

## Action Planning

**Priority: Needs survey for residents**

**Goal: To understand what programs and services our residents are looking for from the CA**

**Leader: Liz and Lorna**

<b>Action</b> What do you propose to do?	<b>Activities</b> How do you propose to do it	<b>Timelines</b> How long will it take	<b>Action by Whom</b>	<b>Outcomes</b> What do you expect to change achieve?	<b>Resources</b> What resources will be required? Human/ Financial
Review old Survey	Talk to Dave R....and review document	1-2 months	Liz and AI to meet with Dave		
Update topics for survey	Liz and AI propose items to the board	1-2 weeks	Board	Topics identified	
Choose questions	Board decision	1 board meeting	Board to provide input	New Questionnaire	
Initiate survey (print and distribution)	Coordinate with membership canvassers	1-2 weeks	Membership coordinator and Liz/Board	Community feedback	Cost of printing Honorarium for canvassers
Compile results	Lorna and Liz to do this and check with Dave	1-2 months	Lorna	Summary of Community Views	