

CapitolRiver Council Annual Work Plan – 2022 DRAFT

Function / Program	High-priority Projects / Activities	Purpose / goals	Leader(s) / primary persons responsible	Notes
Community Engagement	<p>1. Coordinate listening sessions and actively seek participation of people whose voice are missing from our work.</p> <p>2. Administer committees in ways that foster discussion about local issues, and that align with CRC’s Inclusion Plan.</p>	<p>To get to know one another as neighbors and build community connections.</p> <p>To identify what makes our downtown neighborhood unique and livable, to identify our concerns and what is missing and to identify ways we can build more connections.</p> <p>Learnings from these sessions will be shared with the city and with one another to promote the health, safety and well-being of all.</p> <p>Community Feedback received from these listening sessions will be shared with the city, CRC board and the community. This feedback will inform the creation of annual CRC work plan goals and projects that address assets, livability and concerns, and that promotes the overall health, safety and well-being of all residents.</p> <p>Furthermore, this community feedback will indicate on-going opportunities for building community connections.</p> <p>See also goals in the Community Engagement Contract.</p>	CRC Secretary, other interested board members, and Executive Director	Placeholder text for additional background, if needed
	<p>Status Updates: (Placeholder – as tasks are completed, updates will be added so that this document at the end of the year will indicate accomplishments, barriers, etc.)</p>			

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Technology	1. Develop automated ways that people can sign up for specific meeting notices and calendar appointments. 2. Develop a fundraising plan for future computer hardware and / or software needs.	Administrative efficiency and effective contact management / relationship management	Executive Director and Officers (especially Treasurer, Internal and External Affairs)	Calendly is a potential software service that would be helpful, City funding sources are reimbursement based, so there's no way to set aside money for future purposes (for example, \$250 / year toward purchasing a new laptop every 3-4 years).
	Status Updates:			
Continuity / Succession Planning	1. Develop a system where essential information is all in one place, so that someone will be able to step in if the Executive Director is unavailable for an extended period of time. 2. Identify one or more people who could serve as an interim Executive Director.	Administrative efficiency, effective personnel management	Executive Director and Officers	
	Status updates:			
Public Information / Advocacy	1. Work with City staff and City Council to implement recommendations of the Pedro Park Work Group. 2. Inform the public about ways to submit ideas for the City's Capital Improvement Budget. 3. Engage people who provide services to people who are experiencing homelessness, and identify strategies for advocacy. 4. Inform the public and City Council about other recommendations that are developed through CRC engagement activities.	See goals in the final report.	Pedro Park Work Group Members, Officers and Executive Director	
	Status updates:			

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