

What are the 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?

Group 1

Start planning early
Have an officers retreat to make your yearly agenda
Improve member communications (i.e. send "save the date" information)
Set budgets
Delegate - so same person doesn't get stuck doing it all
Start grant writing early

Group 2

Develop a yearly calendar
Prioritize activities/plans according to resources
Focus on plans that can be supported with the limited resources
Set goals that are achievable
Identify resources and apply for grants

Group 3

Commit to a schedule - calendar of events
Start here (at VLW)
Look to younger nurses and get feedback from (all) members
Follow Action Plan
Stay focused and committed
Annual calendar of events
Incorporate other activities - network meetings, ANNA meetings, chapter meetings
Delegate!
Teamwork - there is no "I" in TEAM!
Start traditions (Christmas party, picnics, etc.)
Recruit members
Provide incentives to attend meeting: food, happy hour, raffles and prizes, jewelry/food vendors

Group 4

Have a long range/annual plan
Establish a set of measurable and obtainable goals (grow members, get membership involved, creative educ.
Do an Action Plan (Choose 2 goal categories and devise plan of how to reach the goals you set)
Communication --use ANNA, national resources
--get chapter website
--use e-mail technology/flyers
--try www.freeconferencecall.com for business meetings

Group 5

Chapter Action Plan - Assess, Review, Revise continuously throughout year
Share tech info to help each other communicate with members and make tasks easier
Consider budget restraints - plan fundraisers as needed and do what you can to make money
Keep up with changes!

Group 6

Follow planning grid (calendar)
Assign duties (so everyone know what they are responsible for)
Set dates: monthly, quarterly, etc.
Utilize other members, break into committees (education, membership, money)
Shadow/provide mentoring with other members to keep enthusiasm

Group 7

Have a plan using the ANNA calendar
Delegate tasks
Form committees
Communication (email, snal mail, etc.)
Networking (to encourage new members)

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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!

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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 Connedtec - 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

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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!

Group 20

Early Planning Meeting / Goals
Specific assignments with dates for completion
Assist with virtual world to those who have minimal skills
Go through VLR CD with members
Assign back-up buddy when assigning tasks
Always announce to members: next meeting location and time - send enthusiastic email reminders to members a 3-7 days before next meeting.
Encourage suggestions and be open/respectful with any ideas that you receive from other officers/members
Listen: Listen with a goal of understanding, then speak
Use www.freeconferencecall.com for business meetings
Commitment and follow-up to other members
Make sure you have a cohesive agenda
Giving up is the only failure you can make. Learn from mistakes, but don't stop trying.
Plan early for elections and training/orientation of new officers. Encourage NEW officers - they are a chapters lifeblood. Plan fundraisers to send new/all officers to the next VLW.

Group 21

Planning
Survey members
Expand network
Do meeting of the the virtual world
Keep it fun/free
Be enthusiastic
Be innovative - try something new
Stick to schedule - check goals
Slowly rebuild - don't go back and overwhelm members
Select a theme for the year (keep it fun!)
Advertising/calendar for the year
Make a newsletter and send it bi-monthly or quarterly
Keep a positvie attitude!
Smile!