

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> I. Building A Strong Foundation		<b>Accomplishment Title (what)</b> Create easily shared success stories focused on 7 key ministries			
<b>Intent (why)</b> Increase awareness of BStA and what it does		<b>Start Date</b> July 1, 2019 <b>End Date</b>			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Write a concise call to action for each ministry to put on the website				
2	Identify articles from The Cross that highlight each Ministry				
3	Communicate resources to individual chapters				
4	Identify individuals with strong ties to each Ministry who can provide additions stories and materials				
5					
<b>Coordinator</b> Keith Purser		<b>Partners</b> 7 Ministries VP	<b>Evaluation Measures</b>	<b>Budget</b>	<b>Next Meeting Date</b>

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1	Write a concise call to action for each ministry to put on the website				
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<b>Coordinator</b> Keith Purser		<b>Partners</b> 7 Ministries VP	<b>Evaluation Measures</b>	<b>Budget</b>	<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Structuring For Success		<b>Accomplishment Title (what)</b> Finalize Funding Strategies and Legacy Planning			
<b>Intent (why)</b>		<b>Start Date</b> June 17, 2019 <b>End Date</b> June 2021			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Establish Fund Management with Legacy Planning Goals	National Office		ZOOM meetings	
2	Establish financial objectives of the 7 Ministries				
3	Establish time lines for rolling out financial objectives of 7 Ministries				
4	Establish time lines for Legacy Planning				
5					
<b>Coordinator</b> Richard Medlock Jeff Butcher St Francis Foundation		<b>Partners</b> 7 Ministry Leaders	<b>Evaluation Measures</b>	<b>Budget</b>	<b>Next Meeting date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Expand Ministry Outreach		<b>Accomplishment Title (what)</b> Implement Communication Strategy and Plan			
<b>Intent (why)</b> Improve all aspects of BStA communications		<b>Start Date</b> Underway <b>End Date</b> Stage 1 – December 30, 2019			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Complete and approve plan				
2	Recruit people to implement plan				
3	Execute				
4	Review				
5					
<b>Coordinator</b> Gary Allman		<b>Partners</b> Communications Committee Communications Team	<b>Evaluation Measures</b>	<b>Budget</b>	<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Expand Ministry Outreach		<b>Accomplishment Title (what)</b> Implement Training Council (TC) Plan			
<b>Intent (why)</b> Improve clarity and application of BStA Mission, concepts, strategies, and information		<b>Start Date</b> February 1, 2019 <b>End Date</b> December 30, 2020			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Define council membership	Tom Martin	2/1/19	email, zoom meeting, phone	
2	Develop council vision and strategy	TC Members	4/1/19	email, zoom meeting, phone	
3	Develop implementation plan	TC Members	8/1/19	email, zoom meeting, phone	
4	Develop training courses, implementation, measurement, including chapter survey	TC Members Chapters	4/1/20	email, zoom meeting, phone	
5	Deliver training solutions and measure value	TC Members Chapters	12/31/20	zoom meeting, class, thru BStA website	
6	Measure training solutions and improve	TC Members	12/31/20	email, zoom meeting, phone	
7	Develop additional training solutions needed	TC Members	12/31/20	email, zoom meeting, phone	
<b>Coordinator</b> Tom Martin		<b>Partners</b> Gary Allman Dick Hooper Eric Haralson BStA National Officers	<b>Evaluation Measures</b> Better understanding & application of training topics	<b>Budget</b> TBD	<b>Next Meeting Date</b> Mid-June 2019

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Expand Ministry Outreach		<b>Accomplishment Title (what)</b> Revise Devotional Handbook			
<b>Intent (why)</b> Bring handbook into 21 <sup>st</sup> century		<b>Start Date</b> June 1, 2019 <b>End Date</b> December 31, 2020			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Brainstorm aspects and changes needed	Committee with Dick Hooper lead	Upon notification of need	On line	
2	Expand goals – i.e. Bible study				
3	Use more contemporary language				
4	Visit chapters for feedback				
5					
<b>Coordinator</b> Dick Hooper		<b>Partners</b> Chapter members Selected Bishops	<b>Evaluation Measures</b> Does it give Chapters clear BStA goals	<b>Budget</b> TBD, cost of publishing	<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Structuring For Success		<b>Accomplishment Title (what)</b> Commence Succession Planning			
<b>Intent (why)</b>		<b>Start Date</b> May 17, 2019 <b>End Date</b> August 17, 2019			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Identify term limits	Jeff	Dec 2019		
2	Assign Nominating Committee	Tom Bates			
3	Nominating Committee vacancies filled	Jeff and Jack	June 2020		
4	Nominations Deadline		October 30 2020		
5					
<b>Coordinator</b> Jedd Butcher Jack Hanstein		<b>Partners</b> Exec Board Province Presidents	<b>Evaluation Measures</b> <b>Nominations for each office</b>	<b>Budget</b>	<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Expand Ministry Outreach		<b>Accomplishment Title (what)</b> Develop and Implement Strategy for At-Large Brothers			
<b>Intent (why)</b> Engage Brothers who have no chapter		<b>Start Date</b> June 1, 2019 <b>End Date</b> December 30, 2020			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Secure list of Brothers with no chapter affiliation	Chapter Pres or other Officer	Upon notification of need	As appropriate	
2	Determine proximity to nearest chapter				
3	Arrange communications between parties				
4	Follow-up to ensure completion				
5					
<b>Coordinator</b> Jack Hanstein		<b>Partners</b> Jessica	<b>Evaluation Measures</b>	<b>Budget</b>	<b>Next Meeting Date</b>



## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Expand Ministry Outreach		<b>Accomplishment Title (what)</b> Develop new engagement processes and remove friction			
<b>Intent (why)</b> Review and optimize recruitment processes to increase membership		<b>Start Date</b> August 1, 2019 <b>End Date</b> June 30, 2021			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Locate friction points				
2	Agree on steps to remove friction				
3	Assign work packages to amend processes				
4	Amend processes				
5	Review				
<b>Coordinator</b> ????		<b>Partners</b>	<b>Evaluation Measures</b>	<b>Budget</b>	<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Expand Ministry Outreach		<b>Accomplishment Title (what)</b> Implement Clergy Engagement Strategy			
<b>Intent (why)</b> Increase new chapters by familiarizing Clergy with value of involving men in service to the Church & community through BStA		<b>Start Date</b> June 30, 2019 <b>End Date</b> June 2021			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Improve Clergy brochure with success stories	National Officers		National Office	
2	Make personal contact with Clergy in Diocese	Diocesan Coordinator			
3	Implement Clergy Engagement Strategy by identifying and communication with Laity	Diocesan Coordinator			
4	Involve Bishops by seeking endorsement				
5					
<b>Coordinator</b> Ken Dick		<b>Partners</b> Province Presidents Diocesan Coordinators	<b>Evaluation Measures</b>	<b>Budget</b>	<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> I. Building A Strong Foundation		<b>Accomplishment Title (what)</b> Increase coordination with Bishops and Clergy			
<b>Intent (why)</b> Promote membership growth through Bishop and Clergy support		<b>Start Date</b> June 1, 2019 <b>End Date</b>			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Run NEON reports on chapters (acquire information), membership, chapter officers, chapter email addresses				
2	Contact Bishop or Canon to seek information on how to approach Parishes/Missions and seek Diocesan support				
3	Schedule personal visit with Bishop or their representative				
4	Develop communication plan				
5	Demonstrate BStA website				
<b>Coordinator</b> Jeff Butcher Tom Welch		<b>Partners</b> Jessica	<b>Evaluation Measures</b>	<b>Budget</b>	<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> I. Building A Strong Foundation		<b>Accomplishment Title (what)</b> Increase growth rates for membership and chapters			
<b>Intent (why)</b> Extend reach of Brotherhood – bring men and youth to a closer relationship with Christ		<b>Start Date</b> <b>End Date</b>			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Run NEON report to establish baseline – members, chapters, payments				
2	Confirm email addresses for all members				
3	Develop communication plan to all contacts				
4					
5					
<b>Coordinator</b>		<b>Partners</b>	<b>Evaluation Measures</b>	<b>Budget</b>	<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> I. Building A Strong Foundation		<b>Accomplishment Title (what)</b> Increased material in Spanish/French			
<b>Intent (why)</b> Focus on leadership to develop an effective ministry among leaders		<b>Start Date</b> May 2019 <b>End Date</b> November, 2019			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Increase relationship with Bishops/Clergy				
2	Establish and maintain contact information database				
3	Focus attention on basic ministries				
4	Increase members communications				
5	Increase training for Dioceses				
<b>Coordinator</b>		<b>Partners</b> Jack Hanstein	<b>Evaluation Measures</b>	<b>Budget</b> Need to establish budget	<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> I. Building A Strong Foundation		<b>Accomplishment Title (what)</b> Make NEON Data Accessible			
<b>Intent (why)</b> Open communications and educate leaders		<b>Start Date</b> June 1, 2019 <b>End Date</b> December 30, 2019			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Jessica create sign-in access	Jack & Jess			
2	Train members on how to access data				
3	Educate Diocesan Coordinator to update data				
4					
5					
<b>Coordinator</b> Jack		<b>Partners</b> Jessica	<b>Evaluation Measures</b>	<b>Budget</b>	<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Expand Ministry Outreach		<b>Accomplishment Title (what)</b> Quarterly Chapter Logistics and Meeting Data		
<b>Intent (why)</b> Show service activities, meeting dates, Parish/BStA events, Ministries		<b>Start Date</b> June 30, 2019 <b>End Date</b> June 30, 2020		
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>
1	Enter data elements in NEON for meeting dates of Chapters and Assemblies	Province Presidents	Quarterly	Chapter level
2	Share NEON data with Provinces, Diocesan Coordinators, Assemblies	National Officers	Quarterly	Website/NEON/On-line
3	Enter data elements for events, Parish activities, service events	National Officers	Quarterly	Website/NEON/On-line
4	Quarterly review and update data quality	Diocesan Coordinators	Quarterly	Website/NEON/On-line
5	Improve inter-chapter communication	Diocesan Coordinators	Quarterly	Website/NEON/On-line
<b>Coordinator</b> Roy Benavides		<b>Partners</b>	<b>Evaluation Measures</b>	<b>Budget</b>
				<b>Next Meeting Date</b>

## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Structuring For Success		<b>Accomplishment Title (what)</b> Quarterly Financial Reports			
<b>Intent (why)</b> Improve communication, clarity and understanding of BStA finances at all levels		<b>Start Date</b> <b>End Date</b>			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Email quarterly BStA Financial Report	National Office	Quarterly	On-line	
2	Ask Chapters to Discuss as an agenda item at their meetings, the quarterly BStA Financial Report	Chapter Directors	Chapter meetings	agenda	
3	Use ZOOM to communicate financial information as needed	Finance Committee	immediate	email, zoom meeting, phone	
4	Confirm BStA Financial understanding to ensure members know why we do what we do	Finance Committee	immediate		
5					
<b>Coordinator</b> Pete Bourey Fr. Jason Collins		<b>Partners</b> Paul Abajian Don Dickens Willard Wadman Wayne Chandler	<b>Evaluation Measures</b> Better understanding & application	<b>Budget</b>	<b>Next Meeting Date</b>



## 90 Day implementation steps work sheet

<b>Strategic Direction</b> III. Expand Ministry Outreach		<b>Accomplishment Title (what)</b> Revise Devotional Handbook			
<b>Intent (why)</b> Bring handbook into 21 <sup>st</sup> century		<b>Start Date</b> June 1, 2019 <b>End Date</b> December 31, 2020			
	<b>Implementation steps(how)</b>	<b>Who</b>	<b>When</b>	<b>Where</b>	
1	Brainstorm aspects and changes needed	Committee with Dick Hooper lead	Upon notification of need	On line	
2	Expand goals – i.e. Bible study				
3	Use more contemporary language				
4	Visit chapters for feedback				
5					
<b>Coordinator</b> Dick Hooper		<b>Partners</b> Chapter members Selected Bishops	<b>Evaluation Measures</b> Does it give Chapters clear BStA goals	<b>Budget</b> TBD, cost of publishing	<b>Next Meeting Date</b>

