



Association of State Dam Safety Officials

Fiscal Year 2017 Action Plan

Projects from July 1, 2016 to June 30,
2017

SUMMARY

FY17 Projects Summary

Project	Same As FY16?	Status
Goal		
1. Improve state dam safety programs.		
1.1. Condition Assessments - Help States Buy Into and Complete the National Dam Safety Program Condition Assessments Criteria and Update the NID condition assessment data on a regular basis.		
1. Work with Becky Ragon on the timeline for the NID update in late 2017 (only if USACE goes to annual updates – not likely in this FY).	Y	
2. Possibly still need to contact states with low percentage of rated dams and find out what is holding them back from getting the condition rating in the NID. After we see the 2015 data, we can get a better understanding of where they stand. Then work with individual states to provide tips and/or best practices from other states.	Y	
1.2. Improve State Enforcement Capabilities		
No actions.	Y	
1.3. State Performance Metrics		
3. Continue performance data calls and complete the state performance reports. (report design and print may be paid with FEMA grant).	Y	
4. Consult with the task group to evaluate how the questions are working and make changes as appropriate.	Y	
1.4. Identify Critical Gaps in State Programs		
5. Model State Dam Safety Program tasks. <ul style="list-style-type: none"> a. Explore creating our version of the model b. If this remains a FEMA guideline, push the NDSRB to take up the topic of updating the model inspection form (to take out the word “certify”) 	N	
6. Continually identify things that need to be updated and update our document as needed. Then recommend them to the NDSRB for consideration in the FEMA version.	Y	
7. Facilitate regional caucus meetings at the annual conference and upon request by each region. Post minutes, written by volunteer caucus member, to the Annual Business Meeting minutes. Maintain a filing system of minutes from caucus meetings at headquarters. <ul style="list-style-type: none"> - Caucus Sept. Agenda should always include reminder to tell ASDSO (Mark) about any state legislative concerns prior to the start of each calendar year (before leg session begins). Encourage regions to do more virtual meetings during the year. 	Y	
8. Create a workshop at the Philly conference on dealing with dam failures, what to do during an emergency.	N	
9. Perform State Peer Reviews as requested (see detail).	Y	

Project 9 - State Peer Review Program Detail		
- Promote use of state assistance grants to fund peer reviews.	Y	
- Conduct state peer reviews for states that want to pay for it.	Y	
- Maintain a list of states requesting a review in the fiscal year. Inquiries: Wyoming, Oklahoma, Illinois, Maryland	Y	
1.5. General Support for State Programs		
10. Provide a monthly electronic newsletter to the state reps and state associates.	N	
11. Assist state officials in knowing about and accessing training opportunities.	Y	
12. Assist states with developing and reporting on their NDSP Assistance Grants. Create NDSP grant templates on training, peer review, sustaining memberships, dam owner workshops in the spring. Set up webinars prior to future FEMA State Assistance Grants RFP dissemination so states can discuss ideas for the grants. Set up a tutorial on the grant system for new state reps.	Y	
13. Provide information about each state dam safety program to the other states and public. Update state website pages with annual performance reports, updated state website URLs, updated state contacts, and updated stats.	Y	
14. Distribute remaining NID and INEL grants.	Y	
15. Post model state projects to the website so states can get ideas from other states. Look for best practices that states can share about how their programs are funded, ways to stretch \$\$\$ such as partnering with local officials or use of technology. Share in state rep e-news and possibly post to website. (An example would be partnering with a local soil and water conservation district to do inspections).	Y	
16. Support the Chapters throughout the year. Council for Safe Dams – start planning for the 2018 regional conference.	N	
17. Hold state rep orientation webinars. Continue to update and refine webinar. Add something about how to partner with the National Weather Service.	Y	
18. Improve communication with new state reps. Create a quick fact sheet/state manual for new reps (more visually pleasing). More interaction needs to be facilitated between states within regions. Maybe set up plan to facilitate visits with new reps. Hold state rep orientation webinars. Work on improving the whole orientation program. Add state testimonials maybe. Discuss how we get better coordinated with the FEMA regions and get them to help us engage the regional reps.	MOD.	
19. Hold state webinars throughout the year. Specifically, prior to the conference and maybe mid-year and when specific topics come up that need to be discussed.	Y	
Projects 17 -19- New State Rep Checklist Detail		
- When state rep is named: a. Request an official letter from the state department director indicating who the state rep is. (Jennifer) b. Send a welcome email (Lori) c. Send the State Rep Binder (Jennifer) d. Update MS (Jennifer) e. Remind everyone about updating the state reps email on all email contacts. f. Update Website – map contact, members' only state rep page. Watch board member contact info and update in several places on website.(Jennifer) g. Notify the Region and ASDSO staff- (Lori) h. Do an e-s story-(Sarah) i. Make a file keeping track of these changes for the Annual Report (written in July)-	Y	

(Jennifer) j. Make a courtesy call (Mark and Lori and ExCom) k. Provide contact info to the new state rep for the other state reps in that region. (Brittany)		
Goal		
2. Increase awareness of dam safety and its benefits to all stakeholders.		
2.1. Identify Stakeholders		
20. Maintain lists of various key contacts. <ul style="list-style-type: none"> • partners orgs • press • university contacts • subject matter experts • legislative key contacts 	Y	
21. Do survey to finalize how states want us to reach out to dam owners. Educate all states on how ASDSO will use owner lists. Share updated owner info back to states to help improve their contact info. Continue to compile owner contact information primarily from dam owner workshop attendees in MS database. Send/Email Industry Directories to targeted states.	MOD.	
22. Focus on collecting county emergency management agencies contacts and create messaging in marketing plan. Take messaging to the next IAEM show. Work with each state to obtain county emergency management contacts; especially in states where the EAP course inspection and assessments course will be taught.	MOD.	
23. Increase Membership. <ul style="list-style-type: none"> • New members • Retention of members 	N	
Project 23 Membership Drive Checklist Detail		
Membership Recruitment Plan: - New Members: <ul style="list-style-type: none"> • Exhibit at select tradeshow/events to promote ASDSO membership to new audiences <ul style="list-style-type: none"> i. HydroVision (booth) ii. IAEM (booth) iii. DFI (material display) • Follow up with non-members of ASDSO events (conferences, technical workshops, webinars, dam owner workshops) with member brochure, back copy of the Journal and info letter. This can be done either digitally or USPS. Sent on a quarterly basis. • Use new digital format of JDS to reach out to past members who have expired. • Reach out to members 3/6/9 months after membership expiration date with "We Want You Back" type messaging. • Quarterly marketing push to expired members (1 yr +) • Social media advertising to targeted demographics • Levee Community – continue to build levee contacts (see Goal 5). Research levee districts and communities that own levee systems. <ul style="list-style-type: none"> • Target key stakeholder groups we feel have the highest probability to join (levee, dam owners, emergency managers). Focus new membership push on these groups. - Member Retention <ul style="list-style-type: none"> • Enhanced member communications throughout first year 	Y	

i. Welcome message ii. 3/6/9 month messaging with benefits explained and easy to take advantage of. - Clarify categories and enhance membership benefits. <ul style="list-style-type: none"> Enhance membership benefits and add new benefits that members find enticing. User member survey as a data collection tool. 		
2.2. Create and Implement Timely and Targeted Messaging		
24. Create annual officers communications training. Maybe at Fall planning meetings. Go over messaging. Work with them to get OK from PIO prior to term. Get buy in from PIO on what they're doing for ASDSO.	N	
25. Social Media Communications for Increased Public Awareness and Technology Transfer. YouTube, Facebook, Twitter, LinkedIn. Continue Hootsuite subscription. Encourage people to join our LinkedIn Page so we can start conversations. Do a special conversation at Philadelphia. (Each session could have a LinkedIn conversation) Add videos as they become available to YouTube site.	MOD.	
26. Continue the ASDSO Brand Development and Marketing Campaign. See Ross' proposal for going to exhibit shows and placing ads in other journals. This year add Blog (once a week, president's thoughts, staff, reaction to certain events). Create an editorial calendar for this.	N	
27. Complete new website in FY17.	Y	
28. Continue with failure anniversary press releases and assign volunteers to work on each one –the Dam Failure and Incidents Committee will create info sheets and work with the Communications Committee to create and release press releases for each. Two committees will meet to devise a plan.	Y	
29. Write Op-eds in response to failures or incidents or Federal or State Legislative Actions.	Y	
30. Review written Communications Plan at beginning of year and with the Communications Committee and any subject matter experts.	MOD.	
31. Refine Rapid Response Plan by removing three major messages. Keep Rapid Response Plan and do an after action review after key messaging events.	N	
32. Support National Dam Safety Awareness Day. Encourage states to participate with their own events.	Y	
33. Support the Safety at Dams Committee. (See Workplan)	N	
2.3. Media Engagement		
34. Use pool of members for media communications.	Y	
35. Keep press kit updated.	Y	
36. Track news stories, who has contacted ASDSO for information and respond as needed. (putting it into the bib and posting to the latest news on the website).	Y	
37. Supply history, data, and other materials as needed to media producers.	Y	
2.4. Engage Policymakers		
38. Implement Federal Advocacy for the National Dam Safety Program Appropriations, authorization of a National Dam Rehab Funding Program and the National Levee Safety Program Appropriations. Assist the Levee Coalition in Making a Fact Sheet for the National Levee Safety Program.	N	
39. Continue to assist other organizations or agencies with legislative policy initiatives that could affect dam safety.	Y	

<p>a. Support ICWP by signing onto joint letters recommending full funding for the USGS Streamgauge Funding Program.</p> <p>b. Work with the National Watershed Coalition to support funding for the NRCS Small Watershed Program, focusing on the Watershed Dam Rehabilitation Program. Write testimony or testify when requested. Write letters to Congress on behalf of ASDSO. Communicate the need for letters from our membership to Congress. Post news on this topic in the e-news and on the website.</p> <p>c. Support ASCE's Infrastructure Report Card project (final 2017). Provide annual state performance data and dam inventory data (condition data if requested)</p> <p>d. Continue to scan updated NFIP reform law focusing on any inclusion of areas downstream of dams as special flood hazard areas. Try to get a voice on FEMA mapping advisory committee.</p> <p>e. Monitor FEMA's RiskMap project and Community Rating System and be prepared to offer advisors or to coordinate reviews or comments if necessary.</p> <p>f. Monitor implementation of clarification at FEMA to allow dam rehab funding under HMGP and PDM. Try to get on any advisory group that will be looking at implementation.</p>		
40. Implement a State Advocacy Program (see detail)	Y	
Project 40 - State Legislative Advocacy Detail	Y	
- Focus advocacy on Alabama only and just respond to other state issues as necessary.	Y	
- Communicate state advocacy efforts to the states. Presentation at conference, monthly updates in state newsletter, regional conference calls, etc. Help states recognize what we could do for them.	Y	
- Support ASCE's State Specific Infrastructure Report Card project. Provide annual state performance data and dam inventory data (condition data if requested). Develop grading guidelines and provide to ASCE.	Y	
2.5. External Coordination		
41. Routinely monitor check on activities of related organizations/agencies. Send info on ASDSO activities as needed. Make sure our link is on their websites if there's a spot to other orgs. Maintain list of orgs website links and contact info. Update website links on our site as necessary. Post training on web calendar. Coordinate training opportunities – check these orgs for relevant training. Scan orgs news/website info for related news stories. Bring any issues to staff meetings if they need our focus (e.g. overlap with ASDSO projects, coordination needed).	Y	
42. Maintain all written partnering agreements. Update when they are getting ready to expire.	Y	
43. Specifically, work with and support the ICODS agencies when and if they have projects that support our mission. -Support the ICODS project to update the Federal Guidelines.	Y	
44. Supply representatives from ASDSO to the NDSRB and to the DHS Dams Sector Councils. Support communication among those reps. Concurrently, maintain staff involvement with the DHS SSA and Sector Coordinating Council. Lori will continue to co-chair the Information Sharing Workgroup.	Y	
2.6. Promote Responsible Dam Ownership		
45. Put on dam owner workshops (see detail)	Y	

46. Revamp Dam Owners section of website (computer animations, downloadable documents, rehab funding resource center, & videos). Update with website platform.	Y	
47. Create series of Dam Owner Webinars. Create one new webinar on liability in FY17. (Future option years in FEMA proposal include additional webinars.)	MOD.	
48. Try to do an animation. Either re-do one we have or do how a dam works (see potential animations list).	MOD.	
49. Get more email addresses for owners. Possibly do a targeted mailing about ASDSO about membership or training. See "subscription" idea. Focus on training.	MOD.	
50. Work with the new Safety at Dams Committee to coordinate on safety around dams projects.	N	
51. Do non-state peer reviews as request (see detail)	Y	
Project 45 Dam Owners Workshop Program Detail		
- Call to states each year before they apply for state assistance grants.	Y	
- Schedule and coordinate workshops to be held July 2016-June 2017	Y	
- Maintain list of instructors/trainers	Y	
- Continue to update courses as needed/determined by the committee	Y	
Project 51 Non-State Peer Review Program Detail		
- Continue Peer review project focus on USBR 2017.	Y	
- Prep for 2017 TVA Peer Review	N	
- Continue follow-up campaign for those FERC licensees that we contacted about the ODSP peer review project. (Personalized letters/reminders a couple of times a year.) Start working more specifically on any FERC licensee peer reviews that are scheduled in FY17. Create more info on the website about this program (on new website).	Y	
Goal		
3. Increase the technical expertise of dam safety professionals and owners/operators.		
3.1. Technical Training and Information Exchange Program		
52. Organize national & regional conferences (See detail)	Y	
53. Conduct classroom courses (See detail)	Y	
54. Deliver electronic/distance learning programs (See detail)	Y	
55. Refine and promote ASDSO's Program of Study: <ul style="list-style-type: none"> Continue using PofS to guide selection and scheduling of classroom courses. Group webinar topics into PofS categories for Resources by Topic page of website. Work, as opportunities arise with outside orgs (USSD, NDSRB) to promote the PofS as an umbrella reference document, to aid in preventing duplication and identifying training gaps. 	Y	
56. Assist training participants in securing credits for participating in ASDSO's educational events. (See detail.)	Y	
57. Collaborate with DHS and other organizations to provide dam and levee safety and security related educational opportunities and materials.	N	
Project 52 Organize National and Regional Conferences Detail		
- Organize and conduct Dam Safety '16 Annual Conference	Y	

- Call for Abstracts, exhibit sales, and other preliminary planning for Dam Safety '17 Annual Conference	Y	
- Site search and selection for Dam Safety '19	Y	
- Conduct a regional conference for the Southeast Region in Nashville, TN	Y	
- Plan for the following year's regional conference. According to rotation, the CSD/northeast region is to be invited. (Get confirmation and plan at Sept caucus.)	Y	
Project 53 Conduct Classroom Seminars Detail		
<ul style="list-style-type: none"> - Organize and conduct the odd-year core classroom training seminars. <ul style="list-style-type: none"> • HEC-HMS • Conduits, Valves & Gates • Construction Inspections and Plans & Specs Review • Soil Mechanics • Dam Failures and Lessons Learned • Emergency Action Planning • ** Tentative: Inspection and Assessment of Dams – sponsored by the NRCS 	Y	
- Plan for FY18 courses and rotation	Y	
Project 54 Deliver Electronic and Distance Learning Opportunities Detail		
- Refine and continue to utilize procedures for selecting webinar topics and instructors.	Y	
- Conduct a series of webinars taught by experts in dam safety related topics.	Y	
- Work towards a more efficient learning management system. Reduce costs by doing more of the webinar prep and production work ourselves. Integrate with MS registration module. Improve access (search-ability) and trim costs of storing archived webinars	MOD.	
- Try to get an ASDSO rep on the TADS update steering committee to represent our interest in this project.	MOD.	
- Gannett Fleming Dam Failure Lessons Learned Website Project (dependent on FEMA funding)	Y	
- Create DAM TAP if we get FEMA grant. (This will have a lot of moving parts and will need further detailing).	N	
Project 56 Assist with Professional Development Requirements Detail		
- Keep abreast of the changing professional development requirements for engineers and other dam safety professionals	Y	
- Continue to implement program for NY licensees through PIE and ASDSO members who are trained as PIE course evaluators.	Y	
3.2. Serve as Primary Resource for Dam Safety Information		
58. Publish conference proceedings, technical seminar materials and other specialized dam safety publications.	Y	
59. Maintain bibliography of dam safety references.	Y	
60. Maintain online bookstore and print/distribute yearly catalog. Finish process of moving this to the MemberSuite portal.	Y	
61. Start to create a new resource center with support from FEMA grant. Integrate Resources by Topic info. Update pages and add research projects as appropriate. Regularly confer with the AdCom on updates.	Y	

62. Send conference proceedings to Curran Associates for inclusion in Elsevier Compendex and Scopus databases.	Y	
63. Post EMI course materials to website.	N	
64. Maintain dam failure database.	Y	
65. Maintain an on-line training directory.	Y	
66. Publish Journal of Dam Safety	Y	
Project 64 Collect and Post Dam Failure Data to the ASDSO Dam Failure Database Detail		
- Focus on an ASDSO failure database in lieu of DSAT system. Collect the historic failure info (look through the old state surveys and DSPMT and identify the gaps in info.) Need release of material currently classified as FOUO by DHS.	Y	
- Determine someone (an intern for example) to enter the historic dam failure info.	Y	
- Monitor Google Alerts for new info on failures. (FEMA grant will affect this positively.) See if the DFIC will assist with this – get their feedback. Possible new DFIC subcommittee?	Y	
- Write up guidelines on how we share this info. Work with Corps & DHS to develop a protocol for responding to requests for incident database.	N	
Project 66 Journal of Dam Safety Detail		
- Publish Technical Journal. Send to membership, subscribers and selected comp list.	Y	
- Improve use of digital version of the Journal of DS. Strategically share digital version for marketing of ASDSO. Work on giving members the option of getting the journal digitally instead of via hardcopy.	MOD.	
- Utilize extra journal copies for display when exhibiting.	Y	
- Send journals to Elsevier and EBSCO.	Y	
3.3. Provide and Promote Technical Research		
67. Track research through NDSRB and partner contacts, relevant journals and proceedings, and online sources. Enter research reports into bibliography and maintain research links on website.	Y	
68. Maintain and add research projects to Resources by Topics pages as appropriate.		
3.4. Student Outreach		
69. Distribute student electronic outreach flyer (includes insert with info on scholarship, paper and poster competitions).	Y	
70. Continue to work on populating and updating Student Employment Opportunities and posting student resumes.	Y	
71. Make PowerPoint presentations and handouts available for speaker bureau.	Y	
72. Encourage student participation in ASDSO annual and regional conferences	Y	
73. Annual Conference: Continue annual student paper/poster competitions. Invite student classes. Set up info sessions in resource center. Gather materials from firms to set out. Set up times with Student Outreach Committee members to discuss careers in dam safety.	Y	
74. Participate in Engineering Week activities.	Y	
75. Work on more social media, on-line outreach: work on getting links to our student outreach materials on university financial aid websites, engineering websites,	Y	

student assistance websites (ex. Scholarship portal websites, etc.)		
76. Provide ASDSO Undergraduate Scholarship	Y	
Project 76 - Undergraduate Scholarship Detail		
- Publicize ASDSO scholarships. Announce availability of application. B. After winner selected, send announcement to relevant organizations, including partners, university s outlets, outlets in recipient's home town. Publicize in e-news, Journal, Facebook.	Y	
- Make application form available on website. Collect application materials and send to Scholarship committee. Respond to scholarship inquiries.	Y	
Goal		
4. Develop and implement financial instruments to improve dam safety programs.		
4.1. Full funding for State & Federal Dam Safety Programs		
No actions		N/A
4.2. Repair and Rehabilitation Funding for Dams		
77. Support the dam rehab financing standing committee. Take the list from FY16 Action Plan and committee will create a workplan for FY17. (See the Workplan in the committees section)	Y	
78. Reconvene the task force to update the costs of rehab report.	Y	
Goal		
5. Promote and facilitate a consistent approach to dam safety regulation and technical criteria in all states and federal agencies.		
5.1. Analysis of State Data		
79. Continue the Gaps analysis on what type of technical criteria data we have from each state –started in FY13. State technical criteria will be compiled into topic PDFs and posted to the website.	Y	
80. Add additional data fields as needed to annual data call on technical criteria.	Y	
5.2. Improve Program Expertise/Management		
81. Continue to do state surveys, discuss at board meeting and decide if we need to respond to the data analysis. Decide if we need to make policy statements based on survey results. Post surveys on website. Think about starting discussions about survey results on LinkedIn or thru MemberSuite. Possibly revise the way we do surveys so that people can just log on, add their answer.	N	
5.3. Increase Regulatory Expertise		
82. Focus on continuing the project about improving engineering designs that get submitted for state review. See Dam Design and Construction plan. Continue state soapbox session. Do more interactive webinars.	MOD.	
5.4. Risk-Informed Decision-making		
83. Refer to issue brief/report as needed when questions/information requests arise	N	

Goal		
6. Support levee safety activities consistent with dam safety principles and interests		
6.1. Communication		
84. Continue to disseminate information about levee safety to our membership and what ASDSO's role will be as this goal changes over time (based on national policy changes).	Y	
85. Maintain a levee department in the e-news	Y	
6.2. Support Implementation if a National Levee Safety Program		
Projects will be added if the federal program is implemented.		
6.3. Training for Levee Safety Stakeholders		
86. Support levee training as part of existing training program.	Y	
87. Continue levee safety track at conference	Y	
88. Continue collecting new levee owner contacts.	Y	
6.4. Support for Levee Data Collection		
No action		
6.5. Strategic Partnerships-Participate in the US Levee Safety Coalition		
89. Participate as a member of the U.S. Levee Safety Coalition. The Levee Committee will coordinate their strategic plan with the levee coalition plans. Assist with facilitation of bi-monthly conference calls. (See division of duties)	MOD.	
Internal Management		
7.1. Awards Program		
90. Awards Program Procedures:	Y	
<ul style="list-style-type: none"> Collect and Compile awards nominations. Send to Awards Committee for review. Awards Committee recommends national rehab award winner and forwards the nominee to the Board. AdCom chooses Hampton Award and McCook winners. Committee encourages regions to collect regional awards of merit nominees. Promote awards nominations in the e-news and state reps newsletter. Board chooses rehab award winner, national award of merit winner, regional reps choose regional awards of merit. Award winners are contacted and invited to the annual conference. Start process for next year. Post updated nominations applications to the website after the conference. Update nominations flyer Distribute electronically only unless FY16 shows that we need to mail hard copies? 		
91. Conference Prep. Order all plaques. Collect information and photos of award winners for conference program booklet and background slides for awards presentation.	Y	
92. Post award info to website.	Y	
93. Continue to improve all of the awards procedures	Y	
7.2. Member Services		
94. Maintain member services.	Y	
<ul style="list-style-type: none"> Send eNews monthly. Look at ways to make eNews more targeted and 		

<ul style="list-style-type: none"> concise. Find a way to improve email deliverability. • Send JDS quarterly. • Maintain members only section of website and make it a meaningful perk for members. Put e-news in archives. • Maintain member discounts for ASDSO courses, conferences and bookstore items. Long term goal should be that everything we do has a member and non-member rate. • Limited literature searches and inquiry services to members. See Policy Manual. • Continue a member “gift” project via the member welcome email. 		
<p>95. Maintain an adequate database system of members.</p> <ul style="list-style-type: none"> • Continue to use MS for storage of all member data and maintain data to the best of our ability. • Research ways to capture and store member interest to improve targeted messaging in the future. Store this data in their MS profile. 	N	
7.3. Member Feedback/Surveying		
<p>96. Create a short annual survey that provides specific questions used for measuring membership engagement and association success. The annual survey will take place during the last quarter of each fiscal year.</p>	N	
<p>97. Use shorter more targeted surveys throughout the year (limit one per quarter) to gauge member feedback on issues as they arise or are needed. These could include communications survey, brand development survey, website survey, educational needs survey, etc.</p>	Y	
7.4. Contracts/Grants Management		
<p>98. Submit all federal paperwork to maintain good standing with SAM.</p>	N	
<p>99. Manage following grants or purchase orders: FEMA, NRCS, Reclamation. Potential order with TVA. Coordinate Quarterly and Final Reporting. Billing.</p>	N	
<p>100. Coordinate Single Audit if federal funds exceed \$600,000.</p>	N	
<p>101. Manage state contracts for workshops and seminars.</p>	Y	
<p>102. Manage Subcontracts.</p> <ul style="list-style-type: none"> a. File with audit materials. b. If under federal contract or grant, send all reps and certs that apply to subs when subcontract is complete. c. Coordinate worker comp certificates. 	Y	
7.5. Board and State Rep Orientation and Communications		
<p>103. Update Board manual and distribute. Hold new board member orientation. Board members work on better ways to mentor new board members. (Add annual reports and an example of a quarterly written report to list of things they get.)</p>	Y	
<p>104. Administer Board Self-Evaluation. (Use Constant Contact survey system.)</p> <ul style="list-style-type: none"> a. Send out evaluations to board members b. President Elect compiles results and reports to Board 	Y	

7.6. Committee and Volunteer Management		
105. Manage committee activities. a. Maintain committee “flags” in MS. Update committee roster files as appropriate. (Website rosters, Word roster and Excel summary chairs and liaisons) b. Request quarterly committee report. c. Make an annual request for budget and project plan for next fiscal year. d. President to reappoint committee chairs annually. President to assign executive sponsors annually from the board. e. Manage committee pages on website f. Manage executive committee (see subtask)	Y	
106. Consider putting term limits on committee membership. (In charters) Look at chair term limits (analyze this).	N	
Project 105f. Executive Committee Detail		
- Hold meeting of newly elected ExCom in Lexington. Meet auditors, bank officials, and insurance contacts. Go over officers job descriptions. Review action plan performance. Review committee chairs and executive sponsors and fill openings. Add new treasurer to bank signature card.	Y	
- Provide to treasurer: bank statements and cancelled check images.	Y	
- Hold meeting of ExCom to prepare draft action plan and budget for next fiscal year.	Y	
7.7. Internal Planning		
107. Hold staff meeting to review end of year performance on Action Plan.	Y	
108. Hold staff meeting to review current Action Plan performance measures. (half year)	Y	
109. Prepare draft action plan and budget for next fiscal year (consult Strategic Plan to align projects). Hold a series of staff meetings to create draft and take to spring ExCom meeting where it is finalized. Board votes on it at summer board meeting.	Y	
110. Prepare financial statements. a. Quarterly statements for board b. Final statement for annual report, board and business meeting.	Y	
111. Conduct annual financial audit and submit 990s and 990-Ts to IRS and close the books for previous fiscal year.	Y	
112. Improve office, project management and computer tools. Continue? Fred Pryor seminars subscription and view as a group/access individually on line.	Y	
7.8. Property Maintenance		
113. Manage all property permits and inspections.	Y	
114. Manage maintenance tasks	Y	
115. Financial management (mortgage, property insurance)	Y	
116. Finish conference room	N	
7.9. Human Resources Management		
117. Manage payroll in conjunction with Paycor. (Post biweekly and monthly payroll). Distribute legal announcements to staff when appropriate. Distribute benefits information when appropriate. Distribute benefits information when appropriate.	Y	
118. Manage retirement program. Transfer funds in conjunction with payroll to American Funds. Oversee completion of all legal reporting (5500) (work with McGregor and Associates).	Y	
119. Personnel Management • Send executive director performance evaluation form (or input to form	N	

<ul style="list-style-type: none"> via web surveying tool) to Board Collect, compile and report on results Staff performance evaluations completed. 		
7.10. Update Strategic Plan		
120. Finish planning. Finalize at Winter 2016-17 board meeting.	MOD.	