



Clarion West Focused Implementation Workshop

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Facilitated by:

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Focused Implementation Workshop

Focus Question: What will our specific measurable accomplishments be for the first year?



Improving & Expanding Organizational Capacity

Current Reality	1 st Year Accomplishments	Success Indicators
<ul style="list-style-type: none"> • Passionate Dedicated Members • Ideas • Significant CD investment • Financial sustainability • Old policies • Committed board • Good supporting community • Robust city • Not enough staff time • High turnover • Learning curves • New staff are a good fit • Don't have employee handbook • Access to talent • Safety Net but not stable • Not a strong financial plan 	<ul style="list-style-type: none"> • Created a Board member Packet(Board approved) • HR committee up and running • Completed and approved Financial Policy • Completed and approved employee handbook • 10 engaged and effective board members • Completed Analysis of Employee roles and hours required • Increased hours of program and communication directors (5-10%) • Created a succession plan • Raised 25k beyond budgeted • Successfully migrated and updated teamwork pro • Successfully followed through with 3 new fundraising events 	<ul style="list-style-type: none"> • Active Committees achieving objectives • Staff Board Polices up to date • 13 Board members voting engaged, 2 at large • Financially able to support program growth • Staff- 20 hr/week vs. a month • Increase staffing • Paid competitively • Board terms, succession and follow process that is laid out • Maximized Internal communication • Standardized filing & communication • Updated tools

Initiating New Programming & Partnerships

Current Reality	1 st Year Accomplishments	Success Indicators
<ul style="list-style-type: none"> • Working towards online workshops • Mystery Muses • Exploring 2 partnerships with Wing Luke & BFI • Are Year Round (not a lot of energy) • Conventions- doing more • Recognized 6 week workshop • Exploring NWEL Workshop • Exploring Accessibility requirements • No ongoing partnership • Undefined relationship with other Clarions 	<ul style="list-style-type: none"> • 1 Day workshops moved to accessible location • 1 workshop for kids planned • Completed 2 online workshops • Established 1 partnership • Identify 5 partnerships • Created a policy for hosting a workshop at a convention • Organized accessibility committee and met regularly • Completed 2 'new topic' one day workshops • Approved organization of 1 days 	<ul style="list-style-type: none"> • Strong understanding of our place in world of writers workshops • Diversified 1 day workshops • Successful ongoing programming for kids • Ongoing partnerships w 3-5 year olds • 2-3 programs for alumni • All or majority of programs offered in accessible space

Catalyzing Opportunities to Grow & Connect

Current Reality	1st Year Accomplishments	Success Indicators
<ul style="list-style-type: none"> • Lots of Potential Partners • 2 Strong Developing Relationships • Engaged Fundraising Committee • Draft of Annual Fundraising Plan • 3 events in process • Existing strong relationships with major donors • Existing grants • Not diverse grant pool • Lack of connection with grant funders • Functional Social Media Presence • Lacking committed outreach person and resource plan • Lack of connections with instructors and potential instructors • Potential to connect with past instructors 	<ul style="list-style-type: none"> • Identified and created a plan to partner with 10 orgs • Completed 3 fundraising and outreach events (raised 5k) • Created a content calendar for social media • Created a communication and outreach committee for Board • Created google events calendar • Completed a simple description of instructor selection process and posted • Completed survey of instructors for CW relationships • Plan created for annual instructor feedback • Press kit completed • Completed pocket workshop • Identified 5 new grant funders to develop relationship with • Completed list of alumni with matrix of info 	<ul style="list-style-type: none"> • Past Instructors are champions and have strong relationship with CW • Potential Pool of Instructors clamoring to work with us • Multiple Funders reach out to us • Strong Defined relationship with 10 organizations • Signature Fundraising event • Publish 2x a year • Strong online voice, viewed as a resource in the field • Prominent Way to Highlight our alumni

First Year Timeline and Assignments- January-December 2018

Question: What is our timeline for completion of first year assignments?

In parentheses are the initials of who will be the lead for that accomplishment getting completed

Strategic Direction	First Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
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<p>Initiating New Programs & Partnerships</p>	<p>Identified 5 Programming Partnerships (Y)</p> <p>Organize Accessibility Committee & Meet regularly (VNS)</p>	<p>Created a Policy for holding workshops at conventions (TM)</p>	<p>1 day workshop moved to an accessible location (M)</p> <p>Established one partnership (Y)</p>	<p>Completed 2 “new topic” 1 day workshops (T)</p> <p>Improved organization of 1 day workshops (M)</p> <p>2 Online workshops completed (M)</p> <p>1 workshop planned for kids(Y/R)</p>
<p>Catalyzing Opportunities to Grow & Connect</p>	<p>Completed a simple description of Instructor selection process and post (MC)</p> <p>Created a communication outreach committee for board (VNS)</p> <p>Created Google Events Calendar (TM)</p> <p>Created a Content Calendar for Social Media (TM, K, SS)</p>	<p>Completed Press Kit(TM)</p> <p>Completed “Pocket Workshop” Publication (TM)</p> <p>Plan created for annual instructor feedback (RS)</p>	<p>Identified & created a plan to partner w/ 10 organizations</p> <p>Identified 5 new grant funders to develop relationships with (RS)</p>	<p>Completed list of alumni w a matrix of info (M)</p> <p>Completed survey of instructors for CW relationship (M)</p> <p>Completed 3 Fundraising outreach events (Raise 5k) (SG)</p>

Improving & Expanding Organizational Capacity	<p>Created a board approved Board Member packet (RS)</p> <p>Successfully Migrated to & adopted Teamwork Pro (Y)</p> <p>HR Committee up and running (VNS)</p> <p>Completed & approved Financial Policy (MC)</p> <p>Created a succession plan for Board & Staff (VNS)</p> <p>Increased Hours of Program & Communications staff (5-10%)(MC)</p>	<p>Completed & Approved employee handbook (Y)</p>	<p>Completed Analysis of Employee Roles and Hours Required (M)</p>	<p>Successfully followed through w/3 new fundraising events (SG)</p> <p>10 Engaged & Effective Board Members (Y)</p> <p>Raised \$25,000 Above and Beyond Budgeted (SG)</p>
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90 Day Implementation Plan

See separate worksheet to make a plan for achieving key accomplishments during the first 90 days of 2018. Leads will fill out worksheets for their assigned accomplishments.