

| Focus Area  | Strategy   | Action Item # | Action Item  |                   | Department  | Lead Staff       | 2025    |                       |         |         |
|-------------|--|---------------|--|-------------------|-------------|------------------|---------|-----------------------|---------|---------|
|             |  |               |  |                   |             |                  | Jan-Mar | Apr-Jun               | Jul-Sep | Oct-Dec |
| Programming | P.2 Develop mechanisms for identifying programming enhancements                  | P.2.3         | Develop procedures and internal mechanisms for identifying, prioritizing, and implementing program enhancements on an ongoing basis.           | Completed         | Recreation  | Lisa             |         |                       |         |         |
| Programming | P.3 Identify and implement programming changes                                   | P.3.2         | Prioritize short- and mid-term program modifications and develop Implementation Plan   | Completed/Ongoing | Recreation  | Lisa             |         |                       |         |         |
| Programming | P.4 Determine feasibility for additional Sensory Room                            | P.4.1         | Assess demand for an additional Sensory Room   |                   | Admin       | Lisa/Trisha      |         |                       |         |         |
| Programming | P.4 Determine feasibility for additional Sensory Room                            | P.4.2         | If demand warrants, create Sensory Room Implementation Plan.   |                   | Admin       | Lisa/Trisha      |         | Through March 2026    |         |         |
| Programming | P.5 Determine feasibility for adult day programming.                             | P.5.1         | Assess demand for adult day program.   |                   | Admin       | Lisa/Trisha      |         |                       |         |         |
| Programming | P.6 Identify and implement enhancements to transportation                        | P.6.1         | Conduct a Transportation Needs Assessment.   |                   | Admin       | Lisa/Trisha      |         |                       |         |         |
| Programming | P.6 Identify and implement enhancements to transportation                        | P.6.2         | Investigate alternatives for secure bus storage.   |                   | Admin       | Kelly            |         | Through March 2026    |         |         |
| Inclusion   | I.3 Collaborate with member agencies to enhance comprehensive inclusion services | I.3.4         | Develop Member Agency Training Plan.   |                   | Recreation  | Lisa/Jessie      |         | Through December 2026 |         |         |
| Operations  | O.1 Implement improvements to procedures and processes                           | O.1.6         | Develop role-specific procedures.  | Completed         | Admin       | Keli             |         |                       |         |         |
|             |  |               | February- staff have been instructed to complete their SOPs by 3/1   |                   |             |                  |         |                       |         |         |
|             |  |               | March- staff completed SOPs and annual timelines and organization overall of SOP folders   |                   |             |                  |         |                       |         |         |
| Operations  | O.2 Achieve Distinguished Park & Recreation Accreditation                        | O.2.1         | Apply for accreditation (for review in 2026)   | Completed         | Admin       | Trisha           |         |                       |         |         |
|             |  |               | February- applied for Accreditation; passed in July 492/500  |                   |             |                  |         |                       |         |         |
| Operations  | O.2 Achieve Distinguished Park & Recreation Accreditation                        | O.2.2         | Complete preparations with support from the mentor.  | Completed         | Admin       | Trisha           |         | Through October 2026  |         |         |
|             |  |               | December 2024 started meeting with mentor  |                   |             |                  |         |                       |         |         |
| Operations  | O.3 Improve Technologies   | O.3.3         | Develop and execute a Technology Management Plan.  |                   | Admin       | Trisha           |         |                       |         |         |
| Operations  | O.3 Improve Technologies   | O.3.6         | Investigate tools to provide automated / electronic support for programming.   | Completed         | Recreation  | Safety Committee |         |                       |         |         |
|             |  |               | July- Multiple forms including facility checklist, Special Event Checklist, Documentation Forms, and Playground Checklist have been digitized. |                   |             |                  |         |                       |         |         |
| Operations  | O.5 Plan and implement improvements to office facilities                         | O.5.1         | Assess office facility use.  | Completed         | Admin       | Trisha           |         |                       |         |         |
| Operations  | O.5 Plan and implement improvements to office facilities                         | O.5.2         | Develop a plan to improve facility use.  |                   | Admin       | Trisha/Kelly     |         |                       |         |         |
| Operations  | O.6 Plan and implement improvements to programming facilities                    | O.6.2         | Develop and execute plan for additional programming space.   |                   | Admin       | Lisa/Trisha      |         |                       |         |         |
| Staffing    | S.2 Define and implement mechanisms to increase retention.                       | S.2.1         | Design and implement an employee engagement survey program.  | Completed 5/7/25  | Admin       | Keli             |         |                       |         |         |
|             |  |               | February- staff have met with consultant John Barcanic. Staff engagement survey will be sent to full time staff March 3.                       |                   |             |                  |         |                       |         |         |
|             |  |               | March- surveys sent and collected from full time staff   |                   |             |                  |         |                       |         |         |
|             |  |               | April- PT survey draft reviewed  |                   |             |                  |         |                       |         |         |
|             |  |               | May- full time surveys received, will review at June board meeting   |                   |             |                  |         |                       |         |         |
| Staffing    | S.2 Define and implement mechanisms to increase retention.                       | S.2.2         | Evaluate and identify changes to compensation and benefits packages.   |                   | Admin       | Trisha/Keli      |         |                       |         |         |
| Staffing    | S.3 Design and implement mechanisms to further develop staff.                    | S.3.4         | Create a training library to develop the skills of program and inclusion staff.  | Completed/Ongoing | Recreation  | Jessie/Lindsey   |         |                       |         |         |
|             |  |               | Ongoing project as staff always are looking for new trainings to bring to agency   |                   |             |                  |         |                       |         |         |
| Staffing    | S.3 Design and implement mechanisms to further develop staff.                    | S.3.5         | Define and implement a formal Talent Development Program.  |                   | Admin       | Keli             |         |                       |         |         |
| Staffing    | S.4 Implement improvements to recruiting.  | S.4.4         | Develop recruiting pipeline with higher education programs.  |                   | Admin       | Keli             |         |                       |         |         |
| Staffing    | S.5 Design and implement a volunteer program.                                    | S.5.2         | Implement the Volunteer Program.   | Completed         | Admin       | Lisa             |         |                       |         |         |
| Marketing   | M.1 Improve and expand the resources available for marketing activities.         | M.1.6         | Update and enhance the website and social media tools.   | In Process        | Marketing   | Audra            |         |                       |         |         |
|             |  |               | January- Began working with Weblinx  |                   |             |                  |         |                       |         |         |
| Fundraising | F.1 Refine processes for current fundraising events.                             | F.1.1         | Optimize processes related to current M-NASR-owned fundraising activities.   | In Process        | Development | Regina           |         |                       |         |         |
|             |  |               | January- Created CRM   |                   |             |                  |         |                       |         |         |
| Fundraising | F.1 Refine processes for current fundraising events.                             | F.1.2         | Optimize processes related to Liponi Foundation-owned fundraising activities.  | Completed         | Development | Regina           |         |                       |         |         |
|             |  |               | January- Created CRM   |                   |             |                  |         |                       |         |         |
|             |  |               | June- Developed 3 committees for Gala- sponsorship, silent auction, logistics  |                   |             |                  |         |                       |         |         |
| Fundraising | F.1 Refine processes for current fundraising events.                             | F.1.3         | Optimize processes for grant identification and management.  | In Process        | Development | Regina           |         |                       |         |         |

January 2025- purchased Shareway Grant Finder

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|             |   |               |  |                   |             |                  | Jan-Mar | Apr-Jun              | Jul-Sep | Oct-Dec |
| Programming | P.2 Develop mechanisms for identifying programming enhancements | P.2.3         | Develop procedures and internal mechanisms for identifying, prioritizing, and implementing program enhancements on an ongoing basis.           | Completed         | Recreation  | Lisa             |         |                      |         |         |
| Programming | P.3 Identify and implement programming changes                  | P.3.2         | Prioritize short- and mid-term program modifications and develop Implementation Plan   | Completed/Ongoing | Recreation  | Lisa             |         |                      |         |         |
| Operations  | 0.1 Implement improvements to procedures and processes          | 0.1.6         | Develop role-specific procedures.  | Completed         | Admin       | Keli             |         |                      |         |         |
|             |   |               | February- staff have been instructed to complete their SOPs by 3/1   |                   |             |                  |         |                      |         |         |
|             |   |               | March- staff completed SOPs and annual timelines and organization overall of SOP folders   |                   |             |                  |         |                      |         |         |
| Operations  | 0.2 Achieve Distinguished Park & Recreation Accreditation       | 0.2.1         | Apply for accreditation (for review in 2026)   | Completed         | Admin       | Trisha           |         |                      |         |         |
|             |   |               | February- applied for Accreditation; passed in July Score: 492/500   |                   |             |                  |         |                      |         |         |
| Operations  | 0.2 Achieve Distinguished Park & Recreation Accreditation       | 0.2.2         | Complete preparations with support from the mentor.  | Completed         | Admin       | Trisha           |         | Through October 2026 |         |         |
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| Operations  | 0.3 Improve Technologies  | 0.3.6         | Investigate tools to provide automated / electronic support for programming.   | Completed         | Recreation  | Safety Committee |         |                      |         |         |
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| Operations  | 0.5 Plan and implement improvements to office facilities        | 0.5.1         | Assess office facility use.  | Completed         | Admin       | Trisha           |         |                      |         |         |
| Staffing    | S.2 Define and implement mechanisms to increase retention.      | S.2.1         | Design and implement an employee engagement survey program.  | Completed 5/7/25  | Admin       | Keli             |         |                      |         |         |
|             |   |               | February- staff have met with consultant John Barcanic. Staff engagement survey will be sent to full time staff March 3.                       |                   |             |                  |         |                      |         |         |
|             |   |               | March- surveys sent and collected from full time staff   |                   |             |                  |         |                      |         |         |
|             |   |               | April- PT survey draft reviewed  |                   |             |                  |         |                      |         |         |
|             |   |               | May- full time surveys received, will review at June board meeting   |                   |             |                  |         |                      |         |         |
|             |   |               | August- surveys have been returned from part time staff. Action items for follow up have been determined.                                      |                   |             |                  |         |                      |         |         |
| Staffing    | S.3 Design and implement mechanisms to further develop staff.   | S.3.4         | Create a training library to develop the skills of program and inclusion staff.  | Completed/Ongoing | Recreation  | Jessie/Lindsey   |         |                      |         |         |
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|             |   |               | January- Created CRM   |                   |             |                  |         |                      |         |         |
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| Programming | P.4 Determine feasibility for additional Sensory Room                            | P.4.1         | Assess demand for an additional Sensory Room                                  |            | Admin       | Lisa/Trisha  |         |                       |         |         |
| Programming | P.4 Determine feasibility for additional Sensory Room                            | P.4.2         | If demand warrants, create Sensory Room Implementation Plan.                  |            | Admin       | Lisa/Trisha  |         | Through March 2026    |         |         |
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| Programming | P.6 Identify and implement enhancements to transportation                        | P.6.2         | Investigate alternatives for secure bus storage.                              |            | Admin       | Kelly        |         | Through March 2026    |         |         |
| Inclusion   | I.3 Collaborate with member agencies to enhance comprehensive inclusion services | I.3.4         | Develop Member Agency Training Plan.  |            | Recreation  | Lisa/Jessie  |         | Through December 2026 |         |         |
| Operations  | O.3 Improve Technologies   | O.3.3         | Develop and execute a Technology Management Plan.                             |            | Admin       | Trisha       |         |                       |         |         |
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