

**ACENA
Plan of Work
Fiscal Year 16**

Timeline	Area	Goal	Strategy	Budget
By September 2015	Advocacy	Develop an ACENA Advocacy schedule to target relevant conferences/congresses that will move CE agenda forward Current listing is here .	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.) Manage the schedule and coordinate with ACENA members to get participation at targeted events	TBD once targets identified
By January 2016	Advocacy	Identify and outreach to service providers organizations which are currently and actively working with/related to existing CE programs	Solicit input from members to identify their CE-allied service providers/organizations Compile a master list Utilize list to further ACENA's work in promoting and advocating for conductive education in North America	None
Ongoing	Advocacy	Update and distribute Advocacy Package	Work with Board and Website committee to review and update the Advocacy package, as necessary; upload to website	None
By October 2015 November 2015 February 18, 2016 March 2016	Advocacy	Plan and implement Conductive Education Awareness Day 2016 February 18th	Establish a Committee to prepare "Conductive Education Awareness Day 2016" Constant Contact blast to include link to ACENA website, research, etc. Submit draft Constant Contact Awareness Blast to ACENA Board for Approval Distribute blast to all members, include on ACENA website and encourage members and CE-Allied organizations to post on their respective Facebook and Websites. <ul style="list-style-type: none"> - Special Edition of ACENA's Newsletter - Distribute informational emails to registered ACENA members in collaboration with other Directors Conduct post-CE Awareness Day 2016 Survey Monkey questionnaire Share CE Awareness Day successes via ACENA website and Newsletter	None

Issue 18: October 2015 Issue 19: January 2016 Issue 20: June 2016	Communication	Create and distribute newsletters using Constant Contact	Working with Marketing subcommittee and Board, identify, collect and vet content for e-newsletter from members/centers/stakeholders. *blast request to all members. *Maintain Constant Contact List to ensure current list.	\$100
January 2015	Communication	Create and chair a Marketing Subcommittee	Recruit committee to update ACENA pamphlet, and circulate agenda before each meeting	\$400
October 2015	Communication	Work together with ACENA BOD and Marketing subcommittee to keep the website up to date, and informative.	Introduce new website committee to update the website – weebly.	160.
June 2016	Communication	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.	0
August 2015 – March 2016	Continuing Education	Prepare for ACENA Conference	Act as ACENA’s primary contact person in completion of all 2016 ACENA Conference related activities. Serve on conference subcommittee Serve on proposal submissions subcommittee Oversee continuing education aspects of the 2016 ACENA conference Collaborate with CECO in preparation for 2016 ACENA conference	None

Continually Starting September 2015	Continuing Education	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. Recruit members to join our facebook page. This will be used to replace the "informational emails" sent out in the past.	None
Approximately every 2 months September 2015 November 2015 January 2016 May 2016	Continuing Education	Every 2 months 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 TechSoup through Center for Independence to provide the software for webinars.	None
Winter 2015	Continuing Education	Working with Marketing subcommittee and Aquinas College, develop student recruitment packages for centers and other stakeholders	Develop recruitment package Produce package and develop target list for distribution Distribute packages to encourage increased enrollment of students to Aquinas program Register ACENA scholarship with US and Canadian university scholarship databases	None
May 2016	Finance	Written financial procedures manual	Update/revise and edit as necessary	None
August 31, 2015	Finance	Prepare budget	Get input from other BODs. Adjust budget as needed	None
Monthly	Finance	Record receipts and expenses	From PayPal and checkbook	None
Monthly	Finance	Reconcile Accounts	Reconcile books to Bank and PayPal accounts	None
Monthly BOD meetings	Finance	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)	Finance	File documents with Government agencies	Prepare all required documents and pay associated fees by due date	\$40
July – March 2016	Finance	ACENA Conference budget and finances	Work with conference host and BOD members to report financial activity.	None

Quarterly	Membership	Recruit / chair Membership subcommittee	Recruit/orient members to sit on Membership subcommittee Draft subcommittee workplan Champion workplan and revise as necessary	None
November 2015	Membership	Retain existing membership	Advance (30 days) renewal notice with list of ACENA accomplishments via email	None
December 2015	Membership	Recruitment and maintenance of individuals and center members	Work with BOD to outreach to potential, current and expired members	None
Annual	Membership	Recruitment and maintenance of Aquinas College student conductors	Update/revise membership of student conductors in conjunction with Board and CLC staff	None
Monthly	Membership	Ensure accurate mailing list for Newsletter distribution	Update shared Google Doc membership list prior to newsletter mailing	None
Monthly	Membership	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	Membership	Compile and circulate ACENA Membership Directory	Report delivered at AGM and ACENA Membership Directory distributed to all members	Printing
On-going	Practice	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
3-4 times per year	Practice	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	None
By June 2015	Practice	Continue development of North American Conductor Association (NACA) under the ACENA umbrella	Work with NACA Committee on finalizing Conductor Code of Ethics and Code of Practice Submit Codes to ACENA for approval and circulate to members	None

Complete by September 30, 2015	President	Create an 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	President	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	President	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
Complete by June 30, 2016	President	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
Fall 2015 and ongoing	Program Operations	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 Operations	Program Administrator Outreach & Support	<p>Establish contact with PAs in CE field. Survey PAs and CE Centers for interest in topics, current issues, 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	Program Operations	ACENA recruitment	With support from Board, reach out to CE programs to encourage membership in ACENA	None
August 2015	Secretary	Renew P.O. Box	Secure renewal through USPS of P.O. box (Grand Rapids, MI)	\$77
Monthly	Secretary	Liaise with Director of Communication and retrieve materials and maintain PO Box	Communicate with CLC in collecting mail from PO box, organize, save, and correspond as necessary	None
As necessary	Secretary	Respond and direct e-mails from ACENA website	Correspond and direct e-mails as necessary from ACENA website	None
Monthly	Secretary	Maintain an accurate record of all proceedings of ACENA	Compile and mail minutes, maintain officer directory	None
As required	Secretary	Record and distribute the minutes of the planning activity for the annual ACENA Conference	Correspond with correct individuals, coordinate times & schedules for conference	Per conference budget
By May 2016	Secretary	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