

# Sutter Buttes Regional Land Trust 2022 Work Plan

Year	Month	Action	Committee	Lead Contact	Second Contact	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	% Complete	Notes:	Goal:	Funds Allocated:	Docs
20	11	Develop 2022 Work Plan & Annual Budget	Executive Committee	Alyssa	Emma													0%	Team meetings and discussion with Executive Committee	Goal 1.4		
21	1	Approve 2022 Budget	Executive Committee	Board	Alyssa													0%				
21	1	Approve 2022 Work plan	Executive Committee	Board	Alyssa													0%				
21	1	Review & Update Board Policies Per Schedule	Executive Committee	Board	Alyssa													0%	Per LTA requirements and Policy Review Schedule	Goal 1.4		
21	1	Begin Financial Compilation	Executive Committee	Emma	Maria													0%	Financial Review, bank reconciliation, taxes			
21	1	Compile Annual Report	Community Outreach	Maria	Emma													0%	Begin compiling 2020 Annual Report, published on SBRLT website. Needs to be added to website.			
21	1	Call for Photographers/Sponsors for 2023 Calendar	Community Outreach	Maria	Cindi													0%	Begin soliciting for 2022 calendar photos, sponsor solicitation began in November 2020	Goal 1.3.4		
21	1	Begin requesting auction items for "Wild Places & Open Spaces" fundraising auction	Community Outreach	Board	Maria													25%	If Sunset Serenade ends up being cancelled staff will create a virtual auction in it's place.	Goal 2.1, 2.3		
21	1	Newsletter: Begin Spring Newsletter	Community Outreach	Maria	Alyssa													0%		Goal 3.2		
21	2	Annual membership drive	Member Relations	Maria	Alyssa													0%		Goal 1.2		
21	2	Newsletter: Publish Spring Newsletter	Community Outreach	Maria	Alyssa													0%		Goal 3.2		
21	3	Messick Annual Monitoring – generate report	Stewardship	Alyssa														0%	See Stewardship Workplan			
21	3	North Butte Annual Monitoring – generate report	Stewardship	Alyssa														0%	See Stewardship Workplan			
21	3	Quarterly Board Training	Executive Committee	Board	Alyssa													0%	Hold quarterly board training based on committee identified topics of interest.	Goal 2.1		
20	3	Spring Partner Hike in Sutter Buttes	Community Outreach	Alyssa	Mike													0%	Work with MMH to offer one free hike with the purpose of educating local and regional land conservations partners on who we are and what we do.	Goal 3.2 & 3.3		
20	3	Host Board Appetizer Event	Community Outreach	Mike	Babs													0%	To be held at Justin's Kitchen and includes a guest speaker.	Goal 2.1		
21	3	Quarterly Fund Development Committee Meeting	ED / Fund Development	Emma	Board Committee													0%	Assess revenue, identify funding sources, and strategies to build revenue	Goal 1.2 & 1.3		
21	3	Develop & Implement Community Survey	Community Outreach	Alyssa	Rachel & Emma													0%	Subcommittee to create a community survey to gain insight into how we interact, our message, community needs, and public understanding	Goal 3.1		

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21	4	Tosse Annual Monitoring – prepare monitoring report	Stewardship	Alyssa														0%	See Stewardship Workplan	Goal 1.4		
21	4	"Wild Places & Open Spaces" Fundraising Auction	Community Outreach	Julie/Babs	Maria/Alyssa													0%	Auction benefitting land conservation efforts. To be held at Sunset Serenade event or on our website	Goal 1.3.2		
21	4	Select 2023 Calendar Photo Contest Winners	Community Outreach	Maria	Photo Selection Committee													0%				
21	5	West Butte School Annual Monitoring	Stewardship	Alyssa														0%	See Stewardship Workplan			
21	6	Fedora Annual Monitoring – generate report	Stewardship	Alyssa														0%	See Stewardship Workplan			
21	6	Quarterly Board Training	Executive Committee	Board	Alyssa													0%	Hold quarterly board training based on committee identified topics of interest.	Goal 2.1		
21	6	Quarterly Fund Development Committee Meeting	ED / Fund Development	Emma	Board Committee													0%	Assess revenue, identify funding sources, and strategies to build revenue	Goal 1.2 & 1.3		
21	6	Develop Communication Plan	Community Outreach	Alyssa	Mike													0%	Outreach Committee to begin discussing target audience, supporters, and donors with intention of creating a plan to address messaging and regular interaction.	Goal 3.1		
21	7	Send Calendar to publisher	Community Outreach	Maria	Joe													0%				
21	8	Distribute Calendar	Community Outreach	Maria	Joe													0%				
21	8	Calendar Exhibit Reception	Community Outreach	Julie/Babs	Maria													0%	Utilize social media, website, and newsletter to acknowledge our photographers and sponsors, while also promoting the calendar fundraiser	Goal 1.3.2		
21	8	Newsletter: Begin End of year Newsletter & Publish	Community Outreach	Mike	Maria													0%		Goal 3.2		
21	9	Quarterly Board Training	Executive Committee	Board	Alyssa													0%	Hold quarterly board training based on committee identified topics of interest.	Goal 2.1		
21	9	Executive Committee - Annual Review of Investment Portfolio	Executive Committee	Maria	Board Committee													0%	Review investment performance and discuss any upcoming reinvestment needs. Assess revenue, identify funding sources, and strategies to build revenue	Goal 1.2 & 1.3		
21	9	Yuba Sutter Farm Day	Community Outreach	Maria	Board													0%	Create virtual education and outreach items	Goal 1.1		
21	10	Butte Creek Annual Monitoring – generate report	Stewardship	Alyssa														0%	See Stewardship Workplan			
21	10	Newsletter: Publish Fall Newsletter	Community Outreach	Mike	Maria													0%		Goal 3.2		
20	10	Fedora Farms Walnut Harvesting Experience	Community Outreach	Alyssa	Board													0%	Work with Fedora Farms to organize a public outing to observe the walnut harvesting process at Fedora Farms.	Goal 3.2		
21	11	End-of-year appeal for donations and annual membership drive	Member Relations	Maria	Alyssa													0%		Goal 1.2		

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21	11	Board and staff evaluations	Executive Committee	Joe	Alyssa													0%				
21	11	Evaluate effectiveness of Outreach & Fundraising Activities	Executive Committee	Everyone	Alyssa													0%				

# SBRLT Annual Monitoring Schedule

Start Date **Jan 1, 2022**

	Property Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Acres	Location	Protected Conservation Values	Monitoring Hours
In-Fee	West Butte School					■								0.81	West Butte, near Sutter	Historic Schoolhouse, Openspace	1
	North Butte			■										196.62	Sutter Buttes	Recreation, education, natural, historical, cultural, open space and scenic	6 to 8
CE	Messick			■										31.06	Marysville	Agricultural (Walnut Orchard) & Habitat (Pond)	1.5
	Tosse				■									9.95	Oregon House	Deer Migration Habitat & Open Space	2.5
	Fedora						■							376.32	Meridian	Agricultural (Walnut Orchard), Open Space, and Scenic	2.5
	Butte Creek										■			2.35	Portion of Butte Creek, just north of Colusa	Riparian Habitat	1.5

Portion of North Butte being monitored	Monitoring Year
Southern Portion	2021
Northern Portion	2022
Summit	2023
Southern Portion	2024
Northern Portion	2025
Summit	2026

Events Calendar - 2022

Month/Day	Event	Responsible Party	Notes
<b>JANUARY</b>			
16th	CRCC Summit	Alyssa	
<b>FEBRUARY</b>			
25th	Spring Newsletter	Mike	Projected date to have in members' hands
<b>MARCH</b>			
TBD	Board Meeting/Appetizers/Guest Spkr	Board	Location: TBD
TBD	Photographer's Hike	Alyssa/Board/MMIH	Promote Calendar Photo Contest
20-22	CCLT Conference	Alyssa	Yosemite
<b>APRIL</b>			
	2023 Calendar Photo Selection	Photo Selection Committee	Blueray Concepts office, Yuba City
	Nature Bowl - Sutter RCD/CDFW	Alyssa/Board Volunteers	Sutter County Museum
TBD	Partner Hikes (2)	Alyssa/Board Volunteers	Work with MMIH
<b>MAY</b>			
3rd	Big Day of Giving	Maria/FB	We cannot officially participate, but can promote on our own
	Sutter Buttes Day	Board Run	Registration Form
TBD	Wild Places & Open Spaces Auction	Board/Volunteers	Outreach Committee to determine needs
<b>JUNE</b>			
<b>JULY</b>			
<b>AUGUST</b>			
2nd - 5th	Yuba Sutter Fair	Board Run	
21st	Photographer's Reception	Board/Outreach Com/Volunteers	Exhibit: August 22-September 27 @ Sutter County Museum. Flyer/Postcard needed
	Colusa County Farm Bureau Ag Tours	Alyssa/Board	
31st	Newsletter articles	Board/Maria	Projected date for all newsletter content
<b>SEPTEMBER</b>			
	Yuba-Sutter Farm Bureau - Farm Day	Board Run	3rd Graders
<b>OCTOBER</b>			
TBD	Walnut Harvesting Experience	Board	Marketing needed
	Taste of Yuba Sutter	Board attendance	Sponsorship or Individual Tickets to network
	MMIH Guide's Day	Alyssa	
	LTA Rally	Joe/Alyssa	
	Fall Newsletter	Maria	Projected date to have in members' hands
<b>NOVEMBER</b>			
27th	Giving Tuesday	Maria/FB	
TBD	Swan Festival/Pacific Flyaway Festival	Maria/Alyssa/Board	Fundraiser and outreach; possible dinner sponsor
<b>DECEMBER</b>			

 SBRLT Organized Event