



Approved 1/15/2019

South of the Sound Community Farm Land Trust 2019 Action Plan

Board or Board and Executive Director Lead Actions				
Goal Area	Specific Task	Who Starts Task	When	Priority Level (H/M/L)
Board Processes	Support new E.D. in their new role including assisting with prioritizing among the various tasks. Create a supportive, on-going, check-in and evaluation processes	Board	Formal check in at 30 and 60 days into the position (early Dec, Jan) and 90 day evaluation (February). Formal 6 month evaluation April; 12 month November	H
Board Processes	Improve diversity in organization: Include in each board agenda discussion or training related to increasing the race and ethnic diversity of the organization and broadening ways to bring voices to the table from groups not yet well represented in the organization	Board	Board meetings during the year	H
Build Capacity	Apply for 2020 Accreditation by May 2019	E.D./Board	Prepare online documents in Spring	H
Build Capacity	Create a 2025 Strategic Plan that updates the 2009-11 Plan	E. D. /Board	Create goals, methods and timeline at late 2019 Retreat	H

Board or Board and Executive Director Lead Actions (continued)

Goal Area	Specific Task	Who Starts Task	When	Priority Level (H/M/L)
Board Processes	Recruit Board Members: Farmers including potential leaseholders, Race & Ethnic Diversity, younger people (esp. farmers), Community networker, Low-Income representatives, Community Partners, more diverse political views (or on Advisory Board), faith community	Board	Ongoing – 5 vacant positions	M
Board Processes	Creation of an Advisory Council to advise Executive Director and board. Would meet once or twice a year for celebration and meeting each other	Board	October 2019	M
Partnerships	Work with Food System Network to document the realms of work of food system related organizations and where CFLT fits (where our voice should be at the table, others organizations we should better understand, etc.)	E.D./Board Chair	Working through SSFSN to create a map by mid-2019	M
Board Processes	Board Self-Evaluation (annual) and Individual Review (every 3 years)	Board	Board self-evaluation each summer, board member (summer 2019 and every 3 years)	M
Farmland Preservation	Continue ongoing consideration of best strategies for meeting our mission regarding securing affordable access to farmland and keeping farmers in operation.	Board and E.D.	Annual retreat	L

Farmland Preservation Committee Leads Action

Goal Area	Specific Task	Who Starts Task	When	Priority Level (H/M/L)
Build Capacity	Translate practice into approved farmland acquisition policies and procedure consistent with best practices: <ul style="list-style-type: none"> • Project Selection Criteria (Feb) • Management Plan for Oyster Bay Farm Easement – (May) • Monitoring of Easements Procedure (March) • Conservation Easement Violation Policy and/or Procedures (August) • Conservation Easement Amendment Policy/Procedures (August) • Inspection of Owned Properties Procedures (December) 	Executive Director	Board approved all by December 2019	H
Farmland Preservation	Complete first year Oyster Bay Farm Monitoring report	Executive Director	January	H
Farmland Preservation	Prepare a Conservation Future Grant proposal for an ACE on 19.7 acres of farmland in the Evergreen Valley with minimal matching funding.	Executive Director	February	H
Partnerships	Prepare lease documents for Incubator Farmers who choose to continue at Scatter Creek Farm and Conservancy Undertake a 2 year lease to hay about 25 acres at SCF&C land as an interim use of the land no longer under long-term lease	Marcie Cleaver and Executive Director	February	H
Partnerships	Create a MOU for the Local Grain Production Project with WSU Extension, Dalen Houston, Kirsop Farm and others supporting the re-emergence of local grain production and processing. Identify space and document foregone revenue for that donation of space.	Farm Management Committee/ Executive Director.	March 2019	H

Farmland Preservation Committee Leads Action (continued)

Goal Area	Specific Task	Who Starts Task	When	Priority Level (H/M/L)
Farmland Preservation	Determine best approach to 33 acres at Scatter Creek Farm & Conservancy that are no longer under long-term lease: <ul style="list-style-type: none"> • How many acres to reserve for beginning and new farmers? • How many acres for long-term lease? Prepare RFP for long-term lease for the 2021 season and beyond (as required in the Conservation Agreement with TC)	Executive Director	October 2019	M
Farmland Preservation	Determine a future approach to serving beginning and new farmers at SCF&C or on future acquired or donated farmland	Executive Director	2020	M
Farmland Preservation	Maintain communication with farm family seeking to make a gift of their farm later in their life. Continue search for new farm to acquire using Matching Gift Campaign Funds	Executive Director	Ongoing	M
Build Capacity	Evaluate first three acquisitions and grant applications that did not result in acquisitions for lessons learned	FPC	October	M
Farmland Preservation	Based on planned successful conservation efforts in the Evergreen Valley, consider making that rich farming are a focus of future preservation work	Board	Late 2019 retreat	L

Legal Committee Leads Actions

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Build Capacity	Personnel Policy Handbook – review and recommend revisions to existing policy and practice and review, revise recommended additional policies	Legal Committee, Board	May	H

Executive Committee Leads Actions

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Board Processes	Establish formal Board Member Orientation/Onboarding Process	Executive Committee	By March 2019	M

Several Committee Lead Action

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Build Capacity	Develop policies and complete review of policies consistent with best practices: Review Insurance regarding appropriate coverage, Risk management review, Communications policy, Grants best fit policy, Policies for new funds held in reserve	Finance Committee, Membership/Out-reach/Development Committee, Board	Winter through Summer	M

Ad Hoc Policy Group

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Partnerships	County policy advocacy (Comprehensive Plan review in 2019) and lobbying for Conservation Futures, with community partners	Ad hoc policy group (Loretta, Bill Zachmann, Rebeca, Mary)	Ongoing	M

Membership/Outreach/Development Committee Leads Actions

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Build Capacity	Additional Staff grant funding applications (seek capacity grant from Satterberg Foundation for staff in area outside E.D. strength) (60 grants awarded, 500 apply)	Executive Director	LOI – Jan 2019; Site visit 2019, Funds in Aug 2019	H
Partnerships	Community Engagement Plan	Membership/Outreach/Development Committee	Late 2019	L