochure two times per year, one month before the NPC and one month before the FLM.</p> <p>Two brochure printings @ \$50</p>	<p>VC for Special Projects</p> <p>Timeline: in time for 2017 NPC in NYC</p>	\$100 (C)
<b>Education and Events</b>	APA National Planning Conference sessions	<p>Continue to push for an International Planning Track.</p> <p>Proactively organize and propose technical paper, facilitated discussion and mobile workshop sessions on timely international topics with Executive Committee and other Division members serving as sponsors, moderators and speakers.</p> <p>Proactively volunteer Executive Committee and other Division members as session proposal reviewers, esp. at the track chair and vice chair levels.</p> <p>Work with APA Student and Young Professional staff to reinstate a Working Abroad session.</p>	<p>VC of Events, VC of Special Projects</p> <p>Timeline: April 2018</p>	\$0
	World Town Planning Day Online Conference	<p>Lead planning of the newly separate APA edition of the World Town Planning Day Online Conference (note that the Global Planning Network decided that beginning in FY 2018 each national planning association should sponsor its own respective edition of WTPD while committing to cross-advertise for each other).</p> <p>\$1,250 was spent videotaping two sessions at the Oregon APA – ISOCARP Conference in October 2017 for re-use during WTPD. No fees were charged this year, since free access was considered important for the</p>	VC of Events	\$1,250 (D)

FY2017 Annual Division Performance Report: International Division

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		session on livable communities for ALL ages. Note that WTPD costs will no longer be covered in a separate account from the Division account.	Timeline: November 2018	
	Virtual Book Club	Host at least two book discussions via Google Hangout. Base the topic on member interest (per survey) and provide CM credit for the discussions.	VC at Large  Timeline: ongoing	\$0
	Webinars	<p>Host up to two webinars on topics based on Divisions Council Initiatives or member interest per the upcoming FY 2018 membership survey.</p> <p>Held the APA WTPD online conference in November 2017 and are planning a webinar on planning livable communities for ALL ages in February 2018.</p> <p>\$100 is budgeted to cover the annual CM Provider fee; assumes no webinar platform cost as we understand that the Divisions Council will cover the platform access fee if webinar revenues do not cover its costs.</p>	VC at Large, SRC Liaison, VC of Special Projects  Timeline: ongoing	\$100 (E)
	International Session at Federal Planning Division Conference	<p>We have discussed this possibility with the FPD Chair and need to organize a session inviting representatives of USG agencies involved in international development.</p> <p>Budget is unclear but assumed to be \$300 for now, for one day of lodging, meals, etc.; sharing in the FPD's conference revenues is also apparently still a possibility but is also assumed to be \$0 for now.</p>	VC of Events	\$300 (unbudgeted –assumes increased revenues and/or decreased expenses elsewhere)
	World Urban Forum	We are discussing this with Jeff Soule who is so far the only APA representative of APA planned for attendance at this important annual meeting which this year will be in Kuala Lumpur, Malaysia in February 2018.	Division Chair	\$1,000 (unbudgeted –assumes increased revenues and/or decreased

FY2017 Annual Division Performance Report: International Division

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		<p>Jeff has indicated that some APA funding may be possible. Possible scenarios involving Division cost-sharing include sending the Division Chair but paying only for their lodging and meals or sending another Division representative who is based in the SE Asia region.</p>		<p>expenses elsewhere)</p>
<p><b>Outreach/ Division Initiatives</b></p>	<p>Student and Young Professionals</p>	<p>Identify long-term academic or administrative contacts at university planning schools with strong international programs.</p> <p>Offer up to three student / professional research grants of \$1,000 each.</p> <p>Reach out to new student and young professional members with tailored welcome letters, a survey of needs and desires, and solicitation of articles for Interplan.</p> <p>\$1,500 for three \$500 payments on the two new FY2018 grants and \$1,000 for two \$500 payments on the existing FY2017 grants.</p>	<p>VC at-Large, SRC Liaison, VC for Special Projects</p> <p>Timeline: Ongoing during the school year</p>	<p>\$2,500 (F)</p>
		<p>Run a competition through our communications portals for a 2017 NPC challenge travel grant requiring the selected student to write articles on the NPC for Interplan.</p> <p>\$500 is budgeted for airfare.</p>	<p>VC at-Large</p> <p>Timeline: April 2018</p>	<p>\$500 (unbudgeted –assumes increased revenues and/or decreased expenses elsewhere)</p>
	<p>International Exchange Program</p>	<p>Continue the Division International Exchange Program to foster links with interested planners around the world. In FY2018, implement an exchange in an English-speaking country other than the UK (our traditional source), e.g. India or South Africa.</p>	<p>International Exchange Coordinator</p> <p>Timeline: Ongoing</p>	<p>\$1,000 (unbudgeted –assumes increased revenues and/or decreased expenses elsewhere)</p>
	<p>Policy and Advocacy</p>	<p>Send a Division representative to the P&amp;A Conference to provide substantive input from the international perspective to APA’s policy and advocacy agenda, especially appreciation for planners’ skills and recruitment of planners as staff and consultants.</p>	<p>VC of Events, Policy and Advocacy Coordinator</p>	<p>\$300 (G)</p>



FY2017 Annual Division Performance Report: International Division

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		<p>Utilize the member survey, annual online full membership meeting, e-blasts, etc. to consult the members for their inputs on policy and advocacy matters and prepare a work plan.</p> <p>Budget is for APA Policy and Advocacy Conference registration, assuming Coordinator is based in Washington, DC</p>	<p>Timeline: September 2017</p>	
	DC Initiatives	<p>Support Divisions Council initiatives through a variety of means, including publishing a topical article in <i>Interplan</i> and hosting a webinar or NPC session on a current Divisions Council initiative. At the 2018 NPC in New Orleans the Division hopes to feature a session reporting on our research grant project addressing the international side of planning livable communities for ALL ages.</p> <p>As noted above, it is assumed there will be no cost for the webinar. We may elect to use research grant money to bring speakers to the NPC session.</p>	<p>Division Chair, VC of Events</p> <p>Timeline: April 2018</p>	\$0
	Outreach and collaboration with other international planning organizations	<p>In partnership with the APA International Director, continue to reach out to international planning organizations (e.g., GPN, ISOCARP, IACP and the Division's new Central Eastern Europe + Balkans Planners Network) to support research and create strategic alliances.</p>	<p>Chair, VC of Special Projects, Liaison to CEEB</p> <p>Timeline: ongoing</p>	\$0
	International Community Planning Assistance Teams (CPATs)	<p>Help plan and participate in international CPATs, e.g. the one already being planned by the UN and ISOCARP for Cuba, one relating to post-disaster recovery and disaster preparedness planning for the Dominican Republic/Caribbean region, or one relating to institutional capacity building for the South Africa Council of Planners.</p> <p>Money would be for travel only.</p>	<p>Division Chair, VC of Events</p> <p>Timeline: Spring 2017</p>	\$1,500 (unbudgeted –assumes increased revenues &/or decreased expenses elsewhere)

FY2017 Annual Division Performance Report: International Division

<b>Policy/Goal</b>	<b>Tasks</b>	<b>Actions</b>	<b>Parties Responsible</b>	<b>Budget</b>
	Mentorship program	Taking off from the Division's participation in the NPC student mentoring program, study best practices for division mentoring programs and establish an APA-ID mentoring program for students, new planners, or any planner new to international planning. In previous years we provided these services on an intermittent, as-needed basis in response to individual member requests, especially with the recent influx of new student members; we need to formalize a procedure in FY2018.	VC at Large, SRC Liaison  Timeline: Summer 2016	\$0
	Member networking	Organize a Division networking reception at the 2018 APA NPC in New Orleans.  Reception catering is budgeted at \$1,000 and the speakers' dinner at \$250.	Division Chair, VC of Events  Timeline: April 2018	\$1,250 (H)
	Joint meeting with Oregon Chapter and ISOCARP	Help program and participate in the International Planning Congress jointly sponsored by the Oregon Chapter and ISOCARP, Portland, Oregon	Division Chair, VC of Special Projects  Timeline: October 24-27, 2017	\$800 (I)
	Regional meetups	Hold up to three regional, or school-specific, networking events for students and young professionals and other resident Division members, e.g. in New York, Washington, Chicago, Seattle, Portland, San Francisco or Los Angeles  Budget is for up to five meetups at up to \$100 each for venue and refreshments.	VC at Large  Timeline: Ongoing (during school year)	\$500 (J)
	Membership growth	Continue refining and implementing our plan for Division membership growth. Key elements of the plan include: (1) corporate sponsorships of say \$500 each; (2) communications with members who did not renew their membership, whose membership is about to expire,	Membership Coordinator	\$0

FY2017 Annual Division Performance Report: International Division

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		or who recently joined, to inform them of Division services and benefits; (3) joint reception and sustainability planning awards program at the New Orleans NPC; (4) regional networking events for students and professionals; (4) volunteer opportunities; and (6) promotion of Divisions at chapter conferences.	Timeline: Ongoing	
	Marketing Strategies	Using the upcoming FY 2018 membership survey, and working with APA-National's Marketing Director, develop strategies to increase response to, and participation in, the International Division and division activities and initiatives, including NPC session proposals, sustainability planning award submissions, student research grant applications, etc.	Marketing Strategies Coordinator (TBD)  Timeline: January 2018	\$0

## FY2017 Annual Division Performance Report: International Division

### APPENDIX C: FY 2017 ANNUAL BUSINESS MEETING NOTES AND ATTENDANCE LIST

#### MINUTES OF APA INTERNATIONAL DIVISION ANNUAL BUSINESS MEETING 2017 NATIONAL PLANNING CONFERENCE, NEW YORK CITY, NEW YORK, MAY 7, 2017

##### **Division's role in helping members through a time of potential cutbacks and reorganization of the US role in development aid**

Since federal funding cuts to international development programs are likely, there was a discussion related to the role that the International Division is playing (or could play) in supporting overseas work. Tim opened the discussion to the group. It was mentioned that the RTPI publishes a guide to working overseas. Seeking grant money from private foundations was one strategy mentioned. It was also mentioned to focus on one particular geographic area, in order to focus resources, which could result in a larger impact. Sending APA members overseas for short periods of time (up to a week) to train local planners in an effort to build capacity was also suggested, specifically related to needs in Mexico. This conversation carried over into the next agenda item.

##### **Getting the Division's issues addressed in the APA Policy and Advocacy agenda**

Other advocacy opportunities include an International Division focus for Annual Planners Day on the Hill, participation in the APA Policy and Advocacy Conference, and possible collaboration with the Federal Planning Division. Two action items were developed as part of the discussion: (a) Solicit membership for developing key points for advocating to Congress, and (b) connect with other international planning organizations to determine common goals and how we can best work together. Tim will discuss these items with the Global Planners Network lunch on Tuesday.

##### **Developing organizational sponsorships, webinars/conferences, and other means of boosting funding**

Tim began the discussion by stating that some other divisions have up to \$30,000 in reserves, whereas the International Division has only a fraction of this. We are looking for ways to increase funding. Ideas previously discussed include: increased membership, hosting webinars and/or conferences, small grants from APA, and organizational sponsorship. Other divisions are getting corporate sponsorships that support additional sessions on the front- or back-end of the national conference. Ideas for seeking sponsors included: focus on 'urban' which is a buzz word right now; focus on large international organizations (e.g. WorleyParsons, AECOM, Jacobs, et al.); create a menu of sponsorship opportunities (with associated costs) that companies can choose to support; focus on firms that are in the information and communications technology (ICT) business related to smart cities (e.g., Intel, Qualcomm, Nokia, et al.)

**Planning for upcoming events -- P&A meeting in Sep, Oregon-ISOCARP-ID meeting in Oct, WTPD in Nov, and NPC 2018 in NO in Apr, FAICP sponsorship**

## FY2017 Annual Division Performance Report: International Division

Tim introduced Marc Lewis-DeGrace as the newest member of the Executive Committee, with a title of Vice Chair for Events. Marc has done a lot of work to prepare for the Annual Conference, which requires year-round efforts. Tim and Marc are looking for a volunteer coordinator for World Town Planning Day (WTPD). This event occurs annually in October and we are already behind schedule. Ideally, he would like to have a volunteer by Tuesday, so he could introduce this person to the Global Planners Network. This year, it may be beneficial for the overall chair to delegate responsibility of finding sessions and speakers to each national planning organization.

### **Other items discussed**

Regional networking meetups have occurred in New York, Seattle, Portland and San Francisco. Chicago, Washington DC and Portland meetups are being planned.

The ID has a growing social media presence on Twitter, LinkedIn, and Facebook.

The Division's newsletter, Interplan, is strong and has many contributors. If anyone would like to assist with Interplan, they should speak directly with Victoria.

The Division's student grant program continues to be a way of supporting students with an interest in international planning by providing funding for overseas travel and study.

Tim asked everyone to attend the International Division reception at Fogo de Chao from 6:30 to 9:30 PM Sunday, which costs \$10 at the door, unless you are a speaker, in which case there is no charge.

### **Attendance List Attached**

FY2017 Annual Division Performance Report: International Division

<u>NAME</u>	<u>EMAIL</u>	<u>INTL PLANNING INTEREST/ AFFILIATION</u>
Michael Kolber	makolb@gmail.com	Disc <sup>r</sup> , Humanities
Beth McMahon	bmcmahon@cip-icv.ca	Cdn Inst. Planner
Ric Stephens	RICSTEPHANS@FRONTIER.COM	ISOCARP
Elizabeth Ballantyne	elizabethballantyne.com	UB School of Community & Regional Planning + Centre for Human Settlements
Jacob Oluwoye	joluwoye@aamu.edu joluwoye@bellsouth.net	NITP / APA etc
Michael Cobb	jmcobb@urbanism3.org	-

FY2017 Annual Division Performance Report: International Division

NAME	EMAIL	
JAMIL CHEIKH	jamil.cheikh@uta.edu	
FRANK NIERZWIICKI	fnierzwi@indiana.edu	Eastern Europe EU
Stephanie Firestone	sfirestone@aarp.org	Community Dev. sr. Policy Advisor AARP International (Age-friendly communities)
Miritha Sickles	msickles400@gmail.com	Local governance Sustainability community development (Eastern Europe, Africa, Americas)
CLAUDIA VICENTELO	cvicentelo@uta.edu	technology Planning - pre-disaster planning

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<u>NAME</u>	<u>E-MAIL</u>	<u>INTL PLANNING INTEREST / AFFILIATION</u>
VICTORIA OKOYE	VICTORIA.OKOYE@GMAIL.COM	INFORMALITY, STREET DESIGN IN AFRICAN CITIES / WIEGO
Thomas Combe	thomas.combe@criticalminds.nl	Project Management Consultant in The Netherlands
James Carli	jamescarli2016@gmail.com	SDGs Public Information on Twitter @JinCarli, rep of Drug Policy Reform Harm Reduction
JUAN BARRAGAN	JIBARRAGAN@urbis.com.mx	Urban and metropolitan planning consulting
Anayantzin Contreras	acontreras@urbis.com.mx	urban planning consultants.
Kelley Moore	Kelley.Moore@sasktel.net	Conaction Justeq
Marc Lewis-DeGrace	marc-lewis-de-grace@gmail.com	—
Jeff Soule	jsoule@planning.org	APA staff ICOMOS
Tim VanEpp	tvanep@ gmail.com	environmental planning





American Planning Association

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APPENDIX D: FY 2017 FINANCIAL REPORT					Appendices A, B, D	
FY2017 Financial Report (10/01/2016 - 09/30/2017)						
FY2017 Proposed Budget (10/01/2017 - 09/30/2018)						
		<b>FY2017 Budget</b>	<b>FY2017 Actuals as of 09/30/2017</b>		<b>Proposed Budget FY2018</b>	<b>FY2018 Codes in APR Appendix B</b>
<b>REVENUE</b>	<b>Description</b>			<b>Subtotal</b>	<b>REVENUE</b>	
<b>Dues</b>	Q1 (trf in November)	750	920.00		920.00	
	Q2 (trf in February)	1,000	1,462.00		1,462.00	
	Q3 (trf May/June)	510	710.00		710.00	
	Q4 (trf August)	1,100	764.50		765.00	
	<b>Dues Revenue</b>	<b>3,360</b>		<b>3,856.50</b>	<b>3,857.00</b>	
	<b>Other Revenue (NPC 17 Reception)</b>	<b>400</b>	280.00		0	Effect of returned reception \$?
	<b>Adjustments Hotel Charges</b>		0.00		0	
	<b>Returned Student Grant Checks</b>		0.00		0	
	<b>TOTAL REVENUE</b>	<b>3,760.00</b>		<b>4,136.50</b>	<b>3,857.00</b>	
<b>EXPENSES</b>	<b>Description</b>		<b>Amount</b>	<b>Subtotal</b>	<b>EXPENSES</b>	
<b>Communications/Newsletter</b>	Design	0	0.00		0	

## FY2017 Annual Division Performance Report: International Division

	Printing	0	0.00		100	C
	Handling	0	0.00		0	
	Postage	0	0.00		0	
	<b>Newsletter Expense</b>	<b>0</b>		<b>0.00</b>	<b>100</b>	
<b>Annual Business Meeting</b>	Refreshments	150	109.10		100	A
	Printing	0	0.00		0	
	Postage	0	0.00		0	
	Other (Reception & Speakers Dinner)	1,800	1,667.23		1,250	H
	<b>Annual Meeting Expense</b>	<b>1,950</b>		<b>1,776.33</b>	<b>1,350</b>	
<b>Travel - Division Chair</b>	APA National Planning Conf (DC Mtg)	250	135.87		200	B
	APA Fall Leadership Mtgs (DC Mtg)	800	783.92		800	B
	Other	300	367.42		0	
	Policy & Advoc Mtg (Regis - Vice Chr )				300	G
	Oregon APA - ISOCARP Conference				800	I
	<b>Travel Expense</b>	<b>1,350</b>		<b>1,287.21</b>	<b>2,100</b>	
<b>Other</b>	Student Research Travel Grants	2,500	2,000.00		2,500	F
	World Town Plg Day (Portland Videos)				1,250	D
	Regional Meetups				500	J
	Educ Prog (CM Provider Fee)				100	E
	<b>Other Expenses</b>	<b>2,500</b>		<b>2,000.00</b>	<b>4,350</b>	

FY2017 Annual Division Performance Report: International Division

	<b>TOTAL EXPENSES</b>	<b>5,800</b>		<b>5,063.54</b>	<b>7,900</b>	
<b>Revenue over (under) Expenses for reporting period:</b>		<b>-2,040</b>		<b>-927.04</b>	<b>-4,043</b>	
<b>Submitted by: Tim Van Epp, Chair</b>						
<b>Date: November 17, 2017</b>						