



Timeline of tasks and activities:

What	Who	When
Notify Board	Director	Done
Notify Staff	Director	Done
Board Presentation (optional)	Consultant, Director	2/5/2025 6-7:30p
Provide List of Community Questions	Consultant	Done
Select and Gather Responses to Community Questions	Director, Staff	Starting in January
Research community demographics	Director, Staff (Consultant as needed)	2/12/2025
Complete PLD Standards (Essentials, indicators only)	Director, Staff; send to consultant	2/12/2025
Transcribe Community Responses, send to Consultant	Director; send to consultant in Word doc	2/12/2025
Identify Community Members / Stakeholders to participate in planning, send rough number of invitees to Consultant	Director	
Create Staff Meeting Agenda(s)	Consultant, Director	
Distribute Meeting Materials to Staff	Consultant, Director	
Staff Meeting	Consultant Facilitates	2/19/2025
Transcribe Staff Meeting Notes	Director, Staff	
Create Community Meeting Packet	Director	
Create Community Meeting Agenda(s)	Consultant, Director	
Send out Community Meeting Packet	Director	
Create Director's Presentation	Director	
Community Meeting	Consultant Facilitates	First week of April, 6:00 - 7:30, week night.
Board receives concept words for vision statement		May board meeting
Staff develops draft Mission Statement		April / May
Provide Goals and Objectives Templates	Consultant	
Follow-up with Director	Consultant	
Draft Strategic Plan Document	Director	
Check-in with Director	Consultant	
Final Strategic Plan Document	Director	
Present Strategic Plan to Board	Director	