

Sutter Buttes Regional Land Trust 2019 Work Plan

Year	Month	Description	Committee	Lead Contact	Second Contact	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	% Complete	Notes:	Goals:	Funds Allocated:	Board App'd Y/N	Docs
18	11	Budget/work plan meeting	Executive Committee	Spencer	Alyssa													100%	Team Meeting w/ Alyssa, Kim, and Joe to review the draft 2019 Work Plan				
18	11	Develop 2019 Work Plan	Executive Committee	Everyone														100%	Weekly team meetings and board meetings to review and discuss work plan goals				
18	12	Landowner Brochure Updates	Land Conservation	Kim	Alyssa													50%	Update existing brochure with new testimonial, logos, and contact info. Minor wording additions/changes				
18	1	Update SBRLT Website	Community Outreach	Kim	Alyssa													50%	Finish internal updates to website, including maps, WBS page, and landowner brochure				
18	1	Approve 2019 Budget	Executive Committee	Board	Alyssa													0%					
18	1	Approve 2019 Work plan	Executive Committee	Board	Alyssa													0%					
18	1	Review & Update All Board Policies	Executive Committee	Board	Alyssa													0%	Per LTA requirements				
18	1	Implement WBS Fundraising/Outreach Work Plan & Form Committee	ED / Fund Development	Emma	Alyssa													25%	WBS 100 Year Anniversary! Create committee to begin fundraising tasks, including grant research for rehabilitation of WBS.				
18	1	Compile Annual Report	Community Outreach	Kim	Emma													0%	Begin compiling 2018 Annual Report, published on SBRLT website				
19	1	Financial Compilation	Executive Committee	Kim	Spencer													0%	Financial Review, bank reconciliation, taxes				
19	1	Application Process for Our Promise CA	ED / Fund Development	Board	Kim													0%		Solicit for ongoing donation commitments			
19	1	California Rangeland Conservation Coalition Summit	ED / Fund Development	Alyssa														0%	Attendance of conference Jan 16-17 and possibly summit tours offered in spring				
19	1	Newsletter: Begin Mid-Year Newsletter	Community Outreach	Mike	Kim													0%	Look at other land conservation newsletters				
19	1	Create Membership/FB Survey	Community Outreach	Kim	Alyssa													0%	Create survey with focus on conservation goals, priorities, volunteers, board members. Use past surveys, have board and advisors come up with one question to ask our members/local community				
19	1	Participate in Snow Goose Festival	Community Outreach	Kim	Board													0%	Booth, presentation, attendance, guided hikes			Y	
19	1	Develop Long-Term Plan for WBS	Stewardship	Emma	Sandy													25%	WBS Committee to finalize long-term plan for WBS fundraising and outreach for rehabilitation				
19	1	Call for Photographers for 2020 Calendar	Community Outreach	Kim														0%					
19	1	Begin requesting auction items for Sunset Serenade Fund-raising event	Community Outreach	Board	Kim													0%					

Sutter Buttes Regional Land Trust 2019 Work Plan

Year	Month	Description	Committee	Lead Contact	Second Contact	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	% Complete	Notes:	Goals:	Funds Allocated:	Board App'd Y/N	Docs
19	2	Send out Membership/FB Survey	Community Outreach	Kim	Alyssa													0%	Send out survey and comile responses				
19	2	New Membership Plan	Member Relations	Kim	Board Committee													0%					
19	3	Messick Annual Monitoring – generate report	Stewardship	Alyssa														0%	See Stewardship Workplan				
19	3	North Butte Annual Monitoring – generate report	Stewardship	Alyssa														0%	See Stewardship Workplan				
19	3	Drone Monitoring of North Butte & Butte Creek PA	Stewardship	Alyssa	Dave McCreary													0%	Work with Dave McCreary of Aerospace Technology, to perform aerial drone monitoring of difficult properties				
19	3	California Council of Land Trusts Conference	Executive Committee	Joe	Alyssa													0%	Pacific Grove, CA				
19	4	Tosse Annual Monitoring – prepare monitoring report	Stewardship	Alyssa														0%	See Stewardship Workplan				
19	4	Nature Bowl - CDFW/Sutter County RCD	Community Outreach	Julie/Babs	Kim/Alyssa													0%					
19	4	Prepare for Sunset Serenade Fund-raising event	Community Outreach	Julie/Babs	Kim/Alyssa													0%					
19	4	Select 2020 Calendar Photo Contest Winners	Community Outreach	Kim	Photo Selection Committee													0%	Location TBD				
19	5	West Butte School Annual Monitoring	Stewardship	Alyssa														0%	See Stewardship Workplan				
19	5	Report on Sunset Serenade	Community Outreach	Julie	Babs													0%					
19	6	Fedora Annual Monitoring – generate report	Stewardship	Alyssa														0%	See Stewardship Workplan				
19	6	Board Development Work Session	Executive Committee	Joe	Alyssa													0%	Plan for Board Recruitment & Creating New Policies	3 or 4 New Board Members, addressing proposed new policies		Y	
19	6	Newsletter: Publish Mid-Year Newsletter	Community Outreach	Mike	Kim													0%					
19	7	Send Calendar to publisher	Community Outreach	Kim	Joe													0%					
19	7	Landowner Manual	Land Conservation	Alyssa														0%	Use existing templates to create a unigue SBRLT Landowner Manual that will guide landowners through the process of securing a CE on their property				
19	8	Our Promise CA Event at State Capitol	ED / Fund Development	Board	Kim													0%					

Sutter Buttes Regional Land Trust 2019 Work Plan

Year	Month	Description	Committee	Lead Contact	Second Contact	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	% Complete	Notes:	Goals:	Funds Allocated:	Board App'd Y/N	Docs	
19	8	Distribute Calendar	Community Outreach	Kim	Joe													0%						
19	8	Photographer's Reception - Museum	Community Outreach	Julie/Babs	Kim													0%	Set August date with Museum					
19	8	Colusa County Farm Bureau - Ag Tour	Community Outreach	Alyssa	Everyone													0%						
19	8	Newsletter: Begin End of year Newsletter & Publish	Community Outreach	Mike	Kim													0%						
19	9	Harvest the Arts Event - Heier Farms	Community Outreach	Kim	Everyone													0%	Attend event for networking and outreach					
19	9	Booth at Yuba Sutter Farm Day	Community Outreach	Kim	Board													0%						
19	9	Board Retreat	Entire Board	Joe	Alyssa													0%	Work with Marty Coleman-Hunt to arrange a board retreat to discuss our future goals and focus, board recruitment, and our message					
19	10	Butte Creek Annual Monitoring – generate report	Stewardship	Alyssa														0%	See Stewardship Workplan					
19	10	Attend MMIH Guides Day	Executive Committee	Alyssa	Spencer													0%	Speak to group about partnership, land trust goals, and current projects					
19	10	Attend LTA Rally	Executive Committee	Alyssa	Joe													0%						
19	10	WBS Outreach Event	Stewardship	Emma	Alyssa													0%	WBS 100 Year Anniversary! Reenactment Event at the schoolhouse on Halloween. Fundraiser for rehabilitation goals					
19	11	End-of-year appeal for donations	Member Relations	Kim	Alyssa													0%						
19	11	Board and staff evaluations	Executive Committee	Joe	Alyssa													0%						
19	11	Evaluate effectiveness of Outreach & Fundraising Activities	Executive Committee	Everyone	Alyssa													0%						

SUTTER BUTTES REGIONAL LAND TRUST

2019 Strategic Plan

Timeline, Action and Progress

GOAL 1			
Promote voluntary and public land conservation			
ACTION PLANS	RESPONSIBILITY	TIMELINE	ACTION
Landowner Outreach			
Complete landowner guide & brochure, provide easement information to land owners	Alyssa	Nov 2018 - Jan 2019	Make updates to current brochure and send to print
Build partnerships with landowners/community leaders/developers	Alyssa	Year Round	Attend local events and interact with current partners (museum, RCD, Farm Bureau)
Community Outreach			
Publish online newsletter and announcements semi-annually	Kim	June/Dec	Board to write articles and interest in the land trust
Publish calendar	Kim	August	Send calendar to publisher for final printing
Distribute SBRLT brochure	All	Year Round	At outreach events, MMIH Hikes, conferences, etc.
Website Updates	Kim	January	Work with Kim to finish list of website updates
Booths at area events: Snow Goose Festival, Our Promise CA, Yuba-Sutter Farm Day, Harvest the Arts	Kim	Year Round	Attend and/or setup outreach booth with poster board, plinko game, SBRLT Video, and retail items
Make presentations to community organizations as requested	Mike	Year Round	
Work with local agencies, land trusts, and bussinesses to develop partnerships	Alyssa	Year Round	Attendance at SCLTC meetings, local government meetings, local agency meetings, local organizations/non-profits
Develop & implement survey to better understand outreach/land conservation priorities and goals	Alyssa		Board discussion about developing our message and conservation goals. What do our members and local community want our focus to be?
Write "script" to promote SBRLT and strategic goals noted survey and board retreat	All	Board Retreat	
Participate in CDFW/Sutter RCD - Nature Bowl	Alyssa	May	Help with setup and running the event
Evaluate the effectiveness of SBRLT outreach activities	Kim	December	

GOAL 2			
Obtain, Manage, and Monitor Easements			
ACTION PLAN	RESPONSIBILITY	TIMELINE	ACTION
Identify conservation planning goals in Tri-County area	Alyssa	Board Retreat	Use existing conservation map to identify additional conservation goals and priority areas
Secure one to two projects per year	Alyssa	Year Round	Work with interested landowners and local agencies
Secure Danna Farms ACE (expected completion in early 2020)	Alyssa	Year Round	Work with Danna Family and funding agencies to complete agricultural CE
Negotiate adequate funds to manage, monitor, and enforce easements	Alyssa	Year Round	Negotiate with landowner/agency
Monitor current easements (Refer to Stewardship Annual Work Plan)	Alyssa	Feb - June & Oct	Site Visit

GOAL 3			
Organization / Operations			
ACTION PLAN	RESPONSIBILITY	TIMELINE	ACTION
Continue established financial practices, reevaluate and improve cash control policies and processes, and administrative functions	Kim	January	
Work with CPA to Preform Financial Compilation	Kim	January	
Utilize current Board Recruitment Materials and Expand board by 3 members	Board	Year Round	
Create volunteer opportunities / volunteer checklist application	Alyssa	Year Round	Invite folks monitoring, WBS work days
Hold board work session to begin working on LTA Renewal	All	June	Plan board session to review LTA renewal requirements and updates
Attend CRCC, CCLT, LTA, etc. conferences/meetings when available	Alyssa	Year Round	
Develop long-term plan for West Butte School	Emma	January	

Sutter Buttes Regional Land Trust Committee Structure

<p>2019 Executive Committee</p> <p><i>President: Joe Reusser</i> <i>Vice President: Mike Hubbart</i> <i>Secretary: Babs Cotter</i> <i>Treasurer: Spencer Morrison</i> <i>Directors: Dr. Emma Blackthorn, Dr. Sandy Mayo, Carolyn Brown, Julie Stark, Margit Sands</i> <i>Staff: Alyssa Lindman, Executive Director, Alyssa Lindman, Lands Manager, Kim Mansfield, Administrator</i> <i>Advisor: Mike Darnell</i></p>	<p>Planning & Policy, Accreditation, Joe, Alyssa</p> <p>Finance & Budget, Spencer, Alyssa</p> <p>Investment, Joe, Spencer, Alyssa</p> <p>Strategic Planning, Everyone</p> <p>Board Recruitment Joe, Spencer, Alyssa</p>
<p>Fund Development</p> <p><i>Lead: Babs</i></p>	<p>Fundraising Events, Babs, Alyssa, Kim</p> <p>Granting Writing, Alyssa</p> <p>Business Sponsorship, Kim</p> <p>Planned Giving, Kim</p> <p>Product Sales, Kim, Spencer</p>
<p>Community Outreach</p> <p><i>Lead: Mike H.</i></p>	<p>Newsletter & Publications, Kim, Mike H., Alyssa, Sandy</p> <p>Media & Publicity Website, & Facebook, Kim, Alyssa, Sandy</p> <p>Speakers Bureau, Mike H.</p> <p>Community Booth Committee, Julie, Sandy</p> <p>Calendar, Alyssa, Kim, Julie, Babs, Jessica Hougen</p>
<p>Member Relations</p> <p><i>Lead: Emma</i></p>	<p>Membership, Kim, Julie, Babs, Emma</p> <p>Ambassador (Speakers Bureau) Committee, Mike H.</p>
<p>Land Conservation</p> <p><i>Lead: Carolyn</i></p>	<p>Conservation Easements, Joe, Alyssa, Carolyn, Sandy, Margit</p> <p>Mitigation, Alyssa, Carolyn, Joe, Sandy</p> <p>Land Owner Outreach, Alyssa</p>
<p>Stewardship Program</p> <p><i>Lead: Sandy</i></p>	<p>Annual Monitoring, Joe, Alyssa, Carolyn, Sandy</p> <p>West Butte Schoolhouse Committee, Emma, Sandy, Mike H., Alyssa</p>
<p>Board Development</p> <p><i>Lead: Alyssa</i></p>	<p>Board Retreat Committee, Alyssa, Carolyn, Spencer, Sandy</p>

Events Calendar - 2019

Month	Event	Responsible Party	Notes
January			
16th	Our Promise CA	Kim	Begin application process for fall event
16th	CRCC Summit	Alyssa	
25-28th	Snow Goose Festival	Board Run	Chico, booth attendants needed
31st	Newsletter articles	Board/Kim	Projected date for all newsletter content
February			
6th - 8th	Colusa Farm Show	Board Run	
25th	Spring Newsletter	Kim	Projected date to have in members' hands
March			
	Photographer's Hike	MMIH	Promote Calendar Photo Contest
20-22	CCLT Conference	Alyssa	Pacific Grove
April			
	2020 Calendar Photo Selection	Photo Selection Committee	Location TBD
21st	Bike Around the Buttes	Board Run	These are all just possible events to attend or promote in FB
22nd	Earth Day - Yuba - Sutter Mall	Board Run	
22nd	Earth Day - Yuba College Booth	Board Run	
22nd	Earth Day - Harmony Health's 5K	Board Run	
	Nature Bowl - Sutter RCD/CDFW	Alyssa/Board Volunteers	Sutter County Community Memorial Museum
May			
3rd	Big Day of Giving	Kim/FB	We cannot officially participate, but may be able to promote on our own
	Nature Bowl	All	Sutter County RCD/CDFW
	Sutter Buttes Day	Board Run	Registration Form
	Sunset Serenade	Board/Kim/Alyssa/Volunteers	
June			
July			
August			
2nd - 5th	Yuba Sutter Fair	Board Run	
	Photographer's Reception	Board/Kim/Alyssa/Volunteers	6-9pm - Museum
	Our Promise CA	Kim/Volunteers	Event on Capitol steps
	Colusa County Farm Bureau Ag Tours	Alyssa/Board	
31st	Newsletter articles	Board/Kim	Projected date for all newsletter content
September			
	Farm Day	Board Run	3rd Graders
	Harvest the Arts	Board Run	Heier Farms; Individual tickets for networking
October			
	Taste of Yuba Sutter		Sponsorship or Individual Tickets to network
	MMIH Guide's Day		Alyssa to speak for 10min about land trust
	LTA Rally	Joe/Alyssa	When location warrants
25th	Fall Newsletter	Kim	Projected date to have in members' hands
November			
	CARCD		Conference Attendance
27th	Giving Tuesday	Kim/FB	
December			