

CANA/ACNA Action Items 2024-2025

Goals:					
<ol style="list-style-type: none"> 1. Improve External Recognition and Develop Relationships (Professionals, Government Agencies and Potential Members) 2. Identify, Coordinate and Assess Resources (Human & financial) 3. Build Relationships with Member Communities and Foster Unity 4. Build, Develop and Support NA in Remote Communities 					
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	Rhonda , Merry, Katherine, Martin (QC PR), James B.(BC PR), Carolyn (BC PR)	Adrian	PR through social media to grow and maintain CANA/ACNA's social media presence (French and English)	CANA/ACNA 2025
1.1.2	French TV PSA	Vincent , Genina, Martin (QC PR)	Merry	Air on Radio Canada from December 15 th , 2024, to March 2025.	CANA/ACNA 2025
1.2.1	National Professional Development	Susan , Louise, Carl	Roxanne	Contact with agencies as identified in attached spreadsheet (insert link here)	CANA/ACNA 2025
1.2.3	Improve CANA/ACNA Website	Bill W , 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 2025

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2.1.1	Explore Options to become a Hybrid Meeting	Paul , Adrian, Jim, Laura, Vincent	Merry	Recommendation for viability of hybrid meeting	CANA/ACNA 2025
3.1.1	FD / PR Collaboration	Bill , Dan D., Susan, Katherine, Louise, Mark, Ken, Brian, Vincent, Gerico, Karsten, Annie, Martin, John G., Denis, Ron S.	Mark	Regularly scheduled virtual workshops Define and create a group that would be part of the FD/PR to coordinate exchange between regions	CANA/ACNA 2025
4.1.1	Create Indigenous IP#1 & Key Tags	Genina , Pierrot, Rhonda, Vincent, Jim, Bill (Resource), James B., Isabelle, Doreen G.	Louise	Translated IP#1 & Key Tags	CANA/ACNA 2025
4.1.2	PR to Remote and Rural Communities	Rhonda , Katherine M, Gerico, Louise (resource)	Roxanne	Open the lines of communication and foster awareness of NA.	CANA/ACNA 2025

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Routine Services		
TASK (Action)	Trusted Servants	Deliverables (Final Product)
Phoneline	Treasurer	National Toll-Free number
Website	Vice-Chair	National Website (bilingual)
Convention – CCNA	NCRC, Treasurer, PWG	National Recovery Celebration
Booth at CCNA	FD/PR Team	Have the FD/PR booth on display at CCNA with CANA/ACNA members staffing it
Local Workshop	Local RD, NAWS staff, WB member	Deliver a workshop during the CANA/ACNA week to the local NA community
CANA/ACNA Video	CANA/ACNA admin	Video that highlights what CANA/ACNA is currently working for presentation at CCNA and make available to CANA/ACNA members
French Translations	Chair	All CANA/ACNA meeting documents translated into French for posting in the forum and email to the Quebec RD team
CANA/ACNA Newsletter	Secretary	Create and distribute English and French CANA/ACNA digital newsletter
CANA/ACNA Pamphlet	Secretary	Distribute and update as needed English and French “What is CANA/ACNA” pamphlet
PSA – English	FD/PR Team	Initiate TV PSA – English campaign as per previous years
Membership Email Distribution List	Secretary	Share CANA/ACNA information and news to the list

Updated October 25, 2024

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Routine Services		
Scanning	CANA/ACNA Admin	Environmental scan: creation, delivery, and compilation
Attendance at Professional Events	FD/PR Team	Attendance at professional events (virtually or in person)
Offer Attendance at Regions	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