

Conceptual WORK PLAN – 05/06

 *Convene Meetings*

- ✓ **July 18 '05 BAWF/TASK FORCE Meeting** (agenda, coordination, education, outreach, speakers, handouts)
 - Committee meetings and preparation:
 - Communications Work Group
 - Ad Hoc Budget Subcommittee
 - Steering Committee
 - ABAG meetings and preparations (as requested)

- **August/September -- Other meetings :**
 - Potential funders
 - ABAG committee and board
 - Outreach planning and coordination
 - Regular updates -- policy and planning developments

- **Sept./October BAWF/TASK FORCE Meeting** (agenda, coordination, information, outreach, speakers, handouts)
 - Committee meetings and preparation
 - Water and Land Use Subcommittee
 - Communications Work Group
 - Ad Hoc Budget Sub-committee
 - Legislative Subcommittee
 - Steering Committee

- **October/November – Other meetings**
 - Meeting with potential funders
 - ABAG sub-committee and board meetings and preparations as requested
 - Outreach planning meetings
 - Regular updates-- policy and planning developments

- **Dec/January '06 BAWF/TASK FORCE Meeting** (agenda, coordination, information, outreach, speakers, handouts)

- Water and Land Use Subcommittee
- Communications Work Group
- Ad Hoc Budget Sub-committee
- Legislative Subcommittee
- Steering Committee

- **February/March – Other meetings**
- Meeting with potential funders
- ABAG sub-committee and board meetings and preparations as requested
- Outreach planning meetings
- Regular updates-- policy and planning developments

- **May/April '06 BAWF/TASK FORCE Meeting** (agenda, coordination, information, outreach, speakers, handouts)
- **Subcommittee meetings and preparation**
 - Water and Land Use Subcommittee
 - Communications Work Group
 - Ad Hoc Budget Sub-committee
 - Legislative Subcommittee
 - Steering Committee

 *Preparations for education and outreach effort on IRWMP to local governments and others*

Fall/Winter '05-'06

- Coordinate with and assist Communications Work Group
- Assist with the development of a strategic plan, including matrix of outreach activities
- Assist with message development
- Assist with the content of printed publications and related outreach materials
- Update web site and information packets
- Develop meeting schedule
- Make initial contacts with local governments
- Report on progress to WF/TF , ABAG, and other organizations as necessary

 *Education and outreach to members, government, NGO's, and the general public*

Winter/Spring '05/06

- Schedule preliminary meetings;
- Develop presentation schedule;
- Assist in the development of presentation materials;
- Maintain and update WF/TF web site;
- Prepare e-newsletters
- Screen materials with Communications Work Group and other groups;
- Attend local government, regional government and other stakeholder meetings as required;
- Summarize progress in a written and oral report to the WF/TF.

 *ABAG Project management and planning assistance*

July 1, '05 – June 30, '06

- Convene inter-agency meetings to:
 - a) ensure coordination,
 - b) evaluate progress on data gathering,
 - c) review environmental evaluation needs, and
 - d) coordinate scoping sessions;
- Work with ABAG staff and consultants to undertake demographic and related evaluations, as necessary;
- Research, produce and edit maps, as necessary;
- Respond to local government staff and other inquiries about IRWMP specifics;
- Work with staff on data compilation and assessments, as necessary.
- Research and prepare correspondence, reports, budget summaries and spread sheets as necessary;
- Recruit new members and fill vacancies;
- Routine communications with participants, staff and consultants – information and referrals to meeting participants, planning documents, public records, projects and programs.

 *Government Relations*

- Meet with a range of agencies and organizations related to IRWMP and the WF/TF ;
- Meet with state legislative staff as necessary;
- Review legislative and other public policy material as it relates to water and land use planning.

Facilitation

- Assist in the facilitation of meetings of the TF/WF and engage in a consensus process.

Pledge program administration

- Maintain a constant level of activity in the new pledge program, consistent with program goals;
- Establish an accounting and notification system to initiate and track pledges.

Budget review and preparation of budget reports

- Monthly and quarterly review of budget and financial statements;
- Quarterly progress reports.