



American Planning Association

Making Great Communities Happen

APA DIVISIONS COUNCIL

FY2016 ANNUAL DIVISION PERFORMANCE REPORT

DUE NOVEMBER 15, 2016

Division: International

Chair: Timothy D. Van Epp

1. **Work Plans and Budgets (Treasurer, Luis Cabrera)**

See Appendix A, FY 2016 Work Plan with Approved Budget and Appendix B, FY 2017 Work Plan with Proposed Budget. As in FY2016, the FY2017 work plan will intentionally spend more than the anticipated FY2017 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 FY2017.

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 FY2017 through:

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

The FY2017 Work Plan is similar to, and based upon, the FY2016 Work Plan, with the following exceptions:

- Similar to last year, we plan to spend \$1,500 in FY2017 on the NYC NPC reception 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 also plan to spend \$300 for a speakers dinner.
- 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 the \$300 total budget for this purpose.
- We will be again be spending \$1,000 each on two student and professional research grants.
- We plan to put on two webinars at \$250 each in FY2017 as opposed to none in FY2016.

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2. **Communications (Vice Chair, Victoria Okoye)**

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, Ana Hernandez): The International Division's newsletter is called *Interplan* and its purpose is to provide 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. This year's first issue was published in April and the second is in production and set to be published in early November.

Interplan is an exclusive member benefit. Current issues are distributed by email and 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 article, 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. A Newsletter Coordinator develops and implements an annual publication plan and schedule. Reviews and edits are handled by the Newsletter Coordinator, the Vice-Chair of Communications, 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 it in PDF format to members via e-mail. We use Google Drive for planning, review, and editing; and Adobe InDesign for layout.

Website Updates (Coordinator, Sara Egan & Emily Fultz): In FY2016, the Division appointed a new Website Coordinator, Sara Egan, who has conducted regular updates to the website. Emily Fultz is assisting Sara during Sara's recent leave of absence. 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 also includes links to all of our other communications tools, including Facebook, Twitter, LinkedIn, and the Interplan newsletter.

e-Blasts (Coordinator, Victoria Okoye): 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 350+ 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,

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and jobs and internship opportunities. In the months leading up to this year's World Town Planning Day 2016, information and reminders were shared with our membership.

September 2016 eNews (September 16, 2016):

<http://us3.campaign-archive2.com/?u=286d9a34b03d42d7401f3256f&id=8c325c07d6&e=ca268cf381>

May/June 2016 eNews (June 13, 2016):

<http://us3.campaign-archive1.com/?u=286d9a34b03d42d7401f3256f&id=2b85bd7488&e=ca268cf381>

March/April 2016 eNews (April 13, 2016)

<http://us3.campaign-archive1.com/?u=286d9a34b03d42d7401f3256f&id=c83728b914&e=ca268cf381>

Social Media Sites (Coordinator, Sou Souvanny): Sou Souvanny continues to maintain our [LinkedIn](#), [Facebook](#) and [Twitter](#) accounts as the three 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 and Twitter 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?home=&gid=4628281&trk=anet_ug_hm

Link to Facebook page:

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

Link to Twitter page:

<https://twitter.com/APAInternatDiv>

Membership Surveys (Coordinators, Sara Egan and Emily Fultz): The Division's most recent membership survey was conducted at the end of FY2015, during which 77 responses were collected from 487 members and past members to which the survey was sent. Its results were evaluated by a committee in FY2016 and recommendations provided in time to influence the FY2016 Work Plan and Budget. That analysis was provided as Appendix C in the FY2015 Annual Performance Report. A new membership survey is planned for FY2017 which we plan to use not only in formulating the Division's FY2018 Work Plan and Budget, but also in helping to shape an international component to APA's Development Plan.

Specific Outreach for Volunteer Opportunities: The Division Communications team has used its eBlasts 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, to assist 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 for Special Projects, Ric Stephens): The International Division continued to improve its brochure for distribution at regional and national events, and finished production of a YouTube 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.

3. **Annual National Planning Conference Activities (Coordinator, Marc Lewis-DeGrace)**

Sessions. During FY2016, the Division completed planning and participated actively in the 2016 NPC in Phoenix. The Division sponsored a by-right technical session on planning for rapid urbanization in Mexico; a facilitated discussion bringing together several organizations active in Latin America to address rapid urbanization; and a mobile workshop to the US-Mexico border (jointly with the Local Host Committee). Also during FY2016, the Division made significant progress planning its involvement in the 2017 NPC in New York City. It will be sponsoring five 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 will look at Planning at the United Nations; this panel will explore 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 will look at the recently concluded Habitat III Forum, this panel will explore 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 three panels will look at: Smart Cities in a Global Context; 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 will also be sponsoring a mobile workshop tour of the UN building.

Annual Business Meeting: 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:

- Conference Highlights – Speakers' dinner, APA's international activities session, facilitated discussion, working abroad session, by-right paper session, other international sessions
- Fund Raising – current financial status, fund raising opportunities, membership, webinars, sponsorships
- Upcoming Meetings – IACP Annual Conference, Fall Leadership Meeting, Policy & Advocacy Conference, Joint Meeting with Washington, DC Chapter, Habitat 3 conference in Quito, World Town Planning Day, Joint Meeting with ISOCARP and Oregon Chapter, 2017 National Planning Conference, Additional Regional Meetups.
- Communications – APA communications audit report, education and outreach, mentoring and speaking.
- Student Grants and Research Projects
- Regional Networks and Partnerships
- International Exchanges
- Annexes – list of attendees, Division activities at the conference, Division FY2016 financial report

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Divisions Council Booth: International Division representatives – Marc DeLewis-Grace and Tim Van Epp – staffed the Divisions Council Booth.

4. All Other Events/Programs

Monthly Conference Call: The Division holds a monthly conference call meeting that includes both elected officers of the Executive Committee, as well as other volunteers such as the newsletter editor, social media coordinator, and website and membership coordinator. We also include 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 practically every month during 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.

International Division Meetups: On March 3 2016, the International Division hosted meetups in New York and Seattle for Division members to congregate and discuss international planning issues and opportunities. Twenty division members, including students, professionals, and Division Leaders attended the meetups across the two cities.

Webinars: The Division partnered with APA National and the Technology Division on a webinar on Smart Cities in October, and teamed with APA National on a webinar on Working Abroad in February.

Other Events: See Section 14, Shout it from the Mountaintop, for descriptions of Division sponsorship of, or participation in, World Town Planning Day, Habitat III, and the International Association for China Planning.

5. Membership (Coordinators, Sara Egan and Emily Fultz)

The APA International Division had 366 members at the start of FY2016 and 379 members at the end of FY2016, for a 4% 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. We have several committees, both temporary/informal and permanent/formal, including ones addressing communication, National Planning Conference, World Town Planning Day, Habitat III, etc. 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 2016 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 2017, 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.

6. 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

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members or others for information or contacts and FY2016 was no exception. Further, our Phoenix NPC Coordinator, Marc Lewis-DeGrace, supported the Divisions Council initiative dealing with immigration and a more diverse society through our co-sponsorship, with the Local Host Committee, of a mobile workshop to Nogales, a town on the New Mexico border with Mexico. We have also been active in the smart cities initiative recruiting a Division member, Vatsal Bhatt, to work with the initiative team on the recent APA-sponsored smart cities webinar. We also participated in APA National's Working Abroad webinar in February and panel discussion at the Phoenix NPC in April. 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 continue to work 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 this year continued chairing the Resilient Task Force for the Together North Jersey regional sustainable development planning effort and last year led a Community Planning Assistance Team to prepare a Climate Resiliency Action Plan for the South Ironbound section of Newark, New Jersey.

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

The division funded two research projects through the International Division Student Grant program in FY2016. One is examining the biophilic characteristics of Seoul, Korea, while the other is exploring sustainable development and governance in Cambodia. Both students completed their overseas studies during the summer of 2016 and submitted drafts of their reports. The reports are due to be finalized by the end of the calendar year.

8. **Elections (Coordinator, Marc Lewis-DeGrace)**

This year we held elections as part of the APA's 2016 Chapter and Division Leadership Elections. The Election Committee was led by Marc Lewis-DeGrace and included Sou Souvanny, Gitta Pap and Sara Egan. The Chair and Secretary-Treasurer positions had two candidates each, while the other positions were uncontested. As a result of the 2016 elections, our leadership team for the next two years will be:

- Chair: Tim Van Epp
- Vice Chair at Large: Michael Kolber
- Vice Chair for Communications: Victoria Okoye
- Vice Chair for Special Projects: Richard Stevens
- Secretary-Treasurer: Emily Fultz

9. **Financial Report (Secretary-Treasurer, Luis Cabrera)**

See Appendix G, FY2016-2017 Financial Report. The Division began FY2016 with approximately \$5,567 in funds remaining available. In FY2016, the Division allocated its resources according to FY2015 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 FY2016 underspending its budget by \$2,687 leaving a balance of approximately \$7,085 in the account. The underspending was due to: (1) communication and design software changes that were budgeted but ultimately not needed; (2) allocation for two webinars which we ended up not having to pay for since the lead sponsor was APA and not the Division; (3) \$1,000 in unspent student grant funds since the two student grantees will be able to get the second halves of their grants only in FY2017; (4) a \$331 increase in our FY2016 membership dues relative to our

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expectations (\$3,200 expected versus \$3,531 actual); and (5) \$1,906 in an erroneous NPC 2015 hotel charge. 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 FY2017 and beyond wherein the Division can increase funding of existing initiatives and services, and add new ones, in support of its members.

10. **Bylaws (Michael Kolber, Vice Chair at Large)**

The Division wrote and adopted a new set of bylaws in FY2015; there were no changes to the bylaws in FY 2016.

11. **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.

12. **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 the organization's international goals in the Plan and to implement the international component of the Plan through our support to any international strategy development task force. Our response to this item from 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:

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.

13. **Division Challenges (All)**

Volunteerism (Chair, Tim Van Epp). 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 Fy2016 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, but we need to fill a vacancy left by our Past Chair who does not want to serve a second term in that position, as well as fill positions that will become vacant as non-voting volunteers move up to voting positions. 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. Two of our Executive Board Members are based overseas. 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.

Newsletter (Editor and Publisher, Ana Hernandez). With regards to inquiries, the following sections do not appear to generate much interest from members: Planner Profile, Book Nook, Take Me There, and Window to the World. Rather than try to fill these sections, we simply omit them from the newsletter when we don't have the material. Going forward, we may try to develop interactive social media messages and ads within the newsletter that ask members for the information we seek without making it obvious that it's a call for articles. We may then see the responses and reach out directly for an article to those whose responses showed potential for an interesting article.

In terms of the software, we produced an issue with MS Publisher instead of Adobe InDesign. We thought it might make collaboration easier since it comes with MS Office, which many of our collaborators probably have on their computers without the need to pay an annual subscription for it as with InDesign. Unfortunately, it required us to re-do the entire publication layout (didn't copy-paste well from InDesign) and it caused a few graphic design errors than were not easy to get around (transparencies that disappeared when exporting to pdf). For the next issue, we may continue to use Publisher and continue exploring other software.

Using APA graphics in Publisher has also required some work around. We've had to get someone to export from Adobe Illustrator to jpeg so that we can use the images in Publisher.

Articles that need heavy editing, particularly to correct language-related issues, continue to pop up on occasion. In the past we have not declined articles for this reason. In fact, we have put a lot of effort on editing them to fix those issues, but going forward we will have to ask authors to do

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this work themselves until it's ready for publication or decline to publish the articles. The process can be so time-consuming that it impacts timely production of the newsletter.

14. **Shout it from the Mountains (All)**

Membership (Coordinators, Sara Egan and Emily Fultz): 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 2016 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 2017, 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 and SRC Liaison, Cassidy Mutnansky): The division funded two research projects through the International Division Student Grant program in FY2016. One is examining the biophilic characteristics of Seoul, Korea, while the other is exploring sustainable development and governance in Cambodia. Both students completed their overseas studies during the summer of 2016 and submitted drafts of their reports. Each student will be given \$1000 to cover travel expenses to the study areas, and to write a presentation and a ten-page report. The two papers will be posted to the division website, while the executive summaries will be published in the *Interplan* newsletter.

Newsletter (Editor and Publisher, Ana Hernandez): 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 on the cover and throughout. We are also including photos of authors along with their articles to create a more social/personal feel to the newsletter. We have been moving more towards a magazine layout model (cover and inside credits) and more dynamic digital reading format where we use hyperlinks to move readers quickly to their articles of interest or to sites where they can get more information about a topic, author, or event. We have received many comments from the Division's Executive Committee and from contributors themselves about the quality of the publication. Several contributors have mentioned that they have shared excerpts of the newsletter with other professional networks to which they belong.

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.

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Habitat III (Coordinator, Ric Stephens): 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; and (3) providing several members to attend preparatory meetings in New York City and Surabaya, Indonesia leading up to the conference, as well as the conference itself in Quito.

National Planning Conference (Coordinator, Marc Lewis-DeGrace): During FY2016, the Division completed planning and participated actively in the 2016 NPC in Phoenix. The Division sponsored a by-right technical session on planning for rapid urbanization in Mexico; a facilitated discussion bringing together several organizations active in Latin America to address rapid urbanization; and a mobile workshop to the US-Mexico border (jointly with the Local Host Committee). Also during FY2016, the Division made significant progress planning its involvement in the 2017 NPC in New York City. It will be sponsoring five 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 will look at Planning at the United Nations; this panel will explore 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 will look at the recently concluded Habitat III Forum, this panel will explore 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 three panels will look at: Smart Cities in a Global Context; 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 will also be sponsoring a mobile workshop tour of the UN building.

World Town Planning Day Online Conference (Coordinators, Emily Fultz, Sou Souvanny, Gitta Pap). 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. We collaborate with professional planning organizations from around the world to put this conference on yearly. Previously, we managed the conferencing platform, registrations, website, and the budget, among other contributions. During FY2016, the International Division was actively involved as part of the 2016 WTPD organizing committee in planning for the sixth annual conference (which occurred at the beginning of FY2017) working to redefine the platform for a more interactive and engaging conference with leadership and involvement from planning organizations and universities around the world. The 2016 WTPD focused on climate change resiliency and changes to the field in light of Habitat III. Both of the APA-sponsored sessions involved a partnership of the International Division, Mitigation/Disaster Recovery Division and APA Staff from both management and technical perspectives. The Division registered CM credits for AICP members.

Global Planners Network (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 FY2017 to reach out to less active GPN member countries/regions, e.g. the Federación Iberoamericana de Urbanistas (FIU), and to translate the GPN website into Spanish – we will

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redouble our efforts to accomplish this by inviting FIU participants to participate in our sessions at the 2017 New York City NPC.

International Planner Exchange (Coordinator, Miroo Desai): During FY2015, the Division re-launched the International Planner Exchange after an 8-year hiatus. Linda Wheaton, Assistant Director the State of California Department of Housing and Community Development and Jaime Ratcliff, Assistant Director, Housing and Land, at the Greater London Authority (GLA), participated in an exchange during October-November 2015. During FY 2016, one exchange has been arranged and is currently underway. Philip Stevenson, Planning Policy Team Leader of Cheltenham Borough Council in Gloucestershire is visiting Daniel Amstutz, Transportation Planner for City of Greensboro, North Carolina in November. Daniel will visit UK in April 2017. The Division hopes to extend the program to other countries. Applications for the Exchange can be made via our website: <https://www.planning.org/divisions/international/exchange/>

Collaboration and Capacity Building with International Organizations (Tim Van Epp, Chair):

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/> and <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 the APA Oregon Chapter; APA-ID will have responsibility for assisting in program development.
- **International Association of Chinese Planners (China Representative, Fei Yang).** The Division provided AICP CM credits for the plenary sessions of the International Association of Chinese Planners’ annual conference in Beijing in July 2016.
- **Central and Eastern Europe + Balkans Planners Network (Coordinator, Margit Pap).** The Division is supporting Margit Pap in her development of a network to bring together planners from throughout Central and Eastern Europe and Balkans region.
- **Indonesian Association of Planners (Coordinator, Jen Sennick).** Jen Sennick is working to facilitate a partnership between the Division and the IAP.

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APPENDIX A: FY 2016 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 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.</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 2015</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>Division Chair</p> <p>Timeline: April and September 2015</p>	\$850
	Annual Business Meeting	<p>Division will hold its annual business meeting at the APA National Planning Conference in Phoenix (April 2016)</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> <p>Timeline: April 2016</p>	\$250
Division Administration (cont.)	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</p>	<p>Division Chair, with the assistance of full Division leadership</p>	\$0

FY2016 ANNUAL DIVISION PERFORMANCE REPORT: INTERNATIONAL DIVISION

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		eNews prior to the Annual Business Meeting and the Annual Online Membership Meeting.	Timeline: November 2016	
	Financial	<p>The Division will continue to ensure that expenditures do not exceed income during FY2015.</p> <p>The Division will continue to maintain 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>	<p>Division Chair and Treasurer</p> <p>Timeline: ongoing</p>	\$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. Funding is for change in design software, if needed.	<p>VC of Communications, Newsletter Editor</p> <p>Timeline: ongoing</p>	\$200
	<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). Funding is for change back to Constant Contact software, if needed.	<p>VC of Communications</p> <p>Timeline: ongoing</p>	\$200
	Social media	Continue to regularly update and maintain the Division's social media accounts: LinkedIn, Facebook, Twitter	<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, volunteer opportunities, and social media links.</p>	<p>Website Coordinator</p> <p>Timeline: ongoing</p>	\$0
Education	APA National Planning Conference sessions	Organize the Division's by-right session that will address rapid urbanization in Mexican cities as	Session coordinator, VC of Special Projects	\$0

FY2016 ANNUAL DIVISION PERFORMANCE REPORT: INTERNATIONAL DIVISION

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		<p>it relates to rapid immigration in Southwest US cities.</p> <p>Host a facilitated discussion with either a Latin America theme or a Habitat 3 SDGs theme.</p> <p>Co-host, with the Local Host Committee, a 1-day pre-conference mobile workshop to the US-Mexico border city of Nogales.</p>		
			Timeline: April 2015	
	World Town Planning Day Online Conference	<p>Continue to include Division representation on the World Town Planning Day Online Conference Organizing Committee.</p> <p>Continue to administer the financial and technical aspects of the conference.</p>	<p>WTPD Coordinator, Treasurer</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.	<p>VC at Large, SRC Liaison, VC for Special Projects</p> <p>Timeline: ongoing</p>	\$500
	Development Exchange Partnership	We are in discussions with APA National about the possibility of co-funding Development Exchange memberships that would be discounted based on a partnership arrangement with DevEx that would include DevEx contributing to APA-sponsored and produced webinars relating to international career training. This initiative is just getting under way, so it is not yet possible to assign a budget cost; thus, we propose that we will revisit our budget in 2-3 months when more is known.	<p>Chair, working with Vice Chair-at-Large, SRC Representative, APA International Director and APA Students and Young Professionals Director</p> <p>Timeline: Jan 2016</p>	\$0 (for now)
Outreach/ Division Initiatives	Student and Young Professionals	Identify long-term academic or administrative contacts at university planning schools with strong international programs.	VC at-Large, SRC Liaison, VC for Special Projects	\$3,000

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		Offer two student / professional research grants of \$1,250 each. Solicit <i>Interplan</i> articles from students and professors.	Timeline: Ongoing during the school year	
	Exchange Program	Continue the Division Exchange Program to foster links with interested planners around the world. In FY2015, 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	Continue to reconstitute the Policy and Advocacy function to provide an international perspective on APA initiatives (policy guides, etc.) and other policy matters of interest (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 Timeline: September 2016	\$300 (for APA Policy and Advocacy Conference registration, assuming Coordinator is based in Washington, DC)
	DC Initiatives	Support Divisions Council initiatives through a variety of means, including, but not limited to, publishing a topical article in <i>Interplan</i> and hosting a webinar or NPC session on a current Divisions Council initiative, e.g. international models for planning smart cities, a more diverse society, and multi-generational planning, etc.	Chair, Smart Cities Coordinator, VC for Special Projects Timeline: February 2016 (international careers webinar being jointly sponsored with APA-National), September 2016 (<i>Interplan</i> article)	\$0 (cost for webinar noted above)
	International outreach and collaboration	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. Especially, develop a working	Chair, VC of Special Projects, Liaison to CEEB	\$0

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		relationship with APA international initiatives staff.	Timeline: ongoing	
	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.	VC at Large, SRC Liaison Timeline: Summer 2016	\$0
	Member networking	Organize a Division networking reception at the 2016 APA NPC in Phoenix. Co-host a large reception with the Sustainable Communities Division and Urban Design and Historic Preservation Division, estimated at \$1,500 per division. Jointly announce sustainable development project awards at the reception. 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.	Chair, VC at Large, NPC Coordinator Timeline: April 2015 (conference activities) Timeline: ongoing (during school year)	\$1,800
	Membership growth	Continue refining and implementing our plan for Division membership growth. Key elements of the plan include: (1) 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; (2) joint reception and sustainability planning awards program at the Phoenix NPC; (3) regional networking events for students and professionals; (4) volunteer opportunities; and (5) promotion of Divisions at chapter conferences.	Membership Coordinator Timeline: Ongoing	\$0
	Marketing Strategies	Using the recent membership survey, and working with APA-National's Marketing Director, develop strategies to increase response and participation the International Division and division activities and initiatives, including NPC session proposals, sustainability planning award	Marketing Strategies Coordinator (TBD)	

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		submissions, student research grant applications, etc.	Timeline: January 2016	

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APPENDIX B: FY 2017 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 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.</p> <p>(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), & 1 day meals etc. (\$100)</p>	<p>Division Chair</p> <p>Timeline: April and September 2017</p>	\$800
	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> <p>Timeline: May 2017</p>	\$100

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		Coffee & tea service (\$80) & printing (\$20)		
	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
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. 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

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	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
Education	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

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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	
Outreach/ Division Initiatives	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)

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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

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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) & 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 &/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>	

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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	

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APPENDIX C: FY 2016 ANNUAL BUSINESS MEETING NOTES AND ATTENDANCE LIST

MINUTES OF APA INTERNATIONAL DIVISION ANNUAL BUSINESS MEETING 2016 NATIONAL PLANNING CONFERENCE, PHOENIX, AZ, APRIL 4, 2016

Prepared by Tim Van Epp, AICP, Chair

NOTE: Notes in *italics* represent additional information on agenda items, or follow-up actions, we were not able to fully cover because of time constraints – even though we met for nearly 2 hours!

Participants

See Annex A for the list of participants. There were about 20 attendees total, though a couple of them left before filling out the signup sheet.

Conference Highlights

Divisions Council meeting – Linda Amato, DC Chair, summarized major outcomes. Jennie Gordon will distribute meeting minutes to Chairs and Tim will pass them on to the Executive Committee.

APA-ID's Conference Activities – See Annex B for descriptions of:

- Speakers' dinner
- APA's international activities session
- Facilitated discussion
- Working abroad session
- By-right session
- Other international sessions

Fund Raising

Current financial status. See Annex C for the Division's financial status as of December 2015. Our spending is on track with our budget. However, we are spending down our longer-term surplus some each year to provide more services to our members. It would be best if we increased our revenues to maintain our current level of spending without depleting our cushion, as well as to be able to provide more services.

Fund raising opportunities. The main opportunities to increase revenues are to increase membership, put on webinars, and recruit sponsors (all discussed more below).

Membership. Jennie Gordon, Staff Liaison to Divisions, summarized membership dues. *Tim will follow-up with Jennie to fill in the rest of the table below.*

APA Membership	Member of APA	Student Member of APA	Overseas Member of APA	Overseas Student Member of APA?
APA Division Membership	Member of APA	Student Member of APA	Non-Member of APA	

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	\$25	Free first year (but more years and more divisions under review)	\$40	
APA National Planning Conference	Member of APA	Student Member of APA	Overseas Member of APA	Overseas Student Member of APA?
	\$	\$	\$	\$

Webinars. Webinars can generate revenue directly by charging participants and indirectly by attracting new dues-paying members. Divisions can put on webinars using either the APA platform at \$500 up front or the Ohio State platform at \$100 up front. With the APA platform, the Divisions Council will reimburse the Division for the \$500 if revenues from the webinar do not exceed \$500. The Division has to pay its \$95 CM Provider fee as well. The \$500 buys a significant level of staff support in developing and putting on the webinar. Revenue of a few hundred dollars up to \$1,000 have been experienced by other divisions. The Division can choose what it charges, for example free for students, some amount for Division members, and more for non-members. With the Ohio State platform, one cannot charge participants a fee and therefore there is no rebate based on revenues, but there is still the benefit of attracting new members. Give the webinar a snappy name and advertise it well in advance through different venues. A webinar webpage will be developed for the new APA website. An easy webinar to do would be to replicate a Division Phoenix session.

Sponsorships. The Sustainable Communities Division has 11 corporate sponsors at \$500 each per year in exchange for being promoted by the SCD in its publications, award programs, etc. This can be a major source of revenue for ID as well, depending on finding the right kind of organizations and identifying what we would offer them in return.

Upcoming Meetings

IACP Annual Conference (Beijing, Jun). Tim has asked Mike Kolber to prepare our application to serve as a CM Provider. The Division does not plan to attend the conference itself this year, but someone representing APA National is likely to attend.

Fall Leadership Meetings (Wash DC, Sep). Tim plans to attend this year; if he is not available, we will need to find a volunteer on the Executive Committee to attend instead.

Policy & Advocacy Conference (Wash DC, Sep). Tim will check if Dan Tirrell can be our representative this year.

Joint Meeting with Washington, DC Chapter (Wash DC, Sep). We were approached by the DC Chapter about doing a joint meeting with them this year. Tim suggested that the meeting be scheduled around the time of the Fall Leadership Meeting and National Policy and Advocacy Conference at the end of September. This would be like a regional meetup where we could invite our Washington DC based members and students from local planning schools. We will discuss this on the next Division conference call.

Habitat 3 (Quito Ecuador, Oct). Jeff Soule recapped his various Habitat 3 presentations at the Conference and called attention to the Road to Habitat 3 webpage and APA policy guides on the APA

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website for more details. The Division will solicit input from members on topics for the “interior sessions” and “side events”, provide speakers for the panels, and APA’s position on the role of planning in the urban agenda. Ron Bednar, J. Michael Cobb, Neal Stone and Tim volunteered to cover some of the preparatory series of meetings to be held in NYC over the next several months. *Jeff will send Tim the NYC meetings registration materials and Tim will distribute these and the APA Habitat 3 work plan to the Executive Committee. Tim has asked Ric to coordinate the Division’s Habitat 3 activities, including how to proceed informing the membership about ways to get involved.*

World Town Planning Day (Virtual, Oct). *Tim will ask Sou Souvanny and Laura Buhl if they plan to lead coordination again this year. If not, we will need volunteers.*

Joint Meeting with ISOCARP and Oregon Chapter (Portland OR, spring). APA-ID has been approached by both the Oregon Chapter and ISOCARP to jointly sponsor this meeting. *Tim will ask our Oregon-based Executive Committee members about representing the Division in organizing and participating in the meeting. We should discuss this on the next Division conference call.*

2017 National Planning Conference (NYC, April). APA and APA-ID will pursue Habitat 3 and/or UN Habitat sessions at the 2017 NPC in NYC. Other session ideas are welcome! *Tim and Marc Lewis-DeGrace will coordinate with Jeff Soule, Ric Stephens and Greg Scruggs on this.*

Additional Regional Meetups. *Tim has initiated a dialogue about a possible LA regional meetup with Marissa Aho (Southern California Section and AICP Commission) about participating in their annual meeting and reception which typically includes students from all the local planning schools.*

Communications

APA communications audit report. Harriett Bogdanowicz is the new Communications Director. She gave a presentation at the Divisions Council meetings, including an overview of the APA national communications audit which covered the Divisions’ and Chapters’ communications as well as those of APA National. *Tim will forward her slides and a link to the audit report. Her slides included one listing highlights of the better Division communication tools, which listed ID first and noted our Newsletter and Website.*

Education and Outreach

Mentoring and Speaking. A Division mentor-mentee match-up program was suggested. It is possible we could charge a fee for this, e.g. the NYC Metro Chapter charges \$30 per year for this service. A Division speakers’ bureau organized by overseas regions was also suggested. *We could discuss these ideas on our next monthly conference call and advertise them to Division members and selected planning graduate schools through our communications venues.*

Student grants and research projects. Anna Oursler, a past recipient of our student grant, attended the meeting, reported on her successful job search (crediting the grant as a significant milestone), and offered her support to identifying corporate sponsors and preparing slip sheets for different services we can offer them.

Regional networks and partnerships. *Tim raised the issue – with the Divisions Council and APA National – of whether the Division can serve as the signatory on partnerships with, and grants from, organizations*

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outside APA. The preliminary answer is that Divisions are not legal entities (although State Chapters are), so the signatory should be APA National, but the Division could be named in the agreement as the executing party and point of contact. National staff recommends involving them and getting their buy-in early on, but Divisions Council encourages us to continue taking the initiative.

Exchanges. *Tim will reach out to the Division's Exchange Coordinator, Miroo Desai, on the status of finding 2016 exchange participants. It would be strategic to find participants who match up with one or more of our topical or regional initiatives.*

ANNEX A: LIST OF ATTENDEES

Name	Email
Marc Lewis-DeGrace	marc.lewisdegrace@gmail.com
Ron Bednar	rkbednar@gmail.com
Jen Senick	jsenick@rutgers.edu
Sean Daly	sdaly@iteris.com
Scott Schumacher	schum422@umn.edu
Sue Trone	eleanorsuetrone@mac.om
Zhiyin Summer Pan	zp49@cornell.edu
Gregory Scruggs	gscruggs@citiscopescope.org
Emily Fultz	emily.r.fultz@gmail.com
Sara Egan	segan@designworkshop.com
J. Michael Cobb	jmcobb@idcworld.com
Anna Oursler	aoursler@gmail.com
Tim Van Epp	tvanep@gmail.com
Linda Amato	linda.amato@icfi.org
Jeff Soule	jsoule@planning.org
Jennie Gordon	jgordon@planning.org

ANNEX B: INTERNATIONAL DIVISION ACTIVITIES AT 2016 PHOENIX NPC

FRIDAY, APRIL 1, 2016

7:00 AM – 9:00 PM – Phoenix Convention Center

International Division Mobil Workshop: Border Planning: Real Implications

This full-day mobile workshop will transport planners from Phoenix to both sides of the United States-Mexico border at Nogales, Ariz. Planners will meet with U.S. and Mexican leaders to understand and discuss urban planning challenges and opportunities along the border. Attendees will also learn about human trafficking and how the U.S. government is trying to stop this practice and address the health, safety, and financial risks of those crossing the border. The panel discussion will be held at the Holiday Inn Express in Nogales

SATURDAY, APRIL 2, 2016

1:00 - 2:15 PM – Room 228, Phoenix Convention Center APA's Planning and Global Urbanization Efforts Discussion

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As part of APA's effort to reach out to members on programs and activities, we want to focus this discussion on: What is the role of planning and planners in the rapid global urbanization phenomenon? How can we tap into our members' experience and expertise? What partnerships should we pursue and how can we both lead and support allied efforts in the environment, housing, transport, governance, cultural conservation, and public engagement areas? The discussion will be led by Jeff Soule, director of outreach and international programs for APA. Jeff will be joined by US ICOMOS Executive Director Andrew Potts to provide a partner perspective. Tim Van Epp, chair of the International Division and a successful global consultant, will provide his perspective as well. The discussion will work through the questions posed here, while we will begin by collecting questions and observations on note cards to supplement the discussion. The results will figure into our overall program goals and objectives.

4:00 - 5:15 PM -- Room 127 BC, Phoenix Convention Center

Peace Corps Curious? Kickstart Your Career While Making A Difference Discussion
Learn how to change lives, including your own, by serving in the Peace Corps. Hear Peace Corps stories, get tips for the application process, and find out if the Peace Corps is a good fit for you.

5:30 - 7:00 PM – Divisions Council Booth, Phoenix Convention Center

Exhibitor Meet & Greet Reception: Rally Time and Place for International Division Speakers and Members

Rally here to find out more about the International Division's conference events and how you can get involved, e.g. by attending one or more internationally related sessions and reporting on them for our Interplan newsletter or social media portals. Also, we will be taking our speakers out to dinner afterward.

SUNDAY, APRIL 3, 2016

10:45 AM – 12:00 Noon – Room 129 A, Phoenix Convention Center

Facilitated Discussion: Mexican Urbanization (Project Implementation)

This session will explore recent and ongoing planning projects in Mexico. Learn about how these projects are helping Mexican cities face the challenges posed by their large urban areas. These projects will explore projects in the environmental, housing and infrastructure areas. These projects will explore the roles of various governmental bodies and the importance of the projects.

1:00 - 2:15 PM -- Room 225, Phoenix Convention Center

U.S. Mexico Collaborative Relations

Mexico is the third largest U.S. trading partner, and Arizona's largest trading partner. Arizona's economy benefits from a strong relationship with Mexico. Water quality, transportation and freight movement, labor force, education, supply chain businesses, tourism, food security, and land use planning are southwestern cross-border issues that require finding common ground and strategic collaboration. These issues are complex and further complicated by political posturing.

In spite of the polarizing immigration debate and battle cries for more border security, innovative approaches have emerged to move the dialogue toward realizing the full value of cross-border collaborations with Mexico. There is a growing recognition of the potential for binational mega-regions along the U.S. and Mexico border to implement regional planning initiatives. Additionally, binational transportation planning studies, urban planning projects, and educational initiatives are addressing mutual issues. These mega-regions are supported by state, regional, and local government entities as well as strong private sector and educational institution involvement.

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4:00 - 5:15 PM -- Room 126, Phoenix Convention Center

Working Abroad Discussion

This interactive session will provide participants with the opportunity to learn about career paths and get answers to their most pressing questions. For example:

- How do you compete for an entry-level job?
- How can work/volunteer experience domestically translate into international opportunities?
- Where do you find these jobs or internships?
- Who hires entry-level planners for international work?
- What skills are beneficial for finding international planning jobs?
- How important is being bilingual/multilingual?

Come prepared to ask questions and engage with professionals and fellow job seekers.

4:00 – 5:00 PM – Room TBD, Phoenix Convention Center

FAICP Induction Ceremony: J. Michael Cobb, sponsored by International Division

7:30 - 9:30 PM – DeSoto Central Market, 915 N. Central Ave, Phoenix

Joint Division Reception: International Division and Four Other Divisions

MONDAY, APRIL 4, 2016

7:30 - 8:45 AM Room 228, Phoenix Convention Center

International Division By-Right Session: Urbanization: in Mexico: Implications and Solutions

Learn about the rapidly growing megacities in Mexico and their environmental, social and economic impacts. Explore the efforts by the Mexican government to support local governments and impose national policies with respect to environmental sustainability, infrastructure improvements and housing. Understand how the bilateral and multilateral community is supporting Mexico's efforts.

3:00 – 4:00 PM – Divisions Council Booth, Phoenix Convention Center

International Staff at the Divisions Council Booth

4:15 - 5:30 PM – Room 230, Phoenix Convention Center

Everything You Need to Know About Habitat III

The third United Nations Conference on Housing and Sustainable Urban Development (Habitat III) will take place in Quito, Ecuador, in October 2016. Learn about the New Urban Agenda, the global agreement that will result from the conference, and how you can get involved.

6:00 – 7:00 PM – Sheraton Grand Phoenix, North Mountain Room

International Division Annual Business Meeting

Come meet other division members and share your ideas and reactions on our conference activities; overall division performance, communications, information and education; special projects and initiatives, Habitat 3, etc.

TUESDAY, APRIL 5, 2016

9:30 – 10:45 AM – Room TBD, Phoenix Convention Center

APA/AICP Annual Meeting and Leadership Honors

The International Division will receive an award – come congratulate us!

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ANNEX C: APA INTERNATIONAL DIVISION: FINANCIAL REPORT

Revenue:

As of December 2015, the international division has a cash balance of **\$7,407.61**. This amount is enough to cover the expenses (\$7,200) for the 2016 fiscal year.

On December 2015, quarter one ended with a total of ninety-one members, earning the division **\$716.25** from membership dues. This was lower than the budget amount in the annual plan. In the next quarters, the division needs to recruit more members and develop new ideas for additional revenue streams.

Table 1 Revenue from Membership Dues

Quarter	Budget	Actual
Q1 (91 members)	\$800	\$716.25
Q2	\$800	
Q3	\$800	
Q4	\$800	

Expenses:

The international division works to provide its members with unique opportunities for engagement through events, educational opportunities, and newsletters. The division focused its FY2016 expenses on four unique categories:

- Communications (\$200): The development of the division newsletter (InterPlan).
- Members events (\$1950): Unique opportunities to engage with division members and provide networking events. These events are done through Regional Meetups, Receptions at the NPC, and opportunities for other smaller events. The costs associated with these events involve refreshments, rental space, or catering costs.
- Annual business (\$1400): The division chair represents the division on distinct annual meetings, including the fall leadership meeting and the policy and advocacy conference. The expenses support the travel for the division chair to attend these meetings.
- Education (\$3700): The division strives to support planning students through its unique grants program. Every year the division offers grants for students to travel and research unique topics of interest on international planning. In addition, the division will begin to provide educational online events on specific topics.

In FY2016, the division will focus 51% of its expenses on the educational component and 27% for member events. The division strives to engage its members through these opportunities. It also works to open a dialogue in any new proposals by its members.

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APPENDIX D: FY 2016 FINANCIAL REPORT

International Division FY2016 Financial Report (10/01/2015 - 09/30/2016) FY2017 Proposed Budget (10/01/2016 - 09/30/2017)					
		FY2016 Budget	FY2016 Actuals as of 09/30/2016		Proposed Budget FY2017
REVENUE	Description			Subtotal	REVENUE
Dues	Q4 (trf in November)	800	716.25		700
	Q1 (trf in February)	800	1,252.50		1,300
	Q2 (trf May/June)	800	510.00		500
	Q3 (trf August)	800	1,052.50		1,100
	Dues Revenue	3,200		3,531.25	3,600
[Add other Revenue categories in additional rows, as needed.]					
	Other Revenue	500	490.50		0
	Adjustments Hotel Charges		1905.67		0
	Returned Student Grant Checks		1000.00		0
	TOTAL REVENUE	3,700		6927.42	3,600
EXPENSES	Description		Amount	Subtotal	EXPENSES
Communications/Newsletter	Design (Interplan software)	200	0.00		500
	Printing (video & brochure update)	0	0.00		500
	Handling	0	0.00		0
	Postage	0	0.00		0
	Newsletter Expense	200		0.00	1,000

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Annual Business Meeting	Refreshments	150	109.10		80	
	Printing	0	0.00		20	
	Postage	0	0.00		0	
	Other (reception & speakers dinner)	1800	1,667.23		1,800	
	Annual Meeting Expense	1950		1,776.33	1,900	
Travel - Division Chair	APA National Planning Conference	250	135.87		0	
	APA Fall Leadership Meetings	850	783.92		800	
	Other	300	367.42		300	
	Travel Expense	1400		1,287.21	1,100	
Other	Student Grants	3000	1,500.00		3,000	
	Mail Chimp	200			0	
	Educ Program (CM Provider & 2 Webinars)	500			500	
	Other Expense	3700		1,500.00	3,500	
	TOTAL EXPENSES	7250		4,563.54	7,500	
Revenue over (under) Expenses for reporting period:		-3,550		2,363.88	-3,900	
<i>NOTE: Considering \$7,100 in account at end of FY 2016, and \$3.600 in revenues in FY2017, that will leave a budget surplus of \$3,000 at end of FY2017.</i>						
Submitted by:						
Tim Van Epp, Chair and Luis Cabrera, Secretary-Treasurer						
Date: November 16, 2016						