



MEMORANDUM

TO: CABE Board of Directors

FROM: Francisca Sánchez, President

DATE: June 28, 2014

SUBJECT: Board Agenda Item: Strategic Plan
**RECOMMENDATION FOR IMPLEMENTATION OF STRATEGIC PLAN
PRIORITIES**

Background

The CABE Board of Directors approved a set of strategic plan priorities organized under the following categories:

NEW DEVELOPMENT

- 4.1 Multilingual Excellence
- 4.2 Data Dashboard – Phase 1 Content Development
- 2.3 Design for Success Website

STRENGTHEN & EXPAND

- 2.2 Professional Development¹
- 3.1 Family and Community Engagement
- 4.6 Fund Development

MAINTAIN EFFORT

- 3.4 Advocacy
- 3.3 Partnerships

RETHINK/RESTRUCTURE

- 3.5/4.3 Membership/Chapters
- Regional Conferences

FOUNDATION

It's recommended that the essential elements of Envisioning Success (1.0) be clearly defined and illustrated as the foundation for the implementation of the other projects.

¹ Note that Project 2.1 – PD Framework – will be embedded as part of Project 2.2. Also note that it's recommended that Project 4.4 –Certification—be reviewed and that the appropriate portions be integrated into Project 2.2. Finally, see Recommendation #4 regarding Regional Conferences.

The CAFE Board also approved the following implementation steps:

- 1) Project Managers for the priority projects identified above will be confirmed and then charged with completing their project charters and workplans and submitting them to CAFE headquarters no later than March 20, 2014.
- 2) Upon review and approval of those charters/workplans by the CAFE President, Vice-President, and CAFE CEO, the CAFE CEO will develop project-specific budget/funding plans to support project implementation. The budget/funding plans, to be developed in consultation with the project managers and the Director of Financial Affairs, will be completed no later than April 30, 2014.
- 3) The CAFE CEO and Director of Financial Affairs will ensure that the Board strategic plan priorities drive the 2014-2015 CAFE budget development process and assumptions and incorporate the specifics outlined in the COMPASS priority project budget/funding needs/plans.

Current Status of the Strategic Plan Priorities

Priority	Project	Milestones	Status of Milestones
New Development	4.1 Multilingual Excellence	Confirm Project Manager (3/30)	Project Manager Confirmed
		Complete Project Charter & Work Plan (3/30)	Project Charter & Work Plan Completed
	4.2 Data Dashboard	Develop Budget Plan (4/30)	Project Charter Completed
Strengthen & Expand	2.3 Design for Success Website		
	2.2 Professional Development	Provide Implementation Update Report to Board (6/28)	
	3.1 Family & Community Engagement		
Maintain Effort	4.6 Fund Development		Project Manager Confirmed
	3.4 Advocacy		Project Manager Confirmed
			Project Charter & Work Plan Completed
Rethink/Restructure	3.3 Partnerships		
	3.5 Membership	Develop a Membership Drive Proposal.	Proposal Completed
	3.3 Chapter Engagement	Other???	
	Regional	Develop a plan that	

	Conferences	restructures the regional conference system.	
Foundation	1.0 Envisioning Success – Essential Elements	Clearly define and illustrate the Essential Elements as the foundation for the implementation of the other COMPASS projects.	Slides describing each of the 7 essential elements developed.

Recommendation #1

The Executive Committee of the Board of Directors recommends that the Board approve the development of consultant contracts for project managers for the following COMPASS priorities:

NEW DEVELOPMENT

- 4.1 Multilingual Excellence
- 4.2 Data Dashboard – Phase 1 Content Development
- 2.3 Design for Success Website

STRENGTHEN & EXPAND

- 4.6 Fund Development

MAINTAIN EFFORT

- 3.3 Partnerships

Included in the contract deliverables would be responsibility for completing the project charters and work plans where necessary (to be approved by the President and CEO), implementing the project work plan, and providing regular updates and reports to the President and CEO.

Recommendation #2

The Executive Committee of the Board of Directors recommends that the Board approve the following actions:

STRENGTHEN & EXPAND

- 2.2 Professional Development: Continue the existing contract with Elizabeth Jiménez to include responsibilities as project manager for this priority.
- 3.1 Family and Community Engagement: Assign responsibilities as project manager for this priority to María Villa.

MAINTAIN EFFORT

- 3.4 Advocacy: Indicate that Martha Zaragoza-Diaz will serve as project manager for this priority.

RETHINK/RESTRUCTURE

- 3.5/4.3 Membership/Chapters: Approve the Membership Drive Proposal being brought to the Board as a separate action item.
- Regional Conferences: Include responsibilities as project manager for this restructuring project as part of CABA's Director of Conference & Events scope of work.