

Annual Plan of Work: Eagle Cap RC&D Council 2002-2003

#	Task	Begin Date	End Date	Responsibility	Comments
1	Introduction to RC&D Program	3/20/02	3/20/02		
2	Form steering committee: plan for startup, draft concept paper (1 page) to describe who, what, when, where, & why. Make assignments.		7/30/02	Organizations attending contact other organizations to solicit sponsors.	Who will take a leadership role? Establish some basic “operating guidelines” as how to steering committee will conduct business. COMPLETED
3	Gain commitment to become a member of the RC&D from SWCD, County, Tribes, others. Request in writing board approval and representative. Visit organizations if needed.				COMPLETED
4	Organize Council: name, service area, mission & vision, issues affecting eastern Oregon, organization structure, bylaws. Establish an effective nonprofit organization.	7/30/02	9/3/02 & 9/4/02		Consider a retreat where all member representatives attend. Hire an experienced facilitator. COMPLETED
5	Make application to USDA to become an authorized RC&D Council.	7/30/02	11/1/02		Begin by identifying issues, prioritize, develop strategies, complete and submit to USDA. This will become your first draft of an Area Plan or strategic plan to guide the RC&D Council for the next 3 to 5 years. COMPLETED
6	Setting up your nonprofit corporation	9/23/02	Nov 03	Holly, Doni, Cori with help of Merlin	Complete Articles of Incorporation, writing bylaws, holding the organizational meeting, registering with the Oregon Department of Justice, applying for a Federal Tax ID Number, and others actions as required. COMPLETED
7	Make application to IRS for nonprofit status & incorporate in Oregon.	9/23/02	Nov 03	Holly, Doni, Cori with help of Merlin	USDA requires nonprofit status. COMPLETED
8	Business Plan: Determine how Council will operate: frequency of meetings, financial matters, prioritize goals to implement Annual Action Plan, establish resource committees, communication & coordination between members, and other issues important to Council	5/19/03	Summer 2004	Cynthia	Review at the 9/9/03 meeting.
9	Adopt Annual Action Plan – Based on goals from the application to USDA identify one or two projects the Council can accomplish by October 2003	?	?		Recommend that Council adopt at least 1 project that can be accomplished in the short term and will involve all sponsors.

Annual Plan of Work: Eagle Cap RC&D Council 2002-2003 (continued)

#	Task	Begin Date	End Date	Responsibility	Comments
10	Project Application Form		May-Aug 2003	Greg and Terry	Will develop an application form that is also available online. COMPLETED
11	Create trifold brochure/flyer		May-Aug 2003	Holly, Patty, Cori	Will create a brochure advertising Eagle Cap RC&D. COMPLETED
12	Update letter	10/27/03	12/1/03	Cori	Send out an update letter to those organizations that had sent letters of support last year and an informational letter to those org. that may want to be members of the RC&D. Include the trifold flyer. COMPLETED
13	Revise application for resubmission	10/27/03	12/31/03	Cori, steering committee	Update the activities report, beef up descriptive aspects, enhance/detail the goals and objectives. COMPLETED
14	Develop a website	10/27/03	12/31/03	Cori	Develop a website that will contain both active (upcoming events, contact information, etc.) and static (articles of incorporation, bylaws, etc.) information for Council members and the general public. COMPLETED www.pacrimrcd.org (go to Members)

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Annual Plan of Work: Eagle Cap RC&D Council 2004

#	Task	Begin Date	End Date	Responsibility	Comments
1	Adopt Annual Action Plan – Based on goals from the application to USDA identify one or two projects the Council can accomplish by September 2004 (the end of the fiscal year)	?	?		Recommend that Council adopt at least 1 project that can be accomplished in the short term and will involve all sponsors.
2	Noxious Weeds Project – assist the Columbia-Blue Mountain RC&D's general public campaign against noxious weeds	12/3/03	2/29/04	Entire Council, Cori, Cynthia, Doni	Sell/distribute road signs, baseball caps, floppy hats, stickers, and gardening gloves with the Hitch Hikin' Spike logo.
3	Membership drive – follow-up in-person with the organizations that received update/info letters, invite them to the early April 2004 membership meeting	10/27/03	4/30/04	Steering Committee	By January 2004, only two of the eight sponsors have paid dues (Wallowa SWCD, Keating SWCD) and there is no official membership. We need to establish membership and begin to collect the \$25 annual fee.
4	Elect Board of Directors and Officers	April '04	6/30/04	Entire Council	After membership is established, the Council will need to elect its leadership.
5	Adopt another project	June '04	Aug '04		Establish partnerships within the Council that meet non-traditional needs in community development as well as natural resource conservation.
6	Develop an AREA PLAN	Aug '04	12/31/04		The RC&D application for Program Assistance can be used as the Area Plan for up to 3 years after it is submitted, but the Council needs to start developing a legitimate Area Plan for the next 5 years that is reviewed every 3 years and updated every 5 years.
7	Attend State, Regional, and National Association meetings	Jan '04	Dec '04		Establish contacts, create partnerships and learn what other RC&D are doing in Oregon and across the country.
8	Research grant applications for specific projects, apply as needed	June '04	Sept '04		Begin to create a library of grant funders and establish relationships with those local organizations that help individuals and groups attain grant money.
9	Noxious Weed-Free Products Certification Program – research the Council's role in assisting the development of such a program.	April '04	?	Darrin Walenta	Increase the value and marketability of area crops by providing certification of weed-free products.

Annual Plan of Work: Eagle Cap RC&D Council 2004 (continued)

#	Task	Begin Date	End Date	Responsibility	Comments
10	Healthy Forest Restoration Act – assist in developing community fire plans and apply for money that is available for local projects.	May '04	?	Paul Boehne	This Act includes significant funding for those projects that are listed in the community fire plan being developed by State Forestry.
11					
12					

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