Appendix B
Technology Division
FY2023-24 Work Plan

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Communication & Outreach with membership	By-law Update	The APA Technology Division bylaws were not updated since 2015. The bylaws were reviewed in 2020, but were not amended. The Division leadership sees potential amendments to suggest changes in ethics, and potential name change to "Data and Technology Division.	Secretary	$0
	Develop and implement social media maintenance strategy and plan. Maintain social media sites. Assist the secretary in updating the division website.	Continue to hire an intern to manage social media postings. Develop social media content strategy and set up automated postings where possible.	Social media scholarship	$1100
	Civic Technology Innovation Award	Develop a submission based award to acknowledge businesses and communities who are demonstrating significant innovations with respect to Civic Tech applications in Planning Practice.	Vice Chair, support from Chair	$250
	On-going updates to membership	E-blast to membership list-serves with updates on division activities. Quarterly and as needed. Target academic planning departments and student members.	Vice Chair	$0
	Recruit sponsors & partners	Identify potential sponsors and partners for in-person or virtual programming and events	Exec committee	$0

	Promote Technology Division at NPC	Promotional material to distribute at NPC	Exec committee	$100
	Contribute to APA Magazine – Discussions early with APA Magazine editors suggests an interest	Develop quarterly resource articles for APA Magazine. Some budget is set aside to encourage contributions by Technology Division members with small gift cards (contribution stipends). The Division intends to prioritize one DEI topic, and student or early career professional contributors this year.	Exec. committee	$200
Provide professional development and networking opportunities at APA Conference	Business meeting	Arrange for a business meeting. Attend conference and facilitate	Exec. committee	$0
	Social event	Contact other Divisions about holding a joint networking reception and co-promote with other divisions.	Chair	Find sponsor for reception
	Joint Work with NY Chapter Technology Committee	Work on NY Metro Technology Committee on Joint Activities such as an event at NPC and Magazine Articles	Treasurer	$0
Enhance member services	Maintain existing membership records	Update list on monthly basis. Maintain list serve. Focus on recruitment of young professional, college students, and underrepresented groups in planning technology.	Secretary or Treasurer	$0
	Webinars	Host at least two webinars in 2024. Tentative topics: • Model Builder For Planners • Generative AI & Ethics	Exec. Committee	$150
	Support APA During NPC – APA has previously asked the division to develop a panel or working session during NPC.	Provide thought leadership and assist with programming where possible.	Exec. committee	$0

	APA Tech Division Github	Continue to strategize, plan, and grow APA Tech Division Github Repository and online resources.	Exec committee	0
Administrative	Division leadership meetings	Conduct bi-monthly board/meetings – conference calls	Chair	$0
	Performance Report	Compile performance report	Exec. Committee	$0
	Budget	Draft budget for performance report	Exec. Committee	$0
	Sponsors	Identify sponsors & solicit sponsors for Division virtual or in-person events	Exec. Committee	$0
	Attend leadership meetings.	Attend national conference & fall meeting in Washington DC or virtual.	Exec committee	$0
	Attend spring leadership Meeting	Chair attend meetings at National Conference in Minneapolis, by proxy, or virtual. Additional funds for small division's available.	Chair	$500
	Accounting – Financial Reporting	Record keeping, treasurer's report, disbursements	Treasurer	$0
	Leadership Growth	Encourage proper succession planning and identify potential future leaders within the Division, including an emphasis on socializing opportunities with diverse and historically marginalized groups.	Chair	$0