

DATA TRANSITION PLAN												
WEEK	1	2	3	4	5	6	7	8	9	10	11	12
ADMINISTRATION												
Meet with outgoing management firm- N/A	x											
Review the annual business calendar of events	x											
Establish a cut-off date for work in process			x									
Conduct an equipment and storage inventory			x									
Execute management agreement	x											
Receive and file current year electronic documents		x										
Archive historical records off-site				x								
Develop hard file inventory checklist	x											
Review Annual Meeting Budget & Timeline for 2020-2021			x									
Receive all hard copy files for both onsite & storage		x										
Establish mail forwarding	x				x							
Establish new banking relationship with Chase		x										
Receive artwork files for logo, stationery, and publication templates	x											
Stationary created/updated and printed		x										
Update telephone numbers, address and email	x											
Establish telephone service cut-over	x											
Order name for lobby directory	x											
Determine status of each committee		x										
Prepare 3-month work plan with the Board	x											
Prepare 6-month work plan. with the Board					x							
Prepare 12-month work plan with the Board									x			
MANAGEMENT CONTRACT OPERATIONS ACTIONS												
Identify and negotiate final contract- see above	x											
Arrange for overlapping support for transition period	x											
VENDOR CONTRACTS												
Receive list of all vendors for address change		x										

THE CENTER for Association Resources

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Receive list of all Accounts Payable balances		x										
Review and take control of all vendor operations				x								
Renegotiate contracts as necessary									x			
COMPUTER SYSTEM & WEB PRESENCE												
Receive inventory of electronic data files	x											
Identify version of accounting software in use	x											
Convert or upgrade data as required					x							
Transfer Website (hosting and content)			x									
Update the website as appropriate			x									
Membership database coding system			x									
Membership database cleaning & updating				x								
Membership database conversion/standardization				x								
Obtain access information				x								
Obtain usernames and passwords for members only				x								
Computer file transfers (organized)				x								
Solicit member demographics profile for database								x				
Evaluate options for website development/modification								x				
GOVERNANCE												
Acquire articles of incorporation, bylaws, minutes, registered agency, and tax filings		x										
File Illinois business license			x									
Review Policies & Procedures manuals				x								
Become familiar with current Strategic Plan			x									
Identify future Board meeting dates and confirm Outlook invites			x									
Review past minutes from Board meetings				x								
Review committee charge letters and work plans				x								
FINANCE												
Obtain current year budget and conduct detailed review		x										

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Create realistic two-year budget proforma					x							
Update signatories on operations bank accounts		x										
Implement credit card processing changes		x										
Implement remittance process as required		x										
Monthly financial statements to staff & officers				x								
Receive details of A/P and accrued expenses		x										
Receive details of A/R and accrued revenue		x										
List of fixed assets and depreciation schedules		x										
Year-to-date General Ledger		x										
Review current operating accounts as necessary		x										
Financial records transferred				x								
Dues billing and processing initiated				x								
Receive final IRS Form 990 from accountant						x						
Receive balance sheet audit from CPA												
Review insurance policies for cost and coverages					x							
Receive schedule of cost allocations at program level									x			
Transfer Foundation records		x										
Review any current and pending grants					x							
Receive information about Member Benefit programs						x						
Review Association investment and reserves policy					x							
Review Association financial protocols/approvals						x						
MARKETING AND MEMBERSHIP												
Notify members of new contact names and information		x										
Establish a schedule for dues billings and reminders			x									
Develop marketing plan									x			
Historical membership data collected and analyzed					x							
Member categories, pricing, key benefits identified					x							
Obtain passwords and transfer social media		x										
Review/Create membership brochure & collateral									x			

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Review details of current membership campaign						x						
COMMUNICATION MANAGEMENT												
Review newsletter production project plan			x									
Review Journal production project plan				x								
MEETING PLANNING												
Review existing contracts with hotels and key vendors				x								
Obtain historical conference venue information, with attendance for each			x									
Receive schedule for all program activities			x									
Receive all past meeting documents and files			x									
Review meetings schedule vs. The Center clients			x									
Determine/establish planning procedures/protocols				x								
Determine committee involvement/timeline				x								
Develop production schedules for all functions			x									
Review past expenses and develop budgets as applicable				x								
Review meetings' marketing plans and schedules			x									
Review meetings' registration requirements				x								
Review governance meetings schedules			x									
Review program planning requirements			x									
Determine social media program requirements				x								
Review geographic scheduling of meetings and outyear plans				x								
Review past vendor relationships/contracts				x								