

County Planning Division

Submission Date
November 1, 2019 18:19

Division County Planning Division
Performance Report co-authors Kyle Breuer, AICP, Chair, County Planning Division

Workplan
FY2018/19 Work Plan

FY2019/20 Work Plan

Budget

Upload your Division's FY2019/20 Budget here

Does your Division offer a newsletter or other communication of original content (including hard copies, electronic versions, or other)? How often? Do you have any insight around how many members are opening and/or viewing it?

Upload an example of your Division newsletter or other communication of original content here.

Website updates

Onboarding

e-Blasts

Social Media

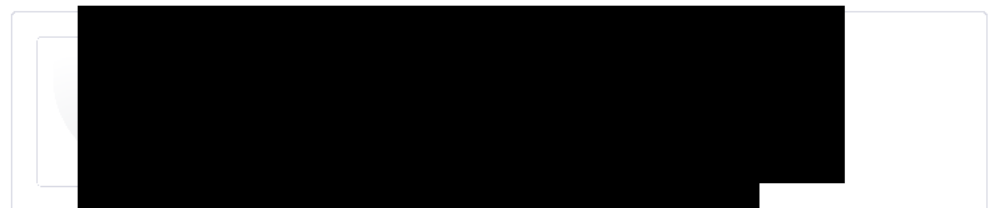
Membership Surveys

Specific outreach for volunteers

Other

Quarterly, the County Planning Division publishes a newsletter for our members. Articles and information are typically generated from CPD members and have drawn on several issues relevant to the planning profession as well as specific to county planners.

The Division distributes the newsletter through the Mailchimp platform and based on statistics provided by this service, our open rate hovers between 40 and 50 percent (out of 1,000+) recipients.



We will be utilizing the new APA format and hope to begin on that starting in November, 2019. It was noticed that the current website is out of date. Access to this is critical to upload newsletters, officer slates, etc.

We have not, however, for the past two years have had a student delegate on the executive committee. This year, Samantha Hoffman (University of Cincinnati) is serving in this role and has brought foresight to the Division by recommending content for newsletters (job postings, mentorship and volunteering opportunities, etc.). We will be utilizing the student membership in a fashion to help bridge the gap between professional planners and students.

We utilize a "First Friday" blast for general updates. The statistics reflect a similar open rate between 40 and 50 percent.

Our two primary resources are LinkedIn and Facebook. Both platforms do not generate a lot of interaction but it is a good way to re-post relevant articles, job opportunities, etc.

N/A - CPD is scheduled to send out a new survey in the upcoming year.

CPD utilizes the newsletter and email blasts for volunteering opportunities.

The Executive Committee tries to meet every other month through conference call. The Chair prepares an agenda, this platform seems to work however, may consider some sort of video capabilities in the future to build additional relationships with members that may not be able to attend NPC and connect.

General sessions, facilitated discussions, social events, mobile workshops, Planners Day of Service sponsorship/involvement, SRC Competition support, or other.

Annual Business Meeting (please provide date and time here), and upload your meeting minutes and sign-in sheets on the following two pages, if possible. Please indicate if your Division e-televised (in real time or recorded) your meeting so that others not present at the conference could access it online.

Upload minutes from your Annual Business Meeting.

The Division co-sponsored a joint reception with the Regional and Intergovernmental Planning Division at NPC 19 at Milkeller.

The Annual Business Meeting was held on April 15, 2019, at 4pm PDT at the Marriot Marquis, Pacific A – San Francisco, CA. The Annual Business Meeting was not e-televised however, plan on recording it next year at NPC 20.



[Award of Excellence, Chester County, PA.pdf](#)

Upload sign-in sheets from your Annual Business Meeting (if available).

Staffing of the Divisions Council booth at the direction of the Divisions Council Executive Committee (provide date, time and name of Division members who staffed booth).

Education programs (including webinars, events at local APA conferences, events co-sponsored with other organizations, etc.).

Networking/social events (events at local APA conferences, events co-sponsored with other organizations, etc.).

Awards you give out (student papers, scholarships, diversity, etc.)

Any Division management meetings / conference calls.

Other events

Who are your members and how many do you have?

Upload your Division's sorted roster information here.

April 15, 2019 12-1pm PDT – Kyle Breuer, AICP, Chair, CPD

Division members across the country provided educational sessions at state conferences.

N/A

Annual Awards at NPC

Bi-monthly executive committee meetings via conference call.

N/A

FY2019 START -- 1007

Students and young professionals make up a significant portion of membership for many Divisions. How many students/young professionals are members? How many did you gain, retain, or lose compared to the previous year?

Also, does your Division have any committees, task forces, or other groups? If so, tell us the

At the end of FY 18 we had 636 student members. At the end of FY 19, we had 486 student members resulting in a loss of 150 student members. This tells us that we can do a better job in engaging student membership in hopes of transitioning to paid members. Additional efforts in communication and providing opportunities to these students is a goal of the Division in the upcoming year.

Annual Awards Committee – Jaqueline Kemp, Tim Brown, Royce Maniko

name of the group, who's on it, and what they're working on.

This group helps solicit opportunity to submit projects for recognition at the NPC.

Executive Committee -- consists of Chair, Chair-elect, Past Chair, Secretary, Treasurer, Education/Outreach Coordinator, Newsletter, and other Life Members.

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

Kyle Breuer, AICP, was a presenter on two separate sessions at the APA-NC 2019 conference, one being on coastal resiliency and the other on the population shifts in southeastern and the population growth. October 2019, Wilmington, NC.

David Heinold, AICP Candidate, presented Keepin' it Rural: Managing Housing Density and Economic Development in Agricultural Environments. October 2019, Wilmington, NC

Did your Division provide support in response to external requests? Please provide date, topic, and Division member(s) who participated.

N/A

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

None documented, other than newsletter articles.

Research and Publications

N/A

Elections

Kyle Breuer, AICP, Chair, CPD

Chris O'Keefe, AICP, Chair-elect, CPD

Bylaws

N/A

Divisions Council Meetings

The Chair, Kyle Breuer, attended the Divisions Council meetings and Fall Leadership meetings.

APA Development Plan

CPD will select a member to assist with the Planning Home initiative.

Division Challenges

We continue to struggle with on-boarding of new members and seeing where we all fit in leadership positions. We would love to see additional opportunities for collaboration among the Division as we have still not all met each other, and I've been on the Board going on 3-years.

Shout it from the Mountains

As we continue to see growth in the Division, we feel that we've been able to reach many more county planners across the country and beyond. Quality newsletter articles ranging in topics relevant to our members has been beneficial and positive feedback has been appreciated. Through the Executive Committee it has been a pleasure to connect with colleagues on topics of growth management and resiliency, which are goals to develop educational series on, specifically the growth management side. Outward migration of populations presents new challenges and we're excited to help our colleagues deal with these issues through emerging trends and collaboration.

We continue to pride ourselves with an annual award presentation highlighting the best of the best in county planning and look forward to continuing this opportunity at our Annual Meeting.

We want to build on the increase in membership we've seen, as well as continue to work with our close partner and ally in the National Association of Counties. This provide us opportunities to have a direct link to county elected officials and to spread the word of what good planning can do to build our communities. Efforts include having a liaison on our Board as well as attending the annual NACo legislative conference to discuss county planning issues with county officials, a truly unique ability.

The past year has been a challenge, dealing with natural disasters at home (hurricanes in the east, fires in the west, and flooding in between), but look to bounce back stronger and help share experiences and best practices with our members.



Appendix B

**County Planning Division
FY2018 Work Plan (Proposed Draft)**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Membership Communications & Engagement	1. Publish quarterly newsletters 2. Send out electronic e-blast messages to spread the word about events, webinars, APA continuing ed opportunities, APA National Conference, and other information in between newsletters. 3. Maintain Division webpage on APA website. 4. Maintain Division LinkedIn and Facebook page. 5. Disseminate information re: Executive Board business.	1. Newsletter Editor solicits article topics as well as content from membership and also profiles county planners/new emerging professionals/students in articles. 2. Division Chair sends out e-blasts as information becomes available. 3. Newsletter Editor places files in Google for loading onto webpage. 4. Social Media Coordinator will post content (e.g. research articles, member stories, and general CPD updates). 5. Division Chair uploads approved meeting summaries and other relevant information to Google Drive for loading onto webpage.	1. Division Chair 2. Newsletter Editor 3. Social Media Coordinator	\$0

National Planning Conference Session	1. Hold one CPD sponsored session at 2018 Annual Conference. 2. Host one “facilitated discussion-based” session at the 2018 Annual Conference. 3. Assist in manning the Divisions Council’s booth.	1. Lead discussion on review of proposals from membership. 2. Executive Board selects session and mobile workshop proposals. 3. Send out e-blasts and post on our LinkedIn/Facebook page requesting volunteers to man the booth.	1. Division Chair/Chair-Elect 2. Executive Board 3. Chair/Social Media Coordinator	\$0
Annual Business Meeting / Awards Ceremony/ Reception	1. Convene Annual Business Meeting during APA National Conference. 2. Hold awards ceremony at the Annual Business Meeting. 3. Hold a Division reception at the national conference in partnership with other divisions. 4. Consider providing a CM approved program at the national conference reception.	1. Arrange meeting room during national conference. Informal meal. 2. Awards committee disseminates Call for Nominations and reviews submittals. Executive Board considers Award Committee recommendations and selects winners. Awards Chair notifies winners, arranges for awards, and develops media releases. Chair presents awards at the Annual Business Meeting. 3. Identify meeting sponsors to cover cost of food and beverages for the Annual Business Meeting. Arrange for a meeting room, food and beverages and identify sponsors for the Division reception to be	1. Division Chair/Chair-Elect 2. Awards Committee Chair 3. Division Chair/Executive Board/Division Partners 4. Division Chair/Executive Board/Division Partners	\$900

		<p>held at the national conference. Coordinate with division partners to share revenues and expenses and identify each division's responsibilities concerning the reception to be held at the national conference. 4. Coordinate with division partners on a possible CM approved program to be provided at the reception to be held at the national conference.</p>		
Leadership Activities	<p>1. Chair to attend Spring and Fall Leadership Meetings. 2. Strive for full board attendance at Annual Business Meeting and assistance in leadership activities.</p>	<p>1. Division Chair to attend Spring and Fall meetings and report back to the membership via newsletter and other methods as appropriate. Executive Board responds to requests from Leadership Meetings. 2. Division Chair promotes full participation of Division leadership. Immediate Past Chair solicits partnerships for research, webinar, and/or other product proposals Chair-Elect organizes webinars, Annual Business Meeting logistics, and assists with membership communications;</p>	<p>1. Division Chair 2. Division Chair/Chair-Elect / Executive Board</p>	\$650

		Treasurer monitors receipts and expenditures; and Secretary records official meeting minutes and attendance.		
Develop Membership Retention Strategy	<ol style="list-style-type: none"> 1. Identify ways to keep existing members and recruit new ones. 2. Follow up with members regarding renewals. 3. Provide Division brochures to the Divisions Council's booth at the national conference. 4. Survey the Division Membership every other year. 5. Use APA Messaging Themes to develop targeted approach to the engagement of CPD members. 	<ol style="list-style-type: none"> 1. Systematically contact members who have dropped off or about to drop off the membership roster. 2. Develop a membership plan for retaining and increasing membership numbers. 3. Provide Division brochures to the Divisions Council's booth at the national conference. 4. Survey Division members for input. 5. Utilize social media for additional outreach to potential division members and/or members. 	<ol style="list-style-type: none"> 1. Membership Coordinator 2. Membership Coordinator 3. Division Chair/Session Proposal Coordinator 4. Division Chair/APA Staff Executive Board 5. Division Chair/Social Media Coordinator 	\$0
APA Development Plan and Division Integration	<ol style="list-style-type: none"> 1. Continue to collaborate with other divisions to accomplish APA Development Plan Goals. 2. Work with DC and CPC to expand collaborations with divisions and chapters. 3. Continue to 	<ol style="list-style-type: none"> 1. Division Chair coordinates with other division leaders on Development Plan Goals. 2. Work with CPC to develop conference activities, e-blast the CPD brochure to members and state chapters for distribution at state chapter and 	<ol style="list-style-type: none"> 1. Division Chair/Executive Board 2. Division Chair/Executive Board 3. Division Chair/Executive Board 4. Division Chair/Executive Board 	\$0

	support division initiatives.	regional conferences. 3. Use CPD sponsored-session and/or facilitated discussion session to further division initiatives.		
Develop Educational Information and Support APA Educational Scholarship Fund	<p>1. Recruit Education Coordinator from the general membership.</p> <p>2. Develop webinars on county planning issues relevant to DC initiatives.</p> <p>3. Support planning education and recognize deserving students and new professionals.</p>	<p>1. Announce search for Education Coordinator through e-blast, Division LinkedIn page and Division newsletter.</p> <p>2. Solicit webinar topics from members and possible partnerships with other organizations to develop webinar content. Provide at least one webinar through the Planning Webcast Series. Provide at least one webinar through APA. Continue to be a CM provider.</p> <p>3. Contribute to SRC Awards.</p> <p>4. Spotlight county planners, students and emerging professionals in the Division newsletter.</p>	<p>1. Division Chair/ Newsletter Editor/ Executive Board</p> <p>2. Division Chair/ Newsletter Editor/Social Media Coordinator/ Executive Board</p> <p>3. Division Chair/ Newsletter Editor/Social Media Coordinator/ Executive Board</p>	\$1,050



Appendix B

**County Planning Division
FY2020 Work Plan**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Membership Communications & Engagement	1. Publish quarterly newsletters 2. Send out electronic e-blast messages to spread the word about events, webinars, APA continuing ed opportunities, APA National Conference, and other information in between newsletters. 3. Maintain Division webpage on APA website. 4. Maintain Division LinkedIn and Facebook page. 5. Disseminate information re: Executive Board business. 6. Tailor messaging to Student Members of CPD	1. Newsletter Editor solicits article topics as well as content from membership and also profiles county planners/new emerging professionals/students in articles. 2. Division Chair sends out e-blasts as information becomes available. 3. Newsletter Editor places files in Google for loading onto webpage. 4. Social Media Coordinator will post content (e.g. research articles, member stories, and general CPD updates). 5. Division Chair uploads approved meeting summaries and other relevant information to Google Drive for loading onto webpage. 6. Engage members to provide opportunities for student participation in the division.	1. Division Chair 2. Newsletter Editor 3. Social Media Coordinator 4. Executive Committee	\$0

National Planning Conference Session	1. Sponsor sessions of CPD members at 2020 Annual Conference. 2. Host one “facilitated discussion-based” session at the 2020 Annual Conference. 3. Assist in manning the Divisions Council’s booth.	1. Continue to support member submitted sessions at NPC 20.. 2. Executive Board selects session and mobile workshop proposals. 3. Send out e-blasts and post on our LinkedIn/Facebook page requesting volunteers to man the booth.	1. Division Chair/Chair-Elect 2. Executive Board 3. Chair/Social Media Coordinator	\$0
Annual Business Meeting / Awards Ceremony/ Reception	1. Convene Annual Business Meeting during APA National Conference. 2. Hold awards ceremony at the Annual Business Meeting. 3. Hold a Division reception at the national conference in partnership with other divisions. 4. Consider providing a CM approved program at the national conference reception.	1. Arrange meeting room during national conference. Informal meal. 2. Awards committee disseminates Call for Nominations and reviews submittals. Executive Board considers Award Committee recommendations and selects winners. Awards Chair notifies winners, arranges for awards, and develops media releases. Chair presents awards at the Annual Business Meeting. 3. Identify meeting sponsors to cover cost of food and beverages for the Annual Business Meeting. Arrange for a meeting room, food and beverages and identify sponsors for the Division reception to be	1. Division Chair/Chair-Elect 2. Awards Committee Chair 3. Division Chair/Executive Board/Division Partners 4. Division Chair/Executive Board/Division Partners	\$1000

		<p>held at the national conference. Coordinate with division partners to share revenues and expenses and identify each division's responsibilities concerning the reception to be held at the national conference. 4. Coordinate with division partners on a possible CM approved program to be provided at the reception to be held at the national conference.</p>		
Leadership Activities	<p>1. Chair to attend Spring and Fall Leadership Meetings. 2. Strive for full board attendance at Annual Business Meeting and assistance in leadership activities.</p>	<p>1. Division Chair to attend Spring and Fall meetings and report back to the membership via newsletter and other methods as appropriate. Executive Board responds to requests from Leadership Meetings. 2. Division Chair promotes full participation of Division leadership. Immediate Past Chair solicits partnerships for research, webinar, and/or other product proposals Chair-Elect organizes webinars, Annual Business Meeting logistics, and assists with membership communications;</p>	<p>1. Division Chair 2. Division Chair/Chair-Elect / Executive Board</p>	\$3000

		Treasurer monitors receipts and expenditures; and Secretary records official meeting minutes and attendance.		
Develop Membership Retention Strategy	<ol style="list-style-type: none"> 1. Identify ways to keep existing members and recruit new ones. 2. Follow up with members regarding renewals. 3. Provide Division brochures to the Divisions Council's booth at the national conference. 4. Survey the Division Membership every other year. 5. Use APA Messaging Themes to develop targeted approach to the engagement of CPD members. 	<ol style="list-style-type: none"> 1. Systematically contact members who have dropped off or about to drop off the membership roster. 2. Develop a membership plan for retaining and increasing membership numbers. 3. Provide Division brochures to the Divisions Council's booth at the national conference. 4. Survey Division members for input. 5. Utilize social media for additional outreach to potential division members and/or members. 	<ol style="list-style-type: none"> 1. Membership Coordinator 2. Membership Coordinator 3. Division Chair/Session Proposal Coordinator 4. Division Chair/APA Staff Executive Board 5. Division Chair/Social Media Coordinator 	\$0
APA Development Plan and Division Integration	<ol style="list-style-type: none"> 1. Continue to collaborate with other divisions to accomplish APA Development Plan Goals. 2. Work with DC and CPC to expand collaborations with divisions and chapters. 3. Continue to 	<ol style="list-style-type: none"> 1. Division Chair coordinates with other division leaders on Development Plan Goals. 2. Work with CPC to develop conference activities, e-blast the CPD brochure to members and state chapters for distribution at state chapter and 	<ol style="list-style-type: none"> 1. Division Chair/Executive Board 2. Division Chair/Executive Board 3. Division Chair/Executive Board 4. Division Chair/Executive Board 	\$0

	support division initiatives.	regional conferences. 3. Use CPD sponsored-session and/or facilitated discussion session to further division initiatives.		
Develop Educational Information and Support APA Educational Scholarship Fund	<p>1. Engage academia to provide research assistance in county planning related matters.</p> <p>2. Develop webinars on county planning issues relevant to DC initiatives.</p> <p>3. Support planning education and recognize deserving students and new professionals.</p>	<p>1. Outreach and Education Coordinator to continue soliciting articles to publish in newsletter.</p> <p>2. Solicit webinar topics from members and possible partnerships with other organizations to develop webinar content. Provide at least one webinar through the Planning Webcast Series. Provide at least one webinar through APA. Continue to be a CM provider.</p> <p>3. Contribute to SRC Awards.</p> <p>4. Spotlight county planners, students and emerging professionals in the Division newsletter.</p>	<p>1. Division Chair/ Newsletter Editor/ Executive Board</p> <p>2. Division Chair/ Newsletter Editor/Social Media Coordinator/ Executive Board</p> <p>3. Division Chair/ Newsletter Editor/Social Media Coordinator/ Executive Board</p>	\$2000

702 COUNTY PLANNING

11/1/2019 6:53:56 PM

AMERICAN PLANNING ASSOCIATION
 Un-enc'd Cash - Division
 100702 - County Planning
 #REF!

Date	Transaction Type	Reference	Description	Amount (/)
10/01/18			Beginning Balance as of 10/01/18	13,885.20
10/31/18	Jou nal Ent y	SA 01-19	NPC 18 30 mt Receipt on	139.11
12/31/18	Jou nal Ent y	014853	1Q Cash D st but on	698.75
01/31/19	Jou nal Ent y	014866	2019 CM P ov de Fee	(95.00)
02/28/19	Jou nal Ent y	AB 05-19	2019 CM P ov de Fee	(95.00)
02/28/19	Jou nal Ent y	AB 05-19	2019 CM P ov de Fee (C ed t)	95.00
02/28/19	Jou nal Ent y	AB 05-19	G ft to APA Foundat on	(25.00)
03/04/19	AP-Check	184479	Oh o Chapte	(150.00)
03/31/19	Jou nal Ent y	MC 05/56A	2Q Cash D st but on	1,292.50
04/23/19	Jou nal Ent y	MC 07-19	2019 CM P ov de Fee	(95.00)
04/25/19	Jou nal Ent y	MC 07-19	NPC19 30 mt Receipt on (f om RRPD)	757.28
04/30/19	Jou nal Ent y	MC 07-05A	D. He-nhold (10/31 AP payment)	(511.58)
05/06/19	AP-Check	184822	BREUER	(4,851.47)
05/28/19	AP-Check	184979	BROWN, AICP	(112.60)
05/31/19	Jou nal Ent y	MC 08-06	Check Depos ts - Awa ds Fees	70.00
06/17/19	AP-Check	185079	GINTY	(500.18)
06/30/19	Jou nal Ent y	MC09-156	3Q Cash D st but on	173.75
07/31/19	Jou nal Ent y	MC 10-19	K. B eue NPC19 Expense Re mbu sement	500.00
09/30/19	Jou nal Ent y	MC 12-156	Q4 FY19 Net Due	1,283.75
		#REF!		<u>\$ 12,497.51</u>

An Award of Excellence to **Chester County, Pennsylvania**, in the Comprehensive Plan — Large Jurisdiction category for the *Landscapes3*. *Landscapes3*, Chester County's newly adopted comprehensive plan, seeks to balance preservation and growth across the county's landscapes in six goal areas: Preserve, Protect, Appreciate, Live, Prosper, and Connect. *Landscapes3* recommitments the county to core planning principles of resource preservation, revitalized urban and suburban centers, housing diversity, transportation choices, collaboration, and resiliency. The plan establishes a vision for the county and its municipalities and provides a framework for collaboration across municipal boundaries. The Chester County Planning Commission began the update of its 2009 comprehensive plan, *Landscapes2*, in late 2016 with the goal of having a new comprehensive plan completed and adopted within the 10-year timeframe required by the Pennsylvania Municipalities Planning Code.

Landscapes3 represents a renewal of the county's longtime commitment to balancing growth and preservation while addressing current planning issues that were of minimal concern a decade ago. The plan update built on the solid foundation of the previous two "Landscapes" plans, while bringing something new and innovative to the planning process. A top priority in the update process was to engage with as many stakeholders, residents, businesses, and local municipalities as possible to create a plan that truly had county-wide support. New methods for engaging the public were used which resulted in receiving input from literally thousands of residents and other stakeholders. Another goal of the update was to create a graphically interesting and highly implementable plan. The recommendations and implementation guidance are specific and provide a clear roadmap for implementation over the next ten years.

AMER CAN PLANNING ASSOCIATION
 Un est. cted Cash - D v s on
 102702 - County Plann ng
 As of September 30, 2019

Date	Transaction Type	Reference	Description	Amount (/)
10/01/18			Reg m n g Balance as of 10/01/18	13,885.20
10/01/18	Jou nal Ent y	SA 01-19	NPC19 Jour nt Receipt on	139.11
12/31/18	Jou nal Ent y	014853	1Q Cash D st but on	698.75
01/31/19	Jou nal Ent y	014866	2019 CM P ov de Fee	(95.00)
02/28/19	Jou nal Ent y	AB 05-19	2019 CM P ov de Fee	(95.00)
02/28/19	Jou nal Ent y	AB 05-19	2019 CM P ov de Fee (C ed t)	95.00
02/28/19	Jou nal Ent y	AB 05-19	G ft to APA Foundat on	(25.00)
03/04/19	AP-Check	184479	On s Charter	(150.00)
03/31/19	Jou nal Ent y	MC-0156A	2Q Cash D st but on	1,292.50
04/23/19	Jou nal Ent y	MC 07-19	2019 CM P ov de Fee	(95.00)
04/23/19	Jou nal Ent y	MC 07-19	NPC19 Jour nt Receipt on (f om RPD)	757.28
04/30/19	Jou nal Ent y	MC-07-05A	D. he rhold (10/31 AP payment)	(511.58)
05/06/19	AP-Check	184822	BREUER	(4,853.47)
05/24/19	AP-Check	184979	BROWN, AICP	(112.68)
05/31/19	Jou nal Ent y	MC 08-06	Check Depos ts - Awa ds Fees	70.00
06/17/19	AP-Check	185079	GINTY	(500.18)
06/30/19	Jou nal Ent y	MC09-156	3Q Cash D st but on	173.75
07/31/19	Jou nal Ent y	MC 10-19	K. B. eue NPC19 Expense Re mbu sement	500.00
09/30/19	Jou nal Ent y	MC 12-156	Q4 FY19 Net Dues	1,283.75
GL Balance as of 9/30/2019				\$ 12,457.51



American Planning Association
County Planning Division

Making Great Communities Happen

Agenda

Annual Business Meeting

County Planning Division of APA

Marriott Marquis - Pacific A, San Francisco

April 15, 2019 - 4:00 p.m. PDT

1. Welcome - Kyle Breuer, AICP, Chair, welcomed attendees to NPC 19 and to the Annual Meeting of the County Planning Division of APA.
2. Introductions - Attendees introduced themselves.
3. Annual Work Plan Overview - Kyle Breuer, AICP, Chair, provided an overview of the annual work plan submitted to APA. There was general discussion regarding division programs moving forward, newsletter, and discussion about the founding of CPD.
4. Finance Report - Kyle Breuer, AICP, Chair, provided an overview of the current financial status of CPD, we're in good financial standing, and our membership continues to grow in both paid members and student membership.
5. Presentation of Planning Project Awards – Chris O’Keefe, AICP, Chair-Elect, provided an overview of the CPD Award of Excellence. This year, Chester County, PA, is the

recipient, however, were unable to attend NPC 19 and that the awards committee will send the actual award to them via mail.

6. Other Business

a. NACo Programs Update

7. Adjournment

