

# Tualatin River Watershed Council - Six Month Work Plan (1/1/2019 - 6/30/2019)

Work Element	Month					
	Jan.	Feb.	March	April	May	June
<b>I. Administration</b>						
A. Organize filing system	_____					
B. Organize computer files	_____					
C. Payroll and payroll taxes	_____	_____	_____	_____	_____	_____
D. 990's and W-2s	_____					
E. Quickbooks - Expense & revenue coding	_____	_____	_____	_____	_____	_____
F. Quickbooks management decision			_____			
G. Grant Reporting						
1. OWEB - Gales/Clear Creek	_____					
2. Bureau of Reclamation						
G. Develop 2019-20 budget					_____	_____
H. Council meetings	_____	_____	_____	_____	_____	_____
I. Steering committee meetings	_____	_____	_____	_____	_____	_____
<b>II. Fundraising</b>						
A. Draft Fundraising Plan				_____	_____	_____
1. Corporate giving strategy					_____	_____
2. Public grants strategy					_____	_____
3. Private foundation strategy					_____	_____
4. Workplace giving					_____	_____
5. Major donors					_____	_____
B. Public Grants						
1. TSWCD - TREE Grant	_____					
2. OWEB Council Capacity Grant						
a. Develop OWEB Workplan	_____	_____				
b. Annual evaluation		_____				
c. Develop annual report	_____					
d. Presentation to County Commission					_____	_____
C. Corporate Giving						
1. Mtg. w/Bonneville Environmental Foundation	_____					
2. Understand sustainability goals of largest corporations		_____				
3. Develop corporate giving approach w/BEF			_____			
<b>III. Program Implementation and Development</b>						
A. Strategic Planning						
1. Contract with strategic planning consultant			_____			
2. Develop outline of strategic plan and process				_____	_____	
B. Partner coordination on ongoing projects	_____	_____	_____	_____	_____	_____
1. Gales/Clear OWEB Final Report	_____					
2. EF Dairy Creek LWD Permitting	_____	_____				
3. Upper East McKay Forest Restoration		_____	_____			
4. Lake Oswego - Carter Creek					_____	_____
5. Clackamas County - WES				_____	_____	
6. Our Table III				_____	_____	
7. NORP partner coordination	_____	_____				
C. Completed projects monitoring and reporting		_____	_____	_____	_____	_____
D. Ongoing partner collaborations	_____	_____	_____	_____	_____	_____
1. Dairy McKay Conservation Effectiveness Partnership	_____		_____		_____	
<b>IV. Outreach</b>						
A. Develop communication plan					_____	_____
B. Develop partner engagement plan					_____	_____
C. Continue one on one partner meetings	_____	_____	_____	_____	_____	_____
B. Partner collaborative efforts						
1. Tualatin Conservation Partners	_____		_____		_____	
2. Cedar Mill North Johnson Creek Collaboration		_____		_____		_____
3. Tualatin Basin Partner Advisory Committee			_____			