

## CANA/ACNA Action Items 2023-2024

Goals:					
<ol style="list-style-type: none"> <li>1. Improve External Recognition and Develop Relationships (Professionals, Government Agencies and Potential Members)</li> <li>2. Identify, Coordinate and Assess Resources (Human &amp; financial)</li> <li>3. Build Relationships with Member Communities and Foster Unity</li> <li>4. Build, Develop and Support NA in Remote Communities</li> </ol>					
Sub-Category	TASK (Action)	Trusted Servants/ Project Members/ Resource Pool (point person in bold)	Monitor (single point of accountability)	Deliverables (Final Product)	Completion Date (Either Conference Call or Conference)
1.1.1	PR through Social Media	<b>Rhonda</b> , Susan, Carl, Merry	Adrian	Guidelines for PR through social media and maintain CANA/ACNA’s social media presence	CANA/ACNA 2024
1.1.2	French TV PSA	<b>Vincent</b> , Genina	Merry	Air at least 45 PSA spots – TV station to be determined/ and as many spots that we can at APTN TV station	CANA/ACNA 2024
1.2.1	National Professional Development	<b>Susan</b> Pat, Louise, Rhonda, Val, Carl	Allison	Contact agencies to provide information that NA is a viable program of recovery.	CANA/ACNA 2024
1.2.3	Improve CANA/ACNA Website	<b>Susan</b> , Bill W, John Y, Merry G	Adrian	Build a WordPress website in French and English that meets Current industry standards in architecture/structure/security/functionality/content and appearance	CANA/ACNA 2024

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<b>2.1.1</b>	<b>Re-evaluate CCNA processes, including NCRC Role</b>	<b>Bill, Pat, Jim, Laura, Patrick</b>	Adrian	CCNA Guidelines and NCRC role recommendations to the CANA/ACNA body	CANA/ACNA 2024
<b>2.2.1</b>	<b>Approach former trusted servants to work on projects</b>	<b>Admin</b>	Roxanne	Create/maintain an email/contact list of former CANA/ACNA trusted servants, including CCNA and regional delegates	Ongoing
<b>2.2.2</b>	<b>Communicate, engage, and encourage involvement in workgroup projects for members at large</b>	<b>Admin</b>	Roxanne	Communicate opportunities via the CANA/ACNA newsletter, website,	Ongoing
<b>4.1.1A</b>	<b>Translations IK</b>	<b>Genina, Katherine M, Vincent, Pierrot, Jim F, Rhonda</b>	Louise	Finalized copy of IP#1 in Inuktitut approved	CANA/ACNA 2024
<b>4.1.1B</b>	<b>Translations James Bay Cree</b>	<b>Genina, Jim, Vincent, Pierrot</b>	Mark	Check IP#1 back translation for conceptual fidelity	CANA/ACNA 2024
<b>4.1.1C</b>	<b>Translations Blackfoot</b>	<b>Genina, Jim, Vincent, Pierrot, Val</b>	Katherine	Create a New IP #1 in Blackfoot	CANA/ACNA 2024

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4.1.2	<b>PR to Northern Treatment Centres</b>	Rhonda, Val, Katherine M, Gerico, Keith F. Louise (Resource)	Roxanne	Open the lines of communication and foster awareness of NA in Northern treatment Centres	CANA/ACNA 2024

<b>Routine Services</b>		
<b>TASK (Action)</b>	<b>Trusted Servants</b>	<b>Deliverables (Final Product)</b>
<b>Phoneline</b>	Treasurer	National Toll-Free number
<b>Website</b>	Vice-Chair	National Website (bilingual)
<b>Convention – CCNA</b>	NCRC, Treasurer, PWG	National Recovery Celebration
<b>Booth at CCNA</b>	FD/PR Team	Have the FD/PR booth on display at CCNA with CANA/ACNA members staffing it
<b>Local Workshop</b>	Local RD, NAWS staff, WB member	Deliver a workshop during the CANA/ACNA week to the local NA community
<b>CANA/ACNA Video</b>	CANA/ACNA admin	Video that highlights what CANA/ACNA is currently working for presentation at CCNA and make available to CANA/ACNA members
<b>French Translations</b>	Chair	All CANA/ACNA meeting documents translated into French for posting in the forum and email to the Quebec RD team

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<b>Routine Services</b>		
<b>CANA/ACNA Newsletter</b>	Secretary	Create and distribute English and French CANA/ACNA digital newsletter
<b>CANA/ACNA Pamphlet</b>	Secretary	Distribute and update as needed English and French “What is CANA/ACNA” pamphlet
<b>PSA – English</b>	FD/PR Team	Initiate TV PSA – English campaign as per previous years
<b>Membership Email Distribution List</b>	Secretary	Share CANA/ACNA information and news to the list
<b>Scanning</b>	CANA/ACNA Admin	Environmental scan: creation, delivery, and compilation
<b>Attendance at Professional Events</b>	FD/PR Team	Attendance at professional events (virtually or in person)
<b>Offer Attendance at Regions</b>	FD/PR Team	Members of CANA/ACNA attend regions that are not their home region and deliver service, related workshops of the region’s choosing