

TASP Retreat 2019

List of to-do items (in due date order)

UPDATE, as of 10/21/20:

21 tasks, of those 15 were completed (71%) and 6 (29%) were not.

Completion by committee:

Education Committee: 2/5 (40%)

Development Committee: 2/3 (67%)

Finance Committee: 6/6 (100%)

Executive Committee: 1/1 (100%)

Advocacy Committee: 2/4 (50%)

Not assigned to committee: 2/2 (100%)

Task	Person/Committee Responsible	Completion Date — (indicates board meeting)	Updates	Complete/ In Process
Craft new mission statement and present to board	Cathy, Julie, Susan, Betsy, Sue, Lindsay, Nikki, Bernadette	November	Created and adopted at the board meeting on 11/18/19	Complete
Cathy will reach out to Colorado to determine who TASP is identified and if it would need to change if TASP changes their membership structure.	Finance Committee/Cathy	November	Per Cathy's email 11/21/19, no changes needed to membership structure or articles of incorporation if we stay a membership organization	Complete
Cathy will create a potential budget for a full or part-time ED once all	Finance Committee/Cathy	November/January (depending on	Preliminary draft shared at meeting on 11/18/19 and will updated as the EC and board make decisions about moving	Complete

conference expenses are accounted for.		final conf. expenses)	forward with an ED. Board voted on “tight” budget with 30 hours/week ED on 1/27/20.	
Look at articles of incorporation and figure out what it means for CO	Finance Committee/Cathy	November	Per Cathy’s email 11/21/19, no changes needed to membership structure or articles of incorporation if we stay a membership organization	Complete
Read Nonprofit Membership doc (on Google Drive) and be prepared to vote on what type of membership organization TASP wants to be. and if we want to be a membership organization.	Entire Board	November	Board voted during 11/18/19 meeting for TASP to be an “Informal Membership Organization.”	Complete
Conference post-mortem to determine what worked and didn’t and what to do next. Monday 11/4/19 at 1pm EST and will have a report to the board by the board meeting on 11/18/19.	Education Committee/Conference Committee	November	Completed and shared at January meeting.	Complete
From Treasurer, the board would like a list of expenses from last year, this year, and next year.	Treasurer/Finance Committee	November (if possible)	Cathy shared at board meeting on 11/18/19	Complete
Recommendation to look at budget once the conference money is allocated, put aside operating for 2 years, and then decide of the remaining funds, what goes to each area of need. Cathy/Finance Committee will take the lead on this.	Finance Committee	November (if possible) January (if earlier not possible)	Budget shared, but priorities for funding will be looked at by the EC in future meetings. Board voted on “tight” budget with 30 hours/week ED on 1/27/20.	Complete
Begin discussions about whether there should be a next conference and what it should look like. Unknown who will be part of that committee.	Education Committee	January	We have had some discussion about regional conferences or partnering with other organizations. We are choosing to focus on the training currently.	In Process
What is the Advocacy Committee doing right now and what could/should they	Advocacy Committee	January	Discussed whether or not TASP should have a platform; continue to explore what would be on it.	Complete

be doing? Chair to review list of priorities and report back.				
Auguste and Betsy will form an ad hoc committee to work on what membership would look like depending on what the board votes on the 11/18 meeting with a draft plan, if possible.	Betsy/Auguste (and committee)	January	Auguste has been out but Chelsea and Betsy have been working on this and have a plan for membership shared at the March and May board meetings.	No longer needed, Development Committee is heading membership
The Development Committee Chair (Betsy, with help from Cathy) should create a modified version of the committee responsibilities/priorities for this committee and bring it to the board for review at the 1/20/20 meeting. Whatever is removed from this committee would need to be reviewed and moved to another committee.	Development Committee	January	Finance and Development Committees have had two meetings (one with Chairs only and one with the full group) and determined that Finance would take on the giving/fundraising efforts for the year. We'll re-evaluate this next year to see which committee it stays with.	Complete
Develop an elevator pitch/message that can be modified for different groups and used for development or fundraising.	Advocacy Committee (lead by Lindsay)	January	Lindsay and Ivanova are still working on it.	In process
Final report/proposal sent to the board from the ad-hoc membership committee for the March board meeting. Include who we will target.	Betsy/Auguste (and committee)	March	Completed timeline plan for membership roll out timeline and plan. It does not include who we will target, this plan is still in process.	In process
Map the connections of each board member (Advocacy Committee) by March board meeting.	Advocacy Committee	March	Advocacy Committee questions were provided on the TASPExpertise/Connections survey in MArch 2020. Survey was completed and the committee is working on next steps for the results.	Complete
The Advocacy Committee will take the list of what we would like each partner to do, revise and add on to it, and then	Advocacy Committee	March (preliminary plan)	In process: Kimberly and Susan have had difficulty connecting to do this job, b/c Kim is swamped with work at her CIL	In process

using the list of potential partners (in the "Our Reach" section above) would identify what each could do and then start conversations with each group/agency/organization. A preliminary plan is due to the board by March board meeting				
The Education Committee will review online resources for IP and speak to all needed individuals to determine what TASP can and cannot use (by March board meeting).	Education Committee	March	In process	In process
The Finance Committee will begin to develop some type of development strategy to increase and diversify funding. Preliminary plan will be shared by March board meeting. Final plan by May board meeting.	Finance Committee	March (draft) May (final)	Pulling from the work of all committees and the ED, Chelsea drafted a fundraising plan for 2020/2021 and has shared with the Finance Committee and board at May meeting.	Completed
There is a need to develop internal policies related to Intellectual Property. This will become the responsibility of the education committee.	Education Committee	May	In process	In Process
The Executive Committee will take on board recruitment and work on a plan. Look at existing members and terms, number of openings and what we need. Recruitment plan draft to be to the board by May board meeting.	Executive Committee	May (draft)	The EC has discussed outreach to potential board members, and assigned outreach of specific people to members of the EC.	Complete
Put together a training package for states/agencies/individuals based on Ginny's revised curriculum.	Education Committee (with Ginny leading an ad-hoc committee)	July	In process. The entire committee is working on this. We've decided not to have an ad-hoc committee.	Complete
