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## MEMORANDUM

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To: APA Washington Board of Directors  
From: Chris Comeau, President, Northwest Section  
Subject: Northwest Section Work Plan for 2016  
Date: November 17, 2015

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**The Northwest Section Board of Directors intend to focus on the following major goals for 2016:**

- 1.) Per Northwest Section Bylaws, appoint representatives to positions to assist the Northwest Section Board of Directors with Section duties.**
    - a. Professional Development Coordinator
    - b. Communications Coordinator
    - c. Legislative Liaison
    - d. Education Representative (WWU, see below)
  
  - 2.) NW Section President to appoint Vice President to lead this effort to work with WWU faculty and students.**
    - a. Secure NW Section Board-appointed student and faculty representatives
    - b. Continue to work with WWU on PAB accreditation issues.
    - c. Possible future Planner's Forum at WWU
  
  - 3.) Continue to offer high-quality Planner's Forums with AICP certification maintenance credits available for presentation topics.**
    - a. Collaborate with Washington Department of Commerce representative to develop Forum themes that can help tie section geography together
    - b. Conduct a Survey Monkey poll of Northwest Section membership, as well as non-member emails of attendees at Northwest Section meetings in 2015 to ask what would motivate them to attend more often and to be more involved in Northwest Section organization or activities
    - c. Acknowledge and celebrate planners who successful pass the AICP exam
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**4.) Continue to update and improve the Northwest Section web page on the APA Washington web site <http://www.washington-apa.org/northwest-section>**

- a. Post links to all jurisdictions (City, County, Tribal, Port, etc.) in Northwest Section geography
- b. Links to APA Washington Speaker's Bureau resources (Ryan Windish)
- c. Links to University Planning Programs (UW, EWU, WWU, WSU, etc.)
- d. Post links to other planning activities and events in Northwest Section geographies
- e. Links to APA Washington and national planning issues
- f. Links to other organizations (PAW, ITE, AWC, Commerce, non-profit orgs, etc.)

**5.) Develop and post a brief semi-annual newsletter by active Section President**

- a. Update Section members on the Section goals, work plan, annual budget, and the work of the APA Washington Board of Directors
- b. Recruit members to serve as representatives, request members to become more involved, or at the very least participate in Section activities
- c. Encourage NW section member pursuit of AICP and advanced APA certifications

**The 2016 Work Plan was approved by the Northwest Section Board of Directors: November 18, 2015**

- ✓ Chris Comeau, AICP-CTP, President
- ✓ Samya Lutz, AICP, Secretary
- ✓ Brandon Black, Treasurer
- ✓ Derek Koellman, AICP-CEP, Vice President