# Leadership and Conference Activities

Group Members

* Gary Mitchell – Section’s Representative/Houston Section Director
* Monica Rainey – EPL Chair
* AJ Fawver – Diversity and Inclusion Chair/Northwest Section Director
* Angela Martinez – Treasurer
* Mike McAnelly – Chapter Administrator

# FY19 Goals

* Fill position of Conference Coordinator
* Include EPL Chair on Nomination Committee
* Tie better communication to Section Guide Update
* Keep training new leadership every other year (election years) for incoming Directors and Treasurers
* Make sure to maximize state representation in National Conference 2020 Planning Committee

# APATX 2017-2022 Action Plan Relevant Actions

* See Following Pages

# 1A Action: Ensure a successful generational transition of leadership. A particular short-term focus is the Short Course.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: Executive Committee, Section Leadership, Emerging Planning Leaders

May ’18 Status Notes

* EPL is re-evaluating the Leadership Forum format.

October ’18 Target

* Identify leaders to run for positions in 2019; Identify leaders to take over appointed roles as needed; identify how the Membership Committee can assist in promoting leadership opportunities.

October ’18 Status Notes

* Changed the format of the Leadership Forum, which was successful.

May ’19 Target

* Identify two individuals to run for each state-level position. Sections should aim to identify a minimum of two individuals to run for each position.
* EPL Representative should be part of the nominating committee for officers.
* Begin having Ann Bagley train Gary Mitchell to take over short-course.
* Better communicate EPL as the pathway to new leadership.
* Better promote section leaders to move into state leadership roles.

October ’19 Target

* Continue enhancing Leadership Forum to broaden the program for higher level and mid-level leadership roles.

# 1B Action: Further develop a Section leadership training program. This program should be coordinated with the Awards Committee meeting and should include the Section treasurers.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President-Elect/Section Representative

May ’18 Status Notes

* Section Training at Awards Committee Meeting
* Created Director Flash Drive

October ’18 Target

* Review Section's Guide following the Section bylaw update and recommend updates

October ’18 Status Notes

* Changes were reviewed at Board of Directors meeting relating to Bylaws.

May ’19 Target

* Recommend changes to Section's Guide.

October ’19 Target

* Adoption of Amended Section’s Guide.
* Keep leadership training every other year to train director-elects and treasurers.

# 1D Action: Develop uniform Section and Chapter bylaws.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President/Section Representative

May ’18 Status Notes

* Currently reviewing bylaws.

October ’18 Target

* Recommendations for bylaw updates

October ’18 Status Notes

* Board of Directors voting on bylaw updates
* My need to continue to rotate director and director-elects for smaller Sections until someone additional can be brought in.

May ’19 Target

* Adoption of new bylaws by Chapter and all Sections
* Begin update to Section’s Guide

October ’19 Target

* Action Complete
* Evaluate new bylaws

# 1E Action: Provide a continuous communications and feedback loop between Sections and the Chapter. The Sections’ Guide should give direction from the Chapter to the Sections, the Section Reports should explain each Section’s activities to the Chapter, and the report review should provide an opportunity for the Chapter to work with the Section to support and improve its activities.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President/President-Elect/Section Representative

May ’18 Status Notes

* Sections have been providing more in-depth reports and appear more active. Chapter provided funds for Big Six Conference. Chapter working with Northwest, West, and East on Elected and Appointed Officials Training

October ’18 Target

* Review Section’s Guide following the Section bylaw update and recommend updates

October ’18 Status Notes

* Think about the communication technique.
* Section Bylaws will begin once Chamber is complete.

May ’19 Target

* Ensure Sections have Communication officers.
* Section to PSO communication improved to include student participation.

October ’19 Target

* Adoption of Amended Section’s Guide
* Include PSO in communication with Chapter

# 1F Action: Use a dashboard to report progress. The dashboard should give a streamlined report on the Chapter and Sections’ progress.

Status: Pending

Implementation Timeline: 3-5 Years

Responsibility: President/Section Representative

May ’18 Status Notes

* Chapter updates Action Plan and Section’s provide reports each QR.

October ’18 Target

* APATX BOD should discuss how to make progress towards this action.

October ’18 Status Notes

* Tie into Section Guide from 1E for Dashboard.

May ’19 Target

* No Action to Report.

October ’19 Target

# 1H Action: Mentor future members of the planning movement. Use APA Ambassadors, Future Cities and other approaches to mentor future generations of planners and supporters of planning.

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: Executive Committee/EPL

May ’18 Status Notes

* Mentorship Program report; Midwest/North Central Sections involvement with Future Cities

October ’18 Target

* Review mentorship program for modifications; contact Future Cities to learn how APATX can be more involved.

October ’18 Status Notes

* Get Houston Section involved with Future Cities
* Contact Dallas ISD magnet school that was recently created to focus on city planning.
* Need to promote APA Ambassador Program

May ’19 Target

* Launch 2019 Mentorship Communities
* Advertise NPC Mentorship Program for Conference
* Contact all local Future Cities
* Identify ways to be involved with Dallas ISD Magnet School

October ’19 Target

# 5A Action: Use the Emerging Planning Leaders initiative to inspire future APA Texas leaders.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: President; EPL Chair

May ’18 Status Notes

* Mentorship Program currently active. EPL Leadership Forum coming back for 5th Year.

October ’18 Target

* Conduct Leadership Forum and other EPL activities at Conference.

October ’18 Status Notes

* Updating Contact Information on website for EPL Representatives

May ’19 Target

* Start adding more EPL activities, mixers at conference
* Have a clearer mission

October ’19 Target

* Potentially identify someone to speak at APATX19 regarding leadership training
* Add back in EPL “track” or “endorsements” for Waco Conference

# 5B Action: Create a structure for younger planners to benefit from the experience and contributions of legacy planners.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: President; EPL Chair

May ’18 Status Notes

* Mentorship Program currently active.

October ’18 Target

* Identify additional programs or activities that can assist with this action.

October ’18 Status Notes

* See 5A Action.

May ’19 Target

* Work with Chapter Historian and Fellows to identify ways for involvement.

October ’19 Target

# 5D Action: Refine and perfect the mentorship program. Consider connecting it more closely to activities at the Conference.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: EPL Chair

May ’18 Status Notes

* No Action to Report.

October ’18 Target

* EPL Chair to identify any changes for FY19 Mentorship Program to APATX BOD.

October ’18 Status Notes

* Changes were made and Call for Mentorship Program participants was issued.

May ’19 Target

* No Action to Report.

October ’19 Target

# 6B Action: Revamp the Conference organizational structure.

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: President, President-Elect, Past President, Treasurer

May ’18 Status Notes

* Additional programs were added for the 2018 Conference on Wednesday.

October ’18 Target

* EC voted to reduce Friday afternoon activities and add additional pre-conference workshops on Wednesday afternoon.

October ’18 Status Notes

* Evaluated session attendees at the 3:45-5:15 time slot on Friday.

May ’19 Target

* Identify “featured” speakers for Wednesday afternoon to supplement the loss of the afternoon time slot in Waco.

October ’19 Target

* Try out new structure with increased activities on Wednesday and decreased activities on Friday afternoon.

# 6C Action: Make assessments and offer development programs to provide appropriate resources and support to all Sections.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: President, Section's Representative

May ’18 Status Notes

* Chapter funded budget requests for 7 of the 9 Sections to assist with programming. Chapter also provided financial assistance to North Central and Midwest Sections to host the Big 6 Conference.

October ’18 Target

* In addition to Regional Workshops, Chapter should identify other programs to assist Sections.

October ’18 Status Notes

* No Action to Report.

May ’19 Target

* No Action to Report.

October ’19 Target

# 6F Action: Complete a Chapter Strategic Financial Plan.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President, President-Elect, Past President, Treasurer

May ’18 Status Notes

* No Action to Report.

October ’18 Target

* Provide update to APATX BOD. October ’18 Status Notes

May ’19 Target

* Review state financial plan with National
* Engage tax consultants for training

October ’19 Target

# 6J Action: Make the national Houston 2020 conference the most awesome conference ever!

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: Local Host Committee

May ’18 Status Notes

* Local host subcommittee Chair to provide an update from the San Francisco meeting.

October ’18 Target

* Local Host Subcommittee Chair to introduce needs from National to full board.

October ’18 Status Notes

* Local Host Subcommittee Chair appointed sub-chairs to attend meeting in Houston in November.

May ’19 Target

* Begin identifying local workshops.

October ’19 Target

# 6N Action: Increase the transparency of APA Texas. Members should be able to see how decisions are made and resources are used.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: Chapter President; Executive Committee; Section Directors

May ’18 Status Notes

* Meeting recaps being posted on Facebook.
* Tried "Live Tweeting" during meetings with some success.

October ’18 Target

* Present State of APATX at Conference
* Develop End of Year Report
* Need to ensure Agendas and Minutes are being posted on website. When these are posted, we should add them to newsletters and social media.

October ’18 Status Notes

* State of APATX presented at Conference
* End of Year Report completed.
* Agenda and Minutes uploaded to website.

May ’19 Target

* Continue providing President’s Reports each quarter via Facebook.

October ’19 Target

* Improvement in transparency in Membership Survey.