



American Planning Association

Making Great Communities Happen

APA DIVISIONS COUNCIL

FY2018 ANNUAL DIVISION PERFORMANCE REPORT

DUE NOVEMBER 16, 2018

Division: International

Chair: Tim Van Epp, FAICP

1. Work Plans and Budgets

The International Division has successfully created a positive budget enabling us to expand our programming. See Appendix A, FY 2018 Work Plan with Approved Budget and Appendix B FY2019 Work Plan with Proposed Budget. As in FY2018, the FY2019 work plan will intentionally be a deficit budget. With a FY2019 beginning balance of \$7,878.30, we have cash on hand equal to approximately twice the amount of dues collected each year. In FY2019, we will expend a significant portion of these funds, while maintaining a reserve equal to one year of revenues at current revenue levels, to provide enhanced and additional, high impact services to our members in FY2019 and further involve the membership. The FY2019 work plan and budget is similar to the FY2018 work plan and budget, with a few notable exceptions:

- In FY2019, the Division received a \$7,000 Divisions Council grant to fund research in partnership with the AARP. The International Division contracted with Cornell University to conduct research and due to the timing of the academic calendar year and grant funding schedule, the Division only spent \$3,500 of the \$7,000 that was deposited into our account. The second \$3,500 payment was made in October, which resulted in an artificially high starting balance for the year. This will be the most significant expense in the FY2019 budget.
- The NPC19 reception will be held with one, or possibly two other divisions. Due to a projected increase in attendees and preliminary venue rental costs, the Division budgets \$2,500 for this expense, which is more than in previous years.
- With a significant increase in student membership, the division has devoted time to establishing regions within the U.S. and plans to fund occasional meetups in some of those regions throughout the year, which will provide our membership networking opportunities outside of the National Planning Conference.
- During FY2018, the Oregon APA held a joint conference with ISOCARP in Portland, Oregon. The \$800 expense budgeted for travel and registration for conference is not included in this FY.
- The Division may work with AARP and the APA Development Director to pursue outside funding for a phase 2 of our Livable Communities for ALL Ages research project (phase 1 having been funded by a DC Research Grant); no budget has been set for this phase 2 initiative as only

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in-kind resources will be used. Note, however, that passing on the DC's September 2018 \$3,500 payment to the Division for the second half of phase 1 will be shown as a FY2019 expense when the Division will have paid Cornell for their part of that work.

- It is not anticipated that the Division will incur any expenses for World Town Planning Day for FY2019 as this event has evolved such that APA National is covering the platform/ technology costs and therefore little to no financial commitment has been required by the Division.
- We will be seeking to start a new working group within the division to discuss challenges and gaps in planning for conflict zones and humanitarian affairs; at this time, though, it is anticipated that starting up this program will involve mainly in-kind labor provided by Division volunteers.

Even with the additional spending described above, the Division plans to generate additional revenue in FY2019 through:

- Membership recruiting and retention measures
- New program of organizational sponsorships

2. **Communications**

Newsletter (including hard copies, electronic versions, or other). Three newsletters were produced during the past year. We improved the quality of format and content. Two members with graphic design skills joined the team to help. They produced the Spring and Summer newsletters in a graphic design program with good color and page-turning effect. These are hosted on-line with links sent to the membership. They are easily downloadable. It is a great improvement. The newsletters appeared in the following order:

Fall 2017

<https://sway.com/12r9I2M9QBlaIgxu?ref=Link>

Spring 2018

<https://indd.adobe.com/view/5d94f523-3d49-4cdd-b760-db8247879950>

Summer 2018

<https://indd.adobe.com/view/fb54fedc-c108-4e21-9282-b89b46424f41>

We also improved content by asking membership for contributions. Contributors were coached on how to write compelling short narratives about international planning events and experiences. Several of these articles from members were published in the newsletters.

Website updates. The International Division website on the APA platform was updated with newsletters and information about the Student Research Grant program. These are hosted at the following locations:

<https://www.planning.org/divisions/international/>

<https://www.planning.org/divisions/international/newsletter/>

<https://www.planning.org/divisions/international/grants.htm>

E-blasts. We tried to send an e-mail to membership at least once per month, containing information related to the International Division's business and programs, the National Planning Conference, newsletters, and links to articles of interest in the international field. Approximately 20 e-mails were sent to members during the past year (Oct 1 2017 to Sep 31 2018). A couple e-mails were targeted to student members with tips on job hunting in the international field.

Social media sites. We continued to post articles and stimulate activity on the LinkedIn page. However, as the level of activity was quite low, we decided to change the page from restricted (for division members only) to unrestricted. The intention is to reach a broader audience on LinkedIn and generate more interest in the APA International Division. We continue to post articles and we

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will strive to foster more on-line sharing and conversation here. Very little was done with a Facebook page. See links here:

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

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

Membership surveys. The Division's last membership survey was conducted in 2015; however we have more recently reached out to our membership for feedback on proposed principals and objectives for mainstreaming international throughout APA in preparation for the Division's involvement in the international strategy paper that was recently developed using the knowledge-based governance process. We are currently creating a new survey based on both the very comprehensive 2015 survey and the international mainstreaming e-blast, which we plan to use not only in formulating the Division's FY2020 Work Plan and Budget and continuing to shape an international component to APA's Development Plan, but with a new focus on how best to engage and retain our students and young professionals but at the same time how to grow our paying regular membership which is an area needing attention.

Specific outreach for volunteer opportunities. We used e-mail and newsletters to convey information about the International Division's meetings and special programs, such as those related to the National Planning Conference, the Student Research Grant program, and elections including a special election for a student representative. We also made calls for writers to contribute to the newsletters, which generated a good response from membership.

International Division video. The "Introduction to the International Division" video was shared at the National Planning Conference and the World Urban Forum in Kuala Lumpur.

3. **Annual National Planning Conference Activities**

Sessions. During FY2018, the Division completed planning and participated actively in the 2018 NPC in New Orleans, LA. In New Orleans, the Division sponsored four panels looking at several aspects of urban planning in an international context. The first panel; *De-Siloing Age-Friendly Planning Solutions* was a continuation of the Division's with the AARP, looking at how to incorporate good design into planning for aging populations around the world. The second panel *Dutch Dialogues and New Orleans: Impact?* Explored the impact that the Dutch dialogues had on the recovery of New Orleans, and what lessons can be learned for the recovery from future disasters. The third panel, *International Approaches to Coastal Resilience* looked at how several coastal communities are preparing for future disasters and exploring how to protect their infrastructure and populations. The fourth panel, *International Smart Cities*, was a collaboration with the International Society of City and Regional Planners (ISOCARP) that included speakers from several different countries and looked at the definition of Smart Cities. This panel also explored how Smart Cities are currently being implemented. The division has also been planning and proposing sessions for the 2019 National Planning Conference in San Francisco, California. In San Francisco, the division will host its annual business meeting and reception.

Annual Business Meeting: At the 2018 NPC, the International Division's Business Meeting was held on Sunday, April 22. The meeting allowed the division's Executive Board to discuss activities from the previous year. The Executive Board was able to discuss the success of the webinar, the annual budget and increases in membership. Another topic of discussion was how to accommodate the large number of student members and how to integrate them with the division's work. Members also discussed the division's response to Puerto Rico and the aftermath of Hurricane Maria. The division had an active role in working with the APA's Hazards Planning Center and reaching out to the Puerto Rican government.

Divisions Council booth: The International Division spent time at the Divisions Council Booth interacting with APA members and sharing with them the many different division's that they could join and how they can become active in the APA, their local chapter and divisions that match their interests. The Booth was manned by Tippe Morlan and Marc Lewis-DeGrace on April 21.

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Division reception: At the 2018 NPC, the International Division (ID) was honored to host a joint reception with the Federal Planning Division (FPD). The reception was held on April 22 at Café Carmo. There were about 100 attendees from both divisions who attended the reception. The two divisions have rarely interacted and this was a great opportunity for collaboration since several of the FPD members work internationally. Members of both divisions interacted with one another and discussed ways for future collaboration and shared experiences.

4. All Other Events/Programs

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.

World Town Planning Day (WTPD) Partnership with APA National. The Division supplied the great majority of the content for WTPD 2017, with SDGs related sessions relating to implementation of the UN Habitat Sustainable Development Goals (SDGs) from NPCs 2016 and 2017 as well as from the ISOCARP - APA Oregon Chapter Joint Conference in Portland, OR, in October. The WTPD event was advertised in the websites, newsletter and social media of the International Division, APA and the Global Planners Network.

Webinars. The division presented three webinars this year. The first webinar was held in February addressing the Division's joint DC Research Grant project with Division partners AARP, Arup and Cornell. The second webinar, held in March, was titled *International Perspectives on Urban Planning in the United States*. This webinar was made available for CM credits through the Ohio APA Webinar series. The third webinar, held in August, was also titled *Urban Planning in the United States*. This third webinar was offered exclusively for Monterrey Technical College (Mexico), located in Monterrey Mexico, who had requested assistance in starting an urban planning program at the 2017 NPC in New York.

5. Membership

At the end of APA's 2017 fiscal year, the International Division had 654 total members. At the end of the 2018 fiscal year, the Division had grown to 1591 total members - an increase of 143.3 percent. A majority of this increase is in our student numbers, which appears to be a result of the recently adopted APA policy to allow students to join Divisions free of charge. The number of students in the Division grew by 258.8 percent while the non-student membership remained steady and grew by 8.6 percent.

Countries membership. The International Division had members in **41 countries** at the end of FY2018, up from 32 countries at the end of FY2017.

- Top 5 Countries
 - United States (1454)
 - Canada (37)
 - India (16)
 - United Kingdom (12)
 - Australia (10)

States membership. The International Division had members in **50 states** or territories at the end of FY2018, up from 43 states at the end of FY2017.

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- Top 5 States
 - California (253)
 - New York (141)
 - Florida (90)
 - Texas (86)
 - Illinois (76)

Cities membership. The International Division had members in **611 cities** at the end of FY2018, up from 346 cities at the end of FY2017.

- Top 5 Cities
 - Los Angeles (61)
 - New York City (50)
 - Cambridge (37)
 - Ithaca (32)
 - Chicago (29)

Student membership

- At the end of FY2017, students made up approximately 53.8 percent of the Division membership.
 - Of these students, 5 percent were internationally based.
- At the end of FY2018, students made up approximately 79.4 percent of the Division membership.
 - Of these students, 6.6 percent were internationally based.

Non-student membership

- At the end of FY2017, non-students made up approximately 46.2 percent of the Division membership.
- At the end of FY2018, non-students made up approximately 20.6 percent of the Division membership.

International membership

- At the end of FY2017, international members made up approximately 13.8 percent of the Division membership.
- At the end of FY2018, international members made up approximately 8.6 percent of the Division membership.

AICP Members

- At the end of FY2017, AICP members made up approximately 21.1 percent of the Division membership.
- At the end of FY2018, AICP members made up approximately 10.4 percent of the Division membership.
 - An additional 0.4 percent of the Division membership (7 members) are AICP Candidates, which is a new program not tabulated in FY 2017.

	Overall Membership		Students		Non-Students	
	<u>FY17</u>	<u>FY18</u>	<u>FY17</u>	<u>FY18</u>	<u>FY17</u>	<u>FY18</u>

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Total Membership	654	1591	352	1263	302	328
- Domestic	564	1453	335	1185	229	268
- International	90	137	17	78	73	59
Countries	32	41	9	28	30	25
States + Territories	43	50	-	-	-	-
Cities	346	611	-	-	-	-
AICP Members	138	166 +7 candidates	-	-	-	-

FY17 as of 9/7/17

FY18 as of 9/28/18

FY2017 (as of 9/7/17)

<i>MEMBER TYPE</i>	COUNTA of MEMBER TYPE
FCLTI	1
FCLTS	1
LIFE	10
MEM	267
NOM	6
NP	12
RET	2
STF	1
STU	352
XMEM	1
XSTU	1
Grand Total	654

FY2018 (as of 9/28/18)

<i>MEMBER TYPE</i>	COUNTA of MEMBER TYPE
FCLTI	2

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FCLTS	1
LIFE	13
MEM	302
NOM	2
RET	2
STF	1
STU	1263
XMEM	1
XSTU	3
XXSTU	1
Grand Total	1591

The Division has a Communications Committee consisting of the newsletter editor and publisher, three social networkers, and a website manager. We are also building a network of appointed Regional Coordinators to assist in reaching our now much larger membership; we have so far retained coordinators for the Middle Atlantic, Southeast and Chicagoland regions. They will operate on both a bottom up and top down basis, i.e. take on region-specific initiatives, particularly networking to benefit students and young professionals by contact with regular members in their vicinities, as well as implement Division-wide initiatives.

6. **Division Assistance Programs**

- Tim Van Epp led the DC Research Grant on planning of livable communities for all ages, and a group of division volunteers provided review and comment.
- Tim Van Epp, Bill Anderson and Greg Scruggs worked on the International Strategy Knowledge Based Governance Paper.
- Under Mike Kolber's leadership, the Division awarded two research travel grants to students as part of our Student Grant program, elected a first-ever Student Representative with full voting powers and a remit that includes working with the SRC, and began establishing a network of appointed Regional Coordinators whose remits will include liaising with their respective State Chapters and Sections.
- Tim Van Epp and Ric Stephens continued to work with APA International Director, Jeff Soule, on implementation of the UN Habitat Sustainable Development Goals program and participation with the Global Planners Network.
- Marc Lewis-DeGrace planned a joint reception with the Federal Planning Division at NPC18 in New Orleans.
- Tim Van Epp and Marc Lewis-DeGrace served as Chair and Vice Chair of the International Track for the NPC19 in San Francisco.
- Tim Van Epp is organizing two sessions at NPC19, one involving the sustainable / green cities program directors at several international financial institutions and the other one addressing regional sustainable development planning approaches which will include speakers from the Sustainable Communities Division and Regional and Intergovernmental Planning Divisions.

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- Marc Lewis-DeGrace and Tim Van Epp are planning a joint reception and sustainability awards program with the Sustainable Communities Division and Federal Planning Division for NPC19 in San Francisco.
- Every year the division fields numerous requests from its members or others for information or contacts regarding job opportunities overseas and FY2018 was no exception. Tim Van Epp converted two of those requests into longer-term mentoring opportunities, one with a planning graduate student from Singapore at Rutgers and one for a planning graduate student at Florida hoping to extend her planning experience in China.
- Tim Van Epp this year continued: (1) chairing the Resilient Task Force for the Together North Jersey regional sustainable development planning effort; (2) chairing the preparation of a citizens' manual on green infrastructure for the Jersey Water Works program of New Jersey Future; and (3) co-chairing the Green Team of his home town of Westfield, NJ.

7. **Research and Publications**

An international coalition of planners, led by the APA International Division and AARP International, and supported by in-kind resources provided by International Division partners Arup and Cornell in FY18 completed a 2-year initial (phase 1) international research effort aimed at learning how best to engage planners to incorporate *planning livable communities for ALL ages* in their everyday planning work. This project relates to the APA Divisions Council initiative, *Aging and Livable Communities*, involving an ongoing partnership with AARP. The present international research seeks to:

- Launch an international discussion on how to advance planning for ALL ages, and broaden the set of awareness building techniques, tools and best practices
- Produce initial findings on how to engage planners to prioritize aging, which can serve to generate broader interest in deeper learning and sharing on this topic moving forward to later project phases
- Extend the benefits of this work from planners working in the US to planners globally

The International Division and AARP are currently planning and looking for financing for a phase 2 project that will focus more on housing.

8. **Elections**

The Division election results are in. Our hearty congratulations to the individuals below who will take office January 1, 2019!

- Chair – Mike Kolber, AICP
- Vice Chair at Large – Jessica Schmidt, AICP
- Vice Chair of Special Projects – Tippe Morlan, AICP
- Vice Chair of Communications – Jing Zhang, AICP
- Vice Chair Secretary-Treasurer – Troy Hayes, AICP
- Past Chair – Tim Van Epp

For those who took the time to run for an office, but did not get elected, we have emailed them about our sincere hope that they will stay involved with the Division going forward and that there are many volunteer opportunities relating to division functions and initiatives beyond serving as an officer!

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9. **Financial Report**

The FY2018 Financial Report is attached as Appendix D. It shows a deficit budget for the 2018 fiscal year, by design, to spend down a surplus in our account. The actual budget, however, resulted in a near break-even revenue to expense ratio, due in large part to the \$3,500 research grant payment from the Divisions Council that will be spent as a payment by the Division to Cornell University during FY2019.

Due to timing of the academic calendar year compared to the APA fiscal year, the division incurred one additional student grant payment, bringing the total spent on student grants to \$3,000 for the 2018 fiscal year, while only \$2,500 was budgeted.

The division also spent more on the NPC18 reception, held jointly with the Federal Planning Division (FPD). For this item, \$1,250 was budgeted, while \$2,027 was spent. This expense, however, may be misleading because the division collected \$1,013 (listed as a revenue source) from the FPD as the International Division paid all of the expenses of the reception (\$2,027) and was reimbursed for half of those expense by the FPD.

It is not anticipated that the Division will incur any expenses for World Town Planning Day for FY2019, as this event has evolved such that APA National is covering the platform/ technology costs and therefore little to no financial commitment has been required by the Division.

10. **Bylaws**

The Division wrote and adopted a new set of bylaws in FY2015. The Bylaws were reviewed in 2018 by the Vice-Chair At Large, Michael Kolber, and found to not be in need of an update. The Division Bylaws are based on the 2014 Model Division Bylaws.

11. **Divisions Council Meetings**

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.

12. **APA Development Plan**

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

13. **Division Challenges**

Volunteerism. As expressed in our FY 2017 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. FY 2018 was the most stable year that we have had for some time, with only one Executive Board member stepping down, and the Division was fortunate to find an outstanding replacement. Our present leadership, both elected and appointed, have been working very effectively. 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 FY2019 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.

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Geographical spread. 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.

The Division is seeking to remedy this problem, in part, through the appointment of Regional Coordinators to facilitate networking in the division. There will be growing pains for this process. For example, the Division identified concentrations of members in both Atlanta and Tallahassee and has appointed a Coordinator to serve those two cities as a joint region. It remains to be seen whether that is too large a region and ultimately unmanageable.

International Exchange Program. We have been attempting to expand this program from a focus on planners from the UK and now Canada exchanging with APA members. The program has great potential, but continues to be limited by: (1) there is not sufficient Division budget to fund the travel, so exchange planners must pay their own way for the 2 weeks they are in each other's country; (2) the foreign planner must speak English fluently and the APA member can go only to an English-speaking country; and (3) the match-making can be very time-consuming. We are considering the development of an exchange portal on our website next summer when the Division joins the chapter and division website development process. Such a portal would facilitate exploration of non-English language skills among APA member applicants and broader recruitment of English-speaking applicants from non-English speaking countries, as well as cut down on our member time commitment.

14. **Shout it from the Mountains**

International Strategy Knowledge Based Governance Paper. Three Division members brought their extensive international experience to an APA task force whose objective was to identify and evaluate approaches to mainstreaming international activities across APA membership components and staff functions. The task force prepared an International Strategy Knowledge Based Governance Paper which was not only the first such paper submitted for Board approval, but was also successful in obtaining their approval of a broad spectrum of new initiatives and activities that will greatly strengthen APA's international involvement and standing.

DC Research Grant for Livable Communities for ALL Ages. An international coalition of planners, led by the APA International Division and AARP International, and supported by in-kind resources provided by International Division partners Arup and Cornell, in FY2018 completed a 2-year initial (phase 1) international research effort aimed at learning: (1) how best to engage planners to incorporate *planning livable communities for ALL ages* in their everyday planning work; (2) broaden the set of awareness building techniques, tools and best practices; and (3) extend the benefits of this work from planners working in the US to planners globally. This work included sessions during World Town Planning Day and NPC2018 in New Orleans, as well as a webinar and outside conference between those two events. The International Division and AARP are currently planning and looking for financing for a phase 2 project that will focus more on housing.

Membership – Student and Young Professionals Initiatives. The increase in the number of students in the Division has led to a dramatic increase in interest our student grant program. After several years of receiving exactly two applications per year, we received six in FY 2018, with inquiries from over a dozen other students. Grants were awarded to two students. Colleen Brady has completed her research looking at the effects of a new national ministry in Ghana dedicated

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specifically to address the needs of marginalized Congo communities. Sophonie Joseph has submitted drafts of her research on the social justice implications of the decentralization of rural electrical systems in Haiti; she is expected to complete her final paper shortly. Students receive extensive feedback as part of this program and often submit three to four drafts before a final paper is accepted. The Division does this both to provide a strong learning experience for students and to ensure that high quality research is ultimately presented to division members. The Division has elected its first-ever Student Representative with full voting powers and a remit that includes working with the SRC, publishing articles in our newsletter, and ensuring that the Division is addressing the needs of student members. It has also begun establishing a network of Regional Coordinators (with appointments of three so far) whose remits will include liaising with their respective State Chapters and Sections, local planning schools, planning firms, and ultimately facilitating networking amongst planners with a shared interest in international issues.

Planning for Humanitarian Assistance and Conflict Zones. The International Division is in the process of starting a new working group on Planning for Humanitarian Assistance and Conflict Zones. Planners can play a major role in these areas, but are often underutilized because they do not fit cleanly into the silos of the humanitarian world. This working group will seek to bridge that gap. The Division has kicked off this initiative by submitting a session proposal on the topic for NPC2019. We have also asked APA national to consider becoming a member of the Global Alliance for Urban Crises. We ultimately do not know where this initiative will take us, but we are excited to start addressing this critical issue.

ISOCARP-Oregon Chapter Joint Conference. In October in Portland, Oregon, the Division organized, moderated and provided speakers for a session on the UN Habitat Sustainable Development Goals (SDGs). Videotapes were made of that session and a session on the UN Habitat's Urban and Territorial Planning Guidelines and provided to UN Habitat and ISOCARP, as well as to APA for inclusion in APA's World Town Planning Day program.

World Town Planning Day Partnership with APA National. The Division supplied the great majority of the content for WTPD 2017, with SDGs related sessions relating to implementation of the UN Habitat Sustainable Development Goals (SDGs) from NPCs 2016 and 2017 as well as from the ISOCARP - APA Oregon Chapter Joint Conference in Portland, OR, in October.

World Urban Forum, Kuala Lumpur. APA Outreach Director Jeff Soule and International Division Vice Chair of Special Projects Ric Stephens represented the Division at the 9th World Urban Forum in multiple sessions including "Good Governance and Good Planning" (with contributions from Tim Van Epp), "Smart Sustainable Cities" co-sponsored by ISOCARP, and multiple UN-HABITAT meetings.

National Planning Conference 2018 in New Orleans. The Division completed planning and participated actively in the 2018 NPC in New Orleans, LA. In New Orleans, the Division sponsored four panels looking at several aspects of urban planning in an international context. The first panel, *De-Siloing Age-Friendly Planning Solutions*, was a continuation of the Division's partnership with the AARP, looking at how to engage planners and find best practices in planning for aging populations around the world. The second panel, *Dutch Dialogues and New Orleans: Impact*, explored the impact that the Dutch dialogues had on the recovery of New Orleans, and what lessons can be learned for the recovery from future disasters. The third panel, *International Approaches to Coastal Resilience*, looked at how several coastal communities are preparing for future disasters and exploring how to protect their infrastructure and populations. The fourth panel, *International Smart Cities*, included speakers from several different countries and looked at the definition of Smart Cities and how Smart Cities are currently being implemented.

International Track for NPC 2019 in San Francisco. Division officers are providing the Track Chair and Vice Chair for the first-ever International Track evaluating and recommending

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candidate sessions for NPC 2019 in San Francisco. Division officers are also organizing sessions at NPC19, including one involving the sustainable / green cities program directors at several international financial institutions and the other one addressing regional sustainable development planning approaches which will include speakers from the Sustainable Communities Division and Regional and Intergovernmental Planning Divisions. The Division is also planning a joint reception and sustainability awards program with the Sustainable Communities Division and Federal Planning Division for NPC19 in San Francisco.

Webinars on Urban Planning in Mexico. The division presented two webinars on urban planning in Mexico this year. The first webinar, held in March, was titled *International Perspectives on Urban Planning in the United States*; this webinar was made available for CM credits through the Ohio APA Webinar series. The second webinar, held in Augusta and also titled *Urban Planning in the United States*. This third webinar was offered exclusively for Monterrey Technical College (Mexico), located in Monterrey Mexico, who had requested assistance in starting an urban planning program at the 2017 NPC in New York.

International Woman Planner NPC 2019 Travel Stipend Competition. The Division is partnering with the Women in Planning Division to develop and implement a competitive program to award an overseas based woman planner with a travel grant to facilitate their attendance at NPC 2019 in San Francisco.

SDGs and GPN Support to the APA International Director. Tim Van Epp and Ric Stephens continued to work with APA International Director, Jeff Soule, by speaking on implementation of the UN Habitat Sustainable Development Goals program as well as APA's participation in the Global Planners Network.

Collaboration and Capacity Building with Other International Organizations. 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. For example, the Division continues to support efforts to develop a network bringing together planners from throughout Central and Eastern Europe and the Balkans region. To this end, a new partnership is being explored with the School of Public and Environmental Affairs at Indiana University Bloomington who have large numbers of students and alumni participating in internships and conferences in the region. In addition, through a partnership of Rutgers' Bloustein School of Planning and Public Policy with the Indonesian Association of Planners, the Division is working with Indonesian planners on issues such as SDGs implementation, smart and sustainable cities, and public private partnership financing of infrastructure.

Interplan Newsletter. The International Division's newsletter contains the following sections: Chair's Column; Division Business; Update: APA International Programs; Planner Profile; Facts & Viewpoints; Project Gallery; Take Me There; Book Nook; Community News; Window to the World. We have continued to provide high quality content in all of these sections, for three newsletters produced during the past year. And we have greatly improved the quality of format. Two members of the divisions - Nathan Teklemariam and Lynn Abdouni - have brought their excellent graphic design skills to newsletter production. They produced the Spring and Summer newsletters in a graphic design program with good color and page-turning effect. These are hosted on-line with links sent to the membership. They are easily downloadable. It is a great improvement. The newsletters appeared in the following order:

- Fall 2017 (<https://sway.com/12r9I2M9QBlaIgxu?ref=Link>)
- Spring 2018 (<https://indd.adobe.com/view/5d94f523-3d49-4cdd-b760-db8247879950>)
- Summer 2018 (<https://indd.adobe.com/view/fb54fedc-c108-4e21-9282-b89b46424f4>)

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We also improved content by asking membership for contributions. Contributors were coached on how to write compelling short narratives about international planning events and experiences. Several of these articles from members were published in the newsletters. It's a great way for the International Division's members to share stories of their work and travel overseas.

Social Media. We continued to post articles and stimulate activity on the LinkedIn page. However, as the level of activity was too low, we decided to change the page from restricted (for division members only) to unrestricted. The intention is to reach a broader audience on LinkedIn and generate more interest in the APA International Division. We continue to post articles and we will strive to foster more on-line sharing and conversation here. See link here:
<https://www.linkedin.com/groups/4628281>

Promotion of Division Members to FAICP. The Division formed a three-member committee to identify, vet and facilitate nominations of candidates for FAICP which resulted in Arun Jain and Tim Van Epp receiving FAICP honors at the New Orleans NPC.

Appendixes:

- a. FY2018 Work Plan with Approved Budget
- b. FY2019 Work Plan with Proposed Budget
- c. Annual Business Meeting Notes and Attendance List
- d. FY2018 Financial Report

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APPENDIX A: FY 2018 WORK PLAN WITH APPROVED BUDGET

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Division Administration	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), & 2 days meals etc. (\$100)</p>	<p>Division Chair</p> <p>Timeline: April and September 2018</p>	\$1,000 (B)

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	Annual Performance Report	The Annual Performance Report will 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/or the Annual Online Membership Meeting.	Division Chair, with the assistance of full Division leadership Timeline: November 2018	\$0
	Financial	<p>The Division will continue to control expenditures so they are commensurate with FY2018 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 a safe level of annual 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 VC Secretary-Treasurer Timeline: ongoing	\$0
Communications	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. No funding is anticipated as needed for change in design software.	VC of Communications, Newsletter Publisher Timeline: ongoing	\$0
	<i>eNews</i>	Publish <i>eNews</i> at least once per month (up from once per 2 months in prior years), plus occasional special announcements.	VC of Communications Timeline: ongoing	\$0
	Social media	Continue to regularly review and maintain the Division's social media accounts, LinkedIn and Facebook (we cancelled our Twitter account due to unjustifiable expense)	VC of Communications, Social Media Coordinator Timeline: ongoing	\$0

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	Website	<p>Review and update information and links on the Division's APA-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>Website Coordinator</p> <p>Timeline: ongoing</p>	\$0
	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)
Education and Events	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</p>	VC of Events	\$1,250 (D)

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		October 2017 for re-use during WTPD. No fees were charged this year, since free access was considered important for the 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	Host up to two webinars on topics based on Divisions Council Initiatives or member interest per the upcoming FY 2018 membership survey. Held the APA WTPD online conference in November 2017 and are planning a webinar on planning livable communities for ALL ages in February 2018. \$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.	VC at Large, SRC Liaison, VC of Special Projects Timeline: ongoing	\$100 (E)
	International Session at Federal Planning Division Conference	We have discussed this possibility with the FPD Chair and need to organize a session inviting representatives of USG agencies involved in international development. 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.	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	Division Chair	\$1,000 (unbudgeted -assumes

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		<p>for attendance at this important annual meeting which this year will be in Kuala Lumpur, Malaysia in February 2018.</p> <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>		increased revenues and/or decreased expenses elsewhere)
Outreach/ Division Initiatives	Student and Young Professionals	<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>	\$2,500 (F)
		<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>	\$500 (unbudgeted –assumes increased revenues and/or decreased expenses elsewhere)
	International Exchange Program	<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>	\$1,000 (unbudgeted –assumes increased revenues and/or decreased expenses elsewhere)
	Policy and Advocacy	<p>Send a Division representative to the P&A Conference to provide substantive input from</p>	<p>VC of Events, Policy and Advocacy Coordinator</p>	\$300 (G)

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		<p>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>.</p> <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</p>	<p>Division Chair, VC of Events</p>	<p>\$1,500 (unbudgeted –assumes increased revenues &/or</p>

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		<p>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>	Timeline: Spring 2017	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 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	<p>Organize a Division networking reception at the 2018 APA NPC in New Orleans.</p> <p>Reception catering is budgeted at \$1,000 and the speakers' dinner at \$250.</p>	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	<p>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</p> <p>Budget is for up to five meetups at up to \$100 each for venue and refreshments.</p>	VC at Large Timeline: Ongoing (during school year)	\$500 (J)

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APPENDIX B: FY 2019 WORK PLAN WITH PROPOSED BUDGET

<i>Policy/Goal</i>	<i>Tasks</i>	Actions	Parties Responsible	Budget
Division Administration	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 Annual Business Meeting at NPC 2019 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 printing at the Annual Business Meeting</p>	<p>Division Chair will organize the meeting and set agenda. Executive Committee will prepare the draft workplan and budget. VC of Communications will arrange the online link and publicize the meeting.</p> <p>Timeline: April and/or September 2019</p>	\$100 (A)
	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>For APA Fall Leadership Meeting: Train fare NJ-Wash. (\$200), 2 nights hotel (\$600), & 1 day meals etc. (\$100)</p> <p>For APA Spring Leadership Meeting: 1 night hotel (\$350)</p>	<p>Division Chair</p> <p>Timeline: April and September 2019</p>	\$1250
	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 prior to the Annual</p>	<p>Division Chair, with the assistance of full Division leadership</p>	\$0

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<i>Policy/Goal</i>	Tasks	Actions	Parties Responsible	Budget
		Business Meeting and the Annual Online Membership Meeting.	Timeline: November 2017	
	Financial	<p>The Division will continue to control expenditures so they are commensurate with FY2018 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 a safe level of annual income.</p> <p>The Division will continue to develop and implement programs to generate additional revenue.</p> <p>At this time, the division is no longer responsible for funds for the World Town Planning Day online Conference.</p>	<p>Division Chair and Secretary-Treasurer</p> <p>Timeline: ongoing</p>	\$0
	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. No funding needs are anticipated.	<p>VC of Communications, Newsletter Editor</p> <p>Timeline: ongoing</p>	\$0
Communications	<i>eNews</i>	Continue to publish <i>eNews</i> on a regular basis, at least once a month, plus occasional special announcements.	<p>VC of Communications</p> <p>Timeline: ongoing</p>	\$0
	Social media	Continue to regularly update and maintain the Division's social media accounts: LinkedIn and Facebook	<p>VC of Communications, Social Media Coordinator</p> <p>Timeline: ongoing</p>	\$0
	Website	<p>Continue to maintain current information and links on the Division's APA-hosted website.</p> <p>Add/expand information about Division committee work, research grants, conference attendance, volunteer opportunities, and social media links.</p>	<p>Website Coordinator</p> <p>Timeline: ongoing</p>	\$0

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<i>Policy/Goal</i>	Tasks	Actions	Parties Responsible	Budget
	Other communication tools	No update is anticipated for the Division video and brochure at this time. These resources will continue to be shared, and they will be updated if their content should fall significantly out of date.	VC for Special Projects	\$0
Education and Events	APA National Planning Conference sessions	<p>The Division Chair has led in the development of a conference track on International Planning.</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>The Division will begin work on planning a mobile workshop going to Mexico for the 2020 NPC in Houston.</p>	<p>Session coordinator, VC of Special Projects</p> <p>Timeline: April 2019</p>	\$0
	World Town Planning Day Online Conference	Continue to include Division representation on the World Town Planning Day Online Conference Organizing Committee.	<p>WTPD Coordinator</p> <p>Timeline: ongoing (conference held each November)</p>	\$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.	<p>VC At Large</p> <p>Timeline: ongoing</p>	\$0
	Webinars	Host up to two webinars on topics based on Divisions Council Initiatives, member interest per the membership survey. One webinar will be on	VC at Large, SRC Liaison, VC for Special Projects	\$250

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<i>Policy/Goal</i>	Tasks	Actions	Parties Responsible	Budget
		careers within international planning \$250 is budgeted to cover CM Provider fees;	Timeline: ongoing	
	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. 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. \$2,000 for four \$500 payments on the two new FY2019 grants and \$500 for one \$500 remaining payments on the existing FY2018 grants.	VC at-Large, SRC Liaison, VC for Special Projects Timeline: Ongoing during the school year	\$3,000
Outreach/ Division Initiatives	Workgroup on Planning in Humanitarian Areas and Conflict Zones	Develop ongoing work group to discuss the role of Planners in humanitarian assistance situations. The workgroup will seek to coordinate with humanitarian organizations and professionals to identify needs. Work group tasks will be identified as the group evolves.	Chair Timeline: Ongoing	\$0
	Exchange Program	Continue the Division International Exchange Program to foster links with interested planners around the world. In FY2019, the exchange program will expand beyond the UK (our traditional source) to Canada. Explore the possibility of developing a web portal to expand the possible options for the exchange program.	International Exchange Coordinator Timeline: Ongoing	\$0
	Policy and Advocacy	Send a Division representative to the P&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.	Unassigned; Division will determine representative during Spring of 2019	\$300

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<i>Policy/Goal</i>	Tasks	Actions	Parties Responsible	Budget
		\$300 for APA Policy and Advocacy Conference registration, (assuming representative is based in Washington, DC)	Timeline: September 2019	
	DC Initiatives	Support Divisions Council initiatives through a variety of means, including publishing a topical article in Interplan and hosting a webinar or NPC session on a current Divisions Council initiative (Planning Home in FY2019).	Division Chair, VC of Special Projects Timeline: April 2019	\$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. (). Money would be for travel only.	Chair Timeline: Spring 2019	\$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 APAID 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 FY2019.	VC at Large, International Division Student Representative Timeline: Summer 2019	\$0
	Member networking	Organize a Division networking reception at the 2019 APA NPC in NYC. Co-host a reception with	Chair, VC Special Projects, NPC Coordinator	\$2,500

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<i>Policy/Goal</i>	Tasks	Actions	Parties Responsible	Budget
		<p>the Sustainable Communities Division and Federal Divisions. Jointly announce sustainable development project awards at the reception.</p> <p>Reception share (\$2,500 per division)</p>	<p>Timeline: April 2019 (conference activities)</p>	
	Regional Meetups	<p>Hold up to five regional, or school-specific networking events for students/young professionals and other resident Division members. Regional Coordinators are currently in place in Atlanta and Chicago to help organize in those cities.</p> <p>\$100 per event for refreshments.</p>	<p>Regional Coordinators</p> <p>Timeline: Ongoing (during school year)</p>	\$500
	Membership growth	<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>	\$0
	Marketing Strategies	<p>Using the recent 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.</p>	<p>Marketing Strategies Coordinator (TBD)</p> <p>Timeline: January 2019</p>	

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<i>Policy/Goal</i>	Tasks	Actions	Parties Responsible	Budget

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APPENDIX C. International Division Annual Business Meeting Notes and Attendance List

Saturday, 12:00 – 12:45 pm

1. Student membership

Mike Kolber – student membership, election

Student rep will be responsible for writing 2 newsletter articles per year

We will be holding elections for 8 regional coordinators, who will be responsible for coordinating meetups within their region (US based only for now)

-Boston, NYC, Tallahassee, Atlanta, Texas, SoCal, NorCal / Pacific NW, DC, Chicago

-Student grant program still ongoing. Awards given to two students each year

-Survey for students will be

-May be better to do appointments for student reps, rather than elections (to maintain continuity) student reps won't be voting members, so will be okay to appoint.

-Regional coordinator can be either students or professionals

-A separate position will be one student representative elected to the board, who will have voting rights

-Tim – The task force with the divisions council, which the SRC is working with, on how to best work with and include students

Dara – at FSU in Tallahassee, don't have access to international projects / resources. Need to partner with other universities that have more international resources

-Michael K – constantly looking for people to write for newsletter, which is a great opportunity for students. Also have a LinkedIn group, which is now underutilized. Also have a Facebook Group that is open.

-Model of working on a project for a semester, travel over spring break, and then get course credit.

Georgia Tech does this annually, FSU every few years

-Corporate sponsorships could be useful to help offset costs for supporting students, webinar series, regional meetups, etc.

-Suggestion of working with APA to organize a student experience/ work program open to students from various universities. APAs name needs to be on this.

2. Events

-Marc Lewis DeGrace

ID hosted a webinar this year. We are considering more webinars in Spanish. There will be an International Tract at NPC19. Vice Chair for Events will be up for election next year. The NPC will be a key role of this position.

3. Elections – all officers up for election later this year. This year we have a nomination committee seeking interested nominees

Term limits – Tim will not seek reelection, has done 2 terms already

No term limits for vice chairs

Encouraged vice chairs to run for different position or higher position, or at least continue to work as a committee member.

4. Jeff Soule –

a. governance of APA has embarked on a way to establish priorities. They are using knowledge based governance paper. Tim is a member of the task force. Jeff is the recording secretary. Will lead to a set of recommendations that will be send to Board of Director sin September. Is intended to shape the national program. APA will also reissue a survey originally done in 2013 related to International Planning.

b. Activities – GPN will have a meeting on Tuesday. A good contingent were at WUF9 and put together over 30 sessions there. GPN was created in early 2000s in response to UN Habitat and planners not being welcomed into that global conversation. GPN.org. New director of UN Habitat. From Malaysia and is a former Mayor.

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c. World Urban Campaign – has 200 members; Jeff is member and represents APA. They are putting together strategic plans for the next UN Habitat.

d. Planners for Climate Action – an international coalition of planners. Kicked off last November related to COP22 in Bonn. UN Habitat has set aside a staff person to help support this. The next big thing will be there summit on climate change in San Francisco in September 2018.

Tim – Stephanie Firestone (AARP) – She is looking for summer intern to do international age friendly community planning work. Will send write up to APAID soon. Opportunity with capstone projects here. Looking at where they go next, possibly sector based? She also works with the German Marshall Fund called Build focused on transatlantic conversation. This is an off year, but will be hosting a workshop in Washington DC. Looking for European planners with an interest / expertise in housing planning.

Any specific format for articles for Interplan? No, no specific format. Alan will coordinate.

Potential sessions for NPC19 –

- sustainable development

- planning in humanitarian emergencies (Mike Kolber)

- planning in conflict zones (Mike Kolber)

- international law and organizations

- informal housing / de-slumming,

- International planning innovations

- Land reform

- Foreign Investment – new idea (NYC, SF, Vancouver, London, etc.)

- Mike Kolber – also wants to put together a working group within the division for planning in humanitarian emergencies and planning in conflict zones. Working with Ric Stevens, too.

- Olympic and Mega Event planning – Tippe has contact here. LA/Salt Lake City, etc.

- 6:00 – 9:00 tonight – Café Carmo tonight.

Tim is being inducted into FAICP tonight.

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Please Sign In

<u>Name</u>	<u>Organization</u>	<u>Email</u>
Rachael T. Panik	SRC	rachael@g.clemson.edu
Blaise Denton	FSU	blaise.denton@gmail.com
Piët Dirckx	Arcadis/Dutch Dialogues	piet.dirckx@arcadis.com
JAMES BORSOS	Jefferson Parish	jimborsos@hotmail.com
Jeff Soule	APA	jsoule@ptiminc.org
PETER LIEBOWITZ	AP. WSP	peter.liebowitz@wsp.com
Dara Osher	SRC EC Florida State University	dara.osher@gmail.com
Rebecca Van Dyke Georgia Tech	SRC EC - Liaison to Divisions Council	rebeccavandyke@gmail.com
Paul-Emile BRICE	Georgia Tech	pbrice3@gatech.edu
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FY2018 ANNUAL DIVISION PERFORMANCE REPORT:
INTERNATIONAL DIVISION

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FY2018 ANNUAL DIVISION PERFORMANCE REPORT: INTERNATIONAL DIVISION

APPENDIX D: FY2018 Financial Report

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

Appendices A, B, D

		FY2018 Budget	FY2018 Actuals as of 09/30/2018	Proposed Budget FY2019
REVENUE	Description		Subtotal	REVENUE
Dues	Q4 (trf in November)	920	840.00	850
	Q1 (trf in February)	1,462	1,253.34	1,250
	Q2 (trf May/June)	710	759.00	775
	Q3 (trf August)	765	832.50	825
	Dues Revenue	3,857	3,684.84	3,700
	Other Revenue (NPC 19 Reception)	0	0	1000
	Other Revenue (NPC 18 Reception)**	170	1013.50	0
	Other Revenue (NPC 17 Reception)	0	160.00	0
	Research Grant (Cornell Univ. - Internal Transfer)	0	7000.00	0
	Returned Student Grant Checks	0	0.00	0
	Subtotal Total Other Revenue	170	8173.50	1000
	TOTAL REVENUE	4027	11858.34	4,700.00

EXPENSES	Description	Amount	Subtotal	EXPENSES
Communications/ Newsletter	Design	0	0.00	0
	Printing	100	0.00	0
	Handling	0	0.00	0
	Postage	0	0.00	0
	Subtotal Newsletter Expense	100	0.00	0
National Planning Conference	Refreshments	100	0.00	0
	Printing	0	131.08	100
	Postage	0	0.00	0
	Other (Joint Reception w/ other divisions)*	1,250	2,027	2,500
	Subtotal NPC Expense	1,350	2,158.08	2,600

FY2018 ANNUAL DIVISION PERFORMANCE REPORT: INTERNATIONAL DIVISION

Travel - Division Chair	APA National Planning Conference (April annually)	200	266.07		350
	APA Fall Leadership Meetings (Sept. annually paid from next FY budet in Oct.)	800	865.57		900
	Other (Mtg. w Michael Kolber) (Q1 2018)	0	33.56		0
	Policy & Advocacy Meeting Travel (Sept. annually, paid from next FY budget in Oct)	300	195.00		250
	ISOCARP & APA Oregon Joint Meeting (Oct. 2017)	800	808.42		0
	Subtotal Travel Expense	2,100		2,168.62	1,500
Other	Student Grants/Study Abroad Program	2,500	3,000.00		2,500
	World Town Planning Day	1,250	0.00		0
	International Exchange Program	0	0.00		0
	Mail Chimp	0	0.00		0
	Regional Meetups	500	0.00		500
	Educ Program (CM Provider (pd Oct. 2017 & Mar. 2018)) + Webinars	100	340.00		250
	Other Expense (AV Rental Svcs. APA Oregon & ISOCARP Joint Conf.)	0	600.00		0
	Research Grant (Cornell Univ. - Internal Transfer)	0	3,500.00		3,500
	Subtotal Other Expense	4,350		7,440.00	6,750
	TOTAL EXPENSES	7,900		11,766.70	10,850

Revenue over (under) Expenses for reporting period:	-3,873		91.64	-6,150
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Submitted by:	
Date: November 15, 2018	

*Incl. an initial charge to Jennie's APA Credit Card in the amount of \$1,650 plus an additional charge by Marc in the amount of \$377.00

**This was half of the total expense paid by the International Division for the Joint Reception at NPC18