



American Planning Association

*Making Great Communities Happen*

## APA DIVISIONS COUNCIL

### FY2014 ANNUAL DIVISION PERFORMANCE REPORT

**DUE NOVEMBER 15, 2014**

**Division: Transportation Planning Division**

**Chair (or primary author if not Chair): David Fields, Chair**

#### **1. Workplans and Budgets**

We're planners, so tell us what you planned to do this past year and what you're planning for next year. It's easy...just attach your 2013-2014 and 2014-2015 workplans and budget as appendixes to this report. Guidance on how to prepare your work plan and budget can be found here:

[Performance Report Instructions](#).

#### **2. Communications**

So much of our time is communicating with members. How do you do it? Please identify how often each tool was used to communicate with Division members (include weblinks for any posted material and dates if available):

- a. Newsletter (including hard copies, electronic versions, or other)

TPD publishes quarterly newsletters, about 10-12 pages in length. Each newsletter includes 3-4 articles on a variety of topics, profiles on exemplary TPD members, division announcements, and highlights from recent conferences. The newsletter has been identified by member surveys as one of the most valuable benefits of membership.

- b. Website updates

The TPD webpages of the APA website are updated with important division news, including student paper competition winners, the newsletter, CTP study guide updates, and a listing of members who passed the CTP exam.

- c. e-blasts

Each month, TPD sends an eblast to members with information about division or related transportation programs, conferences, trainings, and other events. We include a fun transportation themed video or graphic for "those who read all the way to the end."

- d. social media sites

TPD has active Twitter (~1,400 followers), Facebook (~350 members), and LinkedIn (~3,000 members) accounts. TPD members regularly post links to articles and topics for discussion to these websites.

- e. Membership surveys

TPD conducts a membership survey every February, which identifies how members perceive TPD in comparison to other professional organizations, which programs are the

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most beneficial, suggested activities or programs that they would like to see the division offer, general member demographics, and topics of interest. With the understanding that the survey represents only a portion of our members (this year, we had 114 responses), we do our best to tailor our content and programs to meet the needs of our members. We offer a free annual membership (randomly selected) as an incentive for completing the survey.

f. **Specific outreach for volunteer opportunities**

TPD regularly communicates with division members to contribute content for newsletters, webinars, and the CTP study guide. We have also reached out to members of other organizations, such as WTS (Women's Transportation Seminar) and YPT (Young Planners in Transportation), to coordinate programs and networking events.

### **3. Annual National Planning Conference Activities**

The Annual National Planning Conference is when everyone comes together. What did you Division organize at the NPC? Please identify any and all of your Division's-sponsored sessions at the Annual Planning Conference:

a. **General sessions, facilitated discussion, mobile workshops, or other**

- Division Session: Make No Small Performance Measures (S471): Sunday, April 27, 1:00pm - 2:15pm
- Division Facilitated Discussion: Practical Parking Reform (S804): Sunday, April 27, 1:00pm - 2:15pm
- Transportation in 2050 (S832): Tuesday, April 29, 9:00am - 10:15am
- Immigration/Migration Facilitated Discussion with APA Divisions (S837): Tuesday, April 29, 10:30am - 11:45am
- Provided support for the APA Regional and Intergovernmental Planning Division's non-plenary panel on Livable Communities on Tuesday afternoon, April 29 from 2:30 to 3:45 PM (S651) and post-conference meeting in Atlanta on Livable Communities Programs.

b. **Annual Business Meeting (provide date and time, include Business Meeting notes and attendance list as an appendix)**

- TPD Business Meeting and Reception (X108): Monday, April 28, 7:00pm - 10:00pm (reception co-sponsored with GALIP, Housing, the Latinos and Planning Division, CA Chapter, and the NY Metro Chapter)

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

- David Fields, Monday April 28, 2014, 12:30PM-2:00PM
- Catherine Duffy, Monday April 28, 2014, 12:30PM-2:00PM

### **4. All Other Events/Programs**

What did you work on before and after the NPC? Please identify any events/programs sponsored by your Division (other than those at the National Planning Conference), including the number of participants, revenue generated (if applicable), and CM credits offered (if applicable):

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- a. Education programs (including webinars, events at local APA conferences, events co-sponsored with other organizations, etc.)
  - TPD-led/co-sponsored Webinars (all for CM credits)
    - October 25, 2013 – "Parking Requirement Reform"; 982 participants
    - February 21, 2014 – "Integrating Passenger Ferry Service with Mass Transit"; 267 participants
    - March 7, 2014 – "Gender Public Transit Planning"; 271 participants
  - Co-sponsorship of Association of Pedestrian and Bicycle Professionals' monthly transportation-themed webinars.
- b. Networking/social events (events at local APA conferences, events co-sponsored with other organizations, etc.)
  - TPD Vanguard (Young Planners) held a two-city, simultaneous face-to-face networking event in Ann Arbor and Atlanta (September 23).
- c. Recognition events/programs
  - TPD Student Paper Competition: One of the best years for volume of submissions. First place winner was awarded \$1,000 and Second place winner was awarded \$500.
    - First Place: Crossing a Contested River: Assessing Options for Trans-Hudson River Infrastructure by Considering Conflicting Politics, Funding Sources, and Lead Agencies  
Author: David Ginsberg  
Harvard University, Graduate School of Design  
Adviser: Professor Onesimo Flores
    - Second Place: Private Profit and Public Benefit in the Revitalization of Union Station  
Author: Jenny Kane  
University of Illinois at Chicago, College of Urban Planning & Policy  
Adviser: Professor Curt Winkle
    - Honorable Mention: Relationship Building with Freight Railroads Critical to Support Intercity Passenger Rail Development  
Author: Kyle Bardo  
University of Illinois at Chicago, College of Urban Planning & Policy  
Adviser: Professor Curt Winkle
- d. Any Division management meetings/conference calls:
  - TPD Executive Committee holds a monthly management call (third Friday of every month at 11AM Eastern).
- e. Other events
  - TPD Funding Committee was initiated to research best practices for increasing and spending division funding in ways meaningful to our membership. Members

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suggested the idea of funding smaller programs to increase participation and, as a result, the division created a Small Grants Program.

- **Transportation Planning Division Small Grants Program:** Due to availability of funding in the 2013-14 budget, the Transportation Planning Division inaugurated a program to providing funding for an individual TPD member, transportation organization, government agency, student group, APA Chapter or Division to assist with such items as a program or study, social activity, new initiatives, speaker funding, or other opportunity. A maximum of \$500 was established for each grant. This program may be continued in future years, as funding allows. The following are the recipients of the 2014 TPD Small Grant program:
  - James Wagner, AICP - Oklahoma Chapter - \$450 in support of the Walk to the Future Sidewalk Summit in Tulsa, OK on October 14, 2014
  - Jesse Cohn - Student at UNC Chapel Hill DCRP - \$400 in support of the Carolina Transportation Program for an event featuring Norm Steinman on Charlotte's *Urban Street Design Guidelines*
  - William "Kyle" Anderson - Deputy Director of Bike Lending at American University - \$500 to promote and raise funds for the bike lending program.
  - Jon Makler - Oregon APA and Alison Tanaka of Portland WTS - \$500 in support of a joint APA / WTS professional development event.

### 5. **Membership**

Who are your members and how many do you have? Please identify the number of Division members at the start of FY 2014 and the end of FY 2014 by member type. (Note: This information will be provided to you by APA National in October).

	FY 2013 Q4	FY 2014 Q4	Change	Percentage Change
Division Only	12	13	1	8%
Early Career*	150	181	31	21%
Faculty	5	6	1	20%
GPBM**	-	-	-	0%
Life/Retired	25	25	-	0%
Regular	969	1,030	61	6%
<b>TOTAL</b>	<b>1,161</b>	<b>1,255</b>	<b>94</b>	<b>8%</b>

### 6. **Division Assistance Programs**

Are your Division members supporting the planning community? Tell us all about it. Please identify any assistance provided by your Division:

- a. To other APA divisions, chapters, students, staff, or general membership (provide date, topic, and division member(s) who participated).
  - Assist in redevelopment of the Certified Transportation Planner exam with members contributing to question development and review, plus advertising the new exam to all members.
  - Provided letters of support for APA Research for grant applications:

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- FHWA’s “Multimodal Planning at the Megaregional Scale
  - CDC National Implementation and Dissemination for Chronic Disease Prevention
  - TPD Small Grants Program (see above) created to support activities by TPD members.
- b. In response to external requests (provide date, topic, and division member(s) who participated).
- TPD reached out to its Planner’s Advisory Council (PAC) to look for volunteers or suggestions of experts to help the following division Initiatives undertaken during this reporting period
    - Preparing comments and APA’s response on the FHWA’s interim guidance on CMAQ funding
    - Provided a newspaper interview about highway transportation planning on the request of APA Public Affairs
    - Provided ideas for transportation topics that can be covered in the APA planning magazine
    - Assisted SETRPC MPO, Texas with identifying innovative ideas for promoting rideshare and carpool in the region.
    - Assisted APA with preparing a case study of the Cleveland Health Line BRT for the Transit Oriented Development report.

Professional Peer Review: Five TPD’ers provided an on-site professional peer review of the Colorado DOT’s proposed reconstruction of Interstate 70 through northeast Denver including a proposal to replace a 50-year-old viaduct with a lowered highway between Brighton Boulevard and Colorado Boulevard. TPD was asked to organize this panel because we are recognized as the nation’s Go To resource for transportation planning expertise. Their aim was to objectively apply their expertise to a local project that could benefit from an external review. The panel’s write-up will be published in the next TPD Newsletter. Thank you to our panel members: Whit Blanton, Bob Leiter, Reid Ewing, Mike Piscitelli, and Tom Dow.

- Donation of transportation-themed items to the WTS Foundation to be used in a silent auction
- Funding for a TPD member to attend a workshop in St. Louis as an expert speaker on transportation issues
- Provided a financial donation support for the “Outstanding Planning Student” award program.

### 7. **Research and Publications**

Are you conducting technical work or publishing? If so, please identify any Division-sponsored research activities, and/or publications (provide a weblink for all publications)

- TPD first developed the Transportation Study Guide as CTP prep material. While very popular with CTP candidates, TPD has decided to expand the document to be a base of knowledge for all transportation members.

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- TPD is helping the Institute of Transportation Engineers (ITE) to update their trip generation manual. TPD members provided data of person trip generation data (by mode and vehicle occupancy) for infill and TOD developments, as well as bicycle and pedestrian trips for any land uses.
- TPD members conducted a peer review of ITE's Recommended Practice on Planning Urban Roadway Systems, including comparisons to APA's *Surface Transportation Policy Guide*, areas of coordination between TPD and ITE, as well as recommendations for additional future research.

### 8. **Elections**

Who's going to write the FY 2015 Annual Report? It's whoever your Division elected this year! If your Division held an election this Fiscal Year, please tell us the names of your Nominating Committee members, names of candidates by position, and final vote totals by position. (Note: This information will be provided to you by APA National in October).

- Results of the 2014 APA Transportation Planning Division elections:
  - APA Transportation Planning Division Chair
    - Catherine Duffy, AICP = 246 votes (winner)
  - APA Transportation Planning Division Secretary
    - Shelby L. Powell, AICP = 112 votes (winner)
    - Seth Edward Morgan = 88 votes
    - Patrick Lynch = 50 votes
  - APA Transportation Planning Division Treasurer
    - Lawrence Lennon = 237 votes (winner)
  - APA Transportation Planning Division Vice Chair for Outreach
    - Jo Laurie Penrose, AICP = 208 votes (winner)
    - Eric Ray Howell = 42 votes (winner)
  - APA Transportation Planning Division Vice Chair for Policy
    - Madhu Narayanasamy, AICP = 242 votes (winner)
  - APA Transportation Planning Division Vice Chair for Programs
    - Gabriela Juarez = 137 votes (winner)
    - Erik DeLine, AICP = 63 votes
    - Dharm Guruswamy, AICP CTP = 51 votes

### 9. **Financial Report**

Show us the money! As an appendix, please provide a final Financial Report for FY 2014. In text, let us know if your Division met its FY 2014 financial plan in terms of revenues and expenses. If your end of year balance is less than your start of year balance, please explain why (especially if this was planned). Please highlight any new revenue generating programs initiated this year.

During FY 13-14, income exceeded expenditures and over \$14,000 has been rolled over into FY14-15. This amount of "rollover" is significantly larger because five quarters of grants (formerly called Rebates) to the Division have been credited in FY 13-14. This is due to the changes in accounting and reporting procedures. As a result, TPD shows over \$30,000 in Grant income, about \$6,000

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more than budgeted. In addition, at the start of this fiscal year, an additional \$3,200 was credited to the division by APA for past mistakes found in calculating the division grants.

Generally, expenses did not exceed our budget. However, due to the extra cash infusion, TPD was able to fund more programs than previously anticipated. As a result, the "Programs" expenditures intentionally exceeded our budget. Some of these funds are to be reimbursed, and others were funded from the additional credited grant funds previously discussed.

The FY14-15 Budget has been approved and adopted by the TPD Executive Committee. Approximately \$24,000 is projected in income from Grants, with \$14,000 additional rolled over from FY 13-14. Of this total of \$38,000, about one-third is allocated to APA and the Divisions Council, one-quarter is allocated to travel to the TPD business meetings, and the remainder dedicated to programmatic activities for TPD members. TPD intends to maintain up to \$6,000 in reserve at all times. This budget supports the Work Plan for 2014-15.

Below are highlighted elements of TPD revenues and expenses for FY2013-14. TPD's FY2013-14 Financial Report and FY14-15 Budget are presented in the Appendix.

### **TPD Revenues**

APA Grants (formerly called Rebates):

- Quarterly rebates were reported in full. Five quarters of revenue are reported due to accounting reporting changes.

Other Revenues

- Credit from an APA error in calculating division grants
- Credit for double deduction of CM fee
- Reimbursement from the City of Denver for amount in excess of the \$1,000 grant provided by TPD. (Not yet received as of Oct 22, 2014 and may be credited in FY 14-15.)

### **TPD Expenses**

Member Communications:

- Fees less than anticipated due to move to use APA resources for mailing and websites.
- Limited expenses for printing of division pamphlet for distribution at APA National Conference.

Programs:

- Student Paper Award – Division sponsors an annual student paper competition in accredited collegiate planning programs.
- Business Meetings and Receptions – Division sponsors a reception at APA National each year. In addition, the new TPD Vanguard, for young transportation planners, held two small receptions.
- Certification Maintenance – sponsor various webinars through the Ohio/Utah State Chapters to maximize TPD exposure and provide APA members with more opportunity to get CM credits.
- Research/Sponsorships – Provided support for the Outstanding Planning Student organization award, sent a transportation expert to speak at a workshop, made a donation to the WTS Foundation and initiated and funded the TPD Small Grant Program, awarded to 4 winners.
- Technical Assistance – Provided a grant for a peer review panel in Denver, CO. Total expenses will be reimbursed by the City of Denver for all amounts over \$1,000.

Administration of Division –Travel for the TPD Board:

- Cost of travel for TPD Executive Committee to the Annual Conference; and for Chair's Proxy to travel to Fall Leadership Meeting in Washington, DC.

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### **10. Bylaws**

The Transportation Planning Division had no update to our bylaws this year.

### **11. Divisions Council Meetings**

David Fields, AICP, Division Chair represented the Transportation Planning Division at the April 2014 National Planning Conference. Catherine Duffy, Chair-Elect represented the Transportation Planning Division at the 2014 Fall Leadership meetings.

### **12. APA Development Plan**

Let's show how much Divisions contribute to APA. Please identify any specific efforts your Division undertook to support the APA Development Plan and/or Divisions Council Initiatives.

TPD continues to directly support APA's Development Plan and Division Council Initiatives in the following ways:

- Prioritizing efforts to coordinate with APA's Chapters, including providing funding for speakers at local chapter events and co-sponsoring a networking event at NPC (One APA)
- Developing a strategy to increase Division membership through the TPD Vanguard for young planners (Cultivate and inspire the next generation of planning leaders to ensure the continuing growth of planning knowledge.)
- Reallocation of Division financing to focus on member services to highlight value of TPD, such as the Division's Grant program and organizing a peer review panel of TPD members (Enhance the excitement and enthusiasm for planning by developing new strategies to attract a broader audience).

### **13. Division Challenges**

Life's not always a bed of roses. Has your Division had any challenges this year? Don't be shy, we've all been there. Tell us what happened and let's see how the Divisions Council or other Divisions can help. Historically, Divisions have struggled with membership, finding active volunteers, and limited funding. Tell us if your Division dealt with any of these, any other emerging issues, and how you addressed them.

TPD has been investigating options for an awards program to highlight project of note and/or planners who have made exceptional contributions to the profession. While many ideas emerged, Division leadership could not determine the most effective program, so the effort was delayed. Incoming Division leadership has included developing an awards program in the 2015 Work Plan and hopes to address this outstanding issue in the upcoming year.

### **14. Shout it from the Mountains**

You've told us so much already, we want to make sure we really hear the highlights. Even if you've mentioned it above, please tell us about your Division's efforts from this year that you're most proud of, so we can tell everyone about (the answer to this question could be the start of your application for a Divisions Council award!). Also, include any new initiatives you're exploring that you're excited to try and especially anything focused on growing your membership.



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TPD is exceptionally proud of the following efforts:

- **Transition Plan:** Eleven candidates ran for our six elected positions. Many of the candidates were members who had been encouraged to participate in different TPD programs over the past few years, which directly led to them interested in Division leadership.
- **Professional Peer Review:** Five TPD'ers provided an on-site professional peer review of the Colorado DOT's proposed reconstruction of Interstate 70 through northeast Denver including a proposal to replace a 50-year-old viaduct with a lowered highway between Brighton Boulevard and Colorado Boulevard. TPD was asked to organize this panel because we are recognized as the nation's Go To resource for transportation planning expertise. Their aim was to objectively apply their expertise to a local project that could benefit from an external review. The panel's write-up will be published in the next TPD Newsletter.
- After years of unsuccessful attempts, this year the TPD was able to kick off a Vanguard Cabinet for young planners, emerging professionals, and students. We have a core of dedicated individuals who have organized two social events (held simultaneously in Atlanta, GA and Ann Arbor, MI), and are currently working on marketing efforts and methods to deliver content of interest to young planners.

### **Appendixes:**

- a. FY 2014 Work Plan with Approved Budget
- b. FY 2015 Work Plan with Proposed Budget
- c. FY 2014 Financial Report
- d. Updated bylaws (if applicable) – Not Applicable
- e. Division Business Meeting Minutes and Attendance

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**Appendix A: FY 2014 Work Plan with Approved Budget**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Communications to Members	1. Publish three electronic newsletters	A. Newsletter Editor and Vice-Chair for Outreach continue to solicit submissions, including columns from key leadership	Newsletter Editor; Vice-Chair for Outreach	\$0
		B. Newsletter published and distributed on a quarterly basis	Newsletter Editor	
	2. Provide relevant information to members on a regular basis	A. E-blast TPD monthly	Division Chair; Division Secretary	\$0
		B. Post timely information to TPD LinkedIn, Facebook sites, and Twitter	Executive Committee; Division Secretary	\$0
	3. Hold ongoing communication among Executive Committee	A. Continue monthly Executive Committee conference calls	Division Chair; Executive Committee	\$0
		B. Division business activity is noted in newsletter	Newsletter Editor	
5. Determine member priorities	A. Conduct a member survey	Vice-Chair for Outreach; Chair Membership Committee	\$0 (web survey access donated)	
Conference Sessions	1. Have one by-right sessions and at least one facilitated discussion at the 2014 national conference	A. Division establishes conference committee	Vice-Chair for Programs; Conference Committee	\$0
Division Meeting	1. Strive for high attendance of members at annual business meeting	A. Announce logistics in preconference newsletter	Executive Committee; Newsletter Editor	\$0
		B. Co-sponsor one business meeting and networking reception with additional divisions and/or chapters	Division Chair; Vice-Chair for Programs	\$2,000

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget	
Outreach and Division Activities	1. Support TPD activities at local events and Chapter conferences	A. Division promotes opportunity of providing support to local events and research opportunities	Executive Committee	\$1,000	
		B. Division offers technical assistance for research efforts	Executive Committee	\$1,000	
	2. Continue division networking activities at national conference	A. Coordinate Division networking reception with additional divisions and/or chapters	Vice-Chair for Programs; Treasurer	See Division Meetings	
	3. Serve as national planning resource	A. Provide PAC expertise to media and local municipalities	Vice-Chair for Policy; Planners' Advisory Committee	\$0	
	4. Provide technical transportation planning resource	A. Participate in APA Policy Guides	Vice-Chair for Policy; Planners' Advisory Committee	\$0	
		B. Coordinate a series of transportation-themed webinars for CM credit	Vice-Chair for Programs; Vice-Chair for Outreach	\$400	
		C. Provide preparatory material for the CTP certification Exam	Vice-Chair for Outreach; Vice-Chair for Policy	\$0	
		D. Work with AICP Commission in CTP Exam adjustments	Chair	\$0	
	Membership	1. Identify plan to maintain and increase membership	A. Develop a Membership Strategy	Executive Committee; Membership Committee	\$0
		2. Outreach to lapsed/nearly lapsed members	A. Send e-mail and follow-up e-mail when member's membership nearly expired	Division Chair	\$0
3. Involve young planners in TPD		A. Host a student Paper competition, to be awarded at the national conference	Student Paper Committee	\$1,500	
		B. Continue efforts to work with the TPD Vanguard	Division Secretary	\$0	

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		Cabinet & outreach to young transportation planners		
	4. Establish TPD Best National Project Awards	A. Establish award program with criteria and prize	Executive Committee	\$500
Leadership Meetings	1. Attend Spring & Fall leadership meetings	A. Division chair attends Spring & Fall meetings and issues report via newsletter to generate membership and Executive Committee	Division Chair	\$325
		B. Executive Committee responds to issues, requests from leadership meetings	Division Chair; Executive Committee	\$0
	2. Continue to have entire Executive Committee in attendance at annual business meeting	A. Division Chair promotes national conference participation	Division Chair; Executive Committee	\$8,495
Support APA Development Plan	1. Continue to collaborate with other divisions	A. Division Chair coordinates with other division chairs regarding activities, gaining assistance/input from Executive Committee	Division Chair; Executive Committee	\$0
	2. Continue to coordinate and communicate with peer professional organizations	A. Division Chair outreaches to additional organizations including ITE, APBP, AIA, CNU, and GPC	Division Chair; Executive Committee	\$0
Identify Funding Opportunities	Continue investigation of Funding Committee	A. Consideration of advertising, sponsorships and other options to provide TPD with new funding for additional activities	Division Treasurer	\$0
Support APA and Divisions Council	Continue to support, through member dues.	TPD, through contribution from members, supports both APA and the Division Council	Division Chair; Executive Committee	\$10,700

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**Appendix B: FY 2015 Work Plan with Proposed Budget**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Communications to Members	1. Publish three electronic newsletters	A. Newsletter Editor and Vice-Chair for Outreach continue to solicit submissions, including columns from key leadership	Newsletter Editor; Vice-Chair for Outreach	\$0
		B. Newsletter published and distributed on a quarterly basis	Newsletter Editor	
	2. Provide relevant information to members on a regular basis	A. E-blast TPD monthly	Division Chair; Division Secretary	\$0
		B. Post timely information to TPD LinkedIn, Facebook sites, and Twitter	Executive Committee; Division Secretary	\$0
	3. Hold ongoing communication among Executive Committee	A. Continue monthly Executive Committee conference calls	Division Chair; Executive Committee	\$0
5. Determine member priorities	A. Conduct a member survey	Vice-Chair for Outreach; Chair Membership Committee	\$0 (web survey access donated)	
Conference Sessions	1. Have one by-right sessions and at least one facilitated discussion at the 2014 national conference	A. Division establishes conference committee	Vice-Chair for Programs; Conference Committee	\$0
Division Meeting	1. Strive for high attendance of members at annual business meeting	A. Announce logistics in preconference newsletter	Executive Committee; Newsletter Editor	\$0
		B. Co-sponsor one business meeting and networking reception with additional divisions and/or chapters	Division Chair; Vice-Chair for Programs	\$2,000
Outreach and Division Activities	1. Support TPD activities at local events and Chapter	A. Division promotes opportunity of providing support to local events and	Executive Committee	\$4,000

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	conferences	research opportunities		
		B. Division offers technical assistance for research efforts	Executive Committee	\$4,000
	2. Continue division networking activities at national conference	A. Coordinate Division networking reception with additional divisions and/or chapters	Vice-Chair for Programs; Treasurer	See Division Meetings
	3. Serve as national planning resource	A. Provide PAC expertise to media and local municipalities	Vice-Chair for Policy; Planners' Advisory Committee	\$0
		B. Offer Study Guide as transportation resource for all members	Vice-Chair for Outreach	\$0
	4. Provide technical transportation planning resource	A. Participate in APA Policy Guides	Vice-Chair for Policy; Planners' Advisory Committee	\$0
		B. Coordinate a series of transportation-themed webinars for CM credit	Vice-Chair for Programs; Vice-Chair for Outreach	\$400
		C. Provide preparatory material for the CTP certification Exam	Vice-Chair for Outreach; Vice-Chair for Policy	\$0
		D. Work with AICP Commission in CTP Exam adjustments	Chair	\$0
		E. Produce State of Transportation Planning	Chair / Vice-Chair of Outreach	\$1,000 (part of #1B)
	Membership	1. Identify plan to maintain and increase membership	A. Develop a Membership Strategy	Vice-Chair of Outreach

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	2. Outreach to lapsed/nearly lapsed members	A. Send e-mail and follow-up e-mail when member's membership nearly expired	Division Chair	\$0
	3. Involve young planners in TPD	A. Host a student Paper competition, to be awarded at the national conference	Student Paper Committee	\$1,500
		B. Continue efforts to work with the TPD Vanguard Cabinet	Vice-Chair of Programs	\$500
	4. Provide additional opportunities for professional development within the division	C. Create opportunities for members to contribute to division products and content, including webinar content, speaking, and management, newsletter content, State of Transportation planning, etc.	Chair, Vice-Chair for Programs, Division Secretary	\$0
	4. Establish TPD Best National Project Awards	A. Establish award program with criteria and prize to be held in 2016	Executive Committee	\$500(part of #1A)
Leadership Meetings	1. Attend Spring & Fall leadership meetings	A. Division chair attends Spring & Fall meetings and issues report via newsletter to generate membership and Executive Committee	Division Chair	\$355
		B. Executive Committee responds to issues, requests from leadership meetings	Division Chair; Executive Committee	\$0
	2. Continue to have entire Executive Committee in attendance at annual business meeting	A. Division Chair promotes national conference participation	Division Chair; Executive Committee	\$9,630
Support APA Development Plan	1. Continue to collaborate with other divisions	A. Division Chair coordinates with other division chairs regarding activities, gaining assistance/input from Executive Committee	Division Chair; Executive Committee	\$0

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Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	2. Continue to coordinate and communicate with peer professional organizations	A. Division Chair outreaches to additional organizations including ITE, APBP, AIA, CNU, and GPC	Division Chair; Executive Committee	\$0
Support APA and Divisions Council	Continue to support, through member dues.	TPD, through contribution from members, supports both APA and the Division Council	Division Chair; Executive Committee	\$10,700



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**Appendix C: FY 2014 Financial Report**

<b>APA TRANSPORTATION PLANNING DIVISION</b>			
<b>FISCAL YEAR 2014-15 BUDGET</b>			
	<b>2014-15</b>	<b>2014-15</b>	
<b>Revenues &amp; Expenses</b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b>Over/Under</b>
<b><i>REVENUES</i></b>			
Rebates (see APA Dues, below)	\$ 24,500	\$ -	(\$24,500)
Other Income	\$ -	\$ -	\$0
Previous Year Carry-over	\$ 14,481	\$ -	(\$14,481)
<b>Total Receipts</b>	<b>\$ 38,981</b>	<b>\$ -</b>	<b>(\$38,981)</b>
<b><i>EXPENSES</i></b>			
<b><i>APA DUES</i></b>			
APA National Dues	\$ 8,100	\$ -	(\$8,100)
Division Council Dues	\$ 2,600	\$ -	(\$2,600)
<i>Subtotal - APA Dues</i>	\$ 10,700	\$ -	(\$10,700)
<b><i>MEMBER COMMUNICATIONS</i></b>			
Printing & Distribution	\$ 500	\$ -	(\$500)
Membership - E Mailings (vertical response)/Survey	\$ 150	\$ -	(\$150)
Web Page: Maintenance/Access	\$ -	\$ -	\$0
<i>Subtotal - Member Communications</i>	\$ 650	\$ -	(\$650)
<b><i>PROGRAMS</i></b>			
Student Paper Awards	\$ 1,500	\$ -	(\$1,500)
TPD Vanguard	\$ 500	\$ -	(\$500)
Business Meetings & Receptions	\$ 2,000	\$ -	(\$2,000)
Certification Maintenance	\$ 400	\$ -	(\$400)
Research/Sponsorships	\$ 4,000	\$ -	(\$4,000)
Technical Assistance	\$ 4,000	\$ -	(\$4,000)
<i>Subtotal - Programs</i>	\$ 12,400	\$ -	(\$12,400)
<b><i>ADMINISTRATIVE</i></b>			
Board Travel (Fall Leadership & APA Annual Conference)	\$ 9,630	\$ 355	(\$9,275)
<i>Subtotal - Administrative</i>	\$ 9,630	\$ 355	(\$9,275)
<b>Total Disbursements</b>	<b>\$ 33,380</b>	<b>\$ 355</b>	<b>(\$33,025)</b>
<b>ESTIMATED SURPLUS (DEFICIT)</b>	<b>\$ 5,601</b>	<b>\$ (355)</b>	<b>(\$5,956)</b>

**FY2014 ANNUAL DIVISION PERFORMANCE REPORT:  
TRANSPORTATION PLANNING DIVISION**

**Appendix D: Updated bylaws (if applicable) – Not Applicable**

**FY2014 ANNUAL DIVISION PERFORMANCE REPORT:  
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**Appendix E: Division Business Meeting Minutes and Attendance**



**Bi-Annual Business Meeting Minutes**

Date & Time of Meeting: 28 April, 2014 6:00 pm (eastern)

Meeting Venue: Marriott Marquis Room, Atlanta, GA

**ATTENDEES:**

See attached sign in sheets

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**CALL TO ORDER** The meeting was called to order at approximately 6:04 pm (eastern), with a quorum of Executive Committee members confirmed.

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**CHAIR'S REPORT - DAVID FIELDS**

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- Annual report / priorities:
    - Eblasts
    - Newsletters
    - Plan by-rights
    - Support of chapters
    - Policy statements
    - Original research
  - The Division was the recipient of an APA award for the publication *State of Transportation Planning 2013*
  - Participated in APA's consolidated elections moved up to August or September of 2014
    - Looking for candidates for all but the Vice-Chair for Policy (currently held by Madhu Narayanasamy)
  - Student paper competition winners:
    - 1st Place: The Issue: NJ-NY Hudson River Crossing
    - 2nd Place: Private Profit and Public Benefit in the Revitalization of Union Station
    - Runner Up: Relationship Building with Freight Railroads Critical to Support Intercity Passenger Rail Development
  - Smart Cities Task Force
    - Cities using Big Data. How can TPD use it to get solutions to APA members? What are the most significant needs that are going unmet? People are afraid of big data due to privacy concerns. Needs and concerns:
      - Lack of integration between systems.
      - Proprietary.
      - Accuracy is suspect, particularly with manually collected data.
      - No buy in from key constituencies, i.e. Law enforcement.
  - The Division was held up as a model for divisions' annual report for our good work. Yeah us!
- 

**VICE-CHAIR FOR POLICY - MADHU NARAYANASAMY**

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- Provide policy guidance for APA, government, and the media. Lots of activity due to MAP-21. Working with APA to create policies that went to Planner's Day on the Hill to be given to congress people.
  - CMAQ position statement also provided to APA
  - Helped Longmont, CO with policy recommendations
  - Disaster management for transit
  - ITE support helping with data collection
  - Looking for performance planning guide from MAP-21 to help prepare a policy statement for APA
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#### **VICE-CHAIR FOR OUTREACH - CATHERINE DUFFY**

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- Newsletter - quarterly, always looking for content and topics.
- Membership survey - survey respondents love the newsletter. Respondents would like more communication from the division, so we are giving more thought to how we communicate. Respondents would also like more local networking particularly with local chapters and sections.
- Using webinars to provide professional development opportunities. The webinars have had great content and are very well attended. Always on the lookout for ideas for webinar topics.
- CTP study guide - still need help with writing, editing, reviewing

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#### **VICE-CHAIR FOR PROGRAMS - LARRY LENNON**

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- Sponsored two facilitated discussions.
- Submitted one by right session.
- Participated in the joint division/chapter reception.

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#### **TREASURER - JANET JENKINS**

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- The budget is in good shape overall.
- The board would like to create a reserve fund since APA funding is not consistent.
- We use the bulk of our funds to member benefits and we are always looking for opportunities to assist members and chapters.
- Would like to consider Participatory Budgeting in the future.

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#### **SECRETARY - HILARY PERKINS**

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- CTP Exam review process:
  - A total of 35 individuals have applied and were eligible to sit for the May exam. A total of 34 previously denied CTP examinees were invited to retake the exam. Twenty seven accepted the offer.
  - The exam window was: May 12-27, 2014
  - Since it's an updated exam, testers did not receive their preliminary scores on exam day, expecting a delay of 7-8 weeks after the exam window closes to receive the official score reports. This is to allow for analysis and scoring of the new exam.
  - Because we did not get 70 people to take the exam, APA needed an extra task force to review data related to performance of the questions and determine which 100 questions will be those scored and which will be "pre-test" or unscored. This meeting occurred via the web on June 10.
  - A 2nd task force called standard setting task force met on June 24 & 25 to:
    - Discuss the definition of the qualifications of a minimally qualified candidate as it pertains to the Certified Transportation Planner credential
    - Answer the questions on the actual exam
    - Estimate the difficulty for the minimally qualified candidate based on the description developed during the meeting

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#### **OPEN DISCUSSION**

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- Suggestion to move the annual meeting to a breakfast next year
- Another suggestion to move it to 6pm on Sunday
- Suggested to have separate award for undergrads

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#### **ADJOURN**

Time 7:10 pm (eastern)

*Respectfully submitted,  
Hilary Perkins, AICP, GISP, Division Secretary*



American Planning Association  
**Transportation Planning Division**

*Making Great Communities Happen*

**TPD Annual Business Meeting/Reception**  
**APA National Planning Conference**  
**Marriott Marquis Room M302303**  
**Monday, April 21, 6:00-7:00PM**

## **Agenda**

- I. Welcome and Introductions**
- II. Chair's Report (David Fields)**
  - 2013-2014 Annual Report/2014-2015 Priorities
  - Divisions Council Award for Contribution to the Profession: State of Transportation Planning
  - TPD Elections
  - TPD 2014 Student Paper Competition Winners
  - Smart Cities Open Discussion
- III. Vice-Chair for Policy Report (Madhu Narayanasamy)**
  - Planners Advisory Council Activities
  - On-Going work with APA (Policy Guides, etc)
  - MAP-21 reauthorization guidelines
  - On-Going work with ITE
- IV. Vice-Chair for Outreach (Catherine Duffy)**
  - Membership Survey update and winner of survey raffle
  - Webinar and newsletter updates
  - CTP Study Guide – progress and volunteers
  - Local networking efforts
- V. Vice-Chair for Programs (Larry Lennon)**
  - Facilitated Discussion
  - By-Right Session
  - Business Meeting
  - Reception
- VI. Treasurer's Report (David Fields, for Janet Jenkins)**
  - Budget status
- VII. Secretary's Report (Hilary Perkins)**
  - Young Planners
  - CTP Exam timeline/status
  - MOAPA Spring Workshop speaker
  - eBlasts / social media
- VIII. New Business and Open Discussion**
- IX. Post-Meeting Joint Reception**

7:00pm-10:00pm | Sidebar | 79 Poplar Street, Atlanta, GA 30303

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TPD Annual Business Meeting/Reception  
 APA National Planning Conference  
 Marriott Marquis Room M302303  
 April 21, 2014



American Planning Association  
 Transportation Planning Division  
 Making Great Communities Happen

Sign-In Sheet

Name	Organization	Email	Telephone	TPD Member? (Y/N)
Brad Strader	USC Planning	strader@uscplanning.com	248-596-0505	Y
Kindell Anderson	City of Montgomery MPO	kanderson@montgomery.gov	(334) 625-2754	N
Laurie Cummings	HDR	laurie.cummings@hdrinc.com	907-229-1048	Y
Thomas Rickert	Kane County	rickert@co.kane.il.us	630-594-1170	Y
April Delchamps	City of Montgomery MPO	adelchamps@montgomeryal.gov	334-625-2734	Y
Vanitha Murthy	State of Oregon	Vanitha.Murthy@odot.state.or.us	(503) 986-3510	Y
Verick S. June	Santa Fe MPO	ejaune@santafenm.gov	505 330 8483	Y
Tim Prust	Vantage Point	prust@vantagepointtds.com	410 212-8222	Y
Emily Hultman	Insight Civil Engineering	emily.hultman@insight.com	310 717 7404	Y
Hilary Perkins	Maryland Heights, MO	hperkins@marylandheights.com	314 738 2233	Y







**FY2014 ANNUAL DIVISION PERFORMANCE REPORT:  
TRANSPORTATION PLANNING DIVISION**

**Appendix B: FY 2015 Work Plan with Proposed Budget**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Communications to Members	1. Publish three electronic newsletters	A. Newsletter Editor and Vice-Chair for Outreach continue to solicit submissions, including columns from key leadership	Newsletter Editor; Vice-Chair for Outreach	\$0
		B. Newsletter published and distributed on a quarterly basis	Newsletter Editor	
	2. Provide relevant information to members on a regular basis	A. E-blast TPD monthly	Division Chair; Division Secretary	\$0
		B. Post timely information to TPD LinkedIn, Facebook sites, and Twitter	Executive Committee; Division Secretary	\$0
	3. Hold ongoing communication among Executive Committee	A. Continue monthly Executive Committee conference calls	Division Chair; Executive Committee	\$0
	5. Determine member priorities	A. Conduct a member survey	Vice-Chair for Outreach; Chair Membership Committee	\$0 (web survey access donated)
Conference Sessions	1. Have one by-right sessions and at least one facilitated discussion at the 2014 national conference	A. Division establishes conference committee	Vice-Chair for Programs; Conference Committee	\$0
Division Meeting	1. Strive for high attendance of members at annual business meeting	A. Announce logistics in preconference newsletter	Executive Committee; Newsletter Editor	\$0
		B. Co-sponsor one business meeting and networking reception with additional divisions and/or chapters	Division Chair; Vice-Chair for Programs	\$2,000
Outreach and Division Activities	1. Support TPD activities at local events and Chapter	A. Division promotes opportunity of providing support to local events and	Executive Committee	\$4,000

**FY2014 ANNUAL DIVISION PERFORMANCE REPORT:  
TRANSPORTATION PLANNING DIVISION**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	conferences	research opportunities		
		B. Division offers technical assistance for research efforts	Executive Committee	\$4,000
	2. Continue division networking activities at national conference	A. Coordinate Division networking reception with additional divisions and/or chapters	Vice-Chair for Programs; Treasurer	See Division Meetings
	3. Serve as national planning resource	A. Provide PAC expertise to media and local municipalities	Vice-Chair for Policy; Planners' Advisory Committee	\$0
		B. Offer Study Guide as transportation resource for all members	Vice-Chair for Outreach	\$0
	4. Provide technical transportation planning resource	A. Participate in APA Policy Guides	Vice-Chair for Policy; Planners' Advisory Committee	\$0
		B. Coordinate a series of transportation-themed webinars for CM credit	Vice-Chair for Programs; Vice-Chair for Outreach	\$400
		C. Provide preparatory material for the CTP certification Exam	Vice-Chair for Outreach; Vice-Chair for Policy	\$0
		D. Work with AICP Commission in CTP Exam adjustments	Chair	\$0
		E. Produce State of Transportation Planning	Chair / Vice-Chair of Outreach	\$1,000 (part of #1B)
	Membership	1. Identify plan to maintain and increase membership	A. Develop a Membership Strategy	Vice-Chair of Outreach

**FY2014 ANNUAL DIVISION PERFORMANCE REPORT:  
TRANSPORTATION PLANNING DIVISION**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	2. Outreach to lapsed/nearly lapsed members	A. Send e-mail and follow-up e-mail when member's membership nearly expired	Division Chair	\$0
	3. Involve young planners in TPD	A. Host a student Paper competition, to be awarded at the national conference	Student Paper Committee	\$1,500
		B. Continue efforts to work with the TPD Vanguard Cabinet	Vice-Chair of Programs	\$500
	4. Provide additional opportunities for professional development within the division	C. Create opportunities for members to contribute to division products and content, including webinar content, speaking, and management, newsletter content, State of Transportation planning, etc.	Chair, Vice-Chair for Programs, Division Secretary	\$0
	4. Establish TPD Best National Project Awards	A. Establish award program with criteria and prize to be held in 2016	Executive Committee	\$500(part of #1A)
Leadership Meetings	1. Attend Spring & Fall leadership meetings	A. Division chair attends Spring & Fall meetings and issues report via newsletter to generate membership and Executive Committee	Division Chair	\$355
		B. Executive Committee responds to issues, requests from leadership meetings	Division Chair; Executive Committee	\$0
	2. Continue to have entire Executive Committee in attendance at annual business meeting	A. Division Chair promotes national conference participation	Division Chair; Executive Committee	\$9,630
Support APA Development Plan	1. Continue to collaborate with other divisions	A. Division Chair coordinates with other division chairs regarding activities, gaining assistance/input from Executive Committee	Division Chair; Executive Committee	\$0

**FY2014 ANNUAL DIVISION PERFORMANCE REPORT:  
TRANSPORTATION PLANNING DIVISION**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	2. Continue to coordinate and communicate with peer professional organizations	A. Division Chair outreaches to additional organizations including ITE, APBP, AIA, CNU, and GPC	Division Chair; Executive Committee	\$0
Support APA and Divisions Council	Continue to support, through member dues.	TPD, through contribution from members, supports both APA and the Division Council	Division Chair; Executive Committee	\$10,700