



American Planning Association

California Chapter

Making Great Communities Happen

DATE: January 25, 2020

TO: APA California Chapter Board

FROM: Hanson Hom, AICP, Vice President Conferences

SUBJECT: REVISIONS TO CONFERENCE REQUIREMENTS HANDBOOK

Recommendation:

Approve the revisions to the Conference Planning Handbook (previously entitled Conference Requirements Handbook) as recommended by the VP for Conferences.

Discussion:

The Conference Planning Handbook (“Handbook”) is an essential document that details the conference requirements and provides guidelines to the VP Conferences, Conference Host Committee (CHC), Conference Contractors and Chapter Board Members for planning a successful Chapter conference. The Handbook directs the VP Conferences to review the document after each conference to update it as necessary to reflect the latest practices, and to suggest revisions and additions to respond to issues that may have arisen during the planning of the last conference. Major policy-level or substantive amendments require the approval of the Chapter Board, while non-substantive changes can be done by the VP Conferences with consultation of the Chapter President if advisable.

The last time the Handbook was updated was in February 2018 following the 2017 conference. Since that time, procedural changes to improve efficiency were enacted for the 2018 and 2019 conference that should be incorporated into the Handbook. Additional items also arose that warranted clarification or revisions to the Handbook. Many of the changes are simply grammatical or wordsmithing in nature. Additionally, the Appendices have been updated with more recent examples. Attached is a redlined version of the revised Handbook and Appendices. Revisions include the following:

Title: The word “Requirements” has been replaced with “Planning” to reflect more broadly that the Handbook encompasses policies, requirements and guidelines for planning a conference.

Contractors: Throughout the document, the responsibilities of the various contractors involved in planning and providing administrative support to the conference have been clarified. Appendices C and D has been added to provide further clarification. All changes reflect current practices and are consistent with contracts.

- . Article I.B:** Indicate that selecting a conference site should be begin three years before the conference. We have found that for larger venues, more limited choices are available and these larger venues can be booked several years in advance particularly in more popular conference locales.
- Article III.A** This section has been updated as needed to reflect the revised conference budget template (Appendix E) and current budget preparation process.
- Article III.F** The various means for acknowledging conference sponsors have been updated, which is necessary since a printed program that had included sponsor ads and business cards is no longer produced.
- Article III.L** Clarify current policy that the one room night for voting Board members will be paid for by the Chapter for Chapter Board members, and by the Sections for Section Directors.
- Article IV.B** Revision to reflect a recent requirement that ALL mobile workshop participants must sign a liability waiver.
- Article V.A** The section on session tracks and “of interest” topics has been expanded. Session tracks have also been clarified as optional and not mandatory.
- Article V.C** The list of guaranteed or “by-right” sessions has been to revised to:
1. Allow the Chapter President and Board the option of developing three sessions (currently one session); and
 2. Add a session for the Chapter Historians to highlight a planning pioneer or to present a retrospective on a California planning issue. Attached is a concept proposal for the 2020 conference.
- Article V.D** Revision reflects a proposal starting with the 2020 conference to provide a laptop in all session rooms instead of having organizers bring their own laptop. This is similar to the APA national conferences, and would allow the A/V contractor to load presentations onto the laptops in advance of the sessions. This should reduce technology issues at the conference.
- Article V.F** The section regarding preparing the conference program has been revised to reflect that we are no longer producing a printed program and will rely on the conference website and mobile app for conveying this information.
- Article VII.A** The list of complimentary tables and contacts has been updated. A complimentary table has been added for APA and Divisions. Recently, APA has used the table to promote the APA Learn Program and APA Divisions had asked for display space to publicize their activities.
- Article VIII.E** A section highlighting the Chapter’s current Sustainability Principles (Appendix Q) for conferences has been added.
- Article IX** This section clarifies the items to be completed following each year’s conference.

Timing Roadmap: The Timing Roadmap that provides a checklist of tasks to be completed during the three-year conference planning period has be rewritten to reflect and clarify current practices and procedures.

Attachments:

- Chapter Historian Concept Proposal for 2020 conference
- Updated Conference Planning Handbook – January 25, 2020
- Updated Appendices A-T

CHAPTER HISTORIAN SESSION: CONCEPT PROPOSAL FOR APA CALIFORNIA 2020 CONFERENCE

The APA California Historians' Lecture Honoring the Legacy of Betty Croly, FAICP

What:

A lecture dedicated to highlighting planning landmarks and pioneers in the State of California and beyond. Any planner at any career level, including students, attending the session will be able to grasp the lecture's content, gain knowledge and draw inspiration from an acclaimed planning practitioner or academic.

Who:

The speaker would be selected from a pool of recipients of APA National Awards, the FAICP College of Fellows, current and/or past APA Presidents. Particular consideration would be given to presenters who are members of APA California

How:

The APA California Historians would be responsible for developing the abstract—including goals and objective--and selecting the speaker (s). At their discretion, a session committee shall be formed to assist during the thinking process.

When / Where:

This session would take place during the APA California Annual Conference

Why:

1. This session would honor the legacy of a “de facto” APA California leader, visionary and pioneer: Betty Croly who initiated the APA California Historian programming, including the formation of the APA California Archive.
2. This session would provide an opportunity for APA California members to participate in an “in-depth” intellectual lecture from a distinguished planning scholar and/or practitioner on a subject relevant to the intersection of planning history, policy, and design.

Notes:

1. The first (Inaugural) Lecture could take happen during the 2020 APA California Conference in Riverside.
2. Mary Means, 2019 APA Planning Pioneer, has been identified as a potential speaker and has expressed interest. About \$4,500.00 are needed to secure her participation. Funding could come from various sources including sponsors.
3. Hanson Hom will be presenting this proposal to the APA California Board during the January 2021 Board Retreat