**CapitolRiver Council – Major Activities and Quarterly Timelines**

|  |  |  |
| --- | --- | --- |
| **First Quarter (January – March 2019)** | | |
| Review / update annual work plan |  | Begin process of updating Downtown Development Strategy (develop community engagement strategy, work with City staff to develop timelines, etc.) |
| Board selects Neighborhood honor roll honorees |  | Add other suggested activities … |
| Officers appoint skyway committee members |  |  |
| Begin work on year-end 2018 financial statements and regulatory filings (IRS 990 and report to MN Attorney General) |  |  |
| Report outcomes to City for 2018 Community Engagement Contract, and prepare and submit forms for 2019 contract |  |  |
| Begin Annual Meeting planning (date / time / location, form recruiting committee, etc.) |  |  |
| Staffing planning (if funding is available, develop position description and process to recruit / hire candidates, etc.) |  |  |
|  |  |  |
| **Second Quarter (April – June 2019)** | | |
| Prepare changes to bylaws, if desired (to be approved at Annual Meeting) |  |  |
| Annual Meeting (elect board members, complete 2018-19 Annual Report, identify organizations to appoint a board member, etc.) |  |  |
| Add other suggested activities … |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Third Quarter (July – September 2019)** | | |
| Organizational / Orientation Meeting (elect officers, organizational appointments, select monthly board meeting date / time, overview of CRC programs and services, other training / learning opportunities) |  |  |
| National Night Out (participate in and / or coordinate events) |  |  |
| Add other suggested activities … |  |  |
|  |  |  |
| **Fourth Quarter (October – December 2019)** | | |
| Plan holiday party |  |  |
| Seek nominations for Neighborhood Honor Roll |  |  |
| Begin planning 2020 budget |  |  |
| Seek applicants to be appointed to skyway committee (to be appointed by the CRC officers in January 2020) |  |  |
| Add other suggested activities … |  |  |
|  |  |  |
|  |  |  |