

## 2018 – 2020 ACTION PLAN ASSESSMENT REPORT

	Complete	Partially Complete	Ongoing	Not Complete	Not Applicable	Total
Priority 1 - Sustainability and Operations	20	2	2	0	0	24
	83%	8%	8%	0%	0%	100%
Priority 2 - Membership	11	0	1	0	1	13
	85%	0%	8%	0%	8%	100%
Priority 3 - Programs	21	0	2	2	0	25
	84%	0%	8%	8%	0%	100%
Priority 4 - Technology	5	0	0	0	0	5
	100%	0%	0%	0%	0%	100%
<b>TOTAL ACTIONS</b>	<b>57</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>67</b>
	<b>85%</b>	<b>3%</b>	<b>7%</b>	<b>3%</b>	<b>1%</b>	<b>100%</b>

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**Complete - C; Partially Complete - P; Ongoing - O; Not Complete - N; Not Applicable - N/A**

### **Priority 1 - SUSTAINABILITY AND OPERATIONS**

Sustainability of an organization is based upon its well-being and maintenance as a vibrant entity. While sustainability can refer to social, environmental, and economic status, the inclusion of sustainability as a priority is especially related to

**GOAL:** Develop a Sustainability Model to ensure economic and cultural viability (Robust Revenue Streams, Collaborative and Community Partnerships). Maintain an infrastructure that meets the challenges and opportunities for managing

Action Item	Committee/Officer Responsible	Time Frame	C	P	O	N	N/A	Status/Comment
<b>Objective 1A – Assessment – Increase awareness and knowledge of TCMDAC’s programs and accomplishments.</b>								
Utilize assessment tools to evaluate proposed new programs.	Program Co-Chairs	Ongoing	X					<b>COMPLETED</b>
Submit applications for recognition awards at the Regional and National.	Committee Chairs / Co-Chairs Leadership Team	March, 2019	X					<b>COMPLETED</b> -March 2019: Submitted award applications for Arts and Letters, Delta Academy, Delta GEMS, EMBODI, Economic Development, ERT, Membership Services, Physical and Mental Health, Information and Communications, IAI, and Chapter of the Year.
Evaluate all programs and activities for relevance to TCMDAC and the community.	Program Co-Chairs / Strategic Planning	December, 2017	X					<b>COMPLETED</b>
Conduct needs assessment of the community to ensure that TCMDAC is meeting a need that has not been met by another organization.	Strategic Planning	January, 2018	X					<b>COMPLETED</b>
Develop an Annual Report.	President / Historian	June, 2018	X					<b>COMPLETED</b>
<b>Objective 1B – Fundraising – Develop annual fundraising plan to align with projected program, scholarship, and operating activities.</b>								
Prioritize fundraising efforts for 2017-2018 to ensure that operational capital is available for TCMDAC’s programs in 2018-2019.	Fundraising	September, 2017	X					<b>COMPLETED</b>
Develop TCMDAC’s signature fundraising events.	Fundraising	December, 2017	X					<b>COMPLETED: Annual Holiday Party identified as TCMDAC's signature fundraising event.</b>
Identify local sponsors to contribute to Fundraising events.	Fundraising	December, 2017			X			To be completed in 2019-2020
<b>Objective 1C – Delta Research &amp; Educational Foundation (DREF) – Establish account with DREF for charitable and educational activities.</b>								
<b>COMPLETED</b>			X					<b>COMPLETED in 2016-2017</b>
<b>Objective 1D – Strategic Partnerships – Develop and maintain partnerships with organizations whose strategies and initiatives align with the mission and vision of TCMDAC.</b>								
Identify companies to give In-kind donations for TCMDAC programs and events.	All Program Committees	Ongoing	X					<b>COMPLETED</b>
Identify companies or organizations to partner on major community events (i.e. American Red Cross, College of Southern Maryland, March of Dimes, Lott Carey, Robert Stethem Education Center, Lifestyles of Southern Maryland, Christmas in April of Charles County, State Highway Administration, Schools in Calvert, Charles	All Program Committees		X					<b>COMPLETED</b> -Participated with all organizations as planned. Additional partnership was formed with the Southern Maryland Chapter of Top Ladies of Distinction, Inc. for Economic Development Forum, Charles County Sheriff's Office for the Toys for 911 event, and Fort Washington Alumnae Chapter for service projects.

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and St. Mary's Counties).		Ongoing						
Identify 2 <sup>nd</sup> Project 13 organization to partner with for TCMDAC activities.		November, 2017		X				Project 13 is no longer a National Initiative. It has been replaced by Strategic Partnerships
Institute Day of Service in all Counties for Martin Luther King holiday.	Community Outreach	January, 2019		X				January 2019: Provided a meal at Three Oaks Center in St. Mary's County. This activity should be reevaluated considering many chapter members have personal commitments on this holiday.

**Objective 1E – Financial Planning – Develop and implement financial strategies for increasing the savings and investment accounts.**

Develop financial goals for the savings account.	Finance	Ongoing			X			To be completed in 2019-2020
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**Objective 1F – Policies and Procedures – Ensure that the membership has a clear understanding of approved policies and procedures.**

Constitution and Bylaws – Update membership on proposed and final amendments.	Policies and Procedures	Ongoing	X					COMPLETED
Policies and Procedures – Update membership on revised Chapter policies and procedures as approved.	Policies and Procedures	Ongoing	X					COMPLETED
Update policies and procedures to ensure that it is in accordance with the Delta Style Guide.	Policies and Procedures	Ongoing	X					COMPLETED

**Objective 1G – Emergency Response – Increase awareness about emergency preparedness activities.**

Educate the membership on emergency preparedness, early response, and recovery.	Emergency Response	December, 2017	X					COMPLETED
Continue the “Red Envelope” initiative for emergency related information.	Emergency Response	Ongoing	X					COMPLETED
Ensure the emergency phone tree is conducted this year.	Emergency Response	October, 2017	X					COMPLETED
Notify and inform the membership on local, regional, and national disaster relief efforts.	Emergency Response	Ongoing	X					COMPLETED - Using the GroupMe App., was able to stay in communication with chapter members attending the National Convention during the tropical storm in New

**Objective 1H – Fiscal Operations – Ensure the Chapter is fiscally sound and members understand fiscal responsibilities.**

Educate members on fiscal policies and procedures of the sorority.	Treasurer	Ongoing	X					COMPLETED
Ensure that the fiscal operations of the chapter are conducted as outlined in the Fiscal Officers Manual and Policies and Procedures.	President / Treasurer	Ongoing	X					COMPLETED
Ensure that Quickbooks accounting system is utilized in accordance with recommendations reported in the Internal Audit Repoprt.	Treasurer	October, 2017	X					COMPLETED

**Priority 2 – MEMBERSHIP**  
 Membership embraces the concept that human capital of an organization is a critical element of success. Members align personal values with organizational values in the successful organization in order to accelerate the mission. Talent  
**GOAL:** Strengthen the TCMDAC's capacity to develop the talents, skills, and resources of its members in order to build organizational success.

Action Item	Committee/Officer Responsible	Time Frame	C	P	O	N	N/A	Status/Comment
<b>Objective 2A – Retention – Retain 90% of membership. Encourage retention through transparency and development of TCMDAC members.</b>								
Provide updates and training on Delta Protocol and Traditions.	Protocol and Traditions	Ongoing	X					COMPLETED
Provide updates and training on Ritual and Ceremonies.	Ritual and Ceremonies	Ongoing	X					COMPLETED

Action Item	Committee/Officer Responsible	Time Frame	C	P	O	N	N/A	Status/Comment
Continue Heritage moments.	Heritage and Archives	Ongoing	X					COMPLETED
Plan a Sisterhood retreat.	Sisterhood Retreat	October, 2017	X					COMPLETED
Conduct DID trainings.	Membership Services	Ongoing	X					COMPLETED (Chapter Management & Code of Conduct)
Continue sisterhood activities to develop a bond with chapter members.	Membership Services	Ongoing	X					COMPLETED-Multiple sisterhood activities were completed: Soror in the Spot Light; Founder's Day lunch, Date with a Dear, etc.
Submit articles to local newspaper and "HER" Stories on a regular basis.	Journalist	Quarterly	X					COMPLETED-Articles submitted to the Charles County newspaper; article submitted and published in "HER" stories magazine at the National convention.
Provide helpful hints for parliamentary actions to chapter members	Parliamentarian	Ongoing	X					COMPLETED
Encourage succession planning for key positions	President/Nominating	Ongoing			X			To be completed in 2019-2020
<b>Objective 2B – Reclamation – Focus efforts on reclamation of inactive sorors.</b>								
Continue activities to reclaim inactive sorors.	Membership Services	Ongoing	X					COMPLETED-Successfully reclaimed 29 sorors
Create a reclamation challenge to attract member participation in reclaiming inactive sorors.	Membership Services	March, 2018	X					COMPLETED
<b>Objective 2C – Collegiate Transition – Increase Collegiate Transition to TCMDAC.</b>								
Explore avenues for recruiting collegiate sorors.	Membership Services	Ongoing					X	Not within service area of collegiate sorors.
<b>Objective 2D – Membership Intake – Position Chapter for membership intake within the next four years.</b>								
Vote for Membership Intake.	Chapter	September, 2018	X					COMPLETED

**Priority 3 – PROGRAMS**  
 Programming highlights the emphasis for creating initiatives that impact internal and external environments aligned with the organization's purpose. Using the vision and mission statements as foundational components, the non-profit  
**GOAL:** Leverage Programs for community impact, transformation, and empowerment.

Action Item	Committee/Officer Responsible	Time Frame	C	P	O	N	N/A	Status/Comment
<b>Objective 3A – Scholarship – Develop Annual plan to increase scholarship amounts and maintain communication with Scholarship Recipients.</b>								
Work with Fundraising Committee to determine realistic goal for increasing annual scholarship amount for 2018-2019.	Scholarship	March, 2018	X					COMPLETED
Increase scholarships for 2017-2018.	Scholarship	May, 2018	X					COMPLETED-The 2018-2019 Elvear B. Johnson scholarships were provide at \$1,000 for two per county. The Educational Programs scholarship was provided at \$500 for two recipients.
Develop strategy for soliciting external donations for scholarships.	Scholarship	December, 2017	X					COMPLETED - Paint Night in June, 2018
Track Scholarship recipients progress post award – 2015-2016 and 2016-2017.	Scholarship	Ongoing			X			Past scholarship recipients provided an update on their progress in school. Their accomplishments were read during the scholarship program.
Plan Scholarship Luncheon/Reception.	Scholarship	May, 2018	X					COMPLETED
<b>Objective 3B – Arts and Letters – Increase awareness of African American authors, spoken word, and other artists in the Tri-County area.</b>								
Jazz/Literary Café.	Arts and Letters	March, 2019	X					COMPLETED
Provide ongoing updates on local, regional, and national Arts and Letters events.	Arts and Letters	Ongoing	X					COMPLETED
<b>Objective 3C – Economic Development – Improve the economic well-being of chapter members and the communities served.</b>								

Action Item	Committee/Officer Responsible	Time Frame	C	P	O	N	N/A	Status/Comment
Create TCMDAC Women in Business Directory.	Economic Dev.	March, 2018	X					COMPLETED
Plan Economic Development Forum.	Economic Dev.	April, 2018	X					COMPLETED
Provide information to Chapter members on opportunities to improve their personal and business financial growth.	Economic Dev.	Ongoing	X					COMPLETED
<b>Objective 3D – Educational Development – Continue to improve the youth initiatives.</b>								
Continue to evaluate participation in youth education programs for both Chapter members and participants.	First Vice-President/Co-Chairs	Ongoing	X					COMPLETED
Continue to develop creative avenues for executing quality educational programs on limited funding.	First Vice-President/Co-Chairs	Ongoing	X					COMPLETED
Complete Risk Management training to Chapter members.	Risk Management	December, 2017	X					COMPLETED
<b>Objective 3E – International Awareness and Involvement – Maintain ongoing programs and establish projects with DST international chapters.</b>								
Continue Adopt-a-Child program.	International Awareness and Involvement	September, 2017				X		Activity was not funded for 2018-2019. Student paid for in 2016-2017 dropped from the school; therefore, funds were applied to 2017-2018.
Participate in or establish World AIDS Day activity.	International Awareness and Involvement	December, 2017	X					COMPLETED - Activity was done internally to the Chapter.
Develop plan to support the IAI sustainability plan.	International Awareness and Involvement	November, 2017	X					COMPLETED
Identify opportunities to work with international chapters.	International Awareness and Involvement	Ongoing	X					COMPLETED-As a community service project, the EMBODI participants prepared gift bags for twenty-eight boys attending a high school in St. Thomoas, Virgin Islands.
<b>Objective 3F –Physical and Mental Health – Develop Physical and Mental Health program with community based components. Implement Journey to Wellness program with TCMDAC.</b>								
Blood Drive.	Physical and Mental Health	February, 2019	X					COMPLETED
Walk for Babies.	Physical and Mental Health	May, 2019	X					COMPLETED
Plan to partner with hospitals or health departments for Community Health Fair in 2018 or 2019.	Physical and Mental Health	Ongoing			X			To be completed in 2019-2020
<b>Objective 3G –Political Awareness and Involvement – Provide information and direction to TCMDAC regarding current civic and human rights.</b>								
National Voter Registration Day.	Social Action	Ongoing	X					COMPLETED
Attend Women’s Legislative Briefing.	Social Action	January, 2019				X		Not attended in 2019 due to MIT schedule
Host Social Action Forum.	Social Action	September, 2018	X					COMPLETED
Participate in Delta Days activities (i.e. Annapolis, Nation’s Capital, United Nations).	Social Action	March, 2019	X					COMPLETED
Advocate for members to join local boards and commissions.	Social Action	Ongoing	X					COMPLETED

**Priority 4 – TECHNOLOGY**

Technology serves a critical in the life cycle of an organization. The degree of performance in communicating, managing inventory, managing data, and leveraging resources (human, fiscal, and physical) are all action items for organizational

**GOAL:** Reimagine technology as a vehicle for communication, training, and productivity. Increase awareness and knowledge of TCMDAC’s programs and accomplishments.

Action Item	Committee/Officer Responsible	Time Frame	C	P	O	N	N/A	Status/Comment
Action Item	Committee/Officer Responsible	Time Frame	C	P	O	N	N/A	Status/Comment
<b>Objective 4A – Website – Manage TCMDAC’s website to improve efficiency and effectiveness.</b>								
Update TCMDAC website.	Information and Communications	Ongoing	X					COMPLETED
Setup Members Only portal on website	Information and Communications	Ongoing	X					COMPLETED
<b>Objective 4B – Technology – Continue to Improve Internal Communications</b>								
Continue to find tools to more efficiently communicate with Chapter members.	Information and Communications	Ongoing	X					COMPLETED
Standardize email accounts for all committee chairs	Information and Communications	Mar, 2019	X					COMPLETED
Increase Social Media Presence – Facebook, Twitter, Instagram, etc.	Information and Communications	Ongoing	X					COMPLETED