

**CANA/ACNA ACTION PLAN for 2007/2009 CYCLE**  
**Revised Nov 11. 2009**

**ITEM ONE**

**OBJECTIVE: improving external recognition**

**Scope/purpose: Development /Implementation of a PR plan specific to Canada derived from the PR manual**

<b>Sub-Category</b>	<b>Task/Approaches</b>	<b>Monitor</b>	<b>Point Person</b>	<b>Trusted Servants</b>	<b>Completed</b>
1	Create an email for the workgroup	Sue	Val	Justin	Done
2	Resource map and strategic plan for delivery to Regions	Sue	Val	Val, Jacqui, Justin, Mark & Dave	Posted on website
3	Round table discussions	Sue	Val	Val, Jacqui, Justin, Mark & Dave	Ongoing
4	FDC letter	Sue	Val	Val, Jacqui, Justin, Mark & Dave	Done and on website
5	CANA pool	Sue	Val	Val, Jacqui, Justin, Mark & Dave	Done and functioning
6	Resource map of Target <u>group</u>	Sue	Val	Val, Jacqui, Justin, Mark & Dave	Pierrot – ongoing – follow up req'd
7	Prioritize our target <u>population</u>	Sue	Val	Val, Jacqui, Justin, Mark & Dave	Pierrot – ongoing – follow up req'd

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**ITEM TWO**

**OBJECTIVE: Identifying, coordinating and assessing resources**

**Scope/purpose: Develop a Communication Plan**

<b>Sub-Category</b>	<b>Task/Approaches</b>	<b>Monitor</b>	<b>Point Person</b>	<b>Trusted Servants</b>	<b>Completed</b>
1	Use Website* (see below)	Sue	Justin	Justin, Sue, Val & Ross	Done
2	Use "snail mail" when necessary	Sue	Justin	Justin, Sue, Val & Ross	Done
3	Maintain resource contact list (service pool)	Sue	Justin	Val	Done
4	Newsflash & Bulletins, national email	Sue	Justin	Justin, Sue, Val & Ross	Ross – follow up
5	Verification receipt of all received communications	Sue	Justin	Justin, Sue, Val & Ross	Done
6	Use the telephone	Sue	Justin	Justin, Sue, Val & Ross	Done
7	Web conference	Sue	Justin	Ross	Ross – follow up
8	Communication flow chart: bonify flow chart with strategies as part of all project plans	Sue	Sue	Sue/Justin	Posted to web

**\*Utilization of the website for the following: Login / forum / blog - Voting system - Automated timeline reminder - Post/update project plans - Include Newsflash w/lit - Share files**

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**ITEM THREE**

**OBJECTIVE: Building Community Promoting Unity**

<b>Scope/Purpose: Funds management Resource Development Plan</b>
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Sub-Category	Task/Approaches	Monitor	Point Person	Trusted Servants	Completed
1	Develop guidelines template to be used by ASC/RSC as model/resource (best practices)	Sue	Troy	Troy, Bill, Richard, Val & Ben	Posting to website – accepted
2	Self disclosure document signed by all who manage funds	Sue	Troy	Troy, Bill, Richard, Val & Ben	Add address and phone #'s
3	Template for CANA/ACNA banking procedures, etc	Sue	Troy	Troy, Bill, Richard, Val & Ben	Done
4	Develop treasurer guidelines	Sue	Troy	Troy, Bill, Richard, Val & Ben	Done – to be accepted
5	Point person for CANA/ACNA to oversee convention	Sue	Troy	Troy, Bill, Richard, Val & Ben	Done
6	Online banking practices	Sue	Troy	Troy, Bill, Richard, Val & Ben	Done
7	Begin work on CANA/ACNA treasurer guidelines	Sue	Troy	Troy	Done

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**ITEM FOUR**

**OBJECTIVE: Building Community & Promoting Unity**

**Scope/Purpose: Translation Protocol Plan – (develop a protocol to respond to the translation needs of CANA/ACNA)**

<b>Sub-Category</b>	<b>Task/Approaches</b>	<b>Monitor</b>	<b>Point Person</b>	<b>Trusted Servants</b>	<b>Completed</b>
1	Define point of entry for translation work*	Sue	Steeve	Steeve, Pierrot, Jean-Pierre, & Daniel	Done
2	Define which resources will be used and the way to access them*	Sue	Steeve	Steeve, Pierrot, Jean-Pierre, & Daniel	Done
3	List the ongoing translation projects and calendar*	Sue	Steeve	Steeve, Pierrot, Jean-Pierre, & Daniel	Justin created a translation project page and uploaded documents inc. translation policy
4	Establish timeframe and due dates for other translation needs*	Sue	Steeve	Steeve, Pierrot, Jean-Pierre, & Daniel	Ongoing as projects arise

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**ITEM FIVE**

**OBJECTIVE: Improving External Recognition (Professional, Government/Federal) (2006 Carryover)**

**Scope/Purpose: Convention Guidelines templates and contact person job description**

<b>Sub-Category</b>	<b>Task/Approaches</b>	<b>Monitor</b>	<b>Point Person</b>	<b>Trusted Servants</b>	<b>Completed</b>
1	Redefine working guidelines	Sue	Richard	Richard, Ben, Marcel, Rob	Referred to NCRC see 2009-2010 action plan
2	Financial implications	Sue	Richard	Richard, Ben, Marcel, Rob	Referred to NCRC see 2009-2010 action plan
3	Rotation, mentoring	Sue	Richard	Richard, Ben, Marcel, Rob	Referred to NCRC see 2009-2010 action plan
4	Review past policies	Sue	Richard	Richard, Ben, Marcel, Rob	Referred to NCRC see 2009-2010 action plan
5	Develop best practices	Sue	Richard	Richard, Ben, Marcel, Rob	Referred to NCRC see 2009-2010 action plan
6	Quality review	Sue	Richard	Richard, Ben, Marcel, Rob	Referred to NCRC see 2009-2010 action plan
7	More stringent screening process for Host chair	Sue	Richard	Richard, Ben, Marcel, Rob	Referred to NCRC see 2009-2010 action plan
8	Create templates to avoid confusion	Sue	Richard	Richard, Ben, Marcel, Rob	Referred to NCRC see 2009-2010 action plan
9	Involve all voting members in the process	Sue	Richard	Richard, Ben, Marcel, Rob	Referred to NCRC see 2009-2010 action plan
10	Develop a set of guidelines for CANA 2008	Sue	Richard	Richard, Ben, Marcel, Rob	Referred to NCRC see 2009-2010 action plan

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