

# NCVPRN: Strategic Plan/Notes July 2014 – June 2015

## **July 10, 2014 ..... Host: Joanie Manning**

**Time: 12:00-2:00pm**

**Place:** York

### **Duties/Notes:**

New fiscal year begins and new board commences

*Committee reports due: July 7, 2014 (Send to Jane Swartz)*

*jswartz@bellevuemed.com*

Appoint Audit Committee and Nominations Committee

Fall Conference Update

Follow up from Iowa – Spring Conference discussion

Website Updates – Program and membership lists

Evaluate and Finalize Committees for new NCVPRN year

Review Leadership Conference ideas/information

Develop letter to membership from Board - President

## **August 7, 2014 ..... Host: Karen Hardy**

**Time: 12:00-2:00pm**

**Place:** Alegent Creighton Cardiac Center – 3006 Webster, Omaha

### **Duties/Notes:**

*Committee reports due: August 4, 2014*

Review Audit Committee Report

Review Fall Meeting: Place registration on Web and finalize brochure, door prizes/fundraisers, etc.

AACVPR Conference in Denver, Colorado – September 3-6- State Networking event?

CCRP September 3<sup>rd</sup>, 9-12pm

Prepare letter for call for nominations- Nomination committee – President Elect

## **September 11, 2014 ..... Host: Jan Williams**

**Time: 12:00-2:00pm**

**Place:** Mary Lanning Hospital, Hastings

### **Duties/Notes:**

*Committee reports due: September 8, 2014*

Finalize Fall Conference York, New Conference Center

Identify Committee Projects

Finalize any bylaw or job description changes

Nominations committee to prepare ballot and get commitments signed

AACVPR Annual Meeting Review

Spring Conference Planning Update - Iowa

Website Updates

## **October 8, 2014**

**Time: Evening - TBD**

**Place: Conference site - York, Ne**

### **Duties/Notes:**

*Committee reports must be submitted October 6th or given orally on October 9<sup>th</sup> the Fall Conference.*

Stuff folders

Review agenda for Fall Meeting

Finalize balloting procedures

Review bylaws and job description changes that need voted upon

**October 9, 2014 (York)**

**Time: 12:00-1:00pm**

**Place: York Conference Center**

**Duties/Notes:**

Fall Meeting Agenda

Vote on New Officers and Announce results at Fall Meeting

Vote on bylaws and job description changes

Promote membership in NCVPRN Joint Affiliate

Seek Sites for Fall Conference 2015

Spring Conference update

**November 6, 2014 Teleconference**

**Time: 1200-2:00pm**

**Place: Teleconference**

**Duties/Notes:**

*Committee reports due: November 3, 2014*

Review Fall Conference 2014 – Send thank you to host site

Start process of locating site/contact people for Fall 2015 Conference

Plan for Cardiac/Pulmonary weeks in Spring and Proclamation Signing

Updates on Spring Conference

Day on the Hill

Leadership Conference

Website Updates

**December 2014: No Meeting and Happy Holidays!**

**January 8, 2015 Teleconference**

**Time: 1200-2:00pm**

**Place: Teleconference**

**Duties/Notes:**

*Committee reports due: January 5, 2015*

Review Bylaws and Job Descriptions for any changes

Spring Conference 2015 Updates

Fall Conference 2015 Updates

Cardiac Rehab and Pulmonary Rehab weeks

Prepare for Member of the Year Award – officer responsible?- Past Pres?

Website Updates

**February 5, 2015 Teleconference**

**Time: 1200-2:00pm**

**Place: Teleconference**

**Duties/Notes:**

*Committee reports due February 2, 2015*

Cont. work on bylaws/job descriptions as needed

President Elect begin 2015-2016 proposed Budget

Continue to work on Spring Conference

Discuss Member of the Year Award

**March 5, 2015..... Host: Jane Swartz**

**Time: 12:00-2:00pm**

**Place: Bellevue Medical Center**

**Duties/Notes:**

*Committee reports due March 2, 2015*

Spring Conference updates

Finalize Member of the Year award

Secure speakers for Fall Conference

Board to review proposed Budget for 2015-2016

DOTH Update

Website Updates

**April 9, 2015, Spring Conference – Des Moines, Iowa**

**Time: Evening -TBD**

**Place: Marriott West Des Moines**

**Duties/Notes:**

*Committee reports due one week before meeting/ plan to do oral report at noon meeting on April 10th*

Finalize Spring Meeting Agenda

Review bylaws or job descriptions that need voting upon

**April 10-11, 2015....Spring Conference, Des Moines, Iowa**

**Time: 12:00-1:00pm**

**Place: Marriott West Des Moines**

**Duties/Notes:**

Present budget proposal at general meeting

Recognize committee members

Sign up new committee members

Introduce new officers

Recognize Member of the Year Award winner

AACVPR Dues reminder – as well as update contact information

Announce Fall Conference site and date

Fundraisers

**May 7, 2015 .... Host: Angie Swantek**

**Time: 1200-2:00pm**

**Place: Boone County Hospital, Albion**

**Duties/Notes:**

*Committee reports due May 4, 2015*

Review committee chairs and recruit as needed

President Elect prepare strategic plan for upcoming year

Invite New Officers

Review Spring Conference reports

Continue work on Fall Conference

Website Updates

**June 4, 2015 ..... Host: Karen Hardy**

**Time: 12:00-2:00pm**

**Place: Alegent Creighton Cardiac Center, Omaha**

**Duties/Notes:**

*Committee reports due June 1, 2015*

Update on Fall Conference – Save the Date?

Update Committee lists and officers contact information

Board members to review job descriptions

Finalize Strategic Plan for 2015-2016

Nomination Committee to begin duties for fall elections – President Elect and one other board member

Transition of new officers

Leadership conference report