

Strategic Affairs Committee
August 2, 2023

Agenda

1. Introductions and Agenda Review

2. Strategic Plan
 - 2023-2025: Update (Attachment 1)
 - 2023-2025 SAC assignment update:
 - Establish charitable giving/scholarship framework. (Objective 1.3 Task 2)
 - Responsible:** Strategic Affairs Committee (SAC) and FC
 - Deliverable:** Completion of guidelines for recommendations to the Board within one year and Board implementation within two years.
 - Aligns with organizational health, not with financial management improvement. Could be scaled. One charity per year that President recommends and Board approves. Could include educational scholarships or endowment foundation. Develop thresholds and guidelines when revenue allows.
 - Should report out at midyear and annual. Could include report back from recipients at member meetings.
 - Timeframe:** Annual meeting 2024
 - SAC & FC Collaborative Work Group: Kristen, Ashlee-Rose, George and Austin
 - Update

3. Procedures Manual update/clarification including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update)
 - The WG will:
 - Focus on defining what information is maintained in each of the three. Reduce overlap and duplication. Consideration should be given to minimizing OP content respecting procedures that could be placed in the PM. This would help manage the size of the OP.
 - Conduct fulsome review/update; include consideration of how the PM is managed (information storage; format; maintenance)
 - Work Group: Ashlee-Rose, Kent, Ken (By-Laws SC), Linda, Stan and Austin
 - *Work outline started in the Bin. Business practices versus association practices need to be differentiated, perhaps with different sections in the PM. By-Laws Subcommittee did a review and made recommendations for a few other activities (Shared in Bin).*
 - *The Board also developed a charge to form a BOD workgroup (Austin, Ken and George) to review Chapter Three of the Official Publication, excluding the Association By-Laws. This workgroup should consider overlap with the procedure's manual and committee guidelines as well as the creation of internal standard operating procedures associated with routine association work. Special emphasis should also be given to consider including a new table that defines the pre and post meeting deadlines and responsibilities around creating the Business Meeting Agenda. The workgroup should provide a recommendation back to the BOD at the 2023 July BOD meeting. This Board Charge will be integrated into the SAC WG activity.*
 - Timing: Draft report by Annual 2023

Action Item Table:

Responsible	Item	Action	Timing / Status
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WG: Ashlee-Rose, Kent, + By-Laws Sub Committee, Linda, Stan	Procedures Manual/By-Laws/Official Publication update	Update/clarify Procedures Manual including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update)	Draft report by Annual 2023
Kristen, Ashlee-Rose, George and Austin (FC & SAC collab)	SP: Objective 1.3 Task 2	Establish charitable giving/scholarship framework.	Annual 2024