

Action Item Tracker		Not Started	In Process	Completed	Pending	Comments
Website			X			
Newsletters			X			
Member Meetings			X			
Op Renew			X			
Project Discussion			X			
One-on-Ones meetings, etc.				X		Requires discussion
Member Meetings						
Strategic Plan:				X		Op RENEW
Comms Plan:				X		Op RENEW/Joint Strat Review
Create SME list by topic and region	X					Work w assns to develop
Advocacy Plan:				X		What does more, better, more effective advocacy mean?
Formal advocacy plan:				X		Op RENEW/Joint Strat Review
Formalized advocacy process	X					Begin drafting (Incl website procedures, archives, etc)
<b>Governance:</b>						
Provide samples or examples of assn constitutions and by laws;				X		
Collect and post comments and/or maintain blog:	X					
Value Prop			X			Assn discount structure posted to web
How to open new chapters, attract new members, retain members;			X			Survey in process
Guidelines for profit vs NFP vs charitable status				X		
<b>Best Practice/Idea Exchange:</b>						
Annual reports: Provide guidelines/template, sharing reports	X					(Optional, info at least) Develop draft, socialize for comment
Questionnaire: Collect and share responses to a basic questionnaire			X			Survey in process
Services: Compile a list of possible services, affinity programs, shared facilities	X					To be pursued after Op RENEW
<b>Programming:</b>						
After-Action Reports: Share after-action reports from assns	X					
Collaboration: Encourage collaborative and shared programming;	X					
Sharing presentations: Run shared presentations via teleconf;						To be worked on by CDA I
Value-Add ideas: Ask speakers "What can CDA do for you?"			X			Work with assns
Archiving of presentations						To be worked on by CDA I