

Pre-Requisites to Strategic Planning

November 7, 2020, 115 pm – 3 pm, via Zoom

Present: Jaclyn Murgatroyd (President), Janie St-Onge (President-Elect), Véronique Ferguson (Past President), Christine Roherty (Member at Large), Leah Cain (Member at Large), Christine Lanteigne (Secretary), Nicole Arsenault Bishop (Executive Director and Registrar)

Absent: Vanessa Martel (Treasurer), awaiting Lay Representative appointment

Who will do what?

- **Develop the strategic plan (Board or ad hoc committee)?** Board
- **Develop the operational plan?** ED = creates and executes operational plan and also does reporting/updating to Board (frequency TBD)
- **Monitor the operation plan?** President and President-Elect

What role will each group play?

- Board will do strategic plan
- ED will do operational plan
- Access facilitator to fill in gaps (review our work) and put together plan (budget \$2,500 - \$3,000; unused funds from Board meals and travel)

Will we consult our partners and stakeholders?

- **Members?** Yes
- **Lay Representative?** Awaiting appointment for Lay Representative. If no Lay Rep on Board through process, will ask Discipline Committee Lay Rep to review and provide feedback on final draft version of strategic plan.
- **NBAD Committees?** No (they will be tasked items in the operational plan depending on goals identified in strategic plan)
- **Alliance?** No, just share strategic plan afterwards
- **NB Health Professions Regulatory Network?** No
- **Dept. of Health?** No...but Nicole will confirm

How will we do it?

- Nicole ask Alliance if they have survey templates for strategic planning = membership feedback
- Survey members asap (aim Dec month)

When is the best time to do the Strat Plan?

- Now
- Present (final or draft version?) at AGM

What is the duration of the plan?

- 3 years (allow flexibility to change to 4 or 5 years if 3 years is too short. Evaluate at next strategic planning phase)

How will the Board evaluate the performance of the strategic and operational plan?

- Nicole review strategic plan policy = need to identify this point
- TBD (creating a structured framework, when and how is it done by ED = policy)

What process do you foresee to update that operational plan?

- ED to continually update the operational plan
- President and President-Elect to review as part of ED performance evaluation on a yearly basis