Transportation Planning Division
FY2024 Work Plan

Beginning Balance As of Sept 1: $18,667
Project Revenue: $18,200

Policy/Goal	Tasks	Actions	Parties Responsible	FY24
Effective and regular engagement with TPD members	Provide relevant information to members on a regular basis	Distribute quarterly eBlast (via Mailchimp subscription)	Secretary/ Treasurer	$1,140
		Retain an active media preference on LinkedIn and Issue	Vice Chair, Outreach	$150
	Communication regularly with Executive Committee	Hold monthly Executive Committee conference calls. (Via Zoom)	Chair	$0
	Maintain and uphold TPD's Bylaws	Update TPD's Bylaws, as needed	Chair	$0
	Regularly gauge and address member's priorities and concerns	Conduct a bi-annual member survey (every two years).	Vice Chair, Outreach	$0
	Provide a platform for virtual engagement	Subscribe to Zoom Subscription	Secretary/ Treasurer	$180
Engagement with members and APA leadership at NPC and Fall Leadership meetings.	Participate in NPC Program Committee	Encourage leadership and general membership to apply for NPC Program Review participation	Vice-Chair, Programs	$0
	Strive for high attendance and engagement at NPC and Fall Leadership meetings.	TPD Chair to attend Fall Leadership	Secretary/ Treasurer	$0
		TPD Exec. Board to attend NPC (6)	Secretary/ Treasurer	$12,000
		Hold a business meeting at NPC	Chair	$0
		Hold a networking reception at NPC	Vice-Chair, Programs	$3,000
		Engage the Universities that Student Paper awardees attend for conference attendance support.	Chair Oversee Student Paper Committee	$0
Promote member engagement and activities	Support events, programs, and research.	Support local chapters (Chapter Liaison-led) events	Vice Chair, Chapter Coordination	$3,000
		Create TPD Equity Sub-Committee	Vice Chair, Chapter Coordination	$0
		Create Sub-Committee for surplus funds	Chair	$0
		Provide technical assistance for research	Vice-Chair, Policy	$0

		efforts		
		Coordinate joint receptions, webinars, events, etc. with other divisions and/or chapters.	Vice-Chair, Programs	$0
		Promote local programs, projects, and activities via TPD's Small Grants program.	Secretary/ Treasurer	$3,000
		Support the Divisions Day of Service	Vice-Chair, Programs	$0
	Serve as resource for transportation planning policy	Provide PAC expertise to media and local municipalities	Vice-Chair, Policy	$0
		Offer Policy Guide as transportation resource for all members	Vice-Chair, Policy	$0
	Serve as technical transportation planning resource	Participate in APA Policy Guides	Vice-Chair, Policy	$0
		Coordinate transportation-themed webinars for CM credit and provide funding for CM credit and Chapter/Divisions Webinar Consortium	Vice-Chair, Policy	$0
		Develop the TPD's tri-annual publication: *State of Transportation Planning*	Vice-Chair, Policy	$1,500
Promote TPD membership and retention	Outreach to lapsed/nearly lapsed members	Send welcome emails to new members	Chair	$0
	Actively support and engage with young planners and emerging professionals	Hold an annual Student Paper Competition.	Student Paper Committee	$2,500
		Create opportunities for members to contribute to TPD products and services, including webinars, speaking opportunities, and eBlast content.	Chair	$0
	Promote TPD's visibility	Provide promotional swag	Vice-Chair, Programs	$1,000

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