Contingency Planning
"Plan for the worst, hope for the best."

March 2020 will be memorable. It will either be a Y2K moment that capture everyone's attention and created anxiety with no negative outcome or a watershed event that changes every human interaction in the future. Are we soon to be back to business as usual or are we facing a radically different new normal? It is up to us, now, to make the changes needed to adapt to either scenario.

There are two semi-related international evens happening that will have implications on every association. First is the COVID-19 pandemic. How fast it spreads, how long it lasts, when effective treatment and vaccination options are available will affect its impact. Second is the stock market decline. How fast it drops, how long it lasts, when effective stimulus and recovery options are deployed...sound familiar? These two converging phenomena will test the stability and longevity of any business enterprise, especially those built on personal engagement and participation.

AIA Colorado staff will develop a playbook for response. Each team member will contribute, in some cases as the lead content creator and in others as a contributor and collaborator. We intend to make this something practical for our own use and delivered at a level we are proud to share with the board, firms, members and other AIA components.

Playbook Elements:
Prepared statements—our policy in response to public health concerns overall, more specific circumstance statements, who writes and approves?
Storytelling—capture and distribute content for members and firms on how they are adapting.
Event cancellation—who makes the call, what are the parameters, how is it shared, can we unsure against loss, etc.
Check signing and authorization—automate and utilize remote sign off rather than two physical signatures. What is the threshold level and the platform to be used?
Staff and member travel—when do we decide not to attend a meeting and why or why not?
Technology—do we have the right streaming and virtual meeting tech in place, how can we eliminate physical touches in transactions, should we use a workflow app like MS teams?
Hosted meetings—in what circumstances do we continue to use the office as a gathering place for meetings and events?
Reserve/rainy day fund—what is our current policy, is it adequate, how do you access funds when needed?
Budget scenarios—need at least two options: business as usual and a fallback budget that goes into effect once certain indicators kick in. Can be done on one board vote.
Advocacy—how do we engage the legislature if access to the statehouse or legislators is restricted?
Board—do they meet remotely or in-person, how often to engage outside of regular meetings for emergency situations?
Working remotely—when is it put in place for all workers, should it apply to only some, do we keep the office open during normal business hours absent a declaration (platoons), what is the process for ensuring accountability, interaction and forward movement (work logs)?
Cross training—Try to limit the number of functions that only one person knows how to perform.
Refunds—is our policy the right one, what gives the right comfort level to registrants, exhibitors, and sponsors to commit.
Leave policy—when to use sick time, when to use extended leave, who covers when a staffer is absent for a long period of time.