

**2004 REPORT OF THE
INTEGOVERNMENTAL AFFAIRS DIVISION
OF THE AMERICAN PLANNING ASSOCIATION**

(I). MEMBERSHIP SERVICES: MISSION STATEMENT AND WORK PROGRAM

IA. Question on The Adopted Mission Statement. (The Mission Statement was adopted at the March 31, 2003 annual Division Program and Business Meeting. As found in the Fall, 2003 Newsletter and the Division's Web-site, it follows in quotations marks below.)

“Mission State and Goals to Support the Mission:”

“Basic Mission: The Intergovernmental Affairs Division exists to promote a sense of awareness and understanding of the interdependent nature of local, state, and federal levels of government in the planning and development of our nation's communities. This interdependence includes communities, both rural and urban, metropolitan and non-metropolitan. It also includes planning and development at the multijurisdictional level, across local governmental boundaries in both metropolitan and nonmetropolitan areas. The further mission of the Intergovernmental Affairs Division is to provide a forum and mechanism for the exchange of information, knowledge, and solutions among professional planners, appointed planning officials, and other allied groups and individuals involved in urban and regional planning.”

“Goals to Support the Basic Mission:”

- “1. Promote the development of an “intergovernmental perspective” in planning through high quality national conference and other conference sessions, both by the Division and by other APA organizations.”
- “2. Provide useful and timely communication to Division Members on a regular basis through various means, including a newsletter, an up-to-date WEB-page and other electronic and non-electronic means.”
- “3. Evolve formal education and other training means relative to the “intergovernmental perspective” in the urban and regional planning profession.”
- “4. Support the comprehensive nature of urban and regional planning --- physical, environmental, economic, and social---through technical, policy, and research activities focusing on the “intergovernmental perspective” in comprehensive planning.”

Process Leading Up to Approval: The Chair and the two Vice-Chairs, the newsletter editor, and a few others exchanged e-mail drafts prior to the March 31 meeting. Also, the program and business meeting in Denver was a near three-hour meeting with much of the discussion centered around modifications to the proposed Mission Statement and the annual Work Program. The Mission Statement and Work Program were adopted at the end of the meeting. Finally, the mission statement and implementing goals are in the October, 2003 newsletter as well as on the Division's Web-page.

IB. Question on The Adopted Work Program (The Work Program was adopted at the March 31, 2003 Program and Business Meeting. As found in the Fall 2003 Newsletter and the Web-site, it follows in quotation marks below.)

“PROGRAM ACTIVITIES: Basic program activities will include:”

- “- Conduct two as-of-right panel sessions at the 2004 National Conference in Washington,

DC, in late April of 2004 which supports, at least in part, the “Potomac Regional Community” theme that the Local Host Committee adopted for its as-of-right panels.”

- “- Explore with other pertinent APA divisions (e.g. Transportation Planning) the possibility of conducting panels at the 2004 National Conference concerning the “Potomac Regional Community.”
- “- Begin to identify intergovernmental courses and seminars in APA accredited planning schools, probably in conjunction with the Planning Accreditation Board. This will be done, in part, to support the Division Council’s efforts to give firmer definition to planning education.”
- “- Determine if the Division should pursue a student achievement award.”
- “- Determine if the Division should conduct a Division questionnaire of membership interests such as has been done a couple of times in the last ten years.”
- “- Undertake efforts to hopefully raise Division membership from the current 130-135 members to 175 members.”

“COMMUNICATIONS AND OUTREACH: In the coming year, member communications will occur primarily through:”

- “- Producing two or three newsletters.”
- “- Making the WEB-site home page operational and updated on a monthly basis.”

“POLICY AND LEGISLATIVE DEVELOPMENT: The Division will:”

- “- Explore the development of a position paper on intergovernmental relations priorities via the APA 2002 Policy on Smart Growth.”

“MANAGEMENT: The Division will:”

- “- Maintain a financially feasible budget and monitor costs.”
- “- Prepare an annual report for the APA and prepare next year’s work program.”
- “- Actively participate in APA Division Council and other APA policy functions.”

Date and Approval : The same as for the mission statement.

Process Leading Up to Approval: The same as for the mission statement

(II). COMMUNICATIONS

IIA. Question on Communications With Division Members:

IIA1. Newsletters: The primary means of communications has been through hard-copy newsletters. Included are newsletters in the fall of 2002, the spring of 2003, the fall of 2003, and the March 2004 newsletter, the latter now in the mails. For the e-mail performance report transmittal, Appendix A contains a listing of the articles in each of these newsletters. We have also produced four hard-cover copies of this

performance report and Attachment A of these particular documents actually contain hard-copy copies (Either PDF copies or regular hard copies) of the four newsletters. (Members received all four copies through mail-outs.) In our newsletter we try to reflect the mission of the Division. For example, much of our newsletters reflect substate regionalism, metropolitan and metropolitan, subject matter, but they also reflect inter-jurisdictional planning in small urban places such as reflected in the three articles on inter-jurisdiction planning at the urban-rural fringe in our March 2004 newsletter.

IIA2. Web-site: In the late summer, early fall of 2003, the Division's Web-site was reactivated, and periodic updates are being made. Access to this Web-site can be done through the national APA website, or it can be obtained directly by going to: [www: homestead.com/intergovernmental](http://www.homestead.com/intergovernmental). We periodically update the Web-site, and in the near-future, we intend to update in two particular ways. First, while we do have a page with links, we intend to expand this page with some of these links being annotated for the most important websites. Second, in the future, this Web-site will become more important as we begin to annotate, and perhaps even archive some of the more important newspaper articles from *Regional Community News*. Our Web-site now contains a page and linkage for this twice-weekly publication. This e-mail list serve is described immediately below.

IIA3. Regional Community News Listserve: In addition to the *Regional Community News* being posted on our Web-site, all members of the Intergovernmental Affairs Division who have internet access are now also getting the twice-weekly *Regional Community News*. This e-mail listserv was started four to five months ago, as a "labor of love," by Tom Christoffel, AICP, and he has made a personal five-year commitment to making this recent initiative work. (Mr. Christoffel is a near 20-year member of the Intergovernmental Affairs Division). At present, there are about 400 recipients of this e-mail listserv, including those in our Division. Access to this listserv can be obtained either through the Division's Web-site which has a separate page for this listserv. One can also get to this listserv by going to: [www: regions. ws](http://www.regions.ws) and then scroll down to the pertinent linkage. This particular Web-site also has a linkage which allows you to subscribe to the *Regional Community News*.

The twice-weekly *News* usually contains 12-18 annotated links to newspaper articles on substate regionalism, both in this country and abroad. Mr. Christoffel accomplishes this feat by utilizing the various search engines in [google. com](http://google.com), done in accordance with appropriate means and legal protocols links. In the future, the Intergovernmental Affairs Divisions will explore with Mr. Christoffel how we can better integrate our Web-site and this "News" to be of direct service to the urban and regional planning profession. For example, there are numerous urban and regional planners working in nonmetropolitan and metropolitan substate regional agencies who might be better served in their planning activities by information on the Division's Web-site as such information was initially gleaned through the *Regional Community News*.

IIA4. Notify Members of Annual Meeting: Prior to the Denver Program and Business meeting in late March of 2003, perhaps half of the membership was notified by e-mail of the program and business meeting at the 2003 National APA Conference in Denver. And various members of the Division were also telephonically contacted by the Chair, whether by voice mail or actual telephone contact. We intend to follow this same pattern again in April of 2004 prior to the April 24-28 National APA Conference in Washington, DC.

IIA5. Communication Among Officers: Finally, the three other members of the Board and two or three others are in frequent communication with each other, either by e-mail, telephone, or a combination thereof. This communication probably averages once every two weeks over the course of the program year.

IIB. Question on By-Right Sessions At National Conference

Denver National Conference By-Right Sessions, 2003

(1). “Metropolitan Planning Innovations in the Rocky Mountain West.”

(Panel represented speakers from the Denver Regional Council of Governments, the Community Planning Association of Soutwestern Idaho ((Boise, Area)), and Envision Utah ((Provo, Salt Lake City, Ogden Area)). Each talked about their metropolitan planning program. **Envision Utah won the 2002 APA Best Plan Award At the Chicago National Conference.**)

(2). “Managing Urban Form to Improve Transportation Choice, Air Quality, and Health.”

(Panel represented speakers from King County, Washington as well as a consultant to the Centers for Disease Control in Atlanta. They discussed improved pedestrian and bicycle improvements via the King County rapid transit system in an older inner suburban location, in the City of Redmond, and at an outlying area in the Puget Sound area.)

Washington National Conference By-Right Sessions, 2004

(3). “Governance and the Roles of Plans and Planning.”

(This panel is part of the 12-panel Local Host Committee “Potomac Regional Community,” which examines intergovernmental mental and planning matters throughout the Washington, Baltimore regions. The particular panel mentioned above will specifically look at the regional planning structure in the Washington, Baltimore areas.)

(4). “Making Plans in Lower Manhattan.”

(This near three-hour panel will examine the various intergovernmental aspects of the planning redevelopment of the World Trade Center and surrounding neighborhoods. Of particular importance will be intergovernmental fiscal considerations.)

IIIC. Question on Additional Conferences /Activities /Workshops Submitted/ Accepted

- The Chair attended the APA education meeting, on Thursday, September 10 held in Chicago the day before the Fall Leadership Conference
- Mr. Stephen Kiehl is the Division’s representative to the Division Council’s Special Airport and Air Front Division Council Task Force. As such, he will be a panelist at the special session on this subject at the National Conference in Washington on Sunday, April 25, 2004. As a panelist, he will speak at this special April 25 session. Mr. Kiel’s presentation will be on overall airport systems with particular emphasis on the regional economic development. Mr. Kiel is working with Whit Blanton, Transportation Planning Division Chair, in developing this presentation.

(Please note that Mr. Kiehl was recruited for this special Task Force by Mr. Rocky Piro, Vice-Chair for Local and Regional Affairs and Secretary of the Intergovernmental Affairs Division. Mr.

Kiel and Mr. Piro both are employed by the Puget Sound Regional Council (PSRC). At the informal request of our Division, a special effort was made by this regional agency to support this

Division Council effort. Mr. Kiehl calculates that his participation including staff time cost

three to four thousand dollars. If it had not been for this special Division Council effort and our Division's informal request to PSRC, his agency would not be paying for Mr. Kiehl to be attending the 2004 APA National Conference.)

IID. Question on Other Educational Activities

- **Initial investigation and analysis as to what constitutes intergovernmental education a indicated in the 2004 work program. Also, see page 8 of March 2004 newsletter for short report on the same by Mr. Piro. We will be in contact with the Planning Accreditation Board before the end of the fiscal year to see what courses they can identify.**
- **Mr. Kiehl's involvement in the Division Council Airports and Air Fronts Task Force. as described above, can certainly be considered such an education activity.**
- **Before the end of the fiscal year, we will have discussed student achievement alternatives and it will be discussed at the 2004 Program and Business meeting. (It was also discussed at the 2003 Program and Business meeting.)**
- **(Finally, though indirectly related to the question of the performance of our Division, two of our officers and our newsletter editor either presently do or have recently taught courses in higher education. For example, Mr. Piro, our Vice-Chair for Local and Regional Affairs, who is employed full-time by the Puget Sound Regional Council, is an adjunct professor at the University of Washington-Seattle urban planning school and teaches courses in land use planning. Mr. Scott, our newsletter editor, who is employed full-time by the Missouri State Department of Transportation, regularly teaches courses in public management as well as ethics at Columbia College in Columbia, Missouri. Mr. Dow, our Vice-Chair for State Affairs and Treasurer, who is employed full-time by the Kansas State Department of Transportation, has recently taught courses in transportation and land use at the University of Kansas (Lawrence) school of urban planning.)**

III. Question on Annual Program and Business Meeting

From our minutes of the Denver March 31, 2003 Program and Business meeting as found in the October, 2003 newsletter and also on the Web-site, following is said report:

“INTERGOVERNMENTAL AFFAIRS DIVISION PROGRAM AND BUSINESS MEETING

MINUTES, DENVER, COLORADO, 31 MARCH 2003, by Rocky Piro”

“Background and Past Year: The Intergovernmental Affairs Division held its annual program and business meeting on Monday, 31 March 2003, 5:30 to 8:30 p.m. in the Capitol Room, Adams Mark Hotel, Denver. Division Chair Lee Schoenecker provided a review of activities over the past year. He represented the Division at an APA policy committee meeting in Autumn 2002. Thomas Dow, Vice-Chair of the Division, continues to serve on APA's TEA-21 Reauthorization Task Force. Ryan Harris was introduced as the Division's new webmaster in absentia”

“Mission Statement and Work Program: Both items were very carefully reviewed at the Division's program and business meeting. This review resulted in a one-page mission statement containing a basic mission and five goals to support the mission.”

“ Review of the draft work program covered several considerations such as: conference program opportunities on the Saturday that precedes the formal start of the annual APA conference, and the possibility of a conference track centering around the “regional city” which will be the theme of the 2004 APA conference Local Host Committee panels. The latter might be done in conjunction with another APA Division such as that of Transportation Planning. One other item which received quite a bit of attention and became part of the work program was that of, determining if the Division should pursue establishing a

student planning project award. Included might be an award certificate presented at an award ceremony, membership in the APA including the Intergovernmental Affairs Division, and submittal of materials to be included in a Division newsletter.”

“Budget and Finances: Vice-Chair Thomas Dow introduced two draft budget options for consideration. Members discussed the possibility of applying for grants to enhance the work of the Division, as well as actions for cultivating new membership. There was discussion of scaling back annual business meeting reception costs, perhaps by arranging for an off-site location for the meeting over lunch or after dinner.”

“Membership Considerations: By way of background, at the Saturday, 29 March, 2003 meeting of the APA Division Council and also at the previous APA Fall Leadership meeting in Providence, Rhode Island, the Division Council discussed modifying the dues structure for Divisions, in large part to make it more consistent across Divisions, and thus attract new members.”

“ There was considerable follow-up discussion of this issue at our Division’s March 31 meeting in Denver. Basically, three options were discussed: (1) raise the IGA Division Annual dues to \$25.00; (2) develop a three for two membership arrangement to encourage APA members to belong to more than one division; and (3), require mandatory division membership in one of the 18 Divisions, similar to mandatory Chapter membership. At the conclusion of extensive discussions, Irvin Dawid proposed and Bruce McDowell seconded a motion to increase Division dues to \$25. The motion carried. Also, Bob Kull moved and Bruce McDowell seconded a motion to adjust the budget estimates to reflect the October 1st through September 30th fiscal cycle for Division budgets. This motion also carried. Also, language in the budget notes referring to travel expenses was expanded to include “two division officers and/or speakers” and “one newsletter editor and/or webmaster.”

“Regarding increasing membership, it was proposed that the Division encourage its members to find opportunities to showcase the mission and work of the Division among local and regional APA chapter.”

“Division By-Right Panels at Washington National APA Conference, April 2004:

Some preliminary topics discussed for the Division’s two by-right sessions at the conference include (1) intergovernmental planning efforts in Appalachia, (2) central city/suburban dynamics in the nation’s capital, (3) intergovernmental components of homeland security, (4) and interjurisdictional coordination to address natural hazards. Chair Lee Schoenecker is also on the Local Host Committee planning for the 2004 APA Conference. As such, there was discussion that one of our two by-right panels might be used for the Local Host Committee’s panels, especially in relationship to interjurisdictional considerations”.

“Attendance At Program and Business Meeting: Included were: _

Irvin Dawid, San Jose State University
Thomas Dow, Kansas State Department of Transportation
Yefeng Guo, University of Minnesota
Bill Johnson, Denver Regional Council of Governments
Bob Kull, Burlington County (New Jersey)
Bruce McDowell, InterGov
Rocky Piro, Puget Sound Regional Council
Lee Schoenecker, Division Chair
Dustin Smith, City of Bonner Springs (Kansas)”

“Note: Attendance at the Division’s two by-right sessions in Denver was estimated to be 100 at the Monday session on “Metropolitan Planning Innovations in the Rocky Mountain West” and 60 at the Wednesday session on “Managing Urban Form to Improve Transportation Choice, Air Quality, and Health.”

Further Note to Above Minutes for the Program and Business Meeting: At the Adams Mark meeting facility in Denver on March 31, many of the rooms were in a relatively poor location. And the meeting room for the Intergovernmental Affairs Division was probably the worst location of all. It was far-removed

from any of the other meeting rooms and very difficult to find. The Division did place a person in the lobby closest to the meeting room up until the time the meeting started, but after that people had to try to find the meeting room for themselves. We know that some people tried to get to the meeting room, but could not find it. We say this as we are quite sure that attendance at this program and business meeting was hampered because the very poor location of the meeting room.

II F. Question on Members Engaged in Legislative/Policy/Program Development/ Matters

Tom Dow: (Division Vice-Chair for State Affairs and Treasurer). Tom has been a member of APA's TEA-21 Authorization Committee. The reauthorization has probably been the most important legislative initiative of the APA over the last three years. As part of these duties, Mr. Dow wrote an article for our late Fall 2002 newsletter titled, "APA's TEA-21 Reauthorization." Mr. Dow is our Treasurer and has submitted detailed data for the financial report found at Attachment B to this report.

Rocky Piro: (Division Vice-Chair for Local and Regional Affairs and Secretary). As a senior staff person of the Puget Sound Regional Council, Mr. Piro has been providing advise to the two top staff officers of this organization concerning the reauthorization of TEA 21. The latter two, in turn, have had direct involvement with U.S. Senator Patti Murphy (D) Washington, as she is the Ranking Minority Member on the Senate Appropriations Subcommittee with a most definite potential direct affect on the substance of the renewal of the Federal Surface Transportation Act.

Mr. Piro was primarily responsible for securing the services of Mr. Kiehl, within the offices of the Puget Sound Regional Council, to be an active task force member of the Division Council Task Force on Airports and Airfronts. Mr. Piro is also working on the development of a program to identify intergovernmental training courses in higher education. He also has been responsible for the generation of several excellent articles for the newsletter by encouraging other subject-matter experts to write for the newsletter. Finally, Mr. Piro is also the Secretary of the Division and his report from the March 31, 2003 Annual Program and Business meeting, which originally appeared in the October 2003 Division newsletter, is found under Item II E of this report.

Lee Schoenecker: (Division Chair) Mr. Schoenecker has also been active in APA matters on TEA reauthorization, sort of in a dual capacity, as Chair of the Division and as the Vice-President for Legislation of the National Capital Area Chapter (NCAC) of the APA. This has involved working with the National APA office from time to time, and also working with local MPO and staffs as a member of the NCAC APA. Mr. Schoenecker has been active in all of the policy and program development actions of the Division over the last 21 months since becoming acting Division chair, and then in early January, 2003, the elected Division Chair. In perhaps a related effort, in the sense that it involves intergovernmental relations and planning, he is also Cochair of the Local Host Committee's entire 12-panel "Potomac Regional Community," an integrated program which looks at numerous intergovernmental issues in the Washington and Baltimore subregions. This program will be presented at the April 24-28, 2004 National APA Conference in Washington.

Scott Taylor: (Division Newsletter Editor) Mr. Taylor has developed, what we consider to be an outstanding format for our newsletter, including his captions in the land-hand column of each page. He has also has evolved a "hard to beat" ability to assemble articles, format them, submit the entire draft newsletter to the three officers in PDF form for markup, have the newsletters printed, and mailed in a very short period of time. For example, regarding the March, 2004 newsletter, two initial draft articles were submitted to Mr. Taylor in the last two days of February. The final 16-page newsletter containing seven articles arrived at the Chair's residence and other members' addresses via the U.S. Mail, March 26, 27

Ryan Harris: (Division Web-master) Mr. Harris has reactivated our Web-site from one that was inactive for two to three years. He has done this at a minimum cost to the Division and one that is totally open to the inquiring planning profession and the public. It is also periodically updated. He has also begun to work with Mr. Tom Christoffel in integrating the Web-site with Mr. Christoffel's twice-weekly *Regional Community News*.

Tom Christoffel (Division Member). In late November, 2003, Mr. Christoffel, innovated the *Regional Community News* as described under item II A 3 under communications earlier in this report. For the last three months, Mr. Christoffel has been very involved in the various actions of the Division including proposing some amendments to the adopted mission statement that will be considered at the upcoming April 25 Division Program and Business meeting in Washington, DC. where appropriate, Mr. Christoffel's effort with those of the Division. Mr. Christoffel agreed and cooperative efforts have been going forward.

In addition to being active in the Division through the *Regional Community News*, Mr. Christoffel is also very active in the National Association of Regional Councils (NARC) and the National Association of Development Officials (NADO) in terms of policy matters affecting substate regionalism and intergovernmental relations. The Division intends to take full advantage of those close contacts in evolving its Web-site via the *Regional Community News*.

Patricia Atkins (Division Member). As the Division's former newsletter editor (mid-1990's) and now a Research Professor at The George Washington University, Ms. Adkins has been advising the Division Chair on the newsletter as well as organizations in which the Division might further engage. Very specifically, Ms. Adkins is about to become Chair of the Intergovernmental Relations Section of the American Society for Public Administration (ASPA). In this regard, Mr. Schoenecker and Ms. Adkins have had discussions as to how APA Intergovernmental Affairs Division and ASPA's Intergovernmental Section might develop pertinent joint efforts. Also, as indirect involvement in the APA Intergovernmental Affairs Division, Ms. Adkins will also be one of three panelists addressing regional planning in the Washington and Baltimore areas as part of the APA Local Host Committee's 12-panel "Potomac Regional Community" at the 2004 APA National Conference.

Bruce McDowell, (Division Member). Dr. McDowell was a strong participant in the Division's 2003 Program and Business meeting in Denver. He is past Chair of the Division and also past Division Council Chair in both the late 70's and mid-80's. In an indirect contribution to the Division, he will moderate the lead panel for the 12-panel APA Local Host Committee's "Potomac Regional Community" at the APA National Conference in Washington. He will also be a panelist on the closing session for that program

Howard Grossman: (Division Member) Mr. Grossman wrote an article on substate regionalism for the March 2004 newsletter and has asked if he can write future articles for the newsletter. He is past Chair of the APA Intergovernmental Affairs Division, and for 30 plus years was a highly-recognized regional planning and development director in northeastern Pennsylvania.

Richard Lehman: (Division Member). Mr. Lehman wrote an article on an inter-jurisdictional planning agreements in Wisconsin for the Division's March 2004 newsletter. Mr. Lehman is both an urban planner and attorney and has long been a force in Wisconsin urban planning legislation, most definitely that dealing with inter-jurisdictional and intergovernmental considerations.

III. OPERATIONAL ACTIVITIES

IIIA. Question on Current Number of Members

The current number of members is 132 per the March APA report. Since the last fiscal quarter of 2001, APA records show also that the membership has varied between 122 and 135. This number dropped from a high of about 169 in the last fiscal quarter of 2000 to 128 in last fiscal quarter of 2001. We typically seem to gain two or three members every other month, but then we always seem to lose an equal number of members during that time. (Over the course of the next six to twelve months, now that we have a periodic newsletter process as well as a revamped Web-site in place, and since members are receiving the twice-weekly, *Regional Community News* via an e-mail list serve, and which is also integrated into our Web-site, we fully intend to pursue increased membership per our mission statement and work program. Our FY 204 Work Program targets a membership of 175. This is an ambitious target, perhaps too ambitious, but between now and September 30, 2004 we will take strenuous efforts to reach this target.)

III B. Question on the Last Election

The last election was held in very late 2002, early 2003. We intend to have our next election in 2005, probably in the late summer, early fall.

III C. Question on Division Officers and Individuals Holding These Jobs

Chair: Lee Schoenecker

Vice-Chair for State Affairs and Treasurer: Thomas Dow

Vice-Chair for Local and Regional Affairs and Secretary: Rocky Piro

III D. Question on Financial Report: (See Attachment B for the financial report.) Attachment B1 lists expenditures and revenues by specific dates since Mr. Dow became Division Treasurer in mid-1999. Attachment B2, prepared manually, utilizes specific figures from B1 to summarize these figures for each of fiscal years 2003 and 2002 per the financial report template provided by APA in Ms. Glosser's e-mail of February 20, 2004. Attachment B3, by fiscal year, is actual spending for 2003, the 2004 approved budget, and the proposed 2005 budget. Finally, Attachment B4 lists major revenues and expenditures and an end of year balance for each calendar year, 1999 through 2003.

III D (1), Question on Funds to Cover Annual Expenses: There are adequate funds to cover annual expenses

Question III D (2), Question on Uncommitted Balance: The Division does not maintain a large uncommitted balance. As of March 29, 2004, per our Treasurer, Mr. Dow, our cash-on-hand was \$3,937.55. And just as soon as the bills are received and then paid for the: latest newsletter (estimated at \$550), remaining costs for the Division Program and Business meeting at the upcoming National Conference in Washington, DC (estimated at \$100), and officer travel costs to the conference (estimated at \$750), our balance will be down to about \$2,500. We project that the next APA rebate payment will be in mid-May, probably for about \$600.

If the Division has a problem, it is one of not enough money, and we have taken steps to correct the same which includes: elimination of partial payment to selected speakers at our annual conference, very careful and partial payment of officers travel to the annual conference, seeking out the lowest cost for production of the newsletter and Web-site, and "other measures" as they arise. As an example of one "other measure," this year instead of holding our annual program and business meeting at the conference hotel, which we estimate would cost about \$1,000 to \$1,100, we will be holding said meeting at a restaurant about three blocks from the conference hotel at a cost of about \$600. Thus, we should save \$400-500 on this particular annual Program and Business meeting expenditure.

III D (3), Question on Membership Services: As we understand the question, the answer is "yes." The cost of the newsletters, the Web-site, and the annual program and business meeting are all services to the members. And depending upon one's interpretation of the question, we judge that attending APA mandatory annual meetings, both at the National Conference and the Fall Leadership Conference, does, in fact, serve the members.

III E, Question on Division Bylaws: The Division's bylaws are not current; they date back to the mid-80s.

III F, Question on Attendance at 2003 Fall Leadership Conference: The Division was represented at the Fall Leadership Conference in Chicago on September 11-12, 2004, by its Chair--- Lee Schoenecker.

III F1. Related Information on Attendance at 2003 Fall Education Summit: The Division was represented at the Fall, 2003 Education Summit on September 10, by its Chair, Lee Schoenecker. __

III G. on Attendance at 2003 Leadership Meeting at National Conference: The Division was represented at the Leadership meeting at the 2003 APA Conference in Denver by its Chair ---- Lee Schoenecker

III H, Question on Elected Division Member Participation in Division Decisions: There are three officers---the Chair, the Vice-Chair for State Affairs and Treasurer, and the Vice-Chair for Local and Regional Affairs and Secretary. All officers were present at the March 31, 2003 Program and Business Meeting in Denver at which decisions and approvals were made on the mission statement, and the 2004 work program, and the FY 2004 budget. In addition, all three officers fully participated in e-mail reviews leading up to decisions on the immediately aforementioned items. Also, all three officers are afforded the opportunity to suggest or write items for the newsletter and Web-site. All are given the opportunity to review draft articles. For example, all of the officers as well as the newsletter editor and the Web-master were afforded the opportunity to review a draft of this performance report some three to four weeks before transmittal to Chicago APA

III I, Question on APA Requests on National Issues: Input on items of national interest. See question for the Division's response on the renewal of the Surface Transportation Act. Also, the Division was represented the September 10, 2003 education conference held in Chicago. Beyond that, the Division is not aware of other national issue solicitations for help from the APA staff.

III J, Question on Mobile Workshops by the Division: The Division exercised its right to hold two by-right panels. It will not have any mobile workshops at the Washington National APA Conference.

III K, Question on Requests for Participation in Research by the APA Staff: The Division is not aware of any said "requests" by the APA staffs per se. However, the Division did respond to requests by the APA staff for questions on financial figures. Further, the Division is taking an active role in the Division Councils special Airports and Airfronts cross-divisional effort (see Item II.D. of this report for details.).