

2015 LSRWA Annual Work Plan

	Task/Subtask	2015												2016												Lead Action Team(s)	Funding Source	Date Complete	Comments											
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D															
	Taxes/annual reports																																							
	2013 Q4 employment taxes	X																																			OAT			
	2013 W-2(s)	X																																			OAT			
	2013 990-N (ePostcard)	X																																			OAT			
	2014 quarterly FICA tax (fed)				X		X			X		X																									OAT			
	State Annual Report																							X													OAT			
	File for sales tax exemption	X	X	X																																	OAT		Ask DeAnna for guidance, esp. re: sales tax on goods to be resold	
	Maintain state Employer ID #	X																																			OAT			
	Annual/quarterly audit			X			X			X		X																									OAT		Ask DeAnna for audit services/support	
	River Network/River Alliance	X																																			OAT			
	Annual member meeting																																						March 14 possible date	
	Planning/coordination	X																																			OAT		Reserve room, contact speakers	
	Annual report	X	X																																		OAT		Financial report	
	Annual elections			X	X																																OAT		Need to determine who is up for election/ term end (revisit bylaws)	
	Board/partnership development																																							
	Update Organizational Folders	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	OAT			
	New BOD/partner outreach	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	OAT		At least 2 BOD, pref. to meet skills needed (finance, law, website, IL resident, ag). Strengthen farmer outreach, including stream monitoring data. Pass out LSRWA cards while doing monitoring/sampling.	
	Trainings/workshops	X	X	X																																	OAT		Fundraising/membership w/ River Alliance; possibly charge \$10 for local groups to attend (Ned Hollister Bird Group, GRAS, DLMRA, LWSRIA, TPE, NLI, etc.)	
	Membership program																																							
	Maintain tracking spreadsheet	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	OAT		Add newsletter delivery preference (electronic/print)	
	Newsletters/eblasts				X																																OAT		2 newsletters/ year, periodic eblasts as needed. Website team to discuss.	
	Review/update membership benefits	X	X																																		OAT		revisit on membership brochure	
	Set-up online payment system	X	X	X																																	OAT		per RPGIII	
	Outreach (mailings, exhibits, press, presentations, etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	OAT		presentations, festivals, fairs, etc.	
	Board strategic partner outreach (maintain partner database/record of communications)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	OAT		Monroe Clinic re water quality/human health link; Beloit Farmer's Market (Kevin); outreach to previous and new potential partners via BOD calls	
	2 year fundraising plan																																							
	Work session to draft plan	X	X																																			OAT		
	Trainings/workshops	X	X	X	X																																	OAT		
	Quarterly funding raising updates			X			X			X		X																										OAT		
	Watershed forums																																							
	Database of potential speakers	X	X																																		OAT		Spring: Midwest BioAg; SW Badger RC&D; Fall: Soil Carbon Project	
	Schedule sessions			X		X				X		X																										OAT		
	E-blast or other advertisement		X		X				X		X																											OAT		
	Strategic plan/annual work plan																																							
	Review/update annually	X																																				OAT		
	Post to website		X																																			OAT		
	Student design charrette (w/ Green Map)																																							
	Create Green Map	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	EOAT		See SAT work plan detail & Green Map Project proposal	

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		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D				
EDUCATION/OUTREACH																									EOAT				
																									EOAT				
																									EOAT				
	Juda Watershed Project																												
	Final reporting	X																							EOAT				
																									EOAT				
																									EOAT				
																									EOAT				
	Compile a 4-part "Watershed Curriculum"																												
																									EOAT				
																									EOAT				
																									EOAT				
	Sugar River Cleanup w/ LWSRIA					X																							
																									EOAT				
																									EOAT				
																									EOAT				
	Birding & Botanizing in the LSRWA					X	X																						
	Coordination w/ GRAS																								EOAT				
	Coordination w/ guides																								EOAT				
	Site selection																								EOAT				
	Communication/press																								EOAT				
	Historic Site Tour & Picnic						X	X																					
	Coordination w/ Historical Society & guides																								EOAT				
	Site selections																								EOAT				
	Plan activities (scavenger hunt/map)																								EOAT				
	Coordination: food, site, facilities, etc.																								EOAT				
	Communication/press																								EOAT				
	Watershed Field Day								X																				
																								EOAT			consider for 2016 to allow completion of RPGIII objectives		
																								EOAT					
																								EOAT					
Canoe trip (Get to Know Your Watershed)								X																					
																								EOAT			consider for 2016 to allow completion of RPGIII objectives		
																								EOAT					
																								EOAT					
Hiking the LSRWA									X																				
																								EOAT			consider for 2016 to allow completion of RPGIII objectives		
																								EOAT					
																								EOAT					
Other: insects, stars, etc.																													
																								EOAT			consider for 2016 to allow completion of RPGIII objectives		
																								EOAT					
																								EOAT					
Seasons of the Sugar River									X																				
																								EOAT					

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		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D					
TECHNICAL																										EOAT				
																											EOAT			
	IT management	X	X	X	X	X	X	X	X	X	X	X	X																	
	Laptop/software maintenance																										TAT			Coordinate laptop software maintenance and ID lead
	Electronic file management (cloud)																										TAT			Determine how we want to use (collaboration, transfer, etc.)
																											TAT			
																											TAT			
	Communications																													
	Phone/messaging management																										TAT			
	Email maintenance																										TAT			
																											TAT			
	Website maintenance/development	X	X	X	X	X	X	X	X	X	X	X	X																	Update after Jan 31 website meeting
	Assign website maintenance tasks	X																									TAT			May want to add calendar, blog
	Create maintenance plan	X	X																								TAT			Possible "captcha" for our report a sighting, etc. to avoid phishing
	Adding payment system/ payment button	X	X	X																							TAT			
																											TAT			
GIS/mapping																														
Green Map (see SAT work plan detail & Green Map Project proposal)																										TAT			see Green Map Project proposal	
Live Map																										TAT			possibly combine with "green map" on line as GIS layer	
																										TAT				
																										TAT				
SCIENCE	Hold a WRAS/ WAV training session																												Move into northern IL, middle Sugar River watershed	
	Coordinate/conduct WRAS training to photo document sample points (coord w/ invasive spp monitoring & EDD mapping etc.)						X																			SAT				
	Coordinate/conduct WAV/P training & sampling						X																			SAT				
																											SAT			
	Hold 4 restoration workshops																													
	Searles Basin & Decatur Lake (TBD) w/ DLMRA																										SAT			
	Juda Branch w/ Juda School & Grande									X																	SAT			
	OK Creek Soils Project w/ Brodhead School (TBD)																										SAT			
	Otter Creek w/ Lake Summerset/NLI (TBD)																										SAT			
	Develop invasive species monitoring program																													
	Develop program w/ key partners (WDNR, SW Badger RC&D, NLI, et al)						X																				SAT			look into EDD Maps; reach out to garden clubs and other vectors
	Field training/field day featuring EDRR project involving Vietnamese parsley (<i>Oenanthe javanica</i>)						X																				SAT			
	Field training/field day featuring "planting w/ natives" w/ partners TCRN, Paul Roemer																										SAT			
																										SAT				
Further develop and implement restoration model																														
Incorporate into restoration workshops, post to website w/ narrative interpretation				X	X	X	X	X	X																	SAT				
																										SAT				

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	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D				
																									SAT			
Create and distribute Green Map (w/ charrette)																												
Work with TAT and EOAT to develop and distribute (see Green Map Project proposal)	X	X	X	X	X	X	X	X	X	X	X	X													SAT			
																									SAT			
																									SAT			
Create soil carbon educational tool																												
Design collaboration		X	X	X																					SAT			
Critical review				X	X	X																			SAT			
Website testing						X	X																		SAT			
Reporting									X																SAT			
Grant management																												
Coordinate grant execution	X	X	X	X	X	X	X	X	X	X	X	X													GAT			
Quarterly status updates			X			X			X		X														GAT			
Update grant budgets			X			X			X		X														GAT			
Grant deliverables/reporting			X			X			X		X														GAT			
Grant acquisition																												
Research grant opportunities	X	X	X	X	X	X	X	X	X	X	X	X													GAT			
Coordinate/schedule grant applications	X	X	X	X	X	X	X	X	X	X	X	X													GAT			
WDNR River Planning Grant												X											X	GAT				
																									GAT			

GRANTS