

ASPHN Collaboration Committee Work Plan
August 1, 2018 – July 31, 2019
Updated 02/2019

SP Goal: Expand and deepen collaborations that maximize opportunities to address ASPHN priorities.					
SP Objective (2017 – 2022)	2019 Strategies	2019 Annual Tasks & Notes	Responsibility	Timeline	Completed
Administrative Tasks		1. Prepare and submit an annual work plan to the Board of Directors.	Committee and Consultant	Sept – Dec	Done
		2. Prepare board reports and submit to the Board of Directors.	Committee Chair and Consultant	Monthly	Ongoing
		3. Review the Partnership policy and recommend changes, if necessary. <small>(Last changes approved in June 2018)</small>	Committee	PRN	
		4. Review partnership/collaboration list and revise as needed.	Committee	Quarterly	Updated Dec. 2018
		5. Share list of partnerships annually with Committee and Board.	Consultant	Mid-year & Annual Meeting	
		Review and update the Committee’s webpage.	Consultant	Quarterly	July 2018, Oct.
		2017 - 2022 Objectives 1. Increase the number of projects with existing partners from 14 to 18[#] Also refer to Objective #5	1A) Maintain existing collaborations through more effective relationship management processes.	Review ASPHN Strategic Plan Goals and <u>Current</u> Collaboration List for gaps in partnerships and other deliverables.	Consultant and Committee
Provide report to ASPHN Board to include suggestions for new projects and/or new levels of engagement with current projects.	Consultant and Committee			At least Mid-year & PRN	Mid year report completed
Review <i>Partnership Review Documents</i> as they are submitted by liaisons and identify opportunities to engage with partners.	Committee			Mid-Year, June & PRN	

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		(Reviews collected in Dec; Committee volunteers compile results in Jan; Chairs & Consultant create Summary Report in Jan/Feb.)			
2. Create 3 new partnerships. Not a priority focus for 2018/19.	2A) Refine criteria for establishing new partnerships. 2B) Investigate emerging and innovative public health nutrition practices and identify prospective partners.	Strategically identify new groups for potential collaboration that align with the mission and strategic goals of ASPHN	Committee and Consultant	Ongoing	
		With ASPHN ED, review potential funding opportunities and make partnership recommendations if applicable	Chair, Co-Chair, Consultant & Committee	PRN	
		Review board reports and trainings (success stories) to identify emerging issues/partnerships	Committee (volunteers) and Consultant	Quarterly	
STRENGTHEN 3. Increase the number of partnerships functioning at level 3 or above on the level of collaboration scale.	3A) Train liaisons & members on types of collaboration.	Hold 1 to 2 liaison update calls each year. Calls will be recorded.	Committee Volunteer Lead	November & June	November
		Review training call agendas, action items and liaison responsibilities within 1 month of calls and/or when a new liaison is identified.	Liaison Ambassadors	December/ July PRN-	December
		Liaisons will complete Partnership Reviews for all existing partners/collaborations by <u>December 10th, 2018</u>	Liaisons, Ambassadors	Dec. 10, 2018	Most completed 12/10
		Review approved partnership list for approved LOC movement and discuss/plan for next steps. Report to Board <ul style="list-style-type: none"> • ASTHO Workforce Work Group • National Assoc. Of Chronic Disease Directors 	Committee Chairs Committee & Consultant	By April or mid-year Board	In process

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		<ul style="list-style-type: none"> National Fruit & Veg. Alliance 			
		Review communication processes between ASPHN and liaisons.	Committee and Consultant	Ongoing	
<p>4. Increase the number of partners who report a high-quality relationship with ASPHN.</p> <p>Note: "high quality" is defined within the ASPHN Partners Survey.</p>	<p>4A) Define, clarify and strengthen liaison work.</p> <p>4B) Recognize collaborations to promote visibility and value of mission.</p>	Administer "Quality of Partnership" survey. Every other year.	Consultant	May 2020	Not this year
		Revise and update new liaison packet. (Done in Spring, 2018)	Committee Volunteer	PRN	
		Offer specific opportunities for members to participate: <ul style="list-style-type: none"> Invite members to be a liaison to a collaborating organization. Invite members to join committee or council. 	Committee	Ongoing	
		Develop recommendations for a process to recognize liaison work	Committee	TBD	
<u>Additional Tasks that can impact all Goal Areas</u>		Annual Meeting Planning. Purpose is to inform both existing and potential liaisons. Goals: <ul style="list-style-type: none"> Inform all ASPHN members about the efforts of the Collaboration Committee Educate ASPHN members about the function of partnerships 	Committee Volunteers	Dec – June	

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	<ul style="list-style-type: none"> ● Recruit committee member serve on the ASPHN Annual Meeting planning committee. 			
<p>#5. Increase the number of collaborations from 32 to 39. We are recommending to capture this work another way-TBD. Will be discussed further (within the year) to determine a better way to measure. The final draft was included as part of the Consent Agenda Nov ASPHN Board Meeting. There was no vote brought forth to change the Strategic Plan Objectives yet, but we will need to consider how to handle the changes (Obj. #5) in the future</p>				

- These projects are defined as related to partnerships:

T - True/Working Project is defined as a project that requires ongoing work on a specific product/project

A - Active Partnership is defined as a group that ASPHN Representatives meet with regularly that has short-term projects ASPHN is involved with PRN.

The designation of these partnerships can be found on the 2018 Partnership Review & Board Report Spreadsheet.