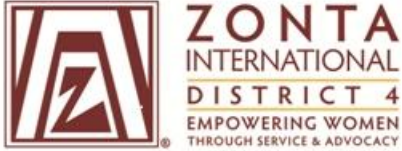




**ACTION PLAN REGISTER**

Last Updated September 24, 2017

Month	Action	Status	By Whom
September 2016	Submit Goal Sheet by Sunday, Oct. 2 <sup>nd</sup>	Outstanding	Area Directors and Committee Chairs
September 2016	Get the names of the ECP, Webmaster and chairs of Service, UN, Advocacy, Z Clubs and Leadership Development from each and every club	On-Going	Area Directors
September 2016	Provide content to Webmaster Sandra to update service, advocacy, UN, etc. pages on the D4 website	On-Going	Committee Chairs
November 2016	Provide examples of events, threats and vulnerabilities for clubs to consider for risk management decisions	Outstanding	Risk Management Committee Chair
November 2016	Present Business Plan and budget for the Centennial celebrations at the May 13 Board Meeting for approval	Outstanding	Centennial Committee
November 2016	Compile D4 Directory from ZI website and distribute upon request	Outstanding	Governor
November 2016	Document what goes in each section in the Board Report form. Place for comments to be added to form	Outstanding	Parliamentarian
November 2016	Update President's Manual to include best practices for Club Treasurers	Outstanding	Treasurer
<b>COMPLETED</b>			
September 2016	Directors and Officers Liability Insurance for the District 4 Board <ul style="list-style-type: none"> <li>Continue research to include US brokers</li> <li>Present proposal at next board meeting</li> </ul>	Completed	Treasurer
November 2016	Discuss district dues for New Young Professional Membership Category	Completed	Finance Committee
November 2016	Change the password on the D4 Website for the board and committee members	Completed	IT/Webmaster
November 2016	Develop form for Area Directors to report on clubs: brief synopsis on service, advocacy and membership and on President's meetings	Completed	Secretary
November 2016	Arrange for a GoToMeeting™ for the Workshops 2017 committee meeting on December 20 <sup>th</sup> at 7.00 PM for 1 hour	Completed	Secretary



2016-2018

**ACTION PLAN REGISTER**

Last Updated September 24, 2017

Month	Action	Status	By Whom
November 2016	Submit agenda for the GoToMeeting™ Workshops 2017 committee meeting on December 20 <sup>th</sup> at 7.00 PM for 1 hour	Completed	Area Workshops 2017 Committee Chair
November 2016	Provide Area Directors with new Power Point template for presentations	Completed	Governor