

APA-RI 2024 Work Plan *draft*

The following table provides the 2024 Work Plan for the Rhode Island Chapter of the American Planning Association (APA-RI). Once approved, this work plan will remain in effect until January of 2025. However, work plans may be amended at any time as necessary in accordance with the procedures in the chapter by-laws. Work items are provided in the left-hand column and the title of the responsible parties is provided in the right-hand column. For reference, more detailed contact information is provided for each responsible party below the table.

The work plan also includes a listing of elected and appointed Executive Committee members and a description of our Chapter’s “Principles for Support of Enforceable State Policy” (January 2019).

National and Regional	
<ul style="list-style-type: none"> Attend APA National and associated President events. Seek proxies when the President or Past President are not available to attend. 	President and Past President
<ul style="list-style-type: none"> Attend Leadership Summits and continue to participate in CPC and Divisional initiatives. 	
<ul style="list-style-type: none"> Coordinate with National on information exchange. 	
<ul style="list-style-type: none"> Explore opportunities for corporate sponsorship of the Chapter and Chapter activities. 	
<ul style="list-style-type: none"> Continue to explore linkages with planning certificate programs in Rhode Island, to help build the planning profession from the ground up. Explore opportunities for members to serve as “virtual” guest lecturers at existing planning-related programs, such as the Charette Charter High School. 	
<ul style="list-style-type: none"> Continue to advertise affiliate events with APA-RI members and collaborate whenever it makes sense. 	
Treasury	
<ul style="list-style-type: none"> Maintain a budget to account for the three-year cycle of SNEAPA contributions. Consider a rolling average with a contingency factor. 	Treasurer
<ul style="list-style-type: none"> Develop a draft budget and deliver it to the Board for consideration and approval. Consider longer-range impacts on the budget (both positive – e.g. reduced expenditures on travel and events – and negative – e.g. decreased revenue from SNEAPA). 	
<ul style="list-style-type: none"> Maintain Washington Trust account. 	

<ul style="list-style-type: none"> • Develop tiered annual sponsorship structure for all Programs and the two major APA Events. 	Treasurer
<ul style="list-style-type: none"> • Maintain 501(c)3 status and paperwork appropriately. 	
<ul style="list-style-type: none"> • Prepare annual tax filing with APA RI's accountant, review and approve with the Executive Board, and file with the IRS. 	
Professional Development	
<ul style="list-style-type: none"> • Continue to lead the charge on supporting the planning certificates programs in Rhode Island. 	Past President and President
<ul style="list-style-type: none"> • Invite university/college leadership to a meeting with the APA RI Board to gauge interest and learn how existing programs (like the certification process at URI) are working. Convene the meeting. 	Past President and President
<ul style="list-style-type: none"> • Continue to coordinate CM credits for all eligible programming. 	Professional Development Officer
<ul style="list-style-type: none"> • Maintain status of all members' CM credits and alert members when they are falling behind. 	Professional Development Officer
<ul style="list-style-type: none"> • Continue funding annual CM Registration in order to continue "CM Provider" status with APA. As a CM Provider our Chapter can continue to provide locally sponsored CM qualifying educational events to members 	Professional Development Officer and Treasurer
Events	
<ul style="list-style-type: none"> • Organize an annual Awards and/or Holiday Party for 2024. Attempt to find sponsorships or donations for this event to reduce the cost for attendees. Organization to include a venue, caterer, and entertainment for the in-person event, within budgetary constraints. 	Events Coordinator and Program Coordinator
<ul style="list-style-type: none"> • Research summer event for 2024 and lock in the event. 	Events Coordinator
<ul style="list-style-type: none"> • Coordinate with Programming to develop fun events that can keep the planning community in Rhode Island connected. 	Events Coordinator and Program Coordinator
Programming	
<ul style="list-style-type: none"> • Develop a draft annual schedule for programs with an emphasis on those eligible for CM credits. Identify venues, including online platform accounts (like Zoom) that APA RI can borrow. New and continued events may include: <ul style="list-style-type: none"> ○ Book Club ○ Movie series 	Program Coordinator with Program Committee

<ul style="list-style-type: none"> ○ Educational: on topics such as Housing, Placemaking, Activating the Public Realm, Pandemic-related issues, etc. ○ Technical: on topics such as Permitting and Checklists, Writing Planning and Zoning Reports, Ethics, Open Meetings law and best practices, etc. ○ Funding Resources ● Entertainment 	Program Coordinator with Program Committee
<ul style="list-style-type: none"> ● Keep an eye out for programs being held by affiliate organizations, other APA Chapters, National APA and others, and continue to advertise them on the APA RI website, the APA-RI Facebook page, and the weekly e-blast. 	Everyone, sharing information with the Secretary and the Public Outreach Coordinator
<ul style="list-style-type: none"> ● Organize at least one Webinar per year geared for an audience broader than Rhode Island. 	Program Coordinator
Awards	
<ul style="list-style-type: none"> ● Solicit and manage an Awards Committee of at least three Chapter members. 	Awards Chair
<ul style="list-style-type: none"> ● Manage the nomination process, including establishing of categories, award criteria, and nomination instructions, and outreach to potential nominators. 	Awards Chair with Awards Committee
<ul style="list-style-type: none"> ● Engage entrants from last year that did not win. 	
<ul style="list-style-type: none"> ● Prepare and circulate a local press release when winners are selected. 	
<ul style="list-style-type: none"> ● At least once per year, find a way to promote one or more awardees to an audience broader than Rhode Island. 	
Legislative	
<ul style="list-style-type: none"> ● Maintain contact with affiliate organizations who advocate for similar positions as APA RI to get their insights on engaging our lawmakers and the Administration. 	Past President, President, President-Elect, Legislative Liaison, and Legislative Co-Chair
<ul style="list-style-type: none"> ● Continue coordination with Statewide Planning on upcoming bills and state policy that relates to planning issues. This includes participation on policy committees such as the State Planning Council and legislative subcommittees. 	Past President, President, President-Elect, Legislative Liaison, and Legislative Co-Chair with Legislative Committee
<ul style="list-style-type: none"> ● Continue written announcements (Legislative Alerts) to be inserted into the weekly e-blast as necessary. 	Past President, President, President-Elect, Legislative Liaison, and Legislative Co-Chair
<ul style="list-style-type: none"> ● Develop legislative position papers (e.g., letters, fact sheets, summaries, etc.) in accordance with 	Past President, President, President-Elect, Legislative Liaison,

<p>our Chapter Principles,¹ which, at a minimum, will be vetted in accordance with the Chapter Bylaws and good professional practice. Continue to provide in-person testimony on an as-needed basis and as allowed over the duration of the pandemic.</p>	<p>and Legislative Co-Chair with Legislative Committee</p>
<ul style="list-style-type: none"> Continue to build on the existing structured process for developing and announcing legislative positions on behalf of the Chapter, which recognizes the importance of legislation, consensus building, and the time-sensitive nature of establishing positions. Update Chapter Bylaws to address this issue. 	<p>Past President, President, President-Elect, Legislative Liaison, and Legislative Co-Chair with Legislative Committee</p>
<ul style="list-style-type: none"> Update Chapter Principles as needed to address changes in priority and the planning context. 	<p>Past President, President, President-Elect, Legislative Liaison, Members of the Executive Board, and Legislative Co-Chair with Legislative Committee</p>
<ul style="list-style-type: none"> Share Executive Committee/Legislative Liaison legislative positions, et al. Then, advocate for local planning/zoning staff to establish “at home” legislative relations with their respective municipality’s local legislative delegation (i.e., RI House and Senate members). 	<p>Legislative Liaison, Members of the Executive Board, Legislative Committee members</p>
<p>Elections</p>	
<ul style="list-style-type: none"> Continue to file paperwork with National APA as necessary. 	<p>Elections Officer</p>
<ul style="list-style-type: none"> Continue to publicize election opportunities and news in weekly e-blasts and on Facebook page. 	<p>Elections Officer, Secretary, and Public Outreach Coordinator</p>
<p>SNEAPA</p>	
<ul style="list-style-type: none"> Continue to participate and provide continued support with the MA and CT Chapters for SNEAPA 2024 in Springfield, MA. 	<p>SNEAPA Chair, Past President, President, and other Chapter volunteers, as needed</p>
<ul style="list-style-type: none"> Debrief after SNEAPA to determine what could be changed or improved. 	<p>SNEAPA Chair, Past President, President, and other Chapter volunteers, as needed</p>
<ul style="list-style-type: none"> Begin planning and organizing SNEAPA 2025 in Rhode Island. Determine if there are alternative venues in the case where the RI Convention Center is not a viable or practicable option. Confirm the SNEAPA venue. 	<p>SNEAPA Chair, Past President, President, and others as needed</p>

¹ Chapter Principles are provided as an attachment to this work plan.

<ul style="list-style-type: none"> Initiate a potential amendment to SNEAPA Policies relating to profit distribution for fairness and equitability. 	SNEAPA Chair, Past President, President, and others as needed
<ul style="list-style-type: none"> Continue to support and coordinate with the MA and CT APA Chapters on SNEAPA during years that it is held in those states. 	SNEAPA Chair, Past President, President, and others as needed
<ul style="list-style-type: none"> Regularly “invite” our northern chapter (NNECAPA) to attend SNEAPA’s Annual Conference. 	SNEAPA Chair, Past President, President, and others as needed
<ul style="list-style-type: none"> Serve on long-range planning committee for SNEAPA improvements 	SNEAPA Chair, Past President, President (as needed)
Communications	
<ul style="list-style-type: none"> Continue to maintain and update the website. Train more APA RI board members on how to edit the website to ensure continuity. Consider capitalizing on social media, especially for priority legislative matters. 	Public Outreach Coordinator, President, Program Coordinator, and SNEAPA Chair
<ul style="list-style-type: none"> Identify one or more members to write editorials as needed on specific current planning issues and/or to highlight the value of planning. Find media and social media outlets through which to publish these works. 	Public Outreach Coordinator
<ul style="list-style-type: none"> Continue weekly e-blast announcements on Mondays. Make sure relevant announcements are also posted on the Chapter web site and Facebook page. 	Secretary and Public Outreach Coordinator
<ul style="list-style-type: none"> Send targeted emails/information to planning board members. 	Secretary and Public Outreach Coordinator
<ul style="list-style-type: none"> Seek to publish at least one article per year in a national or regional publication. 	Public Outreach Coordinator
<ul style="list-style-type: none"> Communicate with APA National in advance of National Planning Month (October) to see if there are opportunities to receive assistance, materials, etc. In the meantime, research what other small chapters have done for National Planning Month to get ideas for Rhode Island. 	Public Outreach Coordinator
Equity, Diversity & Inclusion (EDI)	
<ul style="list-style-type: none"> Host at least 2-3 events per year – virtually or in-person, if feasible 	EDI Chair and Program Coordinator
<ul style="list-style-type: none"> Continue to build a library of EDI resources for the EDI page of the Chapter website. 	EDI Chair with Members

<ul style="list-style-type: none"> ● Revisit vision and mission statements and develop a set of principles for chapter adoption, drawing from the work of national APA. 	EDI Chair
Membership	
<ul style="list-style-type: none"> ● Organize e-mail list into those who pay dues already (National, Chapter Only, etc.) and those who are simply part of our network. 	Secretary and Membership Chair
<ul style="list-style-type: none"> ● Solicit Chapter-only membership using the re-organized mailing list. 	Secretary
<ul style="list-style-type: none"> ● Conduct comparison of national and chapter members with people signed up in Mailchimp to determine who is not a member and could be reached out too. 	Secretary and Membership Chair
<ul style="list-style-type: none"> ● Continue to reach out to all Planning Boards in the state regarding the special Chapter-only membership package, explaining the benefits of membership. 	Secretary and Membership Chair
Administration	
<ul style="list-style-type: none"> ● Continue to update Chapter policy and planning on an as-needed basis, including but not necessarily limited to the Chapter Work Plan, Bylaws, and the Strategic Plan of Development 	President, Past President, President-Elect, Executive Board, and others as needed
Affiliate Memberships	
<ul style="list-style-type: none"> ● Maintain an affiliate membership with the Rhode Island League of Cities and Towns (The League) as a mechanism to increase our awareness related to legislative and general municipal issues. Ensure the Chapter's Legislative Liaison collaborates with the The League's legislative liaison as applicable and warranted. 	President, Past President, Legislative Liaison
<ul style="list-style-type: none"> ● Consider joining other related organizations that have affiliate membership opportunities that would benefit the organization. 	President, Executive Board, and others as needed.

2024 Chapter Officers and Chairs

<p>Roberta Groch, AICP- President & Public Outreach Coordinator RI Division of Statewide Planning 235 Promenade St., Suite 230 Providence, RI 02908 RobertaGroch@yahoo.com</p>	<p>Ashley Sweet, AICP- Past President Weston & Sampson 100 Foxborough Blvd, Suite 250 Foxborough, MA 02035 Sweet.Ashley@wseinc.com</p>
<p>Susan Mara, AICP-President-elect Weston & Sampson 100 Foxborough Blvd, Suite 250 Foxborough, MA 02035 Mara.Susan@wseinc.com</p>	<p>Glenn Modica, AICP- Treasurer Cumberland Planning & Development 45 Broad St. Cumberland, RI 02035 gmodica@cumberlandri.org</p>
<p>Stacy Wasserman, MRP- Secretary RI Housing 44 Washington Street Providence, RI 02903 wasserman.stacy@gmail.com</p>	<p>Michael DeLuca, AICP- Elections Officer Town of Narragansett 25 Fifth Avenue Narragansett, RI 02882 mdeluca@narragansettri.gov</p>
<p>Jane Weidman, AICP- Legislative Liaison Town of Charlestown 4540 S County Trail Charlestown, RI 02813 jweidman@charlestownri.org</p>	<p>Jay Parker, AICP- SNEAPA Chair Town of South Kingstown 180 High Street South Kingstown, RI 02879 jparker@southkingstownri.gov</p>
<p>Albert Ranaldi, AICP- Professional Development Officer Town of East Greenwich 111 Pierce Street – 2nd Floor East Greenwich, RI 02818 aranaldi@eastgreenwichri.com</p>	<p>Sarah Ingle, AICP- Events Coordinator Rhode Island Public Transit Authority (RIPTA) 705 Elmwood Avenue Providence, RI 02907 single@ripta.com</p>
<p>Rachel Selsky, AICP- Membership Chair Camoin Associates Rachel@camoinassociates.com</p>	<p>Herbert Durfee III- Awards Chair Town of Warren 514 Main Street Warren, RI 02885 planner@townofwarren-ri.gov</p>
<p>Annette Bourne- EDI Co-Chair HousingWorks RI 1 Empire Plaza Providence, RI 02903 abourne@rwu.edu</p>	<p>Marijoan Bull, AICP- EDI Co-Chair Marijoanbull@gmail.com</p>
<p>Chelsea Siefert- Program Chair Quonset Development Corp. 144 Westminster St., Suite 303 Providence, RI 02903 csiefert@quonset.com</p>	

Principles for Support of Enforceable State Policy

APA RI – January 2019

1. APA RI supports enforceable policy, including legislation, that respects the importance of self-governance (i.e., home rule) at the municipal level, while acknowledging that some issues require state standards, enabling authority and guidance.

What this means:

- Legislation and other enforceable policy adopted by the state must be consistent with the Rhode Island Constitution and must respect the right of municipalities to make policy decisions at the local level. Policy should be established in consideration of the needs and desires of all Rhode Island municipalities, whether urban, suburban or rural.
- Certain issues require goals to be set by the state. APA RI will support enforceable policy aimed at achieving state goals when municipalities are given the flexibility to achieve those goals in a way that is pragmatic and reasonable for each municipality.
- APA RI acknowledges that in some cases state standards are necessary to establish equitability and socio-economic justice. APA RI is committed to working with the state to craft standards where setting individual municipal standards may be impracticable or counter to the state's equitability and socio-economic justice goals.

2. APA RI supports legislation that is consistent with the State Guide Plan (SGP).

What this means:

- APA RI supports the long-term vision of the SGP and supports legislation and other policy that takes a long-term view of the future.
- APA RI acknowledges that some elements of the SGP may be dated, no longer providing desirable goals, policies and actions. In such cases, APA RI supports updating the SGP, which may include interim policy corrections if needed.
- In particular, APA RI supports legislation that takes the state and all its municipalities closer to the vision of the land use element of the SGP, Land Use 2025.

3. APA RI rejects unfunded and unsupported mandates.

What this means:

- APA RI rejects state mandates that require municipal action without offering necessary financial and technical support.

4. APA RI supports a holistic approach to legislation and policy.

What this means:

- APA RI rejects legislation and other policy that is drafted to respond to singular situations or actions without consideration of context, repercussions, and collateral issues. Where such policy is proposed, APA RI will work through the

broader implications and will promote alternatives that address the core of the issue, and not just a singularity.

- Specific to policy related to land use, APA RI acknowledges the need for an appropriate balance among competing land uses. APA RI will not support legislation that allows one land use to dominate any other.

5. APA RI supports legislation and policy that values an efficient planning process responsive to the needs of the public.

What this means:

- APA RI will reject policy that requires actions or processes that do not account for public input or a public-planning process, or that prioritize time and money over people and communities.

6. APA RI supports policy that is technically correct and consistent with existing law.

What this means:

- APA RI will strive to do its own research and “homework” for any legislation it puts forth or promotes, to ensure that it is based on the best available data, and that it is consistent with existing policy (or points out where existing policy should be adjusted).
- APA RI will also strive to offer alternatives for proposed policy related to planning and land use that is NOT technically correct or based on the best available data.