

Planning for Success



2009-2010 NCRSC Action Plan



Approved August 8th, 2009



Introduction to the NCRSC 2009-2010 Action Plan

The following Action Plan was developed by the outgoing NCRSC Administrative Committee in May of 2009 to provide guidance and direction for the workload of Regional Services over the 2009-2010 Cycle. Our intention is to provide a responsible plan for the fulfillment of services that establishes reasonable and obtainable objectives by which to measure our progress in the year ahead.

Our experience over the past cycle has taught us that a scattershot approach to trying to implement all of the changes called for in the 2007 RSC Inventory was not always effective for us. We had many successes over the course of the last cycle (*our first NA 101, implementation of the pool, etc*). However, we also had other instances (*Regional Nominations Panel, Consensus Based Decision Making at the RSC*) where we fell short of our objectives. Within the Administrative Committee, we found that at times we had stretched ourselves too thin, leading to a sense of burnout and over-commitment amongst some Regional trusted servants and service done in a reactionary spirit that felt analogous to trying to plug holes in what at times felt like a sinking ship.

We firmly believe that having a “plan” that is agreed upon by the RSC will help us all remain focused and accountable over the course of the coming cycle. This plan may not include every item or initiative we all may want; in fact, one item that has an emotional appeal to many of us (*an archives project*) was dropped from the plan in recognition of the fact that it simply was not a strategic priority and could be undertaken at some later point.

The plan as presented is based on the premise that the RSC will agree to continue experimenting with the transition to a bi-monthly RSC meeting during the 2009-2010 cycle. Given that we will be meeting in July for discussion on the merits of continuing with a bi-monthly RSC meeting, we realize this may be seen as a presumptive initiative on our part. It is not our intention to pre-suppose the RSC has already decided on meeting bi-monthly. However, even if we decided in July to continue with a bi-monthly RSC for the rest of the current cycle, we are already contracted to meet in Humboldt in September, and would therefore only have November 2009 and January, March, and May of 2010 off from RSC meetings. Therefore, the plan as presented is predicated on 8 RSCs. Should we decide to hold 12 RSC meetings in the coming cycle, as a practical matter, some of the objectives and goals of the plan may have to be reconsidered, or postponed entirely. Should the RSC decide that we would like to continue meeting monthly, we will present a revised plan to the August 2009 RSC.

Another important point to consider is, should this plan be adopted by the RSC, we will all need to be conscientious that any projects or initiatives generated “from the floor” of the RSC over the course of the 2009-2010 cycle may impact our ability to meet the objectives of the plan. Therefore we will all need to carefully consider the impact and importance of any new project ideas being considered over the course of the cycle.

Possible 2009/2010 Timeline

June 2009 – RSC Meeting

- RSC Meeting:
 - Elections
- Working Groups:
 - Humboldt Traveling RSC WG
- Admin Teambuilding/Offsite Meeting

July 2009 – RSC Meeting

- RSC Meeting:
 - Evaluation of Bi-monthly RSC & Inventory to date
 - Review Action Plan
 - 2009/2010 Budget
- Working Groups:
 - Humboldt Traveling RSC WG
 - H&I Fire Camps WG
- 2 Admin members to WSZF
- Audit of 2008-2009 RSC

August 2009 – RSC Meeting

- RSC Meeting:
 - Review Inventory of Bi-Monthly RSC
 - Review and Approve Action Plan
 - Present FST Guidelines for review (Motion in October 09)
- Working Groups:
 - Humboldt Traveling RSC WG
 - H&I Fire Camps WG

September 2009 – Traveling RSC

- RSC Meeting: Traveling RSC in Humboldt
 - FST Guidelines review (Motion in October 09)
- Working Groups:
 - H&I Fire Camps WG

October 2009 – RSC Meeting

- RSC Meeting:
 - Motion submitted to approve the FST Guidelines (vote in December 09)
- Working Groups:
 - H&I Fire Camps WG
 - Compose January & March NA 101 - CAR/CAT 2010 Assembly WG as per the Action Plan
- 4 Admin Members to WSLD

November 2009 – NO RSC Meeting

- Full Day Admin Meeting
 - Admin mid-year review
 - Narrow RNP slate
- Working Groups:
 - H&I Fire Camps WG
 - January & March NA 101 - CAR/CAT 2010 Assembly WG

December 2009 – RSC Meeting

- RSC Meeting:
 - FST Guidelines Vote
 - RSC Approves RNP Composition
- Working Groups:
 - H&I Fire Camps WG
 - January & March NA 101 - CAR/CAT 2010 Assembly WG
 - Compose Guidelines WG as per the Action Plan

January 2010 – NO RSC Meeting

- January NA 101 – CAR/CAT Event (San Francisco)
- Working Groups:
 - H&I Fire Camps WG
 - January & March NA 101 - CAR/CAT 2010 Assembly WG
 - Guidelines WG
 - RNP
- Admin: Transition Plan for FST (if approved)

February 2010 – RSC Meeting

- Working Groups:
 - H&I Fire Camps WG
 - March NA 101 - CAR/CAT 2010 Assembly WG
 - Guidelines WG
 - RNP
- Admin: Transition Plan for FST (if approved)

March 2010 – NO RSC Meeting

- March NA 101 – CAR/CAT Event (Sierra Foothills)
- Working Groups:
 - H&I Fire Camps WG
 - Guidelines WG
 - RNP
- Admin: Transition Plan for FST (if approved)

April 2010 – RSC Meeting

- RSC Meeting:
 - H&I Fire Camps WG final report
- Working Groups:
 - Guidelines WG
 - RNP
- Admin: Transition Plan for FST (if approved)
- Regional Workshops at NCCNA
- RD and AD to WSC 2010

May 2010 – NO RSC Meeting

- Full day Admin Meeting – year end evaluation
- Working Groups:
 - Guidelines Working Group
 - RNP

June 2010 – RSC Meeting

- RSC Meeting:
 - RNP final report and nominees presented
 - Guidelines WG final report
 - FST Transition Plan presented

NCRSC 2009-2010 Action Plan

We are presenting 4 primary objectives upon which to focus our regional service efforts over the 2009-2010 cycle. Within this “four point plan” are contained several goals to help us achieve these objectives. Many of the goals within these objectives will be accomplished through the use of working groups, while completion of others will be the responsibility of the Administrative Committee itself.

Objective #1: “To stabilize Regional services by completing implementation of the initiatives from the 2007 inventory.”

Goals to Meet Objective:

- 1a Create a plan to transition Administrative Committee positions and duties into a Fellowship Services Team (*if FST External Guidelines are approved by the RSC*)
- 1b Transition of work-flow process to support a bi-monthly RSC meeting (*if implementation of a bi-monthly RSC meeting is approved by the RSC*)
- 1c Stabilize the RSC treasury process to better reflect the new system; including implementing better tools and internal controls
- 1d Overhaul the NCRSC Guidelines, policies, and procedures to reflect approved changes to the Regional service system
- 1e Revise the process for project proposal submission and approval
- 1f Implement consensus based decision making at the RSC as called for in 2007 Inventory

Objective #2: “To improve the quality and consistency of H&I and PR support services to the Northern California Fellowship.”

Goals to Meet Objective:

- 2a Create a working group to begin the process of delivering H&I Panels into California Department of Corrections and Rehabilitation fire camps
- 2b Instill quality interactive H&I and PR workshop content into NA 101 Assemblies
- 2c Improve participation in Regional H&I and PR Forums through implementation of technology
- 2d Increase Public Relations presence at professional events

Objective #3: “To formalize NA 101 as a vehicle for increased fellowship interaction, participation, and awareness of trends and issues within our service system.”

Goals to Meet Objective:

- 3a Stabilize the process and cycle for putting on NA 101 workshops through proactive planning
- 3b Instill quality interactive H&I and PR workshop content into NA 101 Assemblies (*Also see 2b*)
- 3c Incorporate the WSC 2010 Conference Agenda Report and Conference Approval Track into NA 101
- 3d Incorporate NA 101 content into the Regional workshops at NCCNA XXXII
- 3e Create a mission statement for NA 101

Objective #4: “To successfully implement the Regional Nominations Panel with a goal of filling all 2010 Regional service positions with qualified candidates.”

Goals to Meet Objective:

- 4a To increase administrative support for the 2010 RNP by providing an additional advisory member to the group
- 4b To consolidate the Regional Pool form with the NCRSC Service Resume in order to reduce confusion and simplify the RSC nomination process
- 4c To develop a distinct process for presentation of RNP-screened candidates to the RSC to generate increased perceived value of the RNP vetting process

Project Plans for Meeting our Objectives:

1. H&I Fire Camps Working Group (*Approved at April 2009 NCRSC*)

Description and Rational for Project: Fire camp facilities in Northern California are currently not being served by local H&I Sub-Committees. A handful of members of the Regional H&I Sharing Forum have already gathered preliminary data on facilities and have tentative plans to get a panel into some of them. This project will provide Regional funding both for meetings of the Working Group, as well as funding assistance to those members who will travel large distances to carry the NA message into these facilities. Additionally, the Group will be tasked with evaluating their own effectiveness at the end of the 2009-2010 cycle and will provide a recommendation to the RSC on how, and by whom, these services could best be carried out in future years. This Working Group will be composed primarily of NA members with extensive H&I experience that will put together an action plan to begin serving geographically isolated “fire camps” with H&I panels. The Working Group tasks will be:

1. To coordinate and provide H & I Panels into isolated fire camps; documenting successes and challenges
 2. To provide a recommendation for provision of these services beyond the 2009/2010 cycle by evaluating whether fire camps will ultimately be best served by:
 - a. The Regional H&I Coordinators
 - b. An ongoing Working Group of Regional services
 - c. Area Level H&I Sub-Committees with some Regional support/assistance
 - d. A combination of any of the above
- Composition (6 Persons):
 - 1 H&I Coordinator
 - 1 other Admin
 - 4 Pool Members
 - Goals addressed:
 - 2a Create a Working Group to begin the process of delivering H&I Panels into California Department of Corrections and Rehabilitation fire camps

2. Humboldt/Del Norte Traveling RSC Working Group

Description and Rational for Project: This Working Group will plan and implement a travelling RSC in Eureka on September 12, 2009. The Group will ideally include the Humboldt/Del Norte RCM, another member from the Humboldt/Del Norte Area that has worked on securing the facilities, and two members of the Sacramento NA 101 Working Group to provide continuity, given the short time frame between these events. Additionally, we will include members with PR/H&I experience to bring PR/H&I content into NA101 on an ongoing basis.

- Composition (10 Persons):
 - Humboldt/Del Norte RCM
 - 2 SAC NA 101 WG Members
 - 1 Admin Member
 - 1 PR Coordinator
 - 1 H&I Coordinator
 - 4 Pool Members
- Goals addressed:
 - 3a Stabilize the process and cycle for putting on NA 101 workshops through proactive planning
 - 3b Instill quality interactive H&I and PR workshop content into NA 101 Assemblies (*Also see 2b*)

3. January & March 2010 NA 101 & CAR Working Group

Description and Rational for Project: This Working Group will plan and implement two NA 101 events in January and March of 2010. The January event will include presentation of the WSC 2010 Conference Agenda Report (CAR) and the March session will include the CAR as well as the Conference Approval Track (CAT). Given the close proximity of these two events and the reality that the majority of the content, the CAR, will be similar at both; one Working Group will be tasked for both events. However, the RCMs for the respective “host” Areas may be rotated into or out of the Working Group for each event. Out of necessity, this Working Group will include both the Regional Delegate and the Alternate Delegate. Additionally, this Working Group may assist the Administrative Committee with the provision of NA 101 content at NCCNA XXXII.

- Composition (10 Persons):
 - RD
 - AD
 - 1 H&I Coordinator
 - 1 PR Coordinator
 - 6 Pool Members (2 RCMs from each locale selected)
- Goals addressed:
 - 3a Stabilize the process and cycle for putting on NA 101 workshops through proactive planning and implementation
 - 3b Instill quality interactive H&I and PR workshop content into NA 101 Assemblies (*Also see 2b*)
 - 3c Incorporate the WSC 2010 Conference Agenda Report and Conference Approval Track into NA 101
 - 3d Incorporate NA 101 input into the regional workshops at NCCNA 32

4. 2010 Regional Nominations Panel

- Composition (4 Persons and 2 advisors):
 - 1 Admin Member
 - 4 RNP Members
 - 1 Advisory member from 2009 RNP/Admin
- Goals addressed:
 - 4a To increase administrative support for the 2010 RNP by providing an additional advisory member to the group
 - 4b To consolidate the Regional Pool form with the NCRSC Service Resume in order to reduce confusion and simplify the RSC nomination process
 - 4c To develop a distinct process for presentation of RNP-screened candidates to the RSC to generate increased perceived value on the RNP vetting process

5. NCRSC Guidelines Working Group

Description and Rational for Project: This Working Group will focus on updating the NCRSC Guidelines, as well as relevant policies and procedures, into a consolidated and more user-friendly format. The RSC has approved new guidelines for Traveling RSCs, the Regional Pool and the RNP. The RSC is also considering approval of new FST Guidelines. All of these changes illustrate the need to substantially revise and overhaul the NCRSC Guidelines, which have not undergone a significant revision since 1991. This Working Group will:

1. Update the NCRSC Guidelines and consider creation of a policy & procedure manual or handbook format
 2. Formalize the Bi-monthly RSC into the guidelines, if the Bi-monthly RSC concept is approved
 3. Revise the existing Project Plan forms and formalize the process for projects in the new guidelines
- Composition (5 Persons):
 - 3 Admin Members
 - 2 Pool members
 - Goals addressed:
 - 1d Overhaul the NCRSC Guidelines, policies, and procedures to reflect approved changes to the Regional service system
 - 1e Revise the process for project proposal submission and approval

6. Administrative Committee

The following items will reside with the Administrative Committee as a whole to implement, with some necessary overlap with the Guidelines Working Group:

- 1a Create a plan to transition Administrative Committee positions and duties into a Fellowship Services Team (*if FST External Guidelines are approved by the RSC*)
- 1c Stabilize the RSC treasury process to better reflect the new system; including implementing better tools and internal controls
- 1f Implement consensus based decision making at the RSC as called for in 2007 Inventory
- 2c Improve participation in regional H&I and PR Forums through implementation of technology
- 2d Increase Public Relations presence at professional events
- 3e Create a mission statement for NA 101