What are the most important things a chapter should do to start off a new year?

VLW 2009 attendees split into small groups and answered this question:

Performance Planning: How can you make the most of your chapter year?

<table>
<thead>
<tr>
<th>Group 1</th>
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<tbody>
<tr>
<td>Start planning early</td>
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<tr>
<td>Have an officers retreat to make your yearly agenda</td>
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<tr>
<td>Improve member communications (i.e. send &quot;save the date&quot; information)</td>
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<tr>
<td>Set budgets</td>
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<tr>
<td>Delegate - so same person doesn't get stuck doing it all</td>
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<td>Start grant writing early</td>
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<thead>
<tr>
<th>Group 2</th>
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<tbody>
<tr>
<td>Develop a yearly calendar</td>
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<tr>
<td>Prioritize activities/plans according to resources</td>
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<tr>
<td>Focus on plans that can be supported with the limited resources</td>
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<tr>
<td>Set goals that are achievable</td>
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<tr>
<td>Identify resources and apply for grants</td>
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<tr>
<th>Group 3</th>
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<tbody>
<tr>
<td>Commit to a schedule - calendar of events</td>
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<tr>
<td>Start here (at VLW)</td>
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<tr>
<td>Look to younger nurses and get feedback from (all) members</td>
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<tr>
<td>Follow Action Plan</td>
</tr>
<tr>
<td>Stay focused and committed</td>
</tr>
<tr>
<td>Annual calendar of events</td>
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<tr>
<td>Incorporate other activities - network meetings, ANNA meetings, chapter meetings</td>
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<tr>
<td>Delegate!</td>
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<tr>
<td>Teamwork - there is no &quot;I&quot; in TEAM!</td>
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<tr>
<td>Start traditions (Christmas party, picnics, etc.)</td>
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<tr>
<td>Recruit members</td>
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<tr>
<td>Provide incentives to attend meeting: food, happy hour, raffles and prizes, jewelry/food vendors</td>
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<th>Group 4</th>
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<tbody>
<tr>
<td>Have a long range/annual plan</td>
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<tr>
<td>Establish a set of measurable and obtainable goals (grow members, get membership involved, creative educ.</td>
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<tr>
<td>Do an Action Plan (Choose 2 goal categories and devise plan of how to reach the goals you set)</td>
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<tr>
<td>Communication --use ANNA, national resources</td>
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<tr>
<td>--get chapter website</td>
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<tr>
<td>--use e-mail technology/flyers</td>
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<tr>
<td>--try <a href="http://www.freeconferencecall.com">www.freeconferencecall.com</a> for business meetings</td>
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<tr>
<th>Group 5</th>
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<tbody>
<tr>
<td>Chapter Action Plan - Assess, Review, Revise continuously throughout year</td>
</tr>
<tr>
<td>Share tech info to help each other communicate with members and make tasks easier</td>
</tr>
<tr>
<td>Consider budget restraints - plan fundraisers as needed and do what you can to make money</td>
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<td>Keep up with changes!</td>
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<th>Group 6</th>
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<tbody>
<tr>
<td>Follow planning grid (calendar)</td>
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<tr>
<td>Assign duties (so everyone know what they are responsible for)</td>
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<tr>
<td>Set dates: monthly, quarterly, etc.</td>
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<tr>
<td>Utilize other members, break into committees (education, membership, money)</td>
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<tr>
<td>Shadow/provide mentoring with other members to keep enthusiasm</td>
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<th>Group 7</th>
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<tbody>
<tr>
<td>Have a plan using the ANNA calendar</td>
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<tr>
<td>Delegate tasks</td>
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<tr>
<td>Form committees</td>
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<tr>
<td>Communication (email, snal mail, etc.)</td>
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<tr>
<td>Networking (to encourage new members)</td>
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What are the most important things a chapter should do to start off a new year?

VLW 2009 attendees split into small groups and answered this question:

**Performance Planning: How can you make the most of your chapter year?**

Plan fun functions for members (with families)
Fundraisers
Drive chapter to increase COTY points
Reward officers for their participation (paying for VLW, national meeting, officer retreats, etc.)

**Group 8**
Create a chapter calendar
Combine business and educational meetings
Plan at least 2 fundraisers
Start with an Action Plan

**Group 9**
Get to know your team early
Connect with Congressional delegates for what's important to patients
Education Congressional delegates
Get chapter connected - use ANNA Connected
Establish Website for members
Take momentum from VLW home and meet with members early
Plan year NOW with all officers
Share success with others
Evaluate needs
Evaluate progress to course correct

**Group 10**
Start NOW!
Retreat/Planning session
Action plan with updated periodically
Post events calendar
Set meeting schedule
Schedule meetings on same day each month for consistency
Strategize with Networks
Don't be afraid to think BIG - take a chance - risk failing
Support PCTs, LPNs and Associate members

**Group 11**
Teach technology
Newsletter for members
Set up/plan meetings
Recruit techno personnel (or members with more computer experience and know-how than you)
Establish contact (network!)
Set goals
Send out surveys - what do members want?

**Group 12**
Set goals
Groom future leaders (identify 5 potential new leaders this year and start mentoring)
Membership development (increase membership by 10%)
Identify education needs of members (# of meetings desired and types of programs)
Participate in advocacy as directed by ANNA

**Group 13**
Action plans - develop early and update throughout the year - it's your roadmap
New officer meeting (brainstorming, planning)
Set regular business meetings for business and educational programs
Make sure individual responsibilities are clear to all
Meet deadlines
Send officers to VLW
Take pictures at all events!
What are the most important things a chapter should do to start off a new year?

VLW 2009 attendees split into small groups and answered this question:

**Performance Planning: How can you make the most of your chapter year?**

- Utilize ANNA Connected for chapter communication
- Delegate and involve many!
- Rotate meeting locations (non-part.)
- Utilize online services
- Be good stewards and fiscally responsible when using chapters resources

**Group 14**

- Identify where you are now (membership, financial)
- Planning meeting - full calendar (monthly meetings, audioconference, national meetings, Educ. Programs)
- Action Plan
- Bring in new members!
- Meet other chapter members in your state
- Use conference calling: MeetingBridge, Web meetings

**Group 15**

- Hold a Business meeting with officers within 1st month after VLW
- Set goals
- Check recharter activity quarterly
- Action plan
- Chapter profile

**Group 16**

- Start NOW!
- Plan, plan, plan
- Education- Action Plan
- Use chapter calendar: meetings, website, chapter countdown for next Symposium - Set Dates NOW!
- Membership drive
- Face to face interactions with "others"
- Newsletters - public - members
- Involve all members, not just officers. Delegate to volunteer members, form committees as needed
- Plan a chapter officer retreat, or a members retreat
- Identify replacements for each officer role - mentor, mentor, mentor!
- Use ANNA Connected
- Use computer for chapter business - take a computer for dummies class if needed
- Utilize vendors - pass out flyers for ANNA

**Group 17**

- Motivate volunteerism among chapter members - offer simple one-time tasks to members who volunteer to help.
- Publicly recognize all volunteers at chapter meetings and/or in chapter newsletters!
- Work with the lighthouse theme for meetings/Nephrology Nurses week celebrations
- Use vision and follow-through in your planning. If you don’t have a vision - find someone to help.
- Focus on one goal (at a time) Choose reasonable goals and timeframes to accomplish them
- Plan your year with goals, dates -Use Action Plan and calendar
- Increase chapter communication - Use ANNA Connetedtec - utilize the tools we already have!
- Increase visibility of chapter - get the word out! Make it valuable and be accountable

**Group 18**

- Respect ideas
- Planning - utilize tools like calendar and ANNA Connect
- Membership Drive
- Fun activities with Educational offerings
- Community service - Make a Difference in renal and non-renal communities
- Collaborate with other organizations
- Re-educate and encourage a 're-commitment" if officers serve more than one term

**Group 19**

- Officer meeting quarterly
- Communication between officers

10/26/09
What are the the most important things a chapter should do to start off a new year?
V LW 2009 attendees split into small groups and answered this question:
Performance Planning: How can you make the most of your chapter year?

Action plan - involve team, include chapter members, set goals
Officer Challenge: Find a replacement/mentor
Re-evaluate plan quarterly
Blueprint your activities (use the action plan!)
Be flexible with plans
Be proactive
Talk positively about ANNA and your experience as a chapter officer. If you need help, ASK for it!

<table>
<thead>
<tr>
<th>Group 20</th>
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<tbody>
<tr>
<td>Early Planning Meeting / Goals</td>
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<tr>
<td>Specific assignments with dates for completion</td>
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<td>Assist with virtual world to those who have minimal skills</td>
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<tr>
<td>Go through VLR CD with members</td>
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<tr>
<td>Assign back-up buddy when assigning tasks</td>
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<tr>
<td>Always announce to members: next meeting location and time - send enthusiastic email reminders to members a 3-7 days before next meeting.</td>
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<tr>
<td>Encourage suggestions and be open/respectful with any ideas that you receive from other officers/members</td>
</tr>
<tr>
<td>Listen: Listen with a goal of understanding, then speak</td>
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<tr>
<td>Use <a href="http://www.freeconferencecall.com">www.freeconferencecall.com</a> for business meetings</td>
</tr>
<tr>
<td>Commitment and follow-up to other members</td>
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<tr>
<td>Make sure you have a cohesive agenda</td>
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<tr>
<td>Giving up is the only failure you can make. Learn from mistakes, but don't stop trying.</td>
</tr>
<tr>
<td>Plan early for elections and training/orientation of new officers. Encourage NEW officers - they are a chapter's lifeblood. Plan fundraisers to send new/all officers to the next VLW.</td>
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<tr>
<th>Group 21</th>
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<tbody>
<tr>
<td>Planning</td>
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<tr>
<td>Survey members</td>
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<tr>
<td>Expand network</td>
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<td>Do meeting of the the virtual world</td>
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<td>Keep it fun/free</td>
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<tr>
<td>Be enthusiastic</td>
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<tr>
<td>Be innovative - try something new</td>
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<tr>
<td>Stick to schedule - check goals</td>
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<tr>
<td>Slowly rebuild - don't go back and overwhelm members</td>
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<td>Select a theme for the year (keep it fun!)</td>
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<td>Advertising/calendar for the year</td>
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<td>Make a newsletter and send it bi-monthly or quarterly</td>
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<td>Keep a positive attitude!</td>
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<tr>
<td>Smile!</td>
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