APA MN Spring Workshop Policies

Mobility

The Spring Workshop is designed to educate members for AICP credit and the APA MN Chapter will make any reasonable accommodations for attendees with disabilities. Facilities, adaptive devices, routes, and transportation alternatives will be made to ensure safety and comfort conducive to an educational event.

Student attendance

While the focus of the Spring Workshop is to educate members for AICP credit, students are an important part of the APA MN Chapter and as new professionals, can benefit from social opportunities with more established professionals.

Each year, in the workshop planning process, a “cap” of attendance will be determined (mobile workshops are usually smaller than traditional classroom events). A registration deadline for regular sign up will be made available up to a week prior to the event. In the week between the close of registration and the event, students will be allowed to fill the remaining spots. This will be determined on a year-to-year basis depending on format of workshop.

Students will be charged a nominal amount to cover the costs of the workshop, such as hearing assisted devices, printing, etc.

Sponsorship(s) of Spring Workshop

It may be beneficial to the Chapter to receive financial sponsorship or in-kind donations for the Spring Workshop. Spring Workshop Coordinators shall seek out opportunities and welcome event sponsorship.

All sponsorships shall be reviewed and approved by the Executive Committee prior to any commitments by Workshop organizers.

Planning, Reporting, Accountability

The responsibility of the Workshop Coordinators is to plan, implement and otherwise carry out one educational event for AICP credit in the spring of each year.

- Concept planning and idea generation should be in concert with the Professional Development Committee and communicated to the APA Board at a fall meeting following the annual conference.
- Final event scoping and logistics to be approved by full Board.
- Written communication about the event and how it ties into broader APA MN mission and goals is required.
- After completion of event, electronic or other survey will be employed for evaluation, submission to the PDOs, and reporting to Board.
- Workshop Coordinators shall consist of at least one Metro District Officer or elected Board Member[?]

Mission of Spring Workshop:

Deliver an interesting, informative, and educational event to members for AICP Credit as a compliment to the annual State Conference

Goals:
- Plan a variety of events in classroom and or field settings.
- Engage outside professionals:
Urban planning field  
Developers / builders  
Economic Development  
Attorneys  
Design professionals: Architects, Landscape Architects, Urban Designers  
Consider other fields:  
- Health  
- Law  
- Environmental/Brownfields  
- Transportation  
- Etc.

- Explore and or enrich partnerships with non-APA MN individuals, and professional groups (League of MN Cities, AIA, ASLA, EDAM, Mn Bar Association (not sure what they are called))  
- Revenue neutral or revenue black event

Methods:
- Work with Professional Development Committee leads, Metro District Officers, and others on the Board  
- Engage non-Board members for key assistance throughout planning, development, and day of implementation of Workshop / Seminar / Event  
- Utilize Board President for advice  
- Engage Treasurer for financial assistance and advice