

2003 VKBPT Organization Work Plan Tasks

Committee	Tasks	Jan					Feb				Mar					Apr				May					June				July				Aug					Sept				Notes		
		1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4			
Audit & Budget	<ol style="list-style-type: none"> 1. Prepare a Financial Policies and Procedures Manual. 2. Conduct a workshop on understanding Financial statements and reports. 3. Develop FY 04 Budget. 4. Develop and recommend adjustments to FY 03 Budget as needed. 5. Develop a long-range financial plan for the organization. 																																											<ol style="list-style-type: none"> 1. Board for Approval 2. 30 minute in Board Mtg. 3. Due to budget office 4. Review again in May 5. Beach, Organization Museum; May also want to do the strategic organization plan at the same time. Begin process in August.
Administrative & Personnel	<ol style="list-style-type: none"> 1. Develop operating standards manual and guidelines. 2. Conduct a Human Resources workshop. 3. Develop a self assessment tool for the organization. 4. Review current staffing, job descriptions and salary ranges. 																																						<ol style="list-style-type: none"> 4. Review in April/May, review in the context of strategic work plan. 					
Development	<ol style="list-style-type: none"> 1. Have a fundraising charrette. 2. Develop a fundraising strategy/plan. 3. Hire fundraising consultant. <ol style="list-style-type: none"> a) Define what we want consultant to do. b) Gaps in what we have and what we need. 4. Explore Advisory Board to aid in soliciting funds. 5. Research, prepare and submit grant applications and proposals to support those things we have identified. <ol style="list-style-type: none"> a) Focus on researching foundations corporate and private to whom we will apply. 																																						<ol style="list-style-type: none"> 1. Dates can be set in committee meeting. 5. Quarterly reports due. 					
Events	<ol style="list-style-type: none"> 1. Develop internal guidelines. 2. Develop sponsorship guidelines. 3. Prepare an Events Calendar. 4. Develop guidelines for use of the Park during renovations. 5. Identify events the Trust will sponsor. 6. Review and update guidelines. 																																						<ol style="list-style-type: none"> 6. Quarterly. 					
Marketing	<ol style="list-style-type: none"> 1. Develop website. 2. Work with Events committee to promote and recommend activities in the park. <ol style="list-style-type: none"> a) Fundraiser b) Juneteenth 3. Weekly column in the Miami Times. 4. Develop unique marketing tools (sandbags, postacrds, etc...) 																																						<ol style="list-style-type: none"> 1. Need to set date. 2. Work with consultant. 4. Need to set date in committee meeting. 					

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Nature & Environment	Don't have data- develop in February during regular committee meeting.																																									
Historic Preservation	1. Develop a Policies and Procedures manual regarding the collection and archiving of materials. 2. Begin collection of information regarding VKBP and VK. 3. Work with HP Planning Consultant in the development of the HP Plan for the Park. a) Develop scope of for consultant. b) Prepare plan. 4. Prepare and submit application for historic designation to the City; determine implications of the strategy.																																									2. In process- need to catalogue and archive. File and cross reference on the computer. 4. Determine dates in committee meeting.
Oral History	1. Recruit and train volunteers in collection of oral history. 2. Develop strategy including timetable for collection of oral histories.																																									1. Set dates in committee meeting.
Planning	1. Oversee the site planning process.. 2. Complete and approve historic preservation plan.																																									1. Ongoing to completion.