



American Planning Association  
Divisions Council

*Creating Great Communities for All*

## **Welcome to the 2022 Annual Performance Report!**

We know you have been hard at work this past year and we are hoping to make the reporting process easier and more streamlined than ever before.

### **Performance Reporting Resources**

The overall Divisions Performance Criteria is available on the [APA Website](#) and [APA Engage](#).

The overall Divisions Performance Reporting Template for Finances is available on the [APA Website](#) and [APA Engage](#).

### **Need help?**

The following people are more than happy to assist you with specific questions:

Jennie Nolon [jnolon2@law.pace.edu](mailto:jnolon2@law.pace.edu) (Performance Committee Chair)

Deborah Myerson [myersonconsulting@gmail.com](mailto:myersonconsulting@gmail.com) (DCEC Secretary-Treasurer)  
Deborah may assist with specific questions about your budget, or financial reporting.

Isabel Fitzsimons [ifitzsimons@planning.org](mailto:ifitzsimons@planning.org) (Staff Divisions Associate)

### **Division**

### **Performance Report co-authors**

Let us know who is working on this report.

## **Workplans, Financial Report and Budgets**

Share the "big picture" efforts of your Division and what you accomplished this past fiscal year (beginning October 1, 2021).

## What are you most proud of?

Please share a brief summary of what your Division accomplished this fiscal year (beginning October 1, 2020). Help us learn about the highlights: the activities, education, outreach efforts, community engagement, mentorships, member enhancements, NPC leadership, and what you might like to submit for a Divisions Council Achievement award.

## Workplan

Is there anything else we should know about your Division's workplan?

## Budget

Is there anything else we should know about your Division's budget?

## Communications

So much of our time is spent communicating with members. How do you do it?

### Does your Division send out a membership newsletter at least quarterly?

YES

NO

### Has your Division web page been updated recently?

YES

NO

Just minor edits (updating information and adding content to existing layout),  
conducted by APA Executive Leadership

### Does your Division use any social media to communicate with members?

NO [Twitter and LinkedIn accounts](#)

**Has your Division conducted a membership survey in the last two years?**

YES

NO

[The last full membership survey was in July 2019. We conducted a brief survey regarding the San Diego Regional Livable Communities Forum.](#)

**Does your Division conduct targeted outreach to new members?**

YES

NO

[Generally, four emails per year to new members, welcoming them to the division and letting them know of major resources and ways to get involved](#)

**Does your Division conduct targeted outreach to student members?**

YES

NO

[No, but this is captured through the targeted outreach to new members](#)

## National Planning Conference activities

The National Planning Conference is when everyone comes together. What did your Division organize at the NPC? Please identify any and all of your Division-sponsored activities at the NPC, both independent of, or jointly with other Divisions, Chapters, or the SRC.

**Please share how your Division gets involved during the National Planning Conference.**

This includes proposed sessions, accepted sessions, facilitated discussions, social events, involvement in or financial contributions to the Planners Day of Service or the Student Design Competition, etc.

**Did your Division conduct an Annual Business Meeting this year?**

YES

NO

### Annual Business Meeting

## **Divisions Booth at NPC22**

Did your Division participate in the virtual Divisions Booth during NPC21? If yes, please share any feedback. If no, please share why (it will help us understand how to improve the experience for everyone).

## **Year-round programming**

What did you work on before and after NPC? Please identify any events or programs that were sponsored, endorsed, or created by your Division, including the number of participants, revenue generated (if applicable), and CM credits offered (if applicable).

**Education programs (including webinars or events co-sponsored with other Divisions, Chapters, and allied professions.).**

**Networking/social events**

**Awards you give out (student papers, scholarships, research fellowships, etc.)**

## **Division management meetings**

How does your Division's executive committee stay in touch?

## **Other events**

## **Membership**

### **Membership changes in the past year**

Please share your reflections on the ways in which your membership has changed due to the COVID-19 pandemic. Have there been noticeable fluctuations in your membership?

**Does your Division have any committees, task forces, or other groups? If so, tell us the name of the group, who's on it, and what they're working on.**

## **Division Programs**

What are your Division members doing for the community? Tell us all about it!

**Did your Division plan or implement any programs related to equity, diversity, and inclusion? If not, how will your Division plan for this in the coming year?**

For more information about APA's commitment to advancing strategic goals related to equity, diversity, and inclusion, please follow this link: <https://www.planning.org/equity/>

**Did your Division provide support to other APA Divisions, Chapters, students, staff, or general membership? Please provide the date, topic, and Division member(s) who participated.**

**Did your Division respond to external requests from journalists, allied professionals, or researchers? Please provide date, topic, and Division member(s) who participated.**

**Were any of your members quoted or cited in a publication? (We recommend you highlight it to your whole Division too!)**

**Are you conducting your own research? If so, please identify any Division-sponsored research activities, and/or publications (provide a web link for all publications).**

## **Divisions Council Meetings**

Who represented your Division at the Divisions Council meetings at the National Planning Conference and Fall Leadership meetings? If your Division was not represented at one of these meetings, please explain why and how this will be corrected in the future.

## **APA Strategic Priorities**

During FY21, APA announced four strategic priorities and intended outcomes: APA's inclusive and diverse membership, elected leadership, volunteer and staff workforce lead the way to more equitable communities; The role of planners is understood, valued, and sought after by decision makers and influencers; Planners have the knowledge, insight, and skills to help communities effectively manage change; and APA's digital business focus ensures it remains relevant. Please identify any specific efforts your Division undertook to specifically support these priorities, or ideas you may have about how to do this in the coming fiscal year.

## **Division Challenges**

Has your Division had any challenges this year? Tell us what happened and let's see how the Divisions Council or other Divisions can help. Historically, Divisions have struggled with membership, finding active volunteers, and limited funding. Tell us if your Division dealt with any of these, any other emerging issues, and how you addressed them.

**The annual Divisions Council Achievement Awards cycle is fast approaching! Are you interested in submitting for any of the awards below? If so, please let us know so we can follow up with you and help promote your accomplishments!**

Overall Division Performance

Education Excellence

Division Communications Excellence

Best Practice  
Best Newsletter Article  
Overall Contribution to the Planning Profession  
I'm not sure but would like to learn more!  
We've decided not to submit this year.

You're done! Please hit "SUBMIT" below.

On behalf of the DCEC and the Performance Committee, thank you so much for your work over this past year. Your leadership and efforts do not go unnoticed, and we look forward to another tremendous year of Division achievements.

Many thanks,

Jennie Nolon (Vice Chair - Performance Committee)

## Tags

Todo  
In Progress  
Done

## Heading