



## Northwest Section - Work Plan 2018

### I. Goals, Objectives, and Initiatives for the 2018

#### a. Grow Northwest Section membership by 10%

- i. Develop "Benefits of NW Section Membership" link on NW Section web page; link to APA WA
- ii. Outreach to WWU and students; City and County jurisdictions; Consultants; Nonprofits

#### b. Recruit viable candidates for 2018 election cycle

- i. Ad hoc nominations committee to identify possible candidates for President-elect, Vice-President, and Treasurer for 2019-2020 terms of office.
- ii. Work with APA Washington Nominations Committee to submit viable candidates

#### c. Continue to support WWU Planning Program

- i. Complete program for new \$500 NW Section Scholarship for WWU Planning Students
- ii. Work with WWU Faculty and Student Representative on WWU Planning Club activities
- iii. Work with WWU Planning Club to create a Student Mentor Program

#### d. Continue to provide high-quality NW Section Planner's Forums

- i. Recruit interesting speakers and offer AICP CM credits to members
  1. Identify a well-known speaker to make presentation to NW Section
  2. Create a funding partnership with other organizations to fund well-known speaker
- ii. Continue to coordinate with Commerce and PAW representative
- iii. Survey membership 1x year to ensure that Board is focused on adding value for members.
- iv. Continue to broaden the geographic reach of Planner's Forums by hosting them in a wide array of communities accessible to members throughout the Section

#### e. Continue to provide proactive communication with membership

- i. Update Northwest Section web page <http://www.washington-apa.org/northwest-section> at least 1x quarter, or as needed, with notification of update sent to membership.
- ii. Produce quarterly Board Reports for APA Washington sent to NW Section membership
- iii. Produce annual President's

#### f. Convene Board of Directors 1x quarter in advance of Planner's Forums, or as needed.

- i. Maintain all elected and appointed positions on the Northwest Section board of Directors.
- ii. Find a Legislative Liaison or make a solid connection with APA Legislative Committee Chair
- iii. Identify potential candidates for elected positions in 2017

## Northwest Section Budget for 2018

The Northwest Section does not request additional budget funding from APA Washington beyond the quarterly funding based on Section membership. 2018 Northwest Section budget issues are below:

- According to Treasurer Brandon Black, the Northwest Section budget is in good shape with an end of 4th Quarter balance of **\$5,589.57**.
- The Board approved a “reserve” fund of **\$1,500.00** to set aside for unanticipated costs and to cover Section operating costs for a full year in the event that revenue unexpectedly disappears.
- The Board will be recruiting a well-known speaker on planning issues to the Northwest Section.
- The Board will continue to fund catered lunches in support of the quarterly Planner’s Forums.
- In 2017, the Board approved an annual **\$500.00** Northwest Section Scholarship for a WWU Planning student selected by the Northwest Section Board.

## 2017 WWU Integration with Northwest Section Board of Directors

In November 2016, WWU’s Huxley College Urban Planning and Sustainable Development program received national accreditation from the Planning Accreditation Board, which makes it one of only 16 nationally accredited undergraduate planning programs in the nation. The Northwest Section of APA has strengthened its relationship with WWU with both a Faculty and Student Representative serving on the Board, hosting the Autumn Planner’s Forum on the WWU campus, and Board approval of an annual \$500 Northwest Section Scholarship to support a WWU Planning student. To that end, the Northwest Section Board of Directors has also been contemplating the following ideas:

- a. Getting more WWU students to become APA members at the student discount rate. Now that WWU’s planning program is accredited, APA membership may be free for active students.
- b. Creating a "mentoring program" for WWU Planning students to ask working professionals about their work and for advice on entering the planning profession.

## 2018 Election – Recruiting New Leaders for the Northwest Section

This winter and spring, the Board of Directors will identify potential candidates to run for three important positions in the 2018 national APA election cycle. This will involve outreach and recruitment to sustain the on-going work of the Northwest Section for the benefit of members.

**President Elect** – Elected 2018. Serve 2019 as President-elect; transition to President in 2020-2021; serve as Past-President in 2022.

**Vice-President** – Elected in 2018. Serve as Vice-President 2019-2020. Replace President if needed.

**Treasurer** – Elected in 2018. Serve as Treasurer 2019-2020.

Descriptions of the duties of each Board of Directors position listed above are available in the Northwest Section Bylaws posted on the Northwest Section web page at

[http://www.washington-apa.org/assets/docs/NW\\_Section/2017/nw\\_section\\_bylaws\\_2017\\_final.pdf](http://www.washington-apa.org/assets/docs/NW_Section/2017/nw_section_bylaws_2017_final.pdf)

## 2018 AICP CM Credit Opportunities for Northwest Section Members

Each quarterly Planner's Forum typically offers AICP members the chance to about 4 CM credits, which annually offers up to half of the 32 credits needed per 2-year AICP Certification Maintenance cycle. In addition, the Northwest Section often partners with other organizations to fund or broadcast webinars so members can view them in a common location and earn AICP CM credits.

APA Washington Northwest Section Planner's Forum Schedule, 2018				
Quarter	Date	Forum Address	Location	Time
Winter 2018	Wednesday, January 17, 2018	Ferndale City Library	Ferndale	8:30am – 2:30pm
Spring 2018	Wednesday, April 18, 2018	<i>Possibly</i> Skagit Transportation Center 105 East Kincaid Street, Mt. Vernon, WA 98273	Mount Vernon	9:00am – 3:00pm
Summer 2018	Wednesday, July 18, 2018	<i>Possibly</i> Bellingham City Hall	Bellingham	9:00am – 3:00pm
Autumn 2018	Wednesday, October 17, 2018	<i>Possibly</i> Burlington City Hall	Burlington	9:00am – 3:00pm

## Northwest Section Board of Directors 2018

### Executive Officers

- Chris Comeau, AICP-CTP, President 2018-2019 [Bellingham Public Works Engineering]
- Derek Koellmann, AICP-CEP, Vice President 2017-2018 [Anchor QEA Environmental Consulting]
- Samya Lutz, AICP, Secretary 2018-2019 [Bellingham Community Development]
- Brandon Black, Treasurer 2017-2018 [Skagit County Planning & Development]

### Appointed Representatives

- Jackie Lynch, AICP-CEP, Professional Development Coordinator [Bellingham Planning]
- Meredith Penny, Communications Coordinator [Island County Planning]
- Cedrick Cornet, Education Representative [WWU Planning Student]
- Tammi Laninga, AICP, Ph.D., Professor [WWU Planning Faculty]
- Vacant, Legislative Liaison