



American Planning Association

Making Great Communities Happen

APA DIVISIONS COUNCIL

FY2016 ANNUAL DIVISION PERFORMANCE REPORT

DUE NOVEMBER 15, 2016

Division: Planning and the Black Community

Chair (or primary author if not Chair): Zunilda Rodriguez

1. **Workplans and Budgets**

See the attached 2015-2016 and 2016-2017 workplans and budget in appendixes A and B to this division performance report.

2. **Communications**

We publish anywhere between 2-4 newsletters a year depending on content and division needs. We have a newsletter editor and editorial board that assist with composition and review of all articles. Electronic copies of the division newsletter are provided to all division members and affiliates and are archived on our website. In addition, we conduct website updates to APA on a quarterly basis in conjunction with our newsletter uploads and during the conference planning season.

PBCD provides e-bulletins on monthly and bi-weekly during the months from December – May to accommodate for heightened news related information related to conference planning and division activities.

PBCD has a Facebook page, which allows some members to connect with one another for social and professional development opportunities.

And lastly, we conduct an annual membership survey of our division members on their current needs, composition and interests. Information from the executive board is communicated through surveys to gauge interest on various topical or policy issues as well. Our last division membership survey was conducted in the spring of 2016.

3. **Annual National Planning Conference Activities**

PBCD held a division by-right session, facilitated discussion and mobile tour during the 2016 APA National Planning Conference in Phoenix. Attached in appendix F is PBCD Navigating Itinerary to the 2016 APA National Planning conference, which features several professional and networking activities held in Phoenix.

Our 2016 division business meeting was held on April 3, 2016 in Phoenix, AZ at the APA national planning conference. Attached in Appendix C is the business meeting notes and attendance list for review.

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Patrice Ruffin, a PBCD division member and past chair of the division, voluntarily staffed the division booth on PBCD while at the 2016 APA National Planning Conference in Phoenix.

4. **All Other Events/Programs**

PBCD held two out three planned webinars to date this year in conjunction with the U.S. Department of Environmental Protection Office of Environmental Justice. This is the second year of our partnership with U.S. Department of EPA. The following two sessions were successfully held this year with nearly 1,000 attendees:

1. “New Data Tools for Supporting Analysis of Equitable Development and Environmental Justice” on March 11, 2016 for 1.5 CM credits. Approximately X attended this session.
2. “Citizen Ingenuity and Impact Assessment” on September 9, 2016 for 1.5 CM credits. Approximately X attended this session.

More information on these two webinars conducted may be found at:

http://www.ohioplanning.org/aws/APAOH/pt/sp/development_webcast

The final third remaining webinar in our 2016 series will be held on December 16, 2016 entitled “Faith-Based Development: Neighborhood Anchors as Community Builders.”

As part of our commitment to increasing diversity in the field, we awarded one student with the PBCD Diversity Fellowship Award in February 2016. The student was awarded a \$1,500 fellowship award from the division. The fellow is currently in the process of finalizing a report for the division use entitled “From the Classroom to the Streets: Investigating the role of private universities in minority communities.”

And lastly, the PBCD Executive Board holds monthly conference calls to coordinate division Business activities and coordinate policy issues as needed.

5. **Membership**

PBCD consists of 256 members currently and are spread out across the United States with larger segments found in the northeast, south and mid-west. We ended 2015 with 231 members and have thus grown by 11% in one year. A large portion of our growth was seen after the Seattle APA Conference where we saw gains in student membership within our division. Currently, our division has Communications and Editorial Board staffed primarily by Zunilda Rodriguez and Calvin Whitaker. We are currently in the process of launching a regional ambassador program at the end of 2016 to coordinate membership outreach and professional development opportunities for members in key regions within the United States.

6. **Division Assistance Programs**

PBCD has provided support to external requests for advocacy support for environmental justice legislation in California through the APA Chapter of California as well as letters of comments related to changes to planning accreditation policies that would diminish diversity efforts and gains in the planning field.

7. **Research and Publications**

PBCD is not currently conducting technical work or publishing but would like to embark on this work in 2017 when division capacity is enhanced.

FY2016 ANNUAL DIVISION PERFORMANCE REPORT: PBCD DIVISION

8. **Elections**

PBCD participated in the 2016 APA Consolidated Election cycle beginning in the summer of 2016. Patrice Ruffin and Jeanette Dinwiddie-Moore served on the Nominations Committee and coordinated all materials to APA on behalf of the division. We elected a new chair-elect (Derek R. Hull), vice chair (Nicole H. Bennett), secretary/treasurer (Vontra D. Giles), and student representative (Gisla Bush). There were 51 votes cast. The secretary/treasurer, student representative and chair-elect ran opposed. Nina Idemudie and Charles H. Lee ran also for the Vice Chair position. The current chair will remain in this position through the end of 2017 when the chair-elect will ascend to the role of Chair.

9. **Financial Report**

Attached in appendix D is our final Financial Report for FY 2016. Although PBCD did not meet its budget goals, the division's FY2016 budget resulted in a surplus. Membership due rebates experienced a slight decrease. The largest expense for FY2016 was related to distribution of our \$1500 Fellowship. To increase revenue in FY2017, PBCD plans to grow its membership base by hosting regional ambassador programs and offer a symposium or conference, and solicit sponsorship opportunities for events and fellowship donations.

10. **Bylaws**

PBCD updated and adopted a new set of bylaws beginning in the spring of 2016 based on the 2014 Model Division Bylaws. The PBCD Executive Board reviewed drafts of the amended bylaws. In April 2016, members received updated division bylaws from the Executive Committee for review. Revisions and amendments to the division bylaws were completed in mid- April and voting on the bylaws took place in advance of our upcoming elections in the summer of 2016 to keep pace with our current and future division needs. Members were informed of the bylaw amendments via several announcements in our e-bulletins and the summer 2016 division newsletter. Key changes in the new bylaws include the following: 1) Reduced Executive Board Committee and consolidated leadership positions; 2) Regional Ambassadors. PBCD Bylaws are available online on our website at:

<https://www.planning.org/login/?next=/divisions/blackcommunity/business/>

11. **Divisions Council Meetings**

PBCD Chair, Zunilda Rodriguez, AICP, attended the Division Council meetings at the 2016 APA National Planning Conference and the 2016 Fall Leadership meeting in Washington, DC on behalf of the division.

12. **APA Development Plan**

PBCD members are involved with discussions related to the development of a Social Equity Policy Guide being developed by APA. PBCD seeks to play a significant role in participating in the process and welcome a stronger engagement as the policy is drafted. Our ability to tap into subject matter experts and provide a unique lenses and resources to this effort would be an invaluable opportunity to partner with APA National and our division.

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13. Division Challenges

Division challenges remain engagement of volunteers for leadership roles and division programming activities and policy development. Division challenges also include sustainable fundraising operations to increase revenue.

14. Shout it from the Mountains

Our continued successful partnership with the U.S. Department of Environmental Protection Office of Environmental Justice has been an important highlight of the division's work over the last year. By collaborating, we have provided professional development opportunities to not only our division and APA members but also the public on issues important to planners and practitioners.

Appendixes (attach all and submit with this report in 1 .pdf):

- a. FY 2016 Work Plan with Approved Budget
- b. FY 2017 Work Plan with Proposed Budget
- c. Annual Business Meeting Notes and Attendance List
- d. FY 2016 Financial Report
- e. Updated Existing Bylaws
- f. 2016 PBCD Navigating Itinerary to 2016 APA National Planning Conference



**Appendix B
PLANNING & THE BLACK COMMUNITY DIVISION
FY2016 Work Plan (September 30, 2015 – October 1, 2016)**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget	Estimated Completion Date	Status as of November 15, 2015 Performance Report (10/01/14-09/30/15)
Goal 1 Increase membership of the Division by five percent and better, sustain membership and engage membership in Division activities.	Task 1.1 Sponsor a minimum of two regional networking and professional development opportunities outside of the annual conference activities. Target non-division members for inclusion of such events.	Action 1.1.1 Identify regional locations with high number of division members Action 1.1.2 Identify regional hosts that are currently division members Action 1.1.3 Prepare and implement regional event plan(s)	Vice Chair for Programs Membership Committee Regional Host Committee(s)	\$560	Ongoing	<ul style="list-style-type: none"> Not completed
	Task 1.2 Issue quarterly division newsletters. Ensure that the newsletter is disseminated among allied professionals, elected officials, other Divisions, and non-PBCD members to increase the Division’s visibility. Ensure the division newsletters provide informative planning and membership interest information.	Action 1.2.1 Newsletter Editor, Communications Committee continues to solicit submissions, including columns from key leadership Action 1.2.2 Newsletter published and distributed on a quarterly basis	Communications Committee Membership Committee	\$0	Ongoing	COMPLETED <ul style="list-style-type: none"> January 2015 (winter edition) April 2015 (conference and spring edition)
	Task 1.3 Identify future leaders of the division and begin engaging them in committee activities or other division activities; ultimately working toward a more competitive nominations process.	Action 1.3.1 Identify student and new professional members to participate on committees Action 1.3.2 Update division bylaws and recruit new executive leadership Action 1.3.3 Identify current Executive Committee members to participate on APA Divisions Council or other leadership groups within APA	Membership Committee Nominations Committee	\$0	Ongoing	No specific program started; carry over to FY2016
	Task 1.4 Utilize national APA conferences to enhance membership engagement opportunities and increase membership among non-members through strategic	Action 1.4.1 Membership Committee and Executive Committee consider and undertake special events at National Conference Action 1.4.2 Ensure division member	Vice Chair for Programs Workshops & Conference Committee	\$6525	Annually	COMPLETED <ul style="list-style-type: none"> Networking Reception with other Divisions at Seattle APA Conference

Policy/Goal	Tasks	Actions	Parties Responsible	Budget	Estimated Completion Date	Status as of November 15, 2015 Performance Report (10/01/14-09/30/15)
	membership recruitment initiatives.	presence and promotion at Chapter Planning Conferences				<ul style="list-style-type: none"> Joint Cocktail Reception with Urban Design & Preservation Division during National Planning Conference
Goal 2 Enhance Professional Development opportunities for Division members.	Task 2.1 Co-sponsor training or professional development opportunities with other divisions, APA chapters or sections and/or allied organizations of interest to Division members and for members to obtain Certification Maintenance Credits.	Action 2.1.1 Identify other divisions, APA chapters or sections and/or allied organizations with similar areas of interest Action 2.1.2 Co-sponsor events such as sessions, webinars, etc. to provide Certification Maintenance Credits to members	Vice Chair for Policy Research and Education Committee	\$0	Ongoing	No specific program started; carry over to FY2016
	Task 2.2 Provide enhanced opportunities and/or resources to members to prepare for the APA Comprehensive Examination to become an American Institute Certified Planner and to maintain certification.	Action 2.2.1 Identify AICP training opportunities and/or develop webinars, etc. for members Action 2.2.2 Advertise AICP training opportunities for members in quarterly newsletters or monthly e-bulletins	Vice Chair for Policy Membership Committee Communications Committee	\$0	Ongoing	No specific program started; carry over to FY2016
	Task 2.3 Conduct survey to determine membership needs, expectations, and vision for the Division.	Action 2.3.1 Develop membership survey Action 2.3.2 Administer survey biannually	Executive Committee Communications Committee	\$40	January 2015 February 2015	COMPLETED
	Task 2.4 Develop PBCD 36 th Anniversary and Division Conference	Action 2.4.1 Update 30 th Anniversary document Action 2.4.2 Identify host and coordinate 36 th Anniversary Event	Executive Committee	\$2900	By October 2016	Host RFP issued in October 2015; Ongoing; carry over to FY2016
Goal 3 Expand capacity and deliverables to provide technical assistance to communities of color.	Task 3.1 Establish an Ad Hoc Technical Assistance Committee to establish the mission, identify the capacity and develop a more detailed plan of action for providing technical assistance to communities of color.	Action 3.1.1 Identify potential committee members, especially those in academia and/or consulting and solicit participation Action 3.1.2 Establish committee within three months of solicitation Action 3.1.3 Coordinate with APA Community Planning Assistance Teams (CPAT) and with university partners, primarily historically black colleges and universities (HBCU).	Executive Committee Vice Chair for Policy	\$0	April 2016	Not started; carry over to FY2016

Policy/Goal	Tasks	Actions	Parties Responsible	Budget	Estimated Completion Date	Status as of November 15, 2015 Performance Report (10/01/14-09/30/15)
	Task 3.2 Develop membership database by planning subject area, as well as regions, to be used in creating technical assistance teams.	Action 3.2.1 Develop membership survey to identify subject areas of interest Action 3.2.2 Solicit participants for technical assistance teams by subject area and region	Vice Chair for Policy Technical Assistance Committee	\$0	April 2016	Not started; carry over to FY2016
	Task 3.3 Identify ways to generate funding to support technical assistance programs.	Action 3.3.1 Identify and solicit participation from partnering organizations in specified regions	Technical Assistance Committee Treasurer	\$0	April 2016	Not started; carry over to FY2016
Goal 4 Enhance the PBCD Scholarship Program, fundraising and Division relationships with higher education institutions.	Task 4.1 Establish a development plan for increased funding to the PBCD graduate scholarship program.	Action 4.1.1 Executive Committee considers proposal, adopts, and promotes scholarship annually	Treasurer Student Representative	\$0	January 2016	Not started; carry over to FY2015
	Task 4.2 Evaluate and raise sponsorship funds for scholarship program and division revenue.	Action 4.2.1 Identify potential sponsors for scholarship fund and division initiatives, conferences or projects.	Research and Education Committee Treasurer Student Representative	\$0	February 2016	Not started; carry over to FY2016
	Task 4.3 Enhance marketing of PBCD scholarship program or other division event to division members, allied organizations, APA and educational institutions across the country.	Action 4.3.1 Develop solicitation materials for scholarship fund and distribute to sponsorship list biannually	Research and Education Committee Student Representative	\$0	February 2016	Not started; carry over to FY2016
	Task 4.4 Develop scholarship recipient tracking program.	Action 4.4.1 Create document listing all program recipients, use of funds, continued division participation, and graduation/work status	Research and Education Committee Student Representative	\$0	February 2016	Not started; carry over to FY2016
	Task 4.5 Partner with allied agencies by representing PBCD and APA on projects panels at conferences other than APA.	Action 4.5.1 Attend conferences of allied professions biannually as panelist representing PBCD and APA or participate on projects or initiatives.	Vice Chair for Policy Research and Education Committee	\$0	Ongoing	Not started; carry over to FY2016
Goal 6 Create a systematic plan for conducting Division business, branded message and elected transitions.	Task 6.1 Continuously upgrade PBCD website to ensure timely resources and information are available to members and the public. Increase traffic and engagement on PBCD website by members and others. Identify webpage plan to better link activities and resources of Division with	Action 6.1.1 Ensure that all required documents are posted on webpage Action 6.1.2 Update webpage on monthly basis or as often as needed	Communications Committee	\$0	Ongoing	COMPLETED <ul style="list-style-type: none"> Websites have been updated as needed during the year

Policy/Goal	Tasks	Actions	Parties Responsible	Budget	Estimated Completion Date	Status as of November 15, 2015 Performance Report (10/01/14-09/30/15)
	needs of organization.					
Goal 7 Support APA Development Plan	Task 7.1 Continue to collaborate with other divisions	Action 7.1.1 Division Chair coordinates with other division chairs regarding activities, gaining assistance/input from Executive Committee	Chair Executive Committee	\$0	Ongoing	COMPLETED <ul style="list-style-type: none"> Held joint networking event with LAP/Transportation Planning and other divisions at National Planning Conference
	Task 7.2 Continue to assist APA in its diversity initiatives	Action 7.2.1 Undertake activities as requested and based upon availability of Executive Committee and members	Executive Committee General membership	\$0	Ongoing	COMPLETED <ul style="list-style-type: none"> Working with Diversity Taskforce on Diversity Summit for 2015
	Task 7.3 Provide advocacy support on issues affecting diversity in the profession as needed	Action 7.2.1 Undertake letters of support or provide comments on policies affecting diversity in the profession or APA	Executive Committee	\$0	Ongoing	Ongoing; carry over to FY2016
Goal 8 Support Divisions Council Initiatives	Task 8.1 Collaborate with Other Divisions on Divisions Council Initiatives	Action 8.1.1 Participate in joint divisions facilitated discussion at National Planning Conference	Chair Executive Committee	\$0	Ongoing	Ongoing; carry over to FY2016
	Task 8.2 Produce article for newsletter on Divisions Council Initiatives topic	Action 8.2.1 Solicit, receive, and publish one article per year	Communications Committee	\$0	Annually	No specific action taken; carry over to FY2015



**Appendix B
PLANNING & THE BLACK COMMUNITY DIVISION
FY2017 Work Plan (September 30, 2016 – October 1, 2017)**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget	Estimated Completion Date	Status as of November 15, 2016 Performance Report (10/01/15-09/30/16)
Goal 1 Increase membership of the Division by five percent and better, sustain membership and engage membership in Division activities.	Task 1.1 Sponsor a minimum of two regional networking and professional development opportunities outside of the annual conference activities. Target non-division members for inclusion of such events.	Action 1.1.1 Identify regional locations with high number of division members Action 1.1.2 Identify regional hosts that are currently division members Action 1.1.3 Prepare and implement regional event plan(s)	Vice Chair Regional Ambassadors	\$560	Ongoing	<ul style="list-style-type: none"> Not completed
	Task 1.2 Issue quarterly division newsletters. Ensure that the newsletter is disseminated among allied professionals, elected officials, other Divisions, and non-PBCD members to increase the Division's visibility. Ensure the division newsletters provide informative planning and membership interest information.	Action 1.2.1 Newsletter Editor, Communications Committee continues to solicit submissions, including columns from key leadership Action 1.2.2 Newsletter published and distributed on a quarterly basis	Communications Committee	\$0	Ongoing	COMPLETED <ul style="list-style-type: none"> April 2016 (conference and spring edition) August 2016 (summer edition)
	Task 1.3 Identify future leaders of the division and begin engaging them in committee activities or other division activities; ultimately working toward a more competitive nominations process.	Action 1.3.1 Identify student and new professional members to participate on committees Action 1.3.2 Update division bylaws and recruit new executive leadership Action 1.3.3 Identify current Executive Committee members to participate on APA Divisions Council or other leadership groups within APA	Chair Chair-Elect Vice Chair Nominations Committee	\$0	Ongoing	No specific program started; carry over to FY2016
	Task 1.4 Utilize national APA conferences to enhance membership engagement opportunities and increase membership among non-members through strategic	Action 1.4.1 Membership Committee and Executive Committee consider and undertake special events at National Conference Action 1.4.2 Ensure division member	Chair Vice Chair Workshops & Conference Committee	\$3000	Annually	<ul style="list-style-type: none"> Networking Reception with other Divisions at NYC APA Conference Joint Cocktail Reception with other

Policy/Goal	Tasks	Actions	Parties Responsible	Budget	Estimated Completion Date	Status as of November 15, 2016 Performance Report (10/01/15-09/30/16)
	membership recruitment initiatives.	presence and promotion at Chapter Planning Conferences				division(s) or Division-sponsored reception
Goal 2 Enhance Professional Development opportunities for Division members.	Task 2.1 Co-sponsor training or professional development opportunities with other divisions, APA chapters or sections and/or allied organizations of interest to Division members and for members to obtain Certification Maintenance Credits.	Action 2.1.1 Identify other divisions, APA chapters or sections and/or allied organizations with similar areas of interest Action 2.1.2 Co-sponsor events such as sessions, webinars, etc. to provide Certification Maintenance Credits to members	Vice Chair Research and Education Committee	\$0	Ongoing	No specific program started; carry over to FY2017
	Task 2.2 Provide enhanced opportunities and/or resources to members to prepare for the APA Comprehensive Examination to become an American Institute Certified Planner and to maintain certification.	Action 2.2.1 Identify AICP training opportunities and/or develop webinars, etc. for members Action 2.2.2 Advertise AICP training opportunities for members in quarterly newsletters or monthly e-bulletins	Vice Chair Student Representative	\$0	Ongoing	No specific program started; carry over to FY2017
	Task 2.3 Conduct survey to determine membership needs, expectations, and vision for the Division.	Action 2.3.1 Develop membership survey Action 2.3.2 Administer survey biannually	Executive Committee Communications Committee	\$40	January 2017 August 2017	Completed 2016 membership survey; Carry over to FY2017
	Task 2.4 Develop symposium and/or Division Conference	Action 2.4.1 Update 30 th Anniversary document Action 2.4.2 Identify host and coordinate 36 th Anniversary Event	Executive Committee	\$3000	By April 2017	Carry over to FY2017
Goal 3 Expand capacity and deliverables to provide technical assistance to communities of color.	Task 3.1 Establish an Ad Hoc Technical Assistance Committee to establish the mission, identify the capacity and develop a more detailed plan of action for providing technical assistance to communities of color.	Action 3.1.1 Identify potential committee members, especially those in academia and/or consulting and solicit participation Action 3.1.2 Establish committee within three months of solicitation Action 3.1.3 Coordinate with APA Community Planning Assistance Teams (CPAT) and with university partners, primarily historically black colleges and universities (HBCU).	Executive Committee Vice Chair	\$0	February 2017	Carry over to FY2017

Policy/Goal	Tasks	Actions	Parties Responsible	Budget	Estimated Completion Date	Status as of November 15, 2016 Performance Report (10/01/15-09/30/16)
	Task 3.2 Develop membership database by planning subject area, as well as regions, to be used in creating technical assistance teams.	Action 3.2.1 Develop membership survey to identify subject areas of interest Action 3.2.2 Solicit participants for technical assistance teams by subject area and region	Vice Chair Technical Assistance Committee	\$0	April 2017	Not started; carry over to FY2017
	Task 3.3 Identify ways to generate funding to support technical assistance programs.	Action 3.3.1 Identify and solicit participation from partnering organizations in specified regions	Vice Chair Chair-Elect Treasurer	\$0	April 2017	Not started; carry over to FY2017
Goal 4 Enhance the PBCD Scholarship Program, fundraising and Division relationships with higher education institutions.	Task 4.1 Establish a development plan for increased funding to the PBCD graduate scholarship program.	Action 4.1.1 Executive Committee considers proposal, adopts, and promotes scholarship annually	Treasurer Student Representative	\$0	May 2017	Not started; carry over to FY2017
	Task 4.2 Evaluate and raise sponsorship funds for scholarship program and division revenue.	Action 4.2.1 Identify potential sponsors for scholarship fund and division initiatives, conferences or projects.	Treasurer Student Representative	\$0	May 2017	Not started; carry over to FY2016
	Task 4.3 Enhance marketing of PBCD scholarship program or other division event to division members, allied organizations, APA and educational institutions across the country.	Action 4.3.1 Develop solicitation materials for scholarship fund and distribute to sponsorship list biannually	Student Representative	\$0	February 2016	Completed
	Task 4.4 Develop scholarship recipient tracking program.	Action 4.4.1 Create document listing all program recipients, use of funds, continued division participation, and graduation/work status	Student Representative	\$0	February 2017	Carry over to FY2016
	Task 4.5 Partner with allied agencies by representing PBCD and APA on projects panels at conferences other than APA.	Action 4.5.1 Attend conferences of allied professions biannually as panelist representing PBCD and APA or participate on projects or initiatives.	Chair Chair-Elect Vice Chair	\$0	Ongoing	Ongoing; carry over to FY2017
Goal 5 Create a systematic plan for conducting Division business, branded message and elected transitions.	Task 5.1 Continuously upgrade PBCD website to ensure timely resources and information are available to members and the public. Increase traffic and engagement on PBCD website by members and others. Identify webpage plan to better link activities and resources of Division with needs of organization.	Action 5.1.1 Ensure that all required documents are posted on webpage Action 5.1.2 Update webpage on bi-monthly basis or as often as needed	Communications Committee	\$0	Ongoing	COMPLETED <ul style="list-style-type: none"> Websites have been updated as needed during the year

Policy/Goal	Tasks	Actions	Parties Responsible	Budget	Estimated Completion Date	Status as of November 15, 2016 Performance Report (10/01/15-09/30/16)
Goal 6 Support APA Development Plan	Task 6.1 Continue to collaborate with other divisions	Action 6.1.1 Division Chair coordinates with other division chairs regarding activities, gaining assistance/input from Executive Committee	Chair Chair-Elect Executive Committee	\$0	Ongoing	<ul style="list-style-type: none"> Ongoing; carry over to FY2017
	Task 6.2 Continue to assist APA in its diversity initiatives	Action 6.2.1 Undertake activities as requested and based upon availability of Executive Committee and members including with the development of the Social Equity Policy Guide	Executive Committee appointed Ad-hoc liaison	\$0	Ongoing	<ul style="list-style-type: none"> Working with Diversity Taskforce on Diversity Summit for 2017 Work on APA Social Equity Policy Guide
	Task 6.3 Provide advocacy support on issues affecting diversity in the profession as needed	Action 6.2.1 Undertake letters of support or provide comments on policies affecting diversity in the profession or APA	Executive Committee	\$0	Ongoing	Ongoing; carry over to FY2017
Goal 7 Support Divisions Council Initiatives	Task 7.1 Collaborate with Other Divisions on Divisions Council Initiatives	Action 7.1.1 Participate in joint divisions facilitated discussion at National Planning Conference	Chair Executive Committee	\$0	Ongoing	Ongoing; carry over to FY2017
	Task 7.2 Produce article for newsletter on Divisions Council Initiatives topic	Action 7.2.1 Solicit, receive, and publish one article per year	Communications Committee Executive Committee	\$0	Annually	No specific action taken; carry over to FY2017



American Planning Association
**Planning and the
Black Community Division**

Making Great Communities Happen

**Annual Business Meeting
April 3, 2016**

MINUTES

The meeting was called to order at 8:05 p.m. See attached sign in sheet for list of members present.

Zunilda Rodrigues, AICP, Chair provided the welcome and introductions.

Fleming El-Amin, Vice Chair for Programs discussed the Robert A. Catlin/David W. Long Memorial Fellowship. Fleming indicated that the 2015 recipient, Chloe Green, had completed the required project and made it available for attendees to review. He also discussed the 2016 recipient, Sammi Gaye, and that she would present her required project during the 2017 National Planning Conference in New York City.

Zunilda presented the financial report for the Division. Charles Graves asked whether there needed to be a formal adoption by the membership. Zunilda explained that the budget is formally adopted by the Executive Committee as part of the Annual Performance Report and Work Plan and that there was no action required.

Zunilda reviewed the 2015 Annual Business Meeting Minutes. Scott Benson moved to approve the minutes with amendments and Rodney Harrell seconded. The motion was approved unanimously.

Zunilda reviewed the 2016 Work Plan and Budget with the members present and no action was required.

Zunilda opened the Open Forum and Facilitated Discussion. With regard to the 35th Anniversary Celebration, Fleming discussed the potential to have a one day conference ahead of the National Planning Conference in New York. Gloria Jeff noted that travel to New York may be cost prohibitive for some members. Alternatively, J. Kelley Terry mentioned that holding it in conjunction the New York conference may actually reduce costs because members would only have to make a single trip. Tanya Stern recommended webinars and partnering with allied organizations for regional events as an alternative to a conference.

Gloria recommended that the Division focus on public health, environmental justice, and transportation as policy issues. She noted the Flint, Michigan situation as an example.

Patrick recommended that the Division create delegate/liaison positions to state chapters to increase professional development opportunities and add a local presence for members. Gloria recommended that the Division (and APA national) increase programming and connections with HBCUs and continue to increase student involvement.

Zunilda discussed the proposed amendment to the Division Bylaws and the upcoming election cycle for the Executive Committee.

The meeting was adjourned at 9:35 p.m.

PBCD Business Meeting Sign-In Sheet

April 3, 2016

Name Telephone Number Email Address Interested in Volunteering?

J. Kelly Teery 5043029140 jkelly@fca-ndc.org

Patrick Eike ~~678-628-5067~~ patrick.eike@claytoncountyga.gov

Brecca R. Johnson 404.557.2635 brecca.johnson@claytoncountyga.gov

Dontrey Garnett 609-202-4200 dgarnett@gatech.edu

KENNETH MOYE 225-284-1779 MOYE.KENNETH@GMAIL YES

Kyetha Clark (678)938-5525 Keyronnee@gmail.com

Vicki Coleman 404-213-2360 vickidcoleman@gmail.com

PBCD Business Meeting Sign-In Sheet

April 3, 2016

Name Telephone Number Email Address Interested in Volunteering?

Philip Taylor 351-952-3090 Philip.Taylor@ppd.mnicpc.org

Cedric Southard 301-254-9759 CedricCS@gmail.com

BRIDGET WILES 404-900-5696 bwiles@assetproperty.com

Karen Campbell 4074961273 Karen@KTCPLAN.COM

Charles C. Groves III ChasGroves@msn.com

Tanya Stern 202-442-7635 tanya.stern@edc.gov

Scott Schumacher 763-242-0641 Schum422@umn.edu

↳ I've been member for 3 years + ~~1~~^{do} not remember
ever receiving any communications from PBCD
How do you communicate? email?

PBCD Business Meeting Sign-In Sheet

April 3, 2016

Name	Telephone Number	Email Address	Interested in Volunteering?
Ivy Lewis	301.952-3047	Ivy.Lewis@ppd.mncppc.org	Yes
Gloria Jeff	216 262 4854	gjeff@wichita.gov	
Yemi Babalola	256.652.9520	obabalol@bulldogs.aamu.edu	YES
La'kesha Stewart (lewa)	306-3096 212859-6524	lstewart4@bulldogs.aamu.edu	Yes
MAXINE GRIFFITH	(510) 531-4150	mfg30@columbia.edu	YES
Jeanette Dinwiddie-Nune	256-372-4995	dinwiddie@gmail.com	
Joyce Ann Pressley	Joyce, Pressley	@AAMU.edu	Yes
Victoria Mason-Ailey	212-854-3887	VM116@columbia.edu	Yes
Ngosi Ajufu	203-252-4620	najufu@aamu.edu najufu@yahoo.com	Yes
Gerald Taylor	252.702.7298	gtaylor13@bulldogs.aamu.edu	Yes!
Ryan Sellers	334.561.0989	ryan.sellers9@gmail.com	yes

PBCD Business Meeting Sign-In Sheet

April 3, 2016

Name	Telephone Number	Email Address	Interested in Volunteering?
Robert C. Davis, AICP	966 565 755 763	ctyphre@bex.net	YES
Berniece Herbert	256 372-4988	berniece-herbert@aamu.edu	yes
Diavani Smith	404-488-4954	gsmith25@bulldogs.aamu.edu	yes
Jeran Herbert	256 652 8113	jherbert1@bulldogs.aamu.edu	Yes
VONTRA GILES	(205) 887-4057		
Corwin Haney	214 991 3601	corwin@dallasrealtresources.com	YES
Michele Morris		micheletmorris@gmail.com	510-825-8415
La'Kisha Girdler	(219) 881-5090	lgirdler@cigary.in.us	Yes
Samuel Greene	(374) 413-1906	samuelgreene915@gmail.com	
Mario Robinson	(662) 378-7644	mrobin44@bulldogs.aamu.edu	Yes
Scott Schumacher	(763) 242-0641	SCHUM422@UMN.EDU	
Tanya Milton	(912) 658-2813	tanyaw@savannahtribune.com	
Amber Staples	256 975 8638	amstaples07@gmail.com	Yes

PLANNING AND THE BLACK COMMUNITY DIVISION
 FY2016 Financial Report (10/01/2015 - 09/30/2016)
 FY2017 Proposed Budget (10/01/2016 - 09/30/2017)

Type	Funds Available 10/01/14	Funds Available 9/30/15	Funds Available 9/30/16
Checking (General)	\$4,255.61	\$2,935.50	\$9,722.40
Checking (Scholarship)	\$8,186.08	\$8,066.54	\$2,062.95
Money Market	\$0.00		
Other	\$0.00		
TOTAL	\$12,441.69	\$7,310.65	\$7,659.45

REVENUE	Description	FY2016 Budget REVENUE	FY2016 Actuals as of 9/30/2016	FY2017 Budget REVENUE
Rebates	Q4 (trf in November)	\$600.00	625.00	\$600.00
	Q1 (trf in February)	\$400.00	307.50	\$300.00
	Q2 (trf May/June)	\$1,000.00	1,205.50	\$1,200.00
	Q3 (trf August)	\$600.00	273.75	\$300.00
	Rebate Revenue	\$2,600.00	2,411.75	\$2,400.00
Other	2017 Networking Event Sponsorship	\$1,000.00		\$1,000.00
	Division Sponsorship Revenue	\$5,000.00		\$1,600.00
	Conference Registration Revenue	\$0.00		\$2,500.00
	Sponsorship Revenue	\$0.00		\$0.00
	Other Revenue			
	Other Revenue	\$6,000.00	0.00	\$5,100.00
Fellowship Fund	Fellowship Donations	\$2,000.00		\$1,500.00
	Fellowship Fund Revenue	\$2,000.00	0.00	\$1,500.00
	TOTAL REVENUE	\$10,600.00	2,411.75	\$9,000.00

EXPENSES	Description	FY2016 Budget EXPENSES	FY2016 Actuals as of 9/30/2016	FY2017 Budget EXPENSES
Communications	Website Hosting	\$150.00		\$150.00
	Conference Calls	\$0.00		\$0.00
	Newsletter Printing/Postage	\$200.00		\$0.00
	Online Survey Service	\$210.00		\$210.00
	Communications Expense	\$560.00	0.00	\$360.00
Annual Conference	Marketing Expenses	\$800.00		\$0.00
	Committee/Speaker Costs	\$100.00	226.70	\$500.00
	On-site Expenses	\$475.00		\$500.00
	Food & Beverage/Events	\$5,000.00		\$0.00
	Annual Meeting Expense	\$6,375.00	226.70	\$1,000.00
Annual Business Meeting	Refreshments	\$0.00		\$2,000.00
	Printing	\$0.00	186.25	\$200.00
	Postage	\$0.00		\$0.00
	Other	\$0.00		\$0.00
	Annual Meeting Expense	\$0.00	186.25	\$0.00
Travel - Division Chair	APA National Planning Conference	\$2,200.00		\$1,500.00
	APA Fall Leadership Meetings	\$0.00		\$600.00
	Other	\$0.00		\$200.00
	Travel Expense	\$2,200.00	0.00	\$2,300.00
PBCD Conference (1 Day Forum)	Travel Expenses	\$1,200.00		\$800.00
	Supplies	\$200.00		\$300.00
	Photocopying	\$500.00		\$400.00
	Lunch	\$1,000.00		\$1,000.00
	PBCD Conference Expense	\$2,900.00	0.00	\$2,500.00
Conference/Networking Events	Diversity Network Mixer - NPC Joint Reception	\$200.00		\$200.00
	Regional Networking Events/Membership Mixer	\$1,200.00		\$400.00
	Booth/NCAPA Conference	\$0.00		\$0.00
	Travel Expenses	\$0.00		\$0.00
	Postage	\$200.00		\$0.00
	Conference/Networking Events Expense	\$1,600.00	0.00	\$600.00
Scholarship Fund	Fellowship Award*	\$1,500.00	1,500.00	\$1,500.00
	Fellowship Recipient Travel	\$500.00		\$500.00
	Fellowship Fund Expense	\$2,000.00	1,500.00	\$2,000.00
Education	APA-Ohio Webinar	\$200.00	150.00	\$200.00
	Professional Development Opportunities			\$300.00
	Education Expense	\$200.00	150.00	\$200.00
Other	Other Expense - PSO award contribution	\$0.00		\$0.00
	Other Expense	\$0.00	0.00	\$0.00
	TOTAL EXPENSES	\$15,835.00	2,062.95	\$8,960.00
Revenue over (under) Expenses for reporting period:		-\$5,235.00	2,411.75	\$40.00

Submitted by: _____
 Date: _____

PBCD Existing Bylaws - Approved May 2016

1.0 GENERAL

1.1 Name

The name is the Planning and the Black Community Division (hereafter the Division) of the American Planning Association (hereafter APA or the Association).

The Division has been authorized by and is subject to the Bylaws of the APA.

1.2 Purpose

The Division shall foster an interest in, contribute knowledge to, and promote cooperation for black communities by:

1.2.1 Creating a network of planners to contribute to the promotion of interests, concerns, practitioner skills, and the competence of its members in a common area of interest or identity, where learning, research, advocacy and interaction serve to advance the security of planners and the role of planning in building communities.

1.2.2 Disseminating materials and information about current practice and theory to members of the Division and affiliate organizations;

1.2.3 Assisting and educating the Association about influencing legislation; planning policy; and membership welfare, which may include but is not limited to workplace fairness, equitable programs and benefits, and opposing discrimination – that affects planners, administrators, public officials, students and other interested individuals to address issues of significance to the black community;

1.2.4 Facilitating connections with Divisions, Chapters, other professionals and allied organizations that are concerned with social equity; and

1.2.5 Promoting professional communication among members of the Division through a variety of member services, including but not limited to newsletter, conference sessions, workshops, webinars and other publications.

1.2.6 Build strategic alliances that encourage collaboration and resource sharing. Such partnerships would assist communities struggling with a lack of collaboration and grassroots planning due to reduced community participation, and would decrease the breakdown in short- and long-term planning linkages.

1.3 Mission

1.3.1 The mission of the Division is to provide a forum and platform for planners, administrators, public officials, students, and other interested individuals to address issues of significance to the black community.

1.4 Nonprofit Status

Divisions are recognized as subordinate entities under the nonprofit 501(c)(3) status of the American Planning Association.

1.5 Procedues

1.5.1 Procedures shall be informal for meetings with fewer than 12 people.

1.5.2 For meetings with 12 or more people, procedure shall be governed by basic parliamentary procedures as a guide (or Robert's Rules of Order).

1.5.3 It is encouraged, that wherever reasonably possible, decisions shall be reached by consensus.

2.0 MEMBERSHIP

2.1 Eligibility - Any Association member may join upon payment of the Division's dues. All Division members must belong to the Association.

2.2 Non-Association members may become Division Affiliates upon payment of Division Affiliate dues.

2.3 Division-only affiliates shall not represent themselves as members of the Association.

2.4 Division Affiliates is a term used to differentiate between APA and non-APA members.

2.5 Termination - Division membership or affiliation will be terminated upon failure to pay Division dues.

3.0 DECISION-MAKING

3.1 The Executive Committee shall make decisions by a majority of votes, except where specified otherwise in these bylaws.

3.2 The Executive Committee shall determine the means of disseminating information about decisions requiring a vote by Division membership to ensure accessibility and transparency.

4.0 OFFICERS

The officers are Chair, Vice-Chair, Secretary-Treasurer, Student Representative and the Immediate Past Chair, and others as required. Elected officers shall include at least the Chair, Vice Chair, Chair-Elect and the Secretary – Treasurer, and Student Representative. Other leadership team members may be appointed at the discretion of the Officers.

4.1 Elections

4.1.1 Elections will be held every two years. Complete election slate every two years. Newly elected officers will assume office on January 1.

4.1.2 No Division member may serve more than two terms as Chair of any single Division.

4.1.3 With Chair, Chair-Elect, Vice Chair, Secretary-Treasurer, Student Representative, and Past Chair, there shall be:

- i. Two-year terms for all of the above.
- ii. Chair may serve up to two terms, consecutively or non-consecutively.

4.1.4 No officer shall serve more than two consecutive terms in the same position

4.1.5 The Division Chair will appoint a Nominating Committee consisting of at least two Division members to issue a call for nominations from the Division membership and conduct an election. The Nominating Committee members may not include members running for office

4.1.6 The Nominating Committee will present an election schedule which includes a call for nominations, submission of candidate material, and balloting window for the Executive Committee's approval.

4.1.7 The Nominating Committee shall allow at least two weeks for nominations to be submitted.

4.1.8 All officers must be current APA and Division members. A Division Affiliate member is permitted by the Bylaws of the Division to hold an elected office other than Chair or Vice Chair.

4.1.9 Election results are based on a plurality of the valid ballots received.

4.1.10 In the case of a tie, the Nominating Committee Chair shall determine the winner by random drawing.

4.2 Chair

The Chair shall:

- 4.2.1 Act as the presiding officer of the Division;
- 4.2.2 Preside over all Division meetings;
- 4.2.3 Prepare or oversee preparation of an Annual Performance Plan, Work Plan, and Budget for approval by the Executive Committee;
- 4.2.4 Serve on the Divisions Council of the Association;
- 4.2.5 Appoint committees and others necessary to carry out the annual work program; and
- 4.2.6 Make other delegations and decisions necessary to carry out the Mission and Purpose of the Division; and
- 4.2.7 Be responsible for Division compliance with requirements in the APA corporate by-laws, current Division Performance Criteria and Division Council Policies and Procedures.

4.3 Chair-Elect

The Chair-Elect shall:

4.3.1 Assist the Chair as directed including, but not limited to, manage committee activities, assist with special projects, assist with the creation of the Annual Performance Plan and Work Plan and planning efforts associated with the annual business meeting or the APA Annual Conference; and

4.3.2 In the absence or resignation of the Chair, the Chair-Elect shall assume the duties of the Chair, and other duties as assigned by the chair. The Chair-Elect shall assume the duties of Chair until the term of the vacated Chair is complete, whereupon the Chair-Elect will complete his or her elected leadership term.

4.4 Vice Chair

The Vice-Chair shall:

4.4.1 Assist the Chair or Chair-Elect as directed including, but not limited to, manage committee activities, assist with special projects, assist with the creation of the Annual Performance Plan and Work Plan and planning efforts associated with the annual business meeting or the APA Annual Conference; policy and professional development work for the division; and

4.4.2 In the absence or resignation of the Chair-Elect, the Vice Chair shall assume the duties of the Chair-Elect, and other duties as assigned by the Chair. The Vice Chair shall assume the duties of Chair-Elect until the term of the vacated Chair-Elect is complete, whereupon the Vice Chair will complete his or her elected leadership term.

4.5 Secretary-Treasurer

The Secretary-Treasurer shall:

4.5.1 Prepare minutes of the Division's annual business meeting and all Executive Committee meetings.

4.5.2 Submit proposed Bylaw amendments to the membership.

4.5.3 Fulfill all recordkeeping and reporting requirements as stipulated by APA National.

4.5.4 Be responsible for on-going communication to members or other leadership as designated by the Chair.

4.5.5 Manage Division funds in accordance with the Division budget.

4.5.6 Assist the Chair in preparing the Budget to be approved by the Executive Committee and submitted with the Annual Performance Plan and Work Plan.

4.5.7 Prepare an annual financial report to be presented to the Executive Committee as well as the Division's members at the annual meeting.

4.6 Student Representative

The Student Representative shall:

4.6.1 Serve as a liaison between the division's student members and executive committee.

4.6.2 Lead efforts to recruit student members to join the division.

4.6.3 Lead efforts to engage students in leadership or membership activities of the division.

4.6.4 Represent the division in activities and committees where student representation is needed.

4.6.5 Promote student involvement and engagement in the division.

4.7 Immediate Past Chair

The Immediate Past Chair shall:

4.7.1 The Immediate Past Chair succeeds to this position upon completion of his/her two-year term as Chair and serves in this position for two years. The Immediate Past Chair shall undertake such duties as may be assigned by the Chair.

4.8 Vacancies

In the absence or resignation of the Chair, the Vice-Chair or Chair-Elect shall assume the duties of the Chair, and other duties as assigned by the Chair. The Chair-Elect shall assume the duties of Chair until the term of the vacated Chair is complete, whereupon the Chair-Elect will complete his or her elected leadership term.

4.8.1 All other vacancies will be filled for the unexpired term by a vote of the Executive Committee within three months.

4.9 Termination of Division Officers

In the event that a Division officer is unable to perform his/her duties and/or is not functioning within the guidelines their elected position outlined by the APA and Division Bylaws and the Division Performance Criteria and Policies, the subject Division officer may be asked to resign or be terminated from his/her position by the majority vote of the Executive Committee.

5.0 EXECUTIVE COMMITTEE

5.1 Composition

Officers, as defined in Section 4.0, and additional leadership team members elected or appointed at the discretion of the Officers, shall comprise the Executive Committee. The Officers, as defined in Section 4.0, and additional leadership team members elected or appointed at the discretion of the Officers, shall comprise the Executive Committee. Additional members may be added as necessary to facilitate division administration and programs by a majority decision of the officers of the Division.

5.2 Duties Of the Executive Committee

5.2.1 Manage the affairs for the Division.

5.2.2 Prepare and approve the annual performance plan, work plan and budget, using templates specified by the Divisions Council Executive Committee.

5.2.3 Authorize expenditures consistent with the budget and subject to consent by the Chair.

5.2.4 Administer the division's by-right educational session at the National Planning Conference, and other sessions as warranted.

5.2.5 Consult, electronically or in person, to coordinate the activities of the Division as needed.

5.3 Meetings

5.3.1 Meetings of the Executive Committee, be they through a traditional meeting gathering, a teleconference, or some other type of electronic communications, shall be called by the Chair, or by a majority of the Committee members.

5.3.2 A majority of Executive Committee shall constitute a quorum.

6.0 COMMITTEES AND REGIONAL AMBASSADORS

The Executive Committee may form (and dissolve) committees, drawn from Division membership to carry out the activities of the Division. The Chair shall appoint a Committee Chair for each Committee. Committee [Section] Chairs may, at the discretion of the Executive Committee, serve as advisory members of the Executive Committee. Committee [Section] Chairs may be appointed to or removed from said position at the discretion of the Division Chair. Typical standing committees include: communications; membership; nominations; technical assistance, etc.

Regional ambassadors are appointed volunteers in key geographic areas where division membership is high or where interest has been identified. Typical regional ambassadors for the Division include individuals drawn from various areas of the country including the Northeast; Midwest; South and West. Membership surveys and roster evaluations will be used to determine which geographic areas should have regional ambassadors on annual basis. The Executive Committee may appoint (and remove) Regional Ambassadors, drawn from Division membership to carry out the activities of the Division. Regional Ambassadors may, at the discretion of the Executive Committee, serve as advisory members of the Executive Committee. Regional Ambassadors may be appointed to or removed from said position at the discretion of the Division Chair. Regional ambassadors will be responsible for assisting with division membership outreach, professional development programming and/or building networks with allied organizations, institutions or foundations. Regional ambassadors are required to hold at least two membership outreach and/or professional development programming events each year.

7.0 FINANCES

7.1 Dues

Dues shall be consistent with the APA division dues schedule for all categories. Dues are collected by national APA and are rebated by the Association's national office. annual report of activities to the Executive Committee.

7.2 Non-Dues Receipts

Subject to approval by the Executive Committee, the Division may accept contributions, donations, and grants. The Executive Committee may establish fees for publications and services to be offered to non-members, or as special services to members, as long as these fees are consistent with charges determined by the APA Board.

7.3 Contracts

The Division shall not enter into contracts or obligate the Division financially or in name if said obligation or contract exceeds \$500 and is not described and proposed in an approved annual work plan and Division budget. All agreements, partnerships with outside organizations or individuals, or previously unidentified expenses shall be submitted to APA prior to any action being taken.

8.0 PUBLICATIONS, MEDIA, AND BRANDING

8.1 Identification

The Division shall utilize developed APA branding, logos, and imagery for all publications and media produced by or for the Division. Division publications shall be identified with the full name, as, “a Division of the American Planning Association;” and with the uniform logotype of the Association.

8.2 Newsletter And Other Member Communications

8.2.1 The Division is required to produce and disseminate regularly-scheduled communications to Division members in conformance with Divisions performance Criteria. The purpose of these communications is to provide a benefit to Division members including opportunities to contribute articles and other content, stay current on Division or generalized urban planning industry news, and share information with other Division members.

8.2.2 Newsletters, E-Bulletins and other communications may be distributed in digital format or in hard copy via United States mail at the discretion of the Division.

8.2.3 A digital file of each newsletter shall be filed with National APA.

8.3 Division Website

8.3.1 If the Division uses the APA Division website, the Division shall work with APA to ensure regular and current content is included on the Division’s APA website.

8.3.2 For all division websites, quarterly website updates are recommended.

8.4 Other Media Communications

8.4.1 The Division may also maintain a presence through social media, e-bulletins, or other communications as supported by APA.

9.0 MEETINGS

9.1 The Division shall hold an annual meeting during the APA National Conference. Notice of the annual meeting shall be distributed to Division membership via regular mail and/or email to the Division membership at least 30 calendar days prior the meeting.

9.2 Special meetings of members may be held at such times and places as may be ordered by: the Chair; or in the case of the Chairperson's absence, death or disability, the Vice Chair (or Chair Elect); or, a majority of the Executive Committee; or, by petition of 10 percent of Division members.

For special meetings, a written notice shall be delivered via regular mail and/or email to the Division membership at least 14 calendar days prior to the meeting.

10.0 EVENT ATTENDANCE AND TRAVEL REIMBURSEMENT POLICY

10.1 The Division Chair, or designated proxy, must attend the annual meeting, held at the National Planning Conference held in the spring. All other Division Officers are encouraged to attend the annual meeting.

10.2 The Division Chair, or designated proxy, must attend APA Leadership Meetings held in the fall.

10.3 Reimbursement of travel and lodging for all required Division officer activities shall be identified in the Division Work Plan and Budget as approved by APA. Levels of reimbursement shall be in stated the Division's budget, as determined by the Division Chair and Treasurer in conformance with Divisions Council Travel Policy.

11.0 PUBLIC POLICY

No member shall represent the Division on Division policy without obtaining the approval of the Executive Committee. No member shall represent APA without obtaining the approval of the Executive Committee as well as the APA Executive Director.

12.0 RIGHT TO PRIVACY

All Division member anonymity shall be respected with regards to billing and other Division activities. Division members will be provided the opportunity to opt out of inclusion in division membership directories

13.0 AMENDMENTS OR REPLACEMENT

13.1 Any Division shall be free to amend or replace its bylaws at any time using the following procedure:

Proposed amendments or replacement bylaws may be proposed by either the Executive Committee or by a petition signed by at least ten Division members.

13.2 A copy of proposed bylaws or amendments shall be filed with the Association's National Office for review before distribution to members for adoption. If no response is received by the Association within 14 days of service, the Division may proceed with its adoption of the proposed amendments or replacement bylaws as drafted.

13.3 The Secretary-Treasurer shall submit the proposed amendments or replacement bylaws to the membership for their consideration.

13.4 Bylaws may be amended by a plurality of the valid ballots received. Mail or electronic ballots may be used.

13.5 Once approved, the current bylaws shall be filed with the Association.

As amended November 2005, 2008, May 2016



American Planning Association
**Planning and the
 Black Community Division**

Making Great Communities Happen

PBCD Main Networking Event

PBCD Suggested Networking Event

APA Conference Event

Questions: zuniz89@hotmail.com -
 (347) 463-2330

PBCD Sponsored Conference Event

APA Conference
 Networking Event

www.planning.org/divisions/blackcommunity/

PBCD Member Conference Related Event

PBCD Final Navigating Schedule - 2016 APA National Planning Conference

April 2 - 5, 2016 Phoenix, AZ

<https://conference.planning.org/conference/>

<p>Sat., April 2, 2016</p>	<p>WELCOME TO PHOENIX Conference Hashtag: #APA16</p>	<p>The Business of Livability Discussion #9002117 1.25 CM 9:00 a.m. - 10:15 a.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9002117/</p>	<p>Building Transportation Equity: Innovations in Practice (S408) - 1.25 CM 9:00 a.m. - 10:15 a.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9001661/</p>	<p>Breakthrough Communities: Environmental Justice and Planning #9001854 - 1.25 CM 2:30 p.m. - 3:45 p.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9001854/</p>	<p>Light Rail Pub Crawl (P100) 7:30 p.m. - 9:30 p.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9005308/</p>	<p>Blue Martini Lounge @ 9:00 PM - Until 5455 E. High St. #101, Phoenix, AZ <i>(Upscale lounge and bar with global tapas menu and live music)</i></p>	
<p>Sun., April 3, 2016</p>	<p>Opening Keynote - Jack Ulrich (S700) - 1 CM 8:00 a.m. - 9:30 a.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9003136/</p>	<p>South Phoenix: Environmental Inequities & Environmental Justice (W019) - Mobile Tour - 4.5 CM 10:45 a.m. - 3:45 p.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9000534/</p>	<p>Preventing Violence by Urban Design: Your Ideas Discussion (S820) - 1.25 CM 4:00 p.m. - 5:15 p.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9002059/</p>	<p>Welcome Reception at Civic Space Park (P400) 6:00 p.m. - 7:30 p.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9005901/</p>	<p>Planning and the Black Community Business Meeting & Reception 7:30 p.m. - 9:30 p.m. <i>(Business; networking; light refreshments)</i></p>	<p>District American Kitchen & Wine Bar @ 10:00 p.m. (Sheraton Phoenix Hotel - 320 N. Third Street, Phoenix, AZ) (Join us for dinner an upscale resurant with comfort foods)</p>	
<p>Mon., April 4, 2016</p>	<p>Law, Planning and Plain English #900199 1.50 CM Law 7:15 a.m. - 8:45 a.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9001996/</p>	<p>Social Equity in Planning in the 21st Century #9002323 - 1.25 CM 9:00 a.m. - 11:45 a.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9002323/</p>	<p>Awards Luncheon #9004827 12:00 p.m. - 1:30 p.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9004827/</p>	<p>Equity Planning: Exploring Insider/Outsider Dynamics (S539) - 1.5 CM 2:45 p.m. - 4:00 p.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9000476/</p>	<p>Planning Before and After Community Unrest (S830) 4:15 p.m. - 5:30 p.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9002085/</p>	<p>Combined University Reception #9004856 6:30 p.m. - 8:30 p.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9004856/</p>	<p>PBCD Airbnb Bon Voyage @ 8:00 p.m. - Until 1622 N. 16th Street, Phoenix, AZ <i>(Join us for light refreshments and networking in a casual home atmosphere)</i></p>
<p>Tues., April 5, 2016</p>	<p>Speaking of Ethics #9001929 - 1.25 CM 7:00 a.m. - 9:15a.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9001929/</p>	<p>Forging Neighborhoods for All Generations #9001532 - 1.25 CM 8:00 a.m. - 9:15 a.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9001532/</p>	<p>Fostering Social Equity Through Universal Design #9002222 - 1.25 CM 11:00 a.m. - 12:45 p.m. DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9002222/</p>	<p>Northern Arizona and the Grand Canyon #9003948 Tues, April 6 @2:30 p.m. - Wed, April 6 @ 6 pm DESCRIPTION: https://conference.planning.org/events/nationalconferenceactivity/9003948/</p>	<p>See final 2016 APA Conference Program Guide for room/site locations</p>	<p>Save the Date: New York City 2017 APA National Planning Conference, May 6-9, 2017 !</p>	