

APA HAWAII CHAPTER DEVELOPMENT PLAN (CDP)

Adopted December 12, 2018

CHAPTER GOALS

GOAL 1: *Provide for the efficient and effective administration of the Chapter.*

GOAL 2: *Maintain a high level of engagement at the APA National level for the benefit of Chapter members.*

GOAL 3: *Build membership Statewide by expanding opportunities for meaningful engagement both between the Chapter and its members and among individual members, and by promoting member participation in Chapter leadership.*

GOAL 4: *Communicate APA National and Chapter initiatives, news, and events to members, and to the general public as appropriate, in a timely manner.*

GOAL 5: *Promote greater recognition of the value of planning and the contributions of planning professionals to enhancing everyone's quality of life.*

GOAL 6: *Foster a supportive framework for quality planning throughout the State of Hawaii, for the advancement of professional planners and those in allied professions, and for citizen engagement in community planning.*

GOAL 7: *Provide for the professional development of the practicing planner and the aspiring planner through networking, mentoring, information sharing, and high-quality educational offerings.*

GOAL 8: *Establish mutually beneficial partnerships between the Chapter and allied professional organizations, institutions of higher education, and other related organizations to advance the value of the planning profession and support good planning practice.*

GOAL 9: *Foster the adoption and maintenance of a supportive public policy framework for quality planning in Hawai'i.*

GOAL 10: *Support citizen participation in community-based planning.*

CHAPTER OBJECTIVES

GOAL 1: Provide for the efficient and effective administration of the Chapter.

OBJECTIVES:

1. Develop and maintain a 5-year development plan for the Hawaii Chapter and annual work plan for the Chapter's Executive Committee.

Responsibility:

- President
- Executive Committee

Priority: High

Timeframe: Ongoing

2. Adopt and maintain guidelines for elected officers and committees that can be passed down to future leadership.

Responsibility:

- Elected Officers
- Committee Chairs

Priority: Medium

Timeframe: 1-2 Years for Development, then Ongoing

3. Prepare and publish an annual report within three months of the end of the calendar year summarizing Chapter activities in relation to the annual work plan. Include a financial report identifying sources of income and expenditures for the prior year.

Responsibility:

- Vice President
- Treasurer

Priority: High

Timeframe: January – March of Each Year

4. Prepare quarterly reports of the chapter's operating budget and publish an annual budget.

Responsibility: Treasurer

Priority: High

Timeframe: Ongoing

5. In addition to membership dues, maintain a diversity of Chapter revenue sources to support chapter operations, such as donations and or exempt function or exempt purpose income (examples: programs, scholarship donations, HCPO CM reimbursement).

Responsibility:

- President
- Treasurer
- Programs Committee

Priority: High

Timeframe: Ongoing

6. Sustain cash reserves equal to the total current adopted operating budget, plus any known new/future annual expenses that are not reflected in the current budget.

Responsibility:

- President
- Treasurer
- Executive Committee

Priority: High

Timeframe: Ongoing

7. Assign each Director at Large as chair or co-chair of a significant committee (e.g. Membership, Programs, Public Issues/Government Affairs).

Responsibility: President

Priority: High

Timeframe: Ongoing, Update Annually

8. As much as possible, appoint members who are not elected officers to lead all other standing committees.

Responsibility:

- President
- Outgoing Committee Chairs

Priority: High

Timeframe: Ongoing

9. Explore with other Hawai'i-based planning, environmental and design organizations the potential for entering into a formal and mutually beneficial relationship that provides each organization with operational and administrative benefits that may not be possible when working independently.

Responsibility:

- President
- Secretary
- Executive Committee
- Programs Committee

Priority: Medium

Timeframe: 1-2 Years for Setup, then Ongoing

GOAL 2: Maintain a high level of engagement at the APA National level for the benefit of Chapter members.

OBJECTIVES:

1. (a) Attend all APA National leadership meetings and Delegate Assemblies, and be actively engaged in the Chapter Presidents Council (CPC).
(b) Allocate sufficient funds to enable participation.

Responsibility:

- (a) President or Designee
- (b) Treasurer and Executive Committee

Priority: High

Timeframe: Ongoing

2. Work closely with the Chapter Presidents Council and APA National leadership and staff to maintain and strengthen APA's advocacy and support for the role of planning and planning professionals in building and maintaining great communities.

Responsibility:

- President
- Public Issues/Government Affairs Committee

Priority: High

Timeframe: Ongoing

3. Participate in the Great Places in America program and other APA National programs that recognize and publicize excellence in planning and community development in Hawaii.

Responsibility:

- Vice President
- Directors at Large
- AICP Fellows

Priority: High

Timeframe: Ongoing

4. Encourage attendance from Hawaii at the APA National Planning Conference.

Responsibility:

- Executive Committee
- Membership Committee
- Student Representative

Priority: Medium

Timeframe: 1-2 Years for Development, then Ongoing

GOAL 3: Build membership Statewide by expanding opportunities for meaningful engagement between the Chapter and its members and among individual members, and by promoting member participation in Chapter leadership.

OBJECTIVES:

1. Increase Chapter membership through heightening awareness of the profession as well as the Chapter.

Responsibility:

- Membership Committee
- Executive Committee

Priority: High

Timeframe: Ongoing

2. Expand opportunities for member involvement with Chapter activities by enabling and encouraging members to sign up for committees on the website, conducting periodic surveys of member interests and linking those members with the committees that address those interests, and proactively soliciting member participation at chapter events.

Responsibility:

- Vice President
- Executive Committee
- Membership Committee

Priority: Medium

Timeframe: 1-2 Years for Setup, then Ongoing

3. Increase neighbor island non-member interest in becoming an APA member, and member participation and involvement in Chapter activities, by periodically holding Chapter programs and events on the Big Island, Kauai and Maui, maximizing member electronic access to Chapter programs held on Oahu, and enhanced communications via the Chapter newsletter and other electronic media on topics that are of particular interest to neighbor island planners.

Responsibility:

- Neighbor Island Liaisons
- Membership Committee
- Programs Committee

Priority: Medium

Timeframe: 1-2 Years to Develop, then Ongoing

4. Develop and maintain a welcome package for new Chapter members to help orient them with Chapter services and how to get involved in Chapter activities. Provide a hard copy to each new member and post a digital copy on the Chapter website.

Responsibility: Membership Committee

Priority: Medium

Timeframe: 1-2 Years for Development, then Ongoing

5. Reach out with a personal phone call, letter, and/or email from an [chapter board] Executive Committee member to all new Chapter members to welcome them to the Chapter, orient them with Chapter services, and [get] encourage them to become involved [with] in Chapter activities.

Responsibility:

- Membership Committee Co-Chairs
- Executive Committee Members

Priority: Medium

Timeframe: 1-2 Years for Setup, then Ongoing

6. Strive to maintain a Chapter membership that is reflective of the planning and related professional communities in Hawaii .

Responsibility: Membership Committee

Priority: High

Timeframe: Ongoing

GOAL 4: Communicate APA National and Chapter initiatives, news, and events to members, and to the general public as appropriate, in a timely manner.

OBJECTIVES:

1. Promote APA Hawaii Chapter as a recognized resource for the public and local media so the Chapter becomes a contact for opinion, commentary, and questions on planning and urban design.

Responsibility:

- Executive Committee
- Public Issues/Governmental Affairs Committee

Priority: Medium

Timeframe: 1-2 Years for Development, then Ongoing

2. Enhance the Chapter Newsletter in ways that will encourage increased member engagement and readership.

Responsibility: Newsletter Editor

Priority: Medium

Timeframe: 1-2 Years for Development, then Ongoing

3. Regularly update the Chapter website and integrate event notifications and social media.

Responsibility: Website Administrator

Priority: High

Timeframe: Ongoing

4. Maintain an active social media presence on appropriate platforms.

Responsibility: Social Media Administrator

Priority: High

Timeframe: Ongoing

GOAL 5: Promote greater recognition of the value of planning and the contributions of planning professionals to enhancing everyone's quality of life.

OBJECTIVES:

1. Recognize excellence in planning through an annual Chapter Awards Program.

Responsibility: Awards Committee

Priority: High

Timeframe: Ongoing

2. Promote awareness of planning in Hawaii by encouraging member participation in panels, conferences, and publications at a local and national level.

Responsibility:

- Executive Committee
 - Professional Development Officer
- Priority: High
Timeframe: Ongoing

GOAL 6: Foster a supportive framework for quality planning throughout the State of Hawaii, for the advancement of professional planners and those in allied professions, and for citizen engagement in community planning.

OBJECTIVES:

1. Conduct regular monthly and, when appropriate, special programs on current planning issues that are of interest to the general public as well as planners, and add to the knowledge and skills of planning practitioners.

Responsibility: Programs Committee
Priority: High
Timeframe: Ongoing

2. Seek out, for monthly Chapter meetings and planning conferences, speakers with diverse backgrounds (i.e., non-traditional planners, allied professionals) who influence planning. Likewise, encourage planners to speak at events sponsored by allied professionals.

Responsibility:

- Programs Committee
- Professional Development Officer

 Priority: High
Timeframe: Ongoing

3. Register for AICP Certification Maintenance credits all qualifying programs and events that are sponsored by the Chapter.

Responsibility: Professional Development Committee
Priority: High
Timeframe: Ongoing

4. Conduct networking and social events each year, including on the neighbor islands and at the APA National Conference.

Responsibility:

- President
- Programs Committee
- Neighbor Island Liaisons

 Priority: High
Timeframe: Ongoing

5. Use the Chapter website to disseminate Chapter generated content (newsletters, announcements, program presentation materials, chapter position papers, etc.) to the membership and the general public.

Responsibility: Communications Committee
Priority: High
Timeframe: Ongoing

GOAL 7: Provide for the professional development of the practicing planner and the aspiring planner through networking, mentoring, information sharing, and high-quality educational offerings.

OBJECTIVES:

1. Promote the advantages of AICP membership to non-AICP members, and offer assistance, including distribution of study materials and conducting examination preparation sessions, to those who register to take the AICP exam.

Responsibility:

- Professional Development Committee
- Membership Committee

Priority: High

Timeframe: Ongoing

2. Maintain as an annual budget item the provision of financial support for planning education at the various campuses within the University of Hawaii system. Continue to solicit special funding for this purpose from the Chapter membership and from planning, environmental and design consulting firms.

Responsibility:

- President
- UH DURP Liaison
- Student Representative

Priority: High

Timeframe: Ongoing

3. Establish a formal mentorship program for all levels of planning experience (students, professionals, fellows).

Responsibility:

- President
- AICP for Fellows
- UH DURP Representative

Priority: Medium

Timeframe: 1-2 years for Development, then Ongoing

GOAL 8: Establish mutually beneficial partnerships between the Chapter and allied professional organizations, institutions of higher education, and other related organizations to advance the value of the planning profession and support good planning practice.

OBJECTIVES:

1. Participate in and co-sponsor with state and county planning agencies the annual Hawai'i Congress of Planning Officials.

Responsibility:

- President
- Neighbor Island Liaisons
- Programs Committee
- Professional Development Committee

Priority: High

Timeframe: Ongoing

2. Join with sister professional organizations to provide opportunities for shared continuing education and certification maintenance credits.

Responsibility:

- Vice President
- Professional Development Committee

Priority: High

Timeframe: Ongoing

3. Partner with local colleges and universities to promote planning as a profession to undergraduate students in planning related programs.

Responsibility:

- Professional Development Committee
- UH DURP Faculty Representative
- UH DURP Student Liaison

Priority: Medium

Timeframe: 1-2 years for Development, then Ongoing

GOAL 9: Foster the adoption and maintenance of a supportive public policy framework for quality planning in Hawai'i.

OBJECTIVES:

1. Develop positions on major planning issues that are being considered by the State Legislature, county councils, and State and county departments.
 - a. Monitor State and county agencies for planning-related legislative and regulatory proposals that are under consideration.
 - b. Assemble and facilitate working groups, as necessary, to generate APA-HI input/guidance.
 - c. Draft editorials and make presentations that contribute to the improved understanding of public issues.
 - d. Post working group findings, editorials and presentations to APA-HI website or distribute via the quarterly newsletter.
 - e. Advocate for the adoption of Chapter-generated positions via such means as public testimony and participation in government appointed advisory groups.

Responsibility:

- Public Issues/Government Affairs Committee
- Executive Committee
- Newsletter Editor
- Webpage Administrator

Priority: High
Timeframe: Ongoing

2. Monitor national legislation for key planning-related concerns that affect Hawai'i.
 - a. Collaborate with APA National liaisons, as appropriate.
 - b. Communicate status of national issues to Chapter members via the APA-HI website.
 - c. Post APA National policy statements, or communicate the availability of such resources to Chapter members, on the APA-HI website.

Responsibility:

- Public Issues/Government Affairs Committee
- Website Administrator

Priority: Medium

Timeframe: 1-2 Years for Development, then Ongoing

3. Hold an annual "Planners Day" during which APA-HI members meet with legislators to share with them key planning-related concerns and remind them of how APA-HI offers solutions and strategies for dealing with issues of community concern

Responsibility:

- Public Issues/Government Affairs Committee
- Executive Committee

Priority: Medium

Timeframe: 1-2 Years for Development, then Ongoing

GOAL 10: Support citizen participation in community-based planning.

OBJECTIVES:

1. Establish and maintain Community Planning Assistance Teams to help local residents, business people and property owners to work together at implementing community-based planning.
 - a. Assist with brainstorming project scopes, including planning techniques, finance, budgeting, management, permitting and other initial components of community-based planning projects.
 - b. Help citizens understand how they can be appropriately engaged in community-based planning.
 - c. Explore partnering with UH DURP in the formation and operation of these teams.

Responsibility:

- Public Issues/Government Affairs Committee
- UH DURP Faculty Representative
- UH DURP Student Liaison
- Executive Committee

Priority: Low

Timeframe: 3-5 Years for Development, then Ongoing