

APPENDIX 2



Operational Plan 2017/18

Action	Progress	Outcome
1. Publicity Group – there is currently no members on this group which means we cannot publicise our Association effectively therefore there needs to be a focus on how we publicise F&S Aberdeen to attract new members		
Extend the use of the publicity plan from last year	Complete	See Appendix 1 - Publicity Plan 2017-18 Jackie Leiper has kindly agreed to be Facebook Co-ordinator with Katie Stott as her backup. This is a reasonably priced way of targeted advertising.
Run a campaign to ask members to promote the Association by handing out free class cards to associates who currently do not attend F&S classes	Ongoing	Poster complete but need to produce free class cards

Action	Progress	Outcome
2. Training – New Leaders – encouraging potential candidates to undertake new leader training whether that be Jympa or Viking Hiking. We also need to look at attracting new members who may go on to be suitable for leader training.		
Train new Viking Hiking leaders	Complete	We now have a pool of 8 leaders for the Thursday/Friday walks
<p>Formalise the recruitment process so that it works back from the start of the Ettan training.</p> <p>Include an information session for prospective leaders prior to them submitting an application form.</p>	Complete	<p>This ensures prospective leaders have been given sufficient notification.</p> <p>It is useful to provide an opportunity for potential leaders to talk things through and ask questions.</p>
3. Training – Existing Leaders – As highlighted in Jackie Leiper’s report, training for our existing leaders is not straightforward therefore some focus is required on this where there are leaders wishing to undertake additional/new training.		
Establish whether any leader has an interest in developing their training further – must be with a view to undertaking new classes	In progress	<p>Jackie Leiper & Kirsty attended Flex Training in Sweden in June 2017 and new Flex class has started in Newmachar.</p> <p>Riks have announced that Jympa Soft training will be available online from next year which will be a huge saving for us for future Jympa Soft leaders.</p> <p>The Committee to discuss with leaders their training requirements.</p>

Action	Progress	Outcome
4. Viking Hiking – completion of refresher leader and first aid training in keeping with insurance requirements		
Agree numbers requiring First Aid training/refresh	Complete	
Source delivery of First aid training/date	Complete	Aberdeen First Aid School session took place in June 2017 which is valid for 3 years

Signed Off: Friskis&Svettis Aberdeen Main Committee

Name: Karen Grant, Chairperson

Date: 25/03/18