


APPENDIX 2



Operational Plan 2016/17

<p><b>1. Publicity Group – there is currently one member on this group which isn’t sustainable if we are to continue publicising our Association effectively therefore there needs to be a focus on how we publicise F&amp;S Aberdeen to attract new members</b></p>		
<p><b>Action</b></p> <p>Creation of short life working group to focus on:</p> <ul style="list-style-type: none"> <li>• How we can advertise differently</li> <li>• External Events eg Duthie Park, Warm Ups</li> <li>• Events within F&amp;S eg charity/special classes</li> <li>• Schedule for forthcoming year</li> </ul>	<p><b>Progress</b></p> <p>Complete</p>	<p>Publicity get together undertaken 18<sup>th</sup> June: F Simpson; J Leiper; K Stott; K Thomson.</p> <p>Several suggestions were made with a separate Publicity Plan drawn up (embedded).</p> <p> "Publicity Plan 2016-17.doc"</p>
<p><b>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 leading training.</b></p>		
<p><b>Action</b></p>	<p><b>Progress</b></p>	

Do we advertise earlier than normal eg before ‘Kickoff’ and arrange an information get together for anyone interested?	In progress. New Leader Training information sheet/form circulated to all Leaders for display in classes. Potential applicants encouraged to attend Kickoff confirmed 3 <sup>rd</sup> /4 <sup>th</sup> December.	Discussed and agreed useful to start earlier than the norm to provide an opportunity for potential leaders to have time to think things through, ask questions etc and plan.  Applications received for leader training – first stage is now at the earlier time of March.
<b>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.</b>		
<b>Action</b>	<b>Progress</b>	
Establish whether any leader has an interest in developing their training further – must be with a view to undertaking new classes	In progress	Confirmed interest in Dans; Flex also of interest however difficulties in accessing.  Creation of group of Foreign Associations (Aberdeen, Paris, Brussels, Luxemburg, London) to share difficulties encountered will prove to be a useful communication tool. FS part of Facebook group with other associations. First meeting held with Riks 10 <sup>th</sup> November – update on discussions awaited. Next meeting expected early 2017 – no date as yet.  Jackie Leiper & Kirsty attending Flex Training in Sweden in June with a view to starting a new class in the Autumn.
<b>4. Member Survey Action Plan – the outcome of the recently completed member survey will be reviewed with required actions identified</b>		
<b>Action</b>	<b>Progress</b>	
Collation of results of member survey	Complete	Shared with members
Development of Action Plan based on results	Complete	Shared with members

**5. Viking Hiking – completion of refresher leader and first aid training in keeping with insurance requirements**

<b>Action</b>	<b>Progress</b>	
Agree requirement for refresher leader training	Complete	
Agree schedule for refresher leader training session ie when/where/who etc	Complete	Session took place 23 <sup>rd</sup> October 2016
Agree numbers requiring First Aid training/refresh	Complete	
Source delivery of First aid training/date	Complete	Aberdeen First Aid School session took place 1 <sup>st</sup> October 2016

**Signed Off: Friskis&Svettis Aberdeen Main Committee**

**Name: Faye Simpson, Chairperson**

**Date: 23/03/16**