

ACENA
PLAN OF WORK
FISCAL YEAR 16/17

BOARD OF DIRECTORS:

Andrea Benyovszky, President

Conductive Learning Center

Patricia Herbst, President Emeritus

Center for Independence through Conductive Education

Anita Keresztury, Director of Advocacy

Center for Independence through Conductive Education

Brittany Jennings, Director of Communication

March of Dimes Canada

Gabriella Molnar, Director of Finance

Center for Independence through Conductive Education

Beth Lynch, Director of Continuing Education

March of Dimes Canada

Elizabeth Filkins, Director of Membership

Conductive Learning Center

Alana Curtin, Director of Practice

Conductive Learning Center

Christina Bingham-Simko, Director of Program Operations

Allie Powaser, Interim Secretary

Aquinas College

ADVOCACY – ANITA KERESZTURY

TIMELINE	GOAL	STRATEGY	BUDGET	ACHIEVEMENT REPORT
On-going	Develop an ACENA Advocacy schedule to target relevant conferences/congresses that will move CE agenda forward	<p>Incorporate findings into a master ACENA schedule of targeted conferences/ workshops (with budget) that either an ACENA board member attends, or an ACENA member attends with ACENA-related collateral material (pull-up, pamphlets, etc.)</p> <p>Manage the schedule and coordinate with ACENA members to get participation at targeted events</p>	TBD once targets identified	
By January 2017	Identify and outreach to service providers/ organizations which are currently and actively working with/related to existing CE programs	<p>Solicit input from members to identify their CE-allied service providers/organizations</p> <p>Compile a master list</p> <p>Utilize list to further ACENA’s work in promoting and advocating for conductive education in North America</p>	None	
Ongoing	Update and distribute Advocacy Package	Work with board and Marketing committee to review and update the Advocacy package, as necessary	None	
<p>By October 2016</p> <p>November 2016</p> <p>February 16, 2017</p> <p>March 2017</p>	Plan and implement Conductive Education Day 2017 February 16th	<p>Establish a Committee to prepare for “Conductive Education Day 2017”</p> <p>Submit draft Constant Contact Awareness Blast to ACENA Board for Approval</p> <p>Distribute blast to all members, include on ACENA website and encourage members and CE-Allied organizations to post on their respective Facebook and Websites.</p> <ul style="list-style-type: none"> - Constant Contact blast celebrating CE Day - Distribute informational emails to registered ACENA members in collaboration with other Directors - Organize Skype Meeting with various CE Centers <p>Conduct post-CE Day 2017 Survey Monkey questionnaire Share CE Awareness Day successes via ACENA website and Newsletter</p>	None	
First week of March 2017	Collect ACENA related documents related to position	Provide past and present documents to interim Secretary for cloud-base storage to contribute to a common database	None	

COMMUNICATION – BRITTANY JENNINGS

TIMELINE	GOAL	STRATEGY	BUDGET	ACHIEVEMENT REPORT
Fall 2016	Create and chair a Marketing Subcommittee	Recruit committee to update ACENA marketing materials	\$0	
July 2016 October 2016 January 2017 April 2017	Create and distribute-newsletters using Constant Contact to members/”teaser blast” to non-members	Work with Marketing subcommittee and Board, identify, collect and vet content for e-newsletter from members/ centers/stakeholders. *blast request to all members. *send “teaser blast” will be sent to non-members to encourage them to join. *Maintain Constant Contact List to ensure current list.	\$300	
Ongoing	Work together with ACENA BOD and Marketing subcommittee to keep the website up to date and informative	Update the Member Benefits page, create a “Parents’ Corner” and make the forum more active with webinars	\$0	
June 2017	Create a “Communication Manual” which includes Website, Constant Contact and logo information	Work with former Director of Communication and BOD, collect info and prepare document.	Fee due to CFI for Weebly \$180	
December 2016	Create a new ACENA Brochure	Work with Marketing Subcommittee to create a new brochure for ACENA	\$45 for 250 (Vistaprint)	
First week of March 2017	Collect ACENA related documents related to position	Provide past and present documents to interim Secretary for cloud-base storage to contribute to a common database	\$0	

CONTINUING EDUCATION – BETH LYNCH

TIMELINE	GOAL	STRATEGY	BUDGET	ACHIEVEMENT REPORT
July 2016 – August 2016	NACA Subcommittee – logo and pamphlet creation	Act as liaison between NACA and logo and pamphlet creator	None	
July 2016 – December 2016	Establish a subcommittee to discuss, plan and decide upon World Congress Scholarship recipients	Act as organizer for subcommittee to plan, execute application form, send out to members and decide upon recipients.	None	
Continually Starting July 2016	Continue to collect professional development information to share with ACENA members	Collect information from various sources (online, through other ACENA members) to share on the facebook page and forum on the ACENA website.	None	
October 2016 – Conference 2018	Establish a subcommittee for ACENA 2018 Conference planning	Guide a subcommittee in the planning of the next ACENA conference	None	
July 2016 – December 2016	Complete NACA’s Code of Ethics and Code of Practice	Act as organizer for NACA subcommittee and with the editor to complete the code of ethics and code of practice for NACA.	None	
3-4 times per year	Provide a webinar opportunity in partnership with the Director of Practice to ACENA members	Collect interested parties who would like to provide a webinar opportunity to ACENA members. Use GoToMeeting to record and share webinars with members	Cost of GoToMeeting and possible Presenters	
On-going	Promote Conductor Teacher training programs in North America	Advocate for ACENA recognized conductor-teacher training programs	None	
February 2017	Create NACA subcommittee to work on next project	Decide within NACA what project to start working on to further promote NACA.	None	
First week of March 2017	Collect ACENA related documents related to position	Provide past and present documents to interim Secretary for cloud-base storage to contribute to a common database	None	

FINANCE – GABRIELLA MOLNAR

TIMELINE	GOAL	STRATEGY	BUDGET	ACHIEVEMENT REPORT
May 2017	Write Financial Procedures manual	Update/revise and edit as necessary	None	
October 2016	Prepare budget	Get input from other BODs. Adjust budget as needed	None	
Monthly	Record receipts and expenses	From PayPal and checkbook	None	
Monthly	Reconcile Accounts	Reconcile books to Bank and PayPal accounts	None	
Monthly BOD meetings	Prepare all needed financial reports	Maintain checking account as needed Pay all bills in a timely manner Present monthly financial reports for BOD approval	None	
June 30 (annually)	File documents with Government agencies	Prepare all required documents and pay associated fees by due date	\$40	
First week of March 2017	Collect ACENA related documents related to position	Provide past and present documents to interim Secretary for cloud-base storage to contribute to a common database	None	

MEMBERSHIP – ELIZABETH FILKINS

TIMELINE	GOAL	STRATEGY	BUDGET	ACHIEVEMENT REPORT
January – March, 2017	Recruit / chair Membership subcommittee	Recruit/orient members to sit on Membership subcommittee Draft subcommittee work plan Champion work plan and revise as necessary	None	
November 2016	Retain existing membership	Advance (30 days) renewal notice with list of ACENA accomplishments via email	None	
December 2016	Recruitment and maintenance of individuals and center members	Work with BOD to outreach to potential, current and expired members	None	
Annual	Recruitment and maintenance of Aquinas College student conductors	Update/revise membership of student conductors in conjunction with Board and CLC staff	None	
Monthly	Ensure accurate mailing list for Newsletter distribution	Update shared Google Doc membership list prior to newsletter mailing	None	
Monthly	Report on Membership to Board of Directors	Send updated list/update shared Google Doc of individual and CE Center members circulated to Board prior to monthly meeting	None	
Annually, at AGM	Compile and circulate ACENA Membership Directory	Report delivered at AGM and ACENA Membership Directory distributed to all members	None	
First week of March 2017	Collect ACENA related documents related to position	Provide past and present documents to interim Secretary for cloud-base storage to contribute to a common database	None	

PRACTICE – ALANA CURTIN

TIMELINE	GOAL	STRATEGY	BUDGET	ACHIEVEMENT REPORT
On-going	Continue to develop and expand Practice Manual available to Members	Gather documents from ACENA members to update Practice Manual to include up-to-date information for members. Include a section for parent satisfaction survey samples from centers.	None	
On-going	Work with Research Subcommittee to explore measurement scales to be used by CE Centers	Advocate and promote use of common scale to measure student performance across CE Centers in North America Exploring a measurement scale is a priority for 2017	None	
3-4 times per year	Provide ACENA members with professional opportunities to develop their program	Work with Director of Continuing Education to organize quarterly webinars to professionals interested in a variety of topics related to CE. Provide CE opportunities for individuals as a marketing tool for ACENA	\$750 (in cooperation with director of continuing education)	
By June 2017	Continue development of North American Conductor Association (NACA) under the ACENA umbrella	Work with NACA subcommittee to promote and explore strategic NACA planning, goals, outline for conductors needs/rights in order to support them	None	
First week of March 2017	Collect ACENA related documents related to position	Provide past and present documents to interim Secretary for cloud-base storage to contribute to a common database	None	

PRESIDENT EMERITUS – PATRICIA HERBST

TIMELINE	GOAL	STRATEGY	BUDGET	ACHIEVEMENT REPORT
April 2016 – June 2016	Establish sub-committee to identify new board members, plan for election and mentor the Chair of Nominations	<p>April – confirm with President which existing Board Members may be running again; present Chair of Nomination/Election to the Board; assist Chair with circulation of email to all members inviting them to run for office.</p> <p>May – confirm those running for office are eligible for position; prepare ballot via BallotBin.com; work with Chair of Nomination in conducting election.</p> <p>June – confirm election results with Chair of Nomination; with Chair, present election results to Board.</p> <p>Elections May 2017: President-Elect; Secretary, Communication, Finance & Continuing Education</p> <p>Elections May 2018: Membership, Advocacy, Practice, Program Operation.</p>	None	
First week of March 2017	Collect ACENA related documents related to position	Provide past and present documents to interim Secretary for cloud-base storage to contribute to a common database	None	
January – June 2017	Facilitate the Research Committee’s work	Work together with President in order to schedule regular meetings and seek out opportunities for research related to conductive education	\$1000	

PRESIDENT – ANDREA BENYOVSZKY

TIMELINE	GOAL	STRATEGY	BUDGET	ACHIEVEMENT REPORT
Complete by September 30, 2016	Facilitate construction of Annual Plan of Work	Utilize the key goals established by each Director from the Strategic Planning process to create an Annual Plan of Work. The plan will be sent to all Directors as a master plan for what should be accomplished each month	None	
On-going communication	Provide leadership and assistance to Directors of each respective area in carrying out their stated goals	<p>Mail out monthly meeting agenda and preside a monthly meetings</p> <p>Communicate with individual Directors to seek input on where my support would be most beneficial and then provide what is needed</p> <p>Preside at the Annual Membership meeting</p> <p>Serve on Sub-committees as requested by Director</p>	None	
Fall-Winter and Winter-Spring	Provide on-going leadership and support to all Conductive Education programs and identified relation-building organizations, including those creating new programs.	<p>Visit/establish contact with a minimum of two CE programs during the year</p> <p>Attend national conferences, ACENA Conference, workshops and meetings as directed by the BOD</p> <p>Provide support letters and documentation for persons or organizations requesting, or needing, such assistance</p>	None	
On-going	Promote ACENA Worldwide	Laisse with global CE Community to share ACENA experiences	None	
Complete by June 30, 2017	Provide on-going training to the President Elect to ensure a smooth transition in the changing of personnel	Create a monthly activity sheet for the presidential duties and provide the information to the President Elect	None	
First week of March 2017	Collect ACENA related documents related to position	Provide past and present documents to interim Secretary for cloud-base storage to contribute to a common database	None	

PROGRAM OPERATIONS – CHRISTINA SIMKO

TIMELINE	GOAL	STRATEGY	BUDGET	ACHIEVEMENT REPORT
Fall 2015 and ongoing	Continue to develop and expand on Program Manual available to members.	Establish a Committee to review and update Program Manual for approval by ACENA June 2016 Work in partnership with Director of Practice to identify topics for inclusion.	None	
August 2015	Program Administrator Outreach & Support	<p>Establish contact with PAs in CE field. Survey PAs and CE Centers for interest in topics, current issues, and events related to CE and program management. Present results to ACENA Board.</p> <p>Work with the ACENA Conference Subcommittee and CECO staff in preparing for the March 2016 Annual ACENA Conference</p>	None	
Ongoing	ACENA recruitment	With support from Board, reach out to CE programs to encourage membership in ACENA	None	
First week of March 2017	Collect ACENA related documents related to position	Provide past and present documents to interim Secretary for cloud-base storage to contribute to a common database	None	

SECRETARY – ALLIE POWASER (INTERIM)

TIMELINE	GOAL	STRATEGY	BUDGET	ACHIEVEMENT REPORT
Monthly	Create cloud-based data storage for all ACENA related materials/documents	Work with current and past board members to secure historical and current documents related to ACENA	\$100	
As required	Maintain an accurate record of all proceedings of ACENA	Compile and email minutes, maintain officer directory	None	
By May 2017	Record and distribute the minutes of the planning activity for the ACENA Conference	Correspond with correct individuals, coordinate times & schedules for conference	Per conference budget	
First week of March 2017	Board of Directors Handbook	Draft an orientation handbook for Directors to include contact list; Board Assessment Forms; Expense Reimbursement Form; Whistleblower policy; Conflict of Interest sign-off; Code of Conduct; etc.	None	
	Collect ACENA related documents related to position	Provide past and present documents to interim Secretary for cloud-base storage to contribute to a common database	None	